

## MINUTES

**COMMUTE.ORG**  
**BOARD OF DIRECTORS**  
Silicon Valley Community Foundation  
1300 S. El Camino Real, Room 114  
November 18, 2018

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### ROLL CALL

Board Members Present:

Jeffrey Gee, City of Redwood City  
Davina Hurt, City of Belmont  
Clifford Lentz, City of Brisbane  
Emily Beach, City of Burlingame  
Rae Gonzalez, Town of Colma  
Glenn Sylvester, City of Daly City  
Carlos Romero, City of East Palo Alto  
Sue Digre, City of Pacifica  
Eric Rodriguez, City of San Mateo  
David Canepa, San Mateo County

Supervisory Committee  
Members Present:

John Hoang, C/CAG  
Maria Saguisag-Sid, City of Brisbane

Guests:

Drew, San Mateo resident  
Felix Sargent, HOVR California  
Simeon Jewell, HOVR California

Staff in Attendance:

John Ford, Executive Director  
Kim Comstock, Commuter Programs Manager  
Mary Thomasmeyer, Commuter Programs Representative  
Richard Fontela, Shuttle Programs Coordinator  
Maria Timofeyeva, Shuttle Program Administrator  
Cary Tipton, Employer Programs Representative  
Betsy Juarez, Administrative Assistant

Joan Cassman, Agency Attorney

The November 18, 2018 meeting of the Commute.org Board of Directors was called to order at 8:10 a.m. by Board Chair, Jeffrey Gee.

### CONSENT AGENDA

1. Minutes: September 20, 2018
2. Acceptance of Financial Statements: September 2018
3. Acceptance of Funding Agreement and Budget Adjustment for Carpool 2.0 Incentive Program

*It was moved by Mr. David Canepa, seconded by Ms. Davina Hurt and unanimously passed to approve item one and accept items two and three on the consent agenda.*

## **1. PRESENTATION: HOVERCRAFT AS A BAY AREA COMMUTE ALTERNATIVE**

Mr. Felix Sargent, Chief Executive Officer and Founder of HOVR California, and Mr. Simeon Jewell, Chief Technical Officer and Founder of HOVR California, presented on hovercrafts as a Bay Area commute alternative.

Mr. Sargent informed the Board that hovercrafts were originally designed in 1959 in England as an experimental technology. They have continually been used in England and France with vessels capable of transporting up to 400 passengers and 60 vehicles. A commercial hovercraft service is currently being operated in the south of England to the Isle of Wight.

Mr. Sargent informed the Board that hovercrafts prove to be the most competitive option when compared to conventional transportation methods due to its fuel efficiency and reduced operational and infrastructure costs. Because they hover above the water, they can travel over shallow water and operate at higher speeds with higher efficiency. A key advantage is that they can land where no other crafts can land and reach communities that have never had a water transit option before. Additionally, hovercrafts are an eco-friendly alternative mode of transportation and their impact to wildlife is minimal.

## **2. CHAIR'S REPORT**

Chair Gee announced to the Board that there are openings on the Finance Committee for two additional members effective January 2019. Committee Chair Bob Grassilli and Committee Member Sue Digre will be leaving the committee after their city council terms expire.

Mr. Gee informed the Board that Measure W, a ballot measure that would impose a ½ cent sales tax for 30 years to fund road improvements, transit services, and implement San Mateo County's Congestion Relief Plan, was at 65.83% as of Tuesday, November 13. The ballot requires a two-thirds vote to pass.

Chair Gee informed the Board that SamTrans has its first two electric buses. SamTrans is currently looking to replace the entirety of its fleet with zero-emission vehicles by 2040.

The agreement between SamTrans and a new limited liability corporation formed by Facebook and the Plenary Group, called "Cross Bay Transit Partners" will, within an 18-month period, conduct state and federal environment impact analyses and a fiscal impact analysis to determine if a reinstated Transbay rail line is feasible.

Mr. Gee informed the Board that a fissure has been found in a steel beam on the third level of the Salesforce Transit Center.

