



**BOARD OF DIRECTORS 2022**

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**AGENDA**

**SAN MATEO COUNTY TRANSIT DISTRICT  
MEASURE W CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING**

**Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to [Assembly Bill 361](#) (Government Code Section 54953).**

Committee members, staff and the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92139885464?pwd=SmpwTWROOVpxcnNpVk9UdklQSDA0dz09> or by entering Webinar ID: 385999; Passcode: 921 3988 5464 in the Zoom app for audio/visual capability or by calling 1-669-900-9128 (enter webinar ID and press # when prompted for participant ID) for audio only.

The video live stream will be available after the meeting at <http://www.samtrans.com/about/boardofdirectors/video.html>.

**Public Comments:** Members of the public are encouraged to participate remotely. Public comments may be submitted to [publiccomment@samtrans.com](mailto:publiccomment@samtrans.com) prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at:

[http://www.samtrans.com/about/boardofdirectors/Board\\_of\\_Directors\\_Calendar.html](http://www.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.html)

Oral public comments will also be accepted during the meeting through \*Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Use the Raise Hand feature to request to speak. For participants calling in, dial \*67 if you do not want your telephone number to appear on the live broadcast. Callers may dial \*9 to use the Raise Hand feature for public comment and press \*6 to accept being unmuted when recognized to speak. Each commenter will be automatically notified when they are unmuted to speak for three minutes or less. The Committee Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

**MONDAY, MARCH 7, 2022 – 1:00 PM**

1. Call to Order/Pledge of Allegiance
2. Roll Call

**San Mateo County Transit District Measure W Citizens' Oversight Committee Members 2021:** Rosanne Foust (Chair), Julie Lind Rupp (Vice Chair), Adrian Brandt, Eduardo Gonzalez, Rich Hedges, Sandra Lang, Adina Levin, Jeff Londer, Alex Madrid, Ethan Mizzi, Michael Wosley-Ousdahl, Mario Rendon, Malcolm Robinson, Irving Torres.

**Staff Liaisons:** April Chan, Chief Officer, Planning, Grants/  
Transportation Authority  
Amy Linehan, Public Affairs Specialist

**COC Secretary:** Jean Brook

3. Public Comment for Items Not on the Agenda

At this time, persons in the audience may speak on any matter within the jurisdiction of the Committee. The Brown Act (the State local agency open meeting law) prohibits the Committee from acting on any matter that is not on the agenda. The Chair may limit speakers to three minutes each.

4. Approval of Meeting Minutes from October 12, 2022

5. Public Hearing: Annual Audit of Measure W Tax Revenues and Expenditures in Accordance with Congestion Relief Plan for the Fiscal Year Ended June 30, 2021

a. Independent Auditor's Presentation

b. Committee Questions

c. Public Comment

d. Close Public Hearing

e. Committee Comments

f. Committee Discussion on Drafting of Committee Report

6. Committee Member Comments/Communications Regarding Transportation Matters

7. Next Meeting: Date To Be Announced

8. Adjournment

## **INFORMATION FOR THE PUBLIC**

If you have questions about the agenda, please contact Amy Linehan at [linehana@samtrans.com](mailto:linehana@samtrans.com). Agendas are available on the SamTrans website at [https://www.samtrans.com/about/boardofdirectors/Board\\_of\\_Directors\\_Calendar.html](https://www.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.html). Communications to the Board of Directors can be emailed to [board@samtrans.com](mailto:board@samtrans.com).

*Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287*

### **Date and Time of Board and Measure W Citizens' Oversight Committee Meetings**

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm;  
SamTrans Measure W Citizens' Oversight Committee (COC): Frequency of meetings to be determined. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and COC are available on the website.

### **Location of Meeting**

**Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.**

### **Public Comment**

Members of the public are encouraged to participate remotely. Public comments may be submitted to [publiccomment@samtrans.com](mailto:publiccomment@samtrans.com) prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: [http://www.samtrans.com/about/boardofdirectors/Board\\_of\\_Directors\\_Calendar.html](http://www.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.html).

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### **Accessible Public Meetings/Translation**

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email [titlevi@samtrans.com](mailto:titlevi@samtrans.com); or request by phone at 650-622-7864 or TTY 650-508-6448.

### **Availability of Public Records**

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the California Public Records Act and that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070 at the same time that the public records are distributed or made available to the legislative body.

**SAN MATEO COUNTY TRANSIT DISTRICT  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF MEASURE W CITIZENS OVERSIGHT COMMITTEE (COC) MEETING  
OCTOBER 12, 2021**

**MEMBERS PRESENT (Via Teleconference):** A. Brandt, R. Foust, R. Hedges, S. Lang, A. Levin, J. Lind Rupp, J. Londer, A. Madrid, E. Mizzi, L. Normandy, M. Rendon, M. Robinson

**MEMBERS ABSENT:** L. Bennett, E. Gonzalez

**STAFF PRESENT:** A. Linehan, A. Chan, D. Hansel, J. Cassman, S. van Hoften, G. Martinez, J. Ye, D. Seamans, P. Skinner, P. Ledezma, J. Brook, M. Johnston

**1) Call to Order/Pledge of Allegiance**

Chair Rosanne Foust called the meeting to order at 3:01 pm. The webinar went live at this time, and closed captioning was turned on per the request of a Community Member at the July 22, 2021 meeting. Committee Member Malcolm Robinson led the Pledge of Allegiance.

