

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

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

**December 7, 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: R. Medina, D. Pine, J. Powell, P. Ratto, C. Stone

Other Board Members Absent: C. Groom

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

**9.b.1. Call to Order**

Committee Chair Marina Fraser called the meeting to order at 3:21 pm.

**9.b.2. Approval of Minutes of the Finance Committee Meeting of November 2, 2022**

Motion/Second: Fraser/Stone

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

Noes: None

Absent: Groom

**9.b.3. Adoption of Salary Ordinance No. 108**

Juliet Nogales-DeGuzman, Director of Human Resources, presented the staff report noting the addition of 56 new positions and no adjustments to the salary ranges.

Motion/Second: Stone/Pine

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

Noes: None

Absent: Groom

**9.b.4. Adopt a Biennial Budget Policy**

Grace Martinez, Acting Chief Financial Officer, presented the staff report for a biennial operating and capital budget, which if adopted would be for Fiscal Years 2024 and 2025. She noted the benefits for long-term financial planning, strategic thinking, and savings in time and costs.

Committee Member Jeff Gee asked if the budget would be on a rolling two-year schedule. Ms. Martinez said they would be providing a two-year budget every two years. She said the General Manager/CEO would be authorized to adjust the operating budget by up to 10 percent before seeking Board approval.

Director Dave Pine asked if the budget would still be adopted annually. Ms. Martinez said at the end of the first year of the biennial budget, they would bring the budget to the Board to approve any adjustments of 10 percent or more.

Motion/Second: Guilbault/Pine

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

Noes: None

Absent: Groom

#### **9.b.5. Adjourn**

The meeting adjourned at 3:32 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).