



## Agenda Measure W Citizens' Oversight Committee (COC) 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/92139885464?pwd=SmpwTWROOVpxcnNpVk9UdklQSDA0dz09> or by entering Webinar ID: **921 3988 5464**; Passcode: **385999** 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 <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](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: <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 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.

**Tuesday, October 18, 2022**

**10:00 am**

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

**San Mateo County Transit District Measure W Citizens' Oversight Committee Members 2022:** 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 Wooley-Ousdahl, Mario Rendon, Malcolm Robinson, Irving Torres

**Staff Liaisons:** April Chan, Acting Deputy General Manager/CEO  
Amy Linehan, Government and Community Affairs Officer

**COC Secretary:** Jean Brook

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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 June 21, 2022

5. Discuss Work Plan for Fiscal Year 2022 Annual Audit of Measure W Tax Revenues and Expenditures in Accordance with Congestion Relief

6. Update on Measure W Citizens' Oversight Committee Membership - Recruitment for Terms Ending in 2022

7. Committee Member Comments/Communications Regarding Transportation Matters

8. Next Meeting: Date to be announced

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

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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**

**Measure W Citizens' Oversight Committee (COC)  
Meeting Minutes**

**June 21, 2022**

**Members Present (Via Teleconference):** A. Brandt, R. Foust (Chair), R. Hedges, S. Lang, A. Levin, J. Lind Rupp (Vice Chair), J. Londer, E. Mizzi, M. Rendon (joined at 3:30 pm), I. Torres, M. Wooley-Ousdahl

**Members Absent:** E. Gonzalez, A. Madrid, M. Robinson

**Staff Present:** A. Linehan, A. Chan, J. Cassman, G. Martinez, J. Ye, P. Skinner, J. Brook

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

Chair Rosanne Foust called the meeting to order at 3:05 pm and requested that Ethan Mizzi lead the Pledge of Allegiance.

**2. Roll Call**

Jean Brook, COC Secretary, called the roll and confirmed that a quorum was present.

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

There were no public comments.

**4. Approval of Meeting Minutes from March 7, 2022**

Motion/Second: Hedges/Lang

Ayes: Brandt, Foust, Hedges, Lang, Levin, Lind Rupp, Londer, Mizzi, Torres, Wooley-Ousdahl

Absent: Gonzalez, Madrid, Rendon, Robinson

**5. Consideration and Approval of Annual Committee Report on Use of Measure W Tax Revenues and Expenditures for Fiscal Year Ending June 30, 2021**

April Chan, Acting Deputy General Manager/CEO, introduced the report. She said that the report had initially been shared with the Committee at their March 7 meeting, and had received comments and input both at the meeting and thereafter. She said that an updated report was again shared with the Committee on May 13 but that they had received no further feedback. Ms. Chan reviewed the report section by section and solicited comments from the members.

Regarding Section 3b on SamTrans expenditures in Fiscal Year 2021, Rich Hedges asked if the \$8 million allotted for the bicycle/pedestrian category was from both Measures A and W, which Ms. Chan confirmed.

Adrian Brandt asked about gas line replacement was referring to natural gas or fuel gas. Peter Skinner, Director, Grants and Fund Management, said he would have to get back to him with the correct information. Chair Foust suggested adding "South Base" to the description to clarify the location of the gas line.

Regarding Section 3c, Sandra Lang noted that while there was one CFP (call for projects), the report indicates that 12 projects were approved. Chair Foust clarified that there was a single call for projects, but multiple projects were approved.

Regarding Section 5b, Adina Levin thanked staff for adding the equity section to the report. Chair Foust thanked staff for including in the section specific projects for social and economic equity.

Regarding Section 7, Ethan Mizzi asked which agency is responsible for the planning process that is indicated. Ms. Chan said the TA (San Mateo County Transportation Authority) would be responsible for overseeing the plan as directed by the most recent TA strategic plan. Ms. Levin asked if it was appropriate that the Committee members be notified when the planning process starts. Chair Foust said that Ms. Chan would publicize the request for input from the community.

Ms. Chan summarized the last section, wherein the COC finds that the Measure W revenues and expenditures are in accordance with the expenditure plan for the fiscal year ending June 30, 2021. Ms. Lang said that the Introduction and Findings sections are helpful for the public to understand the report.

