

**MATEO COUNTY TRANSIT DISTRICT (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA  
MINUTES OF BOARD OF DIRECTORS MEETING  
SEPTEMBER 2, 2020**

**MEMBERS PRESENT:** R. Collins, M. Fraser, C. Groom, R. Guilbault, K. Matsumoto (Chair),  
**(Via Teleconference)** D. Pine, J. Powell, P. Ratto (Vice Chair), C. Stone (arrived at 2:21  
pm)

**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 2:02 pm.

**2. ROLL CALL**

Dora Seamans, District Secretary, confirmed that all Board members were present and that Director Charles Stone would be delayed.

Chair Matsumoto announced that Item #4d on the Continuation of Special Counsel Services would be pulled from the consent calendar and be heard after Item 17a for the closed session.

**3. GENERAL COUNSEL REPORT**

**a. Report from Closed Session from August 5 Board Meeting: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Claim of Marie Goulis-Nijessen**

Joan Cassman, Legal Counsel, said that the Board took an action on the claim discussed in the August 5 closed session, authorizing a settlement in the amount of \$925,000.

**4. CONSENT CALENDAR**

- a. Approval of Minutes of the Board of Directors Meeting of August 5, 2020**
- b. Acceptance of Statement of Revenues and Expenses for the Period Ending July 31, 2020**
- c. Acceptance of Capital Projects Quarterly Status Report 4<sup>th</sup> Quarter Fiscal Year 2020**
- d. Continuation of Special Counsel Services**
- e. Authorization to File Claims and Receive Lifeline Transportation Program Funding --  
*Approved by Resolution No. 2020-36***

Chair Matsumoto asked about the large deficit percentage listed for July 2020 in the Statement of Revenues and Expenses. Derek Hansel, Chief Financial Officer, explained that the way they book revenue in the monthly financial statement is accruing sales tax based on historic performance of sales tax revenue on a percentage basis. He added

that looking at month-to-month swings can appear misleading due to the variability of sales tax revenues.

The Board made a motion to approve Items #4a, 4b, 4c, and 4e:

Motion/Second: Guilbault/Collins

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

Noes: None

Absent: Stone

## **5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Andy Chow commended SamTrans service in response to the pandemic.

## **6. REPORT OF THE CHAIR**

Chair Matsumoto said that she had no report.

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

Jim Hartnett, General Manager/CEO, said his report was in the packet. He provided an update on service since the resumption of fare collection on August 16.

## **8. BOARD MEMBER REQUESTS/COMMENTS**

There were no requests or comments.

## **9. RECESS TO COMMITTEE MEETINGS**

The Board meeting recessed to Committee meetings at 2:15 pm.

## **10. RECONVENE BOARD OF DIRECTORS MEETING**

Chair Matsumoto reconvened the Board meeting at 4:29 pm.

## **11. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE**

Director Marina Fraser 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 – July 2020
- e. Mobility Management Report – Annual Summary

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

### **RESOLUTION:**

- f. Endorsing the “Riding Together: Bay Area Healthy Transit Plan” as a Baseline Set of Measures to Ensure the Health of Transit Riders and Workers During the COVID-19 Pandemic – *Approved by Resolution No. 2020-37*

Motion/Second: Fraser/Stone

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

Noes: None

Absent: None

## **12. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE**

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

### RESOLUTIONS:

- a. Adopting Fiscal Year 2021 Operating Budget in the Amount of \$209,396,751 and Fiscal Year 2021 Amended Capital Budget in the Amount of \$11,898,522 – *Approved by Resolution No. 2020-38*

Motion/Second: Stone/Collins

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

Noes: None

Absent: None

- b. Awarding a Contract to Jones Lang LaSalle Americas, Inc. for Public-Private Partnership Consulting Services for a Total Not-To-Exceed Amount of \$3,099,425 for a Seven-year Term – *Approved by Resolution No. 2020-39*

Motion/Second: Stone/Ratto

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

Noes: None

Absent: None

## **13. MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE**

Director Dave Pine led the Board on voting on the following item:

### MOTION:

- a. Dumbarton Rail Corridor Project – Project Status Update and Board Approval of Project Commitment Letter to MTC

Motion/Second: Guilbault/Collins

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

Noes: None

Absent: None

## **14. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE**

### Public Comment:

Roland Lebrun asked about content of SB (Senate Bill) 995. Seamus Murphy, Chief Communications Officer, said he would follow up with him.

Director Ron Collins reported on the following item:

### SUBJECT DISCUSSED:

- a. State and Federal Legislative Update

## **15. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

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

## **16. DATE, TIME AND PLACE OF NEXT REGULAR MEETING**

Chair Matsumoto announced the time and location of the next meeting as Wednesday, October 7, 2020 at 2:00 pm, with teleconference details to be provided prior to the meeting.

## **17. GENERAL COUNSEL REPORT**

### **a. Closed Session: Conference with Legal Counsel – Anticipated Litigation: Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case**

*The Board adjourned into closed session at 4:39 pm*

*The Board reconvened into open session at 5:37 pm*

Ms. Cassman reported that no action was taken in the closed session on an informational item.

Vice Chair Peter Ratto reconvened the Board meeting since Chair Matsumoto was unable to rejoin the remote meeting due to technical difficulties.

## **4. CONSENT CALENDAR**

### **d. Continuation of Special Counsel Services**

Mr. Mau said that the Board was being asked to authorize additional funding for the law firm of Wagstaffe, Loewenfeldt, Busch & Radwick, LLP, to provide special counsel services relating to the Caltrain business plan, governance, and the November 3 ballot measure.

Motion/Second: Ratto/Guilbault

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

Noes: None

Absent: Matsumoto

## **18. ADJOURN**

The Board meeting adjourned at 5:44 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).