

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

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

**February 14, 2024**

**Members Present (In Person):** J. Baker, A. Brandt, R. Foust (Chair), R. Hedges, K. Kuklin, S. Lang, J. Lind Rupp (Vice Chair) (arrived at 1:06 pm), A. Madrid, G. Mattammal, M. Rendon, G. Terry, M. Wooley-Ousdahl

**Members Present (Via Teleconference):** M. Robinson

**Members Absent:** I. Torres

**Staff Present:** J. Cassman, S. van Hoften, K. Jordan Steiner, A. To, P. Skinner, J. Brook, N. Steward-Crooks

**1. Call to Order**

Chair Rosanne Foust called the meeting to order at 1:01 pm and requested that Adrian Brandt lead the Pledge of Allegiance.

Chair Foust thanked the members who had reapplied and announced new members Karen Kuklin, representing an Environmental or Sustainability Organization; Gus Mattammal, representing the San Mateo County Transportation Authority (TA) Citizens Advisory Committee; Gabriel Terry, representing County Supervisor District 5; and Mario Rendon, representing County Supervisor District 3.

The Committee voted to allow Malcolm Robinson to participate remotely per Assembly Bill (AB) 2449 due to illness:

Motion/Second: Hedges/Lang

Ayes: Baker, Brandt, Foust, Hedges, Kuklin, Lang, Madrid, Mattammal, Rendon, Robinson, Terry, Wooley-Ousdahl

Noes: None

Absent: Lind, Torres

**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. Election of Chair and Vice Chair for One-year Terms**

Mario Rendon nominated Rosanne Foust to continue as Chair and Julie Lind-Rupp to continue as Vice Chair.

Motion/Second: Rendon/Hedges

Ayes: Baker, Brandt, Foust, Hedges, Kuklin, Lang, Madrid, Mattammal, Rendon, Robinson, Terry, Wooley-Ousdahl

Noes: None

Absent: Lind, Torres

*Julie Lind-Rupp arrived at 1:06 pm.*

#### **5. Approval of Meeting Minutes from October 11, 2023**

Motion/Second: Lang/Baker

Ayes: Baker, Brandt, Foust, Hedges, Kuklin, Lang, Lind, Madrid, Mattammal, Rendon, Robinson, Terry, Wooley-Ousdahl

Noes: None

Absent: Torres

#### **6. Public Hearing: Annual Audit of Measure W Tax Revenues and Expenditures in Accordance with Congestion Relief Plan for the Fiscal Year Ended June 30, 2023**

Chair Foust announced the public hearing.

##### **a. Independent Auditor's Presentation**

Peter Skinner, Executive Officer, Transportation Authority, introduced Annie To, Director, Accounting, and Kate Jordan Steiner, Chief Financial Officer.

Ms. To said they had completed the Measure W audit and introduced the District's independent auditor, Ahmad Gharaibeh, Partner, Eide Bailly LLP, who provided the presentation outlining the audit process.

##### **b. Committee Questions**

Adrian Brandt said on Page 5 under "Expenses," there is a grade separations expense of \$2.9 million; then on Page 11 under "Grade Separations," it says there were no expenses. Mr. Skinner said these figures were a distribution of sales tax funds to the grade separation category, not actual expenses as no projects have been funded through Measure W. He indicated staff will work on the formatting of the report to make this clear. He said the figure on Page 11 refers to the contents of the bucket, but no funds have been allocated for grade separations. Chair Foust said they would modify the language to make things clearer.

Mr. Brandt suggested that "Congestion Reduction" should be changed to "Capacity Increase" to be more accurate. Joan Cassman, Legal Counsel, said the language comes from the expenditure plan that was approved by voters. She said the congestion relief category includes TDM (Traffic Demand Management) activities. Chair Foust suggested acknowledging that this is the language approved by the voters in the audit report.

Sandra Lang asked if there are no allocations for grade separations why it would be under the “Allocations” column. Mr. Skinner said they would work with the auditing firm to improve the clarity of the report. Ms. Lang said it would be helpful to see past work on the audit. Chair Foust said they could send out links to help familiarize Committee members with the formation of Measure W and the COC, which Mr. Skinner said they would provide.

Alex Madrid asked if the COC could be educated on paratransit and the other buckets of funding. Mr. Skinner said staff could provide that training.

