

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
JULY 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, A. Chan, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon

Chair Jeff Gee called the meeting to order at 2:56 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of June 4, 2014
- b. Acceptance of Statement of Revenues and Expenses for May 2014

Motion/Second: Harris/Tissier

Ayes: Deal, Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

**PUBLIC COMMENT**

Marsha Herr, South San Francisco, said there is going to be a South San Francisco shuttle operating every 45 minutes. She asked if this shuttle will stop at the South San Francisco Bay Area Rapid Transit (BART) station and if it will be chartered buses or SamTrans buses. Chuck Harvey, Deputy CEO, said cutaway buses will be operated by a private operator, be Americans with Disability Act accessible, and have bike racks. The routing and schedule is being finalized, but the route will include a stop at the BART station. Mr. Harvey said staff will email Ms. Herr the schedule when it is finalized. Mr. Harvey said the shuttle will pass the back side of the mobile home park and travel down Mission Road.

Ms. Herr asked why the shuttle won't start operating until November.

Director Karyl Matsumoto said there are contracts to sign, vehicles to procure, and signage and schedules to produce.

**REPORT OF CHAIR**

Chair Gee reported:

- The Board will not take a summer break and additional meetings may be added.
- Vice Chair Shirley Harris, Director Zoe Kersteen-Tucker and he will be attending the American Public Transportation Association Annual Meeting in Houston in October. Director Rose Guilbault will be attending in her role as a Director of the Peninsula Corridor Joint Powers Board.
- Director Guilbault was congratulated for being the keynote speaker at the Bay Area Gardeners Foundation's Student Recognition Dinner and Fundraiser.

## **REPORT OF THE GENERAL MANAGER/CEO**

Michael Scanlon, General Manager/CEO, reported:

- Twenty-one new cutaway buses and 14 minivans will be in revenue service beginning in September.
- Twenty-one 40-foot and 12 29-foot Gillig buses will be delivered in September. If any Board members are interested in a tour of the Gillig factory in Hayward while the buses are in production, please contact Martha Martinez, District Secretary.
- Fixed-route service averaged 27,500 miles and Redi-Wheels averaged 53,400 miles between service calls in May.
- Human capital investment continued with 2,000 hours of training in May. One thousand hours of training were dedicated to maintenance training and 500 hours to the Department of Motor Vehicles mandated training. Additional hours were spent on other trainings, including some retraining.
- On June 27 a safety luncheon for North Base operators was held in recognition of the second month this year the operators had zero preventable accidents
- A new runbook took effect on June 15 with adjustments to several key routes.
- Accessible Transit Services are working with Lifeline Fare customers on their annual renewal.
- A number of potential proposers attended a bus contracts pre-proposal meeting on June 24 for the upcoming shuttle contract Request for Proposal.

Director Guilbault left at 3:08 p.m.

## **COMMUNITY RELATIONS COMMITTEE – J. Deal**

### SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Paratransit
- e. Multimodal Ridership Report – May 2014

## **FINANCE COMMITTEE – Z. Kersteen-Tucker**

### RESOLUTIONS

- a. Declaring the Uncertainty of Compensation of District Administrative Employees as of July 1, 2014
- b. Authorize Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds for Fiscal Year 2015
- c. Authorize Disposition of Six Surplus Vehicles
- d. Authorize Award of Contracts to Public Financial Management, Inc., Ross Financial, Nancy Whelan Consulting, LLC, Ernst & Young Infrastructure, Macias Consulting Group, Inc., KPMG, LLP, and Williams Adley & Company-CA, LLP to Provide On-Call Financial Consulting Services in an Aggregate Not-to-Exceed Amount of \$3,050,000 for a Five-Year Term

- e. Authorize Rejection of the Single Bid Received from Cummins Pacific, LLC for Provision of Allison Factory-Remanufactured WBTEC III Transmissions

Motion/Second: Kersteen-Tucker/Deal

Ayes: Deal, Gee, Groom, Harris, Kersteen-Tucker, Matsumoto, Tissier

Absent: Guilbault

**LEGISLATIVE COMMITTEE – S. Harris**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT AND SUSTAINABILITY – C. Groom**

SUBJECT DISCUSSED

- a. Sustainability Program Update

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Harris requested the meeting be adjourned in memory of Julie Cunningham, President and CEO, Conference of Minority Transportation Officials, who passed away on June 24.

Director Guilbault returned at 3:11 p.m.

Director Karyl Matsumoto said there will be no San Mateo County Transportation Authority meeting in July. She thanked staff for assisting her on Dump the Pump Day.

**DATE AND TIME OF NEXT MEETING** – August 6, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

**GENERAL COUNSEL PROPOSAL**

David Miller, Legal Counsel, said the Board will convene to closed session as permitted by the Brown Act regarding three matters on pending labor negotiations and one matter of litigation.

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Bus Operators, Mechanics, Utility Workers and Storeskeeper Employees)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- c. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)

- d. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District

Adjourned to closed session at 3:13 p.m.

Reconvened at 3:55 p.m.

Mr. Miller said the Board met in closed session to hear a report from the labor negotiator and staff regarding pending labor negotiations with the Amalgamated Transit Union and the Teamsters Union. A report was also received from legal counsel on the pending litigation of Ling La versus SamTrans. There is no action to be taken on any of these items.

Meeting adjourned in memory of Julie Cunningham at 3:56 p.m.