

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
JUNE 13, 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, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Jerry Deal called the meeting to order at 3:20 p.m.

**CONSENT CALENDAR**

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

- a. Approval of Minutes of Board of Directors Meeting of May 9, 2012
- b. Acceptance of Statement of Revenues and Expenses for April 2012

**PUBLIC COMMENT**

None

**REPORT OF THE CHAIR**

Chair Deal reported:

- The Leadership Group had a meeting in Burlingame and he presented on SamTrans and Director, Caltrain Modernization Program Marian Lee presented on Caltrain.
- At the June 7 Peninsula Corridor Joint Powers Board (JPB) meeting, Legal Counsel David Miller was honored for his honorary doctorate.

**REPORT OF THE GENERAL MANAGER/CEO**

General Manager/CEO Michael Scanlon reported:

- Introduced new Assistant District Secretary Josh Averill.
- Thanked Chair Deal, Burlingame Councilmember Michael Brownrigg and the Leadership Group for assisting Ms. Lee with questions on High Speed Rail (HSR) and funding.
- On May 24 the Women's Transportation Seminar dinner was held and SamTrans was presented with the Innovative Project Award of the Year for the Grand Boulevard Initiative and Director Adrienne Tissier was recognized as the Woman of the Year.
- The Stores Department was congratulated on their annual audit. Total inventory is approximately \$1.6 million and staff was off by only \$759.
- During the month of April bus operators logged more than 500,000 miles without a single chargeable incident.
- Staff participated in 2,094 hours of training in May. A new class of bus operators graduates on June 15.
- Bus contracts staff has received proposals for the Coastside transportation services and are evaluating, ranking and interviewing proposers.

- Contracted Urban Bus service proposals are due on June 21. The current contract expires at the end of September.
- MV Transportation helped with extra service for Bay to Breakers, Makers Faire in San Mateo and at the Transbay Terminal for the Golden Gate Bridge 75<sup>th</sup> Anniversary.
- Fixed-routes averaged 23,000 miles between road calls and Redi-Wheels averaged 148,000 miles between road calls. Year-to-date fixed-route is 26,048 miles and Redi-Wheels is 26,041 miles between road calls. These are all above the 20,000 mile standard.
- Runbook 108 goes into effect June 17. It reestablishes the part-time bus operators and is consistent with the Metropolitan Transportation Commission's Transit Sustainability Project. The bulk of the changes are the elimination of school service for the summer.
- The August 26 runbook will have the new El Camino Real Route and tweaked times on Routes 83, 292, 390, 391 and KX.
- The Colma Park & Ride Lot is being used by the U.S. Golf Association for staging buses for the U.S. Open.
- SamTrans provided mutual aid on June 6 at 6:05 a.m. when a call was received from the Redwood City Fire Department asking for assistance to transport residents who were displaced by a residential fire to the Red Morton Community Center.
- Staff continues to work with the California Highway Patrol on the Older Drivers Safety Seminar. One was recently held on June 6 in South San Francisco.
- The U.S. Senate Appropriations Committee staff toured and reviewed the San Bruno Grade Separation Project on May 31.
- Staff will be participating in the regional Emergency Functional Exercise on June 14.
- This past weekend nine district employees participated in the Out of the Darkness walk to bring awareness of suicide. The team raised more than \$10,000.
- The JPB and San Mateo County Transportation Authority approved balanced budgets for FY2013 and Deputy CEO Gigi Harrington and her team were thanked for their work.
- Reading file contains the latest issue of *Rider's Digest*, Dump the Pump flyer, a chart on the April ridership and a Take One for the Summer Youth Pass promotion.

Executive Officer Customer Service and Marketing Rita Haskin said staff is promoting the Summer Youth Pass with newspaper ads, onboard announcements, Take Ones and a radio spot. Ms. Haskin shared the radio spot with the Board.

### **COMMUNITY RELATIONS COMMITTEE – Rose Guilbault**

#### **MOTION**

- a. Proclamation Designating June 21, 2012 as “National Dump the Pump Day”

A motion (Lloyd/Gee) to designate June 21, 2012 “National Dump the Pump Day” was approved unanimously.

#### **SUBJECTS DISCUSSED**

- b. Accessibility Update
- c. Paratransit Coordinating Council (PCC) Update
- d. Citizens Advisory Committee Liaison Report
- e. Multimodal Ridership Report – April 2012

**FINANCE COMMITTEE – Jeff Gee**  
**RESOLUTIONS**

- a. Authorize Adoption of Proposed Fiscal Year 2013 Operating Budget in the Amount of \$131,767,917
- b. Authorize Adoption of Proposed Fiscal Year 2013 Capital Budget in the Amount of \$41,172,847
- c. Approval of Salary Ordinance No. 94 and a Three Percent Wage Increase for the Administrative (Non-Represented) Staff
- d. Authorize Reduction of Employer Paid Member Contributions to the Public Employees' Retirement System from Five Percent to Three Percent
- e. Authorize Filing Claims to Receive an Allocation of \$707,048 of State Transit Assistance Transit Funds Through the Lifeline Transportation Program to Fund the Continuation of Fixed-Route Service on Route 17 and SamCoast Demand Responsive Service
- f. Authorize Entering into a Memorandum of Understanding, File Claims and Pass Through Funds to San Mateo County Human Service Agency, City of Menlo Park, City of Redwood City and City of South San Francisco Community Learning Center for Lifeline Transportation Projects in San Mateo County
- g. Authorize Entering into a Memorandum of Understanding, File Claims and Pass Through Funds to the Center for Independence of Individuals with Disabilities of San Mateo County
- h. Authorize Entering into a Funding Agreement with City/County Association of Governments of San Mateo County to Receive Measure M Funds to Support Paratransit Services
- i. Authorize Amendment to Extend the Contract on a Month-to-Month Basis for up to One Year with Wells Fargo Insurance Services, USA, Inc. for Insurance Services for a Cost of up to \$71,480
- j. Authorize Contract Amendments with Wipro, Inc. in the Amount of \$1,318,950 for Option 1, Phase 2B of the PeopleSoft Integration Service to Test, Train and Deliver all Modules, Amend contract to Include Hardware Support Services for the Business Optimization Project and Extend the Term for the Legacy Application Support and Data Cleansing Services for One Additional Year
- k. Authorize Execution of Contracts over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2013 for an Aggregate Not-to-Exceed Amount of \$850,000
- l. Authorize Execution of Contracts for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2013 for an Aggregate Not-to-Exceed Amount of \$900,000

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

**MOTION**

- m. Authorize Rejection of all Bids for Provision of Diesel Fuel

A motion (Gee/Lloyd) to reject all bids for provision of diesel fuel was approved unanimously.

Director Gee said staff also reported on a successful fuel hedge bid for Fiscal Year 2013.

**LEGISLATIVE COMMITTEE – Shirley Harris**

**SUBJECTS DISCUSSED**

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE – Art Lloyd**

**SUBJECTS DISCUSSED**

- a. Proposed El Camino Real Weekend Service Consolidation
- b. Capital Projects Quarterly Status Report – 3<sup>rd</sup> Quarter Fiscal Year 2012

**WRITTEN COMMUNICATIONS**

None

**BOARD MEMBER REQUESTS**

Director Matsumoto reported on the June 7 TA Board meeting:

- The South San Francisco ferry service has begun.
- Reappointed five members to the TA CAC.
- Approved the FY2013 budget and allocated funds to the Shuttle Program.
- Meeting was adjourned in memory of former Director John Lee.

**GENERAL COUNSEL PROPOSAL**

No report

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

The meeting was adjourned at 3:45 p.m.