Gus Mattammal what “Investment Share” referred to in the table on Page 13. Mr. Skinner said these were the funds that go directly to the cities for transportation projects. Mr. Mattammal asked how the bottom-line figure \$14,567 tie into the financial statements. Kyle Huie, Accountant, said the statement on Page 13 is not actually in the financial statement, but is reflected in the TA’s separate books. He said it is included in the report to reflect the actual expenditures from the perspective of the District, since the District is giving half of the sales tax to the TA.

Ms. Cassman said the report shows how much of Measure W funding was put into the bucket for future expenditure and what portion was expended last year.

Mr. Robinson asked how the TA allocates funds based on need. He said of the 11 core principles of Measure W, six are geared towards helping people. Mr. Skinner said those expenditures were authorized by either the SamTrans or the TA Board in compliance with the Measure W expenditure plan. Ms. Cassman said the venue to advocate how Measure W funds are spent is the TA Board. She clarified that the role of the COC is to ensure that what was done the prior fiscal year was done in accordance with Measure W. Mr. Skinner said the TA Strategic Plan specifies how projects are scored and noted that the current Strategic Plan is in the process of being updated for the next five years.

Mr. Brandt suggested having a diagram that shows the different buckets and flows with labels indicating the pages where the contents of the buckets are broken out. Mr. Brandt also commented on SamTrans’ use of hydrogen fuel cell buses and that the hydrogen production results in greenhouse gas emissions. Chair Foust suggested they make a note to the Board that they consider current scientific data in making their decisions.

Ms. Lang said they needed to look at the dynamic of what happened with Measure W.

Chair Foust asked if the audit was an unmodified audit. Mr. Gharaibeh confirmed that it was an unmodified audit, or clean opinion. He said there were two opinions -- one for finance and one for compliance -- and both were unmodified. He said they have had a clean audit since the inception of the COC. Mr. Brandt asked about the difference between the two opinions. Mr. Gharaibeh said that in the past, the different categories were broken out as exceptions that would be listed under a “Modified” category.

### **c. Public Comment**

There were no comments.

**d. Close Public Hearing**

Motion/Second: Lind/Hedges

Ayes: Baker, Brandt, Foust, Hedges, Kuklin, Lang, Lind, Madrid, Mattammal, Rendon, Robinson, Terry, Wooley-Ousdahl

Noes: None

**e. Committee Comments**

Mr. Madrid suggested having the audit report be displayed as a PowerPoint for future meetings so that everyone can see it during the Committee Questions section of the public hearing.

**f. Committee Discussion on Drafting of Committee Report**

Chair Foust asked the Committee to help her consolidate the comments from the meeting and Mr. Mattammal volunteered.

Mr. Skinner said that the previous year's report contains a graphical representation of how the money was expended in the last fiscal year. Chair Foust requested that Ms. Brook send out last year's report to the Committee for reference.

Mr. Robinson thanked staff for their work on the websites.

**7. Update on Measure W Citizens' Oversight Committee Membership - Recruitment for Terms Ending in 2024**

Charlsie Chang, Government Affairs Officer, reviewed the returning and new members and noted the current vacancy for the position of Youth and Youth Transit Riders representative.

Chair Foust suggested that members could encourage youth in the community to apply for the vacancy.

**8. Committee Member Comments/Communications Regarding Transportation Matters**

Mr. Brandt said the Daily Journal had a story a few days prior about the express lanes. He noted the article mentioned that the new Route EPX would be the first express route to make use of the express lanes. He said, however, that the EPX did not offer weekend service and there was a 45-minute headway.

Ms. Lang said many people do not know how to obtain a FasTrak transponder and said that having more public education on how to do so would be helpful. Chair Foust suggested to Ms. Chang some ideas for outreach. Mr. Skinner said the SMCEL- JPA (San Mateo County Express Lanes Joint Powers Authority) Board had discussed the same topic and added that transponders could be purchased at the SamTrans ticket window.

Chair Foust said that Committee members could send articles of interest on transportation issues within the County or region to Ms. Brook to be included in future agenda packets.

Rich Hedges said he had found that the new express lanes were effective for breaking up congestion.

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

Chair Foust said that staff would poll the Committee members for the date of the next meeting.

## **10. Adjournment**

The meeting adjourned at 2:04 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to [board@samtrans.com](mailto:board@samtrans.com).