The Supplemental Environmental Impact Report for the extension of Caltrain from 4<sup>th</sup> and King to the Salesforce Transit Center is scheduled for approval at the Transbay Board at their December 13, 2018 Board meeting.

### 3. ELECTION OF CHAIR AND VICE CHAIR

The agency elects a Chair and Vice Chair every two years; however, since Board Chair Gee is leaving the board at the conclusion of his current city council term, it is necessary to conduct an election for a board chair to serve the remainder of the term thru November 2019. The Chair presides at all meetings of the Board and exercises and performs such duties and powers as may, from time to time, be assigned by the Board. The Vice Chair shall perform the duties of the Chair in absence or incapacity of the Chair. The Vice Chair shall also perform such other duties as may, from time to time, be assigned by the Board.

The Executive Director had received notification from the current Vice Chair, Mr. Cliff Lentz, of his interest in serving as Board Chair for the current term.

The Executive Director had received notification from Ms. Emily Beach of her interest in serving as the Vice Chair for the remainder of the current term if Mr. Lentz is elected to the position of Board Chair.

It was moved by Ms. Sue Digre, seconded by Mr. Carlos Romero, and passed unanimously to approve Mr. Cliff Lentz as Board Chair and Ms. Emily Beach as Board Vice Chair for Commute.org through November 2019.

### 4. AGENCY CONFLICT OF INTEREST CODE UPDATE

Chair Gee advised the Board of recommended amendments to the Conflict of Interest Code during the statutorily-required biennial review process. Ms. Cassman advised that state law requires local government agencies, including Commute.org, to adopt a Conflict of Interest Code, which the agency must review biennially to determine if it is accurate or, alternatively, must be amended.

The updated code adds the Commuter Programs Manager to the list of positions required to comply with the code. It also allows for hires into "New Positions" to be included in the mandatory reporting requirements. Additionally, the San Carlos Financial Services manager was added under the section identifying Officials Who Manage Public Investments.

Chair Gee requested the Board discuss and/or take action on the resolution approving the amendment to the Conflict of Interest Code. Also requested was the Board's direction and authorization of the Secretary of the agency to transmit the amended code to the San Mateo County Clerk's Office and to take any other steps necessary for enactment and implementation of the amended code.

*It was moved by Mr. David Canepa, seconded by Ms. Sue Digre, and unanimously passed to approve the Resolution Approving Amendment of Conflict of Interest Code.*

**Ayes:**

City of Belmont  
City of Brisbane  
City of Burlingame  
Town of Colma  
City of Daly City  
City of East Palo Alto  
City of Pacifica  
City of Redwood City  
City of San Mateo  
County of San Mateo

**Nays: None**

**Absent:**

Town of Atherton  
City of Foster City  
City of Half Moon Bay  
Town of Hillsborough  
City of Millbrae  
City of San Bruno  
City of San Carlos  
City of South San Francisco

## 5. AUDITED FINANCIAL REPORTS: FY2017-2018

Mr. Ford presented to the Board for acceptance the audited financial statement for the fiscal year ended June 30, 2018 as prepared for Commute.org by Maze & Associates.

Copies of Commute.org's audited financial statements for the fiscal year ended June 30, 2018 were distributed to Board members at the meeting. Any member that was unable to attend the meeting may request a bound copy and it will be mailed to them. The document is available for inspection by the public at the Commute.org office and are posted online for review. The Finance Committee reviewed the documents at their meeting on October 22, 2018 and voted unanimously to recommend acceptance with the following comment:

The Statement of Revenues and Expenditures and Changes in Fund Balance excludes \$333,355 in Shuttle Grant Pass-Through revenue that was received in September 2018 – beyond the 60-day period in which payments can be included in a fiscal year's statement of revenue. Similarly, \$30,500 in Shuttle Grants Pass-Through revenue from the prior fiscal year was included in this reporting year because it was received in October 2017 which meant it could not be included in the prior year. Had the funds been received within the respective 60-day windows, the Net Change in Fund Balance for FY2017-2018 would have been \$111,785 rather than (\$191,070).

