

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

**MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2012**

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

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

Chair Jerry Deal called the meeting to order at 3:52 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Groom/Gee).

- a. Approval of Minutes of Board of Directors Meeting of October 10, 2012
- b. Acceptance of Statement of Revenues and Expenses for June 2012 (unaudited)
- c. Acceptance of Statement of Revenues and Expenses for September 2012
- d. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2012
- e. Approval of 2013 Board of Directors Calendar

PUBLIC COMMENT

Jerry Grace, San Pablo, said he is very surprised at the Caltrain ridership number for the Giants parade.

REPORT OF CHAIR

No report.

AUTHORIZE DISCONTINUING PARTICIPATION IN THE BART PLUS TICKET PROGRAM

Executive Officer, Customer Service and Marketing, Rita Haskin said staff proposes the Board authorize discontinuing participation in the BART Plus Ticket Program effective January 1, 2013. Staff estimates the annual farebox revenue would increase approximately \$625,000 if riders are retained. BART established the ticket for a link between train and bus, not bus-to-bus transportation.

A motion (Lloyd/Gee) to discontinue participation in the BART Plus Ticket Program was approved unanimously.

AUTHORIZE ELIMINATION OF SELECT UNDERUTILIZED FIXED-ROUTE TRIPS

Deputy CEO Chuck Harvey said staff proposes the Board eliminate two trips on two community routes that are underutilized. Staff will be eliminating one of the trips immediately; one of the trips has some ridership because of an after-school program. If the program is canceled, the route will be eliminated.

A motion (Tissier/Lloyd) to eliminate select underutilized fixed-route trips was approved unanimously.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- All head signs on buses were programed with “We Salute Our Veterans” on November 11 and 12.
- Public outreach for the SamTrans Service Plan (SSP) ended in October. There were nine public meetings, 16 city council presentations, four community college events and three senior center fair events. A broad range of comments was received from more than 500 individuals, most about Route 292. Directors Carole Groom, Karyl Matsumoto, Zoe Kersteen-Tucker, CAC members Peter Ratto, Sonny Koya and Andy Chow were thanked for attending meetings. The Board Advisory Committee will be meeting in December and staff hopes to have a final plan released in January for public comment. Staff is hoping to conduct a public hearing at the February Board meeting and Board consideration at the March meeting.
- The opening of the Devil’s Slide Tunnel opening has been pushed to the first quarter of 2013.
- Runbook 110 will be effective in January.
- A class of part-time operators started on November 2; the total of part-time operators is 17.
- Accessible Services staff is doing outreach with the Lighthouse for the Blind to check for accuracy on stripe maps, bus routes and train schedules that are done in Braille.
- A new five-year contract for the Coastside services started in November.
- Contracted bus operators did a great job with service for the Giants World Series parade.
- Miles between service calls on fixed-routes in October was more than 30,000 miles.
- The reading file contains flyers for the Caltrain Holiday Train on December 1 and 2, the Redwood City Hometown Holidays Parade on December 1, additional holiday service to Serramonte Shopping Center and a Park and Ride Notice on increased parking fees at the Colma Park and Ride Lot.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee Liaison Report – written report
- d. Mobility Management Report – End-of-Year Performance
- e. Multimodal Ridership Report – September 2012

