

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

**MINUTES OF BOARD OF DIRECTORS MEETING
SEPTEMBER 14, 2011**

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

Board Members Absent: S. Harris, A. Tissier

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, R. Lake, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 3:03 p.m.

PUBLIC HEARING FOR THE INTRODUCTION OF A DAY PASS AND CODIFIED TARIFF CHANGES

District Secretary Martha Martinez provided a background on the public hearing: Public notices appeared in the *Half Moon Bay Review*, *San Mateo Daily Journal*, *the Examiner*, *El Mensajero* and *El Observador* at least 15 days in advance of this meeting. Community meetings were held in Half Moon Bay, East Palo Alto, South San Francisco and SamTrans headquarters in San Carlos. A presentation was also made to the Citizens Advisory Committee (CAC). To-date six comments have been received.

Executive Officer Customer Service and Marketing Rita Haskin provided the following information:

- Clipper is a regional fare card so the monthly paper passes and Muni stickers will be eliminated in December.
- Day Passes will be:
 - issued by the farebox
 - available for local adult, youth and eligible discount
 - valid for unlimited rides from time of issue to 2 a.m. the next day
 - priced at three times the one-way fare.
- Other proposed changes to the Codified Tariff include a Change Card that will expire one year from date of issue; elimination of transit pass for spouses of CAC members; and clarification of ways to pay fare upgrades.

Director Carole Groom arrived at 3:13 p.m.

Director Zoe Kersteen-Tucker asked about monthly paper passes and the impact on the youth who live on the coast. Ms. Haskin said staff has requested the Metropolitan Transportation Commission (MTC) find a retailer in Half Moon Bay and Pacifica so that Clipper cards can be loaded.

Public Comment

Shirley Newman, Belmont, said she took her card over to Walgreens to be loaded and when she tagged on the bus after a few times she was out of money. The machine took too much money off her card. How does the machine know when she tags that she is an eligible discount passenger? Ms. Haskin said customers with disabilities can get a Regional Transit Discount Card. She said the misunderstanding is the Disabled Pass costs \$25 per month and when Ms. Newman went to Walgreen's the clerk loaded \$25 in cash on her card instead of the pass.

Legal Counsel David Miller said the Board and District have met their legal obligations to offer the public a chance to speak today or comment in writing. This item will be brought back to the Board for action at the October meeting.

A motion (Lloyd/Gee) to close the public hearing was approved.

Director Jeff Gee asked about the outreach that was done for the upcoming changes. Ms. Haskin said the action being taken next month is not the elimination of the paper passes which has been in the works for a long time. Outreach includes a notice on the buses, the electronic sign on the bus was updated, news releases, notices for distribution were sent to schools and staff is going to many senior organizations.

Director Jerry Deal asked if someone loses their Clipper Card what happens or can it be deactivated. Ms. Haskin said if a person registers their card and it is lost the customer just needs to call and have the funds moved to a new card. The youth, disability and eligible cards all have to be registered.

Director Deal asked how someone would know how much is remaining on their card. Ms. Haskin said that information can be found on the Clipper website and also when a passenger tags the card it shows the balance.

Director Kersteen-Tucker asked about the multi-lingual outreach that was done. Ms. Haskin said Spanish was the main focus, but will see what can be done in Mandarin too.

Chair Matsumoto asked if there are any caveats with the Day Pass. Ms. Haskin said no.

Recessed to Committee Meetings at 3:27 p.m.

Reconvened the Board Meeting at 4:32 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Lloyd/Guilbault).

