

BUS PASSENGERS ADVISORY COMMITTEE (BPAC)

Meeting Minutes for Wednesday, April 17, 2024



Location: San Rafael District Conference Room, 1011 Andersen Dr, San Rafael, CA 94901

Committee Members Present: Dan Bell, Mike Combs, Scott Kempf, Dave Troup

Committee Members Absent: Odin Palen

District Staff Present: Krystalyn O'Leary, Director of Transportation; Carlena Natouf, Customer Relations Supervisor; Emily DelRoss, Senior Planner

Guests Present: Mohamed Osman, Senior Operations Analyst, Marin Transit (MT); Patricia Rodgers

1. **Roll Call and Introductions:** Mike Combs opened the meeting at 6:15 p.m. Four members were present, representing a quorum.
2. **Approval of Meeting Minutes:** BPAC members approved the March 20, 2024, meeting minutes pending an edit to item 4a to include financial information regarding the San Rafael Transit Center relocation project.
3. **Bus Stoppers:** Dan Bell reported an overgrown walking path connecting the sidewalk on Lucas Valley Road to the Kaiser Permanente facility located on Los Gamos Drive. The path is in Caltrans right-of-way and is the most direct path of travel for pedestrians wishing to access the facility from the Lucas Valley Bus Pad, which is the bus stop closest to the facility. Mohamed Osman explained that Marin Transit had previously met with the City of San Rafael regarding the installation of additional bus stops along Lucas Valley Road; however, the project has not progressed. As a short-term solution, Mr. Osman submitted a request to Caltrans to clear the vegetation blocking the path.
4. **Ongoing Business:**
 - Review of Brown Act: Emily DelRoss gave a presentation of the Brown Act including the background of the law and its intent, applicability to the Committee, and tips for avoiding violations.
5. **New Business:**
 - a. Review of Proposed Amendment of Bylaws: Emily DelRoss proposed an amendment to Section 4 of the bylaws to provide a more comprehensive code of conduct for all BPAC meeting participants, including members, staff, and the public. The proposed changes emphasize respect and the value of a diversity of perspectives. Members and staff would be responsible for collectively monitoring participant behavior and intervening as needed and repeat violations could result in further action, which could include removal from the Committee. The Committee will take action on the proposed amendment at its next meeting.

- b. Discuss Draft Final Strategic Plan: The Chair led the Committee in review of the Board's draft final strategic plan by category. Members provided feedback on items included in the document as well as recommendations for additional topics. The Committee voted to include this feedback in a letter to Board President Cochran.
 - c. Review of Ridership Trends: Emily DelRoss gave a presentation on Golden Gate Transit ridership trends, with a focus on changes from 2019 to 2023. Various cross sections of the data were shared including ridership by month, day, route, and origin/destination. Members requested that fare media usage, bus load factor, and ridership by time of day be included in future ridership presentations, if such data is available.
6. **Announcements**: Emily DelRoss announced that the previously scheduled May 15, 2024, BPAC meeting will be cancelled due to the addition of the April 17 meeting. The Committee will begin its summer hiatus and reconvene for its next meeting on September 18, 2024.
7. **Members' Forum**: None.
8. **Public Comment**: Patricia Rodgers shared her appreciation for the Committee and the information shared at the meeting and expressed her interest in serving as a member.
9. **Adjournment**: Mike Combs adjourned the meeting at 7:55 p.m.

Members were advised that the next meeting will take place on September 18, 2024, at 6:15 p.m. in the District Conference Room at 1011 Andersen Drive in San Rafael.