

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

**Minutes of Board of Directors Meeting**

**October 4, 2023**

**Members Present:** D. Canepa, M. Chuang, B. Esser, M. Fraser (Vice Chair), J. Gee,  
**(In Person)** R. Medina, R. Mueller, 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 2:00 pm and led the Pledge of Allegiance.

**2. Swearing-in:**

**2.a. Brooks Esser for a term ending 12-31-2024 (Representing the Public)**

Director Brooks Esser was sworn in for a term ending December 31, 2024.

**3. Roll Call**

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

**4. Consent Calendar**

**4.a. Approval of Minutes of the Board of Directors Meeting of September 6, 2023**

**4.b. Acceptance of Statement of Revenues and Expenses for the Fiscal Year Ended June 30, 2023**

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

**4.d. Award of Contract for Hazardous Waste Disposal Services – *Approved by Resolution No. 2023-44***

**4.e. Award of Contract for On-call Heavy-duty Towing Services – *Approved by Resolution No. 2023-45***

**4.f. Approval of the 2024 Board of Directors Meeting Calendar**

Motion/Second: Medina/Gee

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

Noes: None

Absent: None

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

Marlon requested that the Board help address the problem of the large number homeless riders by having social workers perform outreach and assistance on the buses.

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

Chair Powell announced that April Chan would reach her first anniversary as SamTrans General Manager/CEO in November. He also announced that the General Manager/CEO Evaluation Ad Hoc Committee would convene for the annual performance review and expected to report back to the Board at the November 1 meeting.

### **6.a. Proclamation Honoring Filipino American History Month**

Tasha Bartholomew, Media Relations Manager, summarized the resolution, which reflected on the contributions made by Filipino Americans and noted that this group makes 21 percent of SamTrans ridership.

Motion/Second: Canepa/Ratto

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

Noes: None

Absent: None

### **6.b. Proclamation Declaring October as Cybersecurity Awareness Month**

Ms. Bartholomew summarized the resolution, which emphasized the best practices and technologies to defend against cyber-crime.

Motion/Second: Chuang/Esser

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

Noes: None

Absent: None

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

April Chan, General Manager/CEO, said the report was in the packet. She noted that the North Base administrative building (Building 200) was in need of replacement and there would be a presentation by Liria Larano, Deputy Chief, Fleet and Facilities.

She said that September was transit month and noted those who participated in the September 29 "All Aboard with Transit CEOs" ride-along and social event, which gives the public a chance to ride with and meet regional transit leaders.

She noted the Dia de los Muertos event. Director Jeff Gee asked how long the bus wrap would last for and Juliet Nogales-DeGuzman, Director, Human Resources, said from mid-October until mid-November.

Director Marie Chuang commended Ms. Chan on her participation in the ride-along and encouraged her to continue to promote a positive public image of riding transit.

#### **8. Board Member Requests/Comments**

There were no requests or comments.

#### **9. Recess to Committee Meetings**

The Board meeting recessed to Committee meetings at 2:19 pm.

*Director Jeff Gee left the meeting at 4:26 pm.*

#### **10. Reconvene Board of Directors Meeting**

Chair Powell reconvened the Board meeting at 4:38 pm.

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

##### **11.a. Appointment of Arden Margulis, Representing Community Riders, to the Citizens Advisory Committee**

Motion/Second: Chuang/Ratto

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

Noes: None

Absent: Gee

Chair Powell reported on the following items:

##### **11.b. Accessible Services Update**

##### **11.c. Paratransit Coordinating Council Update**

##### **11.d. Citizens Advisory Committee Update**

##### **11.e. Monthly Performance Report | August 2023**

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

Chair Powell led the Board in voting on the following items:

##### **12.a. Establish the Scope of the North Base Building 200 Project**

Motion/Second: Canepa/Esser

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

Noes: None

Abstentions: Mueller

Absent: Gee

##### **12.b. Authorizing an Amendment to a Contract with Year Up, Inc. for Provision of Interns for a Total Not-to-exceed Contract Amount to \$355,050 Services – Approved by Resolution No. 2023-46**

Motion/Second: Medina/Esser

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

Noes: None

Absent: Gee

### **13. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee**

Chair Powell reported on the following items:

#### **13.a. Bus Stop Improvement Plan (BSIP) Project Update**

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

Chair Powell led the Board in voting on the following item:

#### **14.a. State and Federal Legislative Update and Approval of Legislative Proposal: Support Senate Bill (SB) 410 (Becker)**

Motion/Second: Chuang/Esser

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

Noes: None

Absent: Gee

### **15. Communications to the Board of Directors**

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

### **16. Date/Time of Next Regular Meeting**

Chair Powell announced the time and location of the next meeting as Wednesday, November 1, 2023 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

### **17. General Counsel Report**

#### **17.a. Amendment of Settlement Authority Policy for General Liability, Employment, and Workers' Compensation Claims – *Approved by Resolution No. 2023-47***

Joan Cassman, Legal Counsel, said they were requesting to amend the District's settlement authority policy for litigation and claims matters. She noted that JPB and the TA had recently amended their respective settlement authority policies.

Motion/Second: Medina/Ratto

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

Noes: None

Absent: Gee

#### **17.b. Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)**

Joan Cassman, Legal Counsel, announced the closed session and noted that since no reportable action was expected, the open session of the meeting could be adjourned and a report-out provided at the next Board meeting.

*The Board recessed to closed session at 4:47 pm in memory of Senator Dianne Feinstein.*

*Director Jeff Gee returned to the meeting at 5:10 pm.*

## **18. Adjourn**

The meeting adjourned at 5:34 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).