**2) Roll Call**

Dora Seamans, Executive Officer, District Secretary, called the roll. A quorum was present.

Ms. Seamans shared that Committee Member Mary Adler has begun a new job and has resigned the committee. As Ms. Adler was a representative of the SamTrans CAC, the committee will look to legal counsel and the SamTrans CAC to find her replacement.

**3) Public Comment for Items Not on the Agenda**

There were no public comments via email or via webinar.

**4) Approval of Meeting Minutes from July 22, 2021**

Committee Member Adina Levin requested the correction of a typo, changing the word "principal" to "principle" in the minutes as well as in the committee report.

Motion/Second: Hedges/Robinson

Ayes: Brandt, Foust, Hedges, Lang, Levin, Lind Rupp, Londer, Madrid, Mizzi, Normandy, Robinson

Absent: Bennett, Gonzalez, Rendon

**5) Amendment of Committee Bylaws to Hear Public Comment on Items Not on the Agenda at the Beginning of Committee Meetings *Shayna van Hoften, Legal Counsel***

The COC suggested a revision to the bylaws to allow the public comment on non-agendized items to come at the beginning of the meeting which is more consistent with typical practice. A staff report features the change to the bylaws.

Motion/Second: Hedges/Brandt

Ayes: Brandt, Foust, Hedges, Lang, Levin, Lind Rupp, Londer, Madrid, Mizzi,  
Normandy, Robinson

Absent: Bennett, Gonzalez, Rendon

6) **Consideration and Approval of Annual Committee Report on Use of Measure W Tax Revenues and Expenditures for Fiscal Year 2020** *April Chan, Chief Officer, Planning, Grants & Transportation Authority*

April Chan, Chief Officer of Planning, Grants & Transportation Authority, and Derek Hansel, CFO, walked through the report showing how Committee Members' feedback from the July 22, 2021 meeting had been captured and incorporated. These changes include a list of the committee members at the beginning of the document, graphical representations of information in the body of the report for easier comprehension, and descriptions of funding categories.

Changes to the document for clarification and more complete information were made in real time during the review as noted and/or requested by Members of the Committee.

- a. Committee Member Mizzi asked that the 2001 reference be corrected to 2021, and that the reference to millions in pie charts be corrected to thousands.
- b. Committee Member Brandt requested changing labeling of tables to be more consistent across all tables, referencing Table 1's percentages and arrow call-outs to better identify smaller wedges of the pie chart. He asked that the legend color keys be enlarged for ease of identification, and that there be greater differentiation among the blues, e.g., for ease of identification.
- c. Mr. Hansel said that conforming colors related to funding groups can be done.
- d. Mr. Hansel explained that district funds not spent but allocated are considered a "planned restricted fund".
- e. Committee Member Mizzi asked if it would be possible in future years to have an additional chart showing expenditures and unspent funds together. He asked if equity considerations would be their own separate pieces of the pie chart. Mr. Hansel said that we would try to graphically represent how the money is spent geographically.
- f. Ms. Chan explained that small expenditures were for the development of the TA Strategic Plan which also governed how Measure W was to be spent, confirming to the ordinance itself.
- g. Committee Member Levin asked if there is a program identified for the TA Regional Transit bucket. Ms. Chan said the process is expected to kick off early next year.
- h. Ms. Levin asked if the money is flexible or restricted to capital expenses. Legal Counsel Joan Cassman shared that under the Regional Transit Connection category, "10% of Measure W each year is allocated to services that are designed to improve connectivity between our county and the region", i.e. both capital and operations.

- i. Ms. Lang asked if equity zones will be included under maps. Ms. Chan said the zones are currently being looked at by the Reimagine SamTrans program. Mr. Hansel said the maps will be updated annually as allocations to various projects occur, and that projects will be described in more granular detail to capture greater project information than maps may present. Mr. Hedges said that MTC and C/CAG have outline equity communities and asked how we will make sure that communities in need have good proposals that will get their projects approved. Ms. Chan said that during the TA Strategic Planning process the consideration of providing assistance was discussed, e.g. presenting workshops, and that balance between funding workshops versus funding for projects was considered. Chair Foust said that smaller communities have less staff and it affects not only transportation but housing, small businesses and other areas. Committee Member Robinson added that within smaller towns there are equity issues beyond money issues such as elders vs. younger residents.
- j. Ms. Levin noted that questions today were asked due to the graphic additions which broadened the conversation.
- k. Chair Foust suggested adding the final summarizing paragraph to the beginning of the document as an executive summary, adding clarifying verbiage, and having a briefer summary at the end of the document. The Committee was in concurrence.
- l. Ms. Levin asked if references to the buckets and their guidance could be added, via embedded links, or each table having notes re the guidance for ease of tracing between items and their relative plans. Ms. Chan said in addition to the TA Strategic Plan there would be a short-range highway plan, a TDM (?) plan, a regional transit plan, etc. Mr. Hansel added a bullet to the Findings paragraph – “Embedded links to tables/plans that describe the guidance for expenditures and allocations by the Transportation Authority”.
- m. Committee Member Lang requested additional information on how the report was created, e.g. how data and graphics were determined. Mr. Hansel said the language in the PAFR will be used to describe the general methodology for creating the report.

