

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

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

**July 12, 2023**

Committee Members Present: J. Gee (Chair), M. Chuang (left at 3:49 pm), M. Fraser

Committee Members Absent: None

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

Other Board Members Absent: R. Mueller

Staff Present: A. Chan, D. Olmeda, K. Steiner, J. Cassman, J. Brook, D. Seamans

**8.b.1. Call to Order**

Committee Chair Jeff Gee called the meeting to order at 2:37 pm.

**8.b.2. Approval of Minutes of the Finance Committee Meeting of June 7, 2023**

Motion/Second: Chuang/Powell

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

Noes: None

Absent: Mueller

**8.b.3. Adopt Salary Ordinance No. 109 and Authorize Additions, Modifications, and Deletions of Positions on the Tables of Position Classifications**

Julie Nogales-DeGuzman, Director, Human Resources, presented the staff report outlining the recent changes to the Tables of Position Classifications. She said that the salary ordinance will also address the request from the Caltrain Board to adjust the salary of the Caltrain Executive Director, Michelle Bouchard, by 3.5 percent, from \$352,617 to \$364,959, consistent with the adjustment authorized for employees other than the SamTrans General Manager/CEO.

Motion/Second: Powell/Medina

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

Noes: None

Absent: Mueller

#### **8.b.4. Authorize Expansion of Scope of the South Base Battery Electric Bus Infrastructure Project Procurement**

Liria Larano, Deputy Chief, Bus Fleet/Facilities, provided the presentation, which included the bus-charging infrastructure set-up, the recommended expanded procurement scope, and potential funding sources.

Committee Chair Gee asked about the timing of when the new buses arrive and the readiness of the permanent infrastructure. Ms. Larano said the infrastructure was slated for completion in mid-2026.

##### Public Comment:

Marlon requested that diesel buses not be eliminated and expressed his belief that no staff or Board members ride transit, with the exception of Director Peter Ratto.

Director Rico Medina noted that many staff members do ride the buses.

Director David Canepa commented that this is a balanced approach that includes putting the riders first.

Motion/Second: Ratto/Medina

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

Noes: None

Absent: Mueller

#### **8.b.5. Headquarters Facility Update**

April Chan, General Manager/CEO, introduced Craig Whittom, MRG, LLC, who provided the presentation, which included:

- Three potential options for the future of the District headquarters building: (1) “no building” and continuing to occupy the current building, (2) building a new building on the current site, and (3) acquire a new building.
- Employee headquarters survey key findings included close proximity to public transportation, restaurants, and services; and onsite parking as top priorities for a future headquarters site.

Committee Chair Gee suggested the Board consider the options based on priority.

Committee Member Marie Chuang said she supported Options 2 and 3 as more forward-thinking and providing more opportunities and flexibility for staff to work on the project.

Director Canepa said he supported Option 3 where the District owns the building and pursues a County partnership to lease portions of the space. Brian Fitzpatrick, Director, Real Estate and Property Development, said that this was a possible scenario and noted that they would be reliant on the current real estate market in terms of what they could get for \$136 million.

Committee Member Marina Fraser said she supported Option 3 with the potential for income from tenants.

Director Peter Ratto said he supported Option 3, and said he hoped to find another adequate building where they could bring in other government entities or tenants.

Director Medina said he supported an existing facility so that staff only has to move once.

Chair Josh Powell said that while he thought that another location may not have the same appeal as the current location in downtown San Carlos, the current market is likely more favorable to finding another building that better suits the District's needs.

Director Canepa noted that \$136 million is not a lot of money. He asked if there are additional ways to seek out a larger building. Ms. Chan said the figure was a ballpark number provided by the consultant JLL and was based on the projected growth of the agency. She said if the Board approves buying a new building, they will work closely with their broker to acquire a property that checks most of the boxes.

*Committee Member Marie Chuang left the meeting at 3:49 pm.*

Committee Chair Gee noted that a seismically sound building that could be operational after a major disaster was needed. He also talked about taking advantage of the market and how the current building is rapidly aging. Ms. Chan said she was hopeful that they could bring something back to the Board for approval at the August meeting.

Public Comment:

Marlon said he supported the District staying in the current building.

**8.b.6. Adjourn**

The meeting adjourned at 3:53 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).