



CHARLES STONE, CHAIR  
CAROLE GROOM, VICE CHAIR  
JEFF GEE  
ROSE GUILBAULT  
ZOE KERSTEEN-TUCKER  
KARYL MATSUMOTO  
DAVE PINE  
JOSH POWELL  
PETER RATTO

JIM HARTNETT  
GENERAL MANAGER/CEO

## A G E N D A

### BOARD OF DIRECTORS

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium - Second Floor  
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, APRIL 4, 2018 – 2:00 p.m.

1. **CALL TO ORDER/ROLL CALL**
2. **CONSENT CALENDAR**  
MOTION
  - a. Approval of Minutes of the Board of Directors Meeting of March 7, 2018
3. **PUBLIC COMMENT**  
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
  - a. Get Us Moving San Mateo County – Ad Hoc Committee
5. **REPORT OF THE GENERAL MANAGER/CEO**
  - a. Employee of the Year (Maintenance) - Tony Pascual
  - b. Employee of the Year (Operator) – Mohinder Dhanota
  - c. Presentation of Awards to:
    - Roel Barredo - Twenty Year Safe Driver Award
    - Rene Ebro - Twenty Year Safe Driver Award
    - Cristobal Ibarra - Twenty Year Safe Driver Award
    - Jacinto Perez Jr. – Twenty Year Safe Driver Award
  - d. Get Us Moving San Mateo County Update

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

## 6. RECESS TO COMMITTEE MEETINGS

### A. COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE\* (P. Ratto (Chair), Carole Groom, Rose Guilbault)

1. Call to Order

#### MOTION

2. Proclamation in Honor of Dale Edwards

#### ACTION

3. Approval of Minutes of Community Relations Committee Meeting of March 7, 2018

#### INFORMATIONAL

4. Accessibility Update – Tina Dubost
5. Paratransit Coordinating Council Update – Mike Levinson
6. Paratransit Survey Key Findings – Julian Jest
7. Citizens Advisory Committee Liaison Report
8. Multimodal Ridership Report – February 2018
9. Adjourn

### B. FINANCE COMMITTEE / COMMITTEE OF THE WHOLE\* (K. Matsumoto (Chair), Rose Guilbault, Dave Pine)

1. Call to Order

#### ACTION

2. Approval of Minutes of Finance Committee Meeting of March 7, 2018
3. Authorize Acceptance of Statement of Revenue and Expenses for February 2018
4. Delegate Authority to General Manager/CEO on Certain Real Estate Offers, Transactions and Property Rights Conveyances

#### CONTRACT

5. Award of Contract for SamTrans Mobility Application Solution
6. Adjourn

\* This Committee may be attended by Board members who do not serve on this Committee. In the event that a quorum of the entire Board is present, this Committee will act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

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**C. STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE / COMMITTEE OF THE WHOLE\***

**(J. Powell (Chair), Zoe Kersteen-Tucker, Dave Pine)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of March 7, 2018

**INFORMATIONAL**

3. Presentation of the Draft Coastside Transit Study
4. SamTrans Fare Study Update
5. Adjourn

**D. LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE\***

**(Z. Kersteen-Tucker (Chair), Jeff Gee, Josh Powell)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Legislative Committee Meeting of March 7, 2018

**INFORMATIONAL**

3. State and Federal Legislative Update
4. Adjourn

**7. RECONVENE SAMTRANS BOARD MEETING**

**8. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE - P. RATTO**

**SUBJECTS DISCUSSED**

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Paratransit Survey Key Findings
- d. Citizens Advisory Committee Liaison Report
- e. Multimodal Ridership Report – February 2018

**9. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE - K. MATSUMOTO RESOLUTIONS**

- a. Delegate Authority to General Manager/CEO on Certain Real Estate Offers, Transactions and Property Rights Conveyances – (Finance Agenda Item #4)
- b. Award of Contract for SamTrans Mobility Application Solution – (Finance Agenda Item # 5)

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**10. MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE - J. POWELL**

SUBJECTS DISCUSSED

- a. Presentation of the Draft Coastside Transit Study
- b. SamTrans Fare Study Update

**11. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE - Z. KERSTEEN-TUCKER**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**12. GENERAL COUNSEL REPORT**

Closed Session: Closed Session: Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1), Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency designated representative: Board Chair

Title/Unrepresented Employee: General Manager/CEO Jim Hartnett

*Following the Closed Session, the Board may consider potential actions to amend the Employment Agreement of the GM/CEO.*

**13. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

**14. BOARD MEMBER REQUESTS/COMMENTS**

**15. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – May 2, 2018 at 2:00 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Ave., San Carlos 94070

**16. ADJOURN**

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## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site.

