

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

Minutes of Board of Directors Meeting

March 1, 2023

Members Present: M. Chuang, M. Fraser (Vice Chair), J. Gee, R. Medina, R. Mueller (joined
(In Person) at 3:28 pm), J. Powell (Chair), P. Ratto

Members Present: None
(Via Teleconference)

Members Absent: D. Canepa

Staff Present: A. Chan, J. Cassman, S. van Hoften, K. Scribner, J. Brook, D. Seamans

1. Call to Order/Pledge of Allegiance

Chair Josh Powell called the meeting to order at 2:00 pm and led the Pledge of Allegiance.

2. Roll Call

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

3. Consent Calendar

3.a. Approval of Minutes of the Board of Directors Meeting of February 1, 2023

3.b. Acceptance of Quarterly Fuel Hedge Update

**3.c. Revisions to the District's Safety-sensitive Policy Concerning Substance Abuse – Approved by
*Resolution No. 2023-16***

3.d. Award of Contract for Cleaning Supplies – Approved by Resolution No. 2023-17

Motion/Second: Chuang/Gee

Ayes: Chuang, Fraser, Gee, Medina, Powell, Ratto

Noes: None

Absent: Canepa, Mueller

4. Public Comment for Items Not on the Agenda

Aleta Dupree said she appreciated that April Chan was the new General Manager/CEO, and said she was looking forward to having electric buses and riding transit again in San Mateo County.

5. Report of the Chair

5.a. Honoring Women's History Month – Approved by Resolution No. 2023-18

Tasha Bartholomew, Manager, Communications, noted activities at the District to honor women throughout the month of March.

Motion/Second: Medina/Chuang

Ayes: Chuang, Fraser, Gee, Medina, Powell, Ratto

Noes: None

Absent: Canepa, Mueller

6. Report of the General Manager/CEO

6.a. General Manager/CEO Report – February 22, 2023

April Chan, General Manager/CEO, noted the report was in the packet. She noted that MTC (Metropolitan Transportation Commission) is ending the Clipper START program at the end of June 2023, and the Board will decide whether to continue the program at a future meeting.

Ms. Chan said that MTC had selected a new executive director, Andrew Fremier, with whom she had worked on the 101 Express Lanes project.

6.b. Presentation of Operator and Maintenance Awards

Ms. Chan presented the Bus Maintenance Employee of the Year award to Nestor Tiongco, and the Bus Operator Employee of the Year award to Michael Keating, and they each expressed their appreciation in turn and had their pictures taken with Chair Powell.

Public Comment:

Adina Levin asked what analysis that had been done about the percentage of people who have been using Clipper START who are existing SamTrans users versus new users.

Aleta Dupree commended SamTrans for its service and congratulated the award recipients.

7. Board Member Requests/Comments

Director Marie Chuang noted her recent tour of the maintenance bases had given her a better understanding of the bus operations.

8. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:34 pm.

Director Ray Mueller joined the meeting at 3:28 pm.

9. Reconvene Board of Directors Meeting

Chair Powell reconvened the Board meeting at 3:57 pm.

10. Matters for Board Consideration: Community Relations Committee

Director Marie Chuang reported on the following items:

- 10.a. Accessible Services Update**
- 10.b. Paratransit Coordinating Council Update**
- 10.c. Citizens Advisory Committee Update**
- 10.d. Monthly Performance Report | January 2023**

11. Matters for Board Consideration: Finance Committee

Director Jeff Gee led the Board in voting on the following items:

- 11.a. Accept Statement of Revenues and Expenses for the Period Ending January 31, 2023 and Receive Chief Financial Officer Report on Projections for Fiscal Year 2023**
- 11.b. Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration, California Public Employees' Retirement System, and the Board of Directors, San Mateo County Transit District – *Approved by Resolution No. 2023-19***

Motion/Second: Gee/Medina

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

Noes: None

Absent: Canepa

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

Director Rico Medina reported on the following item:

- 12.a. Bus Stop Improvement Plan (BSIP) Project Introduction**

13. Matters for Board Consideration: Legislative Committee

Director Ray Mueller reported on the following item:

- 13.a. State and Federal Legislative Update**

14. Communications to the Board of Directors

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

15. Date/Time of Next Regular Meeting

Chair Powell announced the time and location of the next meeting as Wednesday, April 5, 2023 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

16. General Counsel Report

Ms. Cassman said she had nothing to report. She said they had distributed remote meeting participation guidelines per the Brown Act and they would also prepare guidelines on potential financial conflicts of interest.

17. Adjourn

The meeting adjourned at 4:03 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.