

SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF BOARD OF DIRECTORS MEETING
APRIL 3, 2019

MEMBERS PRESENT: M. Fraser, K. Matsumoto (Vice Chair), D. Pine, J. Powell, P. Ratto, C. Stone, C. Groom (Chair)

MEMBERS ABSENT: R. Collins, R. Guilbault

STAFF PRESENT: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, C. Gumpal, D. Seamans

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Carole Groom called the meeting to order at 2:05 pm and led the Pledge of Allegiance.

ROLL CALL

District Secretary Dora Seamans called the roll. A quorum was present.

CONSENT CALENDAR

Director Karyl Matsumoto requested to pull items #3(e) and #3(f) from the Consent Calendar.

- Approval of Minutes of the Board of Directors Meeting of March 6, 2019
- Approval of Minutes of Board of Directors Special Meeting/Study Session of March 19, 2019
- Acceptance of Statement of Revenues and Expenses for February 2019
- Approval of Revisions to the District Procurement Policy – Approved by Resolution No. 2019-10

Motion/Second: Stone/Pine

Ayes: Fraser, Matsumoto, Pine, Powell, Ratto, Stone, Groom

Absent: Collins, Guilbault

Director Matsumoto asked about the number of firms that responded to the RFP (Request for Proposals). Casey Fromson, Director of Government and Community Affairs, said two firms submitted responses to the state proposal. When she asked if the evaluation committee was the same from both the federal and state RFPs, Ms. Fromson said herself, Peter Skinner, and a member of the SFMTA (San Francisco Municipal Transportation Agency) were present.

Director Matsumoto asked if a third firm submitted, which Ms. Fromson confirmed.

- Award of Contract for State Legislative Advocacy Services – Approved by Resolution No. 2019-11

- Award of Contract for Federal Legislative Advocacy Services – Approved by Resolution No. 2019-12
- Award of Contract for Bicycle Racks for Transit Buses – Approved by Resolution No. 2019-13

Motion/Second: Matsumoto/Stone

Ayes: Fraser, Matsumoto, Pine, Powell, Ratto, Stone, Groom

Absent: Collins, Guilbault

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

REPORT OF THE CHAIR

None.

REPORT OF THE GENERAL MANAGER/CEO

Jim Hartnett, General Manager/CEO, noted that his written report was in the packet.

Director Matsumoto asked about the BART bus bridge commitment of four buses. David Olmeda, Chief Operating Officer/Bus, said that service hours had been extended and that the trips were unidirectional. She asked about total round trips. Mr. Hartnett said the ridership report indicated a continued decline in riders.

BOARD MEMBER REQUESTS/COMMENTS

None.

RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:13 pm.

RECONVENE BOARD OF DIRECTORS MEETING

Chair Groom reconvened the Board meeting at 3:16 pm.

MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE*

Director Fraser reported on the following items:

SUBJECTS DISCUSSED:

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Multimodal Ridership Report – February 2019

MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Ratto led the Board in voting on the following items:

RESOLUTIONS:

- Authorize the General Manager/CEO to Execute Agreements with the California Department of Tax and Fee Administration for Implementation of a Local Transactions and Use Tax – Approved by Resolution No. 2019-14
- Authorize the Examination of Transactions (Sales) and Use Tax Records– Approved by Resolution No. 2019-15

Motion/Second: Ratto/Stone

Ayes: Fraser, Matsumoto, Pine, Powell, Ratto, Stone, Groom

Absent: Collins, Guilbault

MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE / COMMITTEE OF THE WHOLE*

Director Stone reported on the following item:

SUBJECT DISCUSSED:

- Board Feedback on Proposed SamTrans Fare Changes

Chair Groom requested that any changes to the fare policy receive plenty of advance notice on the website, particularly to the senior and disabled communities. Christy Wegener, Director of Planning, said her department was working closely with marketing and communications on outreach plans and meetings.

MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Powell led the Board in voting on the following item:

MOTION:

- State and Federal Legislative Update and Approval of Legislative Proposals

Motion/Second: Powell/Fraser

Ayes: Fraser, Matsumoto, Pine, Powell, Ratto, Stone, Groom

Absent: Collins, Guilbault

GENERAL COUNSEL REPORT

Closed Session: 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 meeting recessed to closed session at 3:21 pm.

The Board meeting reconvened into open session at 4:07 pm.

Joan Cassman, Legal Counsel, reported that the Board would consider a resolution to approve the fourth amendment to the employment agreement between SamTrans and Jim Hartnett according to the following terms:

1. The Board has agreed to award performance pay to Mr. Hartnett in the amount of \$50,000 as per his employment agreement and based upon the fact that as required by the employment agreement, Mr. Hartnett was determined by this Board to have excelled in his performance last year and completed all his goals in an exemplary manner.
2. The resolution on the fourth amendment will extend the term of the General Manager's contract by one year. The termination or expiration will be March of 2023.
3. This amendment to the employment agreement will acknowledge a 3 percent adjustment in the base pay of the General Manager. This 3 percent is the adjustment that all other employees at the District received July 1, 2018. His base salary will increase based on this 3 percent from \$289,483 to \$298,168.

RESOLUTION:

- Approval of the Fourth Amendment to Employment Agreement with General Manager/CEO Jim Hartnett – Approved by Resolution No. 2019-16

Motion/Second: Matsumoto/Powell

Ayes: Fraser, Matsumoto, Pine, Powell, Ratto, Stone, Groom

Absent: Collins, Guilbault

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Groom said that Board communications were in the reading file.

DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Chair Groom announced the time and location of the next meeting as Wednesday, May 1, 2019 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

ADJOURN

The meeting adjourned at 4:10 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.