

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
DECEMBER 7, 2016**

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

Board Members Absent: C. Groom

Staff Present: J. Averill, J. Cassman, S. Gaffney, J. Hartnett, M. Martinez, N. McKenna, 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 November 2, 2016
- b. Acceptance of Statement of Revenues and Expenses for June 2016 (Unaudited)
- c. Acceptance of Statement of Revenues and Expenses for October 2016

Motion/Second: Stone/Tissier

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

Absent: Groom

**PUBLIC COMMENT**

None

**APPROVAL OF AMENDMENT TO THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS TO CLARIFY COMMITTEE RESPONSIBILITIES AND UPDATE LANGUAGE**

Joan Cassman, Legal Counsel, said this item was presented at the November meeting. Language in the Rules requires any changes be presented the month prior to voting. 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amendments reflect current law and Board practices, update the purview of each of the Standing Committees, clarify outdated language and simplify certain provisions.

Chair Kersteen-Tucker asked if there are rules on the number of Board members that can be on an ad-hoc advisory committee. Ms. Cassman said there has to be less than a quorum and only Board members may be on the committee.

Motion/Second: Tissier/Stone

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

Absent: Groom

**REPORT OF CHAIR**

Chair Kersteen-Tucker said over the past month she was sad to see Eli Kay, Chief Financial Officer, Shweta Bhatnagar, Manager, Government and Community Relations

and Jayme Ackemann, Director, Marketing and Communications, leave the firm. She said she is concerned about the trend of employees leaving and hopes the employee hotline is working so employees have a place to voice their concerns. She asked how the hotline is handled, if there are any themes and are responses being given.

Jim Hartnett, General Manager/CEO said the circumstances of the three employees leaving have nothing to do with a hotline. The hotline continues to be advertised on the internal website and in his "Message from Jim." There have been no calls since before September. Staff has direct access to him during the Talks with Jim held on a rotating basis each month at Central and both bases. Everything the employee says is very important. He receives a monthly report on recruitment and vacancies. He meets with new employees once a month as part of their onboarding. Staff works hard to recruit and retain employees. The employee survey has generated action items to make the organization more effective and attractive to employees. An employee Town Hall is scheduled for January 23 to update employees on the status of the initiatives.

**Appointment of Nominating Committee for 2017 Chair and Vice Chair**

Chair Kersteen-Tucker appointed Directors Peter Ratto, Karyl Matsumoto and Carole Groom.

**Resolution of Appreciation to Outgoing Director Shirley Harris**

The Board members expressed their appreciation to Director Harris.

Motion/Second: Guilbault/Gee

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

Absent: Groom

Director Harris said it has been a joy to serve on this Board and a great learning experience. Of all the Board's she has served on this is the top one. Everyone is very professional and the staff is wonderful.

**Resolution of Appreciation to Outgoing Director Adrienne Tissier**

The Board members expressed their appreciation to Director Tissier.

Motion/Second: Gee/Stone

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

Absent: Groom

Director Tissier thanked the Board, staff and the public who attend these meetings. She has thoroughly enjoyed serving on the Board.

**Appointment of Representative to the San Mateo County Transportation Authority (TA)**

Chair Kersteen-Tucker recommended reappointment of Director Matsumoto to the TA.

Motion/Second: Kersteen-Tucker/Ratto

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

Absent: Groom

**APPOINTMENT OF ROSE GUILBAULT AND JOSH POWELL REPRESENTING PUBLIC MEMBERS FOR A TERM OF JANUARY 1, 2017 TO DECEMBER 31, 2020**

Director Jeff Gee said the committee of Directors Charles Stone and Matsumoto interviewed 10 candidates, two were students. The committee is recommending appointment of Director Guilbault and Mr. Powell from Belmont.

Director Matsumoto said Director Guilbault rose to the top in the process.

Director Stone said he learned a lot from the candidates. There were a lot of strong candidates and it was not an easy decision. He also asked if these positions should be open to those under 18 who cannot even vote.

