



**A G E N D A**  
**Board of Directors Meeting**  
**SamTrans Auditorium, 1250 San Carlos Avenue, San Carlos**  
**Thursday, September 15, 2016, 8:00 – 9:30 AM**

**CALL TO ORDER**

Roll Call 8:00 a.m.

**PUBLIC COMMENT**

-Informational

**CONSENT AGENDA**

-Action 8:05 a.m.

- A. Approval of June 16, 2016 Meeting Minutes
- B. Acceptance of Financial Statements: FY15-16 thru May 2016

**REGULAR AGENDA**

- 1. Chair’s Report -Oral Report 8:10 a.m.
- 2. Presentation – April Chan, SMCTA re: Hwy 101 Project -Presentation 8:15 a.m.
- 3. Appointment to Supervisory Committee -Action 8:45 a.m.
- 4. Shuttle Program Manager’s Report -Oral Report 8:50 a.m.
- 5. Outreach Manager’s Report -Oral Report 9:00 a.m.
- 6. Executive Director’s Report -Oral Report 9:15 a.m.

**CORRESPONDENCE, NEWS & UPDATES**

-Informational

**ADJOURN**

-Action 9:30 a.m.

***Accessibility for Individuals with Disabilities***

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***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 400 Oyster Point Blvd, Suite 409, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.

# MINUTES

**COMMUTE.ORG**  
**BOARD OF DIRECTORS**  
Silicon Valley Community Foundation  
1300 S. El Camino Real, Room 114  
June 16, 2016

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## ROLL CALL

### Board Members Present:

Jeffrey Gee, City of Redwood City  
Michael Lempres, Town of Atherton  
Davina Hurt, City of Belmont  
Clifford Lentz, City of Brisbane  
Emily Beach, City of Burlingame  
Rae Gonzalez, Town of Colma  
Judith Christensen, City of Daly City  
Carlos Romero, City of East Palo Alto  
Sam Hindi, City of Foster City  
Shawn Christianson, Town of Hillsborough  
Reuben Holofer, City of Millbrae  
Sue Digre, City of Pacifica  
Rico Medina, City of San Bruno (Alternate)  
Rick Bonilla, City of San Mateo  
Richard Garbarino, City of South San Francisco

### Supervisory Committee Members Present:

Maria Saguisag-Sid, City of Brisbane  
Randy Torrijos, Office of Supervisor Dave Pine

### Staff in Attendance:

John Ford, Executive Director  
Teresa Avelar, Administration & Finance Manager  
Elaine Hall, Administrative Assistant  
Karen Sumner, Transportation Programs Manager  
Kim Comstock, Senior Programs Representative  
Gina Javier, Programs Representative  
Amy McCrary, Programs Representative  
Brian Jackson, Shuttle Program Manager

Joan Cassman, Agency Attorney

The June 16, 2016 meeting of the Commute.org Board of Directors was called to order at 8:06 a.m. by Board Chair, Jeffrey Gee.

## CONSENT AGENDA

1. Minutes April 21, 2016
2. Financial Statements: July-December 2015

3. Funding Agreement with C/CAG for Countywide Voluntary Trip Reduction
4. Funding Agreement with C/CAG for Congestion Relief Plan

*It was moved by Mr. Richard Garbarino, seconded by Mr. Rick Bonilla, and unanimously passed to approve items one, two, three and four on the consent agenda. Abstentions: Mr. Sam Hindi and Ms. Judith Christensen.*

## **1. CHAIR'S REPORT**

Chair Gee announced to the Board that there is still one vacant seat on the Supervisory Committee. The position is open to a City Manager or his/her designee from any of the member cities or towns or representative from a private company or transit agency. He requested that if there is any non-represented city interested to please contact Mr. John Ford or Ms. Saguisag-Sid.

## **2. 2016 COMMUTER CHALLENGE REPORT AND PRIZE AWARDS**

Ms. Kim Comstock, Commute.org's Senior Programs Representative, reported on the results of the 2016 Commuter Challenge, which ran from April 1<sup>st</sup> thru May 31<sup>st</sup>.

