

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
NOVEMBER 2, 2016**

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

Board Members Absent: J. Gee, C. Groom, C. Stone

Staff Present: 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 2:59 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of October 5, 2016
- b. Approval of Minutes of Board Study Session of October 11, 2016
- c. Acceptance of Statement of Revenues and Expenses for September 2016
- d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2016
- e. 2017 Board of Directors Meeting Calendar

Motion/Second: Guilbault/Tissier

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

Absent: Gee, Groom, Stone

**PUBLIC COMMENT**

Montzerrat Garcia, Youth Leadership Institute, said youth of the institute from Half Moon Bay and South San Francisco will be presenting their findings on riding transportation on November 9 from 4:30 p.m. to 6:30 p.m. in this auditorium and she invited everyone to the event.

**INTRODUCTION OF PROPOSED AMENDMENT TO UPDATE THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS**

Joan Cassman, Legal Counsel, said staff met with the chair during the summer to review the rules. The proposed amendments reflect current law and Board practices, update the purview of each of the Standing Committees, clarify outdated language and simplify certain provisions. The Board will take action at the December meeting, as required by their Rules.

**REPORT OF CHAIR**

Chair Kersteen-Tucker said during the last month the Board held a retreat on the Coast with staff. This was an in-depth study session for the Board to learn more about some of the critical challenges the District is facing. Among those is the need to attract and retain a top notch workforce in the face of tough socio-economic pressures in

San Mateo County. The continuous decline of bus ridership in the county and the increasing demands for paratransit services is a rapid change in the entire mobility landscape and the challenge for staff is how to get ahead of those changes. The Board learned where services might be cut and discussed options for increasing service in strategic locations. Chair Kersteen-Tucker said a key issue that wasn't discussed was does it make sense to incur some significant short-term costs to make services more relevant to riders, both choice and transit dependent. If the added service clearly demonstrates to the voters of San Mateo County that the District deserves the investment of their hard earned dollars or is service cut to demonstrate fiscal conservativeness. Chair Kersteen-Tucker said this is a time of rapid change and if the District is truly going to be the County's mobility manager everyone needs to be as nimble as possible. A theme from this retreat and last year's is that the Board is ready to move beyond the scarcity mentality and make decisive action to get beyond the deficit. The Board is ready to work with staff to move these ideas. Chair Kersteen-Tucker thanked staff for their hard work and creative thinking to move these ideas forward.

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

Jim Hartnett, General Manager/CEO, reported:

- Follow-up comments from the recent Board retreat:
  - Quarterly updates will be provided on agency vacancies and steps being taken to fill them and the five actions that have come out of the employee survey.
  - Key performance metrics will be looked at to help staff determine whether service should be changed in a particular area.
  - Quarterly dashboard will be presented on ridership in various categories.
  - Staff is working on a visionary process to help inform options of a possible ballot measure in 2018, not from a financial perspective, but a service model.
  - More revenue is the key to providing the service the community wants and true mobility options. Legal review of revenue options and what kind of revenue would be generated from these options is being looked at.
- Margo Ross, Director, Bus Transportation, was introduced.
- The Holiday Train will be on December 3 and 4.
- Fixed-route and paratransit service continued to exceed the District standards.
- Over 2,500 hours of training was conducted in September.
- Four buses were provided for the American Heart Association's annual Heart Walk.
- There will be a "Stuff the Bus" event at Tanforan Mall.
- A bomb threat was called into schools in Millbrae resulting in a lockdown. Buses were requested to be at the schools so the children would have a safe place to gather. Staff was thanked for taking the initiative in dispatching the buses.
- Staff participated in a mobility management meeting with Congresswoman Jackie Speier for her Seniors on the Move event at the San Mateo County Event Center on October 25.
- Staff will be meeting with Pacifica City Council to discuss the expansion of the Route FLX service.

**COMMUNITY RELATIONS COMMITTEE – A. Tissier**

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Fixed-Route Bus
- e. Multimodal Ridership Report - September 2016

**FINANCE COMMITTEE – P. Ratto**

RESOLUTIONS

- a. Adoption of Conflict of Interest Code
- b. Authorize the Use of \$500,000 in San Mateo County Transit District Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Funds for the Daly City Bay Area Rapid Transit District Station Improvement Project and Enter into a Funding Agreement
- c. Execution of a Grant Agreement with the Silicon Valley Community Foundation in the Amount of \$150,000 for the SamTrans US-101 Express Bus Feasibility Study and Amend the Fiscal Year 2017 Capital Budget
- d. Award of Contract to Am-Tran for Mail Courier Services at an Estimated Cost of \$190,243 for a Five-Year Term
- e. Award of Contract to Scintech Associates, Inc., for Physical Inventory Services for a Total Not-to-Exceed Cost of \$238,660 for a Three-Year Base Term
- f. Award of Contract to Millbrae Auto Service Center for Automotive Repair for Non-Revenue and Support Service Vehicles at a Total Estimated Cost of \$418,325 for a Five-Year Term

Motion/Second: Tissier/Guilbault

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

Absent: Gee, Groom, Stone

**LEGISLATIVE COMMITTEE – P. Ratto**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Karyl Matsumoto said the Water Emergency Transportation Agency is going to get three more ferries. The South San Francisco free shuttle hit the mark relative to school children and cannot get any more students on the shuttle. The Annual Jazz by the Bay event in South San Francisco will be held on December 2 and the David Miller Trio will be playing.

**DATE AND TIME OF NEXT REGULAR MEETING** – December 7, 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 3:29 p.m.

Reconvened to open session at 3:58 p.m.

**GENERAL COUNSEL PROPOSAL**

**Conference with Legal Counsel – Existing Litigation Pursuant to Government Code  
Section 54956.9(d)(1): Trudell v. San Mateo County Transit District, Case No.  
CIV 537313**

Ms. Cassman said the Board was advised of a settlement agreement to resolve the case fully and finally in the amount of \$250,000. This settlement agreement has been approved by the plaintiff and insurance carrier. The settlement amount will be paid by the District's Employment Practices Liability insurance carrier. This action also authorizes the General Manager to execute the settlement agreement and release of all claims.

Motion/Second: Tissier/Harris

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

Absent: Gee, Groom, Stone

The meeting adjourned at 4:00 p.m.