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## Agenda

### Citizens Advisory Committee (CAC) Meeting

November 30, 2022, 6:30 pm

### San Mateo County Transit District

Due to COVID-19, this meeting will be conducted as a hybrid teleconference and in-person meeting pursuant to [Assembly Bill 361](#) (Government Code Section 54953). **Members of the public, and staff members whose presence is not specifically requested, are encouraged to participate remotely.**

Committee members, staff and the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92043867620?pwd=ZHhLQnJQd0VwYWcydGJCdTRNVGd6UT09> 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.

Members, staff and the public also may participate in person at: San Mateo County Transit District, Bacciocco Auditorium - Second Floor, 1250 San Carlos Ave., San Carlos, CA.

**Please Note the following COVID-19 Protocols for in-person attendance:**

1. Visitors experiencing the following symptoms of COVID-19 may not enter the building:
  - Cough
  - Shortness of Breath
  - Fever
  - Chills
  - Muscle Pain
  - Sore Throat
  - Loss of Taste or Smell
2. Visitors must use the hands-free temperature scanners upon entry. An alert will occur and entrance will be prohibited if a temperature is measured at 100.4 or above.
3. Visitors must show proof of Covid-19 vaccination or a negative COVID-19 test (with results obtained within last 7 days). Masks will be required for visitors who do not show proof of full vaccination (defined as two weeks after the second dose in a two-dose series, such as for the Pfizer-BioNTech and Moderna vaccines, or two weeks after a single dose of the J&J/Janssen vaccine).

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](mailto: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>.

**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

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.

Each public comment is limited to 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, November 30, 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.*
4. Approval of Meeting Minutes from October 26, 2022
5. Presentation: Bus Stop Improvement Plan (BSIP) Project – Daniel Shockley, Principal Planner & GIS Administrator
6. Report of the Chair
  - 6.a. Appointment of Nominating Committee for 2023 Chair and Vice 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, January 25, 2023 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](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 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 be conducted both in person *and* via teleconference as per the information provided at the top of the agenda. The public may attend this meeting in person.**

\*Should Zoom not be operational, please check online at: <https://www.samtrans.com/meetings> for any updates or further instruction.

### **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 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 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**

Written materials in appropriate alternative formats, disability-related modification/accommodation, as well as sign language and foreign language interpreters are available upon request; all requests must be made 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**

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

**October 26, 2022**

**Members Present (Via Teleconference):** M. Adler, S. Appenrodt, J. Baker, C. Carey, B. Gomez (left at 7:16 pm), S. Johnston, N. Lacsamana, M. Lewis, M. Park (Chair), D. Seibert

**Members Absent:** A. Juarez, A. Madrid (Vice Chair)

**Staff Present:** A. Rivas, T. Dubost, A. Ward, N. Kostielney, J. Brook

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

Chair Meredith 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 September 28, 2022**

Motion/Second: Lacsamana/Johnston

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

Noes: None

Absent: Juarez, Madrid

**5. Approval of 2023 SamTrans CAC Meeting Calendar**

Nancy Lacsamana asked if the meetings would be in person or hybrid in the coming year. Ms. Brook said the CAC would follow the SamTrans Board's lead based on future anticipated legislation that may require Board and Committee members to attend meetings in person, but that CAC meetings would remain virtual in the meantime.

Motion/Second: Adler/Baker

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

Noes: None

Absent: Juarez, Madrid

## **6. Presentation: Transit Safety and Awareness**

Sergeant Andy Ward and Detective Nick Kostielney, San Mateo County Sheriffs Department, provided the presentation.

Scott Johnston asked how do they operate when an incident crosses county lines. Sergeant Ward said the transit police works in the three counties. He said they may ask local agencies to stabilize incidents until the transit police arrive.

John Baker asked if it was possible to text to 911 where making a phone call may arouse suspicion. Sergeant Ward said they would respond to texting but prefer phone calls. Mr. Baker asked if the transit police respond 24/7, 365 days a year. Sergeant Ward said they are on duty 365 days a year but are not available between 1:00 to 5:00 am, during which time the local agencies take over.

Ms. Lacsamana asked if mental health awareness is part of their training. Sergeant Ward said everyone in their unit receives 40 hours of training in crisis intervention in cooperation with NAMI (National Alliance on Mental Illness).

Michelle Lewis asked what happens when homeless persons ride the bus at night. He said if someone is a paying customer, they can ride. If the bus is out of service, then they attempt to connect the individual with local resources such as shelters.

Sergeant Ward said they have done research on assaults on bus operators and noted they have had only two incidents in 2022.

Chair Park asked if the stations were being monitored. Sergeant Ward said they would have increased patrolling presence at terminal and transfer stations, such as Redwood City. She asked if transit safety information is ever shared with school resource officers, particularly with high schools. Sergeant Ward said that the Sheriff's Department has a full-time resource officer who is available to present to schools when requested.

Mary Adler asked how SamTrans compared to other transit modes such as Muni (San Francisco Municipal Transportation Agency) and Caltrain. Sergeant Ward said they tended to receive more disturbance calls on the trains than on the buses. He said they have been putting two-deputy teams on the buses as well as on the trains., and have received positive feedback.

Ana Rivas, Director of Bus Transportation, added that bus operators are trained to de-escalate events and to call Radio Control for assistance. She said that Radio Control will contact Transit Police and dispatch a Field Supervisor to the bus.

## **7. Report of the Chair**

Chair Park polled the members regarding attending an in-person reception at 5:30 pm prior to the next CAC meeting on November 30.

## **8. SamTrans Staff Update**

Ms. Rivas reviewed the highlights of the staff report. She said that SamTrans participated with SFO (San Francisco International Airport) on an emergency drill.

*Bob Gomez left the meeting at 7:16 pm*

Ms. Lacsamana asked for an update on the hiring of new bus operators. Ms. Rivas shared the District's recent efforts to recruit new operators.

Chair Park asked about the number of DNOs (Did Not Operate). Ms. Rivas said that so far, they are at zero DNOs for the month of October, which is a new record.

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

Mr. Baker said he was pleased that SamTrans was at two-thirds of pre-pandemic ridership. He said he was looking forward to hearing a report on the Youth Mobility pilot. Ms. Rivas said they could present that information at the next CAC meeting.

Ms. Lewis said she was happy that ridership was up.

Chair Park congratulated April Chan on her appointment to General Manager/CEO.

#### **10. SamTrans Board Liaison Report**

Chair Park provided a summary of the October 12 Board meeting.

#### **11. Date and Time of Next Meeting**

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

#### **12. Adjourn**

The meeting adjourned at 7:23 pm.