### **Date and Time of Board and Advisory Committee Meetings**

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 p.m. Date, time and location of meetings may be changed as necessary.

### **Location of Meeting**

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398.

[Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

### **Public Comment**

- If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the District Secretary, who will distribute the information to the Board members and staff.
- Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to one minute and items raised that require a response will be deferred for staff reply.

### **Accessibility for Individuals with Disabilities**

Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to [board@samtrans.com](mailto:board@samtrans.com); or by phone at 650-508-6242, or TTY 650-508-6448.

### **Availability of Public Records**

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

MINUTES OF BOARD OF DIRECTORS MEETING  
MARCH 7, 2018

Board Members Present: J. Gee, R. Guilbault, Z. Kersteen-Tucker, K. Matsumoto, D. Pine, J. Powell, P. Ratto, C. Stone

Board Member Absent: C. Groom

Staff Present: J. Hartnett, C. Mau, J. Cassman, A. Chan, R. Lobo, S. Murphy, D. Olmeda, C. Gumpal, C. Boland

**CALL TO ORDER/ROLL CALL**

Chair Stone called the meeting to order at 4:26 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of the Board of Directors Meeting of February 7, 2018
- b. Acceptance of Statement of Revenue and Expenses for January 2018

Motion/Second Gee/Guilbault

Ayes: Gee, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

Absent: Groom

**PUBLIC COMMENT**

Kevin Burke, Belmont, recommended endorsement SB 827 and supported holding public comments on the beginning of the meeting. He would like to see the on-line agenda split up into separate committee and board meeting links.

Nancy Loxsamana, Brisbane, requested assistance from SamTrans to get the students of Terra Nova High School to school through Brisbane to Pacifica.

Joelyn Rodreguiz, Brisbane, reiterated Ms. Loxsamana's request for bus service to Terra Nova.

**REPORT OF THE CHAIR**

- a. Get Us Moving San Mateo County – Ad Hoc Committee

Chair Stone discussed an ad hoc meeting held recently on the Get Us Moving campaign and thanked all the members for their time and efforts on outreach.

Chair Stone announced the Board's ad hoc committees formed for the year; ad hoc Emergency Transit Technologies (Gee/Powell/Groom), ad hoc General Manager/CEO Evaluation committee (Groom/Gee/Guilbault), ad hoc Transit Oriented Development "TOD" (Matsumoto/Ratto/Kersteen-Tucker) and "Get Us Moving San Mateo County

(Groom/Pine/Kersteen-Tucker). Chair Stone noted that later on in the year an ad hoc Dumbarton Corridor committee may be formed.

Chair Stone spoke about the possible restructuring of the SamTrans Committee and Board meetings, and asked to bring an item forward to amend the Rules of Procedure to conduct business in a more efficient way.

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

Deputy General Manager/CEO Hartnett reported on the following:

- a. District Action Update

Deputy CEO/General Manager referred to the packet of District Actions.

- b. Get Us Moving San Mateo County Update

No update.

## **COMMUNITY RELATIONS COMMITTEE**

Chair Ratto reported that the Committee received the following updates:

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Mid-Year Performance Report
- e. Quarterly Dashboard Report – October – December 2017
- f. Multimodal Ridership Report – January 2018

## **FINANCE COMMITTEE**

Chair Matsumoto reported that the Finance Committee reviewed the following items and recommended approval:

- a. Authorize Amendment of Fiscal Year 2018 Operating Budget to Increase Total Operating Revenues and Expenses to Continue Get Us Moving San Mateo County Public Engagement Efforts
- b. Authorize the Filing and Execution of a Funding Application for the US-101 Express Bus Pilot Project
- c. Authorize the Application For and Receipt of San Mateo County Shuttle Program Funds
- d. Approval of Compensation Changes for Administrative Employees and Adoption of Salary Ordinance No.101
- e. Authorize Award of Contract for the Purchase and Delivery of 10 Heavy-Duty Electric Buses and Charging Stations

- f. Authorize Award of Contract for Industrial Waste Line Replacement Project
- g. Authorize Award of Contract to Provide Industrial Waste Disposal Services

Motion/Second Ratto/Stone

Ayes: Gee, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Groom

## **STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE**

Committee Chair Pine reported that the committee discussed the following:

- a. SamTrans Fare Study Update (delayed to April)
- b. Capital Projects Quarterly Status Report – 2nd Quarter Fiscal Year 2018

## **LEGISLATIVE COMMITTEE**

Committee Chair Kersteen-Tucker reported that the committee discussed the following:

- a. State and Federal Legislative Update

## **GENERAL COUNSEL REPORT**

Legal Counsel Cassman reported that 10.a. would be continued to the April meeting and recommended adjourning to Closed Session on item 10.b., following the remainder of the agenda items.

- a. Closed Session: Real Estate Negotiations – Pursuant to Government Code 54956.8: Agency Negotiators (Joan L. Cassman, General Counsel and April Chan and Gary Cardona, Real Estate Staff)

Under Negotiation: Price and Terms of Purchase

Property and Negotiating Parties: Owner Address/Location APN: 053-378-010  
Peninsula Corridor Joint Powers Board: Property at Junction of Caltrain Line and  
Dumbarton Right-of-Way Near Woodside Road overpass, Redwood City, CA

- b. Closed Session: Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Audrey Stout v. San Mateo County Transit District CIV 529993

## **WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Written communications to the Board of Directors were contained in the Board's reading file.

## **BOARD MEMBER REQUESTS/COMMENTS**

Director Matsumoto requested that SamTrans participate in the County of San Mateo's second annual "Diversity Faire" on March 31, 2018 in Redwood City.



Chair Stone thanked the cities of Redwood City and Foster City for their wonderful Lunar New Year events held recently.

**DATE, TIME AND PLACE OF NEXT REGULAR MEETING: – APRIL 4, 2018 AT 2:00 P.M**

**ADJOURN**

The meeting adjourned at 4:45 p.m. to a Closed Session, reconvened into open session at approximately 5:15 p.m. and adjourned.



MEMORANDUM

BOARD OF DIRECTORS 2018

CHARLES STONE, CHAIR  
 CAROLE GROOM, VICE CHAIR  
 JEFF GEE  
 ROSE GUILBAULT  
 ZOE KERSTEEN-TUCKER  
 KARYL MATSUMOTO  
 DAVE PINE  
 JOSH POWELL  
 PETER RATTO

JIM HARTNETT  
 GENERAL MANAGER/CEO

**BOD ITEM # 5  
 APRIL 4, 2018**

**Date:** March 28, 2018  
**To:** SamTrans Board of Directors  
**From:** Jim Hartnett, General Manager/CEO  
**Subject:** General Manager/CEO Report

**February 2018 Summary**

For the month of February, the Training Department issued a Safety Campaign named “Blind Spot In and Around the Bus”. This safety campaign reminds Bus Operators to be aware of blind spots while operating their bus, specifically in the front, when pedestrians are in potential hazardous areas during right or left turns.

**Human Capital Investment**

<b><u>Activity</u></b>	<b><u>Feb 2018</u></b>	<b><u>YTD FY2018</u></b>
New Bus Operator Trainees	592	5,710
Part to Full-time Bus Operator	0	1,832
DMV mandated training	144	1,344
Bus Operator retraining	65	670
Maintenance training	344	5,451
Professional Development	<u>0</u>	<u>608</u>
Total Hours	1,145	15,615

