

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
SEPTEMBER 4, 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 2:02 p.m.

**PUBLIC HEARING FOR CONSIDERATION OF CHANGES TO THE CODIFIED TARIFF**

Martha Martinez, District Secretary, outlined the outreach and written communication efforts made following the Board's call for a public hearing on June 5, 2013.

Ms. Martinez said public meetings were held in Pacifica on October 12 with no attendees, South San Francisco on August 13 with two attendees, San Carlos on August 14 with one attendee, and East Palo Alto on August 14 with no attendees. Since the release of the proposed codified tariff three comments have been received.

Rita Haskin, Executive Officer, Customer Service and Marketing, said the changes staff is recommending are:

- Reduce the price of the Day Pass from three times the one-way fare to 2.5 times the one-way as an incentive for people to ride the bus more
- Establish an annual pass with residential developments and businesses for an initial charge of \$115 per person in the first year and \$125 per person starting the second year
- Provide a 20 percent discount to groups of 25 or more who pre-purchase tickets.

Director Adrienne Tissier arrived 2:06 p.m.

Ms. Haskin said Peninsula Station in San Mateo currently participates in the Residential Pass and they have an additional property that would like to join the program.

Director Jeff Gee asked how the annual pass will be marketed. Ms. Haskin said the pilot program only deals with residential developments, but will expand to business. Staff would like to work with cities and developers to see what transit options they may offer to their tenants. A minimum of 100 participants are required to maintain revenue neutrality.

Public Comment

Polo Munoz, Project Manager with Mid-Pen Housing, thanked the Board for this pilot program and helping Mid-Pen Housing meet their Transit Demand Management goals with the city of San Mateo.

David Miller, Legal Counsel, said the Board has met all legal requirements of the public hearing and there is no action to be taken today.

A motion (Tissier/Kersteeen-Tucker) to close public hearing was approved unanimously.

Chair Groom said no action will be taken today. Staff will bring this item back for Board approval at the October 2 meeting.

Meeting adjourned to committee meetings at 2:13 p.m.

Meeting reconvened at 3:52 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of August 7, 2013
- b. Acceptance of Statement of Revenues and Expenses for July 2013

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

**PUBLIC COMMENT**

None

**REPORT OF CHAIR**

No report

**REPORT OF THE GENERAL MANAGER/CEO**

General Manager/CEO Michael Scanlon reported:

- Congratulated all who worked on the Title VI document.
- Thanked those who attended the Route ECR kick-off event on August 16.
- The SamTrans Service Plan was successfully launched on August 26.
- In July there were 4,000 hours of training; 3,600 hours were for new bus operator training.
- In July fixed-routes averaged 40,000 miles between service calls and Redi-Wheels was almost 50,000 miles between service calls. These are both well above the goal of 19,000 miles between service calls.
- In July, weekend Route ECR ridership was up 3.1 percent on Saturdays, 8.9 percent on Sundays and 6.7 percent on holidays.
- Letters have been sent to approximately 300 San Mateo residences in the area of El Camino Real, Saint Matthews Avenue and Baldwin Avenue regarding a new layover terminal for Route 250. Staff has not received any negative responses from the community so they will continue to work with city to get the new terminus point established as soon as possible.

- SamCoast will be transitioning from the nonprofit Pescadero Foundation to MV Transportation effective November 1. The change was prompted by the nonprofit wanting to focus on other things. There will be a decrease in the cost of services.
- The Regional Bike Share Program kicked off on August 29 with a press conference at the 4<sup>th</sup> and King Caltrain Station. This regional program has 700 bikes at 70 kiosks. Kiosks will be at Caltrain stations at 4<sup>th</sup> and King, Redwood City, Mountain View, Palo Alto, and San Jose. The membership fee is \$88 per year or \$9 a day and users can access bikes at any regional kiosk. SamTrans made a modest contribution of \$80,000 to the pilot project. There will be a local bike share launch on September 12 at 11:30 a.m. at the Redwood City Transit Center.
- The Reading File contains the new SamTrans System Map, Notice to Customers for rerouting of buses for the Pacifica Fog Fest, and a list of ads that ran on buses for the last quarter.

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

##### SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee (CAC) Liaison Report
- d. Mobility Management Report – End-of-Year Performance Report
- e. Multimodal Ridership Report – July 2013

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

##### RESOLUTIONS

- a. Authorize Amendment of the Employer's California Public Employees Retirement System Contribution to the Employees', Retirees', and Board Members' Monthly Medical Premiums
- b. Award of Contract to Reliance Standard Insurance Company for Long-Term Disability Insurance for an Estimated Cost of \$102,000 for a Three-Year Period
- c. Authorize Award of Contract to Goodyear Tire and Rubber Company to Furnish and Delivery Mileage Rental and Service of Radial Bus Tires and Wheels for an Estimated Amount of \$4,824,900 for a Five-Year Period
- d. Authorize Award of Contract to Jacobs Engineering Group, Inc. to Provide On-Call Program Management Oversight Services for a Total Not-to-Exceed Cost of \$400,000 for a Three-Year Period

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

**LEGISLATIVE COMMITTEE – J. Deal**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE – Z. Kersteen-Tucker**

RESOLUTIONS

- a. Authorize Adoption of SamTrans Title VI Program
- b. Authorize Exclusive Negotiation Agreement with Seras Regis and Bridge Housing for Development of the Colma Park and Ride Property

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

SUBJECTS DISCUSSED

- c. Accessing SamTrans Route Schedules
- d. Capital Projects Quarterly Status Report – 4<sup>th</sup> Quarter Fiscal Year 2013

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

None

**GENERAL COUNSEL PROPOSAL**

No report

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

Meeting adjourned at 4:01 p.m.