The Outreach team administered this annual commuter-focused campaign to encourage those who commute to, from or through San Mateo County to use alternatives other than driving alone. Ms. Comstock explained that this year, commuters were asked to log their alternative commute trips on the my.Commute.org platform. Those who registered were able to record and track their trips, as well as monitor their savings. Each week, winners were randomly selected and were awarded various prizes that included: Goal Zero Phone Charger, Fitbit Alta, Fitbit Blaze, REI Gift Card, Timbuk2 bag, Yurbuds Wireless Earbuds, and Zojirushi Tuff Slim Vacuum Bottle. The five Grand Prizes were Fitbit Surge GPS Watch and Heart Rate Monitor, \$300 Clipper Card, \$400 REI Gift Card, Garmin Edge Cycling Computer and a GoPro Hero4 camera.

Ms. Comstock also shared the 2016 campaign's dashboard of statistics that were captured through the my.Commute.org platform: over 1,300 participants registered, over 43,000 trips logged, over 789,000 miles traveled, over 207 tons of emissions saved, more than 3.3 million calories burned, and over \$204,000 total commute savings accrued.

Two of the five Grand Prize winners attended the Board meeting for a special presentation. Mr. Samson Phan from Menlo Park received a Garmin Edge Cycling Computer and Mr. Robert Yeung from Foster City won a Fitbit Surge GPS Watch and Heart Rate Monitor. Chair Gee congratulated both winners.

Chair Gee also thanked the Commute.org staff for another successful campaign.

## **3. FY 2016/2017 WORK PLAN AND BUDGET**

Mr. Ford, Commute.org's Executive Director, presented the proposed Budget and Work Plan for the upcoming fiscal year to the Board for review and approval. The Work Plan guides the agency on program objectives for the fiscal year, and is reviewed and approved annually. The Work Plan is also used to generate the Scope of Work documents that are provided to the funders of grants that Commute.org receive. A copy of the Budget and Work Plan was given to each Board member.

Mr. Ford presented year-to-year comparative charts, as well as planned activities and objectives within the five program areas for the new fiscal year. Program areas are: Employer outreach, Shuttle program, Commuter incentives, Public/Private partnerships, and agency development. Mr. Ford projected each program area to yield increased totals in the new fiscal year.

Key initiatives include:

Countywide TDM Software Platform: The Ride Amigos platform was piloted during the Spring Commuter Challenge. Mr. Ford stated that with the Board's approval of the proposed budget, the agency plans to introduce and utilize the Ride Amigos platform (my.commute.org) more fully countywide – with a goal for a full launch in September. Ms. Christianson inquired if employers who are not yet participating, can utilize the private network feature. Mr. Ford responded that employers can join through an open or closed private network. Ms. Beach asked when interested parties should contact staff regarding this new opportunity. Mr. Ford said that interested parties can contact him directly prior to September. Mr. Romero inquired about additional licensing fee for employers who are interested in joining the network. Mr. Ford responded that there are no additional fees to employers to use the network feature under Commute.org's general license.

Mr. Ford also informed the Board that an Employer Commute Program Survey will be conducted in the new fiscal year. The Employer survey is similar to the Commuter Survey conducted every 3 years, but it will be directed at employers.

Mr. Ford reported that the Finance Committee provided recommendations and modifications to the proposed budget and that the Supervisory Committee has also reviewed the proposed budget and contributed to the Work Plan document and presentation. Further, Mr. Ford informed the Board that FY 2016/2017 is the final year for the \$70,000 funding from the Metropolitan Transportation Commission (MTC) – which would primarily eliminate the regional rideshare program. Mr. Ford also informed the Board that C/CAG will provide additional TFCA funding in the new fiscal year. The SMCTA Measure A funding is also scheduled to increase by \$10,000.

Upon the recommendation of the Finance Committee, the proposed budget includes a 2.7% Cost of Living Adjustment (COLA) for all agency staff. The ABAG Bay Area consumer price index calculations for April are used to calculate the annual rate for the agency's COLA percentage.

Chair Gee requested discussion and/or approval of the FY 2016/2017 Work Plan and Budget. Mr. Holober asked if the agency has a specific plan to secure more funding to maintain the future licensing of the Ride Amigos software. Mr. Ford responded that licensing the software is dependent on the availability of funding, and that the agency has the right to terminate the agreement if the funding is no longer available. Mr. Ford stated that the MTC funding for this fiscal year will be applied towards the licensing costs and added that the agency will have to look for future funding sources.

Chair Gee requested approval of the FY 2016/2017 Work Plan and Budget.

*It was moved by Ms. Sue Digre, seconded by Mr. Rick Bonilla, and unanimously passed to approve the FY 2016/2017 Work Plan and Budget.*

#### **4. CERBT PROGRAM REPORT**

Mr. Ford provided an update on the CERBT program. The agency joined the CERBT program in June 2013 to pre-fund the agency's Other Post-Employment Benefits (OPEB) costs.

