

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

Minutes of Board of Directors Meeting

November 2, 2022

Members Present: R. Guilbault, P. Ratto (Chair)
(In Person)

Members Present: M. Fraser, J. Gee, C. Groom, R. Medina, D. Pine (joined at 3:18 pm),
(Via Teleconference) J. Powell (Vice Chair), C. Stone (left at 3:11 and rejoined at 3:17 pm; left
at 4:04 pm)

Members Absent: None

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

1. Call to Order/Pledge of Allegiance

Chair Peter Ratto called the meeting to order at 2:02 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, and Authorizing Remote Teleconference Board and Committee Meetings to Continue – Approved by Resolution No. 2022-67

3.b. Approval of Minutes of the Board of Directors Meeting of October 12, 2022

3.c. Acceptance of Statement of Revenues and Expenses for the Period Ending September 30, 2022

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

3.e. Updated Transit Asset Management Plan

Motion/Second: Groom/Stone

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

Noes: None

Absent: Pine

4. General Counsel Report

4.a Closed Session: Conference with Legal Counsel - Anticipated Litigation. Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case

Joan Cassman, Legal Counsel, announced the closed session.

Public Comment:

Roland said that he did not see that the meeting closed captioning was activated.

The Board recessed to closed session at 2:08 pm and reconvened into open session at 2:51 pm.

Ms. Cassman said the Board met and no action was taken.

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Report of the Chair

6.a. Honoring National Native American Heritage Month – Approved by Resolution No. 2022-68

Chair Ratto read the resolution into the record.

Motion/Second: Medina/Guilbault

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

Noes: None

Absent: Pine

7. Report of the General Manager/CEO

7.a. General Manager/CEO Report – October 26, 2022

April Chan, General Manager/CEO, said that the report was in the agenda packet.

She provided an update on recruiting bus operator and noted the District had been on a marketing blitz for recruitment. She said they had 281 operators currently up from the 274 operators reported in September.

She said that MTC (Metropolitan Transportation Commission) had just approved their major projects advancement policy, a funding framework to determine which projects to move forward. She said the District was actively participating in a study to bring in funding for fleet electrification.

7.b. Authorize Execution of an Amendment to a Professional Services Agreement with Bay Relations, Inc. for Public Affairs Services – Approved by Resolution No. 2022-69

Carter Mau, Deputy General Manager/CEO, said that he was seeking the Board's approval to amend its agreement with Bay Relations, which has allowed the District to hire Adrienne Tissier, former San Mateo County Supervisor, MTC Commissioner, and member of both the SamTrans and Caltrain Boards, to work on a number of regional transportation issues.

Motion/Second: Fraser/Medina

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

Noes: None

Absent: Pine

8. Board Member Requests/Comments

There were no requests or comments.

9. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 3:04 pm.

10. Reconvene Board of Directors Meeting

Chair Ratto reconvened the Board meeting at 3:59 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. Monthly Performance Report | September 2022

12. Matters for Board Consideration: Finance Committee

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

12.a. Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2022

12.b. Authorizing an Amendment to Contract 12-SAMTR-S-035 with MV Transportation, Inc. for Coastside Transportation Services to Extend the Contract for Two-Years and to Increase the Total Not-to-Exceed Contract Amount to \$42,106,571 – Approved by Resolution No. 2022-70

12.c. Authorization to Receive \$4.6 Million in State Low Carbon Transit Operations Program Funds from the Metropolitan Transportation Commission and Amend the Fiscal Year 2023 Budget from \$31,484,672 to \$36,084,672 – Approved by Resolution No. 2022-71

Motion/Second: Medina/Stone

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

Noes: None

Absent: None

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

Director Carole Groom reported on the following item:

13.a. Draft Short Range Transit Plan (SRTP) Fiscal Years 2023-2028

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, December 7, 2022 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

17. General Counsel Report

17.a. Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)

Ms. Cassman announced the closed session and noted that since no reportable actions were expected, the open session of the meeting could be adjourned and a report-out provided at the next Board meeting.

The Board recessed to closed session and Director Charles Stone left the meeting at 4:04 pm.

18. Adjourn

The meeting adjourned at 4:46 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 650-508-6242 or by email to board@samtrans.com.