

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

**Minutes of Board of Directors Meeting**

**February 7, 2024**

**Members Present:** D. Canepa, M. Chuang, B. Esser, M. Fraser (Chair), J. Gee (Vice Chair),  
**(In Person)** R. Medina, R. Mueller (arrived at 2:23 pm), J. Powell, P. Ratto

**Members Present:** None  
**(Via Teleconference)**

**Members Absent:** None

**Staff Present:** A. Chan, K. Jordan Steiner, J. Cassman, S. van Hoften, J. Brook,  
D. Seamans

**1. Call to Order/Pledge of Allegiance**

Chair Marina Fraser called the meeting to order at 2:01 pm and led the Pledge of Allegiance.

**2. Roll Call**

District Secretary Dora 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 January 10, 2024**

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

**3.c. Acceptance of Capital Projects Quarterly Status Report for 2<sup>nd</sup> Quarter Fiscal Year 2024**

Motion/Second: Gee/Powell

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

Noes: None

Absent: Mueller

**4. Public Comment for Items Not on the Agenda**

Barbara Kilpatrick expressed her concerns about moving the District headquarters from San Carlos to Millbrae and complimented SamTrans service.

**5. Report of the Chair**

Chair Fraser thanked staff for the design of the new Lunar New Year bus wrap. She announced the launch event for the new EPX express bus service on Friday, February 9, 10:00 am in East Palo Alto.

### **5.a. Proclamation Declaring February as African American History Month**

Randol White, Public Information Officer, summarized the proclamation to celebrate African American History Month.

Motion/Second: Gee/Chuang

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

Noes: None

Absent: Mueller

### **5.b. Resolution of Appreciation for Josh Powell – *Approved by Resolution No. 2024-2***

Chair Fraser summarized the resolution.

Motion/Second: Chuang/Esser

Ayes: Canepa, Chuang, Esser, 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 reported on the storm on Sunday, February 4, where some of the southern routes needed to be rerouted due to fallen trees. She said Operations was able to continue delivering service due to the use of generators.

She said she, Tasha Bartholomew, and Randol White, plus members of the Communications team went to the Dominique Hoskins Black History Museum and Education Center in Redwood City to show one of the new battery electric buses and showcase the museum's partnership with SamTrans. She said the museum works with schools to educate students about African American history.

Ms. Chan announced that the EPX launch event was on Friday, February 9 at 10:00 am in East Palo Alto and that Sunday, February 11 would be the start of the newest runbook. She also reported that fares will start to be collected for the Ride Plus microtransit service now that the Clipper readers are available. She said that Redwood City would be hosting its 13<sup>th</sup> annual Lunar New Year celebration on Saturday, February 24, 11:00 am to 4:00 pm at Courthouse Square, and there would be an opportunity to see the new bus wrap.

She said that MTC (Metropolitan Transportation Commission) took action at its January commission meeting enabling legislation for a regional measure in 2026. She said the Regional Network Management Council, of which she is a member, will continue to work on a prototype for region-wide transit wayfinding and signage.

Ms. Chan said they would be adjourning the meeting in memory of the following individuals:

- Richard Guilbault, husband of former SamTrans Board member Rose Guilbault, who passed away on December 3, 2023. Mr. Guilbault was committed to community service, including serving on the board of directors for the San Mateo County Convention and Visitors Bureau, and as a member of the advisory board to the Graduate Business Studies department at Notre Dame de Namur University in Belmont. Ms. Chan noted that she and Joan Cassman, Legal Counsel, had attended his memorial service several weeks prior.

- John T. Ficarra, who was SamTrans Chief Operating Officer when he retired in 2002, passed away on January 20, 2024. John was with SamTrans for close to 20 years. He brought a level of discipline that is needed in transit operations. He implemented a semi-annual base inspection. He documented business processes and standard operating procedures. Many of the procedural logs he put in place 20 years ago are still in place. His improvements led to the reliability of SamTrans buses. He was a huge supporter of the annual Bus Rodeo. He worked with the San Mateo County Community College District to create a transit management certificate program at Skyline College. He set in motion many of SamTrans' employee recognition programs that are still honored today. His family will be planning a celebration of life memorial in either late June or early July.
- Mary Ellen Cassman, mother of Joan Cassman, passed away on January 19, 2024 at the age of 100. She was a trailblazer and was a remarkable woman who served her community. She served as the campaign manager for Pat Russell, the fourth woman to be elected to the Los Angeles City Council back in 1969 and the first woman to serve as the Council's president. She also founded the Airport Marina Counseling Service and was a co-founder of the Westchester YMCA. Both organizations are thriving today.

Director Brooks Esser asked if they would be collecting ridership data on Ride Plus. Ms. Chan said they had already been collecting data and would be able to see how fare collection affects ridership.

