

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

Minutes of Board of Directors Meeting

November 1, 2023

Members Present: D. Canepa, M. Chuang, B. Esser, M. Fraser (Vice Chair), J. Gee,
(In Person) R. Medina, R. Mueller (arrived at 2:09 pm), J. Powell (Chair), P. Ratto

Members Present: None
(Via Teleconference)

Members Absent: None

Staff Present: A. Chan, D. Olmeda, K. Jordan Steiner, 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 requested that Director Peter Ratto lead the Pledge of Allegiance.

2. Roll Call

Dora Seamans, District Secretary, confirmed that a quorum of the Board was present.

3. Report from Closed Session at October 4 Board Meeting

3.a. Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)

Joan Cassman, Legal Counsel, said that no action was taken by the Board.

4. Consent Calendar

4.a. Approval of Minutes of the Board of Directors Meeting of October 4, 2023

4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending September 30, 2023

4.c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook

4.d. Acceptance of Capital Projects Quarterly Status Report for 1st Quarter Fiscal Year 2024

4.e. Award of Contract for Insurance Brokerage Services – *Approved by Resolution No. 2023-48*

Motion/Second: Medina/Ratto

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

Noes: None

Absent: Mueller

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Report of the Chair

6.a. Proclamation Honoring National Native American Heritage Month

Tasha Bartholomew, Media Relations Manager, summarized the resolution, which reflected on the contributions made by Native Americans to our shared culture.

Motion/Second: Esser/Fraser

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

Noes: None

Absent: Mueller

Public Comment:

Aleta Dupree requested to make a comment for Items Not on the Agenda. She noted she had recently ridden on SamTrans buses and commended the Clipper card readers. She said she was looking forward to future service improvements.

7. Report of the General Manager/CEO

7.a. General Manager/CEO Report – October 25, 2023

April Chan, General Manager/CEO, said the report was in the packet. She said bus ridership for September ridership is 85.7 percent of pre-pandemic numbers, showing a strong recovery. She said regarding Ride Plus microtransit service, the average number of trips for the month of September was over 92 and was close to 109 for October. She said they are still working out the technical issues to get Clipper readers on microtransit vehicles, so they are continuing to offer free rides on Ride Plus until further notice.

Director Ray Mueller arrived at 2:09 pm.

Ms. Chan said the schedules will be adjusted to improve on-time performance starting November 5. She said they would roll -out additional Reimagine SamTrans changes in February and June.

Director Jeff Gee asked about the connection between ridership recovery, Clipper 2.0, and free fares on microtransit. David Olmeda, Chief Operating Officer, Bus, said they track ridership regardless of whether fares are collected on the buses.

Director Marie Chuang asked if third-party contractors are required to capture ridership data as part of their contracts. Mr. Olmeda said they had a multitude of different contractors providing different services, noting that the contractors are required to provide ridership reports across all modes regardless of who is providing the service.

7.b. Update on Implementation of the Peninsula Corridor Joint Powers Board Governance MOU

Ms. Chan said the real property ownership agreement (RPOA) will need to be amended by special counsel from both SamTrans and Caltrain. She said that general counsel from both agencies is working on a shared services agreement that includes the areas of finance, communications, technology, human resources, real property, and grants. She said the joint powers agreement between the two agencies is also being worked on.

8. Board Member Requests/Comments

There were no requests or comments.

9. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:24 pm.

10. Reconvene Board of Directors Meeting

Chair Powell reconvened the Board meeting at 4:22 pm.

11. Matters for Board Consideration: Community Relations Committee

Chair Powell reported on the following items:

- 11.a. Accessible Services Update**
- 11.b. Paratransit Coordinating Council Update**
- 11.c. Citizens Advisory Committee Update**
- 11.d. Monthly Performance Report | September 2023**

12. Matters for Board Consideration: Finance Committee

Chair Powell reported on the following item:

- 12.a. CFO Report for Fiscal Year 2023, Quarter 1 of Fiscal Year 2024, and Outlook for Fiscal Years 2024 and 2025**

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

- 12.b. Awarding a Contract to Model 1 Commercial Vehicles, Inc. for the Purchase and Delivery of 21 2023 MobilityTrans 350EL Paratransit Vehicles for a Total Not-to-exceed Amount of \$2,595,145 and Authorizing the Disposition of 21 2015 ElDorado AeroTech Paratransit Cutaway Vehicles – *Approved by Resolution No. 2023-49***
- 12.c. Awarding a Contract to MV Transportation, Inc. to Provide Contracted Urban Bus Services for a Five-year Term for a Total Not-to-exceed Amount of \$151,236,512, Authorizing up to Two Additional Option Years for an Additional Not-to-exceed Amount of \$65,849,394, and Amending the Fiscal Years 2024 and 2025 Operating Budgets to \$270,186,894 and \$281,865,060, Respectively – *Approved by Resolution No. 2023-50***

Motion/Second: Esser/Fraser

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

Noes: None

Absent: None

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

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

13.a. Call for Public Hearing on Proposed Fare Structure Changes

Motion/Second: Powell/Canepa

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

Noes: None

Absent: None

14. Matters for Board Consideration: Legislative Committee

Chair Powell reported on the following item:

14.a. State and Federal Legislative Update

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, December 6, 2023 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

17. General Counsel Report

17.a. Closed Session: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8

- 17.a.1. Property: 610 Walnut Street, Redwood City**
Agency negotiator: April Chan, District General Manager/CEO
Negotiating parties: Wind Hill Property Ventures
Under negotiation: Price and terms of payment
- 17.a.2. Property: 2075 Broadway Street, Redwood City**
Agency negotiator: April Chan, District General Manager/CEO
Negotiating parties: Lane Partners
Under negotiation: Price and terms of payment
- 17.a.3. Property: 1 Circle Star Way, San Carlos**
Agency negotiator: April Chan, District General Manager/CEO
Negotiating parties: Workspace Property Trust
Under negotiation: Price and terms of payment

- 17.a.4. Property: 166 N. Rollins Road, Millbrae**
Agency negotiator: April Chan, District General Manager/CEO
Negotiating parties: Gateway Millbrae Office, LLC
Under negotiation: Price and terms of payment

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 4:25 pm.

18. Adjourn

The meeting adjourned at 6:03 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.