

## MINUTES

**COMMUTE.ORG**  
**BOARD OF DIRECTORS**  
Foster City EOC Training Room  
1040 East Hillsdale Blvd., Foster City  
November 17, 2016

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### ROLL CALL

Board Members Present:

Jeffrey Gee, City of Redwood City  
Davina Hurt, City of Belmont  
Emily Beach, City of Burlingame  
Rae Gonzalez, Town of Colma  
Carlos Romero, City of East Palo Alto  
Sam Hindi, City of Foster City  
Marina Fraser, City of Half Moon Bay  
Shawn Christianson, Town of Hillsborough  
Reuben Holober, City of Millbrae  
Irene O'Connell, City of San Bruno (Alternate)

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  
Betsy Juarez, Administrative Assistant  
Karen Sumner, Transportation Programs Manager  
Kim Comstock, Senior Programs Representative  
Weiser Manzano, Programs Representative  
Richard Fontela, Shuttle Program Coordinator

Joan Cassman, Agency Attorney

Guests:

Melissa Reggiardo, SamTrans  
Adam Vollmer, Faraday Bikes  
Thomas Whitaker, Faraday Bikes  
Bailey Hall, Bay Area Community Resources

The November 17, 2016 meeting of the Commute.org Board of Directors was called to order at 8:15 a.m. by Board Chair, Jeffrey Gee.

### CONSENT AGENDA

1. Minutes September 15, 2016
2. Financial Statements: June 2016

Revisions were made before approving the September 15, 2016 Board of Directors Minutes. In the roll call section of the Minutes, Ms. Emily Beach clarified that Mr. Michael Brownrigg represented the City of Burlingame at the September 15, 2016 Board Meeting.

*With the above corrections to the minutes, it was moved by Mr. Sam Hindi, seconded by Ms. Shawn Christianson, and unanimously passed to approve items one and two on the consent agenda.*

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

Chair Gee gave recognition to Board member Marina Frasier, City of Half Moon Bay upon her retirement. He thanked her for her dedication and service to the Commute.Org Board. In turn, Ms. Frasier expressed her gratitude by thanking the Board.

Chair Gee congratulated the re-elected Board members, Mr. Carlos Romero and Ms. Rae Gonzales. He advised the Board to encourage their respective city councils and staff to inform Commute.org staff of any changes to assignments of the Board of Directors. Furthermore, Chair Gee mentioned that staff would be distributing the Form 700 to any Board members that are "leaving office". Every other board member will receive their Form 700 in January 2017.

Chair Gee mentioned that, as a director of the Transbay Joint Power Authority (TJPA) Board, he has the responsibility to oversee the construction of the Transbay Terminal in downtown San Francisco. The DTX Study is aimed to extend Caltrain to the Transbay Transit Center from its current terminus at 4<sup>th</sup> and King Streets. The study is seeking to tear down a portion of Interstate 280 Highway in Mission Bay and converting the freeway into a boulevard. This option could clear the way for a Caltrain extension downtown. The second option would be to create an underground roadway for Caltrain to run to downtown San Francisco. The two components would take about the same time length to complete with the same budget. The goal is to have the train running by 2029.

## **2. PRESENTATION – ADAM VOLLMER, Electric Bicycles – Faraday Bicycles**

Mr. Adam Vollmer, founder and CEO of Faraday Bicycles, presented an overview of electric bikes (eBike).

Mr. Vollmer informed the board that eBikes are a transportation paradigm. He indicated that eBikes are not only lightweight, efficient, and affordable, but they are also accessible to a larger cross-section of the population. Although they are easily accessible, only 5% of the population in the United States commute by bike. Mr. Vollmer informed the Board that bikes are predominantly used in Europe, with 1.5 million bikes sold each year compared to only 550,000 in the United States.

Mr. Vollmer mentioned that an eBike contains a motor in the front wheel and a lithium battery within the frame. eBikes can be classified into different classes, depending on the maximum speed of the bike. They have a lifespan of 5 to 10 years depending on the frequency of use. He informed the Board that, due to the longevity of these bikes, the cost of an eBike would be equivalent to a bus or rideshare fare that a commuter would pay per month for five years.

