

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

**MINUTES OF BOARD OF DIRECTORS MEETING
OCTOBER 2, 2013**

Board Members Present: J. Deal, J. Gee, C. Groom (Chair), R. Guillbault, 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. Scanlon, M. Simon

Chair Carole Groom called the meeting to order at 3:30 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of September 4, 2013
- b. Acceptance of Statement of Revenues and Expenses for August 2013

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

PUBLIC COMMENT

Jerry Grace, San Lorenzo, said First Lady Michelle Obama will be at the Fairmont Hotel this week. He hopes there will not be a Bay Area Rapid Transit strike.

REPORT OF CHAIR

No report

ADOPTION OF REVISED CODIFIED TARIFF, ADOPTION OF FINDINGS FOR A STATUTORY EXEMPTION UNDER CEQA, AND APPROVAL OF ASSOCIATED TITLE VI EQUITY ANALYSIS

Rita Haskin, Executive Officer, Customer Service and Marketing, said staff is asking the Board adopt the revised Codified Tariff, adopt findings necessary for application of a statutory exemption under the California Environmental Quality Act (CEQA), and approve the Title VI Equity Analysis. Changes to the tariff would be effective January 1, 2014.

A motion (Gee/Tissier) to adopt the revised Codified Tariff, findings for a statutory exemption under CEQA and approval of associated Title VI Equity Analysis was approved unanimously by roll call.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Investment in human capital continued with 2,400 hours of training in August.
- South Base bus operators went from April 1 to July 24, 115 days, without a single preventable accident.
- Fixed-route service averaged 32,000 miles between service calls and Red-Wheels averaged 73,000 miles between service calls.

- Staff is working on Runbook 113 that will include the final phase of the SamTrans Service Plan.
- There will be an operator transition for SamCoast on the Coastside from Pescadero Foundation to MV Transportation effective November 1.
- Caltrain's 150th Anniversary celebration is coming up and there will be two events to celebrate this milestone. The first event will be on October 19 at the Menlo Park Caltrain Station from 11 a.m. to 3 p.m.
- Thanked the Board for their support during the recent accusations by former employees that led to an NBC-11 investigative report. The finance team is outstanding and of the highest ethics and very qualified. There is a self-identified labor group calling for a news conference in front of the building next week to denounce management.
- Thanked the San Mateo County Board of Supervisors for the allocation of \$10 million over two years of Measure A from their budget to support the San Mateo County Transit District's (District) paratransit service.
- The District won a first place AdWheel award for the *Peninsula Moves Blog* at the recent American Public Transportation Association annual meeting. Jeremy Lipps, Social Media Officer, was congratulated for his work on this piece.
- The Reading File contains a Take One for the CAC recruitment and the fall edition of the *Transit Fun Guide*.
- Marianne Mannia passed away on September 19. She was a true champion for persons with disabilities and former chair of Paratransit Coordinating Council (PCC) and asked the Board to adjourn the meeting in her memory.

Public Comment

Jerry Grace, San Lorenzo, said he saw the NBC-11 investigative report. He heard there was a fire in the middle of a Caltrain. Chuck Harvey, Deputy CEO, said there was an incident on a train with a brake issue that caused smoke.

Director Adrienne Tissier asked about the recent fire in Burlingame alongside the tracks. Mr. Scanlon said there was no damage to the trains, but it did cause long service delays.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

MOTION

- a. Proclamation Designating October as "Disabilities Awareness Month"

A motion (Lloyd/Tissier) to designate October as "Disabilities Awareness Month" was approved unanimously.

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. PCC Update
- d. Citizens Advisory Committee (CAC) Liaison Report
- e. Mobility Management Report – Fixed-Route Bus Service – First Hybrid Bus
- f. Multimodal Ridership Report – August 2013

FINANCE COMMITTEE – S. Harris

RESOLUTIONS

- a. Authorize Award of Contract to Action Towing for Heavy-Duty Towing Services for a Total Estimated Amount of \$162,425 for a Five-Year Term
- b. Authorize Award of Contract to Universal Building Services and Supply Company to Provide Janitorial Services for a Total Not-to-Exceed Cost of \$1,376,836 for a Three-Year Base Term
- c. Authorize Award of Contracts to ICF Jones& Stokes, Inc., HDR Engineering, Inc., and The Louis Berger Group, Inc. to Provide On-Call Environmental Planning, Permitting and Support Services in the Estimated Aggregate Not-to-Exceed Amount of \$1 Million for a Three-Year Term
- d. Authorize Award of Contracts to CDM Smith, Inc., HDR Engineering, Inc., HNTB Corporation, and STANTEC Consulting Services, Inc. to Provide On-Call Transportation Planning and Support Services in the Estimated Aggregate Not-to-Exceed Amount of \$4,270,000 for a Three-Year Term

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

LEGISLATIVE COMMITTEE – J. Deal

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Kersteen-Tucker said she was looking at the recent *Transit Fun Guide* and said there are two farmers markets in Half Moon Bay and only one is listed. The other is on Saturday at Shoreline Station in Half Moon Bay.

GENERAL COUNSEL PROPOSAL

No report

DATE AND TIME OF NEXT MEETING –November 6, 2013 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Director Tissier said she would like to adjourn today's meeting in memory of Marianne Mannia, who passed away on Thursday, September 19. Director Tissier said even though nursing was Ms. Mannia's passion she moved her passion to education and opened Laurel Lane Preschool in San Carlos. Ms. Mannia was a Senior Senator representing San Mateo County on the California Senior Legislature, Board President of the Ombudsmen Services of San Mateo County, Chairperson of the PCC, and trusted advisor for Sequoia Hospital's community program.

Meeting adjourned at 3:56 p.m. in memory of Ms. Mannia.