

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
MAY 1, 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 4:03 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of April 3, 2013
- b. Acceptance of Statement of Revenues and Expenses for March 2013
- c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended March 31, 2013

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

**PUBLIC COMMENT**

Adina Levin, Menlo Park, thanked staff for putting bus schedules on Google Transit. She said it would be helpful to get shuttle information online, too.

Jerry Grace, San Pablo, said he forgot the Board meeting had changed dates and that is why he missed the April meeting.

**REPORT OF CHAIR**

No report.

**REPORT OF THE GENERAL MANAGER/CEO**

General Manager/CEO Michael Scanlon reported:

- Thanked the Board, the SamTrans Service Plan (SSP) ad hoc subcommittee, the public, and staff for all the hard work on the SSP.
- Weekend Route ECR continues to be a success. Ridership for March was up 12.2 percent on Saturdays and up 6 percent on Sundays.
- Staff participated in an American Association of Retired Persons Driver Safety Program and California Highway Patrol Older Driver Safety Program.
- Accessibility Coordinator Tina Dubost will be presenting at the American Public Transportation Association's Bus and Paratransit Conference, on how SamTrans implements its in-person eligibility program.

- SamTrans, the Peninsula Corridor Joint Powers Board (JPB) and the Peninsula Traffic Congestion Relief Alliance will be issuing a Request for Proposals for shuttle services.
- For the month of February fixed-route bus service went more than 23,000 miles between road calls and Redi-Wheels went more than 50,000 miles between road calls. Year-to-date fixed-route service is averaging 27,000 miles between road calls and Redi-Wheels is averaging 31,000 between road calls, both well above the 20,000 miles standard.
- Deputy CEO Chuck Harvey just completed his semi-annual base inspections.
- Earth Day was April 22 and a group of employees went out and cleaned bus shelters.
- Bike to Work Day is on May 9 and staff will be at energizer stations.
- The "Connecting with Customers" Campaign concludes May 9 with a team of staff members at the Colma Bay Area Rapid Transit Station thanking customers and answering questions.
- The Reading File contains Take Ones for Streets Alive, Bike Access, Sunset Magazine Celebration, Message to Patrons for Bay to Breakers and a listing of bus side advertisements for the past three months.

#### **COMMUNITY RELATIONS COMMITTEE – R. Guilbault**

##### **MOTION**

- a. Designation of May as "Older Americans Month"

A motion (Tissier/Gee) to designate May as "Older Americans Month" was approved unanimously.

##### **SUBJECTS DISCUSSED**

- b. Student "Art Takes a Bus Ride" Contest
- c. Accessibility Update
- d. PCC Update
- e. Citizens Advisory Committee Liaison Report
- f. Multimodal Ridership Report –March 2013

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

##### **RESOLUTIONS**

- a. Authorize Adoption and Publication of the Proposed Disadvantaged Business Enterprise Overall Goal of 1 Percent for Fiscal Years 2014-2016 for Federal Transit Administration Funds
- b. Authorize Implementation of a Fuel Hedging Program for the Fiscal Year Ending June 30, 2014, Authorize the Execution and Delivery of Documents Necessary to Implement Fuel Hedging Program and Authorize Taking All Action Necessary Relating to the Implementation and Execution of the Fuel Hedging Program
- c. Authorize Award of Contracts to AppleOne Employment Services, IntelliBridge Partners, Manpower Inc., Premier Staffing Sources, SearchPros Staffing and Wohlberg/Michelsson Personnel Services for On-call Temporary Staffing Services

in the Estimated Aggregate Not-to-Exceed Amount of \$5,650,000 for a Five-year Term

- d. Authorize Execution of Contracts over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2014 for an Aggregate Not-to-Exceed Amount of \$850,000
- e. Authorize Execution of Contracts over \$100,000 for Technology-Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2014 for an Aggregate Not-to-Exceed Amount of \$1,500,000

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

**SUBJECTS DISCUSSED**

- f. Update on Business Optimization Program
- g. Preliminary Fiscal Year 2014 Operating Budget
- h. Preliminary Fiscal Year 20174 Capital Budget

**LEGISLATIVE COMMITTEE – J. Deal**

**SUBJECT DISCUSSED**

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE**

**RESOLUTIONS**

- a. Adoption of SamTrans Service Plan, Adoption of the Negative Declaration and Approval of the Title VI Equity Analysis

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

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

None

**GENERAL COUNSEL PROPOSAL**

No report.

**DATE AND TIME OF NEXT MEETING** –June 5, 2013 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Meeting adjourned at 4:16 p.m.