Motion to approve the document with the updates discussed today:

Motion/Second: Hedges/Madrid

Ayes: Brandt, Foust, Hedges, Lang, Levin, Lind Rupp, Londer, Madrid, Mizzi,

Normandy, Rendon, Robinson

Absent: Bennett, Gonzalez

7) **Discuss Work Plan for Fiscal Year 2021 Annual Audit of Measure W Tax Revenues and Expenditures in Accordance with Congestion Relief Plan Grace Martinez, Deputy Chief Financial Officer**

Nathan Edelman, Eide Bailly Independent External Auditor, presented the 2021 Audit outline. Mr. Edelman reviewed the responsibilities of the auditing body and of management, and the language of a clean or unmodified opinion, such as what was submitted for FY2020.

8) **Update on Measure W Citizens' Oversight Committee Recruitment for those**

**terms ending in 2021 Casey Fromson, Acting Chief Communications Officer / Amy Linehan, Public Affairs Specialist** - Information item

Due to the staggered nature of COC terms, five members' terms will expire in January, and they will be replaced. The staggered term approach, a practice used by the TA, allows for seasoned members to work together with new members as the committee develops over the years.

- Ethan Mizzi, Youth Representative
- Vice Chair Julie Lind Rupp, Organized Labor Representative
- Lauren Bennett, Private Sector Employers Representative
- Liza Normandy, County Supervisor District 1 Representative
- Rich Hedges, County Supervisor District 2 Representative

Public applications opened 9/21/21 and will close 10/21/21. Electronic applications are available on the COC website, as well as printable version for anyone wishing to print and submit to the main office in San Carlos. A press release was issued to promote the opportunity, and our social media team has been promoting the openings and how to apply. Members who currently hold a seat are encouraged to apply for these three-year terms. If applications for each position are not received, targeted outreach to current members and other stakeholders throughout the county will occur. The goal is to have a full member slate to take to the December meeting for board approval. Please refer questions to Amy Linehan.

9) **Committee Member Comments/Communications Regarding Transportation Matters**

There were no member comments.

10) **Next Meeting: Date to Be Announced**

11) **Adjournment**

The meeting was adjourned at 4:32 pm.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Measure W Citizens' Oversight Committee

THROUGH: Carter Mau  
Acting General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **PUBLIC HEARING: ANNUAL AUDIT OF MEASURE W TAX REVENUES AND EXPENDITURES IN ACCORDANCE WITH CONGESTION RELIEF PLAN FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

**ACTION**

Staff proposes the Measure W Citizens' Oversight Committee (COC):

1. Receive the San Mateo County Transit District's (District) Financial Audit of Measure W Funds (Measure W Audit) for the Fiscal Year ended June 30, 2021;
2. Conduct a public hearing on the Measure W Audit and receive public comments; and
3. Provide direction on the report to be drafted on behalf of the COC to provide County residents with information on how Measure W tax proceeds are being spent.

**SIGNIFICANCE**

On July 11, 2018, the District adopted and sought voter approval to implement an ordinance imposing a half-cent retail transactions and use tax to implement the San Mateo County Congestion Relief Plan (Measure W Ordinance). The County's voters approved Measure W on November 6, 2018. The Measure W Ordinance requires the District to have an independent auditor annually review the receipts and expenditures of tax proceeds under the Congestion Relief Plan. The COC must then receive and hold a public hearing on the Measure W Audit, and issue a report to provide County residents with information regarding how tax proceeds are being spent.

**BACKGROUND**

The District contracts with an independent auditor, Eide Bailly LLP to conduct the Measure W Audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America.

The Measure W Audit is prepared in accordance with the guidelines set forth by the Government Accounting Standards Board and consists of an Independent Auditor's Report, Financial Statements, Notes to Financial Statements, Supplementary Information and Independent Auditor's Report on Internal Control over Financial Reporting and on



Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. The Independent Auditor's Report has an unmodified "clean" audit opinion. The Financial Statements, Notes to Financial Statements and Supplementary Information provide the detail as well as the perspective with which to assess the Measure W Funds' financial condition and project expenses.

Notice of this public hearing was posted at the District's administrative offices and on the District's web page, sent out via press release, and distributed via the District's social media accounts. Public input was invited for submittal in advance and will also be accepted during the hearing.

**BUDGET IMPACT**

There is no impact on the Budget.

Prepared by: Jennifer Ye, Acting Director, Accounting

650-622-7890