

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

**MINUTES OF BOARD OF DIRECTORS MEETING
FEBRUARY 4, 2015**

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

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

Chair Shirley Harris called the meeting to order at 3:30 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of January 7, 2015
- b. Acceptance of Statement of Revenues and Expenses for December 2015
- c. Acceptance of Quarterly Investment Review and Fixed Income Report for the Period Ending December 31, 2014

Motion/Second: Groom/Tissier

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

PUBLIC COMMENT

None

REPORT OF CHAIR

Resolution of Appreciation to Past Chair Jeff Gee

Chair Harris and Vice Chair Kersteen-Tucker presented Director Gee with a resolution of appreciation.

Motion/Second: Kersteen-Tucker/Guilbault

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

Director Gee thanked the Board for allowing him to serve as chair and said he looks forward to continuing to serve on the Board.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO reported:

- Jaime Moran was presented with a 30-Year Safe Driver Award.
- An Association of American Retired Persons Driver Safety Program was held on January 7 and a wheelchair ramp training was done for paratransit customers.
- Fixed-routes logged 22,000 miles between service calls and Redi-Wheels logged 153,255 miles without a service call.
- Investment in human capital continued in December with over 2,300 hours of training and professional development, including Department of Motor Vehicles

mandated training, bus operator training for six new part-time operators, and maintenance training.

- The Redi-Wheels transition to the new operator was successfully completed and went extraordinarily well.
- Operations Planning staff is working on a transition with the Federal Transit Administration on the National Transit Database. This has been a manual ride check process and staff is converting it to a fully automated electronic system using the automatic passenger counters on the buses.
- A new runbook was launched on January 11 without any problems.
- A 60-foot electric bus from the Chinese company, Build Your Dreams, was on property and staff tested it on Route ECR.
- Staff from Proterra Bus was at North Base. They build zero-emission electric buses and were looking at processes and procedures.
- The annual Art Takes a Bus contest was just launched. This year's theme is "The Future of SamTrans."
- SamTrans and the San Mateo County Transportation Authority (TA) are working with the City/County Association of Governments of San Mateo County in updating the long-range Countywide Transportation Plan that feeds into the regional Plan Bay Area that is coordinated by the Metropolitan Transportation Commission. SamTrans has committed to a contribution of \$25,000 and the TA is contributing \$50,000. The total cost for the Countywide Transportation Plan is \$150,000.

Director Charles Stone thanked staff for the great orientation he received as a new board member.

COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE – R. Guilbault

RESOLUTIONS

- a. Authorize Amendment of Fiscal Year 2015 Operating Revenue in the Amount of \$3 Million for Total Operating Revenues of \$163,561,129 and Total Operating Expenses of \$133,090,358
- b. Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Shuttle Services for a Base Term of Five Years and Four Months at an Estimated Cost of \$1,487,097
- c. Authorize Award of a Contract to Anthem Builders, Inc. to Provide Security Upgrades at Three District Facilities for a Total Amount of \$1,299,781, Amend the Fiscal Year Capital Budget by \$230,000, and Authorize Delegation of Approval of Authority for all Aspects of the Project, Including Design, Construction, Phasing, and Schedule to the General Manager/CEO

- d. Authorize Award of Contract to New Flyer Industries Canada ULC for the Provision of Brake Parts and Related Items for an Estimated Total of \$156,496 for a Three-Year Base Term
- e. Authorize the Amendment to Extend the Contract with C.A.R.E. Evaluators, LLC for ADA Paratransit Eligibility Assessment Services for up to Five and One-Half Months for a Not-to-Exceed Amount of \$257,514

Motion/Second: Guilbault/Tissier

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

INFORMATIONAL

- f. Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2014

LEGISLATIVE COMMITTEE – K. Matsumoto

MOTION

- a. Approval of 2015 Legislative Program

Motion/Second: Kersteen-Tucker/Stone

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

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Gee said on behalf of Redwood City he would like to invite everyone to celebrate the Lunar New Year on February 28 at Redwood City Square.

Director Carole Groom requested the meeting be adjourned in memory of May Nichols, former PCC member.

DATE AND TIME OF NEXT MEETING – March 4, 2015, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

Recessed to closed session at 3:54 p.m.

Reconvened at 4:35 p.m.

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

Ms. Cassman said the Board received a status report and there is no action.

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

Ms. Cassman said the Board received an update on the recruitment for a new General Manager/CEO. There is no action.

The meeting adjourned at 4:36 p.m. in memory of May Nichols, former PCC member.