

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

**Minutes of Board of Directors Meeting
October 9, 2024**

Members Present: D. Canepa, M. Chuang (arrived at 2:34 pm), B. Esser, M. Fraser (Chair),
(In Person) J. Gee (Vice Chair), R. Mueller, J. Powell

Members Present: R. Medina
(Via Teleconference)

Members Absent: P. Ratto

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

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

Acting District Secretary Margaret Tseng confirmed that a Board quorum was present.

3. General Counsel Report

- 3.a. Report from Closed Session at September 4 Board Meeting: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8**
Property: 166 N. Rollins Road, Millbrae
Agency Negotiator: April Chan, District General Manager/CEO
Negotiating Party: Peninsula Corridor Joint Powers Board
Under Negotiation: Price and Terms of Lease

Joan Cassman, Legal Counsel, said the Board took no reportable action.

- 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) and International Brotherhood of Teamsters Local 856 (All Units)

The Board adjourned to closed session at 2:04 pm and reconvened to open session at 2:31 pm.

Ms. Cassman stated no action was taken with respect to negotiations with the Amalgamated Transit Union. Regarding the International Brotherhood of Teamsters Local 856, the Board agreed to approve the three-year Memoranda of Understanding with the Facility Maintenance

Technicians, Bus Transportation Supervisor, Bus Contract Inspectors, Utility and Maintenance Supervisors, Transit Instructor, and Maintenance Instructors.

Motion/Second: Esser/Gee

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

Noes: None

Absent: Chuang, Ratto

4. Consent Calendar

- 4.a. Approval of Minutes of the Board of Directors Meeting of September 4, 2024**
- 4.b. Acceptance of Statement of Revenues and Expenses for the Fiscal Year Ended June 30, 2024**
- 4.c. Acceptance of Statement of Revenues and Expenses for the Period Ending August 31, 2024**
- 4.d. Approval of the 2025 Board of Directors Meeting Calendar**
- 4.e. Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2024-25 – *Approved by Resolution No. 2024-31***
- 4.f. Authorizing an Increase in the Contract Contingency Amount for Contract Number 23-S-C-022 for the South Base Switchgear Replacement Project – *Approved by Resolution No. 2024-32***

Motion/Second: Powell/Gee

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

Noes: None

Absent: Chuang, Ratto

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Report of the Chair

Chair Fraser reported on her attendance at the TRANSForm APTA (American Public Transportation Association) conference and noted that SamTrans won the prestigious 2024 Outstanding Public Transportation System Award. She said colleagues from other agencies were impressed by SamTrans' use of battery electric and hydrogen buses.

6.a. Proclamation Honoring Filipino American History Month

Tasha Bartholomew, Manager, Media Relations, summarized the proclamation.

Motion/Second: Gee/Powell

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

Noes: None

Absent: Ratto

6.b. Proclamation Declaring October as Cybersecurity Awareness Month

Mehul Kumar, Chief Information and Technology Officer, summarized the proclamation.

Motion/Second: Esser/Chuang

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

Noes: None

Absent: Ratto

6.c. Announcement of Opening of Board Public Member Recruitment

Chair Fraser announced the public member recruitment for two openings on the SamTrans Board began on October 2 and will close on November 1.

7. Report of the General Manager/CEO

7.a General Manager/CEO Report – October 9, 2024

April Chan, General Manager/CEO, stated her report was in the packet.

Randol White, Public Information Officer, provided a presentation and video on the September 16 Rider Appreciation Day.

Ms. Chan provided the following highlights under her General Manager's report:

- Congratulated Mehul Kumar, Chief Information and Technology Officer, who recently completed the APTA leadership program
- Gave a shout-out to Jamie Vizmanos, Digital Communications Specialist, who was one of the selected presenters on innovation projects at the APTA conference
- Commended the 20 or so staff who volunteered on Rider Appreciation Day
- Noted the success of the various activities to celebrate the launch of the Caltrain's electric service on September 21 and 22
- Noted the unveiling of Karyl Matsumoto Plaza in at the South San Francisco Caltrain Station on September 21
- Noted the City of Redwood City, including Vice Chair Jeff Gee, hosted a delegation of representatives from its sister cities in Mexico at SamTrans South Base where the SamTrans team showcased our zero-emission buses and infrastructure for the attendees
- Briefly summarized the progress on the regional transit measure

7.b. Authorize an Amendment to a Caltrain Safety Personnel Agreement with the Peninsula Corridor Joint Powers Board to Allow Additional Rail Safety Positions to Report Up to the Caltrain Executive Director

Ms. Chan provided a background on the safety function of Caltrain.

Vice Chair Gee said he was supportive of a dedicated safety team, which was good for both Caltrain and SamTrans.

Motion/Second: Gee/Medina

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

Noes: None

Absent: Ratto

8. Board Member Requests/Comments

Director Josh Powell congratulated the Board and staff on their accomplishments.

Director Gee congratulated staff for their work on welcoming the sister city representatives from Mexico.

9. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 3:09 pm.

Director Jeff Gee left the meeting at 3:58 pm.

Director Ray Mueller left the meeting at 4:13 pm.

10. Reconvene Board of Directors Meeting

Chair Fraser reconvened the Board meeting at 4:57 pm.

11. Matters for Board Consideration: Community Relations Committee

Chair Fraser reported on the following items:

11.a. Accessible Services Update

11.b. Citizens Advisory Committee Update

11.c. Paratransit Advisory Council Update

11.d. Quarterly State of the Service Report | Quarter 4 Fiscal Year 2024

11.e. Monthly State of the Service Report | August 2024

12. Matters for Board Consideration: Finance Committee

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

12.a. Awarding Contracts to CBRE, Inc. and Century Urban, LLC for On-call General Commercial Real Estate Brokerage Services for an Aggregate Not-to-exceed Amount of \$1,237,500 for a Five-year Base Term, with One Additional Five-year Option Term –
Approved by Resolution No. 2024-33

12.b. Authorizing Purchase of Mobile Refueler for Hydrogen Fuel Cell Electric Buses from Plug Project Holding Co., LLC –
Approved by Resolution No. 2024-34

Motion/Second: Canepa/Esser

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

Noes: None

Absent: Gee, Mueller, Ratto

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

Chair Fraser reported on the following item:

13.a. Draft Strategic Plan and Update on Capital Improvement Plan and Measure W Ten-year Plan

14. Matters for Board Consideration: Legislative Committee

Chair Fraser reported on the following item:

14.a. Legislative Update

15. Communications to the Board of Directors

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

16. Date/Time of Next Regular Meeting

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

17. General Counsel Report

17.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Claim of Lilian Padua

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

Property: 166 N. Rollins Road, Millbrae

Agency Negotiator: April Chan, District General Manager/CEO

Negotiating Party: Peninsula Corridor Joint Powers Board

Under Negotiation: Price and Terms of Lease

Ms. Cassman announced the closed session and stated she would provide a report-out at the next regular Board meeting on November 6 as no action was anticipated following the closed session.

The Board adjourned to closed session at 5:00 pm.

18. Adjourn

The meeting adjourned at 5:50 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 650-551-6108 or by email to board@samtrans.com.