

**San Mateo County Transit District (District)  
1250 San Carlos Avenue, San Carlos, California  
Minutes of Board of Directors Meeting**

**May 4, 2022**

**Members Present:** J. Powell (Vice Chair), P. Ratto (Chair)  
**(In Person)**

**Members Present:** C. Groom, M. Fraser, J. Gee, R. Guilbault, R. Medina, C. Stone (left at  
**(Via Teleconference)** 3:45 pm)

**Members Absent:** D. Pine

**Staff Present:** J. Cassman, D. Olmeda, A. Chan, J. Brook, D. Seamans

**1. Call to Order/Pledge of Allegiance**

Chair Peter Ratto called the meeting to order at 2:00 pm and led the Pledge of Allegiance.

**2. Roll Call**

Ms. Seamans confirmed that a quorum of the Board was present.

**3. Consent Calendar**

**3.a. Adoption of Resolution Making Findings that the Proclaimed State of Emergency for COVID-19 Continues to Impact the Board's and Committees' Ability to Meet Safely in Person – Approved by Resolution No. 2022-26**

**3.b Approval of Minutes of the Board of Directors Meeting of April 6, 2022**

**3.c Acceptance of Statement of Revenues and Expenses for the Period Ending March 31, 2022**

**3.d Acceptance of Quarterly Investment Report - Fixed Income Market Review and Outlook**

**3.e Award of Contracts to Provide Real Estate and Other Legal Services – Approved by Resolution No. 2022-27**

**3.f Amendment of Contract with MV Transportation for Contracted Shuttle Services – Approved by Resolution No. 2022-28**

Motion/Second: Medina/Guilbault

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto, Stone

Noes: None

Absent: Pine

#### **4. Public Comment for Items Not on the Agenda**

There were no comments.

#### **5. Report of the Chair**

##### **5.a Resolution Honoring Asian/Pacific American Heritage Month – Approved by Resolution No. 2022-29**

Chair Ratto requested that Director Jeff Gee read the text of the resolution.

Motion/Second: Stone/Fraser

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto, Stone

Noes: None

Absent: Pine

Chair Ratto noted the passing of Norman Mineta, former US Secretary of Transportation, and proposed to adjourn the meeting in his honor. Director Rose Guilbault provided a retrospective on Secretary Mineta's public service career.

#### **6. Report of the General Manager/CEO**

April Chan, Acting Deputy General Manager/CEO, noted the report was included in the packet. She announced the upcoming SamTrans Board virtual workshop would take place on Friday, May 27.

#### **7. Board Member Requests/Comments**

There were no comments.

#### **8. Recess to Committee Meetings**

The Board meeting recessed to Committee meetings at 2:13 pm.

*Director Charles Stone left the meeting at 3:45 pm.*

#### **9. Reconvene Board of Directors Meeting**

Chair Ratto reconvened the Board meeting at 3:51 pm.

#### **10. Matters for Board Consideration: Community Relations Committee**

Director Rose Guilbault led the Board on voting on the following items:

##### **10.a Proclamation Declaring May as Older Americans Month**

Motion/Second: Guilbault/Groom

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto

Noes: None

Absent: Pine, Stone

**10.b Appointment of Christopher Carey, Representing Community Riders, to the Citizens Advisory Committee**

Motion/Second: Guilbault/Medina

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto

Noes: None

Absent: Pine, Stone

Director Guilbault reported on the following items:

**10.c Accessible Services Update**

**10.d Paratransit Coordinating Council Update**

**10.e Citizens Advisory Committee Update**

**10.f Monthly Performance Report – March 2022**

**11. Matters for Board Consideration: Finance Committee**

Director Marina Fraser reported on the following items:

**11.a Preliminary Fiscal Year 2023 Operating and Capital Budgets**

**11.c Caltrain Electrification Project Update**

Director Fraser led the Board in voting on the following item:

**11.b Expressing a Willingness and Desire to Contribute Funds to the Fiscal Year 2022-23 Caltrain Capital Budget – Approved by Resolution No. 2022-30**

Motion/Second: Powell/Ratto

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto

Noes: None

Absent: Pine, Stone

**12. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee**

Director Carole Groom reported on the following item:

**12.a El Camino Real Bus Speed and Reliability Study - Draft Recommendations**

**13. Matters for Board Consideration: Legislative Committee**

Director Rico Medina reported on the following item:

**13.a State and Federal Legislative Update**

**14. Communications to the Board of Directors**

Chair Ratto noted that the correspondence was in the packet (available online).

**15. Date and Time of Next Regular Meeting**

Chair Ratto announced the time and location of the next meeting as Wednesday, June 1, 2022 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

## **16. General Counsel Report**

### **16.a Closed Session: Public Employee Appointment Pursuant to Government Code Section 54957; Position: General Manager/CEO**

Joan Cassman, Legal Counsel, announced the closed session and noted that following the closed session, the Board would reconvene back into open session to consider a potential action.

*The Board recessed to closed session at 3:59 pm and reconvened into open session at 4:48 pm.*

Ms. Cassman announced that the Board considered and was prepared to make a motion to approve the recruiting firm that had been recommended by the General Manager/CEO Recruitment Ad Hoc Committee, K&A (Krauthamer & Associates, Inc.).

Motion/Second: Ratto/Groom

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto

Noes: None

Absent: Pine, Stone

## **17. Adjourn**

The meeting adjourned at 4:51 pm in memory of former US Secretary of Transportation Norman Mineta.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to [board@samtrans.com](mailto:board@samtrans.com).