In April 2013, the Commute.org Board approved participation in the California Employer's Retiree Benefit Trust (CERBT) with California Public Employer Retiree System (CalPERS) to provide retiree benefit management and investment services. This agreement allows the agency to comply with the Government Accounting Standards Board (GASB) Statement 45 for the accounting of OPEB.

To date, Commute.org's has contributed \$76,158 to the CERBT fund. The amount includes the current fiscal year's Annual Required Contribution (ARC) of \$6,588 that was deposited in April.

The Board elected to use CERBT's Strategy 2 Asset Allocation investment portfolio. The most recent fact sheet for Strategy 2 was included in the packet.

Commute.org's investment information as of June 9, 2016 is shown below:

As of 6/9/2016:	Amount
Contributions	\$ 76,158
Investment Earnings	\$ 9,844
Admin Expense	\$ (203)
Ending Balance	\$ 85,799
Net Return %	10.95%

## **5. SHUTTLE PROGRAM MANAGER'S REPORT**

Mr. Brian Jackson, Commute.org's Shuttle Program Manager, reported on the agency's current projects in partnership with different cities. Because of Commute.org's operational relationship with the shuttle vendor, staff is able to make recommendations on each project's unique needs.

San Carlos Commuter Shuttle: Mr. Jackson announced that this shuttle will be added to Commute.org's website since the service is commuter-focused, similar to the ones the agency currently manages. The agency will have full management responsibilities for this project because staff specializes in planning and managing shuttles that operate during peak commute times and with routes that travel to and from transit hubs to private employers locations. Mr. Jackson invited the Board to contact him directly if there is any interest to develop a commuter shuttle in their respective cities.

Coastside Beach Shuttle and Skyline College Express Shuttle: Mr. Jackson explained that these two are considered community-based shuttles. Commute.org will assist the current service provider in the initial logistical set up and offer some consultation, but will not be involved in the operational and management aspects of these routes.

Mr. Jackson informed the Board that these projects are currently in the contractual agreement phase and are expected to start service in August or September this year.

Mr. Jackson also presented the Board with the results of the annual Shuttle Rider Survey – the first review of the new shuttle provider. Passengers from all routes were surveyed over a three-week period on the following areas: quality of service, added features, and feedback on services. To properly evaluate the current service provider and the shuttle program in general, the 2016 survey results were compared with the results from 2014 survey. Mr. Jackson reported that the new survey results show significant improvement in all areas, and that the overall feedback from riders was positive.

## **6. EXECUTIVE DIRECTOR'S REPORT**

Mr. Ford requested Ms. Karen Sumner, Commute.org's Transportation Programs Manager, to report on the 22nd Annual Bike to Work Day held on May 12<sup>th</sup>.

Ms. Sumner stated that all nine Bay Area counties participated in the 2016 Bike to Work Day. As in previous years, Commute.org worked with Mr. Bill Bright of Integrated Event Marketing in coordinating the event countywide. There were 44 public Energizer Stations in San Mateo County. Energizer Stations were set up between the hours of 6 a.m. to 10 a.m. Cyclists were encouraged to stop

at the stations for refreshments and snacks to get “energized.” Ms. Sumner reported that over 12,000 cyclists were seen riding throughout San Mateo County on the morning of May 12 -- a significant increase from the last year’s total. Mr. Hindi commended staff on the well-organized Bike to Work Day event. Mr. Hindi added that he enjoyed participating at one of the energizer stations and looked forward to next year’s event. Ms. Sumner thanked the Board, staff and everyone who participated in Bike to Work Day this year.

Every year, commuters in the Bay Area nominate a Bike Commuter of the Year. Ms. Sumner announced that the 2016 Bike Commuter of the Year in San Mateo County is Ms. Beverly Thames, who rides her bike from Redwood City to San Carlos, and serves as a role model in a workplace with just a few other bike commuters.

Mr. Ford followed with a summary of the agency’s other activities and updates on programs since the April 21<sup>st</sup> Board meeting.

Mr. Ford noted that the plan to revamp the Guaranteed Ride Home (GRH) Program is still in progress and will continue into the new fiscal year.

As for the Mobility as a Service (MaaS) Partnerships, Mr. Ford said the integration of technology into Commute.org’s operations will continue to the new fiscal year. The agency is currently working with SCOOP for mobile applications in carpooling and that a pilot program will take place during the new fiscal year.