Director David Canepa said Veterans Village in Colma, which has 100 veterans residing there, has not had access to public transit. He said he wanted to recognize Ms. Chan; Charlsie Chang, Community Affairs Officer; and Jessica Epstein, Manager, Government and Community Affairs, for their efforts working with the Town of Colma and City of South San Francisco to provide shuttle connections to Veterans Village.

*Director Ray Mueller arrived at 2:23 pm.*

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

There were no comments.

## **8. Recess to Committee Meetings**

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

*Director Ray Mueller left the meeting at 4:18 pm.*

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

Chair Fraser reconvened the Board meeting at 4:27 pm.

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

Chair Fraser reported on the following items:

- 10.a. Accessible Services Update**
- 10.b. Citizens Advisory Committee Update**

- 10.c. Paratransit Coordinating Council Update**
- 10.d. Monthly Performance Report | December 2023**

**11. Matters for Board Consideration: Finance Committee**

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

- 11.a. Authorizing an Amendment to Include Drive Motor Retrofits for the 17 Buses Purchased Under Contract No. 21-S-M-050 with New Flyer of America, Inc., and Increasing the Contract Value by \$1,570,802 for a Not-to-exceed Amount of \$23,405,148 – Approved by Resolution No. 2024-3**

Motion/Second: Ratto/Powell

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

Noes: None

Absent: Mueller

- 11.b. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook**

Motion/Second: Chuang/Ratto

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

Noes: None

Absent: Mueller

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

Chair Fraser reported on the following items:

- 12.a. SamTrans 2023 Sustainability Report**
- 12.b. 1-Year Reimagine SamTrans and 6-Months Ride Plus Evaluation**

**13. Matters for Board Consideration: Legislative Committee**

Chair Fraser reported on the following item:

- 13.a. State and Federal Legislative Update**

**14. Communications to the Board of Directors**

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

**15. Date/Time of Next Regular Meeting**

Chair Fraser announced the time and location of the next meeting as Wednesday, March 6, 2024 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

*Director Ray Mueller rejoined the meeting at 4:29 pm.*

## **16. General Counsel Report**

- 16.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Pamela Scannell v. San Mateo County Transit District, et al., Superior Court of California, County of San Mateo, Case No. 22-CIV-00026**
- 16.b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Giovanni Guadagnini v. San Mateo County Transit District, et al., United States District Court, Northern District of California, Case No. 3:21-cv-02613-VC**
- 16.c. Closed Session: Public Employee Performance Evaluation and Conference with Labor Negotiators under Government Code Sections 54957(e) and 54957.6. Title/Unrepresented Employee: General Manager/CEO**
- 16.d. Consideration of Amendments to the General Manager/CEO’s Contract**

Joan Cassman, Legal Counsel, announced the closed sessions and said that following the closed sessions, the Board would reconvene to take possible action.

*The Board recessed to closed session at 4:31 pm and reconvened in open session at 5:54 pm.*

Ms. Cassman said the Board had completed three closed sessions. She said that Items 16.a and 16.b were matters of existing litigation regarding which the Board had received reports on the status of these cases and gave direction, and that there were no actions to report. She said Item 16.c was a personnel closed session wherein the Board met to complete the annual performance evaluation of the General Manager/CEO, April Chan. She said there was no action taken on Item 16.c in closed session; however, regarding Item 16.d, with the performance concluded, the Board was prepared to consider action for Ms. Chan’s annual compensation adjustments, as follows:

First of all, the Board will approve and grant Ms. Chan the 3.5 percent adjustment to her salary – what we call at the District the “Global Wage Increase” that was granted to all of the other District employees and went into effect July 1 of last year. But April will receive this 3.5 percent increase going back to November 1, 2023, which is her anniversary date. There is no concern with retroactivity because this Board declared uncertainty of her compensation in Resolution No. 2023-58 that was enacted on December 6, 2023.

In addition, the Board is prepared to consider the reenactment of the historical \$25,000 stipend that they will grant to April Chan for her services as the Executive Director of the San Mateo County Transportation Authority. This stipend will be due upon completion of this first annual evaluation.

These two matters will be reflected in an amended employment agreement. It will be the First Amendment to the Employment Agreement between the District and April Chan. At this time, the Board may desire to make a motion to approve that First Amendment to the Employment Agreement. The First Amendment to the GM/CEO’s Agreement will also add language going forward that will permit this Board to consider in the future following her

performance evaluations the award of performance pay up to a maximum of \$25,000 on an annual basis.

Motion/Second: Ratto/Powell

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

Noes: None

Absent: Mueller

### **17. Adjourn**

The meeting adjourned at 5:58 pm in memory of Richard Guilbault, John T. Ficarra, and Mary Ellen Cassman.

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).