

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

**Minutes of Strategic Planning, Development,  
and Sustainability Committee Meeting / Committee of the Whole**

**November 2, 2022**

Committee Members Present: C. Groom (Chair), J. Gee, D. Pine

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: M. Fraser, R. Guilbault, R. Medina, J. Powell, P. Ratto, C. Stone

Other Board Members Absent: None

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

**9.c.1 Call to Order**

Committee Chair Carole Groom called the meeting to order at 3:34 pm.

**9.c.2 Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of October 12, 2022**

Motion/Second: Medina/Fraser

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

Noes: None

Absent: None

**9.c.3 Draft Short Range Transit Plan (SRTP) Fiscal Years 2023 – 2028**

Millie Tolleson, Manager, Strategic Planning, provided the initial part of the presentation on how the SRTP provides an overview of an agency's transit services and performance and how it is required by the Metropolitan Transportation Commission (MTC) in order to receive funding.

Ryan Hinchman, Director, Financial Planning and Analysis, provided the portion of the presentation regarding SamTrans-generated projections. Ms. Tolleson provided the next steps to finalize the SRTP and refine internal budget projections.

Director Charles Stone thanked the County voters for approving Measure W. He asked if the District should be prepared to fight harder for available federal and state funds. April Chan, General Manager/CEO, said they have initiated the ICT (Innovative Clean Transit) plan to leverage the funding.

Committee Member Jeff Gee asked where the 1.2 percent per year figure came from. Mr. Hinchman said MTC looked at the 2019 operating expenses and escalated it by 2.2 percent per year, but that that was not consistent with inflation. Committee Member Gee suggested that the SRTP should have a five-year CIP (capital improvement plan) to go with it.

#### **9.c.4 Adjourn**

The meeting adjourned at 3:54 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](mailto:board@samtrans.com).