

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

**MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 6, 2019**

MEMBERS PRESENT: R. Collins, M. Fraser, C. Groom (Chair), K. Matsumoto (Vice Chair), J. Powell, P. Ratto, C. Stone

MEMBERS ABSENT: R. Guilbault, D. Pine

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

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Carole Groom called the meeting to order at 2:06 pm and led the Pledge of Allegiance.

ROLL CALL

The roll was called during the preceding Special Meeting at 1:00 pm and a quorum was present.

CONSENT CALENDAR

- Approval of Minutes of the Board of Directors Special and Regular Meetings of October 2, 2019
- Acceptance of Statement of Revenues and Expenses for September 2019
- Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Period Ending September 30, 2019
- Acceptance of Quarterly Report of Contracts Issued Between \$100,000 and \$200,000
- Approval of Disposition of 55 Surplus Articulated Buses
- Approval of 2020 Board of Directors Meeting Calendar

Motion/Second: Stone/Ratto

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

Absent: Guilbault, Pine

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

REPORT OF THE CHAIR

Chair Groom said that she had no report.

REPORT OF THE GENERAL MANAGER/CEO

Jim Hartnett, General Manager/CEO, said that the written report was in the packet. He revisited the issue of bus DNOs (Do Not Operates), both by the District and MV Transit, and reported that the DNO numbers are starting to improve. He said that beginning January 2020, efforts will be made to align the service and the number of operators. Mr. Hartnett did a special call-out to the SamTrans dispatchers for doing a tremendous job noting the dynamic operation, which includes substantial voluntary overtime by the operators. He added that the Family Medical Leave Act numbers, which are monitored every day, have decreased.

BOARD MEMBER REQUESTS/COMMENTS

Report on the October 16 Reimagine SamTrans Ad Hoc Committee Meeting

Director Josh Powell provided a report-out on the ad hoc committee's most recent meeting. He said there was a status update on the market research effort, which includes a county-wide survey and rider/non-rider focus groups. He added that the Reimagine website <https://www.reimaginesamtrans.com> is now live and the next committee meeting is scheduled for January 5, 2020.

Director Charles Stone praised the newly live Reimagine SamTrans website.

RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:12 pm.

RECONVENE BOARD OF DIRECTORS MEETING

Chair Groom reconvened the Board meeting at 3:31pm.

MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE*

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

MOTION:

- Appointment of Kai Forsley to the Citizens Advisory Committee

Motion/Second: Fraser/Stone

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

Absent: Guilbault, Pine

Director Fraser reported on the following items:

SUBJECTS DISCUSSED:

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Multimodal Ridership Report – September 2019

MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Peter Ratto led the Board in voting on the following items:

RESOLUTIONS:

- Awarding a Contract to Creative Bus Sales, Inc., for the Purchase and Delivery of 13 El Dorado Paratransit Vehicles for a Not to Exceed Amount of \$1,732,640 and Authorizing the Disposition of 13 Surplus 2013 El Dorado Paratransit Vehicles – Approved by Resolution No. 2019-39
- Awarding a Contract to ADVNC Air Technologies for Heating, Ventilation and Air Conditioning Inspection and Maintenance Services for a Not-to-exceed Amount of \$455,000 for a Five-Year Term – Approved by Resolution No. 2019-40
- Awarding a Contract to Staples, Inc. for Office Supplies and Related Products for a Not-to-exceed Amount of \$340,000 – Approved by Resolution No. 2019-41

Motion/Second: Ratto/Collins

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

Absent: Guilbault, Pine

MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE / COMMITTEE OF THE WHOLE*

Director Charles Stone reported on the following items:

SUBJECTS DISCUSSED:

- Community College Pilot Update
- OnDemand Microtransit Update

MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Powell reported on the following item:

SUBJECT DISCUSSED:

- State and Federal Legislative Update

GENERAL COUNSEL REPORT

Joan Cassman, Legal Counsel, said that she had nothing to report.

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Groom noted that the correspondence was in the reading file.

DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Chair Groom announced the time and location of the next meeting as Wednesday, December 4, 2019 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

ADJOURN

The meeting adjourned at 3:34 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.