

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

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

October 4, 2023

Committee Members Present: J. Gee (Chair), M. Chuang, M. Fraser

Committee Members Absent: None

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

Other Board Members Absent: None

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

9.b.1. Call to Order

Committee Chair Jeff Gee called the meeting to order at 2:28 pm.

9.b.2. Approval of Minutes of the Finance Committee Meeting of August 2, 2023

Motion/Second: Ratto/Powell

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

Noes: None

Absent: None

9.b.3. Establish the Scope of the North Base Building 200 Project

April Chan, General Manager/CEO, noted they had conducted a public tour of North Base, led by Ana Rivas, Director of Bus Transportation, and Dave Harbour, Director of Maintenance, and their staff in honor of transit month in September. She also recognized Jamie Vizmanos, Digital Communications Specialist, for her work.

Liria Larano, Deputy Chief, Bus Fleet and Facilities, introduced Yoka Watanabe, Senior Project Manager, and Jonathan Hartman and Jill Eyres, Principals, Group 4 Architecture. Ms. Larano provided the presentation describing the current building, outlining the scope of the project, and building replacement options and costs.

Committee Member Marina Fraser noted that the location was on landfill and if there were future concerns regarding earthquake safety. Ms. Larano said the larger sites they explored have the same concerns. She said they could rectify that with structural adjustments. David Olmeda, Chief Operating Officer, Bus, said they increased their earthquake preparedness following the Loma Prieta quake. Committee Member Fraser asked if they might be eligible for federal funding, and Ms. Larano said she would check into it.

Director Ray Mueller asked how SamTrans facilities are being protected. Ms. Larano said that was being considered in a separate project to address sea-level rise. Director Mueller asked about the cost. Ms. Larano said they do not yet have a price tag.

Ms. Chan said they were aware of San Francisco International Airport's preparedness efforts and are seeking to collaborate with them in requesting grant funding.

Director David Canepa asked about the acreage, and Ms. Larano said it was 28 acres. He said he supported having improved accommodations for the dispatchers and employees.

Director Chuang asked about the technology available to keep the building from being subject to liquefaction. Ms. Larano said having soil improvements and deeper foundations can mitigate structural concerns. Mr. Hartman responded that densifying the soil to make it stiffer can counteract liquefaction during a seismic event.

Chair Powell wanted to ensure that the District had the funding to cover all the proposed options. Ms. Larano said they are a few months away from obtaining an estimate to address sea level rise. Ms. Chan said there is potential federal funding to address that.

Director Brooks Esser said he supported Location B. Mr. Olmeda said all movement at the Base had been explored and no matter where employees are located, there is the question of traffic moving in and out of the location.

Director Chuang asked if the reason they are fortifying Building 200 as an EOC (Emergency Operations Center) is to continue to provide essential services to the community during a disaster, which Mr. Olmeda confirmed.

Director Mueller expressed a concern that making decisions regarding individual projects was difficult given the large effect that the projects have on each other. Ms. Chan said they are still in the conceptual planning stage so they are not yet ready to provide firm numbers. Director Mueller said he wanted to know if the site is insurable. Marshall Rush, Insurance and Claims Administrator, said the District insures all of their buildings, did not predict having a problem with insuring the property, and would follow up. Ms. Chan said early in 2024, they would be preparing a capital improvement program and noted there was some urgency to move forward on design work.

Director Medina expressed concern about the cost versus the various options.

Director Ratto noted the importance of maintaining essential services during periods of disaster.

Chair Powell asked what they were being asked to approve. Ms. Larano said the location, size, and if the building would be built as an EOC, which is more expensive.

Committee Chair Gee recommended that the project and project schedule be brought back before the Board before proceeding. He said being an EOC is different than being a provider of essential services. He suggested forming a new ad hoc committee to comprehensively look at major capital improvement projects, given all the current projects such as the District headquarters and Building 200.

Director Mueller suggested multiple 10-acre sites dispersed throughout the County as opposed to a single 28-acre location.

Director Canepa concurred with Committee Chair Gee on more long-range planning for capital projects. He said he was ready to move forward to give staff clear direction due to the chance of cost increases by delaying taking action.

Ms. Chan said they would be working with the Board following their upcoming workshop on the SamTrans Strategic Plan and direction for the next five to ten years.

Public Comment:

Marlon said he supported finding a better location for North Base that is more centrally located. He requested restrooms be built along the longest routes for bus operators to use.

Roland noted he had searched and found a 22-acre commercial parcel between Bayshore Boulevard and Guadalupe Canyon Parkway, approximately 3.5 miles north of the current North Base location. He asked if there was any consideration to develop the current site for housing.

The Board made a motion to accept the scope of the project and approve proceeding with the project as outlined.

Motion/Second: Canepa/Fraser

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

Noes: None

Abstentions: Mueller

Absent: None

9.b.4. Authorize Amendment to a Single-source Contract with Year Up for Provision of Interns

Juliet Nogales-DeGuzman, Director, Human Resources, presented the staff report noting the need for three additional interns.

Motion/Second: Medina/Fraser

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

Noes: None

Absent: None

9.b.5. Adjourn

The meeting adjourned at 3:59 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.