

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JULY 13, 2011**

Board Members Present: J. Deal, J. Gee, C. Groom, G. Guilbault, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto (Chair), A. Tissier

Staff Present: J. Cassman, G. Harrington, R. Haskin, R. Lake, M. Martinez, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 3:00 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Groom/Deal); Gee abstained from the minutes.

- a. Approval of Minutes of Board of Directors Meeting of June 8, 2011
- b. Acceptance of Statement of Revenues and Expenses for May 2011

PUBLIC COMMENT

Jerry Grace, San Lorenzo, said he wished there wasn't a closed meeting today because he wanted to talk to General Manager/CEO Michael Scanlon. He said he never knows if the Giants games are going to be long or short and that is why he is late sometimes to these meetings. He asked if there was a Clipper card for youths.

REPORT OF THE CHAIR

Chair Matsumoto is the Board's representative on the San Mateo County Transportation Authority (TA) and reported on the July TA meeting:

- There was a call for bike/pedestrian projects and the competition was so good and close that the TA Board decided to take \$1.5 million from the next round of projects to get the current projects off the ground.
- Under the new Measure A funding, monies were allocated for ferry service. The Water Emergency Transportation Authority gave a presentation at the July Board meeting. Construction of the new ferry terminal in South San Francisco will be completed at the end of the year and ferry service is scheduled to begin in spring 2012.
- The TA Board cancelled its August meeting.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Welcomed Director Jeff Gee to the Board. Director Gee's father, Dick Gee, was an early employee to the District, joining the District in 1981 as an engineer. He is remembered fondly and was regarded as highly respected, quiet and extremely capable. When he retired in 1993 he was the Deputy General Manager for Planning and Engineering.

Recognition of 35-year Employees

- Deputy CEO Chuck Harvey is on vacation, but his heart is with all of us in recognizing the 35-year employees.
- In July 1976 the District went into business and opened its doors. The system did a consolidation of what was previously 11 different municipal systems and one countywide system and grew from 4 million riders when it was first started to about 15 million riders today. The number one asset is not the buildings or buses, but the employees. It is the employees who make SamTrans. To commemorate the 35th anniversary of SamTrans employees who were hired in 1976 and are still with the District were introduced. The employees are:
 - William Snell, Senior Instructor – May 20, 1976
 - Kathie Hollinger, Bus Transportation Supervisor – June 1, 1976
 - Chuck Petrocchi, MechanicA – June 17, 1976
 - Al Camilleri, Assistant Superintendent, Bus Maintenance – June 29, 1976
 - Ed Proctor, Superintendent, Bus Transportation – July 1, 1976
 - Vince Gavin, Jr., Bus Operator – July 1, 1976
 - Fran Tobar, Dispatcher – July 6, 1976
 - Kathy Zaldivar, Bus Operator – July 12, 1976
 - Larry Fazio, Bus Operator - July 19, 1976
 - Kitty Mansfield, Bus Operator – July 19, 1976
 - Stanley Woods, Maintenance Supervisor – September 1, 1976
 - Geary Bastain, Bus Operator – November 8, 1976
- An honorable mention goes to Legal Counsel David Miller who was with the District from the beginning.
- Executive Officer Public Affairs Mark Simon said that an ad card was prepared honoring the 35-year employees and will be displayed in the buses as well as the outside of the buses.

Meeting recessed for cake at 3:20 p.m.

Meeting reconvened at 3:33 p.m.

Mr. Scanlon continued:

- On June 16 SamTrans joined with the American Public Transportation Association encouraging people to take public transportation by celebrating national “Dump the Pump” day. Staff hosted a tour of the North Base Operations and Maintenance Facility in South San Francisco and thanked everyone who worked on the event. Thanked Director Zoe Kersteen-Tucker and CAC Chair Peter Ratto for attending the event. Two videos were shown: Patch.com, an online news media, made a very entertaining video of the event, and Marketing Specialist James Namba took advantage of the North Base tour to create a video on the SamTrans spirit, providing a behind-the-scenes look at the base.
- Hope everyone had a chance to see the new farebox in the 2009 Gillig bus before the meeting today. Would like to congratulate Operations Technology Administrator Roi Kingon who was the project manager and his entire team for a great job on a project that ran very smoothly. The new fareboxes will make it easier for not only the customers, but the operators.

