

MINUTES

COMMUTE.ORG BOARD OF DIRECTORS

SamTrans Auditorium
1250 San Carlos Ave., San Carlos
September 15, 2016

ROLL CALL

Board Members Present:

Clifford Lentz, City of Brisbane, Vice-Chair
Michael Lempres, Town of Atherton
Davina Hurt, City of Belmont
Michael Brownrigg, City of Burlingame
Rae Gonzalez, Town of Colma
Carlos Romero, City of East Palo Alto
Sam Hindi, City of Foster City
Shawn Christianson, Town of Hillsborough
Reuben Holober, City of Millbrae
Sue Digre, City of Pacifica
Irene O'Connell, City of San Bruno (Alternate)
Mark Olbert, City of San Carlos
Rick Bonilla, City of San Mateo
Dave Pine, County of San Mateo

Supervisory Committee Members Present:

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

Staff in Attendance:

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

Joan Cassman, Agency Attorney

Guests:

April Chan, San Mateo County Transit District

The September 15, 2016 meeting of the Board of Directors was called to order at 8:20 AM by Board Vice-Chair, Clifford Lentz.

CONSENT AGENDA

1. Minutes June 16, 2016
2. Financial Statements: FY15-16 thru May 2016

It was moved by Mr. Mark Olbert, seconded by Mr. Rick Bonilla, and unanimously passed to approve items one and two on the consent agenda.

1. CHAIR'S REPORT

Chair Gee was traveling and unable to attend the meeting; therefore, Vice Chair Lentz presided over the meeting. Mr. Lentz opened the meeting by thanking for SamTrans/Caltrain/TA for the use of the auditorium.

2. PRESENTATION-APRIL CHAN, SMCTA RE: Hwy 101 Managed Lanes Project

Ms. Chan, San Mateo County Transit District's Chief Officer for Planning, Grants and the TA, presented an update on the Highway 101 Managed Lanes Project in San Mateo County. The study is a 28 month process, June 2016-September 2018 with the environmental phase cost estimate at 11.5M. Ms. Chan stated that since May 2016, they have entered cooperative agreements with Caltrans and SAMCEDA, executed consultant contracts, and approved the supplemental PSR-PDS. Ms. Chan notified the board that the PA&ED work has commenced and so has the validation for analysis for traffic model. Lastly the express bus study has been initiated.

Ms. Chan reviewed the bottleneck queueing concentration area of traffic as well as the consideration of HOV2+, HOV3+ with dynamic pricing.

3. APPOINTMENT TO SUPERVISORY COMMITTEE

Mr. Lentz reminded the Board that at the last board meeting Mr. Ford had indicated there was an opening in the Supervisory Committee. Mr. Ford received a letter from Kevin Miller, City Manager City of Foster City nominating Mr. Dante Hall, Assistant City Manager for the City of Foster City, to serve on the Supervisory Committee. Mr. Lentz opened it up for Board discussion and approval.

It was moved by Mr. Pine, seconded by Mr. Romero and unanimously passed to approve the appointment of Mr. Hall to the Supervisory Committee.

4. SHUTTLE PROGRAM MANAGER'S REPORT

Mr. Brian Jackson, Commute.org's Shuttle Program Manager, reported on the agency's current shuttle ridership report with an overall 11.9 % increase in ridership in the 4th Quarter. Overall for the fiscal year ridership increased 13.5% representing an all-time high in annual ridership. Mr. Jackson reported that select routes also received an upgrade to bigger buses to manage the increase in ridership. Mr. Jackson notified the Board that automated passenger counters have been ordered and are set to install by the end of the month. Mr. Jackson stated that there were several ongoing shuttle projects including San Mateo County Parkes Explorer Shuttle, San Carlos Commute Shuttle, Coastside Beach Shuttle, Skyline Express Shuttle and the expansion of the Burlingame Bayside Service.

5. OUTREACH MANAGER'S REPORT

Ms. Sumner reported to the board that Senate Bill 1128 which makes the Bay Area Commuter Benefits program permanent, has passed the senate and the assembly without opposition. Now, it's on the governor's desk, waiting to be signed. By making this permanent, it's going to be highly beneficial to

get and keep employers engaged. Ms. Sumner described the “Your Commute Counts” campaign in which outdoor digital Board, Facebook, online and print ads along with Pandora internet radio were used focusing on pain points of commuters.

Ms. Kim Comstock provided an overview of the RideAmigos UNITY Platform as well as the progress since implementing the platform. Ms. Comstock demonstrated the dashboard and commuter functionalities of the application as well presented an overview of use for employers. Employers will be able to apply for a private network, at no cost to them, to provide transportation connections and tools to their employees, while collecting data for analysis. Mr. Ford reminded the board that Commute.org has paid the licensing fee for the year allowing this functionality not only to employers but cities as well.

6. EXECUTIVE DIRECTOR’S REPORT

Mr. Ford provided a summary of agency activities: Interviews are currently being conducted for both the Outreach Representative position and the Administrative Assistant position. Mr. Ford stated that he hopes both positions would be filled by early October 2016. Mr. Ford provided an update of the MTC Funding agreement stating that it is expected to be completed by December 2016. Mr. Ford recommended that board members consider attending the Success Summit at Skyline College and the Solutions for Hwy 101 Forum in San Mateo.

7. ADJOURNMENT

The meeting was adjourned at 9:23 a.m. by Vice Chair Lentz

Respectfully submitted,

Teresa Avelar
CLERK OF THE BOARD