MINUTES

COMMUTE.ORG
BOARD OF DIRECTORS
Online (Zoom) Meeting
June 18, 2020

ROLL CALL

Board Members Present:
Clifford Lentz, City of Brisbane
Davina Hurt, City of Belmont
Emily Beach, City of Burlingame
Rae Gonzalez, Town of Colma
Pamela DiGiovanni, City of Daly City
Carlos Romero, City of East Palo Alto
Richa Awasthi, City of Foster City
Robert Brownstone, City of Half Moon Bay
Shawn Christianson, Town of Hillsborough
Reuben Holober, City of Millbrae
Mike O’Neill, City of Pacifica
Rico Medina, City of San Bruno
Sara McDowell, City of San Carlos
Rick Bonilla, City of San Mateo
David Canepa, County of San Mateo

Supervisory Committee
Members Present:
Dante Hall, City of Foster City
Christian Hammack, City of Redwood City

Guests:
David Page, 350 Silicon Valley
San Mateo County Resident

Staff in Attendance:
John Ford, Executive Director
Kim Comstock, Commuter Programs Manager
Mary Thomasmeyer, Commuter Programs Representative
Virada Chatikul, Employer Programs Manager
Rebecca Roberts, Employer Programs Representative
Richard Fontela, Shuttle Program Coordinator
Alton Chen, Shuttle Program Specialist
Betsy Juarez, Office Administrator
Cecily Foote, AmeriCorps Fellow

Joan Cassman, Agency Attorney

The June 18, 2020 meeting of the Commute.org Board of Directors was called to order at 8:05 a.m. by Board Chair, Cliff Lentz.
CONSENT AGENDA

1. Minutes: April 16, 2020
3. Approval of FY 20/21 Funding Agreement with C/CAG for Countywide Voluntary Trip Reduction
4. Approval of FY 20/21 Funding Agreement with C/CAG for Transportation Fund for Clean Air
5. Approval of Authorization of Execution Director to negotiate and Execute FY 20/21 Funding Agreement with C/CAG for Carpool Incentives Program
6. Approval of Amendment No. 3 of the Fiscal Agent Agreement with City of San Carlos

It was moved by Ms. Hurt, seconded by Mr. O’Neill, and unanimously passed to approve items one and three through six, and accept item two on the consent agenda.

1. CHAIR’S REPORT

Chair Lentz presented an oral report to the Board.

Chair Lentz announced to the Board that there is an opening on the Supervisory Committee for one member. The position is open to a City Manager or his/her designee from any of the member cities, towns, or county, or a representative from a private company, transit agency, or other interested constituent. The opening is a result of Mr. John Hoang’s retirement from C/CAG. He requested that any non-represented city interested in having a representative contact Supervisory Committee Chair, Mr. Hall, or Mr. Ford.

Chair Lentz stated that there is also an opening on the Finance Committee for one additional member. The committee is comprised of three Board members and two Supervisory Committee members. Existing members of the Supervisory committee have been informed of the opening.

The Ad hoc committee for the Strategic Plan development has not met since the last Board meeting but will reconvene in the coming weeks. An outside consultant will be assisting the committee and Executive Director through the remainder of the process.

2. AGENCY UPDATE

Mr. Ford and staff updated the Board on the activities, events, and programming that have occurred since the board last met in April.

Mr. Ford informed the Board that 5 of the 9 staff members continue to work remotely. The tenant improvements that were part of the office lease extension agreement have been completed, which created more open space in the office to allow for social distancing. As a result, furniture and equipment will be updated to accommodate the new space. The “return to office” plan has not been finalized and is being revised based on county health guidelines.

Mr. Ford introduced Mr. Alton Chen, the new Shuttle Program Specialist, who started with the agency on April 27. Mr. Ford also thanked Ms. Cecily Foote, whose Climate Corp’s Fellowship Program will be ending in July.

A. COMMUTER PROGRAMS REPORT

Ms. Comstock, Commuter Programs Manager at Commute.org, presented on highlighting activities of the commuter programs team. Ms. Comstock informed the Board that the 2020 Commuter Challenge was postponed and tentatively moved to the Fall. A Spring Challenge was conducted and focused on teleworking. Participants who logged sustainable commute trips on STAR, including teleworking,
were entered into weekly drawings for $25 e-gift cards. Additional raffle drawings were organized across multiple social media platforms. Ms. Comstock shared the Spring Challenge dashboard statistics that were captured through the STAR platform: 561 participants registered and collectively logged 28,345 trips or telework days, saving over 200 tons of emissions from being emitted into the atmosphere. 78% of the trips logged throughout the Spring Challenge represented telework days.

Ms. Comstock stated that the Carpool 2020 incentive is continuing to be offered to commuters, but marketing for the program has been temporarily suspended.

Bike to Work Day has been postponed to September 24, 2020. Commute.org partnered with Silicon Valley Bicycle Coalition (SVBC) to offer a 5-week webinar series throughout May focused on bicycling. SVBC covered topics such as safety tips and bike commuting aimed to help bicyclers feel more confident as a rider. Participants who joined the webinar were entered to win an SVBC membership.

Commute.org is preparing to launch a new bicycle incentive program for commuters. The new program will encourage commuters to use bicycle as a regular mode for their commute and reward them with a financial incentive, much like other incentive programs available through the agency.

The micromobility research that was done by Ms. Foote has been posted to the Resources page on the Commute.org website. The document includes a compilation of micromobility projects across the Bay Area. The document will continue to be updated and maintained by staff. The research was developed from original work that was done by the City of San Mateo.