Chair Gee reminded the Board that the next Board meeting will be held on September 15, 2016.

Chair Gee announced a brief recess for a closed session – for the Board to conduct an annual public employee performance evaluation of Commute.org’s Executive Director.

The meeting reconvened, and Ms. Joan Cassman, the agency’s Attorney, requested approval to recognize a step increase for the position of Executive Director to step 5.

*It was moved by Ms. Shawn Christianson, seconded by Mr. Rick Bonilla, and unanimously passed to approve the step increase for the position of Executive Director.*

## **7. ADJOURNMENT**

*The meeting was adjourned at 9:23 a.m. by Chair Gee.*

Respectfully submitted,

Teresa Avelar  
*CLERK OF THE BOARD*

City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 05/31/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
REVENUES:								
RENTS AND INTEREST								
3510	INVTMNT ERNNGS	1,747.78	1,600.00	0.00	1,334.19	0.00	266	83.4
3515	UNRLZD GN(LSS)N	(5.80)	0.00	0.00	0.00	0.00	0	0.0
Ttl RNTS AND INTRS		<u>1,741.98</u>	<u>1,600.00</u>	<u>0.00</u>	<u>1,334.19</u>	<u>0.00</u>	<u>266</u>	<u>83.4</u>
FROM OTHER AGENCIES								
3601	RCPTS FRM OTHR	75,587.43	30,000.00	0.00	0.00	0.00	30,000	0.0
3664	AB 434 FUNDS	457,500.00	472,300.00	120,592.82	444,167.41	0.00	28,133	94.0
3665	C/CG CNGSTN RLF	510,000.00	510,000.00	127,500.00	382,500.00	0.00	127,500	75.0
3666	SHTTL CNSRTM RV	680,351.52	753,400.00	32,141.04	763,463.53	0.00	(10,063)	101.3
3668	MESR A TSM FNDS	425,000.00	435,000.00	0.00	435,000.00	0.00	0	100.0
3672	C/CG MTC EMPLY	70,000.00	70,000.00	17,500.00	52,500.00	0.00	17,500	75.0
3673	SHTTL GRNT PSS	1,392,158.69	1,452,100.00	272,796.69	1,002,986.87	0.00	449,113	69.1
Ttl FRM OTHR AGNCS		<u>3,610,597.64</u>	<u>3,722,800.00</u>	<u>570,530.55</u>	<u>3,080,617.81</u>	<u>0.00</u>	<u>642,182</u>	<u>82.8</u>
MISCELLANEOUS REVENUES								
3860	MISCELLANES RVN	2,195.83	4,000.00	0.00	15,116.20	0.00	(11,116)	377.9
Total MSCLLNS RVNS		<u>2,195.83</u>	<u>4,000.00</u>	<u>0.00</u>	<u>15,116.20</u>	<u>0.00</u>	<u>(11,116)</u>	<u>377.9</u>
* Total Revenues		<u>3,614,535.45</u>	<u>3,728,400.00</u>	<u>570,530.55</u>	<u>3,097,068.20</u>	<u>0.00</u>	<u>631,332</u>	<u>83.1</u>

