

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JUNE 3, 2020**

MEMBERS PRESENT: R. Collins, M. Fraser (arrived at 2:03 pm), C. Groom, R. Guilbault,
(Via Teleconference) K. Matsumoto (Chair) (left at 4:47 pm), D. Pine, J. Powell, P. Ratto
(Vice Chair), C. Stone (arrived at 2:05 pm; left at 4:07 pm))

MEMBERS ABSENT: None

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

1. CALL TO ORDER

Chair Karyl Matsumoto called the meeting to order at 2:01 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 May 6, 2020**
- b. Acceptance of Statement of Revenues and Expenses for April 2020**
- c. Acceptance of Capital Projects Quarterly Status Report 3rd Quarter FY 2020**
- d. Authorizing the Execution of Contracts for Information Technology Licenses, Maintenance Services, and Professional Services – Approved by Resolution No. 2020-21**
- e. Authorizing the Execution of Contracts for Technology-related Products and Services Through Piggybacking Contracts and Cooperative Purchasing Program – Approved by Resolution No. 2020-22**

Director Marina Fraser arrived at 2:03 pm.

Chair Matsumoto asked about Item #3 (c) confirmation of delivery of the new Proterra buses. Jim Hartnett, General Manager/CEO, said one vehicle would arrive late.

Motion/Second: Guilbault/Ratto

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

Noes: None

Absent: Stone

Director Charles Stone arrived at 2:05 pm.

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Adina Levin, Friends of Caltrain, spoke in support of Facebook to continue its contribution to the Dumbarton rail project's EIR (Environmental Impact Report).

Sandhya Laddha, San Mateo County Bicycle Coalition/TEAMC, commented on Facebook's contribution to the Dumbarton project and funding of the EIR.

Lalo Gonzales, Youth Leadership Institute/TEAMC, commented on the Dumbarton Rail Corridor project.

Ken Chan spoke in support of Dumbarton Rail Corridor funding.

Roland Lebrun opined that the project was out of control and unlikely to get built.

Adrian Brandt suggested an analysis be done on a potential openable span for the Dumbarton Rail Corridor project.

Kelsey Banes, Executive Director, Peninsula for Everyone, supported the Dumbarton Rail Corridor project saying that public transit is important for low-income people and people with disabilities.

5. REPORT OF THE CHAIR

Chair Matsumoto expressed appreciation and thanks for all front-line and essential workers during the COVID-19 pandemic, and she also thanked the public for bearing with SamTrans in the face of service reductions.

6. REPORT OF THE GENERAL MANAGER/CEO

Mr. Hartnett expressed appreciation and thanks for the District Secretary and her staff for their dedication in implementing meetings on the Zoom platform. He commended other transit agencies and said they were working well together.

a. COVID-19 Status Update

Christy Wegener, Director of Planning, and Millie Tolleson, Principal Planner, provided the presentation on scenario planning for resumption of bus service.

Director Ron Collins asked if riders are left at stops because buses are full under the new social distancing rules. David Olmeda, Chief Operations Officer/Bus, said operators have been asked to call dispatch to pick up any passengers that may be left at stops due to capacity issues.

Director Rose Guilbault asked about the number of workforce that is requesting sick time or paid time off. Mr. Olmeda responded that they have been preparing for an increase in time-off requests from operators, but many operators are coming to work and a minimal number of workers have been out sick.

Director Guilbault inquired about the District's plans to return to the full service schedule as the shelter-in-place is lifted. Ms. Tolleson said they would be conducting surveys on buses. She added that they would use emailed surveys to target people who are not currently riding.

Seamus Murphy, Chief Communications Officer, noted that a survey conducted currently would not yield statistically viable results.

Carter Mau, Deputy General Manager/CEO, said that schools are doing outreach to parents and asking them how comfortable they are putting their children on the buses.

Director Charles Stone expressed concern with going towards a more restrictive scenario given the recent gatherings and protests. He thanked the bus operators, front-line workers, and the voters of San Mateo County for passing Measure W.

Director Marina Fraser said she had heard from riders that they feel safe riding SamTrans.

Director Peter Ratto said that there is still a lot of uncertainty about future operations.

Director Carole Groom commended Ms. Wegener for her report. She asked how the speed of the buses could be increased given the state of traffic. Ms. Wegener said that transit signal priority on El Camino will shorten the red light cycle by several seconds at every intersection. She said they are also doing a pinch point study on the corridor and are looking at bus stop spacing.

