

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 11, 2012**

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, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 2:46 p.m.

**REPORT OF THE NOMINATING COMMITTEE (GEE, HARRIS, LLOYD) –
ELECTION OF OFFICERS FOR 2012**

Director Shirley Harris said the nominating committee of Directors Jeff Gee, Art Lloyd and herself recommend Director Jerry Deal as chair and Director Carole Groom as vice chair.

A motion (Harris/Tissier) to elect Director Deal chair and Director Groom as vice chair for 2012 was approved unanimously.

CONSENT CALENDAR

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

- a. Approval of Minutes of Board of Directors Meeting of December 14, 2011
- b. Acceptance of Statement of Revenues and Expenses for November 2011

PUBLIC COMMENT

None

District Secretary Martha Martinez said she received a call from Jerry Grace and he wanted to wish the Board a Happy New Year.

REPORT OF THE CHAIR

Resolution of Appreciation to Outgoing Chair, Karyl Matsumoto

Chair Deal and Director Groom presented Director Matsumoto with a Resolution of Appreciation and a bouquet of flowers.

Director Matsumoto thanked the Board, staff and all employees for helping her this past year.

A motion (Tissier/Lloyd) to approve the Resolution of Appreciation to outgoing Chair Matsumoto was approved unanimously.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon:

- Congratulated Chair Deal and Director Groom as vice chair.

- Thanked Director Matsumoto for her service this past year as chair.
- Congratulated CAC Chair Peter Ratto on his re-election and Sondra Price's election as vice chair.
- Congratulated Director Adrienne Tissier on her election as President of the Board of Supervisors, Chair of the Peninsula Corridor Joint Powers Board (JPB) and her continuing role as Chair of the Metropolitan Transportation Commission.

Mr. Scanlon reported:

- The American Public Transportation Association (APTA) Safety Audit team was here this week and SamTrans is one of few agencies that consistently show continuous improvement in the culture of the transit safety plan and processes. All transportation supervisors received the APTA recommended Certified National Incident Management System. This is the training offered by the Federal Emergency Management Agency.
- Training activity for the month of December was almost 1,800 hours and 700 hours was for new bus operator training.
- Staff is interviewing candidates for part-time bus operators for a class of 12 to start in mid-April.
- Customers experienced a rare event on Monday, January 9. The contractor MV Transportation made a critical error. The evening dispatcher went home ill and the relief dispatcher made a significant mistake that resulted in having inadequate operator resources on Monday morning. This caused nine trips to be missed. The missed trips were primarily on Routes 292 and KX and this caused a significant inconvenience to customers. Staff immediately followed-up with MV Transportation to ensure there were adequate resources for the remainder of the day and the next morning. The contract does provide for significant penalties for missed trips and staff is assessing them \$1,000 for each missed trip.
- The transition to AC Transit for the Dumbarton Express bus service went very smoothly. AC Transit assumed the contract and MV Transportation is operating the service. SamTrans is a member of the Dumbarton Bridge Consortium.
- Fixed-routes averaged almost 27,000 between road calls and paratransit was 20,500. Both of these are over the goal of 20,000.
- Runbook 107 was implemented on December 18. Initial comments on Routes 120 and 294 have been positive. There were some concerns raised about the San Francisco arrival and departure times on Route KX.
- Runbook 108 will be implemented in June 2012 and will include the addition of the 12 part-time bus operators and will be the first runbook timed to accommodate the end of school year. This runbook will focus on time performance for Routes 390, 391 and KX.
- Staff is continuing National Transit Database submittals.
- The soft launch of the Day Pass is going smoothly. The Day Pass is three times the one way fare. Staff is monitoring progress to determine the date for the hard launch.
- Ken Yeager was elected vice chair of the JPB and San Francisco Board of Supervisor Malia Cohen joined the Board replacing Sean Elsbernd.
- This coming Monday Caltrain will be operating the Freedom Train. This train is chartered by the Dr. Martin Luther King, Jr. Association of Santa Clara. The train departs from San Jose Diridon and stops at Sunnyvale, Palo Alto and San Mateo stations.
- There will be public meetings later this month for Caltrain on proposed changes to the Codified Tariff including the continuing implementation of the Clipper system,

eliminating 8-ride tickets and propose increasing paper tickets by 25-cents for zones and up to 50-cents on Day Pass.

- The reading file contains a new SamTrans system map, quarterly listing of exterior advertising, new Information Guide and the *Transit Fun Guide*. The *Transit Fun Guide* shows the number of places people can go to on public transportation.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE

No report.

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

In reading file

BOARD MEMBER COMMENTS

Director Matsumoto thanked CAC Chair Peter Ratto and the entire CAC for their great work. She said at the January San Mateo County Transportation Authority (TA) meeting Directors Don Horsley, Sepi Richardson and Naomi Patridge were sworn in. Director Carole Groom was elected chair of the TA.

Director Jeff Gee extended an invitation to everyone to join Redwood City in the Lunar New Year Celebration on February 4 to welcome the Year of the Dragon. The event will be from 11 a.m. – 4 p.m. on Courthouse Square.

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT MEETING – February 8, 2012 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting adjourned at 3:12 p.m.