

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

**Minutes of Board of Directors Meeting**

**December 6, 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, 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 led the Pledge of Allegiance.

**2. Roll Call**

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

**3. Report from Closed Session at November 1 Board Meeting**

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

**3.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**

**3.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**

**3.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**

- 3.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, reported that no action was taken by the Board and the items would be discussed in the closed session at the end of this meeting.

#### **4. Consent Calendar**

- 4.a. Approval of Minutes of the Regular Board of Directors Meeting of November 1, 2023 and the Special Meeting of November 9, 2023**
- 4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending October 31, 2023**
- 4.c. Acceptance of Quarterly Fuel Hedge Update**
- 4.d. Motion to Make Appointments to the Measure W Citizens Oversight Committee**
- 4.e. Continuation of the Safe Harbor Transit Program – *Approved by Resolution No. 2023-51***
- 4.f. Award of Contract for Aboveground and Underground Storage Tank Maintenance Services – *Approved by Resolution No. 2023-52***
- 4.g. Authorize Amendments to the Contracts for On-call Environmental Planning, Permitting, and Support Services – *Approved by Resolution No. 2023-53***

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**

There were no comments.

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

Chair Powell said he had recently attended the AWS (Amazon Web Services) re:Invent conference where a topic of discussion was generative AI (artificial intelligence) and he commented on the transformative possibilities of the AI industry.

##### **6.a. 2024 Chair and Vice Chair Nominating Committee**

Chair Powell appointed Directors Chuang, Mueller, and Ratto to the Nominating Committee.

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

##### **7.a. General Manager/CEO Report – November 29, 2023**

April Chan, General Manager/CEO, said the report was in the packet. She thanked staff and Board members who had participated in the Hometown Holiday parade in Redwood City on

December 2. She thanked the Board members who attended the November 29 CAC (Citizens Advisory Committee) holiday reception and thanked the CAC members for their service.

She noted that MTC (Metropolitan Transportation Commission) had reorganized its Operations Committee as the Regional Network Management Committee, comprised of MTC Board members and two Board members from AC (Alameda County) Transit and BART (Bay Area Rapid Transit). She said on top of that change, a Regional Network Management Council was formed from the general managers of 10 transit operators, including herself and Michelle Bouchard, Executive Director, Caltrain. She added that the Council's 11th member is MTC Executive Director Andy Fremier and that the first meeting was held in late November.

She said the State has provided funding of \$5.1 billion for transit properties across the state who are facing fiscal cliffs in the next several years, with more than \$1 billion coming to the Bay Area to fund local transit operators.

Director Rico Medina reported on the Council of Cities meeting at the SFO Aviation Museum, where SamTrans and Caltrain representatives participated and there were presentations on zero-emission buses and looking at the future, including the electrification of Caltrain.

#### **7.b. Same-Day Paratransit Service**

Ana Rivas, Director of Bus Transportation, provided the presentation on the start up of a pilot program to offer same-day paratransit service on December 18.

Director Jeff Gee asked if a trip included both the going and return legs, which Ms. Rivas confirmed. He asked what the capacity was and if a return trip was guaranteed when a reservation is made, which Ms. Rivas also confirmed. David Olmeda, Chief Operating Officer, Bus, said trip length affects capacity. He said the District's focus was on quality of service, and noted that 26 percent of riders surveyed note that without this type of service, they could not otherwise make their trip.

Director Marie Chuang asked if a trip is denied due to lack of capacity, are other recommendations made to the customer. Mr. Olmeda said the customer would be talking with a live person who could make recommendations, such as making a Redi-Wheels reservation for the following day.

### **8. Public Hearing on and Adoption of Proposed Fare Structure Changes; Approval of Associated Title VI Equity Analysis; Findings Under the California Environmental Quality Act and National Environmental Policy Act – *Approved by Resolution No. 2023-54***

#### **1. Open Public Hearing**

Chair Powell opened the public hearing.

#### **2. Present Staff Report**

Bruce Thompson, Manager, Fare Programs, provided the presentation on the recommended changes, which included consolidation of local and express fares, introduction of the Clipper open payment functionality, and participation in a regional transfer discount program.

Michelle Louie, Title VI Social Equity Administrator, reviewed the Title VI Equity Analysis, which included findings on the benefits that consolidation of express and local fares will have for some populations.

### **3. Hear Public Comment**

There were no comments.

### **4. Close Public Hearing**

Chair Powell closed the public hearing.

### **5. Board Discussion and Action**

Director Peter Ratto asked if field trips were accommodated on regularly scheduled buses, which Mr. Thompson confirmed.

Director Marina Fraser asked if the mobile app would be completely going away, and Mr. Thompson said the mobile app will still have general information and it still needs to be decided whether the app will be retained.

Motion/Second: Gee/Medina

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

Noes: None

Absent: None

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

There were no requests or comments.

### **10. Recess to Committee Meetings**

The Board meeting recessed to Committee meetings at 2:38 pm.

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

Chair Powell reconvened the Board meeting at 4:09 pm.

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

Chair Powell reported on the following items:

**12.a. Accessible Services Update**

**12.b. Paratransit Coordinating Council Update**

**12.c. Citizens Advisory Committee Update**

**12.d. Quarterly Report | Quarter 1 Fiscal Year 2024**

**12.e. Monthly Performance Report | October 2023**

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

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

**13.a. Adopting an Update to the SamTrans Innovative Clean Transit Plan – Approved by Resolution No. 2023-55**

**13.b. Awarding Contracts to New Flyer of America, Inc. for the Purchase and Delivery of Up to 108 Heavy-Duty, Low-Floor Hydrogen Fuel Cell Electric Buses for a Total Not-to-exceed Amount of \$162,272,344, and Authorizing the Disposition of 105 of the District's 2009 Gillig Diesel Buses – Approved by Resolution No. 2023-56**

**13.c. Authorization for the District to Sell Two Parcels in the City of San Carlos to the Peninsula Corridor Joint Powers Board for \$422,730 – Approved by Resolution No. 2023-57**

Motion/Second: Medina/Chuang

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

Noes: None

Absent: None

#### **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**

The Board approved a motion for a letter to be sent to MTC advising them on the perceived effect of the proposals to merge BART and Caltrain.

Director Canepa said he was abstaining due to a potential conflict with his role as MTC Chair.

Motion/Second: Medina/Fraser

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

Noes: None

Abstention: Canepa

Absent: None

Chair Powell reported on the following item:

##### **14.b. 2024 Draft Legislative Program**

#### **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, January 10, 2024 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

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

##### **17.a Consideration of Resolution Declaring the Uncertainty of Compensation for the General Manager/CEO as of November 1, 2023 – Approved by Resolution No. 2023-58**

Ms. Cassman presented the resolution.

Motion/Second: Powell/Chuang

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

Noes: None

Absent: None

## **17.b. Context of and Update on District Headquarters Replacement Project**

Ms. Cassman provided background on the project.

Brian Fitzpatrick, Director, Real Estate and Development, provided the presentation, which included an overview, project context describing the current headquarters as being outdated and functionally obsolete, project objectives, market changes, progress, and next steps to continue negotiations and return to the Board for action.

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

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Ms. Cassman 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 special Board meeting on December 18.

Chair Powell commended former TA Board Chair Don Horsley for his committed advocacy for transportation in his nearly three decades in elected office in San Mateo County.

*The Board recessed to closed session at 4:31 pm in memory of Mr. Horsley.*

*Directors Marie Chuang and Rico Medina left the meeting at 6:09 pm.*

## **18. Adjourn**

The meeting adjourned at 6:18 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).