



BOARD OF DIRECTORS 2018

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AGENDA

SAN MATEO COUNTY TRANSIT DISTRICT CITIZENS ADVISORY COMMITTEE (CAC) MEETING

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos, CA 94070

WEDNESDAY, NOVEMBER 28, 2018 – 6:30 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Public Comment for Items Not on the Agenda
Public testimony by each individual speaker shall be limited to three (3) minutes
4. Approval of Meeting Minutes from October 24, 2018
5. Certificate of Appreciation for Michelle Buzbee
6. Presentation: SamTrans Microtransit Pilot – Christy Wegener
7. Report of the Chair – Sonny Koya
 - a. Appointment of Nominating Committee for 2019 Chair and Vice Chair
8. SamTrans Staff Update – Margo Ross
9. CAC Member Comments/Requests
10. Liaison Reports
 - a. SamTrans Board – Sonny Koya
 - b. Community Engagement Committee – Nancy Lacsamana
11. Next Meeting: Wednesday, January 30, 2019 at 6:30 pm, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA
12. Adjournment

SamTrans Citizens Advisory Committee Members 2018: Steve Appenrodt, John Baker, Andrew Barnes, Jason Galisatus, Bob Gomez, Allie Juarez, Sonny Koya (Acting Chair), Nancy Lacsamana, Michelle Lewis, Richard Pico, Renita Surles

Staff Liaison: Margo Ross, Bus Transportation Director

CAC Secretary: Jean Brook

INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the Acting District Secretary at 650.508.6279. Assisted listening devices are available upon request. Board and CAC agendas are available on the SamTrans website at www.samtrans.com.

Date and Time of Board and Advisory Committee Meetings

San Mateo County Transit District (SamTrans) Committees and Board: First Wednesday of the month, 2:00 pm. SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 pm. Date, time, and location of meetings may be changed as needed.

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, 260, 295 and 398. [Map link](#)
Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

If you wish to address the Citizens Advisory Committee, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Citizens Advisory Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Citizens Advisory Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

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 public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Cindy Gumpal at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to cacsecretary@samtrans.com; or by phone at 650.508.6279, or TTY 650.508.6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

Draft

SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA

CITIZENS ADVISORY COMMITTEE (CAC) MEETING MINUTES

October 24, 2018

MEMBERS PRESENT: S. Appenrodt, J. Baker, A. Barnes, S. Koya (Chair), N. Lacsamana, M. Lewis, R. Pico

MEMBERS ABSENT: J. Galisatus, B. Gomez, A. Juarez, R. Surlles

STAFF PRESENT: M. Ross, V. O'Brien, J. Brook

Chair Sonny Koya called the meeting to order at 6:37 pm.

CAC Secretary Jean Brook called the roll. A quorum was present.

Chair Koya led the Pledge of Allegiance.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES OF THE SAMTRANS CAC SPECIAL MEETING OF SEPTEMBER 26, 2018

Motion/Second: Baker/Barnes

Ayes: S. Appenrodt, J. Baker, A. Barnes, S. Koya (Chair), N. Lacsamana, M. Lewis, R. Pico

Absent: J. Galisatus, B. Gomez, A. Juarez, R. Surlles

APPROVAL OF MINUTES OF THE SAMTRANS CAC MEETING OF SEPTEMBER 26, 2018

Motion/Second: Lacsamana/Appenrodt

Ayes: S. Appenrodt, J. Baker, A. Barnes, B. Gomez, A. Juarez, S. Koya (Chair),

N. Lacsamana, M. Lewis, R. Pico, R. Surlles

Absent: J. Galisatus, B. Gomez, A. Juarez, R. Surlles

APPROVAL OF 2019 CAC MEETING CALENDAR

Ms. Ross suggested moving the November meeting from the 27th to the 20th.

Mr. Pico asked if there still would be a holiday reception if the meeting were on the 20th, which Ms. Ross said there would be.

Motion/Second: Baker/Appenrodt

Ayes: S. Appenrodt, J. Baker, A. Barnes, B. Gomez, A. Juarez, S. Koya (Chair),

N. Lacsamana, M. Lewis, R. Pico, R. Surlles

Absent: J. Galisatus, B. Gomez, A. Juarez, R. Surlles

PRESENTATION: BUS SAFETY

Lieutenant Victoria O'Brien and Sergeant Luis Aquino, Transit Police, gave a presentation on safety while riding SamTrans or Caltrain. She emphasized that riders should pay attention to their surroundings: where the entrances and exits are, who's

around them. She said that it's often preferable to call 911 directly than to interrupt the bus operator. She stated that it's inadvisable to be staring at your device with headphones in while on train platforms and crossing intersections.