City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 05/31/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	718,216.75	778,925.00	59,472.14	703,243.02	0.00	75,682	90.3
4104	PERS RETIREMENT	108,326.16	92,410.00	8,670.12	89,613.52	0.00	2,796	97.0
4105	GROUP INSURANCE	102,228.73	93,312.00	6,854.17	81,543.44	0.00	11,769	87.4
4106	WORKERS CMPNSTN	0.00	0.00	275.00	275.00	0.00	(275)	0.0
4107	MEDICARE	9,730.99	10,354.00	821.07	9,688.61	0.00	665	93.6
4108	UNMPLYMNT INSRN	1,346.00	0.00	0.00	0.00	0.00	0	0.0
4110	TERMINATION PAY	2,822.32	0.00	0.00	0.00	0.00	0	0.0
4120	OTHR PST EMPLYM	10,448.00	10,500.00	0.00	6,588.00	0.00	3,912	62.7
Ttl SLRS AND BNFTS		953,118.95	985,501.00	76,092.50	890,951.59	0.00	94,549	90.4
SERVICES AND SUPPLIES								
4205	ALLIANC OFFC LS	59,872.07	52,500.00	5,224.50	57,469.52	0.00	(4,969)	109.5
4207	TRIP VOUCHERS	28,721.00	25,000.00	591.20	14,473.40	0.00	10,527	57.9
4209	MLG RMB/CR ALLW	3,059.81	3,000.00	565.40	2,652.90	0.00	347	88.4
4211	ADVERTISING	77,567.23	90,000.00	17,497.50	77,435.99	0.00	12,564	86.0
4219	PROFESSNL SRVCS	63,455.44	90,000.00	3,187.50	62,541.00	0.00	27,459	69.5
4243	OPERATING SPPLS	10,383.66	9,600.00	531.46	8,923.28	0.00	677	93.0
4255	SMALL EQUIPMENT	13,629.80	0.00	0.00	0.00	0.00	0	0.0
4259	TRY TRNST CMPGN	8,128.23	40,000.00	0.00	23,303.00	0.00	16,697	58.3
4307	BRD MTNG EXPNS	1,175.36	1,500.00	245.18	820.06	0.00	680	54.7
4308	VANPOOL SUBSIDS	94,982.83	55,000.00	820.00	35,019.94	0.00	19,980	63.7
4309	SHUTTLE OPERTNS	1,862,508.99	2,177,000.00	178,717.74	1,805,099.64	0.00	371,900	82.9
4310	OUTSID LGL CSTS	51,490.97	40,000.00	1,040.00	21,922.47	0.00	18,078	54.8
4373	FISCAL AGENT FS	50,000.00	51,500.00	12,500.00	37,500.00	0.00	14,000	72.8
Ttl SRVCS AND SPPL		2,324,975.39	2,635,100.00	220,920.48	2,147,161.20	0.00	487,939	81.5
OTHER CHARGES								
4215	RENTS AND LEASS	9,232.57	11,000.00	905.68	8,981.29	0.00	2,019	81.6
4302	MMBRSHPS & PBL	5,405.50	6,000.00	165.00	6,050.00	0.00	(50)	100.8
4303	TRAVEL & METNGS	15,343.14	15,000.00	1,167.74	11,788.16	0.00	3,212	78.6
4304	EDUCATN & TRNG	4,364.00	9,000.00	82.08	7,245.76	0.00	1,754	80.5
4434	MSCLLNS OTHR CH	15,705.78	18,000.00	1,973.58	11,963.33	0.00	6,037	66.5
4603	CONTINGENCIES	0.00	20,000.00	0.00	0.00	0.00	20,000	0.0
Total OTHER CHARGS		50,050.99	79,000.00	4,294.08	46,028.54	0.00	32,971	58.3
FIXED CHARGES								
4208	TLPHN SRVC CHR	5,572.04	6,000.00	238.91	4,881.56	0.00	1,118	81.4
4216	VHCL SRVC CHR	581.63	900.00	0.00	390.69	0.00	509	43.4
4223	INFRMTN SRVCS	58,325.32	60,000.00	3,264.54	35,237.24	0.00	24,763	58.7



City of Daly City, California

Revenue and Expenditure Summary Report  
By Fund  
For the Period Ended 05/31/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
4227	COPIER SERVICES	25,922.02	35,000.00	8,971.75	39,745.77	0.00	(4,746)	113.6
4233	POSTAGE	6,620.02	9,000.00	0.00	9,878.14	0.00	(878)	109.8
4301	GNRL INSRNC CHR	10,544.81	15,500.00	536.42	9,756.46	0.00	5,744	62.9
	Total FIXED CHARGS	107,565.84	126,400.00	13,011.62	99,889.86	0.00	26,510	79.0
	CAPITAL OUTLAY							
4562	BK LCKRS & RCKS	26,306.83	30,000.00	0.00	10,117.63	0.00	19,882	33.7
	Total CAPITAL OTLY	26,306.83	30,000.00	0.00	10,117.63	0.00	19,882	33.7
*	Total Expenditures	3,462,018.00	3,856,001.00	314,318.68	3,194,148.82	0.00	661,852	82.8
	Nt fr PNN CNGST RLF	152,517.45	(127,601.00)	256,211.87	(97,080.62)	0.00	(30,520)	

City of Daly City, California

Revenue and Expenditure Summary Report  
 By Fund  
 For the Period Ended 05/31/16

\* Fund 65 PENIN CONGEST RELIEF ALLIANCE \*

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====	=====
Total Rev - All Fnds		3,614,535.45	3,728,400.00	570,530.55	3,097,068.20	0.00	631,332	83.1
Ttl Expnd - All Fnds		3,462,018.00	3,856,001.00	314,318.68	3,194,148.82	0.00	661,852	82.8
All Funds Net		152,517.45	(127,601.00)	256,211.87	(97,080.62)	0.00	(30,520)	
		=====	=====	=====	=====	=====	=====	

