

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

September 6, 2023

Members Present: D. Canepa, M. Chuang, M. Fraser (Vice Chair), J. Gee, R. Medina,
(In Person) R. Mueller (arrived at 2:08 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 2:01 pm and requested that Director Canepa 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 August 2, 2023

3.b. Acceptance of Statement of Revenues and Expenses for the Period Ending July 31, 2023

3.c. Acceptance of Quarterly Fuel Hedge Update

3.d. Award of Contract for Bus Tire Leasing Services – *Approved by Resolution No. 2023-42*

Motion/Second: Canepa/Chuang

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

Noes: None

Absent: Mueller

4. Public Comment for Items Not on the Agenda

There were no public comments.

5. Report of the Chair

5.a. Resolution Honoring Hispanic Heritage Month – *Approved by Resolution No. 2023-43*

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

Motion/Second: Medina/Gee

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

Noes: None

Absent: Mueller

5.b. Report of the Nominating Committee for Public Member and Appointment of Public Member (Gee, Chuang, Medina)

Director Jeff Gee reported on behalf of the Board Nominating Committee that they recommended Brooks Esser for the seat vacated by Rose Guilbault.

Motion/Second: Gee/Chuang

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

Noes: None

Absent: Mueller

6. Report of the General Manager/CEO

April Chan, General Manager/CEO, said the report was in the packet. She noted that the first of 17 battery electric buses, Bus No. 1000, had arrived and was operating on El Camino Real.

Director Ray Mueller arrived at 2:08 pm.

She reported that the full \$15.2 million payment has been received from VTA (Santa Clara Valley Transportation Authority) and SFMTA (San Francisco Municipal Transportation Agency) in accordance with the Caltrain governance MOU (Memorandum of Understanding). She said they will be kicking off the District strategic planning process, with the first meeting tentatively scheduled for November 9.

7. Board Member Requests/Comments

There were no requests or comments.

8. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:11 pm.

9. Reconvene Board of Directors Meeting

Chair Powell reconvened the Board meeting at 3:12 pm.

10. Matters for Board Consideration: Community Relations Committee

Chair Powell reported on the following items:

10.a. Accessible Services Update

10.b. Paratransit Coordinating Council Update

10.c. Citizens Advisory Committee Update

10.d. Mobility Management Report: Annual Summary

10.e. Monthly Performance Report | July 2023

11. Matters for Board Consideration: Legislative Committee

Chair Powell reported on the following item:

11.a. State and Federal Legislative Update

12. Communications to the Board of Directors

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

13. Date/Time of Next Regular Meeting

Chair Powell announced the time and location of the next meeting as Wednesday, October 4, 2023 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

14. General Counsel Report

14.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Rachel Burry v. San Mateo County Transit District; San Mateo County Superior Court Case No. 22-CIV-01453

14.b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Silvia Angulo v. San Mateo County Transit District; San Mateo County Superior Court Case No.23-CIV-01027

Joan Cassman, Legal Counsel, announced the closed sessions.

The Board recessed to closed session at 3:13 pm and reconvened at 4:03 pm.

Ms. Cassman said the Board heard the reports and gave authorization, and that there was no reportable action.

15. Adjourn

The meeting adjourned at 4:04 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.