## **3. PRESENTATION – MELISSA REGGIARDO, Dumbarton Transportation Corridor Study**

Ms. Reggiardo, Principal Planner of the San Mateo County Transportation District, presented on the Dumbarton Transportation Corridor Study. The study is aimed to reduce traffic congestion and improve mobility between Alameda, San Mateo, and Santa Clara counties. The study will also examine potential solutions to address both congestion on the Dumbarton Bridge and connecting

roadways, as well as the rehabilitation and repurposing of the Dumbarton rail bridge located south of the Dumbarton Bridge. SamTrans, owner of the Dumbarton rail bridge, will manage the study with two transportation authorities that support multi-modal improvements at each of the Dumbarton bridges.

#### **4. MOU FOR CLIMATE CORPS AMERICORPS FELLOW PROGRAM**

Mr. Ford, Commute.org's Executive Director, informed the Board that there is an opportunity to host a Fellow from the Climate Corps AmeriCorps program to work in agency projects for a ten-month period. Bay Area Community Resources (BACR) AmeriCorps' regional affiliate recruits, trains, and places adults in agencies around the Bay Area. As part of AmeriCorps, a federally-funded national and community service program, AmeriCorps members commit to a one-year term of service in a full-time position. Mr. Ford also informed the Board that there is a budget available for the Fellow program in the Salaries/Benefits account for FY 2016-2017. Commute.org would pay \$20,000 for a ten-month fellowship.

Chair Gee requested approval for the hosting of a Fellow for a ten-month period, authorizing Mr. Ford to execute the MOU with Bay Area Community Resources.

*It was moved by Ms. Irene O'Connell and seconded by Ms. Marina Frasier, and unanimously passed to authorize Mr. Ford to execute the MOU with Bay Area Community Resources.*

#### **5. OUTREACH MANAGER'S REPORT**

Ms. Karen Sumner, Commute.org's Transportation Programs Manager, provided the Board with an overview of marketing events and activities that have taken place since the October 2016 Board of Directors meeting. She introduced the agency's new Outreach Representative, Weiser Manzano. Mr. Manzano previously worked as a Community Development Coordinator in the City of South San Francisco.

Ms. Sumner informed the board of a dynamic carpool program called Scoop. Scoop is a ridesharing app that matches individuals who have similar commutes. The cities of San Mateo and Foster City began working with Scoop, which have allowed them to offer \$2 carpool rides to anyone commuting to or from the city of San Mateo or Foster City. Commute.org received a \$9,000 grant from MTC to promote carpooling in San Mateo County that must be utilized by December 15, 2016. Ms. Sumner informed the board that they will be using the funds towards the promotion of Scoop. 15,000 mailers will be sent out to residents living in San Mateo and Foster City which will contain a unique promo code that can be redeemed in the Scoop app for a \$5 credit.

Ms. Sumner informed the board that the Ride Amigos platform will now be known as the STAR (Spark, Track and Reward) platform. It is a county-wide software that supports and rewards commuters who choose to use alternative commute modes. An incentive was created for the months of October and November to encourage individuals to log their commute. The new STAR platform will allow employers to create their own network where they can generate their own incentives and challenges with their employees who commute to work.

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

Mr. Ford presented a report on the agency's shuttle operations and activities for the first 4 months of FY 2016-2017. He announced that Commute.org's Shuttle Program's Manager, Brian Jackson has

resigned from the agency. Mr. Jackson is now working for the Stanford University Shuttle Program.

Mr. Ford indicated that was an overall 11.7% increase in ridership in the 1<sup>st</sup> Quarter compared to the same quarter from the previous year. 15 shuttle routes had an increase in ridership of up to 53%; however, 5 shuttle routes saw a decrease in ridership of up to 34%, with Redwood City Mid-Point Shuttle being the most impacted due to transition in employers. The overall cost per passenger for the 1<sup>st</sup> Quarter was \$4.40, but ranges between \$2.75 and \$11.06 depending on the shuttle route.

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

Mr. Ford provided a summary of agency activities and updates on Commute.org programs since the September 15, 2016 Board meeting, which included the following:

Mr. Ford introduced the agency's new Administrative Assistant, Betsy Juarez.

Mr. Ford informed the Board that the annual report is currently in the works.

Mr. Ford the Board on the annual audit, stating that it is still being worked on with Maze & Associates.

Mr. Ford notified the board that the MTC funding agreement is still not finalized with C/CAG.

## **8. ADJOURNMENT**

*The meeting was adjourned at 9:46 a.m. by Chair Gee.*

Respectfully submitted,

Teresa Avelar  
*CLERK OF THE BOARD*