- Staff will be holding five community meetings for the SamTrans Service Plan. The meetings will be held on Thursday, July 14 from 6:30 to 8 p.m. at the Burlingame Women's Club in Burlingame; Monday, July 18 from 6 to 7:30 p.m. at Cunha Intermediate School in Half Moon Bay; Wednesday, July 20 from 6:30 to 8 p.m. at Fairs Oaks Community Center in Redwood City; Thursday, July 21 from 6:30 to 8 p.m. at Doelger Senior Center in Daly City; and Wednesday, July 27 from 1 to 2:30 p.m. here at SamTrans headquarters in this auditorium.
- Thanked Director Tissier for being the moving force for the volunteer driver symposium that was held here in this auditorium. Approximately 50 county stakeholders attended.
- Investment in human capital continues with 11 employees obtaining their certificates of completion on June 15 for the Leadership Program.
- Paratransit staff met with evaluators to ensure the eligibility certification program is maintaining good service in an efficient manner.
- Final testing will be completed this month for the Interactive Voice Response system and staff hopes to roll-out by the end of next month.
- The Dumbarton Express proposals have been submitted and final selection should be completed later this month.
- Staff is negotiating with Redi-Wheels for the third option year and also negotiating a final year extension on the shuttle contract.
- Fixed-route service went over 22,000 miles between service calls and over 20,000 miles on paratransit. These are both above the goal of 19,000.
- New runbook changes go into effect on August 14. There are mostly minor adjustments, but Route 295 service will be extended to the Menlo Park Veterans Medical Center.
- There is a peer working group with the Massachusetts Bay Transportation Authority in Boston to share information and technical knowledge on the relationship with Hastus Scheduling and Orbital Communications System.
- Deputy CEO Gigi Harrington hedged the fuel for Fiscal Year 2012 at \$2.90 per gallon, an outstanding price.
- Staff recommends the Board cancel the August meeting in the absence of pressing business.
- The September 14 meeting start time will be pushed back to 3 p.m. and would warmly greet people who came in t-shirts from the Heart Walk. Staff will do something very special this year, particularly as "Friends of Omar" in memory of Omar Ahmad.

Chair Matsumoto said Director Rose Guilbault will be attending the community meeting in Burlingame. She asked Board planning to attend these meetings please coordinate with District Secretary Martha Martinez so recognition can be made at these meetings as it is important the community knows that the Board cares and are in attendance. Director Shirley Harris said she would attend Daly City. Director Art Lloyd said he will attend the meeting in San Carlos. Director Jerry Deal said he also would attend the Burlingame meeting. Director Zoe Kersteen-Tucker said she will attend the meeting in Half Moon Bay.

Public Comment

Jerry Grace, San Lorenzo, asked about the driver training if anyone has ever met any of the people at the American with Disabilities Act (ADA) meetings. Mr. Scanlon said staff does travel training for ADA customers.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – May 2011

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Execution of a Three-year Use Agreement with Sunset Real Properties LLC for Pico Boulevard Near San Carlos for a Total of \$292,890
- b. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for a Total Amount of \$36,726,192
- c. Authorize Approval and Ratification of the Fiscal Year 2012 Insurance Program for a Total Not-to-Exceed Amount of \$1,483,053
- d. Authorize Extending the Agreement with the County of San Mateo for Law Enforcement and Police Communications Services for a Six-Month Period for a Total Cost Not-to-Exceed Amount of \$1,800,000
- e. Authorize Award of Contract to Gillig LLC to Furnish New and Remanufactured Exchange Brake Valves, Air Valves and Related Items for a Total Estimated Cost of \$178,532 for a Five-year Term

A motion (Lloyd/Tissier) to approve the resolutions was approved unanimously by roll call.

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

In reading file

BOARD MEMBER COMMENTS

Chair Matsumoto said she missed the last meeting and the Paratransit report and would like to sit with staff to learn more about this service; any other Board member who would like to attend is welcome.

Director Tissier said she appreciates all the kudos for the volunteer driver symposium, but the credit needs to go to Manager, Strategic Development Corinne Goodrich for coordinating the event.

Director Kersteen-Tucker commended staff for the “Dump the Pump” day. It was a fantastic event and a great opportunity for the media to see the caliber of men and women who work at SamTrans. She said the maintenance facility is always an interesting place to tour and hopes this type of event can become an annual event.

DATE AND TIME OF NEXT MEETING – September 14, 2011 at 3 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Ms. Martinez said she will send the web page link to the Board for those who wish to participate in the Heart Walk.

GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a): Victor Orpilla v San Mateo County Transit District
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- c. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)
- d. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Bus Operators, Mechanics, Utility Workers and Storeskeeper Employees)

Mr. Miller said there are four items listed on the agenda that are permitted for discussions in closed session under the Brown Act. The first item is a pending litigation matter and there are three pending labor discussion matters. Legal Counsel will be reporting out after the closed session and do not anticipate any formal action on these items today.

Adjourned to closed session at 4:01 p.m.

Reconvened to open session at 4:29 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act to hear a report from general counsel on a case of pending litigation involving Victor Orpilla versus SamTrans. Instructions have been given to the litigation team and staff regarding the disposition of that matter.

There also was a report from the chief negotiator and the team regarding pending labor negotiations. Negotiations are continuing and although the regular meeting for the Board for August has been cancelled and the next regular meeting will be on September 14, the Board of Directors stands ready to convene in special session at any time appropriate progress is made in negotiations.

Adjourned at 4:30 p.m.