**B. EMPLOYER PROGRAMS REPORT**

Ms. Chatikul, Employer Programs Manager at Commute.org, presented on highlighting activities of the marketing and employer outreach program.

Commute.org hosted a Zoom Roundtable on May 18th on "Who's Still Teleworking (or not) When We Re-Open?". Employers shared stories about their re-opening and recovery plans via polls, chat, and discussion.

Several San Mateo County-based essential businesses were nominated to receive a Safe Commute Care Package from our agency. Nominations have been expanded to any small to medium size employer in San Mateo County that is re-opening and have employees commuting into their workplace.

After the April employer symposium was converted to a virtual meeting, the event funds were diverted to front line workers in public transit. Breakfast and lunch were provided to show appreciation to SamTrans and Commute.org drivers.

**C. SHUTTLE PROGRAMS REPORT**

Mr. Ford provided an update on Commute.org’s shuttle operations and activities since the previous report in April.

Caltrain and BART continue to run modified schedules. Caltrain is now running 70 of their 92 daily trains and BART is operating 30-minute service systemwide. SF Bay Ferry suspended their South San Francisco ferry route service. Most Commute.org multi-vehicle routes were reduced to one vehicle, but Brisbane and Oyster Point BART routes remain as two-vehicle routes. The shuttle pass requirement has been suspended for all Brisbane and South San Francisco routes.
Mr. Ford shared that shuttle ridership in May decreased by 92.5% compared to the same month of the previous year.

The San Mateo County Transportation Authority’s Call for Projects resulted in all Commute.org sponsored routes being approved. Funding Agreements are being completed which will provide grant funding for the period July 1, 2020 through June 30, 2022.

The shuttle vendor, MV Transportation, has provided 100% coverage for all routes since March. They have a surplus of drivers due to multiple suspended routes, which has allowed for cross-training.

The Hillsdale station closed on May 16th and will remain closed for up to 6 months. Shuttles that served the Hillsdale station are now serving the Belmont Caltrain station. The development project on the Millbrae Transit Station is underway. Shuttles that serve the Millbrae station have relocated their pick-up and drop-off location due to these developments.

D. EXECUTIVE DIRECTOR’S REPORT

Mr. Ford informed the Board that Commute.org’s website is being redeveloped with a target completion of October 2020.

Due to the decreased traffic during the shelter-in-place period, Caltrans and their contractors were able to accelerate the US 101 Alemany deck replacement project and complete it in May.

Mr. Ford was invited to represent Commute.org on the MTC Blue Ribbon Transit Recovery Task Force. Commute.org was selected to represent the TDM agencies and practitioners in the Bay Area. The task force will address the current public transit crisis and decide how to allocate over $500 million in funds received through the CARES Act. It will then shift its focus to making recommendations on more “seamless” public/private transit for the Bay Area.

3. AUTHORIZATION FOR EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE SHUTTLE SERVICES CONTRACT WITH MV TRANSPORTATION

Mr. Ford informed the Board that Commute.org entered into a contract with MV Transportation, Inc. (MV) in January 2015. The contract’s base term was five years and four months. The base term ends on June 30, 2020. The contract includes five one-year option terms that may be exercised in one-year or multi-year increments at the sole discretion of Commute.org. The hourly service rates for the entire contract (10 years, 4 months) were established in the original contract.

Commute.org notified the vendor in September 2019 that it would exercise the first two years of the five option years. Subsequently, the vendor approached staff with a request to adjust the hourly service rates to address unforeseen labor cost increases since the contract went into effect.

Commute.org staff, along with their counterparts at SamTrans and Caltrain, have been working with MV on the terms and conditions for the requested increase. Those negotiations have not been completed.

Mr. Lentz requested approval to authorize Commute.org’s Executive Director to negotiate and execute an amendment to the shuttle services contract with MV Transportation. The Amendment will be subject to approval of Commute.org’s FY 2020-2021 Annual Budget and legal counsel approval as to form.

It was moved by Mr. Bonilla, seconded by Ms. Christianson, and unanimously passed to authorize
Commute.org’s Executive Director to negotiate and execute an Amendment to the Shuttle Services Contract with MV Transportation, Inc. that increases the average hourly rate for services in the five one-year option terms by an amount not to exceed twenty percent.

4. REVIEW AND APPROVAL OF FY 2020-2021 WORK PLAN AND BUDGET

Mr. Ford 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 a program of work for the fiscal year and is reviewed for approval on an annual basis. The Work Plan is also used to generate the Scope of Work documents that are presented to the agencies that provide grant funding to the agency.

The Finance Committee provided recommendations and modifications to the proposed budget. The Supervisory Committee has also reviewed the proposed budget and contributed to the Work Plan document and presentation. On the recommendation of the Finance Committee, the proposed budget includes a 1.1% 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.

Mr. Ford clarified that a significant portion of the increase in revenue and expenses for the upcoming fiscal year is due to the expected hourly service rate increase for shuttle services and the increased number of routes running through the Commute.org budget.

It was moved by Mr. Bonilla, seconded by Mr. Holober, and unanimously passed to approve the FY 2020/2021 Work Plan and Budget as presented.

5. ADJOURNMENT

The meeting was adjourned at 9:40 a.m. by Chair Lentz.

Respectfully submitted,

Betsy Juarez
CLERK OF THE BOARD