

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

Minutes of Board of Directors Meeting

April 3, 2024

Members Present: D. Canepa, M. Chuang, B. Esser, M. Fraser (Chair), J. Gee (Vice Chair),
(In Person) R. Medina, R. Mueller, J. Powell

Members Present: None
(Via Teleconference)

Members Absent: P. Ratto

Staff Present: A. Chan, K. Jordan Steiner, D. Olmeda, J. Cassman, S. van Hoften, D. Santoro, 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. Report from Closed Sessions at March 6 Board Meeting

3.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

3.b. Closed Session: Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda

Employee Organizations: Amalgamated Transit Union Local 1574 (Bus Operators and Maintenance, and Customer Service Employees)

3.c. Closed Session: Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2): Two Potential Cases

Joan Cassman, Legal Counsel, reported that there was no final action for Items 3.b and 3.c. Regarding Item 3.a, she announced that the Board unanimously approved a settlement of \$250,000.

4. Consent Calendar

- 4.a. Approval of Minutes of the Board of Directors Meeting of March 6, 2024**
- 4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending February 29, 2024**
- 4.c. Amending the Contract with the Center for Transportation and the Environment for Hydrogen Fuel Cell Electric Bus Feasibility Studies to Include Technical Support, Extend the Schedule by One Year, and Increase the Value by \$250,000 – Approved by Resolution No. 2024-5**
- 4.d. Authorizing the Application for and Receipt of Low Carbon Transportation Operations Program Funds for the Purchase of Fuel Cell Electric Buses – Approved by Resolution No. 2024-6**
- 4.e. Amending the Investment Policy for the San Mateo County Transit District and Paratransit Trust Funds and Delegating Investment Authority for Fiscal Year 2024-2025 – Approved by Resolution No. 2024-7**

Motion/Second: Medina/Chuang

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

Noes: None

Absent: Ratto

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Report of the Chair

6.a. Proclamation Honoring Arab-American Heritage Month

Mahmoud Abunie, Public Affairs Specialist, summarized the proclamation in honor of Arab-American Heritage Month.

Motion/Second: Medina/Gee

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

Noes: None

Absent: Ratto

7. Report of the General Manager/CEO

7.a. General Manager/CEO Report – March 27, 2024

April Chan, General Manager/CEO, said the report was in the packet. She said the 2024 Strategic Plan project team has been working on finalizing the vision and mission goals. She said they are putting together a 10-year capital improvement program and financial model and Measure W expenditure plan with a future Board workshop on this soon.

She said they have a project manager for the new District headquarters in Millbrae and the District project team is working with the developer and the developer's architectural firm.

She announced that the annual Rodeo is scheduled for Saturday, June 15.

Ms. Chan noted that Jessica Epstein, Director, Government and Community Affairs, would be reporting on the Regional Funding Measure during the Legislative Committee meeting. She noted that the earlier bills from Senators Wiener and Wahab [Senate Bills (SB) 925 and 926] have now been consolidated into SB 1031. She said one of the key drivers for the bill is to introduce a regional revenue measure to provide funding for those transit agencies facing financial cliffs; however, one of the major issues with the consolidation bill now is a proposed study to consolidate the transit agencies in the Bay Area.

She noted that both she and Michelle Bouchard, Executive Director, Caltrain, are members of the RNM (Regional Network Management) Council that was established by MTC (Metropolitan Transportation Commission). She said the Council's goal is to take recommendations from the Transit Transformation action plan and implement and operationalize them. She said more will be discussed about this bill during the Legislative Committee.

For the final report item, she noted that the State has, under the newly established Reconnecting Communities program, awarded the Transportation Authority (TA) and the City of South San Francisco a grant for the new Connect4SSF program. She said that this is only one of three projects awarded in the State of California; the three agencies will share a total of \$149 million.

7.b Presentation of Awards for Bus Operator and Maintenance Employee of the Year for 2023

Chair Fraser and Vice Chair Jeff Gee presented Qi Ni Chen with the Bus Operator of the Year award, and Zhuolun (Alan) Liao with the Maintenance Employee of the Year award.

7.c. Presentation of Safety Award

Chair Fraser and Vice Chair Gee presented Carl Cruz with a 35 Year Safe Driver award.

8. Board Member Requests/Comments

There were no requests or comments.

9. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 2:29 pm.

Director Rico Medina left the meeting at 4:51 pm.

10. Reconvene Board of Directors Meeting

Chair Fraser reconvened the Board meeting at 5:09 pm.

11. Matters for Board Consideration: Community Relations Committee

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

11.a. Appointment of Member Representing Multimodal Riders to the Citizens Advisory Committee

11.f. Adopting the Code of Conduct and Enforcement Policy for Use of District Services – *Approved by Resolution No. 2024-8*

11.g. Approving an Update to the Public Comment Process – Approved by Resolution No. 2024-9

Motion/Second: Canepa/Powell

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

Noes: None

Absent: Medina, Ratto

Chair Fraser reported on the following items:

- 11.b. Accessible Services Update**
- 11.c. Citizens Advisory Committee Update**
- 11.d. Paratransit Coordinating Council Update**
- 11.e. Monthly Performance Report | February 2024**

12. Matters for Board Consideration: Finance Committee

Chair Fraser led the Board on voting on the following items in one motion:

- 12.a. Adopting a Revised Travel Policy and Procedures – Approved by Resolution No. 2024-10**
- 12.b. Awarding a Contract to Clark Construction Group - CA, LP of San Francisco, California, for Construction Manager General Contractor Services for the South Base Battery Electric Bus Charging Infrastructure Project for a Total Amount of \$975,681 – Approved by Resolution No. 2024-11**

Motion/Second: Gee/Canepa

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

Noes: None

Absent: Medina, Ratto

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

Chair Fraser reported on the following item:

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

14. Matters for Board Consideration: Legislative Committee

Chair Fraser led the Board on voting to have staff prepare a strongly worded letter going to MTC and/or legislators on opposing SB 1031 unless amended.

Motion/Second: Fraser/Gee

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

Noes: None

Abstentions: Canepa

Absent: Medina, Ratto

Chair Fraser reported on the following item:

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

15. Communications to the Board of Directors

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

She noted the Board had received a card from Mike Levinson's sister thanking the Board for adjourning the March 6 Board meeting in his memory.

16. Date/Time of Next Regular Meeting

Chair Fraser announced the time and location of the next meeting as Wednesday, May 1, 2024 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

17. General Counsel Report

Ms. Cassman said she had nothing to report. She noted that Ms. Chan had celebrated a birthday on April 1.

18. Adjourn

The meeting adjourned at 5:14 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.