



Agenda

Citizens Advisory Committee (CAC) Meeting

San Mateo County Transit District

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/92043867620?pwd=ZHplQnJQd0VwYWVWcydGJCdTNRVGd6UT09> or by entering Webinar ID: **920 4386 7620**, Passcode: **474781** 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 at:

<https://www.samtrans.com/about-samtrans/video-board-directors-cac>.

Public Comments: Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Committee Chair 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:

<https://www.samtrans.com/meetings>.

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. Each commenter will be recognized to speak and callers should dial *6 to unmute themselves when recognized to speak for three minutes or less. The Board and Committee Chairs 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.

Wednesday, September 28, 2022

6:30 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Public Comment for Items Not on the Agenda

Comments by each individual speaker shall be limited to three (3) minutes. Items raised that require a response will be deferred for staff reply.

SamTrans Citizens Advisory Committee Members 2022: Mary Adler, Steve Appenrodt, John Baker, Christopher Carey, Bob Gomez, Scott Johnston, Allie Juarez, Nancy Lacsamana, Michelle Lewis, Alex Madrid (Vice Chair), Meredith Park (Chair), Denise Seibert

Staff Liaison: Ana Rivas, Director of Bus Transportation

CAC Secretary: Jean Brook

4. Approval of Meeting Minutes from August 31, 2022
5. Presentations
 - a. 2022 Legislative Review – Jessica Epstein, Manager, Government and Community Affairs
 - b. CAC Public Role – Shayna van Hoften, Hanson Bridgett LLP, and Jessica Epstein, Manager, Government and Community Affairs
6. Report of the Chair
7. SamTrans Staff Update
8. CAC Member Comments/Requests
9. SamTrans Board Liaison Report – Meredith Park, Chair
10. Date and Time of Next Meeting: Wednesday, October 26, 2022 at 6:30 pm, via Zoom teleconference (additional location, if any, to be determined)
11. Adjourn

Information for the Public

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans website at <https://www.samtrans.com/meetings>. Communications to the Board of Directors can be emailed to board@samtrans.com.

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Date and Time of Board and Citizens Advisory Committee Meetings

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm;
SamTrans Citizens Advisory Committee (CAC): Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC 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 prior to the meeting's call to order so that they can be sent to the Committee Chair 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:

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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 and 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.

Accessible Public Meetings/Translation

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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**

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

August 31, 2022

Members Present (Via Teleconference): M. Adler, J. Baker, C. Carey, B. Gomez, A. Juarez, N. Lacsamana, M. Lewis, A. Madrid (Vice Chair), S. Johnston, M. Park (Chair), D. Seibert

Members Absent: S. Appenrodt

Staff Present: A. Rivas, T. Dubost, J. Steketee, M. Louie, J. Horng, K. Christopherson, D. Olmeda, J. Brook

1. Call to Order/Pledge of Allegiance

Chair Park called the meeting to order at 6:31 pm and led the Pledge of Allegiance.

2. Roll Call

CAC Secretary Jean Brook called the roll and noted that a quorum was present.

3. Public Comment for Items Not on the Agenda

There were no comments.

4. Approval of Meeting Minutes from July 27, 2022

Motion/Second: Baker/Adler

Ayes: Adler, Baker, Cary, Gomez, Juarez, Johnston, Lacsamana, Lewis, Madrid, Park, Seibert

Noes: None

Absent: Appenrodt

5. Presentation: Operator Restroom Access Improvement

Jonathan Steketee, Manager, Operations Planning, introduced Planning Analysts Michelle Louie, Justin Horng, and Kate Christopherson, who provided the presentation.

John Baker asked regarding longer routes with a long time between endpoints how to accommodate in-run needs. He suggested having a portable restroom at the San Bruno BART (Bay Area Rapid Transit) station. Ms. Rivas said there is a policy in place to request a mid-run stop. Mr. Steketee said they are investigating where they can put additional portables for mid-run breaks and provide a list to operators.

Vice Chair Alex Madrid asked if staff checked out the designated restroom facilities. Ms. Louis said that staff and consultants are doing comprehensive site assessments for all the locations.

Bob Gomez asked if new operators have resources for reporting incidents while they are in the field. Ms. Rivas said the operators know to contact Radio Control, who will then contact either dispatch or the transit police. Mr. Gomez asked how to contact the operator and Ms. Rivas said he should call Customer Service to relay a question or comment about an operator.

Chair Park asked if SamTrans partnered with other agencies on developing an app to locate available restrooms. Mr. Steketeer said they are meeting with AC (Alameda County) Transit in an attempt to leverage and share existing resources. Chris Carey commended the team on their efforts to help out the operators.

Mary Adler said having a lack of clean restrooms could be a barrier to entry for prospective operators. Ms. Rivas acknowledged that restroom usage is one of the most important things that operators consider in doing their job over the course of their shift.

Mr. Gomez asked if operators were allowed to carry firearms, and Ms. Rivas said they were not and that they are instructed to contact Radio Control in the event of an emergency.

6. Report of the Chair

Chair Park thanked Vice Chair Madrid for chairing the July meeting while she was on vacation.

7. SamTrans Staff Update

Ana Rivas, Director of Bus Transportation, reviewed the highlights of the staff report.

Vice Chair Madrid asked how passenger falls are handled. Ms. Rivas said they review the video footage of any accident and complete an accident report and determine whether the accident was preventable or not. She said further training is provided to operators in the case of preventable accidents.

Mr. Baker congratulated Ms. Rivas and staff on the reduced number of DNOs (Did Not Operate).

Ms. Adler asked if school-related routes had returned to pre-pandemic levels. Mr. Steketeer said they are waiting until all the schools are back in session to make a determination.

Denise Seibert said that during the morning rush, she has noticed that some of the newer operators leave before all passengers are seated. Ms. Rivas said she should contact Customer Service. Nancy Lacsamana suggested saying something to the driver directly.

8. CAC Member Comments/Requests

Mr. Baker thanked his Route 130 drivers for getting him across town quickly on the mid-morning route.

Allie Juarez thanked the operators on Route ECR and 292. She expressed appreciation for the bus banners honoring individual operators.

Ms. Lacsamana commended a Route 292 operator.

Ms. Seibert asked what determines where to locate a bus bench. Ms. Rivas said there are a variety of criteria, including ADA (Americans with Disabilities Act) compliance. Mr. Steketee said they are currently working on a bus stop improvement plan study, to be presented to the CAC in the future.

Chair Park thanked the Board for passing the Youth Unlimited plan.

The members agreed to have a hybrid meeting for the November 30 meeting and holiday reception.

She asked for suggestions on presentations for future meetings. Vice Chair Madrid suggested having another session on the ADA sensitivity training provided to bus operators. Ms. Lacsamana suggested an early spring tour of the maintenance bases. Ms. Rivas said they were open to the idea.

9. SamTrans Board Liaison Report

Chair Park provided a summary of the August 3 Board meeting.

10. Date and Time of Next Meeting

Chair Park said that the next meeting will be held Wednesday, September 28, 2022 at 6:30 pm via Zoom teleconference (additional location, if any, to be determined).

11. Adjourn

The meeting adjourned at 7:25 pm.