

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

**MINUTES OF BOARD OF DIRECTORS MEETING
APRIL 4, 2018**

Board Members Present: Jeff Gee, Rose Guilbault, Karyl Matsumoto, Josh Powell, Peter Ratto, Charles Stone (Chair)

Board Members Absent: Carole Groom, Zoe Kersteen-Tucker, Dave Pine

Staff Present: Jim Hartnett, Carter Mau, Joan Cassman, Shayna van Hoften, April Chan, Tina Dubost, Rima Lobo, Dave Olmeda, Cindy Gumpal, Christine Boland

1. CALL TO ORDER/ROLL CALL

Chair Charles Stone called the meeting to order at 2:07 pm.

2. CONSENT CALENDAR

Approval of Minutes of the Board of Directors Meeting of March 7, 2018

Motion/Second: Guilbault/Gee

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

3. PUBLIC COMMENT

- a. Laureen Stumps, Daly City, addressed the board requesting bus transportation from Pacifica to high school in Brisbane for approximately 70 students.
- b. Leanne Young, Daly City, addressed the board requesting improved bus transportation to Terra Nova or Oceana High School.
- c. Alina Zavodnik, Brisbane, reiterated the previous speakers' comments.
- d. Ryoko Iwase, Brisbane, urged extension of Routes 31 and 41 to assist students in getting to a new charter school in Daly City.
- e. Charles Jones, Amalgamated Transit Union, discussed the cost of living in the Bay Area, and spoke regarding the paratransit drivers and paratransit service. He said that he thought that paratransit caregivers should be part of the picture.

4. REPORT OF THE CHAIR – C. Stone

Get Us Moving San Mateo County – Ad Hoc Committee

Continued until May meeting.

5. REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

- a. Employee of the Year (Maintenance)

General Manager/CEO Jim Hartnett announced as Employee of the Year Tony Pascual, who has risen to the position of top mechanic in the Maintenance division at North Base within five years.

b. Employee of the Year (Operator)

Mr. Hartnett announced the Bus Transportation Employee of the Year, Dhanota Mohinder, who has been a full-time bus operator since 2002 and is currently operator on ECR and Route 295.

c. Presentation of Awards

Mr. Hartnett presented Twenty Year Safe Driver Awards to Rene Ebro, Cristobal Ibarra, Jacinto Perez Jr., and Roel Barredo.

6. RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:39 pm.

A. COMMUNITY RELATIONS COMMITTEE/COMMITTEE OF THE WHOLE*

1. Chair Peter Ratto called the meeting to order at 2:39 pm.

2. Proclamation Honoring Dale Edwards

Public Comment:

Barbara Kalt, Paratransit Coordinating Council/Peninsula Volunteers, commended Dale Edwards for his hard work as a paratransit advocate in the community.

Chair Ratto commended Mr. Edwards for his 22 years of service.

Motion/Second: Gee/Stone

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

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

Motion/Second: Stone/Gee

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

4. Accessibility Update

Accessible Transit Services Manager Tina Dubost provided a brief report on paratransit activities.

5. Paratransit Coordinating Council Update

Paratransit Coordinating Council Chair Mike Levinson announced that the paratransit appreciation event would be held the following week and emergency preparedness would be on April 24; he discussed the work plan that was recently approved.

6. Paratransit Survey Key Findings

Market Research Analyst Julian Jest presented key findings of a recently conducted paratransit customer survey that included driver timeliness, access to smartphones, and Internet capability. Mr. Jest reviewed peer agency information in the Bay Area. Ms. Dubost reviewed the next steps and follow-through.

7. Citizens Advisory Committee Liaison Report

Chair Ratto referred to a written report from the Citizens Advisory Committee (CAC) in the reading file.

8. Multimodal Ridership Report – February 2018

Chief Operating Officer David Olmeda provided the statistics for February 2018.

Director Matsumoto proposed contracting out some underutilized routes versus discontinuing them. Director Gee concurred that the routes should be reviewed. Chair Stone echoed the comments but cautioned that there must be public mobility and public equity with the routes.

9. Adjourn

The meeting was adjourned at 3:20 pm.

B. FINANCE COMMITTEE/COMMITTEE OF THE WHOLE*

1. Chair Matsumoto called the meeting to order at 3:20 pm.

2. Approval of minutes of meeting of March 7, 2018

Motion/Second: Ratto/Stone

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

3. Authorize acceptance of Statement of Revenue and Expenses for February 2018

Director Gee asked Chief Financial Officer/Treasurer Derek Hansel for a sales tax income graph. Mr. Hansel discussed projected deficit of \$4.2 million.

Motion/Second: Gee/Stone

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

4. Delegate authority to General Manager/CEO on certain real estate offers, transactions, and property rights conveyances

Real Estate and Property Development Manager Brian Fitzpatrick outlined the proposed action of delegating authority to take additional administrative actions relating to certain large real estate offers and transactions.

Chair Stone inquired if the board would receive notification on the transactions administered by staff. Mr. Fitzpatrick stated before and after notifications about transactions would continue to happen. He said in the case of contiguous properties with different owners, the authority would apply to each parcel separately.

