

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

**Minutes of Board of Directors Meeting
May 1, 2024**

Members Present: D. Canepa, M. Chuang, B. Esser, M. Fraser (Chair), J. Gee (Vice Chair)
(In Person) (left at 4:13 pm), R. Medina, R. Mueller (left at 5:40 pm), J. Powell,
P. Ratto

Members Present: None
(Via Teleconference)

Members Absent: None

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 2:00 pm and requested that Director Mueller lead 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 April 3, 2024**
- 3.b. Acceptance of Statement of Revenues and Expenses for the Period Ending March 31, 2024**
- 3.c. Acceptance of Capital Projects Quarterly Status Report for 3rd Quarter Fiscal Year 2024**
- 3.d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook**
- 3.e. Awarding a Contract to Pacific Coast Petroleum, Inc. of Hayward, California for Supply of Petroleum Products for a Total Not-to-exceed Amount of \$1,509,899 – Approved by Resolution No. 2024-12**

Motion/Second: Medina/Gee

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

Noes: None

Absent: None

4. Public Comment for Items Not on the Agenda

Marlon Jonathan Herrera Sanchez thanked staff and the Board. He requested having a route for an express route for business commuters going from Stanford University/Stanford Shopping Center to the San Francisco Financial District.

Adina Levin said there was an all-agency transit pass pilot program serving a number of housing communities in the region. She said when people have easy access to multiple transit agencies, they are able to increase their mobility.

5. Report of the Chair

Chair Fraser said she had attended a legislative conference in Washington, DC in April with members of staff. She said they are lobbying Congress and Senate staff for funding for SamTrans, Caltrain, and the TA (Transportation Authority). She also noted that she had attended the Progress Seminar with a number of other Board members.

5.a. Proclamation Honoring Asian-American and Pacific Islander Heritage Month

Tasha Bartholomew, Manager, Communications, summarized the proclamation in honor of Asian-American and Pacific Islander Heritage Month.

Motion/Second: Gee/Chuang

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

Noes: None

Absent: None

6. Report of the General Manager/CEO

6.a. General Manager/CEO Report – April 24, 2024

April Chan, General Manager/CEO, said the report was in the packet. She provided highlights that included the following:

- The Student “Art Takes a Bus Ride” awards would be presented to the kindergarten through high school student winners.
- She had discussions with the Senate Transportation and Revenue & Taxation Committee chairs regarding Senate Bill (SB) 1031 and its impact on San Mateo County; noted there has been a lot of movements and changes with the legislation language.
- The new headquarters floor plans and building design are being worked on. A general contractor has been selected to “warm up” the building , and to construct the tenant improvements.
- She spoke to the Federal Transit Administration (FTA) about the no-low grant application for the zero emission fleet project, and emphasized why SamTrans should be given fair consideration.
- SamTrans now provides free passes for the use of buses for a school field trip.

- She recognized staff who had won awards recently, including Kate Christopherson and the SamTrans maintenance team at the American Public Transportation Association (APTA) International Roadeo.
- She participated in the walk with Michelle Bouchard, Executive Director, Caltrain, to bring awareness to human trafficking prevention at SFO (San Francisco International Airport)

Director David Canepa asked what the District headquarters moving schedule. Ms. Chan said they have the design and layout and are working with the developer and hope to move in mid-2025.

6.b Assigning Special Legal Counsel Services Agreement from Wagstaffe, von Loewenfeldt, Busch & Radwick LLP to Adamski Moroski Madden Cumberland & Green LLP and Increasing the Contract Authority in the Agreement by \$225,000 – Approved by Resolution No. 2024-13

Ms. Chan provided a background of the District’s use of special counsel since 2019. She said they are still working on several additional agreements estimated to effective be through fiscal year 2025. She noted that Jim Wagstaffe had changed law firms since the last resolution.

Motion/Second: Powell/Esser

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

Noes: None

Absent: None

Item 6.c. was heard following Item 8.

7. Board Member Requests/Comments

Director Josh Powell had asked about the number of SamTrans riders using other transit agencies and said he would like more data on SamTrans’ riders use of other systems.

Director Canepa said he recently had the opportunity to be present at the opening of a bike share at the Daly City BART (Bay Area Rapid Transit) station. He said this is an important connection point for San Francisco State University, the Westlake neighborhood, and the southern end of the County, and encouraged the Board members to check it out.

8. Recess to Committee Meetings

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

The Board reconvened at 3:00 pm to take Item 6.c out of order to accommodate the arrival of the student participants.

6.c. Student “Art Takes a Bus Ride” Contest: Exploring Nature with SamTrans

Mahmoud Abunie, Public Affairs Specialist, provided the presentation announcing the winners of the contest, which was co-coordinated by the San Mateo County Office of Education (SMCOE). The students took photos with the Board and family members.

The Board recessed at 3:09 pm to go outside to meet with the contest winners and see the bus wrapped in their artwork, and returned to Committee meetings at 3:22 pm.

Vice Chair Jeff Gee left the meeting at 4:13 pm.

9. Reconvene Board of Directors Meeting

Chair Fraser reconvened the Board meeting at 4:52 pm.

10. Matters for Board Consideration: Community Relations Committee

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

10.a. Proclamation Declaring May as Older Americans Month

Motion/Second: Esser/Canepa

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

Noes: None

Absent: Gee

Chair Fraser reported on the following items:

10.b. Accessible Services Update

10.c. Citizens Advisory Committee Update

10.d. Paratransit Coordinating Council Update

10.e. Monthly Performance Report | March 2024

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

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

11.a. Approving the SamTrans Bus Stop Improvement Plan – *Approved by Resolution No. 2024-14*

Motion/Second: Medina/Esser

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

Noes: None

Absent: Gee

Chair Fraser reported on the following item:

11.b. *Reimagine SamTrans* Implementation Update

12. Matters for Board Consideration: Legislative Committee

Chair Fraser reported on the following item:

14.a. State and Federal Legislative Update

13. Communications to the Board of Directors

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

14. Date/Time of Next Regular Meeting

Chair Fraser announced the time and location of the next meeting as Wednesday, June 5, 2024 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

15. General Counsel Report

15.a 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)

Ms. Cassman announced the closed session and the special meeting closed session immediately following the regular meeting. She said she would provide a report-out on both closed sessions at the next regular Board meeting on June 5.

Director Ray Mueller said he was recusing himself from the special meeting.

Public Comment:

Roland said with regard to the labor negotiations that he would like to note what happened in San Jose that led to a \$53 million annual structural deficit. He also commented on the having more geographical equity on Caltrain by not moving the Caltrain headquarters further north.

The Board adjourned to closed session at 4:59 pm.

Director Ray Mueller left the meeting at 5:40 pm.

16. Adjourn

The meeting adjourned at 5:56 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.