

**San Mateo County Transit District  
1250 San Carlos Avenue, San Carlos, California**

**Citizens Advisory Committee (CAC)  
Meeting Minutes**

**July 27, 2022**

**Members Present (Via Teleconference):** M. Adler, J. Baker, B. Gomez, A. Juarez (joined at 6:45 pm), N. Lacsamana, M. Lewis, A. Madrid (Vice Chair)

**Members Absent:** C. Carey, S. Appenrodt, S. Johnston, M. Park (Chair), D. Seibert

**Staff Present:** T. Dubost, J. Steketee, B. Adams, J. Brook

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

Vice Chair Alex Madrid called the meeting to order at 6:32 pm and requested that John Baker lead the Pledge of Allegiance.

**2. Roll Call**

CAC Secretary Jean Brook called the roll and noted six members present, one less than needed for a quorum, but a quorum was expected with another member confirmed to attend and delayed.

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

Frank Liu asked about the status of various routes in the August runbook and made detailed suggestions.

*Items 4 and 5 were taken out of order to allow for the presence of a quorum to join prior to voting to approve the minutes.*

**5. Presentation: Brown Act Basics**

Brendan Adams, Legal Counsel, Hanson Bridgett LLP, provided the presentation.

*Allie Juarez joined the meeting at 6:45 pm.*

Nancy Lacsamana noted another legislative body that went from all teleconferencing to all in person with no public comments taken from non-attendees; she asked how the Brown Act applied to that situation. Mr. Adams said changing technology makes agencies without teleconferencing options appear suspect. He said change would likely be coming to require larger jurisdictions to have a teleconferencing option.

Vice Chair Madrid asked if the Chair had the option to adjust the public comment time limit if there were a lot of speakers. Mr. Adams said they had that option if the same time limit is extended to all speakers.

Allie Juarez asked if the Brown Act was specific to California only, and Mr. Adams said it was although other states have their own transparency laws.

#### **4. Approval of Meeting Minutes from June 29, 2022**

Motion/Second: Lacsamana/Lewis

Ayes: Adler, Baker, Gomez, Juarez, Lacsamana, Lewis, Madrid

Noes: None

Absent: Appenrodt, Carey, Johnston, Park, Seibert

#### **6. Report of the Chair**

Vice Chair Madrid said that he had no report.

#### **7. SamTrans Staff Update**

Tina Dubost, Manager, Accessible Transit Services, reviewed the highlights of the staff report.

Ms. Juarez asked if people were being asked to exit through the back of the bus due to the pandemic. Ms. Dubost said they prefer that people exit from the back if they can, but they also have the option of exiting through the front door.

#### Public Comment:

John Paul Poritz said he preferred the old SamTrans website because it was possible to download PDFs of individual route schedules. He said the only way now to get a schedule is to get a paper copy on the bus if it is available, and noted that he was compelled to call Customer Service to get his route questions answered instead of being able to do self-service on the website.

#### **8. CAC Member Comments/Requests**

Mr. Baker said regarding the new route changes that some of the signage was unclear. He suggested that there should be a link to where you can find out the extent of the route changes.

Ms. Lacsamana said the website should show the current schedule because it is only showing the schedule that begins in August. Jonathan Steketee, Manager, Operations Planning, said he was working with the web team to fix the errors on the website. He said the temporary bus signs should have a link and a QR code listed at the bottom. Mr. Baker shared a photo of a sign that had a tiny owl to indicate the Owl (nighttime) service, which he said was very hard to read.

Ms. Juarez said she had been taking the bus more often lately and expressed concern that other riders were not distancing or wearing a mask. She asked if the social distancing or mask mandates may be coming back. Ms. Dubost said they were working closing with the San Mateo County Public Health Department and observing what other transit agencies are doing, and that social distancing and masking on buses is recommended but not required at this time.

Vice Chair Madrid said he agreed that the website and signage was confusing.

**9. SamTrans Board Liaison Report**

Vice Chair Madrid requested that Ms. Brook provide a summary of the July 6 Board meeting.

**10. Next Meeting**

Vice Chair Madrid said that the next meeting will be held Wednesday, August 31, 2022 at 6:30 pm via Zoom teleconference (additional location, if any, to be determined).

**11. Adjournment**

The meeting adjourned at 7:42 pm.