Motion/Second: Guilbault/Stone

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

5. Award of Contract for SamTrans Mobility Application Solution

Director of Contract and Procurement Julie Taylor presented noted in her report that eight firms bid and four were found to be in compliance with the bidding provisions. She said the project evaluation committee recommended award of the contract to Bytemark, whose mobile ticketing customers include Seattle and Sacramento. She said the app would provide fare and trip planning options. IT

Director Carl Cubba answered the committee's questions about the bidders. Director Guilbault stated she was very excited about the app. Director Gee asked if the app is still scheduled for delivery on September 1. Mr. Cubba said that Bytemark was committed to meeting all delivery deadlines. Chair Stone asked about further enhancements. Ms. Taylor said realtime data will be provided from the dispatch center regarding speed and accuracy. Mr. Olmeda stated a demonstration can take place.

Motion/Second: Guilbault/Stone

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

6. Adjourn

The meeting was adjourned at 3:45 pm.

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

1. Chair Powell called the meeting to order at 3:45 pm.

2. Approval of minutes of meeting of March 7, 2018

Motion/Second: Stone/Ratto

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

3. Presentation of the Draft Coastside Transit Study

Continued until May meeting.

4. SamTrans Fare Study Update

April Chan, Planning/Grants/TA Chief Officer, introduced her newest employee, Planning Director Christy Wegener.

Planner Daniel Shockley provided a brief update on the fare study that is being undertaken, including Study Goals, Methods, Schedule, Work Underway and the Look ahead. He stated an on-board survey would be conducted the following week to determine fare elasticity. Field work will be conducted in April, with elasticity modeling work from April through June, and draft and final reports in late summer.

Director Gee suggested reviewing affordable Transit Oriented Development and how the annual pass could be reviewed and to make sure there are minimums to it.

Director Powell suggested reviewing different pricing for various routes and reviewing the validity of the models used. He inquired about the farebox recovery ratio as fares were adjusted upward.

Public Comment:

Andy Chow, Redwood City, said he thought that new fare options are needed and could increase ridership.

5. Adjourn

The meeting was adjourned at 4:06 pm.

D. LEGISLATIVE COMMITTEE/COMMITTEE OF THE WHOLE*

1. Director Gee called the meeting to order at 4:06 pm.
2. Approval of minutes of meeting of March 7, 2018

Motion/Second: Stone/Ratto

Ayes: Gee, Matsumoto, Powell, Ratto, Stone, Guilbault

Absent: Groom, Kersteen-Tucker, Pine

3. State and Federal Legislative Update

Government and Community Affairs Director Casey Fromson provided an update on numerous state and federal legislative efforts.

4. Adjourn

The meeting was adjourned at 4:09 pm.

7. RECONVENE SAMTRANS BOARD MEETING

The Board meeting reconvened at 4:09 pm.

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
- b. Award of Contract for SamTrans Mobility Application Solution

10. MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – J. Powell

SUBJECTS DISCUSSED:

- a. Presentation of the Draft Coastside Transit Study – Continued until May meeting.
- b. SamTrans Fare Study Update

11. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE – J. Gee

SUBJECT DISCUSSED:

State and Federal Legislative Update

12. GENERAL COUNSEL REPORT – C. Stone

The Board recessed to a closed session at 4:12 pm.

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: Chair Stone

Title/Unrepresented Employee: General Manager/CEO Jim Hartnett

The Board reconvened to an open session at 4:37 pm.

Chair Stone reported that the Ad Hoc Evaluation Committee conducted the annual Public Employee Performance Evaluation pursuant to Government Code Section 54957(b)(1) of General Manager/CEO Jim Hartnett followed by a discussion with the full Board. He read the following statement into the record summarizing the Board's findings:

"The Advisory Evaluation Committee conducted the annual performance evaluation of Jim Hartnett, the GM/CEO. Based on that process as discussed with the full Board during the closed session, the Board unanimously concludes that Mr. Hartnett has exceeded expectations in his performance over the past year and satisfied all of the established performance goals in an exemplary manner. As such, Mr. Hartnett has earned as of April 1, 2018 and is entitled to the compensation adjustment in his base salary as granted to the administrative employees on July 1, 2017 and the award of full performance pay as contemplated by his Employment Agreement.

"However, due to the current fiscal circumstances and ongoing budget process, and in response to Mr. Hartnett's request to defer actions related to his Employment Agreement, the Board has determined to defer further discussion of these compensation matters to a future time in Fiscal Year 2019 when there is greater clarity as to the financial condition of the District.

"Accordingly, the Board's decision in this regard effectively holds open the record of Mr. Hartnett's annual evaluation for the Advisory Committee and the Board to revisit later in Fiscal Year 2019 appropriate compensation decisions and amendments to Mr. Hartnett's Employment Agreement that reflect the results of this evaluation."

Ms. Cassman reported that the Board met in closed session and no actions were taken.

13. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Stone referred to the written communications in the Board's reading file.

14. BOARD MEMBER REQUESTS/COMMENTS

15. DATE, TIME AND PLACE OF NEXT REGULAR MEETING: MAY 2, 2018 AT 2:00 PM

San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos.

16. ADJOURN

The meeting adjourned at 4:44 pm.