FINANCE COMMITTEE – J. Gee

RESOLUTIONS

- a. Authorize Increase to the Fiscal Year 2013 Capital Budget by \$5,061,388 for the Replacement of 62 Gillig Buses
- b. Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of 40,000 for the Proposed Grand Boulevard Campaign Project and Amend the Fiscal Year 2013 Operating Budget to \$131,807,917
- c. Adoption of Conflict of Interest Code
- d. Authorize Disposition of 17 Surplus Gillig Buses
- e. Authorize Award of Contract to Wells Fargo Insurance Services USA, Inc. for Insurance Brokerage Services for a Not-to-Exceed Amount of \$405,000 for a Five-year Term
- f. Authorize Award of Contract to Electronic Data Magnetics to Provide Printing and Delivery of Magnetic Tickets for an Estimated Amount of \$129,372 for a Five-year Term
- g. Authorize Award of Contract to G4S Secure Solutions (USA), Inc. for Security Officer Services for an Estimated Cost of \$5,293,073 for a Three-year Term
- h. Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Urban Bus (CUB) Service for a Total Estimated Cost of \$60,970,718 for a Four-year Base Term
- i. Authorize Amendment to Extend the Contract with Diversified Maintenance Services, Inc. for Providing Building Maintenance Services at a Cost of \$460,000 from \$2,423,727 up to \$2,883,727 on a Month-to-Month Basis
- j. Authorize Amendment to On-call Transportation Planning and Program Support Services Contracts with CDM Smith, Inc., Fehr & Peers and HNTB Corporation by an Estimated Aggregate Amount Not-to-Exceed by \$1,800,000 from \$6,000,000 to \$7,800,000
- k. Authorize Amendment to On-call Environmental Planning Consulting Services Contracts with The Louis Berger Group, Inc. and Jones and Stokes Associates, Inc. by an Estimated Aggregate Amount Not-to-Exceed by \$225,000 from \$750,000 to \$975,000

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

- l. Authorize Award of Contract to Commercial Environment Landscape to Furnish Landscape and Grounds Maintenance for a Total Not-to-Exceed Amount of \$397,260 for a Three-year Base Term

Chair Deal recused himself from this item due to a conflict of interest.

A motion (Gee/Groom) to approve the resolution was approved by roll call.

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion

BOARD MEMBER REQUESTS/COMMENTS

Director Carole Groom said Project Manager Aidan Hughes and consultant Loren Dong did a great job on the SSP community meetings and it was very effective to bring in an independent management company to take notes and keep order during the meeting.

Director Karyl Matsumoto thanked Mr. Hughes for the SSP presentation to the South San Francisco City Council.

Director Zoe Kersteen-Tucker said someone called her about trash around bus stops and the ability to collect trash on buses. Deputy CEO Chuck Harvey said there are trash receptacles on every bus and trash cans at stops with shelters or benches. If anyone receives comments, send them to him or Director, Bus Transportation, Chester Patton and they will get the appropriate people out to correct the problem.

Mr. Harvey said the District was the number one fundraising company in the county for the American Heart Association (AHA) Heartwalk raising \$58,611. He introduced the company co-captains: Senior Budget Analyst Leslie Fong, Manager, Software System Development, Diane Shaw, and Director, Maintenance, David Olmeda who were honored by the AHA as Team Captains of the Year.

Director Jeff Gee congratulated staff for their work on the Caltrain service for the Giants parade. He invited everyone to attend the Hometown Holidays event in Redwood City on December 1.

DATE AND TIME OF NEXT MEETING – December 12, 2012 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

Closed Session: Public Employee Performance Evaluation and Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO and Attorney

Legal Counsel David Miller said the Board will meet in closed session as permitted by the Brown Act for the purpose of an employee performance evaluation for the General Manager/CEO Michael Scanlon. The evaluation of the attorney will be postponed until next month.

The meeting adjourned at 4:17 p.m. to closed session.

Reconvened to open session at 5:17 p.m.

Directors Art Lloyd and Matsumoto left at 5:17 p.m.

SamTrans Board of Directors
Minutes of November 14, 2012 Meeting

Mr. Miller said based on a recommendation from an advisory committee of the Board, consisting of Chair Deal, Directors Adrienne Tissier, Kersteen-Tucker and Gee, the Board is prepared to pass a motion to confirm Mr. Scanlon's performance has been outstanding. There are no changes being made to Mr. Scanlon's contract at this time.

A motion (Guilbault/Harris) to confirm Mr. Scanlon's performance as outstanding was approved unanimously.

Meeting adjourned at 5:19 p.m.