

**San Mateo County Transit District (District)  
1250 San Carlos Avenue, San Carlos, California**

**Minutes of Board of Directors Meeting**

**July 6, 2022**

**Members Present:** C. Groom, P. Ratto (Chair)  
**(In Person)**

**Members Present:** M. Fraser, J. Gee, R. Guilbault, R. Medina, D. Pine, J. Powell (Vice Chair),  
**(Via Teleconference)** C. Stone (left at 2:49 pm)

**Members Absent:** None

**Staff Present:** C. Mau, J. Cassman, D. Olmeda, A. Chan, J. Brook, K. Scribner,  
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**

Dora Seamans, District Secretary, 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. 2022-40**
- 3.b. Approval of Minutes of the Board of Directors Regular Meeting of June 1, 2022, and Special Meetings of May 27, 2022 and June 21, 2022**
- 3.c. Acceptance of Statement of Revenues and Expenses for the Period Ending May 31, 2022**
- 3.d. Award of Contract for Portable Toilet Rental Service and Maintenance – Approved by Resolution No. 2022-41**

Motion/Second: Stone/Gee

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

Noes: None

Absent: None

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

There were no comments.

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

Chair Ratto reported that he attended a conference on Mobility as a Service (MaaS) in San Francisco on June 22, noting that one of the hallmarks of MaaS is integrated fare payments.

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

Carter Mau, Acting General Manager/CEO, provided an update on the Caltrain governance MOU (Memorandum of Understanding), which was approved on June 21 by the SamTrans Board and on June 23 by the Caltrain (Peninsula Corridor Joint Powers) Board.

Mr. Mau noted that a successful Bus Roadeo was held on June 11, the first since 2019. He thanked the training department, Board members, and staff who made the Roadeo possible and announced the Roadeo winners. Mr. Mau encouraged staff and Board members to continue to participate in the Roadeo in the future.

Chair Ratto thanked SFMTA (San Francisco Municipal Transportation Agency) and Santa Cruz Metro, who sent some of their buses, drivers, and a team of mechanics. The other directors expressed their appreciation for the Roadeo event.

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

There were no comments.

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

The Board meeting recessed to Committee meetings at 2:16 pm.

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

Chair Ratto reconvened the Board meeting at 3:20 pm.

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

Director Rose Guilbault reported on the following items:

- 10.a Accessible Services Update**
- 10.b Paratransit Coordinating Council Update**
- 10.c Citizens Advisory Committee Update**
- 10.d Quarterly Dashboard Report – January-March 2022**
- 10.e Monthly Performance Report | May 2022**

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

Director Marina Fraser led the Board in voting on the following items:

- 11.a Awarding a Contract to Trapeze Software Group for Paratransit Scheduling Software and Services for a Total Not-to-exceed Amount of \$683,298 for a Five-year Base Term – *Approved by Resolution No. 2022-42***
- 11.b Approving and Ratifying the Insurance Program for Fiscal Year 2023 – *Approved by Resolution No. 2022-43***

**11.c Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2022-23 – Approved by Resolution No. 2022-44**

Motion/Second: Pine/Gee

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

Noes: None

Absent: Stone

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

Director Carole Groom led the Board in voting on the following item:

**12.a Amending the Fare Structure to Make the Youth Unlimited Pass a Permanent Fare Product, Add the Regional All-Agency Pass Pilot Program and Make Other Minor Revisions, and Approving the Title VI Analysis of the Youth Unlimited Pass – Approved by Resolution No. 2022-45**

Motion/Second: Groom/Fraser

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

Noes: None

Absent: Stone

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

Director Rico Medina led the Board in voting on the following item:

**13.a State and Federal Legislative Update and Approval of Legislative Proposal: Support Assembly Bill (AB) 1919 (Holden)**

Motion/Second: Fraser/Guilbault

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

Noes: None

Absent: Stone

**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, August 3, 2022 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

**16. General Counsel Report**

Joan Cassman, Legal Counsel, said there was nothing to report.

## **17. Adjourn**

The meeting adjourned at 3:26 pm.

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).