

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

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

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

Board Members Absent: C. Groom. C. Stone

Staff Present: J. Cassman, A. Chan, G. Harrington, J. Hartnett, M. Martinez, N. McKenna, D. Olmeda, S. Murphy, M. Simon, S. van Hoften

Chair Shirley Harris called the meeting to order at 3:20 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of November 4, 2015
- b. Acceptance of Statement of Revenues and Expenses for June 2015 (Unaudited)
- c. Acceptance of Statement of Revenues and Expenses for October 2015

Director Karyl Matsumoto said in the minutes under Board member comments she didn't mean to say there are no Walgreens or CVS stores to load Clipper cards but that there are no Walgreens or CVS stores in South San Francisco that are accessible to the ridership in the Old Town area who are dependent on SamTrans buses to load a Clipper Card.

Motion/Second: Gee/Kersteen-Tucker

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

Absent: Groom, Stone

PUBLIC COMMENT

None

REPORT OF CHAIR

Appointment of Nominating Committee for 2016 Chair and Vice Chair

Chair Harris appointed Directors Jeff Gee, Karyl Matsumoto, and Charles Stone to the Nominating Committee for the election of 2016 officers.

Chair Harris wished everyone Happy Holidays and thanked staff for all their support.

REPORT OF THE GENERAL MANAGER/CEO – Jim Hartnett

- Staff felt the Board workshop was very productive. The top five topics that staff took away from the workshop and are starting to have discussion on are:
 - Engagement of private sector companies
 - Ease of use of system or access to system

- Flexible approach to how service is provided
 - Filling workforce vacancies and employee development
 - Workforce housing
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- In January there will be a report on staff's progress and the goals on the adopted Strategic Plan.
 - SamTrans will be providing a bus bridge on December 19 to support Caltrain during the construction of replacing the Monte Diablo Avenue Bridge in San Mateo.
 - Miles between service calls continues to exceed the monthly goal.
 - Investment in human capital continued with over 600 hours of training in November.
 - The current class of 14 bus operators will graduate in January.
 - 10 part-time bus operators will be promoted to full time in January.
 - Operations Planning staff has completed the January 2016 runbook changes, which includes additional weekend service on Route 294.
 - The Holiday Train will operate the weekend of December 5 and 6. Since the inception in 2001 more than 50,000 toys have been collected.
 - SamTrans will participate in the Redwood City Hometown Holidays parade with a decorated SamTrans bus.

Director Adrienne Tissier left at 3:34 p.m.

- The District partnered with radio station 96.5 KOIT for a "Stuff the Bus" food campaign at Tanforan Mall. Over 15 boxes of food were collected along with monetary donations.
- As directed by the Board at their last meeting, Contracts and Procurement staff and legal counsel conducted a thorough review of the bids received for the San Carlos Parking Lot Project. It was determined that Interstate Grading and Paving is a responsive and responsible bidder. He signed the contract on December 1. The process has been updated to provide additional due diligence.

COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Paratransit Customer Survey Results
- d. Citizens Advisory Committee Update
- e. Mobility Management Report - Caltrain
- f. Multimodal Ridership Report - October 2015
- g. Overview of Social Media Properties and Program Growth

FINANCE COMMITTEE – R. Guilbault

RESOLUTIONS

- a. Authorize the Filing of an Application for Federal Transit Administration Formula Program Funding in the Amount of \$30,238,196 and commit to Providing \$7,299,984 in Local Matching Funds for Bus Replacement Projects and Americans with Disabilities Act Operating Subsidy
- b. Authorize the Purchase and Delivery of Five Non-Revenue Support6 Vehicles Through the State of California's Competitive Bid Contract for a Total Cost of \$142,038

Motion/Second: Guilbault/Kersteen-Tucker

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

Absent: Groom, Stone, Tissier

LEGISLATIVE COMMITTEE – A. TISSIER

SUBJECT DISCUSSED

State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – K. MATSUMOTO

SUBJECT DISCUSSED

- a. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2016

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

None

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT REGULAR MEETING – January 6, 2016, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting adjourned at 3:42 p.m.