Director Dave Pine commented that SamTrans is moving more passengers than Caltrain. He said the majority of SamTrans riders do not have cars. He asked about how the runbook was determined, and Mr. Olmeda said the runbook is changed three times a year in cooperation with the unions.

Chair Matsumoto said the largest cities in the County have the largest number of COVID-19 cases. She said that South San Francisco's at-risk population is very transit-dependent. She added that they may not have computers and depend on their cellphones, making it potentially difficult to reach them to inform them about SamTrans and other County services.

Mr. Hartnett acknowledged that the people of the organization have stepped up and adapted to the pandemic situation. He emphasized that planning would continue to be an ongoing exercise.

Public Comment:

Kevin Burke asked that Clipper readers be put on the rear door as the SFMTA (San Francisco Municipal Transportation Agency) has done.

7. BOARD MEMBER REQUESTS/COMMENTS

Chair Matsumoto noted that since the Board retreat was cancelled due to COVID-19, she requested a morning Board "retreat" to discuss a six-month projection.

Director Stone noted that Mr. Mau was working on supplying SamTrans buses to San Mateo to take protesters back home after protest marches.

Director Ratto commended Sonny Koya for serving nine years on the SamTrans Citizens Advisory Committee (CAC).

8. RECESS TO COMMITTEE MEETINGS

The Board meeting recessed to Committee meetings at 3:40 pm.

Director Stone left the meeting at 4:07 pm.

9. RECONVENE BOARD OF DIRECTORS MEETING

Chair Matsumoto reconvened the Board meeting at 4:46 pm and left at 4:47 pm to attend another meeting.

10. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE

Director Fraser led the Board on voting on the following item:

MOTION:

- a. Appointment of Alex Madrid, Representing Multimodal Riders, to the Citizens Advisory Committee for a Term Ending April 2023

Motion/Second: Fraser/Groom

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

Noes: None

Absent: Matsumoto, Stone

Director Fraser reported on the following items:

SUBJECTS DISCUSSED:

- b. Accessible Services Update
- c. Paratransit Coordinating Council Update
- d. Citizens Advisory Committee Update
- e. Multimodal Ridership Report – April 2020
- f. Quarterly Dashboard Reports – October-December 2019 and January-March 2020

11. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE

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

RESOLUTIONS:

- a. Adopting Fiscal Year 2021 Interim Operating Budget in the Amount of \$63,471,259 and Fiscal Year 2021 Proposed Capital Budget in the Amount of \$5,585,273 – *Approved by Resolution No. 2020-23*
- b. Awarding a Contract to FivePaths, LLC, for Website Redesign and Development Services for a Not-to-exceed Amount of \$729,650 for a Five-year Term – *Approved by Resolution No. 2020-24*
- c. Awarding a Contract to PFM Asset Management LLC for the Provision of Investment Management Services for a Not-to-exceed Amount of \$425,000 for a Five-year Term and a Contract to U.S. Bank N.A. for the Provision of Custody and Safekeeping Services for a Not-to-exceed Amount of \$50,000 for a Five-year Term – *Approved by Resolution No. 2020-25*
- d. Authorizing the Purchase and Delivery of Twenty-one Non-revenue Support Vehicles through State of California Contracts for a Total Not-to-exceed Amount of \$557,000 – *Approved by Resolution No. 2020-26*
- e. Execution of an Amended and Restated Measure W Sales Tax Administration Agreement and a Sales Tax Transfer Agreement with the San Mateo County Transportation Authority and the Bank of New York Mellon Trust Company Pertaining to the Measure W Sales Tax – *Approved by Resolution No. 2020-27*

- f. Awarding a Contract to the San Mateo County Sheriff's Office for the Provision of Law Enforcement Services for a Not-to-exceed Amount of \$9,768,000 for a Five-year Term – *Approved by Resolution No. 2020-28*

Motion/Second: Powell/Groom

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

Noes: None

Absent: Matsumoto, Stone

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

Vice Chair Ratto noted that the correspondence was in the packet.

15. DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Vice Chair Ratto announced the time and location of the next meeting as Wednesday, July 8, 2020 at 2:00 pm, with teleconference details to be provided prior to the meeting.

16. ADJOURN

The Board meeting adjourned at 4:51 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.