## **Board of Directors Agenda Item #1**

**DATE:** September 15, 2016  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Board Chair's Report

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### **INTRODUCTION**

Board Chair Gee, or his designee, will present an oral report to the board. The report includes the following:

1. Introduction of new or alternate board members (if any)
2. Thank you to SamTrans/Caltrain/TA for use of their auditorium

## **Board of Directors Agenda Item #2**

**DATE:** September 15, 2016

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Presentation – April Chan, San Mateo County Transit District’s Chief Officer for Planning, Grants and the TA – Hwy 101 Managed Lanes Project

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### **INTRODUCTION**

Presentation to the Board by San Mateo County Transit District’s Chief Officer for Planning, Grants and the Transportation Authority regarding the Highway 101 Managed Lanes project in San Mateo County.

### **Board of Directors Agenda Item #3**

**DATE:** September 15, 2016  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Appointment to Supervisory Committee

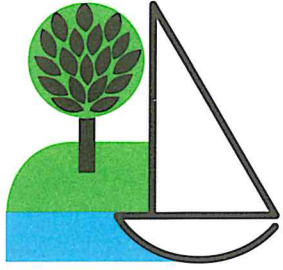
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#### **INTRODUCTION**

Chair Gee advises that a candidate has been identified and recommended by his city to serve on the Commute.org Supervisory Committee. The committee has one open seat, which according the agency's bylaws can be filled by a City Manager (or his/her designee) of a JPA member. The open seat has a term ending January 2018.

The following candidate seeks appointment to the Supervisory Committee for the remaining term of the open seat (effective immediately):

- Dante Hall, Assistant City Manager, City of Foster City



*City of Foster City*

**ESTERO MUNICIPAL IMPROVEMENT DISTRICT**

610 FOSTER CITY BOULEVARD  
FOSTER CITY, CA 94404-2222

August 16, 2016

John Ford, Executive Director  
Commute.org (Peninsula Traffic Congestion Relief Alliance)  
400 Oyster Point Blvd., Suite 409  
South San Francisco, CA 94080

RE: Nomination for Supervisory Committee Membership, Foster City

Dear Mr. Ford,

The City of Foster City proposes nominating Dante Hall to serve on the Supervisory Committee of Commute.org. Mr. Hall is the Assistant City Manager for Foster City, overseeing a variety of organizational functions including economic development and sustainability.

Economic development, sustainability and transportation all share a symbiotic relationship that works best when they are closely coordinated. For this reason, Mr. Hall is best poised to work with Commute.org on behalf of Foster City to further collaboration on projects and initiatives that reduce traffic congestion, reduce air pollution, and improve the quality of life for residents of San Mateo County.

Thank you very much for your consideration.

Sincerely,

Kevin M. Miller  
City Manager

## **Board of Directors Agenda Item #4**

**DATE:** September 15, 2016  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Shuttle Program Manager's Report

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### **INTRODUCTION**

Chair Gee advises that Brian Jackson, Commute.org's Shuttle Program Manager, will present a report on the agency's shuttle operations and activities.

Mr. Jackson's presentation will include:

1. Final ridership statistics from FY15/16
2. Update on new and modified routes

## **Board of Directors Agenda Item #5**

**DATE:** September 15, 2016

**TO:** Commute.org Board of Directors

**FR:** John Ford, Executive Director

**SUBJ:** Outreach Manager's Report

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### **INTRODUCTION**

Presenting to the Board a report highlighting activities of the marketing and employer outreach program.

### **BACKGROUND**

Karen Sumner, the agency's Outreach Manager, will present a report on recent activities including:

1. Bay Area Commuter Benefits program update
2. Fall Marketing Campaign presentation
3. Your Commute Counts presentation



## **Board of Directors Agenda Item #6**

**DATE:** September 15, 2016  
**TO:** Commute.org Board of Directors  
**FR:** John Ford, Executive Director  
**SUBJ:** Executive Director's Report

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### INTRODUCTION

Chair Gee advises that Mr. Ford will provide a summary of agency activities and updates on programs since the last board meeting including the following:

1. Staffing update
2. MTC Funding Agreement update
3. Carpool Apps update
4. Bay Area Bike Share becoming Ford GoBike
5. Solutions for 101 Forum (9/23)
6. Success Summit at Skyline College (9/28)