

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

**MINUTES OF BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 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, M. Colondres, P. Glenn, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon

Chair Jeff Gee called the meeting to order at 3:19 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of August 6, 2014
- b. Acceptance of Statement of Revenues and Expenses for July 2014

Motion/Second: Harris/Deal

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

Absent: Tissier

PUBLIC COMMENT

None

Director Adrienne Tissier arrived at 3:20 p.m.

REPORT OF CHAIR

Resolution of Appreciation to Outgoing Director Jerry Deal

Motion/Second: Harris/Deal

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

Director Carole Groom left at 3:23 p.m.

Chair Gee thanked Director Deal for his service to this Board and the community.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO, reported:

- Jaime Gonzales was recognized for a 30-year Safe Worker Award.
- Gary Cox, Einar Nakapaahu and Tara Singh were given 20-year Safe Worker Awards.
- Congratulated and thanked Director Deal for his service.
- Ana Rivas, Superintendent, Bus Transportation, has been accepted into the 2015 American Public Transportation Association (APTA) Leadership Program.
- Ms. Rivas hosted the local chapter of the Women's Transportation Seminar at North Base on August 28.

- Human capital investment continued with 3,200 hours of training in August. Additional hours were spent on other trainings, including some retraining.
- New bus operator classes will begin on September 8 with 15 new operators and November 3 with 12 new operators.
- Twenty-two bus operators and maintenance employees have completed the U.S. Department of Transportation and Federal Transit Administration course on "Fatigue and Sleep Apnea Awareness for Transit Employees" during July.
- Runbook 115 started on August 10 and staff has been working with individual schools to correct any issues.
- Three staff members attended APTA's Multi-Modal Planning Workshop in Chicago the week of August 11.
- Two members of staff attended the Eno Transit Mid-Manager Training Seminar in New York the week of August 18.
- John Sanderson has been hired as the new Accessibility Coordinator. Mr. Sanderson was the Director, Operations, at San Francisco Paratransit.
- Staff will commence negotiations with the top-ranked Redi-Wheels contract proposer. It is expected a contract will be brought back for recommendation for award at the October meeting.
- The shuttle re-bid committee completed their preliminary review of the proposals. Scoring has yet to be done. Site visits will be the week of September 19 and interviews will be on September 23.
- The new Senior Mobility Ambassador video was shown.
- The reading file contained Message to Customers on detours for the Pacifica FogFest and Folsom Street Fair.
- Acknowledged the letter sent to the Board on his intention to retire after starting in the business in March 1967.

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 – End-of-Year Performance Report – postponed to October meeting
- e. Multimodal Ridership Report – July 2014

FINANCE COMMITTEE – Z. Kersteen-Tucker

MOTION

- a. Authorize Approval of David Olmeda, Director, Maintenance, to Participate in the Masters of Science Intermodal Transportation Management at the University of Denver

Motion/Second: Kersteen-Tucker/Tissier

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

Absent: Groom

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT, AND SUSTAINABILITY – R. Guilbault

SUBJECT DISCUSSED

- a. Active Transportation Update
- b. SamTrans Service Plan Progress Update
- c. Quarterly Capital Progress Report – 4th Quarter Fiscal Year 2014

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Rose Guilbault said Director Deal is a great team player and leader and will be missed.

Director Adrienne Tissier wished Director Deal well and said she will miss him. She said Mr. Scanlon deserves to retire.

Director Shirley Harris said it was great to get to know Director Deal and travel with him to APTA meetings.

DATE AND TIME OF NEXT MEETING – October 1, 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 pending labor negotiations and one matter of litigation.

Adjourned to closed session at 3:49 p.m.

Reconvened at 4:26 p.m.

Karyl Matsumoto left at 4:26 p.m.

Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)

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 Teamsters Union. There was no action taken on this matter.

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

Mr. Miller said a motion is being heard in Federal court on September 9.

Public Employee Performance Evaluation – Pursuant to Government Code Section 54957: General Manager/CEO

Mr. Miller reported that the Board discussed the performance of its General Manager/CEO, having recently received Mr. Scanlon's letter providing a 60-day notice of his intention to retire. Mr. Miller further reported that Mr. Scanlon informed the Board of his willingness to continue to serve beyond the 60-day notice period until his successor is appointed if the Board so desired. In this regard Mr. Scanlon advised of his willingness to continue in effect the current compensation arrangements and to forego consideration of adjustments that otherwise would be considered by the Board of Directors as of November 1, 2014. The Board members expressed their appreciation for all that Mr. Scanlon has achieved over the span of his 15 years of service as General Manager/CEO of SamTrans and Executive Director of the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA) and for his willingness to continue to serve pending appointment of his successor. The Board took action to authorize execution of an amendment to Mr. Scanlon's employment agreement to cover the period during which the recruitment for his successor takes place.

Motion/Second: Tissier/Harris

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

Absent: Groom, Matsumoto

Mr. Miller advised that Chair Gee has proposed appointment of a committee to oversee the recruitment of a new General Manager/CEO. He proposed that the committee consist of Director Adrienne Tissier (a member of the JPB), Director Karyl Matsumoto (a representative of the TA), Vice Chair Shirley Harris and himself. The Board approved appointment of the committee and authorized the committee to make the selection of a recruiting firm, pursuant to a competitive solicitation process, to assist the committee in the recruitment effort.

Motion/Second: Deal/Tissier

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

Absent: Groom, Matsumoto

Adjourned at 4:31 p.m.