Sergeant Aquino said that a new program allows riders to text 911, which will be relayed to transit police.

Mr. Baker asked if local police advised the transit police about transit-related incidents. Lt. O'Brien said all transit-related incidents go through the transit police department first.

Nancy Lacsamana asked about safety presentations at schools. Lt. O'Brien said they did on an as-needed basis.

Richard Pico asked if the transit police ever did random checks on buses. Lt. O'Brien said they occasionally ride buses in plain clothes when it's not busy.

Chair Koya asked if transit police addresses "nuisance" behavior such as loud music, eating, etc. on the bus.

REPORT OF THE CHAIR

Chair Koya noted that Michelle Buzbee had announced her resignation from the CAC at the September 26 meeting. He acknowledged her hard work for her two years on the Committee, culminating in the September 26 retreat workshop.

He stated that a nominating committee would be formed at the November meeting.

SUMMARY OF BREAKOUT GROUP DISCUSSIONS AT CAC RETREAT

Ms. Lacsamana said her notes from the Retreat flipcharts had been summarized in the meeting packet. She said that Andrew Barnes had suggested that the suggestions and goals should be tied to the purpose and objectives of the CAC. She noted that the purpose was online under "About the CAC." Mr. Barnes noted that the SamTrans Business Plan has one page devoted to the CAC; he said that the CAC output could be aligned with the CAC Plan. Ms. Lacsamana said that they needed another member to join the Community Engagement Committee, which could then take on the role of aligning the feedback with the Plan.

Ms. Lacsamana talked about her experience promoting SamTrans at a recent Day in the Park in her home town of Brisbane.

Michelle Lewis talked about the idea of having a group photo of current CAC members on a bus advertising card. Ms. Ross said the photo could be taken at the November 28 meeting.

SAMTRANS STAFF UPDATE

Margo Ross, Director, Bus Transportation, said that the SamTrans performance statistics were not yet available for the month of September due to the October CAC meeting being held a week earlier than usual.

CAC MEMBER COMMENTS/REQUESTS

Mr. Pico expressed his concern that he was not aware of any promotion of Measure W on the upcoming November 6 ballot. Ms. Ross said that the CAC cannot officially promote any ballot measures.

Steve Appenrodt suggested the idea of addressing nuisance items on buses via strategically placed placards. Ms. Ross said she would consult Marketing. Mr. Barnes supported Mr. Appenrodt's idea.

Ms. Lacsamana said that many people were happy to pick up bus schedules at the Brisbane day in the park event.

Ms. Lewis inquired about adjusting the four afternoon commute runs for Route #398 to bypass the San Bruno BART station. Ms. Ross said that the new schedule may possibly adjust one of the runs. She said Route #292's schedule would be fixed in the next few weeks.

Chair Koya said that some potential 398 riders may have gone back to their cars due to the lack of return service on the evening commute. Ms. Ross said that they have actually gained ridership on the new 398 schedule.

Chair Koya said that the safety placards on the bus look outdated and suggested replacing the graphics. Ms. Ross said she would ask Marketing about it. Chair Koya said he was hopeful that the Route #292 runbook would revert back to its pre-construction schedule.

LIAISON REPORTS

SamTrans Board of Directors

Chair Koya noted that the CAC's recent activities had been acknowledged by the Board.

Ms. Ross encouraged the members to come early (6:00 pm) for the November meeting to attend the Holiday Reception.

Community Engagement Committee

Ms. Lacsamana said she had nothing further to report.

NEXT MEETING

Chair Koya announced that the next meeting will be held November 28, 2018 at 6:30 pm, 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA.

ADJOURNMENT

The meeting adjourned at 7:58 pm.



Citizens Advisory Committee Meeting Calendar 2019

Wednesday – 6:30 PM
January 30
February 27
March 27
April 24
May 29
June 26
July 31
August 28
September 25
October 30
November 20*
December – No Meeting

*Next-to-last Wednesday

The CAC meets the last Wednesday of the month unless otherwise noted.

All meetings are held at 1250 San Carlos Avenue, Baccioco Auditorium, 2nd Floor, San Carlos, CA

Dates are subject to change.