Motion/Second: Gee/Ratto

Ayes: Gee, Matsumoto, Ratto, Stone, Tissier

Absent: Groom

**REPORT OF THE GENERAL MANAGER/CEO**

Mark Simon, Chief of Staff, reported:

- Doug Kim, Director, Planning, has agreed to be the project manager leading a team to work on the issue of SamTrans funding. Sebastian Petty, Principal Planner, will be the project manager on this effort for Caltrain.
- Staff is working on a base line for funding needs to maintain current services.
- Staff wants to make a statement about the District and its creative thinking, innovative service model and pilot programs.
- There is an opportunity for innovative approaches for funding, including public-private partnerships.
- The public component will start early next year.
- Staff will be asking the Board to form an ad-hoc committee to kick off this effort next year.

Mr. Hartnett reported:

- The SamTrans housing survey was sent to employees and will close on December 9. Typically response rate is 28 percent, but to-date over 50 percent have responded. He hopes to have a summary of the results in January.
- Over 1,100 hours of training was conducted in October.
- In November a Redi-Wheels customer suddenly stopped breathing. The driver administered CPR until the paramedics arrived, but the customer passed away later at the hospital.
- Thanked Directors Tissier and Harris for their service and for touching him both personally and professionally.

**COMMUNITY RELATIONS COMMITTEE – J. Gee**

MOTION

- a. Appointment of Michelle Buzbee, Representing Multimodal Riders, to the Citizens Advisory Committee

Motion/Second: Gee/Ratto

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

Absent: Groom

SUBJECTS DISCUSSED

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

**FINANCE COMMITTEE – C. Stone**

RESOLUTIONS

- a. Authorize the Filing of an Application for Federal Transit Administration Formula Program and Surface Transportation Program Funding in the Amount of \$11,286,275 for Vehicle Replacement Projects and Americans with Disability Act Operating Subsidy
- b. Award of Contract to Muncie Transit Supply to Furnish Non-Asbestos Brake Blocks for a Total Estimated Cost of \$196,799 for a Five-Year Term
- c. Award of Contract to Lamar Transit, LLC for Exterior Bus Advertising Services with a Minimum Revenue Guarantee of \$3.7 Million for a Five-Year Base Term

Motion/Second: Stone/Ratto

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

Absent: Groom

**LEGISLATIVE COMMITTEE – P. Ratto**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

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

SUBJECTS DISCUSSED

- a. Draft San Mateo County Transit District Fiscal Years 2017-2026 Short Range Transit Plan Update
- b. Capital Projects Quarterly Status Report – 1<sup>st</sup> Quarter Fiscal Year 2017

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Guilbault said she and Director Harris attended the Youth Leadership Institute meeting and it was great to hear that youth want to find solutions for transportation and getting more youth on the buses.

Director Gee thanked everyone for the Holiday Bus and participating in the Hometown Holidays event on Saturday, December 3.

**GENERAL COUNSEL PROPOSAL**

Ms. Cassman offered her gratitude to Directors Tissier and Harris for their open mind, warm hearts and helping hand in their leadership. They are a gift to the agency and the community.

**ADJOURNMENT IN MEMORY OF ART LLOYD**

Director Tissier said Mr. Lloyd had so much knowledge and every time he spoke he also gave a history lesson at the same time.

Director Harris said Mr. Lloyd introduced her to people at the American Public Transportation Association and he was so well respected.

Director Ratto said he met Mr. Lloyd when he was interviewed to be on the CAC. His level of knowledge is unmatched.

Director Guilbault said Mr. Lloyd lived the trains and was so dedicated to transit.

Director Gee said he remembers Mr. Lloyd attending the JPB meetings even after he was off the Board.

Jeremy Lipps, Manager, Social Media, said he interviewed Mr. Lloyd for Caltrain's 150<sup>th</sup> Anniversary and can be viewed on YouTube.

Mr. Simon said Mr. Lloyd was a very kind man and believed in the art that anything was possible. He was very kind and generous person.

The meeting adjourned at 4:33 p.m. in memory of Art Lloyd.

**DATE AND TIME OF NEXT REGULAR MEETING** – January 4, 2017, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.