

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

**Minutes of Board of Directors Meeting**

**December 7, 2022**

**Members Present:** M. Fraser, D. Pine, P. Ratto (Chair), C. Stone  
**(In Person)**

**Members Present:** J. Gee, R. Guilbault, R. Medina, J. Powell (Vice Chair)  
**(Via Teleconference)**

**Members Absent:** C. Groom

**Staff Present:** A. Chan, C. Mau, J. Cassman, S. van Hoften, 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. Report from Closed Session at November 2 Board Meeting**

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

Joan Cassman, Legal Counsel, said the Board received a report and no action was taken.

**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. 2022-72**

**4.b. Approval of Minutes of the Board of Directors Meeting of November 2, 2022**

**4.c. Acceptance of Statement of Revenues and Expenses for the Period Ending October 31, 2022**

**4.d. Authorize Approval of San Mateo County Transit District Short Range Transit Plan Fiscal Years 2023-2028 – Approved by Resolution No. 2022-73**

**4.e. Adoption of a Negative Declaration for the SamTrans Zero Emission Bus Implementation Project – Approved by Resolution No. 2022-74**

- 4.f. **Adoption of the San Mateo County Transit District's 2022 Title VI Program – Approved by Resolution No. 2022-75**
- 4.g. **Acceptance of Quarterly Fuel Hedge Update**
- 4.h. **Continuation of the Safe Harbor Transit Ticket Program**
- 4.i. **Motion to Make Appointments to the Measure W Citizens Oversight Committee**
- 4.j. **Award of Contract for Non-revenue Vehicle Maintenance and Repair Services – Approved by Resolution No. 2022-76**
- 4.k. **Award of Contract for Compensation and Classification Study Services – Approved by Resolution No. 2022-77**
- 4.l. **Approval of Updated Public Transportation Agency Safety Plan – Approved by Resolution No. 2022-78**
- 4.m. **Authorize Amendment to a Contract with Conduent Transport Solutions for Software and Hardware Maintenance Support Services – Approved by Resolution No. 2022-79**

Motion/Second: Guilbault/Stone

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

Noes: None

Absent: Groom

## **5. Public Comment for Items Not on the Agenda**

Karin Huber-Levy, Juvenile Justice and Delinquency Prevention Commission of San Mateo County, requested the reinstatement of Route 260 to provide access to families and youth that need to attend juvenile court.

## **6. Report of the Chair**

### **6.a. 2023 Chair and Vice Chair Nominating Committee**

Chair Ratto announced that the committee would consist of Director Rico Medina (Chair), Director Rose Guilbault, and Director Jeff Gee.

### **6.b. Report of the Nominating Committee for Public Member and Appointment of Public Member - Coastside (Gee, Medina, Stone)**

Director Charles Stone announced that there was one candidate, Marina Fraser.

The directors voted to appoint Director Fraser for a new four-year term, expiring December 2026.

Motion/Second: Stone/Pine

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

Noes: None

Absent: Groom

### **6.c. Resolution of Appreciation for Carole Groom**

Chair Ratto said due to Director Carole Groom's absence, the resolution would be deferred until a future meeting.

**6.d. Resolution of Appreciation for Charles Stone – Approved by Resolution No. 2022-81**

Chair Ratto read the resolution into the record

Public Comment:

Roland commended Director Stone on his public engagement efforts.

Adina Levin, Don Cecil, and Benjamin McMullan each expressed their appreciation for Director Stone.

Motion/Second: Medina/Fraser

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

Noes: None

Absent: Groom

The Directors; Carter Mau, Deputy General Manager/CEO; April Chan, General Manager/CEO; and Ms. Cassman expressed their appreciation for Director Stone's advocacy and service on the Board.

Director Stone expressed his appreciation to the staff and his colleagues on the Board.

**6.e. Resolution of Appreciation for Carter Mau – Approved by Resolution No. 2022-82**

Chair Ratto acknowledged letters of appreciation to Mr. Mau from Congresswoman Jackie Speier and others in addition to the Board's resolution of appreciation.

The Directors; April Chan, General Manager/CEO, and Ms. Cassman expressed their appreciation for Mr. Mau's leadership of the District.

Public Comment:

Roland and Adina Levin expressed appreciation for Mr. Mau's executive leadership.

Motion/Second: Stone/Guilbault

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

Noes: None

Absent: Groom

Mr. Mau thanked the Board and his staff for making his tenure at the District the most rewarding experience of his professional career.

**7. Report of the General Manager/CEO**

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

She provided an update on the December 2 Serramonte incident. She noted that MTC (Metropolitan Transportation Commission) would soon be concluding its one-year analysis of the regional network governance process. She said that one of the models they are currently looking at is to have a committee consisting of the general managers of the Bay Area transit agencies, and said they planned to provide more information to the Board in January.

Ms. Chan announced that SamTrans would be participating in the Redwood City Hometown Holidays event on December 10 at 4:30 pm.

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

There were no requests or comments.

## **9. Recess to Committee Meetings**

The Board meeting recessed to Committee meetings at 3:13 pm.

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

Chair Ratto reconvened the Board meeting at 4:39 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 | October 2022**

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

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

- 12.a. Authorizing Reclassifications, Title Changes, Modification, and Addition of Positions to the Table of Position Classifications – *Approved by Ordinance No. 108***
- 12.b. Adopting a Biennial Budget Policy – *Approved by Resolution No. 2022-83***

Motion/Second: Stone/Guilbault

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

Noes: None

Absent: Groom

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

Director Dave Pine led the Board in voting on the following items:

- 13.a. Approving the San Mateo County Transit District El Camino Real Bus Speed and Reliability Study – *Approved by Resolution No. 2022-84***
- 13.b. Authorizing Use of Construction Manager General Contractor Project Delivery Method for the South Base Battery Electric Bus Charging Infrastructure Project – *Approved by Resolution No. 2022-85***
- 13.c. Acceptance of Capital Projects Quarterly Status Report for 1<sup>st</sup> Quarter Fiscal Year 2023**

Motion/Second: Pine/Stone

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

Noes: None

Absent: Groom

#### **14. Matters for Board Consideration: Legislative Committee**

Director Charles Stone reported on the following items:

##### **14.a. 2023 Draft Legislative Program**

##### **14.b. 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, January 4, 2023 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

#### **17. General Counsel Report**

##### **17.a. Closed Session: Public Employee Performance Evaluation – Annual Goal-setting Pursuant to Government Code Section 54957(b)**

**Title: General Manager/CEO**

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 at 4:44 pm.*

#### **18. Adjourn**

The meeting adjourned at 5:49 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).