

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JULY 6, 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, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 3:28 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of June 1, 2016

Motion/Second: Tissier/Stone

Ayes: Gee, Groom, Guilbault, Harris, Matsumoto, Ratto, Stone, Tissier

Abstain: Kersteen-Tucker

- b. Acceptance of Statement of Revenues and Expenses for May 2016
- c. Executed Contracts Up to \$100,000 (Non-Contracts and Procurement) Quarterly Report

Motion/Second: Tissier/Stone

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

PUBLIC COMMENT

Jon Ismatzoda, San Mateo, said he has created an application for mobile ticketing. He said Uber and Lyft are giving a lot of promotions and that is why they have an increase in ridership. His application will help increase ridership and reduce costs. Jim Hartnett, General Manager/CEO, said he will have appropriate staff speak to him regarding his proposal.

REPORT OF CHAIR

Chair Kersteen-Tucker said Director Shirley Harris has been nominated for the American Public Transportation Association (APTA) Board Member of the Year award and former General Manager/CEO, Mike Scanlon, will be inducted into the APTA Hall of Fame. Both of these awards will be presented on September 13. Chair Kersteen-Tucker asked staff to work with those Board members who would like to attend the awards ceremony.

Chair Kersteen-Tucker said there has been some discussion about reconvening the Transit Oriented Development (TOD) Ad Hoc Committee, but the committee needed an updated description of their duties. Joan Cassman, Legal Counsel, said she looked at the recent mission of this subcommittee and there are two projects listed, the

San Carlos TOD and the Daly City TOD project. Ms. Cassman said that more opportunities may arise so she recommends making this committee able to address any TODs that arise and not be limited to the two already mentioned.

Chair Kersteen-Tucker said maybe all the ad hoc descriptions need to be looked at and see if they are still relevant.

REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

Strategic Initiative

- From this agenda forward the staff report will list if the item has a strategic initiative. In September staff will provide a full report.

Jim Hartnett, General Manager/CEO, reported:

- The Board will recognize retiring Deputy CEO, Chuck Harvey, at the August meeting. He was a key player advising Mr. Hartnett during the reorganization.
- Bay Area Rapid Transit (BART) has a capital project between Daly City and Glen Park stations and SamTrans will be providing a bus bridge from 6 a.m. to 1 a.m. starting on July 30. BART will reimburse the District for this service.
- Route 294 service headways were reduced to hourly from every two hours with consistent increase in ridership. February had 50 percent increase, March decreased 13 percent, April was up 58 percent, May was up 26 percent and year-to-date ridership is up 30 percent.
- Fixed-route service averaged 26,000 miles between service calls in May and paratransit averaged over 100,000 miles between service calls. The District's goal is 20,000 miles between service calls.
- Human capital investment continued with 232 hours of professional development, 136 hours of bus operator training, 500 hours maintenance training, and 2,000 hours of training for new bus operators.
- The next runbook comes out in August and the key changes relate to school programs.

COMMUNITY RELATIONS COMMITTEE – J. Gee

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report - Caltrain
- e. Multimodal Ridership Report - May 2016

FINANCE COMMITTEE – C. Stone

RESOLUTIONS

- a. Authorize Adoption of Revised Disadvantaged Business Enterprise Program
- b. Award of Contract to Carl Warren and Company for Public Liability Claims Administration for a Total Estimated Amount of \$1,968,601 for a Five-Year Term
- c. Rejection of All Bids for the Provision of California Air Resources Board Ultra Low Sulfur Diesel Fuel and Fueling Services.

Motion/Second: Tissier/Harris

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

LEGISLATIVE COMMITTEE – P. Ratto

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – A. Tissier

SUBJECT DISCUSSED

- a. Metropolitan Transportation Commission Transit Sustainability Project Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Charles Stone thanked staff for promoting Dump the Pump and offering free fares on Routes ECR and 294. He said he took advantage of the free rides on both routes. He said Route 294 was great. Director Stone said he recently attended a Transit Agency Board Member Fellowship session in Seattle that was very informative.

Director Karyl Matsumoto said the Board Retreat Ad Hoc committee met today. Staff will be polling the Board for the second and third weeks in September and October. The committee decided to not have a facilitator. Staff will be giving presentations on requests by the Board. The first presentation of the day will be on financial stability.

Director Adrienne Tissier said she was very impressed by Director Stone taking SamTrans from Belmont to Daly City roundtrip.

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT REGULAR MEETING – August 3, 2016, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting adjourned at 3:51 p.m.