

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
MAY 6, 2015**

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

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 2:02 p.m.

**PUBLIC HEARING TO CONSIDER POSSIBLE CHANGES TO THE CODIFIED TARIFF**

Martha Martinez, District Secretary, said the official public communication campaign to solicit public input began with the Board's action on April 1, which called for today's public hearing. Notifications for the public hearing and public meetings appeared in the *Half Moon Bay Review* and the *Examiner – Redwood City Tribune*. The public hearing was also publicized through the District's agendas, on-board visual messaging signs, information placed on buses, social media, the SamTrans website, and a news release distributed on April 6. Two public meetings were held on April 22 in South San Francisco and San Carlos and each had zero attendees. Since the release of the proposed Codified Tariff zero comments have been received.

Rita Haskin, Executive Officer, Customer Service and Marketing, said staff is recommending the continuation of the discounted Day Pass priced at 2.5 times the one-way fare.

Chair Harris said no action is being taken today. Staff will bring this item back for action at the June 3 meeting.

Motion/second to close the public hearing: Guilbault/Gee

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

Absent: Groom

Adjourned to Committee Meetings at 2:08 p.m.

Reconvened at 3:36 p.m.

## **CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of April 1, 2015
- b. Acceptance of Statement of Revenues and Expenses for March 2015
- c. Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended March 31, 2015

Motion/Second: Stone/Gee

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

## **PUBLIC COMMENT**

Jerry Grace, San Pablo, welcomed Jim Hartnett, General Manager/CEO. He said on May 20 a group from Americans with Disabilities Act will be going to Sacramento. Mr. Grace said on September 22 the 19<sup>th</sup> Annual Golden Gate Self-Advocacy Conference will be held at the Milton Marks Conference Center in San Francisco.

## **REPORT OF CHAIR**

Chair Harris said she participated in the Stand Up for Transportation Day and thought it was very successful. She said Mr. Hartnett was one of the speakers at the rally.

Chair Harris said she has appointed an ad-hoc committee of Directors Zoe Kersteen-Tucker, Karyl Matsumoto, and Adrienne Tissier to work with staff on the agenda for a Board retreat. Director Kersteen-Tucker will chair the Board Retreat ad-hoc committee.

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

Mr. Hartnett reported:

- He continues to focus on transparency, relationships and alignment of resources.
- Coffee with Jim has been set up with employees from different departments.
- He has had over 85 meetings in his first month including with the union leaders and Congresswomen Anna Eshoo and Jackie Speier.
- He has accepted the position of co-chair of the Grand Boulevard Initiative.
- He recently spoke at the State of the County and also was on a panel at the Progress Seminar related to housing and wages in San Mateo County.
- He participated with the C3 Coalition to meet with key leaders on transportation leaders in Sacramento.
- Other activities include budget preparation, evaluating and providing leadership on major projects at the District, positive train control and Caltrain Modernization.
- The Peninsula Corridor Joint Powers Board will have a workshop on May 20 from 9 a.m. to noon to discuss level boarding and electric rail vehicles.
- He has reached out to Director Jeff Gee, chair of the Board's ad-hoc Audit Committee, to set-up a meeting for them to meet with the new financial auditors.
- Fixed-routes averaged 27,879 miles between service calls in March and there have only been 18 service calls in over 500,000 miles.
- There was over 1,000 hours of training in March.
- Sutter Hospital nurses had a one-day strike on April 30 and Redi-Wheels provided service without disruption.

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

MOTION

- a. Proclamation Designating May as “Older Americans Month”

Motion/Second: Kersteen-Tucker/Gee

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

SUBJECTS DISCUSSED

- b. Student “Art Takes a Bus Ride” Contest
- c. Accessibility Update
- d. Paratransit Coordinating Council Update
- e. Citizens Advisory Committee Liaison Report
- f. Multimodal Ridership Report – March 2015

**FINANCE COMMITTEE – R. Guilbault**

RESOLUTIONS

- a. Authorize Entering into a Funding Agreement with the City/County Association of Governments of San Mateo County to Receive Measure M Funds
- b. Authorize Award of Contract to Office Depot, Inc. for Purchase and Delivery of General Office Supplies and Related Items for a Total Estimated Amount of \$320,000 for a Two-Year Term
- c. Authorize Award of Contract to Vavrinek, Trine, Day & Co., to Provide Financial Audit Services for a Firm-Fixed Price of \$329,720 for a Five-Year Term and Additional Audit Services Not-to-Exceed \$200,000
- d. Authorize Entering into an Agreement with the County of San Mateo for Law Enforcement and Related Communications Services for a Total Estimated Not-to-Exceed Amount of \$3,373,023 for a Three-Year Term
- e. Authorize Adoption of the Revised Fuel Hedging Policy and Award of Contract to Orrick, Herrington & Sutcliffe LLP to Serve as Special Counsel in Connection with the Fiscal Year 2016 Fuel Hedging Program for a Not-to-Exceed Fee of \$150,000
- f. Authorize Award of Contract on an Emergency Basis to Technology, Engineering & Construction for an Emergency Replacement of the Oil/Water Separator at North Base for a Not-to-Exceed Amount of \$480,000 with an Option Not-to-Exceed \$250,000

Motion/Second: Guilbault/Tissier

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

INFORMATIONAL

- g. Preliminary Fiscal Year 2016 Operating Budget
- h. Preliminary Fiscal Year 2016 Capital Budget

**LEGISLATIVE COMMITTEE – A. Tissier**

SUBJECT DISCUSSED

State and Federal Legislative Update

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Matsumoto said a resident contacted her with an issue with bus service from Daly City to Pacifica. Mr. Hartnett said to have the resident contact his office and he will get it assigned to the correct person.

Director Kersteen-Tucker said she was interested in the letter concerning workforce housing from Director Jeff Gee to the Board in his role as Mayor of Redwood City. Mr. Hartnett said this could be one subject discussed at the Board retreat. He will have the appropriate staff gather information to distribute to the Board before the June meeting.

**DATE AND TIME OF NEXT MEETING** – June 3, 2015, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

**GENERAL COUNSEL PROPOSAL**

**Real Estate Negotiations, Pursuant to Government Code Section 54956.8**

**Property: (1) Property Located at the Northeast Corner of El Camino Real and Holly Street in San Carlos and (2) Property Located at the Southeast Corner of El Camino Real and Holly Street in San Carlos**

**Agency Negotiators: Joan Cassman and Brian Fitzpatrick**

**Negotiating Parties: legacy Partners Residential LLC**

**Under Negotiation: Price and Terms of Lease**

Joan Cassman, Legal Counsel, said this item is not ready to be discussed and will be postponed until the June meeting.

Recessed to closed session at 4:00 p.m.

Reconvened at 4:59 p.m.

**Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Parking Company of America v. San Mateo County Transit District; Case No. CIV 533496**

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

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

Ms. Cassman said the Board discussed in closed session performance goals and there was no reportable action taken.

The meeting adjourned at 5:03 p.m.