**Fixed-route Bus Service/Ridership**

	<b><u>Feb 2018</u></b>	<b><u>YTD FY2018</u></b>
• Trips that did not operate	114	549
• On-time Performance, goal is 85%:		
➤ Directly operated service	80.5%	81.3%
➤ Contracted bus service	73.3%	75.6%
➤ Coast side service	78.6%	78.9%
➤ Combined service	78.5%	79.9%
• Complaints per million trips	238	177
• Ridership		
➤ AWR	36,410	36,820
➤ Total Trips	857,550	7,460,190
• SamTrans Bus Operators covered 116 DNOs for the CUB Contractor of a potential total of 230 DNOs in the month of February. For the month of February there were a total of 114 DNOs. Dispatchers have been instructed to protect school service. Labor shortages, specifically Bus		

Operators for our contracted services, is the root cause for the increased DNOs. The contractor made adjustments to aggressively recruit bus operators and considerable improvements will be reflected in the month of March.

**Bus Transportation:**

- Operations’ Planning is developing two new routes for the June run book. One route will provide service between the Millbrae Caltrain station and the San Francisco International Airport. The second route is a soft launch of rapid service along the El Camino Real (ECR). ECR-Rapid intends to provide a 15% improvement in travel time. The route will serve designated bus stops along the ECR including major intersections and Caltrain stations. Due to the nature and complexity of ECR routes, Operations is promoting a soft launch to test, verify and adjust the service to insure it delivers service improvements in OTP and ridership. Both routes are pilot programs and will run from June 2017 through January 2018.
- The Transit Operations Training Department will host the James V. Castagno Memorial Bus Roadeo on Sunday, April 8, 2018 at SamTrans’ North Base facility. The SamTrans Board is welcome to join and/or enjoy the competition and festivities beginning at 8:00 a.m. Staff can provide times and dates for practices should a Board member choose to drive the course.
- SamTrans proudly participated in the 101<sup>st</sup> Airborne Homecoming Parade on Saturday, March 24, 2018, in downtown San Mateo. SamTrans provided a bus for the parade that began at 11 a.m., and carried family and friends of veterans of the 101<sup>st</sup> Airborne. In addition, SamTrans’ Veterans Mobility Corps had a booth at the festival in Central Park, and volunteer veterans provided information regarding SamTrans programs available for veterans of all ages.

<b><u>Paratransit Service/Ridership</u></b>	<b><u>Feb 2018</u></b>	<b><u>YTD FY2018</u></b>
• On-time Performance, goal is 90.0%		
➤ Redi-Wheels	90.3%	89.8%
➤ RediCoast	97.0%	97.2%
• Ridership		
➤ AWR	1,160	1,210
➤ Total Trips	26,820	236,400

In February 2018 there were 8,401 registrants. The number of registered Paratransit customers has been steady this fiscal year, ranging from 8,400 to 8,500. Despite the contracted labor challenges, paratransit services (Redi-Wheels and RediCoast) remain at “zero denials” with assistance from a subcontracted taxi company.

**Maintenance Department**

The Maintenance goal for average Miles Between Service Calls (MBSC) is **25,000** miles.

	<b><u>Feb 2018</u></b>			<b><u>YTD FY2018</u></b>		
	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>
Motor Bus	465,083	18	25,838	3,873,015	147	26,347
Paratransit	119,941	4	29,985	1,065,146	24	44,381

**Eligible Discount Ticket** (Paper Token)

In November 2015, the SamTrans Board approved a new ticket type, paper token, for the Eligible Discount (ED) fare category to complement the Adult and Youth Token fare options. The ED Token will be referred to as ED ticket and be sold in a package of ten for \$10. The ED ticket will be available for purchase starting May 15; customers may purchase a ten-ticket package in person at SamTrans headquarters, sales outlets such as Safeway, by mail or fax. The new product will be promoted with a news release, on social media, direct mail, and through a “take one” which will be available at community and senior organizations.

**SamTrans Social Media**

	<b><u>Feb 2018</u></b>	<b><u>YTD FY2018</u></b>
Monthly Impressions:	459k	4.2 million (Facebook, Twitter, Instagram, LinkedIn)
Monthly Interactions:	3,938	49,951
Monthly New Followers:	72	855

In February, SamTrans promoted the Get Us Moving campaign with rider-oriented content through its “On The Move” blog. Other activities included contests, events, service announcements and news releases.