

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 8, 2014**

Board Members Present: J. Deal, J. Gee, R. Guilbault, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

Board Members Absent: C. Groom

Staff Present: J. Averill, J. Cassman, A. Chan, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Vice Chair Jeff Gee called the meeting to order at 3:56 p.m.

REPORT OF THE NOMINATING COMMITTEE (DEAL, GUILBAULT, TISSIER)

Director Jerry Deal said the committee is recommending Vice Chair Gee for Chair and Director Shirley Harris for Vice Chair for 2014.

A motion (Kersteen-Tucker/Lloyd) to nominate Vice Chair Gee for Chair and Director Harris for Vice Chair was unanimously approved.

Director Harris thanked the Board for their confidence in nominating her for Vice Chair.

Chair Gee said it is an honor and privilege to serve the Board. He recognized his dad, Dick Gee, in attendance. Mr. Gee was also recognized as the first engineer at the San Mateo County Transit District (District).

Michael Scanlon, General Manager/CEO, said Mr. Gee is still spoken of highly by his colleagues at the agency.

David Miller, Legal Counsel, said Mr. Gee designed the bus facilities and contributed greatly to the District and the culture of working as a team.

CONSENT CALENDAR

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

A motion (Harris/Matsumoto) to approve the Consent Calendar was approved unanimously.

PUBLIC COMMENT

Jerry Grace, San Lorenzo, wished everyone a Happy New Year and wished Chair Gee a Happy Chinese New Year.

REPORT OF CHAIR

Resolution of Appreciation to Outgoing Board Chair, Carole Groom

Chair Gee said the Board will present the resolution to Director Carole Groom at the February meeting.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO, reported:

- Wished everyone a Happy New Year.
- Congratulated Chair Gee and Vice Chair Harris.
- A video of the Holiday Train was shown.
- In December, MV Transportation and Accessible Services staff sang holiday carols at the San Carlos Adult Day Care Center, Rosener House, Senior Focus and the Coastside Adult Day Care.
- In November:
 - Fixed routes averaged 30,000 miles between service calls and Redi-Wheels averaged more than 45,000 miles between service calls, both above the goal of 20,000 miles between calls.
 - There were 2,400 hours of investment in human capital.
 - Route ECR ridership was up 3.2 percent.
- On January 6, the Daly City Bayshore Shuttle was launched.
- On January 18 at 9 a.m., Caltrain's 150th Anniversary celebration will take place at the 4th & King Station with the dedication of a plaque from the Native Sons of the Golden West. After the ceremony, people will board a special train that will be stopping at the historic stations along the corridor and arriving in Santa Clara at 11 a.m. for an event at 11:30 a.m.
- On February 22, staff will be hosting an open house with tours of the South Base Maintenance Facility.
- The Reading File contains *Rider's Digest*, Flex Mailers for the Pacifica and San Carlos shuttles, and the *Transit Fun Guide*.
- Redi-Wheels received \$135,000 as an heir of a trust.

AUTHORIZE ADOPTION OF TICKET POLICY GOVERNING DISTRIBUTION OF TICKETS AND PASSES RECEIVED BY THE DISTRICT TO OFFICIALS AND EMPLOYEES

Martha Martinez, District Secretary, said the proposed policy complies with the regulations set forth by the California Fair Political Practices Commission (FPPC). The proposed policy would govern the distribution of tickets received by Board members and by employees designated in the Conflict of Interest Code. Ms. Martinez said under the current policy, if a ticket is provided to any officials or employees and is deemed a gift, it would be reported on their individual Form 700. The proposed policy would designate the General Manager/CEO or his designee to establish a process to distribute the tickets, including how and to whom the tickets are distributed. The value would be submitted on Form 802 which would be retained and made available to the public. Ms. Martinez said the proposed policy designates the type of tickets: tickets provided by an outside source at no cost to the District, tickets acquired by the District at a fair market value, tickets acquired by the District pursuant to a contract the District may have that provides free tickets, or tickets acquired as a sponsor to an event.

A motion (Lloyd/Tissier) to adopt the ticket policy governing distribution of tickets and passes was approved unanimously by roll call.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE – S. Harris

RESOLUTIONS

- a. Authorize Amending the Fiscal Year 2014 Operating Budget by \$1,267,715 for a Total Budget of \$125,603,617
- b. Authorize the Submittal of Grant Applications and the Execution of Standard Agreements with the California State Department of Transportation Pertaining to Federal Transit Administration Section 5311 Funds
- c. Authorize Filing an Allocation Request and Enter into a Funding Agreement with the California State Department of Transportation to Receive \$365,232 of Transportation, Community, and System Preservation Program Funds for the City of South San Francisco's Complete Streets Project
- d. Authorize Award of Contract to Gillig LLC for the Purchase and Delivery of Heavy-Duty Buses Through the Central Contra Costa Transit Authority Competitively Negotiated Contract for a Five-Year term

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

MOTION

- e. Authorize Rejection of all Proposals for Contracted Shuttle Services

A motion (Harris/Lloyd) to reject all proposals for contracted shuttle services was approved unanimously.

LEGISLATIVE COMMITTEE – J. Deal

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY – Z. Kersteen-Tucker

SUBJECT DISCUSSED

- a. SamTrans Service Plan Performance Monitoring and Pilot Routes Update
- b. Update on Grand Boulevard Initiative: Economic and Housing Opportunities Assessment Phase 11 Final Report

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Adrienne Tissier congratulated Chair Gee and Vice Chair Harris on their election.

Director Karyl Matsumoto asked that she be copied on any correspondence District staff sends to South San Francisco staff.

Chair Gee said the annual Redwood City Chinese New Year celebration will be on February 5.

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT MEETING – February 5, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Meeting adjourned at 4:18 p.m.