

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

**MINUTES OF BOARD OF DIRECTORS MEETING
MAY 4, 2016**

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

Staff Present: J. Averill, J. Cassman, A. Chan, G. Harrington, J. Hartnett, C. Harvey,
E. Kay, D. Kim, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 3:59 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of April 6, 2016
- b. Acceptance of Statement of Revenues and Expenses for March 2016
- c. Acceptance of Quarterly Investment Review and Fixed Income Market Review and Outlook for the Quarter Ended March 31, 2016

Motion/Second: Stone/Tissier

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

PUBLIC COMMENT

None

CALL FOR A PUBLIC HEARING AT THE JUNE 1, 2016 MEETING TO CONSIDER ELIMINATION OF FLX SAN CARLOS

Doug Kim, Director, Planning, said despite staff's best efforts these last two years the FLX San Carlos Route is averaging about two passengers per shuttle ride. Mr. Kim said staff has been in discussions with the city of San Carlos and received some good ideas on how to move to a better model. In order to do this, staff is asking the Board to call for a public hearing on June 1 to accept formal input from members of the community and take action on the staff recommendation.

Motion/Second: Tissier/Stone

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

REPORT OF CHAIR

No report.

REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

Jim Hartnett, General Manager/CEO, provided an update on Emergency Procurements.

- The emergency procurement for the industrial waste line at North Base was installed to allow for the use of a steam rack at a cost of \$75,000. A capital

project has been submitted in the amount of \$500,000 in the Fiscal Year (FY) 2017 Capital Budget to replace the entire line.

- On March 2 the Board adopted Resolution No. 2016-25 authorizing an emergency procurement of \$24,995 for corrective actions on the number two diesel tank spill bucket secondary fuel line. The repairs were approved by the San Mateo County Inspector and have been completed.

Mr. Hartnett thanked Director Carole Groom for introducing him at the Commission on Disabilities meeting and attending and helping staff with the presentation.

COMMUNITY RELATIONS COMMITTEE – J. Gee

MOTION:

- a. Designate May as “Older Americans Month”

Motion/Second: Gee/Stone

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

SUBJECTS DISCUSSED

- b. Student “Art Takes a Bus Ride” Contest
- c. Accessibility Update
- d. Paratransit Coordinating Council
- e. Citizens Advisory Committee Liaison Report
- f. Multimodal Ridership Report – March 2016
- g. Board Meeting Webcasting Project

FINANCE COMMITTEE – C. Stone

a. RESOLUTION

Authorize Filing an Application to the Metropolitan Transportation Commission (MTC) to Receive \$352,381 in Program Performance Initiative Funding and Execute a Subsequent Funding Agreement with MTC to Receive the Federal Funds

Motion/Second: Stone/Ratto

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

SUBJECTS DISCUSSED

- b. Preliminary FY2017 Operating Budget
- c. Preliminary FY 2017 Capital Budget
- d. Disadvantaged Business Enterprise Triennial Goal Setting Methodology

LEGISLATIVE COMMITTEE – P. Ratto

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – A. Tissier

SUBJECT DISCUSSED

- a. Dumbarton Transportation Corridor Study Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Karyl Matsumoto said the Board Retreat Ad Hoc Committee met to review the FY2017 budgets, the webcasting presentation, and receive an update on the Strategic Plan goals and objectives that were set at last year's Board retreat. Staff reiterated the Board's commitment to bettering and expanding core ridership through the youth and senior mobility plan, private partnerships, the Dumbarton Corridor Study and the San Francisco International Airport shuttle service. Staff also provided a six month look ahead report. The Committee is recommending the Board have a half-day retreat this year to review the results of the last year. It was recommended to look at the Board standing committees and evaluate if there are changes necessary to incorporate some of the things the Ad Hoc Committee is looking at.

DATE AND TIME OF NEXT REGULAR MEETING – June 1, 2016, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Recessed to closed session at 4:10 p.m.

Reconvened to open session at 4:40 p.m.

CLOSED SESSION

- a. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1), Conference with Labor Negotiator Pursuant to Government Code Section 54957.6:

Agency designated representative: Board Chair

Title/Unrepresented Employee: General Manager/CEO Jim Hartnett

The Board approved a first amendment to the employment agreement with Mr. Hartnett, to extend the contract for an additional year (Through March 30, 2021), increase the base salary by 3.25 percent from \$263,000 to \$271,547, and increase the annual stipend for Mr. Hartnett's service as Executive Director of the Peninsula Corridor Joint Powers Board by \$5,000 for a new total of \$80,000.

Motion/Second: Stone/Ratto

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

Director Gee said the Board was very pleased with the goals and accomplishments of Mr. Hartnett over the past year and requested that a report regarding same be made part of the record.

- b. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1), Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:

Agency designated representative: Board Chair

Title/Unrepresented Employee: General Counsel Joan L. Cassman (Hanson Bridgett LLP)

The Board approved the hourly rate for the non-fixed fee component of General Counsel services shall be increased from \$360 TO \$380 effective July 1, 2016 and from \$380 to \$400 effective July 1, 2018 to continue in effect for at least two years. The fixed fee portion of the overall legal services, encompassing day-to-day general advice to the management team and Board, attention to Brown Act, Public Records Act and basic governmental compliance laws and regulations, basic procurement services and attendance at staff, committee and Board meetings shall be increased from \$40,000 to \$45,000 effective July 1, 2016 and from \$45,000 to \$50,000 effective July 1, 2018 through June 30, 2020.

Motion/Second: Stone/Ratto

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

The meeting adjourned at 4:47 p.m. in memory of James Davis, cousin of Director Shirley Harris.