

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

June 7, 2023

Members Present: M. Chuang, M. Fraser (Vice Chair), R. Medina, R. Mueller, J. Powell
(In Person) (Chair), P. Ratto

Members Present: None
(Via Teleconference)

Members Absent: D. Canepa, J. Gee

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 2:03 pm and requested that Director Ray Mueller lead 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 May 3, 2023

3.b. Acceptance of Statement of Revenues and Expenses for the Period Ending April 30, 2023

3.c. Acceptance of Capital Projects Quarterly Status Report for 3rd Quarter Fiscal Year 2023

3.d. Acceptance of Quarterly Fuel Hedge Update

3.e. Authorize Execution of Contracts and Amendments for Information Technology Licenses, Maintenance Services and Professional Services, and for Technology-related Products and Services Through Piggyback Contracts and Cooperative Purchasing Programs – *Approved by Resolution No. 2023-31*

3.f. Authorize the Filing of an Application to Receive Transit Performance Initiative Program Funds for the El Camino Real Mid-County Transit and Multimodal Corridor Plan – *Approved by Resolution No. 2023-32*

Motion/Second: Medina/Ratto

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

Noes: None

Absent: Canepa, Gee

4. Public Comment for Items Not on the Agenda

There were no comments.

5. Report of the Chair

5.a. Recognizing Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month and Reaffirming a Commitment to Diversity, Equity, Access, and Inclusion – Approved by Resolution No. 2023-33

Randol White, Public Information Officer, summarized the resolution for the record.

Motion/Second: Medina/Chuang

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

Noes: None

Absent: Canepa, Gee

5.b. Report from District Headquarters Ad Hoc Committee Meeting of May 5, 2023

Director Peter Ratto said in June, they would prepare a report to bring back before the Board in July.

6. Report of the General Manager/CEO

6.a. General Manager/CEO Report – May 31, 2023

April Chan, General Manager/CEO, noted that they had a successful Rodeo event on June 3, which was attended by some members of the Board and the executive team and many members of staff with their families. She noted that Reimagine SamTrans is rolling out new on-demand microtransit service in Half Moon Bay and East Palo Alto beginning June 18.

Ms. Chan introduced Joshua Mello, the new Executive Officer, Planning and Development.

6.b. Update on Implementation of Caltrain Governance Memorandum of Understanding

Jim Wagstaffe, Special Counsel, Wagstaffe, von Loewenfeldt, Busch & Radwick LLP, provided the presentation on the history of SamTrans' involvement with Caltrain's governance.

Chair Powell said he was pleased that the District is giving Caltrain what they need to continue to operate successfully and noted the importance of retaining a good relationship.

Director Rico Medina thanked his colleagues on both the SamTrans and Caltrain Boards and staff for their time and effort in coming to agreements.

Director Mueller expressed his appreciation for Director Jeff Gee's involvement, as JPB Board Chair, in resolving matters during a recent Caltrain meeting.

6.c. Reimagine SamTrans Implementation Update

Millie Tolleson, Acting Director of Planning, and Jonathan Steketee, Manager, Operations Planning, provided the presentation on the continued rollout of the Reimagine SamTrans service changes beginning June 18. She noted the new microtransit service would be free for the first six weeks or so.

Director Marina Fraser said that Ride Plus on-demand service was anticipated to be very successful in the Half Moon Bay and East Palo Alto communities.

Director Marie Chuang asked if the app would let the user know if the requested ride was within the service area. She also asked if there would be outreach to users to let them know how the app works, if the app would track user engagement, and how to make users feel more at ease with it.

Ms. Tolleson said that customers can visit the website to see the Ride Plus zones. She said once they input their ride, the app will let them know if the destination is within the zone or not, or they can also call Customer Service. Mr. Steketee said fares would be separate from the app and that customers can use cash or Clipper to pay their fare. Regarding the app, he said there would be a survey that customers could respond to regarding their trip with the option to reply anonymously.

Director Rico Medina complimented staff on its outreach and coordination with the schools. Mr. Steketee said they had received the bell schedules from all the schools and another reminder would be sent out soon.

Director Mueller asked if the app collected addresses from users who live outside the zone, with the goal of expanding the zone to those who are interested in service outside the current zones. Mr. Steketee said he would take that into consideration for improving the app.

Director Peter Ratto said the service was a boon for people who cannot use a fixed route but with the same fare.

Chair Powell said he was pleased that the app captured a number of metrics.

Public Comment:

Adina Levin, TEAMC (Transportation Equity Allied Movement Coalition), Friends of Caltrain, said she was pleased to preview the Ride Plus bus at a recent TEAMC meeting. She said she hoped the service would help people connect to service across the Bay. She said one suggestion from the meeting was for the app to be able to provide trip planning alternatives.

7. Board Member Requests/Comments

There were no requests or comments.

8. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:56 pm.

9. Reconvene Board of Directors Meeting

Chair Powell reconvened the Board meeting at 4:09 pm.

10. Matters for Board Consideration: Community Relations Committee

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

10.a. Appointment of Judith Lamarre, Representing Bus Riders, to the Citizens Advisory Committee

Motion/Second: Chuang/Powell

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

Noes: None

Absent: Canepa, Gee

Director Chuang reported on the following items:

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

11. Matters for Board Consideration: Finance Committee

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

- 11.a. Awarding Contracts to Stantec Architecture Inc. and STV Incorporated for On-call General Engineering Consultant (GEC) Design Services for an Aggregate Total Not-to-exceed Amount of \$15 Million for a Six-year Base Term and up to Two One-year Option Terms – *Approved by Resolution No. 2023-34***
- 11.b. Adopting Fiscal Years 2024 and 2025 Operating Budgets in the Amounts of \$264,461,894 and \$273,278,060, Respectively, and Fiscal Years 2024 and 2025 Capital Budgets in the Amounts of \$187,925,555 and \$67,099,514, Respectively – *Approved by Resolution No. 2023-35***
- 11.c. Adopting Revisions to the District Procurement Policy – *Approved by Resolution No. 2023-36***

Motion/Second: Ratto/Fraser

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

Noes: None

Absent: Canepa, Gee

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

Director Peter Ratto reported on the following item:

- 12.a. Fare Programs Informational Update: Clipper Next Generation, Clipper BayPass Pilot Program, and Redwood City / Sequoia Union High School Districts Youth Unlimited Pass Program**

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

- 12.b. Amending the Fare Structure to Extend Participation in the Clipper START Regional Means-based Fare Program and Make Other Minor Revisions – *Approved by Resolution No. 2023-37***

Motion/Second: Powell/Fraser

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

Noes: None

Absent: Canepa, Gee

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) 1377 (Friedman)

Motion/Second: Medina/Ratto

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

Noes: None

Absent: Canepa, 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, July 12, 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.