

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA  
MINUTES OF BOARD OF DIRECTORS MEETING  
JUNE 5, 2019**

**MEMBERS PRESENT:** R. Collins, M. Fraser, R. Guilbault, J. Powell, P. Ratto, C. Stone (arrived at 2:40 pm), C. Groom (Chair)

**MEMBERS ABSENT:** K. Matsumoto (Vice Chair), D. Pine

**STAFF PRESENT:** J. Hartnett, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, D. Seamans, C. Gumpal

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Carole Groom called the meeting to order at 2:04 pm and led the Pledge of Allegiance.

**ROLL CALL**

District Secretary Dora Seamans called the roll. A quorum was present.

**CONSENT CALENDAR**

- Approved Minutes of the Board of Directors Meeting of May 1, 2019
- Accepted Statement of Revenues and Expenses for April 2019
- Accepted Capital Projects Quarterly Status Report 3rd Quarter FY 2019
- Authorized Execution of Contracts for IT License Renewals, Maintenance Services, and Professional Services for FY 2020 – Approved by Resolution No. 2019-20
- Authorized Execution of Contracts for Technology-related Products and Services to Vendors Under Cooperative Purchasing Agreements for FY 2020– Approved by Resolution No. 2019-21
- Authorized Disposition of Three Surplus Non-Revenue Support Vehicles
- Awarded Contract to Home Depot Pro for Cleaning Products, Supplies and Related Items – Approved by Resolution No. 2019-22
- Approved FY 2020 Insurance Program – Approved by Resolution No. 2019-23
- Approved County Law Enforcement Second, One-Year Option Extension by Resolution No. 2019-24

Motion/Second: Ratto/Collins

Ayes: Collins, Fraser, Guilbault, Powell, Ratto, Groom

Absent: Matsumoto, Pine, Stone

**PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

None.

## **REPORT OF THE CHAIR**

### **Student “Art Takes a Bus Ride” Contest: The Power of SamTrans**

Dan Lieberman, Public Affairs Specialist, announced the winners of the contest, which was co-coordinated by the San Mateo Office of Education (SMCOE). The students took photos with Board and family members.

*The Board recessed at 2:11 pm to meet the contest winners and see the bus wrapped in their artwork, and reconvened at 2:22 pm.*

Chair Groom announced the formation of two new ad hoc committees:

- Comprehensive Operations Assessment (COA) Committee consisting of Directors Ratto, Powell, and Matsumoto, which will meet periodically to receive status reports and provide feedback to staff
- District Headquarters Project Committee consisting of Directors Pine, Stone, and Guilbault, which will provide guidance to staff during the initial exploration of potential private/public partnerships to develop the District Headquarters property in San Carlos.

Chair Groom said she would participate as an ex officio member on both ad hoc committees.

## **REPORT OF THE GENERAL MANAGER/CEO**

Jim Hartnett, General Manager/CEO, noted that his written report was in the packet.

He noted the occurrence of a vegetation fire late Sunday, June 2, near the rail trestle of the Dumbarton rail bridge in the East Bay wetlands. He said that the Fremont Fire Department responded and the trestle had extensive damage. He added that Union Pacific responded to clean up the site and that they advised SamTrans, as the owner of the right of way and leaseholder of the trestle, to resume the clean-up process. Mr. Hartnett issued an emergency procurement for clean-up in the aftermath of the fire.

## **BOARD MEMBER REQUESTS/COMMENTS**

None.

## **RECESS TO COMMITTEE MEETINGS**

The Board meeting recessed at 2:28 pm.

## **RECONVENE BOARD OF DIRECTORS MEETING**

Chair Groom reconvened the Board meeting at 3:49 pm.

**MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE\***

Director Guilbault reported on the following items:

SUBJECTS DISCUSSED:

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Multimodal Ridership Report – April 2019
- Quarterly Dashboard Report – January-March 2019

**MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE / COMMITTEE OF THE WHOLE\***

Director Ratto led the Board in voting on the following items:

RESOLUTIONS:

- Adoption of FY 2020 Operating and Capital Budgets – Approved by Resolution No. 2019-25

Motion/Second: Ratto/Stone

Ayes: Collins, Fraser, Guilbault, Powell, Ratto, Stone, Groom

Absent: Matsumoto, Pine

- Award of Contract for a Business Intelligence Solution – Approved by Resolution No. 2019-26

Motion/Second: Ratto/Powell

Ayes: Collins, Fraser, Guilbault, Powell, Ratto, Stone, Groom

Absent: Matsumoto, Pine

**MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE / COMMITTEE OF THE WHOLE\***

Director Stone reported on the following items:

RESOLUTION:

- Adoption of SamTrans Short Range Transit Plan for Fiscal Years 2019-2028 – Approved by Resolution No. 2019-27

Motion/Second: Stone/Ratto

Ayes: Collins, Fraser, Guilbault, Powell, Ratto, Stone, Groom

Absent: Matsumoto, Pine

SUBJECT DISCUSSED:

- Introduction to the US-101 Mobility Action Plan

**MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE\***

Director Powell reported on the following item:

SUBJECT DISCUSSED:

- State and Federal Legislative Update

**GENERAL COUNSEL REPORT**

**Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Irmawati Jahja, et al. v. San Mateo County Transit District, et al., San Mateo County Superior Court 17-CIV-03670**

*The Board meeting recessed to closed session at 3:51 pm.*

*The Board meeting reconvened into open session at 4:08 pm.*

Joan Cassman, Legal Counsel, said that the Board was issued a report and offered authorization, and that no final action was taken.

**WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

The correspondence was in the reading file.

**DATE, TIME AND PLACE OF NEXT REGULAR MEETING**

The time and location of the next meeting is Wednesday, July 10, 2019 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA.

**ADJOURN**

The meeting adjourned at 4:08 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). 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).