

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
NOVEMBER 6, 2013**

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

Board Members Absent: R. Guillbault

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 2:48 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of October 2, 2013
- b. Acceptance of Statement of Revenues and Expenses for June 2013 (unaudited)
- c. Acceptance of Statement of Revenues and Expenses for September 2013
- d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2013

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

**PUBLIC COMMENT**

None

**REPORT OF CHAIR**

Chair Groom said her office sponsors a conference once a year called Active San Mateo. She thanked Mark Simon, Executive Officer, Public Affairs, and Doug Kim, Director, Planning and Development, for their participation.

**REPORT OF THE GENERAL MANAGER/CEO**

Michael Scanlon, General Manager/CEO, reported:

- Congratulated Directors Jeff Gee and Karyl Matsumoto on their re-election victories.
- During the Bay Area Rapid Transit (BART) strike, SamTrans operated shuttles from the Colma and Daly City BART stations to the Transbay Terminal in San Francisco during the morning and evening commute hours. On October 18, six buses carried about 440 riders and on October 21, 11 buses carried 780 riders. In addition, the regular fixed-route service carried about 5,000 additional passengers on October 21 and Caltrain carried 9,000 additional passengers.

- During the month of September, fixed-routes averaged 45,000 miles between service calls and Redi-Wheels averaged 20,800 miles between services calls, both above the goal of 20,000 miles between service calls.
- New maintenance employees received about 456 hours of training and 26 current maintenance employees received more than 500 hours of training during the month.
- Route ECR weekend ridership is strong and weekdays are off slightly. Total ridership is up 2,000 passengers for the month.
- The second phase of the SamTrans Service Plan implementation is set for January 26.
- SamCoast service was transitioned from Pescadero Foundation to MV Transportation on November 1.
- Grand Boulevard winners will be acknowledged this evening at an event in Redwood City. The winners were chosen for projects that are most consistent with the Grand Boulevard Guiding Principles.
- Public meetings will be held for the Bus Rapid Transit Phasing Study. There will be public workshops on November 13 in San Carlos and November 14 in South San Francisco.
- The San Carlos Planning Commission approved the application of Legacy Partners for a transit-oriented development project at the property adjacent to the San Carlos Caltrain Station. The city council is considering the project and hopes to make a decision soon. The San Carlos Chamber of Commerce voted unanimously at their October meeting to support the project.
- The Reading File contained the SamTrans Progress Report, list of exterior bus ads for the most recent quarter, and the Holiday Train brochure.

#### **INTRODUCTION OF PROPOSED ACTION TO AMEND THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS TO CHANGE THE REGULAR MEETING**

Martha Martinez, District Secretary, said this item introduces the proposed change to continue holding the Board meetings on the first Wednesday of the month. The proposed action will come before the Board at the December 4 meeting along with the 2014 Board meeting calendar.

#### **COMMUNITY RELATIONS COMMITTEE – K. Matsumoto**

##### **SUBJECTS DISCUSSED**

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee (CAC) Liaison Report
- d. Mobility Management Report – Facilities – State of Good Repair
- e. Multimodal Ridership Report – September 2013

#### **FINANCE COMMITTEE – S. Harris**

##### **RESOLUTIONS**

- a. Authorize Ratification of a Funding Agreement with the County of San Mateo for the Allocation of \$10 Million to the San Mateo County Transit District for Fiscal Years 2014 and 2015

- b. Authorize Amending the Memoranda of Understanding with the Cities of Menlo Park and Redwood City to Increase Funding in the Amount of \$72,421 to Implement Two Lifeline Transportation Programs and Authorize Filing Claims with the Metropolitan Transportation Commission to Receive the State Transit Assistance Funds
- c. Authorize Approval of Funding Agreement with the City/County Association of Governments of San Mateo County to Provide \$25,000 in Funding in Fiscal Year 2014 and in Fiscal Year 2015 for a San Mateo County Pedestrian and Bicycle Coordinator
- d. Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of \$57,000 for the Grand Boulevard Initiative: Empowering Civic Discourse and Authorize Increasing the Fiscal Year 2014 Operating Budget to a New Total of \$124,326,902

A motion (Harris/Tissier) 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 Matsumoto requested the meeting be adjourned in memory of former Board member and San Mateo County Supervisor Bill Schumacher.

**DATE AND TIME OF NEXT MEETING** –December 4, 2013 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: Public Employee Performance Evaluation and Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO and Attorney

David Miller, Legal Counsel, said the purpose of the closed session is to discuss personnel matters involving performance evaluations of the General Manager/CEO and legal counsel. The Board will receive a report from the advisory committee appointed by Chair Groom.

Adjourned to closed session at 3:07 p.m.

Reconvened at 3:57 p.m.

Mr. Miller said the Board met in closed session and there are two resolutions before the Board for approval.

Mr. Miller said the first resolution is to authorize a 10<sup>th</sup> amendment to the employment agreement with Mr. Scanlon and incorporates an increase in his base salary of 2.75 percent, the first increase since 2008.

A motion (Tissier/Harris) to authorize the 10<sup>th</sup> amendment to Mr. Scanlon's employment contract and a 2.75 percent in his base salary was approved unanimously by roll call.

Director Jeff Gee acknowledged the great service and leadership of Mr. Scanlon in leading all three agencies and his outstanding contributions to the community. He said to defer any compensation for five years is exemplary of Mr. Scanlon's commitment to SamTrans and the community.

Director Gee said the second resolution is approving compensation rates for services performed by legal counsel effective July 1, 2014 and appointing Joan Cassman as Chief Legal Counsel effective January 1, 2015.

A motion (Gee/Kersteen-Tucker) to approve compensation rates and Legal Counsel appointment was approved unanimously by roll call.

Director Gee thanked Mr. Miller for all his years of service and starting the succession plan with Ms. Cassman to keep things moving forward seamlessly without skipping a beat.

Meeting adjourned at 4:07 p.m. in memory of Bill Schumacher.