

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
APRIL 1, 2015**

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

Board Members Absent: J. Gee

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

Chair Shirley Harris called the meeting to order at 2:55 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of March 11, 2015
- b. Acceptance of Statement of Revenues and Expenses for February 2015

Joan Cassman, Legal Counsel, said there is a correction to the minutes pertaining to the terms of the compensation package for Jim Hartnett, General Manager/CEO. There was a representation in the draft minutes that the District would be paying \$15,000 into the defined contribution supplemental plan. She said in the first year the District will be paying less than \$15,000 and in future years that amount may be adjusted according to the formula used.

Motion/Second: Kersteen-Tucker/Tissier

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

Absent: Gee

**PUBLIC COMMENT**

None

**CALL FOR A PUBLIC HEARING AT THE MAY 6, 2015 MEETING TO CONSIDER POSSIBLE CHANGES TO THE CODIFIED TARIFF**

Rita Haskin, Executive Officer, Customer Service and Marketing, said 18 months ago the Board approved a discount on the Day Pass to incentivize use. The discount expires June 30, 2015. She said staff is in the process of conducting a systemwide fare analysis that is likely to result in other changes. Instead of having this discount lapse and then make further adjustments, staff would like to extend the discount until the full systemwide evaluation is complete. Ms. Haskin said public meetings will be held on April 22 in South San Francisco at 1 p.m. and in San Carlos at 6 p.m. to receive any public comment. The public hearing will be at the May 6 Board meeting and action will be taken at the June 3 Board meeting.

Motion/Second: Guilbault/Kersteen-Tucker

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

Absent: Gee

## **REPORT OF CHAIR**

Chair Harris said she was in Washington, D.C. with the Metropolitan Transportation Commission and Silicon Valley Leadership Group. She said everyone was cautiously optimistic about funding and were encouraged to put in requests and applications for funding.

Chair Harris welcomed Mr. Hartnett.

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

Mr. Harnett reported:

- Thanked the Board for the trust and confidence in appointing him to the position.
- He had a meet and greet with employees the day after his appointment.
- The first "Message from Jim" was sent out to all employees. He announced that he will be holding a series of informal meetings with employees, self-initiated, to talk about the District, their jobs, and how things are going or should be going.
- He said he will be visiting the bases to let them know how valued they are.
- An employee hotline is being developed and will be rolled out soon.
- He has initiated a process to stream live video of the Board meetings.
- He said he wants to engage the Board in outcome-oriented study sessions on topics that are of interest. Potential topics are the financial capacity of the District and the current state of private and public transportation.
- He said he will attend the Citizens Advisory Committee (CAC) and Paratransit Coordinating Council (PCC) meetings to meet everyone. He knows how important the work of the CAC and PCC is from his experience on the Board.

## **COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker**

### **MOTION**

- a. Recommend Appointment of CAC Members:
  - Kathy Gilbert
  - Bob Gomez
  - Barbara Hasten
  - Charlotte Laughon
  - Annette Merriman
  - Margaret Pye

Motion/Second: Kersteen-Tucker/Tissier

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

Absent: Gee

### **SUBJECTS DISCUSSED**

- b. Accessibility Update
- c. PCC Update
- d. CAC Liaison Report

- e. Mobility Management Report – Paratransit
- f. Multimodal Ridership Report – February 2015

**FINANCE COMMITTEE – R. Guilbault**

**RESOLUTIONS**

- a. Authorize the Filing of Annual Cap and Trade Funding Applications and Certifications/Assurances with the California State Department of Transportation
- b. Authorize the Filing of Applications to the California Governor's Office of Emergency Services for State Proposition 1B Transit Security Grant Program Funds
- c. Authorize Applying for \$305,296 in Transit Performance Initiative Program Funds from the Metropolitan Transportation Commission
- d. Authorize Rejection of Single Bid for Purchase and Installation of Two New Bus-Top Scaffold Systems and to Negotiate a Contract on the Open Market
- e. Update on the Bond Issuance of March 17, 2015 and Authorize Approval of the Increase of Estimated Issuance Fees and Expenses Not to Exceed \$842,600 Fee Previously Estimated at \$590,000

Motion/Second: Guilbault/Ratto

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

Absent: Gee

**INFORMATIONAL**

- f. Assessment of the Fiscal Year 2015 Fuel Hedge Program

**LEGISLATIVE COMMITTEE – A. Tissier**

**MOTION**

- a. Proclamation Declaring April 9, 2015 Stand Up for Transportation Day

Motion/Second: Tissier/Stone

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

Absent: Gee

**SUBJECT DISCUSSED**

- b. State and Federal Legislative Update

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Rose Guilbault commended Mark Simon, Executive Officer, Public Affairs, and staff on the public announcements of Mr. Hartnett's appointment.

Director Zoe Kersteen-Tucker thanked Ms. Haskin and her staff for obtaining a Clipper merchant in Half Moon Bay.

Director Karyl Matsumoto asked if now is the time to have a retreat with the new General Manager and two new board members. One topic she would be interested in

discussing is the pros and cons of limited express service and how SamTrans can partner with cities for the funding of these services.

**DATE AND TIME OF NEXT MEETING** – May 6, 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 3:16 p.m.

Reconvened at 3:30 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.

The meeting adjourned at 3:32 p.m.