

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

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

June 7, 2023

Committee Members Present: M. Chuang, M. Fraser

Committee Members Absent: J. Gee (Chair)

Other Board Members Present Constituting Committee of the Whole: R. Medina, R. Mueller,
J. Powell, P. Ratto

Other Board Members Absent: D. Canepa

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

8.b.1. Call to Order

Committee Member Marina Fraser called the meeting to order at 3:04 pm.

8.b.2. Approval of Minutes of the Finance Committee Meeting of May 3, 2023

Motion/Second: Powell/Ratto

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

Noes: None

Absent: Canepa, Gee

8.b.3. Award of Contracts for On-call General Engineering Consultant Design Services

Kevin Yin, Director of Contracts and Procurement, presented the staff report.

Motion/Second: Powell/Medina

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

Noes: None

Absent: Canepa, Gee

8.b.4. Adoption of Proposed Fiscal Year 2024 and Fiscal Year 2025 Operating and Capital Budgets

Ladi Millard-Olmeda, Director, Budgets and Financial Analysis, provided the presentation on changes since the May Board meeting, use of funds, and proposed capital budget sources. She said that staff may come back to the Board to request additional funding.

Motion/Second: Powell/Ratto

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

Noes: None

Absent: Canepa, Gee

8.b.5. Adoption of Revisions to the District Procurement Policy

Mr. Yin presented the staff report and noted increased contracting costs and that the delegated authority of the General Manager/Chief Operating Officer has fallen behind since the last policy was updated.

Director Rico Medina noted that a revision was made to the TA procurement policy. Joan Cassman, Legal Counsel, said that that policy would be coming back before the TA Board for approval. She explained that there is an effort to align SamTrans', the TA's, and JPB's procurement policies with other agencies and the Federal Government.

In response to Director Ray Mueller's comment against the proposed threshold, Ms. Cassman clarified that the policy was for procurement only and not for extending the authority of the General Manager/CEO.

Motion/Second: Powell/Ratto

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

Noes: None

Absent: Canepa, Gee

8.b.6. Adjourn

The meeting adjourned at 3:20 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.