- a. Approval of Minutes of Board of Directors Meeting of July 13, 2011
- b. Approval of Minutes of Special Board of Directors Meeting of September 1, 2011
- c. Acceptance of Statement of Revenues and Expenses for July 2011
- d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended June 30, 2011

PUBLIC COMMENT

None

REPORT OF THE CHAIR

Chair Matsumoto reported:

- Vice Chair Deal was appointed to the Peninsula Corridor Joint Powers Board (JPB) and Director Adrienne Tissier was elected vice chair of the JPB.
- Thanked Director of Bus Transportation Chester Patton for mapping out buses for her to ride through out the county.
- Thanked Manger of Accessibility Bill Welch and Accessibility Coordinator Tina DuBost for providing an extensive briefing on the paratransit program and for setting up a tour of the eligibility facility.
- Requested that the meeting be adjourned in memory of Director Tissier's mother, Mary Tissier.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Legal Counsel Joan Cassman suffered a tragic loss when her niece Celestial Cassman was killed in Maui. Celestial was a bright attorney who served local governments, including the city of Santa Cruz and was very involved in charity work and donating legal services. He asked the Board to join the staff in expressing condolences and thoughts and prayers to Ms. Cassman and her entire family at this extraordinarily difficult time and respectfully requested the Board adjourn the meeting in Celestial's memory too.
- Many participated in the annual Heart Walk today. This was a special year as we walked in memory of Omar Ahmad who was a member of this Board and San Carlos Mayor. There was substantial participation by the cities of San Carlos and Burlingame. Thanked Deputy CEO Chuck Harvey for his leadership in this event and Senior Budget Analyst Leslie Fong as the company leader. SamTrans was the number one fund-raising company in San Mateo County this year. To date, 166 walkers have raised \$61,000.
- The California Association for Coordinated Transportation will be conducting a conference in Berkeley September 20-22. SamTrans will be showcasing the eligibility evaluation center in Foster City and Operations will be providing buses to the facility.
- Investment in human capital continues with the start of the third Leadership Academy on September 7.
- Transportation specials include driver safety programs in San Carlos and Burlingame.
- Fixed-routes averaged 32,500 miles between service calls and Redi-wheels averaged almost 26,000 between road calls which well above the standard of 19,000.
- A new runbook started in August with minor changes
- Nurses at Mills and Peninsula hospitals are staging a one-day strike on September 22 and staff is looking at paratransit contingency plans.
- Participated in a Moment of Remembrance on September 11 during which buses pulled over to a safe location and a pre-recorded message played at 10 a.m. Operations Technology Administrator Roi Kingon and Customer Service Representative Rachel Bravo were acknowledged for their work.
- Commended all the staff who worked on all the grants that will be awarded today.
- Personally appreciated reading the article by Directors Carole Groom and Tissier in the *San Mateo Journal* that public employees have stepped up during these difficult times. Public employees are making sacrifices along with others.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – End-of-the-Year Performance - postponed
- e. Multimodal Ridership Report – June 2011
- f. Multimodal Ridership Report – July 2011

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Execution of a Cooperative Agreement with the City/County Association of Governments of San Mateo County and Santa Clara Valley Transportation Authority for Cost Sharing for the Performance of a Tiger II Planning Grant for Elements of the Grand Boulevard Initiative
- b. Authorize Execution of a Funding Agreement with the California Department of Transportation (Caltrans) for an urban Transit Planning Studies Grant for the El Camino Real bus Rapid Transit Phasing Plan and Amend the Fiscal Year 2012 Capital Budget by \$221,319 to Include the Caltrans Planning Funds
- c. Authorize Approval of a Tentative Budget Proposal for the Fiscal Year 2013 Caltrain Operating Budget and a Budget Framework for Fiscal Year 2014 and Beyond
- d. Authorize Execution of Funding Agreements with the San Mateo County Transportation Authority and the City/County Association of County Governments in Support of the Regional Bicycle Share Pilot Program and Amend the Fiscal Year 2012 Capital Budget by \$105,000
- e. Authorize Execution of a Transfer of Ownership Agreement with the Alameda-Contra Costa Transit District (AC Transit) and an Agreement with the Metropolitan Transportation Commission for the Purpose of Accepting the Title Transfer of 10 Buses for the Dumbarton Bridge Express Bus Service
- f. Authorize Award of Contract to MV Transportation, Inc. for Operation and Maintenance of Dumbarton bridge Express Service for a Not-to-Exceed Amount of \$6,527,795 for a Five-year Term
- g. Authorize Extension of the Contract with MV Transportation, Inc. for Providing Contracted Urban Bus Service for a One-year Period at the Negotiated Vehicle Revenue Mile Rate of \$7.959
- h. Authorize Rejection of Low Monetary Bid from Daimler Bus North America, Inc. as Non-Responsive and Award of Contract to New Flyer Industries Canada ULC for Furnishing Non-Asbestos Brake Blocks for a Total Estimated Cost of \$155,494 for a Five-year Term
- i. Authorize Rejection of Low Monetary Bid from SimplexGrinnell, Inc. as Non-Responsive and Award of Contract to Siemens Industry for Fire Suppression equipment Inspection, Maintenance and Fire Alarm Monitoring Services for \$289,258 for a Three-year Term
- j. Authorize the Purchase of Seven Vehicles Through the State of California Contract for a Total Estimated Cost of \$174,518 and Authorize Disposition of Seven Surplus Vehicles
- k. Authorize the Purchase of 10 Paratransit Minivans for Americans with Disabilities Act Paratransit Service for a Total Cost of \$466,014 and Authorize Disposal of 10 Surplus Paratransit Minivans

