

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

Minutes of Board of Directors Meeting

October 12, 2022

Members Present: P. Ratto (Chair)

(In Person)

Members Present: M. Fraser, J. Gee, R. Guilbault, R. Medina, D. Pine, J. Powell (Vice Chair)

(Via Teleconference)

Members Absent: C. Groom, C. Stone

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

Dora Seamans, District Secretary, confirmed that a quorum of the Board was present.

3. Report from Closed Session at September 29, 2022 Special Board Meeting

3.a. Closed Session: Public Employee Appointment Pursuant to Government Code Section 54957(b)(1) – Title: General Manager/CEO

Joan Cassman, Legal Counsel, said that no action was taken, and that the subject of the session would be continued in the closed session scheduled at the end of the current meeting.

4. Consent Calendar

4.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, and Authorizing Remote Teleconference Board and Committee Meetings to Continue – Approved by Resolution No. 2022-60

4.b. Approval of Minutes of the Board of Directors Regular Meeting of September 7, 2022 and Special Meeting of September 29, 2022

4.c. Acceptance of Statement of Revenues and Expenses for the Fiscal Year Ended June 30, 2022

- 4.d. Acceptance of Statement of Revenues and Expenses for the Period Ending August 31, 2022**
- 4.e. Authorize the Second Amendment to the Agreement with FivePaths, LLC for Rebranding Services** – *Approved by Resolution No. 2022-61*
- 4.f. Proclaiming the Month of October as Cybersecurity Awareness Month** – *Approved by Resolution No. 2022-62*
- 4.g. Award of Contract for the SamTrans North Base Bus Maintenance Facility Charger Replacement Project** – *Approved by Resolution No. 2022-63*
- 4.h. Approval of the 2023 Board of Directors Meeting Calendar**
- 4.i. Update to District’s Conflict of Interest Code** – *Approved by Resolution No. 2022-64*

Motion/Second: Medina/Guilbault

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

Noes: None

Absent: Groom, Stone

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Report of the Chair

- 6.a. Resolution Honoring Filipino American History Month** – *Approved by Resolution No. 2022-65*

Chair Ratto read the resolution into the record.

Motion/Second: Guilbault/Gee

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

Noes: None

Absent: Groom, Stone

Chair Ratto announced the Public Member Recruitment period for a member representing the Coastsides, beginning October 3 and concluding on November 4.

7. Report of the General Manager/CEO

- 7.a. General Manager/CEO Report – October 5, 2022**

Carter Mau, Acting General Manager/CEO, said that the report was in the agenda packet. He said that September ridership numbers are up to 74.7 percent of pre-pandemic ridership.

- 7.b. Authorization to Amend the Special Legal Counsel Services Agreement with Wagstaffe, von Loewenfeldt, Busch & Radwick, LLP**

Mr. Mau noted that while special counsel was secured to represent the District in the Caltrain governance negotiations, additional work will be required to conform the existing agreements with the terms of the new MOU (Memorandum of Understanding) and to develop the shared

services agreements between the District and the JPB (Peninsula Corridor Joint Powers Board for Caltrain). The Board voted to approve additional funding for this ongoing work.

Motion/Second: Fraser/Gee

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

Noes: None

Absent: Groom, Stone

8. Board Member Requests/Comments

There were no requests or comments.

9. Recess to Committee Meetings

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

10. Reconvene Board of Directors Meeting

Chair Ratto reconvened the Board meeting at 3:33 pm.

11. Matters for Board Consideration: Community Relations Committee

Director Rose Guilbault reported on the following items:

- 11.a. Accessible Services Update**
- 11.b. Paratransit Coordinating Council Update**
- 11.c. Citizens Advisory Committee Update**
- 11.d. Quarterly Dashboard Report – April-June 2022**
- 11.e. Monthly Performance Report | August 2022**

12. Matters for Board Consideration: Finance Committee

Director Marina Fraser reported on the following item:

- 12.a. Information About Pension Prefunding Trusts**

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

Director Jeff Gee reported on the following item:

- 13.a. Reimagine SamTrans Implementation Update**

14. Matters for Board Consideration: Legislative Committee

Director Rico Medina reported on the following item:

- 14.a. State and Federal Legislative Update**

15. Communications to the Board of Directors

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

16. Date/Time of Next Regular Meeting

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

17. General Counsel Report

17.a. Closed Session: Public Employee Appointment Pursuant to Government Code Section 54957(b)(1) and Conference with Labor Negotiators Pursuant to Government Code Section 54957.6 – Title, Unrepresented Employee: General Manager/CEO

17.b. Possible Appointment of General Manager/CEO and Approval of Associated Employment Agreement

Joan Cassman, Legal Counsel, announced the closed sessions and noted that following the closed sessions, the Board would reconvene into open session to report on any actions taken.

The Board recessed to closed session at 3:37 pm and reconvened into open session at 4:21 pm.

Chair Ratto announced that the Board had agreed to appoint April Chan, Acting Deputy General Manager/CEO, as the new General Manager/CEO effective November 1, 2022.

Appointing April Chan as General Manager/CEO of the San Mateo County Transit District and Authorizing Board Chair to Execute Employment Agreement – Approved by Resolution No. 2022-66

Motion/Second: Guilbault/Gee

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

Noes: None

Absent: Groom, Stone

Ms. Chan said she was honored to be appointed and briefly summarized current District goals.

Chair Ratto noted that the Board's General Manager/CEO Recruitment Ad Hoc Committee had interviewed 17 candidates for the position. Ms. Cassman noted that this was the first time that the District had appointed a General Manager/CEO from within the agency. The Board members commended Ms. Chan on her appointment.

There were no public comments.

18. Adjourn

The meeting adjourned at 4:29 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>. Questions may be referred to the District Secretary's office by phone at 0 650-508-6242 or by email to board@samtrans.com.