

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

**MINUTES OF BOARD OF DIRECTORS MEETING
SEPTEMBER 2, 2015**

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

Board Members Absent: C. Groom

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 3:14 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of August 5, 2015
- b. Acceptance of Statement of Revenues and Expenses for July 2015

Motion/Second: Tissier/Stone

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

Absent: Groom

PUBLIC COMMENT

Pat Marsters, San Carlos, said she lives in San Carlos and when the berm was put in at the San Carlos Caltrain Station the garage behind Central was to be used for parking to compensate for the loss of parking at the station. She said there should be wayfinding signs directing people to the garage. Ms. Marsters said express Giants trains could stop at Belmont since the parking lot is always empty instead of people parking in the residential area.

Chuck Harvey, Deputy CEO, said he does not know of any written commitment to allow use of the garage, but the Caltrain parking lot is never full. The idea of stopping the Giants trains at Belmont is a good idea and he will discuss it with staff.

Charlotte Laughon, Montara, said she sits on the Citizens Advisory Committee and is encouraging the Board to instruct staff to install bus shelters on the Coast. She has collected more than 300 signatures over the past month for those who want shelters on the Coast. She is worried about El Niño and the very wet winter. She said the Coast gets totally forgotten about.

Mark Simon, Executive Officer, Public Affairs, said considerable resources have been spent reviewing possible locations for shelters on the Coast. It is a very expensive proposition for stops that don't have a lot of ridership. Staff had a briefing with Director

Zoe Kersteen-Tucker and there are some larger issues with Coastside service that are worth exploring. Mr. Simon said the Coastside is not being ignored, but there are concerns whether something else can be done and it's worth exploring.

Director Kersteen-Tucker said SamTrans doesn't ignore the Coastside and there are some issues that can be addressed. Ridership and metrics aren't the same on the Coast than the Bay Side. She said Supervisor Don Horsley will be involved and there needs to be innovative ideas to see how people can get out of their cars and onto the buses on the Coast.

REPORT OF CHAIR

Chair Harris thanked Director Jeff Gee for participating in the Standing Up for Transportation national event.

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

Director Zoe Kersteen-Tucker said the Board Retreat Ad-Hoc Committee selected Bill Chiat of Alta Mesa Group to facilitate the Board retreat. The retreat will be on November 6 from 9 a.m. to 4 p.m. Mr. Chiat will be conducting interviews with each Board member to receive feedback to develop the agenda.

Audit Ad-hoc Committee

Director Gee said the Audit Ad-Hoc Committee met with staff and the auditors from Vavrinek, Trine, Day & Co., LLP. Contact information was exchanged. The Committee feels very comfortable with the auditors and the open line of communication.

REPORT OF THE GENERAL MANAGER/CEO – Jim Hartnett

- There were over 900 hours of training in August.
- Staff is looking at further revisions to the August 9 runbook, particularly around school service.
- Marketing staff completed a customer satisfaction survey for Paratransit customers and hope to report the results by the end of October.
- The Bus Rodeo was August 30. He was impressed by all the operators and mechanics who participated. This was a great family and community event.
- The subject of Hot Lanes is very active in San Mateo County and there is discussion that SamTrans should operate express routes in these lanes. The Metropolitan Transportation Commission is leading an effort to have the City/County Association of Governments of San Mateo County and the San Mateo County Transportation Authority push for these lanes. SamTrans is being lobbied by companies and business groups for these lanes. Assemblyman Kevin Mullin is involved with this issue and Highway 101 Corridor improvements.
- Jeff Johnson, Manager, Transit Operations Training, is retiring and was recognized for his 20 years of service.

COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council Update

- c. Mobility Management Report – End-of-Year Performance
- d. Multimodal Ridership Report – July 2015

FINANCE COMMITTEE – R. Guilbault

RESOLUTIONS

- a. Authorize Entering into a Memorandum of Understanding (MOU) with the Santa Clara Valley Transportation Authority for a Joint Disadvantaged Business Enterprise Availability and Utilization Study with a Funding Commitment Not to Exceed \$30,000
- b. Authorize the Continuation of the Safe Harbor Transit Ticket Program
- c. Authorize Adopting Amended and Restated Clipper MOU with the Metropolitan Transportation Commission and Bay Area Transit Operators
- d. Authorize Execution of a Real Estate Cooperative Agreement with the Peninsula Corridor Joint Powers Board to Undertake Eminent Domain Proceedings in Connection with the Peninsula Corridor Electrification Project
- e. Authorize Rejection of Single Bid from Kimball Midwest for the Furnishing and Servicing of Shop Supplies and Related Items and Negotiation of a Contract on the Open Market
- f. Authorize Award of Contract to Giro, Inc. to Provide Warranty, Maintenance and Support Services for Hastus Software for a Total Amount of \$634,039 for a Five-Year Base Term

Motion/Second: Tissier/Kersteen-Tucker

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

Absent: Groom

LEGISLATIVE COMMITTEE – A. Tissier

SUBJECT DISCUSSED

State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – K. Matsumoto

SUBJECTS DISCUSSED

- a. SamTrans Water Consumption and Conservation Report
- b. Capital Projects Quarterly Status Report – 4th Quarter Fiscal Year 2015

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Kersteen-Tucker thanked Chester Patton, Director, Bus Transportation and Mr. Simon with the issue of shelters on the Coast and justifying the cost of them with the low ridership. She appreciates the creative thinking being done and establishing new partnerships in solving this issue.

Director Adrienne Tissier said the bus shelters could be an incentive to boost ridership on the Coast.

Director Gee said as builders and developers come into a city amenities at a bus stop or Caltrain can be part of the discussion.

Mr. Harvey said to install a shelter could cost between \$20,000 to \$60,000 or more if additional work is needed. One of the challenges of doing this type of work is it triggers the Public Works Contract requirement under the State law. SamTrans doesn't own the property where bus shelters are installed.

DATE AND TIME OF NEXT MEETING – October 7, 2015, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Recessed to closed session at 3:51 p.m.

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

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

Reconvened to open session at 4:32 p.m.

Joan Cassman, Legal Counsel, said no action was taken on both closed session items.

The meeting adjourned at 4:33 p.m.