

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

Minutes of Board of Directors Meeting

January 4, 2023

Members Present: D. Canepa, M. Chuang (joined at 2:18 pm), M. Fraser (Vice Chair) (left at 2:48 pm and rejoined at 4:21 pm), J. Gee (left at 3:58 pm and rejoined at 4:52 pm), R. Guilbault, R. Medina, R. Mueller, J. Powell (Chair), P. Ratto
(Via Teleconference)

Members Absent: None

Staff Present: A. Chan, J. Cassman, S. van Hoften, 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. Swearing-in:

Dora Seamans, District Secretary, administered the Oath of Office to continuing Directors Marina Fraser and Rico E. Medina, and new Directors David Canepa and Ray Mueller for terms expiring 12-31-2026. (Director Marie Chuang was delayed and subsequently took the Oath of Office.)

3. Roll Call

Ms. Seamans confirmed that a quorum of the Board was present.

4. Report from Closed Session at December 7 Board Meeting

- 4.a. Closed Session: Public Employee Performance Evaluation – Annual Goal-setting Pursuant to Government Code Section 54957(b)
Title: General Manager/CEO**

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

5. Consent Calendar

- 5.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. 2023-1**
- 5.b. Approval of Minutes of the Board of Directors Meeting of December 7, 2022**
- 5.c. Acceptance of Statement of Revenues and Expenses for the Period Ending November 30, 2022**

5.d. Authorize Execution of Contracts to Renew Vision, Life and Accidental Death and Dismemberment, and Long-term Disability Insurance Benefits – Approved by Resolution No. 2023-2

5.e. Resolution of Intention to Amend the Contract with the California Public Employees' Retirement System to Provide for Military Service Credit – Approved by Resolution No. 2023-3

Motion/Second: Medina/Guilbault

Ayes: Canepa, Fraser, Gee, Guilbault, Medina, Mueller, Powell, Ratto

Noes: None

Absent: Chuang

6. Public Comment for Items Not on the Agenda

There were no public comments.

7. Report of the Chair

7.a. Report of the Chair and Vice Chair Nominating Committee

Director Rico Medina announced the Committee's nomination of Vice Chair Josh Powell as Chair and Director Marina Fraser as Vice Chair.

7.b. Election of 2023 Officers

The directors agreed to appoint Vice Chair Josh Powell as Chair and Director Marina Fraser as Vice Chair for 2023.

Public Comment:

Hank Farzaneh said that the bus for Route 250 is too large for such low ridership. Chair Ratto responded that the re-routing was a result of the implementation of Reimagine SamTrans, which was a District-wide attempt to take route ridership and usage into consideration. He added that Route 250 is one of the best-patronized local lines.

Director Marie Chuang joined the meeting at 2:18 pm.

Ms. Seamans welcomed Director Chuang and administered the Oath of Office.

Motion/Second: Gee/Medina

Ayes: Canepa, Chuang, Fraser, Gee, Guilbault, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

7.c. Appointment of Nominating Committee for the San Mateo County Transit District Representative to the Peninsula Corridor Joint Powers Board

Chair Josh Powell noted that he had selected Directors Jeff Gee and Ray Mueller, and himself as the nominating committee to select the new SamTrans representative on the Caltrain Board.

7.d. Recognizing January as National Slavery and Human Trafficking Prevention Month – Approved by Resolution No. 2023-4

Chair Powell read the resolution into the record.

Motion/Second: Chuang/Powell

Ayes: Canepa, Chuang, Fraser, Gee, Guilbault, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

7.e. Resolution of Appreciation for Carole Groom

Chair Powell said the item was postponed until the February meeting as former Director Groom could not attend.

7.f. Resolution of Appreciation for Dave Pine – *Approved by Resolution No. 2023-5*

Chair Powell read the resolution into the record.

Motion/Second: Guilbault/Gee

Ayes: Canepa, Chuang, Fraser, Gee, Guilbault, Medina, Mueller, Powell, Ratto

Noes: None

Absent: None

Public Comment:

Adina Levin, TEAMC, said they wanted to congratulate former Director Pine on his years of service and support of Caltrain and SamTrans.

Former Director Pine expressed his appreciation for serving on the SamTrans Board.

8. Report of the General Manager/CEO

8.a. General Manager/CEO Report – December 28, 2022

April Chan, General Manager/CEO, expressed the staff's appreciation for former Director Pine and welcomed new Directors David Canepa, Marie Chuang, and Ray Mueller.

April Chan, General Manager/CEO, welcomed the new directors. She said that the only major impact on the District from the December 31 storm was at the Linda Mar Park N Ride, where the parking lot flooded and notification was sent out. She reported that in addition, the Operations team was instrumental in helping to move residents from a flooded mobile home park. Ms. Chan said that Grace Martinez, Acting Chief Financial Officer, was leaving the District and Kathleen Kelly would be acting as Interim Chief Financial Officer.

8.b. MTC Regional Coordination Update

Ms. Chan introduced Chelsea Schultz, Planning Administrator, who provided the presentation.

Director Marina Fraser left the meeting at 2:48 pm.

