

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

**MINUTES OF BOARD OF DIRECTORS MEETING
APRIL 2, 2014**

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

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

Chair Jeff Gee called the meeting to order at 2:57 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of March 5, 2014
- b. Acceptance of Statement of Revenues and Expenses for February 2014

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

PUBLIC COMMENT

None

REPORT OF CHAIR

Resolution of Appreciation to Retired Director Art Lloyd

A motion (Groom/Deal) to approve the resolution was approved unanimously.

Director Lloyd said it was an honor to serve on this Board.

Michael Scanlon, General Manager/CEO said Director Lloyd is an institution in the transit industry.

Director Adrienne Tissier said Director Lloyd has offered great guidance to the Board for the 10 years she has been on the Board.

Director Carole Groom said Director Lloyd has been a great mentor to new Board members and always had a smile.

Director Shirley Harris said Director Lloyd was a mentor to her when she joined the Board and introduced her to many people at the American Public Transportation Association (APTA). She said Director Lloyd is a true legend in San Mateo County.

Director Zoe Kersteen-Tucker said she has learned so much from Director Lloyd. She said he is so gracious and willing to share his expertise with the Board.

Director Rose Guilbault said it was an honor to serve on the Board with Director Lloyd. She said it was wonderful to have someone like him on the Board who knows so much history about transit in the county and the nation.

Director Karyl Matsumoto thanked Director Lloyd so much for being him.

Director Jerry Deal said Director Lloyd is a walking historical encyclopedia. He said you could ask him anything about transit and he always had an answer.

David Miller, Legal Counsel, said Director Lloyd not only brought a sense of history, but he brought a vision of what the railroad could become. Mr. Miller said Director Lloyd's vision was manifested in the efforts to acquire the right of way. Mr. Miller stated that everyone has learned from Director Lloyd, and that he has brilliantly represented San Mateo County. Mr. Miller said he thinks of Director Lloyd not only as someone who has a lot of knowledge of the past, but as someone who sees the past for what it can mean for the future.

Chair Gee thanked Director Lloyd's family for sharing their dad, grandfather and great-grandfather with everyone.

Chair Gee said there is a SamTrans opening on the Peninsula Corridor Joint Powers Board (JPB). He said Director Deal represents the City Selection Committee and Director Tissier represents the San Mateo County Board of Supervisors on the JPB. Chair Gee said he has appointed Directors Deal, Kersteen-Tucker, and Tissier to a committee to select the new representative to the JPB. He said if any Board member is interested in being appointed to the JPB please submit letters of interest to Martha Martinez, District Secretary, by April 25. Chair Gee said the committee will make a recommendation for appointment at the May 7 meeting.

REPORT OF THE GENERAL MANAGER/CEO

Mr. Scanlon reported:

- Congratulated the new Citizens Advisory Committee (CAC) members and those who were reappointed. Thanked Directors Deal and Matsumoto for conducting the interviews.
- The reading file contains a letter and petition from Abigail Ramirez concerning Route 130. He said this Board works hard to represent the interests of the many and staff must make hard decisions that may negatively impact a few individuals. He applauded Director Matsumoto for working on getting a shuttle in South San Francisco.
- February fixed-routes averaged over 27,000 miles between service calls and Redi-Wheels averaged 27,000 miles between service calls. Year-to-date fixed-routes averaged 36,000 miles between service calls and Redi-Wheels averaged 34,000 miles between service calls.
- On March 16 the Supervisor Academy started with 27 participants.
- Tina Dubost, Manager, Accessible Transit Services, reached out to Marsha Herr after the March meeting and found she is eligible for Redi-Wheels, but not for the Lifeline Assistance Fare.

- The Federal Transit Administration recently released for comment a draft circular on the Americans with Disabilities Act. Staff is working with legal counsel to make comments, and APTA will be submitting comments.
- The Redi-Wheels Request for Proposals has been sent for review and will be advertised on April 17.
- On March 26 a new Route 17 bus stop opened on Highway 1 near the south portal of the Tom Lantos Tunnels.
- Staff continues to work and monitor the SamTrans Service Plan changes.
- Staff will be conducting a virtual scavenger hunt for SamTrans and Caltrain riders during Earth Week. Customers will be invited to send in photos of Earth-friendly items and each photo will be entered into a drawing.
 - On April 22, a representative from the Bay Area Water Supply and Conservation Agency will be here to make a presentation on water conservation challenges in the region and opportunities going forward.
 - On April 23, SamTrans employees are invited to take a tour of the Shoreway Environmental Center, a state-of-the-art recycling and transfer station.
- Marketing is conducting a ridership promotion that focuses on the most attractive elements of the bus system. The ads suggest riders experience the difference. Frequency, the sense of community, coverage, and bus stops are service features that are highlighted in the ads. Some elements of the promotion include bilingual print ads, a 15-second ad in movie theaters, web ads, social media, and a 30-second television commercial. The television commercial was shown to the Board.
- The Reading File contains the *Transit Fun Guide* and a Take One on staying safe and secure on bus transit.

Director Guilbault said she has seen the commercial on Spanish television and said it a good ad and is very effective. Director Guilbault said she loves the continual bi-lingual material that is being provided to our customers.

COMMUNITY RELATIONS COMMITTEE – J. Deal

MOTION

- a. Appointment of CAC Members
 - a. Sonny Koya, Representing Bus Riders (Incumbent)
 - b. Peter Loranger, Representing Bus Riders (Incumbent)
 - c. Holly Osborne, Representing Bus Riders
 - d. Juslyn Manalo, Representing Bus Riders
 - e. Nada Ballator, Representing Community Riders
 - f. Bob Gomez, Representing Community Riders
 - g. Peter Ratto, Representing Multimodal Riders (Incumbent)
 - h. Charlotte Laughon, Representing Multimodal Riders

A motion (Deal/Guilbault) to approve the appointments of the CAC members was approved unanimously.

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. CAC Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – February 2014

FINANCE COMMITTEE – Z. Kersteen-Tucker

RESOLUTIONS

- a. Authorize Revision of the Fuel Hedging Policy and Award of Contract to Orrick, Herrington & Sutcliffe LLP to Serve as Special Counsel for Not-to-Exceed Fee of \$150,000
- b. Authorize Reaffirming the District Investment Policy, the Paratransit Trust Fund Investment Policy, and Reauthorizing Investment of Monies with the Local Agency Investment Fund
- c. Authorize Entering into Memoranda of Understanding with the Cities of Daly City, South San Francisco and San Bruno to Finalize the Grand Boulevard Initiative Complete Streets Project
- d. Authorize Execution of Contracts for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2015 for an Aggregate Not-to-Exceed Amount of \$1.5 Million
- e. Authorize Execution of Contracts over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2015 for an Aggregate Not-to-Exceed Amount of \$850,000
- f. Authorize Amendment to the Contract with Ojo Technology, Inc. for Security System Maintenance and Repair Services by Extending the Contract on a Month-to-Month Basis for up to 12 Months and Increasing the Estimated Total Contract Amount by \$48,000
- g. Authorize Amendment of the Contract with Wipro, LLC to Provide PeopleSoft Systems Integration Services and Execution of Release of Claims Agreement in the Amount of \$1.35 Million

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

INFORMATIONAL

- h. Assessment of the Fiscal Year 2014 Fuel Hedge Program

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

None

GENERAL COUNSEL PROPOSAL

None

DATE AND TIME OF NEXT MEETING – May 7, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Chair Gee requested the meeting be adjourned in memory of Lillian Matsumoto, mother of Director Matsumoto.

Meeting adjourned at 3:30 p.m. in memory of Lillian Matsumoto.