

**San Mateo County Transit District (District)  
1250 San Carlos Avenue, San Carlos, California  
Minutes of Board of Directors Meeting**

**May 3, 2023**

**Members Present:** D. Canepa, M. Chuang, M. Fraser (Vice Chair), J. Gee, R. Medina,  
**(In Person)** R. Mueller (arrived at 2:13 pm), J. Powell (Chair), P. Ratto

**Members Present:** None  
**(Via Teleconference)**

**Members Absent:** None

**Staff Present:** A. Chan, D. Olmeda, J. Cassman, S. van Hoften, J. Brook, D. Seamans

**1. Call to Order/Pledge of Allegiance**

Chair Josh Powell called the meeting to order at 2:02 pm and led the Pledge of Allegiance.

**2. Roll Call**

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

**3. Report from Closed Session at April 5 Board Meeting**

**3.a Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): SC Transit Village, LLC, et al. v. San Mateo County Transit District, et al.; San Mateo County Superior Court Case No. 22-CIV-04642**

Joan Cassman, Legal Counsel, reported that no action was taken.

**4. Consent Calendar**

**4.a. Approval of Minutes of the Board of Directors Meeting of April 5, 2023**

**4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending March 31, 2023**

**4.c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook**

**4.d. Authorization of the Application for and Receipt of Annual Cap and Trade Funding for Battery Electric Buses – *Approved by Resolution No. 2023-23***

Public Comment:

Aleta Dupree expressed her support for Item 4d.

Motion/Second: Medina/Chuang

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

Noes: None

Absent: Mueller

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

Aleta Dupree thanked SamTrans and April Chan, General Manager/CEO, for supporting the General Manager Ride-Along event. She said she looked forward to having electric buses on the fleet.

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

### **6.a. Recognizing Asian-American and Pacific Islander Heritage Month – Approved by Resolution No. 2023-24**

Tasha Bartholomew, Media Relations Manager, summarized the resolution for the record.

Director Marie Chuang encouraged people to participate in the various events celebrating Asian-American and Pacific Islander Heritage Month around the Bay Area.

Motion/Second: Chuang/Ratto

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

Noes: None

Absent: Mueller

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

Director Jeff Gee reported on behalf of the Board Nominating Committee. He noted that they were not yet ready to make a recommendation and wanted to extend the application period another 30 days to ensure there are applicants from throughout the County.

#### Public Comment:

Thanh Van said he had recently applied for the open public member position on the Board and that it was difficult for him to find the application on the website. He suggested making the application more publicly available.

Ms. Cassman suggested increasing the outreach regarding the public member recruitment to cities and other local agencies.

*Director Ray Mueller arrived at 2:13 pm.*

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

### **7.a General Manager/CEO Report – April 26, 2023**

April Chan, General Manager/CEO, summarized the items that would be presented on the agenda. She noted that Clipper START, which provides 50-percent discounted fares to eligible recipients, will be brought to the Board at a future meeting to approve extending the program.

**7.b. Delegation of Authority to the General Manager/CEO to Approve Designs and Plans for District Capital Projects – Approved by Resolution No. 2023-25**

Liria Larano, Deputy Chief, Bus Fleet and Facilities, presented the staff report and noted that the number of capital projects has increased with the acquisition of zero emission buses, replacement of aging infrastructure, combatting climate change, and sea level rise, and requested delegation of authority for all projects going forward.

Chair Powell requested getting reports on any requested approvals, which Ms. Cassman acknowledged. She explained that they could keep the Board apprised in the staff reports.

Motion/Second: Ratto/Gee

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

Noes: None

Absent: None

**8. Board Member Requests/Comments**

There were no requests or comments.

**9. Recess to Committee Meetings**

The Board meeting recessed to Committee meetings at 2:26 pm.

*Director Jeff Gee left the meeting at approximately 4:00 pm.*

**10. Reconvene Board of Directors Meeting**

Chair Powell reconvened the Board meeting at 4:11 pm.

**11. Matters for Board Consideration: Community Relations Committee**

Director Marie Chuang led the Board in voting on the following items:

**11.a. Proclamation Declaring May as Older Americans Month**

Motion/Second: Chuang/Powell

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

Noes: None

Absent: Gee

**11.b. Appointment of Member, Representing Bus Riders, to the Citizens Advisory Committee**

Motion/Second: Medina/Powell

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

Noes: None

Absent: Gee

Director Chuang reported on the following items:

**11.c. Accessible Services Update**

**11.d. Paratransit Coordinating Council Update**

- 11.e. **Citizens Advisory Committee Update**
- 11.f. **Monthly Performance Report | March 2023**

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

Director Chuang led the Board in voting on the following items:

- 12.a. **Awarding a Contract to Jacobs Project Management Company for On-call Construction Management Services for Battery Electric Bus, Hydrogen Fuel Cell Electric Bus, and Bus Facility Infrastructure Projects for an Aggregate Total Not-to-exceed Amount of \$9 Million for a Six-year Base Term and up to Two One-year Option Terms – *Approved by Resolution No. 2023-26***
- 12.b. **Amending to Increase the Fiscal Year 2023 Capital Budget by \$4,008,474 for the Hydrogen Fuel Cell Electric Bus Infrastructure Project for a Total Capital Budget of \$40,093,146 – *Approved by Resolution No. 2023-27***
- 12.c. **Awarding a Contract to Plug Project Holding Co., LLC to Provide Interim Hydrogen Fueling Services for a Total Not-to-exceed Amount of \$2,588,560 for a Two-year Term and Authorizing Options for an Additional Not-to-exceed Amount of \$3,051,826 – *Approved by Resolution No. 2023-28***
- 12.d. **Awarding a Contract to Reliable Monitoring Services dba RMS Construction for the North Base Bus Maintenance Facility Modifications for Hydrogen Fuel Cell Electric Buses for a Total Contract Amount of \$1,419,914 – *Approved by Resolution No. 2023-29***
- 12.e. **Authorizing Participation in, and Delegating Authority to Request Disbursements from, the California Employers' Pension Prefunding Trust Administered by the California Public Employees' Retirement System – *Approved by Resolution No. 2023-30***

Motion/Second: Mueller/Ratto

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

Noes: None

Absent: Gee

Director Chuang reported on the following item:

- 12.f. **Preliminary Operating and Capital Budgets for Fiscal Years 2024 and 2025**

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

Director Ray Mueller led the Board in voting on the following item:

- 13.a. **State and Federal Legislative Update and Approval of Legislative Proposal: Support Assembly Bill (AB) 557 (Hart)**

Motion/Second: Ratto/Chuang

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

Noes: None

Absent: Gee

#### **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, June 7, 2023 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

#### **16. General Counsel Report**

Ms. Cassman said she had no report.

#### **17. Adjourn**

The meeting adjourned at 4:15 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](mailto:board@samtrans.com).