

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
OCTOBER 5, 2016**

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

Staff Present: J. Averill, J. Cassman, A. Chan, J. Hartnett, 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 2:06 p.m.

**PUBLIC HEARING TO CONSIDER APPROVAL OF FINANCING BY THE PENINSULA CORRIDOR JOINT POWERS BOARD (JPB) FOR CALTRAIN ELECTRIFICATION PROJECT**

Martha Martinez, Executive Officer, District Secretary/Executive Administration, said the hearing is being conducted pursuant to the public notice published on September 28 in The Daily Journal, a newspaper of general circulation in the County of San Mateo, in order to satisfy the public hearing requirement set forth in Section 6586.5 of the California Government Code. This item is being scheduled for action by the San Francisco Board of Supervisors towards the end of October and is being presented to the Santa Clara Valley Transportation Authority Board for approval on October 6, 2016.

Eli Kay, Chief Financial Officer, said the project will meet current and future transportation demands. The Project is expected to be completed by 2021. The JPB intends to finance, on an interim basis, up to \$150 million. The District is not obligated to provide any funds or payments to this loan.

Close public hearing:

Motion/Second: Tissier/Harris

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

Absent: Gee

**APPROVAL OF FINANCING BY THE PENINSULA CORRIDOR JOINT POWERS BOARD FOR CALTRAIN ELECTRIFICATION PROJECT**

Motion/Second: Kersteen-Tucker/Stone

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

Absent: Gee

Adjourn to committee meetings at 2:15 p.m.

Reconvene from committee meetings at 3:49 p.m.

Director Jeff Gee arrived at 3:49 p.m.

## **CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of September 7, 2016
- b. Acceptance of Statement of Revenues and Expenses for August 2016
- c. Executed Contracts Up to \$100,000 (Non-Contracts and Procurement) Quarterly Report

Motion/Second: Stone/Harris

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

## **PUBLIC COMMENT**

None

## **REPORT OF CHAIR**

Chair Kersteen-Tucker recognized Director Shirley Harris for receiving the American Public Transportation Association's (APTA) Outstanding Board Member of the Year Award. A short video of the award ceremony was shown.

Chair Kersteen-Tucker thanked everyone for their hard work on the success of the SamTrans 40<sup>th</sup> Anniversary celebration.

Director Karyl Matsumoto said the Board Retreat Workshop Committee met and reviewed the agenda for the Board study session on October 11. There is a lot to be discussed and staff plans to have the material to the Board prior to the study session.

Director Matsumoto said she attend Director Harris's award ceremony. Director Harris is an institution at APTA and very well respected and liked by many in the industry.

Chair Kersteen-Tucker said Director Harris and Director Rose Guilbault's terms are up. Directors Gee, Matsumoto and Charles Stone will be on the nominating committee.

Director Stone reported that SamTrans is seeking applicants for two public member seats. The public members must be residents of San Mateo County and not have held public office for one year. The appointment will be done by six members of the Board; the three members appointed by the Board of Supervisors and the three members appointed by the City Selection Committee. Each appointment will have a four-year term expiring December 31, 2020. The deadline for submitting applications is Friday, November 4 and is available on the SamTrans website.

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

### **Certificate of Appreciation to the SamTrans 40<sup>th</sup> Anniversary Event Committee and Volunteers**

Jim Hartnett, General Manager/CEO, presented a certificate to Tasha Bartholomew, Communications Officer, and project manager for the event. Bus Transportation Supervisors Clementine Llenado, Kris Longa and Darren Perez were recognized for their efforts, too.

### **Board Meeting Webcasting Project Update**

Ms. Martinez said cameras will be installed and training will be done in October. Staff expects to start live streaming the Board meetings early next year.

Mr. Hartnett reported:

- Customer Service Week is the first week of October. In 1992 Congress proclaimed National Customer Service week the first week of October. Staff is recognizing the call center, distribution employees and the Social Media Officer.
- Fixed-route service averaged over 530,000 miles with 16 service calls in August and paratransit averaged over 143,000 miles with only two service calls.
- Over 3,700 hours of training was conducted in August.
- The bus bridge for the Bay Area Rapid Transit weekend shutdown between Glen Park and Daly has been completed. A total of 230,000 trips were provided by SamTrans during the months of July, August and September.
- Additional buses have been allocated for Route 294 for the Pumpkin Festival weekend on October 15 and 16.

### **COMMUNITY RELATIONS COMMITTEE – C. Groom**

#### **MOTION**

- a. Designate October as Disabilities Awareness Month

Motion/Second: Groom/Gee

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

#### **SUBJECTS DISCUSSED**

- b. Accessibility Update
- c. Paratransit Coordinating Council
- d. Citizens Advisory Committee Liaison Report
- e. Mobility Management Report – End-of-Year Performance
- f. Multimodal Ridership Report - August 2016

### **FINANCE COMMITTEE – C. Stone**

#### **RESOLUTIONS**

- a. Execution of a Multi-Agency Memorandum of Understanding for Administration of the Regional Transit Connection Discount Card Program
- b. Award of Contract to The Segal Company for a Pay Practices and Compensation Review in an Amount Not-to-Exceed \$240,000
- c. Award of Contract to Mansfield Oil Company for Furnishing Clear, Ultra-Low Sulfur Diesel Fuel and Fueling Services for a Total Estimated Cost of \$18,580,757 for a Five-Year Base Term and Contract Contingency Authority for Contract Amendments up to 100 Percent of the Estimated Contract Amount

Motion/Second: Stone/Gee

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

**LEGISLATIVE COMMITTEE – P. Ratto**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – A. Tissier**

RESOLUTION

- a. Adoption of the San Mateo County Transit District's 2016 Title VI Program

Motion/Second: Tissier/Groom

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

SUBJECTS DISCUSSED

- b. Senior Mobility Action Plan Update
- c. Youth Mobility Plan Update

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Harris thanked everyone who supported her for her APTA award nomination. She was proud to be in the presence of two other individuals, Mike Scanlon, who was inducted into APTA's Hall of Fame and Tom Nolan, Outstanding Board Member of the Year. She thanked fellow Board members for their support.

**GENERAL COUNSEL PROPOSAL**

No report.

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

The meeting adjourned at 4:21 p.m.