

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA  
MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING  
DECEMBER 22, 2020**

**MEMBERS PRESENT:** M. Fraser, C. Groom, R. Guilbault, D. Pine, J. Powell, P. Ratto (Vice Chair), C. Stone (Chair)  
**(Via Teleconference)**

**MEMBERS ABSENT:** None

**STAFF PRESENT:** J. Hartnett, C. Mau, M. Bouchard, S. Murphy, J. Cassman, S. van Hoften, D. Seamans

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Charles Stone called the meeting to order at 2:05 pm and requested that Director Dave Pine lead the Pledge of Allegiance.

Dora Seamans, District Secretary, confirmed that a quorum of the Board was present.

**2. CLOSED SESSION**

**Public Employee Appointment Pursuant to Government Code Section 54957**

**Position: General Manager/CEO**

Joan Cassman, Legal Counsel, noted the following for the record: The special meeting notice and agenda were physically and electronically posted before 2:00 pm on December 21, 2020, and under the Ralph M. Brown Act, two out of four notification measures were inadvertently overlooked in preparing for the meeting:

- An additional meeting notice was not posted on the District's front web page as is typically required nor was a notice sent to subscribers (those who are on record requesting notice of any meetings of this Board of Directors or standing committees that are called) 24 hours prior to the meeting.
- When this came to our attention, these two additional notice measures were immediately corrected and addressed prior to the meeting.

She apologized on behalf of the District for this inadvertent mistake. She noted that if this meeting had anticipated any Board action, she would have advised the District to call off this meeting, but in this circumstance, given the subject matter, which is one that will not entertain, require, or seek any action of the Board and one which will not even require under the law a reportable action at the close of the closed session, she stated that the closed session will proceed.

Ms. Cassman announced that she would report that no action was taken in the closed session at the regular Board meeting on January 6, 2021.

*The Board adjourned into closed session at 2:11 pm*

**3. ADJOURN**

The meeting adjourned at 2:41 pm.