*It was moved by Mr. Cliff Lentz and seconded by Mr. David Canepa to approve the Alliance's Basic Financial Statements for the fiscal year ended June 30, 2018.*

## 6. COMMUTER PROGRAMS REPORT

Ms. Kim Comstock, Commute.org's Commuter Programs Manager, presented to the Board highlighting activities of the commuter programs team.

Commute.org conducted a Summer Giveaway Promotion, which ran from July 1<sup>st</sup> thru August 31<sup>st</sup>. Commuters were asked to register and log their transit, shuttle and ferry trips on the STAR (my.commute.org) platform where they view and manage their personal stats, such as money saved, CO2 saved, and miles traveled. Ms. Comstock shared the Summer Promotion Bicycle Giveaway dashboard statistics that were captured through the STAR platform: 488 participants registered, 16,200 total trips taken via transit, ferry, and shuttle, 73.1 tons of emissions saved, 346,785 miles traveled, and over \$143,000 total commute savings accrued. The Grand Prize winner was Wendy L. from San Carlos, who won a folding bicycle

Ms. Comstock informed the Board that the Try Transit Program was promoted during the summer to encourage commuters to try public transportation. Commuters received 2 to 3 days of free transit passes, which are donated by various transit agencies. 288 participants received tickets during the summer promotion.

Another promotion was conducted on the first week of October during National Rideshare Week. Participants who shared a picture of their carpool commute were entered to win an e-gift card.

Ms. Comstock informed the Board that the theme for the 2018 Fall Marketing Campaign is "It's Like Commuting in the Cloud: Download a Smarter Commute at Commute.org". For the first time, the campaign is being advertised on the sides of SamTrans buses.

Ride Amigos recently launched the Commute Tracker app which allows STAR users to track and confirm commute trips to unlock awards and incentives on the go.

Ms. Comstock announced that Commute.org is partnering with City/County Association of Governments (C/CAG) to launch the Carpool 2.0 rewards program that incentivizes all forms of carpooling, from sharing rides with co-workers or peers to finding carpool partners through popular apps. A press event will be held at a large employer site in South San Francisco to promote this new program.

## **7. SHUTTLE PROGRAM REPORT**

Mr. Ford presented a report on Commute.org's shuttle operations and activities since the previous report in September.

Mr. Ford reported on ridership and service statistics from the 1<sup>st</sup> Quarter of FY 2018/2019. The report showed that ridership increased 1.2% compared to the same quarter of the previous fiscal year. Additionally, Mr. Ford reported that the average daily ridership in September increased from 2,740 to 2,814 compared to the same month of the previous year.

Mr. Ford notified the Board that there continues to be ongoing service issues with the shuttle vendor due to a shortage of drivers. The average percentage of service being provided is 82%, indicating that 18% of the shuttle routes are not being operated per schedule.

Genentech partnered with Commute.org to help provide service in South San Francisco. Genentech will be opening their service to the public and will be providing service to the Millbrae Station.

Caltrain will be implementing a schedule change in April 2019. Additionally, route and schedule modifications will be made due to the Hillsdale Station closure expected to occur in September 2019.

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

Mr. Ford gave recognition to Commute.org's Board Chair, Jeffrey Gee, and Board Member, Sue Digre. Chair Gee and Ms. Digre will be leaving the Board after their city council terms expire. Mr. Gee has served on the Commute.org Board since 2010, acting as Board Chair since 2014. Ms. Digre has served on the Board since 2003. He thanked them for their dedication and years of service to Commute.org. In turn, Chair Gee and Ms. Digre expressed their gratitude for the opportunity to serve the community through the efforts of the agency.

In their honor, Commute.org will be giving a scholarship to an individual to attend the Association for Commuter Transportation Conference.

## **9. ADJOURNMENT**

*The meeting was adjourned at 9:32 a.m. by Chair Gee.*

Respectfully submitted,

Betsy Juarez  
*INTERIM CLERK OF THE BOARD*