- l. Authorize Amendment of Contract with Creative Bus Sales, Inc. in an Estimated Amount of \$357,171 for the Purchase of up to Four 22-foot Paratransit Vehicles (Cutaways)
- m. Authorize Award of Contract Lamar Transit Advertising for Exterior Bus Advertising Services for a Minimum Revenue Guarantee of \$3,425,000 Over a Five-year Period
- n. Authorize Award of 10 On-call, No Guarantee Contracts for Information Technology Consulting and Support Services for a Not-to-Exceed Amount of 48,500,000 for a Three-year Term

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

INFORMATIONAL

- o. Information on Preliminary Statement of Revenues and Expenses for June 2011
- p. Update on the Execution of the Fiscal Year 2012 Fuel Hedging Program

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY

INFORMATIONAL

- a. Presentation on the SamTrans Service Plan – Market Analysis and Community Outreach
- b. Capital Projects Quarterly Status Report – Fourth Quarter Fiscal Year 2011

WRITTEN COMMUNICATIONS

In reading file

BOARD MEMBER COMMENTS

Director Groom thanked everyone for bringing the bus to the 20th Anniversary on Commission of Disabilities event and for the message on the head sign.

DATE AND TIME OF NEXT MEETING – Board Retreat, September 26, 2011 at 9 a.m., location TBD. The next regular meeting will be October 12, 2011 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)
- c. 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)
- d. Consideration of Compensation Adjustments for Non-Bargaining Unit (Administrative) Employees and Customer Service Unit Employees Represented by Amalgamated Transit Union, Local 1574

Mr. Miller said the Board will meet in closed session to discuss pending labor negotiations.

Adjourned to closed session at 4:53 p.m.

Reconvened to open session at 5:22 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act to hear a report on negotiations that were concluded today in a mediated framework with the Teamsters Union, Local 856, which represents the Bus Transportation Supervisors, Dispatchers and Radio Controllers. A thorough report was presented to the Board regarding the outcome of these discussions.

Mr. Miller recommends the Board approve the execution of a Collective Bargaining Agreement with Teamsters Union Local 856 for a three-year term through September 30, 2014 subject to ratification of this agreement by the members of the bargaining unit.

A motion (Lloyd/Deal) to approve execution of the agreement was approved unanimously.

Mr. Miller said staff recommends the Board adopt or consider adopting a resolution that would relate to a salary adjustment for the employees of this organization whose wages have been frozen since 2008 and at a future date, in addition to the 2.75 percent wage adjustment authorized by this resolution all employees receiving this increase would be making contributions as provided for in the ratified collective bargaining agreements toward medical costs and their pension.

A motion (Deal/Guilbault) to approve the resolution was approved unanimously.

The meeting adjourned at 5:25 p.m. in memory of Celestial Cassman and Mary Tissier.