

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF BOARD OF DIRECTORS MEETING
MAY 6, 2020**

MEMBERS PRESENT: R. Collins, M. Fraser (arrived at 2:05 pm), C. Groom, R. Guilbault,
(Via Teleconference) K. Matsumoto (Chair), D. Pine, J. Powell, P. Ratto (Vice Chair),
C. Stone

MEMBERS ABSENT: None

STAFF PRESENT: J. Hartnett, C. Mau, J. Cassman, D. Olmeda, D. Hansel, A. Chan, J.
Brook, D. Seamans

1. CALL TO ORDER

Chair Karyl Matsumoto called the meeting to order at 2:00 pm.

2. ROLL CALL

Dora Seamans, District Secretary, called the roll and confirmed a quorum was present.

3. CONSENT CALENDAR

a. Approval of Minutes of the Board of Directors Meeting of April 1, 2020

b. Acceptance of Statement of Revenues and Expenses for March 2020

**c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and
Outlook for the Quarter Ended March 31, 2020**

Motion/Second: Collins/Guilbault

Ayes: Collins, Groom, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Noes: None

Absent: Fraser

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

5. REPORT OF THE CHAIR

Chair Matsumoto thanked staff and the Board for their contributions.

6. REPORT OF THE GENERAL MANAGER/CEO

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

Director Marina Fraser arrived at 2:05 pm

a. COVID-19 Status Update

Derek Hansel, Chief Financial Officer, provided a presentation.

Carter Mau, Deputy General Manager/CEO, provided a report on how the District has been responding to the COVID-19 pandemic. He said that the County had been working closely with the District, including inviting the District to participate in daily conference calls. Mr. Hartnett praised the industriousness and cooperation of staff and operations.

Director Rose Guilbault asked how CARES (Coronavirus Aid, Relief, and Economic Security Act) money would be divided between Caltrain and SamTrans. Mr. Hartnett said \$49 million would be allocated to Caltrain and \$28.5 million would be allocated to SamTrans.

Director Guilbault asked about the future of fare collection. Mr. Mau said that social distancing will likely remain in place. He said physical barriers may need to be installed on buses.

Director Ron Collins asked if a fare collection mechanism was possible for rear-door entry. Mr. Mau said they were looking into various options for enabling Clipper at the rear doors.

Director Josh Powell asked what the pre-COVID remote working policy was at the District. Mr. Mau explained that it had been allowed on a case-by-case basis per the supervisors.

Director Charles Stone said that CARES money will not be enough to satisfy the shortfall created by the lack of demand for services, which he anticipated would persist even after the shelter in place order is lifted.

Chair Matsumoto asked about the two largest generators for the District sales tax and Measure W. Mr. Hansel said food and beverage was number one and motor vehicles and parts dealers was the number two category.

Mr. Hartnett said that as the orders are lessened or lifted, riders will come back since SamTrans serves the transit-dependent population. He added that it will be complicated to achieve social distancing with the school service.

b. Authorize the General Manager/CEO to Apply for Emergency Funds and Execute Related Agreements, and Exercise Certain Emergency Powers in Response to the COVID-19 Pandemic

Joan Cassman, Legal Counsel, provided details on the two resolutions.

Director Powell asked if there was any requirement to report back to the Board each time and said he would like feedback about fund expenditures.

Chair Matsumoto said she would like to have a monthly listing of procurements that were pursued, and Ms. Cassman agreed.

- Authorizing the General Manager/CEO to Submit Applications and Execute Agreements for Financial Assistance Relating to Federal, State, and Local Declared States of Emergency – *Approved by Resolution No. 2020-18*
- Authorizing and Directing the General Manager/CEO to Exercise Certain Emergency Powers in Response to the COVID-19 Pandemic – *Approved by Resolution No. 2020-19*

Motion/Second: Guilbault/Groom

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

Noes: None

Absent: None

7. BOARD MEMBER REQUESTS/COMMENTS

Chair Matsumoto thanked Mr. Hartnett for his General Manager's report and asked for a mid-month District update. Mr. Hartnett acknowledged that it would be provided.

Director Dave Pine gave a brief update on the recent JPB Ad Hoc Governance Committee meeting. Director Stone asked to receive courtesy copies of documentation from the Committee, which Director Pine agreed to provide.

8. RECESS TO COMMITTEE MEETINGS

The Board meeting recessed to Committee meetings at 3:07 pm.

9. RECONVENE BOARD OF DIRECTORS MEETING

Chair Matsumoto reconvened the Board meeting at 3:40 pm.

10. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE

Director Guilbault reported on the following items:

SUBJECTS DISCUSSED:

- a. Accessible Services Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Update
- d. Multimodal Ridership Report – March 2020

11. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE

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

RESOLUTION:

- a. Awarding a Contract to Bellanti Plumbing, Inc., for the South Base Bus Facility Gas Line Replacement Project for a Total Amount of \$342,500 – *Approved by Resolution No. 2020-20*

Motion/Second: Powell/Stone

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

Noes: None

Absent: None

SUBJECT DISCUSSED:

- b. Update on San Mateo County Transportation Authority's Administration of Measure W Sales Tax and Plans to Issue Bonds to Finance a Loan for Construction of US 101 Express Lanes Project

12. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE

Director Collins reported on the following item:

SUBJECT DISCUSSED:

- a. State and Federal Legislative Update

13. GENERAL COUNSEL REPORT

Ms. Cassman said she had no report.

14. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Matsumoto noted that the correspondence was in the packet.

15. DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Chair Matsumoto announced the time and location of the next meeting as Wednesday, June 3, 2020 at 2:00 pm, with teleconference details to be provided prior to the meeting.

16. ADJOURN

The Board meeting adjourned at 3:44 pm.

An audio/video recording of this meeting is available online at 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.