



**BOARD OF DIRECTORS 2021**

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**AGENDA**

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

**Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the [Governor's Executive Orders N-25-20 and N-29-20](#).**

Committee members, staff and the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92043867620?pwd=ZHpLQnJQd0VwYWcydGJCdTRNVGd6UT09> 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. The video live stream will be available after the meeting at <http://www.samtrans.com/about/boardofdirectors/video.html>.

**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:

[http://www.samtrans.com/about/boardofdirectors/Board\\_of\\_Directors\\_Calendar.html](http://www.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.html)

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.

**WEDNESDAY, JULY 28, 2021 – 6:30 pm**

1. Call to Order/Pledge of Allegiance
2. Announce of New CAC Members
  - a. Michelle Lewis
  - b. Meredith Park
  - c. Bianca Randall

**SamTrans Citizens Advisory Committee Members 2021:** Mary Adler, Steve Appenrodt, John Baker (Chair), Andrew Barnes, Iris Chan, Bob Gomez, Scott Johnston (Vice Chair), Allie Juarez, Nancy Lacsamana, Michelle Lewis, Alex Madrid, Meredith Park, Bianca Randall

**Staff Liaison:** Ana Rivas, Director of Bus Transportation

**CAC Secretary:** Jean Brook

3. Roll Call
4. Public Comment for Items Not on the Agenda  
Public testimony by each individual speaker shall be limited to three (3) minutes
5. Approval of Meeting Minutes from June 30, 2021
6. Presentation: Transit Safety – Safety & Security Staff
7. Report of the Chair
8. SamTrans Staff Update – Ana Rivas
9. CAC Member Comments/Requests
10. SamTrans Board Liaison Report – Scott Johnston
11. Next Meeting: Wednesday, August 25, 2021 at 6:30 pm, via Zoom teleconference
12. Adjournment

## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the CAC Secretary at 650-508-6223. CAC agendas are available on the SamTrans website at [https://www.samtrans.com/about/citizensadvisorycommittee/Citizens\\_Advisory\\_Committee\\_Calendar.html](https://www.samtrans.com/about/citizensadvisorycommittee/Citizens_Advisory_Committee_Calendar.html). 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 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 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:

[http://www.samtrans.com/about/boardofdirectors/Board\\_of\\_Directors\\_Calendar.html](http://www.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.html).

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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.

# Draft

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

**CITIZENS ADVISORY COMMITTEE (CAC)  
MEETING MINUTES**

**June 30, 2021**

**MEMBERS PRESENT (Via Teleconference):** M. Adler, S. Appenrodt, J. Baker (Chair), I. Chan, B. Gomez, A. Juarez, S. Johnston (Vice Chair), N. Lacsamana, A. Madrid

**MEMBERS ABSENT:** A. Barnes

**STAFF PRESENT:** A. Rivas, D. Scarbor, J. Brook

## **1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

## **2. ROLL CALL**

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

## **3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

There were no comments.

## **4. APPROVAL OF MEETING MINUTES FROM MAY 26, 2021**

Motion/Second: Lacsamana/Madrid

Ayes: Adler, Appenrodt, Baker, Chan, Gomez, Juarez, Johnston, Lacsamana, Madrid

Noes: None

Absent: Barnes

## **5. PRESENTATION: ADA SENSITIVITY TRAINING**

David Scarbor, Accessibility Coordinator, provided the presentation.

Alex Madrid asked in regards to the pandemic if SamTrans is considering adding the wearing of a mask to the operator sensitivity training. Mr. Scarbor said that customers that cannot wear a mask can file for reasonable accommodation. He said that the District can provide these customers with a signed letter saying that they can ride transit without using a mask.

Nancy Lacsamana asked what happens when a customer is in a wheelchair that does not have tethering straps. Mr. Scarbor said the operator will ask where is the best place to secure the device and give them information about a free service that will install the straps. Ms. Lacsamana asked if operators are trained to wait until all persons, including those using walkers, are seated. Ana Rivas, Director of Bus Transportation, said the operators know to wait until all passengers are seated before moving the bus.

Ms. Madrid asked what happens if the wheelchair securement areas on a bus are all occupied. Mr. Scarbor said the operator will ask if riders can relinquish their seats to accommodate the customer. He said if this is not possible, the operator can call dispatch to provide other options to accommodate the customer, such as another bus or Redi-Wheels. Vice Chair Scott Johnston asked how often is it that there are too many wheelchairs for the bus to accommodate. Ms. Rivas acknowledged that it does not happen very often.

Mr. Madrid asked about operators using the wheelchair ramp as opposed to the lift. Ms. Rivas said the ramps are an improvement over the lift and that all operators are trained in how to use them. She noted that there are situations where operators are referred for retraining. Mr. Scarbor said the goal of the training and retraining is for the operators to succeed in their job.

Chair Baker asked how often the training is delivered. Ms. Rivas said they have an initial 10-week training, with Verification of Transit Training (VTT) occurring once a year.

Mr. Madrid asked about support for deaf riders. Mr. Scarbor said they are the hardest riders to distinguish from the operator's standpoint and that there has not been a lot of requests for accommodations from the deaf community.

## **6. REPORT OF THE CHAIR**

Chair Baker said that he had no report. He said that he would not be able to attend the July 7 SamTrans Board meeting and Vice Chair Johnston volunteered to provide the June 30 CAC report at that meeting.

## **7. SAMTRANS STAFF UPDATE**

Ms. Rivas presented her report on the May 2021 bus statistics. She said the new runbook started on June 20 and that another runbook would begin in August prior to the start of school. She said that on June 21, they had eliminated maximum capacity restrictions on buses but that masks are still required while riding public transit.

Chair Baker noted the service that SamTrans had provided to assist VTA (Santa Clara Valley Transportation Authority) in the wake of the shooting tragedy and commended the operators.

Mr. Madrid asked if the barriers were still in place for the operator; Ms. Rivas said yes.

Iris Chan asked if there would be printed bus schedules in the future, and Ms. Rivas said that the District was planning to provide them.

Chair Baker asked while routes the operators of the month drive; Ms. Rivas said mainly the ECR, Route 250, and Route 120.

## **8. CAC MEMBER COMMENTS/REQUESTS**

Ms. Lacsamana said she would likely be returning to work on a hybrid basis in September.

Vice Chair Johnston asked what thought has gone into dealing with climate change issues such as heat wave and fires within the Reimagine SamTrans communication plans. Ms. Rivas said she would pass his questions on to the Planning department.

Steve Appenrodt said he had started using SamTrans again.

Mr. Madrid asked when in-person meetings would start again. Ms. Rivas said that hybrid meetings were being explored for District meetings.

Mary Adler said she was working remotely but occasionally takes transit to San Francisco.

Iris Chan asked if there was a discount for college students. Ms. Rivas said that in the past, there were community partners that provided discount passes.

Bob Gomez asked if the operators would be trained on how to operate the electric buses. Ms. Rivas said that all operators are trained whenever the District receives new equipment such as the Proterra buses. Mr. Gomez asked if there would be signage or literature on buses about service animals and ADA (Americans with Disabilities Act) accommodations. Ms. Rivas said no, but that information is available on the website.

Chair Baker noted that he had recently taken a long-distance ride on the bus for the first time since January 2020.

#### **9. SAMTRANS BOARD LIAISON REPORT**

Chair Baker provided a summary of the June 2 Board meeting.

#### **10. NEXT MEETING**

Chair Baker said that the next meeting will be held Wednesday, July 28, 2021 at 6:30 pm, via Zoom teleconference.

#### **11. ADJOURNMENT**

The meeting adjourned at 7:25 pm.