

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

**MINUTES OF BOARD OF DIRECTORS MEETING
DECEMBER 4, 2013**

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

Board Members Absent: 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 3:00 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of November 6, 2013
- b. Acceptance of Statement of Revenues and Expenses for October 2013
- c. Authorize Amending the Rules of Procedure of the Board of the Directors to Change the Regular Meeting
- d. Approval of 2014 Meeting Calendar
- e. Acceptance of Statement of Revenues and Expenses for September 2013
- f. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2013

A motion (Harris/Deal) to approve the Consent Calendar was approved unanimously by roll call.

PUBLIC COMMENT

None

REPORT OF CHAIR

Appointment of Nominating Committee for 2014 Chair and Vice Chair

Chair Groom said she is appointing Directors Jerry Deal, Rose Guillbault and Adrienne Tissier to the 2014 Nominating Committee.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO, reported:

- On the evening of November 7, Earl Newton, North Base Mechanic, reported seeing a disabled tour bus on Highway 101 with dozens of people standing on the side of the freeway. Kris Longa, Transportation Supervisor, Antonio Macalino, Bus Operator, and Adrian Gutierrez, Facility Supervisor, immediately took a SamTrans bus to offer assistance to those people. The California Highway Patrol

incident commander was very grateful of the offer to transport passengers to a safe location.

- During the month of October, fixed routes averaged 41,000 miles between service calls and Redi-Wheels averaged 25,000 miles between service calls, both over the goal of 20,000 miles between service calls.
- The transition of the SamCoast service from the Pescadero Foundation to MV Transportation is going well.
- The first hybrid buses went into service on December 1.
- The District raised \$60,811 for this year's American Heart Association Heart Walk. Leslie Fong, Senior Budget Analyst, Diane Shaw, Manager, Software System Development, and David Olmeda, Director, Maintenance, were recognized for their work on the Heart Walk.
- Hometown Holidays is on December 7 in Redwood City and staff will be participating in the parade with a decorated SamTrans bus. Ana Rivas, South Base Superintendent, and Elliott Rivas, North Base Maintenance Supervisor, were recognized for their leadership on this project.
- The Holiday Train runs December 7 and 8 in partnership with the Silicon Valley Community Foundation, the Salvation Army and U.S. Marine Corps Reserves. Tasha Bartholomew, Community Relations Officer, was recognized for her work on the Holiday Train.
- The first event for the 150th Anniversary of Caltrain was on October 19 in Menlo Park. A video of the event was shown. There will be a second event on January 18 in Santa Clara.
- The San Mateo County Transit District holiday card video was shown.
- The Reading File contained the latest edition of the *Senior Mobility Guide*, *Grand Boulevard Initiatives Progress Report*, and a Take One for the reduced Day Pass price.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee (CAC) Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – October 2013

FINANCE COMMITTEE – S. Harris

RESOLUTION

- a. Authorize Award of Contract to Golden Gate Petroleum to Furnish Petroleum Products for a Total Estimated Cost of \$1,088,239 for a Five-year Term

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

LEGISLATIVE COMMITTEE – J. Deal

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY – Z. Kersteen-Tucker

SUBJECT DISCUSSED

- a. Update on SamTrans Service Plan Implementation
- b. Quarterly Capital Progress Report – 1st Quarter Fiscal Year 2014

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

None

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT MEETING –January 8, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Meeting adjourned at 3:32 p.m.