

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

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

January 29, 2025

Members Present (In Person): M. Adler, S. Appenrodt, J. Baker (Vice Chair), H. Estalilla, D. Finch, M. Mautner, N. Opfell, D. Rabinovich, D. Seibert

Members Present (Via Teleconference): None

Members Absent: S. Johnston, A. Madrid (Chair), B. Mangiafico

Staff Present: J. Brook, A. Rivas, T. Taniguchi (Hanson Bridgett LLC)

1. Call to Order/Pledge of Allegiance

Vice Chair John Baker called the meeting to order at 6:30 pm and led the Pledge of Allegiance.

2. Introduction of New CAC Members

Hana Estalilla and David Rabinovich introduced themselves.

3. Roll Call

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

4. Report of the Nominating Committee for 2025 Chair and Vice Chair and Appointments

Vice Chair Baker reported that the Nominating Committee, consisting of himself and Max Mautner, nominated Alex Madrid to continue as Chair and Max Mautner as Vice Chair going forward.

Motion/Second: Appenrodt/Seibert

Ayes: Adler, Appenrodt, Baker, Estalilla, Finch, Mautner, Opfell, Rabinovich, Seibert

Absent: Johnston, Madrid, Mangiafico

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Approval of Meeting Minutes from October 30, 2024

Motion/Second: Appenrodt/Seibert

Ayes: Adler, Appenrodt, Baker, Estalilla, Finch, Mautner, Opfell, Rabinovich, Seibert

Absent: Johnston, Madrid, Mangiafico

7. Presentation: Brown Act Basics

Trevor Taniguchi, Legal Counsel, Hanson Bridgett LLC, provided the presentation on the fundamentals of the Brown Act and how it affects the CAC.

- Requirements for the agenda
- Opportunities for public comment
- Availability of supporting documents distributed after agenda is posted
- Accurate reporting of votes of all members on action items
- Teleconference requirements
 - Location must appear on agenda
 - Quorum must be within agency's jurisdiction
 - Accessible to public
 - Votes taken by roll call
 - Emergency exceptions, Assembly Bill (AB) 2449 "just cause" circumstances
 - Additional requirements, including not being able to take official action during disruption of webcast
- Closed Sessions
 - Limited use set forth by statute – unlikely to apply to CAC
 - Specific format and noticing requirements
 - Duty of confidentiality
- Serial Communications
 - Quorums outside of noticed meetings
 - Daisy chain
 - Hub and spoke – avoid using "Reply All" for email responses
- Responding to Comment/Question from public
 - Can briefly respond – cannot discuss non-agendized items in a substantive way.
 - Staff may place item on agenda for a future meeting
- Discussing items from a prior meeting agenda
 - Majority decides there is an "emergency situation"
 - Two-thirds of members must be present
- No quorum – no actions can be taken; recommend that meeting not go forward

- Penalties/Enforce
 - Civil/criminal actions
 - Employee discipline
 - Media coverage/public opinion -appearance of impropriety
- Appearances matter – be mindful when communicating with other CAC members about CAC business
 - Ask for assistance if have doubts or questions
 - Government works for the public and should be open to the public

The Committee had a discussion and staff provided further clarification in response to the Committee comments and questions, which included the following:

- Avoiding perception of impropriety when Committee members communicate with one another
- Limits on participation via AB 2449
- Discussing non-agendized items with other Committee members or public commenters
- Presence of legal counsel at Board versus auxiliary committees
- Meeting with less than a quorum

8. Report of the Chair

There was no report.

9. SamTrans Staff Update

Ana Rivas, Director, Bus Transportation, reviewed her report, which included the following:

- AWD increased 4.4 percent across all modes.
- Post-pandemic ridership recovery is 96.6 percent of pre-pandemic levels
- 70 percent of Ride Plus service is in East Palo Alto; 30 percent is on the Coastside
- Key performance indicators
- Safety campaign
- Employees of the month

10. CAC Member Comments/Requests

Natasha Opfell inquired about training operators receive in regard to cyclists in bike lanes. Ms. Rivas stated new operators receive ten weeks of training; covers new CA traffic rules; operators instructed to be cautious when passing bicycles.

Steve Appenrodt commented on dwell time affecting the length of bus trips; suggested that free fares would cut down on this time. Ms. Rivas stated a different demographic might impact service and safety; staff is exploring how to improve the system.

Mr. Mautner commented on drainage issues along El Camino Real – cyclists at bus stops get splashed by motorists; SamTrans should support bike riders’ interests. Ms. Rivas stated that staff contacts public works when they receive such complaints.

Mr. Rabinovich commented that A/C (Alameda County) Transit had route across the San Mateo Bridge pre-pandemic and inquired if SamTrans had plans to restart that service; Ms. Rivas stated there were no plans to do so.

Dylan Finch inquired why Route EPX stops at the rental car area instead of the terminals at SFO (San Francisco International Airport). Ms. Rivas stated staff is considering adjusting the stops at the airport. Mr. Finch stated he was also interested in agendizing a topic on bus service on the San Mateo Bridge; Ms. Rivas stated that the Planning Department will be doing outreach starting in February.

Mr. Mautner requested that the CAC produce a letter supporting the MTC/ABAG (Metropolitan Transportation Commission/Association of Bay Area Governments) Plan Bay Area 2050; Vice Chair Baker inquired if it needed to be agendized; Ms. Rivas said she would contact Chair Alex Madrid.

Vice Chair Baker inquired if there was any enforcement for violations involving parking in bus lanes. Ms. Rivas stated there was a pilot for Route ECR, and that other routes may be considered for the future.

11. SamTrans Board Liaison Report

Vice Chair Baker provided a brief summary of the January 8 Board meeting.

12. Date and Time of Next Meeting

Vice Chair Baker said that the next meeting will be held Wednesday, February 26, 2025 at 6:30 pm via Zoom teleconference and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

13. Adjourn

The meeting adjourned at 7:45 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 CAC Secretary's office by phone at 650-508-6223 or by email to cacsecretary@samtrans.com.