Director Jeff Gee asked if the baseline of connection points been mapped. Shruti Hari, Metropolitan Transportation Commission, said the connections would be identified through the connected network planning process over the coming year. Director Gee asked if the regional aspect would have priority over the local aspects. Ms. Hari said the priority was to provide a seamless experience for the Bay Area traveler. Director asked if there was a financial model for

the project. Ms. Hari said they have an initial budget and are looking to the MTC (Metropolitan Transportation Commission) for guidance. Ms. Chan said there were efforts to protect local service to respond to the voters.

Director Ray Mueller asked if there would be more layers of signoff. Ms. Chan said that local service is completely within the District's jurisdiction.

Director Marie Chuang asked if MTC would approve the initial funding and initial framework. Ms. Hari concurred and said it depended upon approval of the proposal itself. Ms. Chan said there would be no SamTrans funding going towards this effort.

Director David Canepa said the goal was to eliminate the current barriers within the regional system. He asked how the maps and wayfinding would work. Ms. Hari said the goal was to become more customer-focused.

Director Peter Ratto said he supported not sacrificing local service in favor making regional connections. He said he supported wayfinding, which is currently not standardized amongst the various transit agencies.

Chair Powell asked how they access the voice of the customer, and Ms. Hari noted that the RNM (Regional Network Management) has a Voice of the Customer Advisory Committee.

Public Comment:

Adina Levin said she was supportive of making regional transit available through fare integration and transit pass programs.

8.c. Update on Policy Regarding New Brown Act Remote Meetings Exceptions and Potential Legislative Positions Related to Remote Meeting Exceptions

Ms. Cassman introduced Shayna van Hoften, Legal Counsel, who provided the presentation.

Director Gee said the inability to meet remotely can affect recruitment of agency members. He said he was interested in supporting guidelines as opposed to policies.

Director Canepa said at Commute.org, they had a similar discussion and said he supported further discussion.

Director Rose Guilbault said she supported having guidelines rather than policies.

Public Comment:

Roland said they might want to have input into the MTC Legislative Committee.

Adina Levin said she supported flexibility.

Director Mueller said he supported having guidelines to modernize the Brown Act, while supporting its original intent.

9. Board Member Requests/Comments

There were no requests or comments.

10. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 3:56 pm.

Director Jeff Gee left the meeting at 3:58 pm.

Director Marina Fraser rejoined the meeting at 4:21 pm.

11. Reconvene Board of Directors Meeting

Chair Powell reconvened the Board meeting at 4:46 pm.

12. Matters for Board Consideration: Legislative Committee

Director Medina led the Board in voting on the following item:

12.a. Adoption of 2023 Draft Legislative Program

Motion/Second: Chuang/Medina

Ayes: Canepa, Chuang, Fraser, Guilbault, Medina, Mueller, Powell, Ratto

Noes: None

Absent: Gee

Director Medina reported on the following item:

12.b. State and Federal Legislative Update

13. Matters for Board Consideration: Community Relations Committee

Director Guilbault reported on the following items:

13.a. Accessible Services Update

13.b. Paratransit Coordinating Council Update

13.c. Monthly Performance Report | November 2022

14. Matters for Board Consideration: Finance Committee

Director Medina led the Board in voting on the following items all together in one motion:

- 14.a. Authorizing an Open Market Procurement of Switchgear for the SamTrans South Base Switchgear Replacement Project – Approved by Resolution No. 2023-6**
- 14.b. Awarding a Contract to Anvil Builders, Inc. for the South Base Switchgear Replacement Project for a Total Contract Amount of \$2,492,675, and Delegating Authority to the General Manager/CEO to Approve the Project Design – Approved by Resolution No. 2023-7**
- 14.c. Increasing the Contract Contingency Authority for the North Base Bus Maintenance Facility Charger Replacement Project and Delegating Authority to the General Manager/CEO to Approve the Project Design – Approved by Resolution No. 2023-8**
- 14.d. Authorizing an Amendment to the Contract with the Center for Transportation and the Environment for Hydrogen Fuel Cell Electric Bus Feasibility Study Services to Extend the Contract by Two Years and Increase the Total Contract Amount by \$200,000 – Approved by Resolution No. 2023-9**

14.e. Awarding a Contract to Transdev Services, Inc. for Microtransit Services for a Total Not-to-exceed Amount of \$9,720,761 for a Three-year, Five-month Base Term –
Approved by Resolution No. 2023-10

Motion/Second: Medina/Guilbault

Ayes: Canepa, Chuang, Fraser, Guilbault, Medina, Mueller, Powell, Ratto

Noes: None

Absent: Gee

15. Communications to the Board of Directors

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

16. Date/Time of Next Regular Meeting

Chair Powell announced the time and location of the next meeting as Wednesday, February 1, 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 introduced the closed session and asked if the members wanted to conduct the session due to the late hour. Director Medina said he wanted to move forward. Director Mueller asked how long it was expected to last, and Ms. Cassman estimated that it would last 45 minutes.

Director Chuang said she had a hard stop at 5:00 pm. Director Canepa said he needed to leave but suggested the Board proceed.

Director Jeff Gee rejoined the meeting at 4:52 pm.

Chair Powell proposed the closed session be continued to the February regular meeting, and the Board concurred.

18. Adjourn

The meeting adjourned at 4:55 pm.

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