

San Mateo County Transit District Liaison Report

Meeting of August 2, 2023

Board Actions

- Approved the Minutes of the Board of Directors Meeting of July 12, 2023
- Accepted the Quarterly Investment Report and Fixed Income Market Review and Outlook
- Accepted the Capital Projects Quarterly Status Report for the 4th Quarter Fiscal Year 2023
- Accepted Information on Statement of Revenues and Expenses for the Period Ended June 30, 2023
- Approved and Ratified the Insurance Program for Fiscal Year 2024
- Authorized the General Manager/CEO to Pursue Acquisition of a Headquarters Building Subject to Certain Parameters
- Awarded a Contract to CBRE, Inc. for Commercial Real Estate Brokerage Services for a One-year Base Term, with Up to Two One-year Option Terms, for the Acquisition of a New Headquarters Building

Board Highlights

- April Chan, General Manager/CEO, said that Ride Plus has been in operation for close to two months and the initial free fare period has been extended to the end of October. She said the Bus Operations team has provided Caltrain bus bridge services during the electrification construction in the month of July. She noted that the Regional Network Management (RNM) Committee under MTC (Metropolitan Transportation Commission) will govern the work of the RNM Council, of which she and Michelle Bouchard, as General Manager and Executive Director for SamTrans and Caltrain respectively, are members. The RNM Council will start meeting in October to focus on providing a seamless regional transportation network.
- Ms. Chan said per the Caltrain governance MOU (Memorandum of Understanding) that payment of \$15.2 million needs to be made by the two funding partners by August 4, 2023. She said that VTA (Santa Clara Valley Transportation Authority) has recently deposited \$9 million into the escrow account and she expects San Francisco will make its payment before the deadline.

Committee Discussion Highlights

Community Relations Committee

Monthly Performance Report / June 2023 - Ana Rivas, Director of Bus Transportation, summarized the report, which included the following:

- Announcement of the employees of the month for North and South Base
- Seven fewer DNOs (Did Not Operate) than the prior month or a decrease of 98 percent
- Continuing to work to reduce the number of preventable accidents to one per month

Finance Committee

Authorize the General Manager/CEO to Pursue Acquisition of a Headquarters Building Subject to Certain Parameters – Josh Mello, Executive Officer, Planning and Development, introduced the item and Craig Whittom, MRG, LLC, provided the presentation, which summarized the options from the July Board presentation and directed the General Manager/CEO to:

- Pursue the acquisition of a HQ building subject to certain parameters
- Provide regular progress updates to the full Board on the identification and acquisition of a new headquarters
- Review options with the Board at its January 2024 meeting if a suitable headquarters building is not identified for acquisition by December 31, 2023

Committee Member Marie Chuang asked why the location needs to be within $\frac{3}{4}$ of a mile from a Caltrain station. Mr. Whittom said they wanted to find a building that was sensitive to the mission of transit.

Award of Contract for Commercial Real Estate Brokerage Services for Acquisition of a New Headquarters Building – Joan Cassman, Legal Counsel, presented the staff report regarding awarding a contract to CBRE. Brian Hutcherson, CBRE, said he only worked with government agencies. Simon Clark, CBRE, provided some details on his local real estate market background. Director Rico Medina said he was pleased that they have a government background.

Strategic Planning, Development, and Sustainability Committee Meeting

2025-2035 San Mateo County Transit District Strategic Plan Project Introduction – Chelsea Schultz, Planning Administrator, provided the presentation on the new SamTrans Strategic Plan, which included:

- Background on why a new strategic plan is needed given changing travel patterns
- The scope of the plan to cover the District as a workplace employer and managing agency; SamTrans service delivery and investments; revenue forecasts; Measure W budget framework; and Capital Improvement Program (CIP)
- Engagement plan, project schedule, and next steps to include Board and executive workshops and periodic updates

Chair Josh Powell asked about the composition of the stakeholders group. Jessica Epstein, Manager, Government and Community Affairs, clarified the composition of both the stakeholders' group and the technical advisory group. Director Jeff Gee commented on what expanded service delivery means now and into the future. Director Gee also commented on east-west services as well as bus fleet make-up.

Legislative Committee

State and Federal Legislative Update - Jessica Epstein, Manager, Government and Community Affairs, provided an update on recent federal and state legislation, which included the following:

- At the federal level, the House is in recess until September 12, and the Senate is in recess until September 5. The House only passed one of their appropriations bills, while the Senate has not yet passed any appropriations bills. There is no clear plan to get the bills over the finish line and a CR (continuing resolution) may be necessary if no bills are passed before the deadline of September 30.
- At the state level, the California State Transportation Agency (CalSTA) will work on creating guidelines for the accountability and reporting components. MTC will start a Transit Transformation task force, which will be broad spectrum and provide a holistic view of transportation statewide.