

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

**Minutes of Finance Committee Meeting /  
Committee of the Whole**

**April 3, 2024**

Committee Members Present: M. Chuang (Chair), D. Canepa, J. Powell

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: B. Esser, M. Fraser, J. Gee, R. Medina, R. Mueller

Other Board Members Absent: P. Ratto

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

**9.b.1. Call to Order**

Committee Chair Marie Chuang called the meeting to order at 3:31 pm.

**9.b.2. Approval of Minutes of the Finance Committee Meeting of March 6, 2024**

Motion/Second: Medina/Gee

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

Noes: None

Absent: Ratto

**9.b.3. Adopting a Revised Travel Policy and Procedures**

April Chan, General Manager/CEO, introduced David Santoro, Deputy General Manager/CEO, who presented the staff report outlining the aspects of the new policy, which included the following:

- Last updated in 2021 and reflected current legislation with the repeal of Senate Bill 447, which took effect on September 13, 2023 and repealed the prohibition on traveling to states that enacted laws that serve to discriminate, or permit discrimination, against individuals on the basis of sexual orientation, gender identity, or gender expression
- Updated travel reimbursement elements for travel, food, beverage and relocation expense policy
- Accounted for changes in reporting for the District and the Peninsula Corridor Joint Powers Board (JPB) for overseeing travel

- Established reimbursement limits and updated authorization procedures for Board Members

Motion/Second: Medina/Esser

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

Noes: None

Absent: Ratto

**9.b.4. 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**

Ms. Chan introduced Tanisha Werner, Deputy Director, Infrastructure, who provided the presentation.

Committee Chair Chuang asked about the District's relationship with PG&E (Pacific Gas and Electric) providing power to the project. Mr. Olmeda clarified that the role of PG&E is for delivery of electricity provided through Peninsula Clean Energy.

Motion/Second: Esser/Powell

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

Noes: None

Absent: Ratto

**9.b.5. Adjourn**

The meeting adjourned at 3:53 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).