

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
AUGUST 5, 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, A. Chan, G. Harrington, J. Hartnett, R. Haskin,  
M. Martinez, N. McKenna, M. Simon

Chair Shirley Harris called the meeting to order at 3:13 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of June 3, 2015
- b. Acceptance of Statement of Revenues and Expenses for May 2015
- c. Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended June 30, 2015

Motion/Second: Harris/Tissier

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

**PUBLIC COMMENT**

None

**CALL FOR A PUBLIC HEARING AT THE OCTOBER 7, 2015 MEETING TO CONSIDER CHANGES TO CODIFIED TARIFF RELATED TO FIXED-ROUTE AND PARATRANSIT FARES AND FARE POLICIES**

Rita Haskin, Executive Officer, Customer Service and Marketing, said staff is asking the Board to call for a public hearing at the October 7, 2015 Board meeting to consider changes to the Codified Tariff related to fixed-route and paratransit fares and fare policies. Proposed changes to be considered include increasing the youth age from 17 years to 18 years, simplifying the fare structure by consolidating two zones into one and charging a local fare on all buses, adding "Youth" to the "Eligible Discount" category, increasing fares in 2016 and 2019, and establishing a discount for using Clipper e-cash.

Motion/Second: Ratto/Guilbault

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

## **REPORT OF CHAIR**

### **Board Retreat Ad-hoc Committee Update (Kersteen-Tucker, Matsumoto, Tissier)**

Director Zoe Kersteen-Tucker said the Board Retreat Ad-Hoc Committee received three proposals, but prior to interviews being conducted one proposer pulled out. The Committee conducted interviews with the two other proposers and have selected a facilitator.

Jim Hartnett, General Manager/CEO, said Legal Counsel will work with the Board Committee to enter into an agreement with the selected facilitator.

Chair Harris said she and Director Peter Ratto attended the American Public Transportation Association (APTA) Transit Board Members Conference in Denver. Chair Harris said, Michael Melaniphy, CEO, APTA, noted at the conference that "Stand up for Transit" was a huge success nationwide and it made a significant difference for congressional delegates in Washington, D.C., to see the importance of transit.

Director Ratto said Mr. Melaniphy is an excellent advocate for public transportation. The staff at Denver Regional Transit District spared no expense. He said he and Chair Harris took a Bus Rapid Transit tour.

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

Mr. Hartnett reported:

- The following employees were recognized:
  - Renato Tuazon with a 25-year safe driver award.
  - Danizo Gemanil with a 20-year safe driver award.
- San Mateo County Transit Police Deputies Lance Whitted and Erik Rueppel risked their own safety to pull a person out of their car that was on the tracks in Sunnyvale seconds before a train came through the area and hit the car. The deputies will be formally recognized at a subsequent Peninsula Corridor Joint Powers Board meeting.
- MV Transportation has purchased new shuttle buses and they are operating on 39 shuttle routes.
- In June, the average daily Caltrain rider's trip was 20 miles, which equates to 1,284,040 road miles not driven through the three counties for the month or 360 million road miles not driven through the three counties in a year.
- Thanked Director Carole Groom in her role on the Bay Area Air Quality Management District for securing funding of a \$20 million grant for Caltrain electrification.
- He was recently recognized at the Women in Transportation event and thanked Chair Shirley Harris for her kind words during his introduction.
- A new employee hotline was rolled out on August 3.
- He will be announcing a reorganization of the District sometime in August.
- He continues to meet with employees during Coffee with Jim, director-only meetings, has visited the bases, attended numerous staff meetings and has issued seven "Message from Jim" memos since joining the District in March.
- He has met with a number of city managers throughout the county and has been speaking to various community groups.

- He is a member of the General Manager/Executive Committee to establish Clipper policies, Co-Chair of the Grand Boulevard Initiative, Executive Member of the San Francisco Rail Alternatives Study and has joined several American Public Transportation Association (APTA) committees.
- The District assisted with the recent Bay Area Rapid Transit Transbay Tube shutdown by providing buses and operators.
- In June, fixed-route service averaged 26,424 miles between service calls and Redi-Wheels averaged 81,548 miles between service calls. Both of these are above the standard of 20,000 miles between service calls.
- Investment in human capital continues with 3,000 training hours in June.
- A new runbook starts on August 9 adjusting 11 regular routes to improve on-time performance and connections and increase evening service on Route 122.
- The District just completed an APTA Safety Audit and there were no compliance issues.

Director Adrienne Tissier asked how the Board will be notified of the reorganization. Mr. Hartnett said he will outline it in writing to the Board after internal discussions.

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

##### MOTION

- a. Proclamation Recognizing the 25<sup>th</sup> Anniversary of the Americans with Disabilities Act

Motion/Second: Kersteen-Tucker/Tissier

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

##### SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council Update
- d. CAC Liaison Report
- e. Multimodal Ridership Report – May and June 2015

#### **FINANCE COMMITTEE – R. Guilbault**

##### ORDINANCE

- a. Authorize Salary Ordinance No. 98 Amending Table of Position Classifications

##### RESOLUTIONS

- b. Authorize Approval and Ratification of the Fiscal Year 2016 District Insurance Program with Wells Fargo Insurance Services for a Total Premium Cost of \$1,845,146
- c. Authorize Entering into a Memorandum of Understanding with Greenbelt Alliance for Fiscal Year 2016 Staffing Support for the Grand Boulevard Initiative Community Leaders Roundtable in the Amount of \$7,656
- d. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds
- e. Authorize the Disposition and Transfer of Fleet Radio Communications Equipment and First Generation Automatic Vehicle Location Electronics

- f. Authorize Award of Contract to United Site Services of California to Furnish, Service and Maintain Portable Toilets for a Total Estimated Cost of \$250,800 for a Five-Year Term

Motion/Second: Gee/Stone

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

#### INFORMATIONAL

- g. Information on the Statement of Revenues and Expenses for June 2015
- h. Update on the Execution of the Fiscal Year 20196 Fuel Hedging Program

#### **LEGISLATIVE COMMITTEE – A. Tissier**

SUBJECT DISCUSSED

State and Federal Legislative Update

#### **PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – K. Matsumoto**

SUBJECTS DISCUSSED

- a. Update on Connect, Redwood City! Pilot Program Findings
- b. Update on the Metropolitan Transportation Commission Transit Sustainability Project

#### **WRITTEN COMMUNICATIONS**

No discussion.

#### **BOARD MEMBER REQUESTS/COMMENTS**

Director Kersteen-Tucker said she recently attended a Coastside Transportation Committee meeting. A new adult center is opening soon and there is interest in more information for transportation on the Coastside.

Director Karyl Matsumoto thanked staff for the assistance in the South San Francisco shuttle. The goal was to have 10 riders per hour and the shuttle is averaging about 15 riders per hour.

#### **GENERAL COUNSEL PROPOSAL**

**Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): PCAM, LLC v. San Mateo County Transit District, Peninsula Traffic Congestion Relief Alliance, and Peninsula Corridor Joint Powers Board; Case No. CIV 533496**

Joan Cassman, Legal Counsel, said no activity has occurred since her last written communication to the Board.

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

The meeting adjourned at 3:54 p.m.