

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

**Minutes of Finance Committee Meeting /  
Committee of the Whole**

**July 6, 2022**

Committee Members Present: M. Fraser (Committee Chair), J. Gee, R. Guilbault

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: C. Groom, R. Medina, D. Pine, J. Powell, P. Ratto, Stone (left at 2:49 pm)

Other Board Members Absent: None

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

**8.b.1 Call to Order**

Committee Chair Marina Fraser called the meeting to order at 2:46 pm.

**8.b.2 Approval of Minutes of Committee Meeting of June 1, 2022**

Motion/Second: Guilbault/Pine

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

Noes: None

Absent: None

*Director Charles Stone left the meeting at 2:49 pm.*

**8.b.3 Continued from June 1 Board Meeting: Award of Contract to Trapeze Software Group for Paratransit Scheduling Software and Services**

Ana Rivas, Director of Bus Transportation, provided the presentation.

Public Comment:

Mike Levinson from the Paratransit Coordinating Council (PCC) thanked Tina Dubost, Manager, Accessible Transit Services, and Ana Rivas, Director of Bus Transportation, who followed up with the PCC after the June 1 SamTrans Board meeting and responded to all their questions and concerns about the contract.

Kevin Yin, Director, Contracts and Procurement, said the RFP (Request for Proposals) was put out in March 2021 and they received six proposals, four of which were in the competitive range and were moved to the next phase of the evaluation process, which included a product demonstration. He noted that Trapeze Software Group was the highest-ranked proposer.

Motion/Second: Gee/Groom

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

Noes: None

Absent: Stone

#### **8.b.4 Approval and Ratification of the Fiscal Year 2023 District Insurance Program**

Ryan Hinchman, Director Financial Planning and Analysis, presented the staff report. He noted that the carrier agreed to increase the District's coverage for Fiscal Year 2023.

Motion/Second: Groom/Gee

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

Noes: None

Absent: Stone

#### **8.b.5 Authorize Filing Annual Claim with Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds**

Grace Martinez, Acting Chief Financial Officer, presented the staff report.

Motion/Second: Guilbault/Medina

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

Noes: None

Absent: Stone

#### **8.b.6 Adjourn**

The meeting adjourned at 3:05 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).