Motion/Second: Hedges/Mizzi

Ayes: Brandt, Foust, Hedges, Lang, Levin, Lind Rupp, Londer, Mizzi, Torres, Wooley-Ousdahl

Absent: Gonzalez, Madrid, Rendon, Robinson

#### **6. Update on Measure W Citizens' Oversight Committee Membership - Recruitment for Terms Ending in 2022**

Amy Linehan, Government and Community Affairs Officer, announced that there would be a new recruitment in the fall for five seats with terms commencing January 1, 2023, which would require approval at the Board's December 7 meeting. She said the positions included a San Mateo County representative from the Caltrain (JPB) Citizens Advisory Committee (CAC), which is currently held by Mr. Brandt; a representative from the San Mateo County Board of Supervisors, District 4, which is currently held by Chair Foust; a representative from the San Mateo County Board of Supervisors, District 5, which is currently held by Lalo Gonzalez; a bus rider representative, which is currently held by Ms. Lang; and a representative from the SamTrans Citizens Advisory Committee, which is currently vacant. Ms. Linehan said that she would be working with the SamTrans Communications team on the application and promotion process and anticipated accepting applications starting late September. She noted that the online application will be printable and meet accessibility standards and that translations will be available. She added that they were planning to promote the recruitment through a press release and online social media booths, as well as reaching out directly to the JPB and SamTrans CACs and targeted stakeholders throughout the County. Ms. Linehan said that they also would inform the County Board of Supervisors of the openings and who is applying. She encouraged the incumbent members to reapply for a new term if they wish or let staff know if they could recommend possible replacement representatives.

*Mario Rendon joined the meeting at 3:30 pm.*

Mr. Brandt suggested that the outreach be targeted to only those members of other committees who are eligible to apply, noting that the recruitment only applies to one-third of the JPB CAC membership. Ms. Linehan said she would follow up on his suggestion.

#### **7. Committee Member Comments/Communications Regarding Transportation Matters**

Ms. Levin noted that on June 17, the MTC (Metropolitan Transportation Commission)/ABAG (Association of Bay Area Governments) Joint Legislation Committee approved the MTC working on potential authorizing legislation for a regional transportation ballot measure for an unspecified year as well as pursuit of a regional housing bond potentially for 2024. She added that she was advocating for a multi-stakeholder process for the ballot measure as was done for Measure W.

Mr. Hedges said he was thankful for the Wayfair decision in South Dakota, which requires out-of-state businesses to collect a state's sales and use taxes from its customers for items purchased through the internet and other remote platforms. He noted that the downside of the increased sales tax income was the impact of inflation, particularly on the lower-income population.

Mr. Brandt said asked if farebox recovery and achieving pre-pandemic peak ridership levels was likely. He said that a discussion on a change of focus on the type of ridership for Caltrain might be considered since many of the pre-pandemic riders are now working remotely.

Mr. Mizzi noted that Caltrain was having a meeting on governance on Thursday, June 23.

Ms. Lang expressed her support of the transparency of the report and the thoroughness of the audit process.

#### **8. Next Meeting: Date to Be Announced**

Chair Foust said that staff would poll the Committee members for a future meeting date.

#### **9. Adjournment**

The meeting adjourned at 3:44 pm.



# MEASURE W – SAN MATEO COUNTY TRANSIT DISTRICT

FISCAL YEAR ENDED JUNE 30, 2022





# SCOPE OF THE AUDIT

- AUDIT OF THE ANNUAL FINANCIAL REPORT OF THE FUND
- GOVERNMENT AUDITING STANDARDS
  - REPORT ON INTERNAL CONTROL
  - REPORT ON COMPLIANCE



# REQUIRED COMMUNICATIONS

- **SCOPE:** Ensure that the Measure's financial statements are fairly stated which includes the following
  - Confirming sales tax revenue amounts deposited in the fund with the State of California
  - Ensuring the that expenditures are fairly stated
  - Test of compliance with the ballot language
- We are required to be independent of the District and Measure W



**THANK YOU**



CPAs & BUSINESS ADVISORS