

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

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

October 28, 2020

MEMBERS PRESENT (Via Teleconference): M. Adler, S. Appenrodt, J. Baker (Vice Chair), A. Barnes (Chair), I. Chan, B. Gomez (joined at 6:43 pm, left at 7:12 pm), A. Juarez (joined at 6:59 pm), S. Johnston, N. Lacsamana, A. Madrid

MEMBERS ABSENT: None

STAFF PRESENT: A. Rivas, J. Castellanos, J. Epstein, K. Longa, D. Olmeda, K. Shanks, J. Brook

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Andrew Barnes called the meeting to order at 6:32 pm and 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 SEPTEMBER 30, 2020

Motion/Second: Baker/Adler

Ayes: Adler, Appenrodt, Baker, Barnes, Chan, Johnston, Lacsamana, Madrid

Noes: None

Absent: Gomez, Juarez

5. PRESENTATION: FY 2021 BUDGET OVERVIEW

Virginia Baum, Acting Manager, Budgets, provided the presentation.

Bob Gomez joined the meeting at 6:43 pm

Vice Chair John Baker asked why the CARES (Coronavirus Aid, Relief, and Economic Security) Act was included in the Fiscal Year 2020 budget before the act was adopted. Ms. Baum said that the CARES Act funding was referenced in a forecast, not the actual budget.

Nancy Lacsamana noted that Commute.org indicates that its shuttles, which are still continuing to run, are funded by SamTrans. Ms. Baum said there has not been much change in shuttle expenditures.

Allie Juarez joined the meeting at 6:59 pm

Mary Adler asked what kind of assumptions SamTrans was making about ridership going forward. Ms. Baum said the District has the ability to go back to the Board to amend the budget as new information is received.

Alex Madrid asked about increases in wages and benefits for administrative staff; Ms. Baum said the District had no plans to do that. She said that they could bring an amendment to the budget to the Board for represented employees if needed.

Ms. Lacsamana asked about the current budget contingencies. Ms. Baum said they currently had a four-month contingency. Ms. Lacsamana asked if the school service routes were in the budget. Ana Rivas, Director of Bus Transportation, said they are slowly reinstating school service.

Ms. Baum said the budget takes into account ridership levels that are gradually increasing towards the end of the year.

Vice Chair Baker noted that South San Francisco schools will not be restarting until at least January 19, 2021. He expressed concern about the lack of increased compensation for administrative staff. Ms. Baum said that hiring has slowed for those positions.

Bob Gomez left the meeting at 7:12 pm

Iris Chan asked if the budgets typically contain a reserve. Ms. Baum said that prior to the passage of Measure W, SamTrans was running at a deficit. Ms. Chan asked about revenues from ads on the buses. Ms. Baum said that advertising has been reduced.

6. REPORT OF THE CHAIR

Chair Barnes said he had no report.

7. SAMTRANS STAFF UPDATE

Ana Rivas, Director of Bus Transportation, provided the following report on the most recent bus statistics:

Ridership:

- The total bus ridership (including weekends) for the month of September 2020 declined by (67.9%), percent compared to last year, September 2019.
- The average weekday bus ridership declined by (-64.1%), percent in the month of September 2020 compared to September 2019.
- With improving air quality in late September, weekday ridership has started to grow from early-August levels. We are monitoring ridership trends and communicating with schools to prepare for the return to in-person learning.

OTP:

We exceeded our On-Time Performance goal of 85% at 87.2% for the month of September

DNO:

I am happy to report that we had zero DNO schedules in the month of September

Vice Chair Baker said that he hoped to see the ECR Rapid service back up and running following the pandemic.

8. CAC MEMBER COMMENTS/REQUESTS

Scott Johnston said he had seen a lot of the ECR route buses going by, noting that the signage about the mask requirement is very clear.

Allie Juarez said she was very appreciative of the service in terms of safety and reliability. Ms. Rivas said that SamTrans strives to pass along positive feedback to the operators.

Ms. Lacsamana noted that the application process for paratransit services could now be conducted over the phone as opposed to in person at the SamTrans headquarters.

9. LIAISON REPORT

a. SamTrans Board

Vice Chair Baker provided an update on the Board's October 7 meeting.

Ms. Rivas said that the District welcomes any information about school start dates in the members' respective areas.

10. NEXT MEETING

Chair Barnes said that the next meeting will be held Wednesday, November 18, 2020 at 6:30 pm, via Zoom teleconference.

11. ADJOURNMENT

The meeting adjourned at 7:32 pm.