

NOTE MEETING DATE



BOARD OF DIRECTORS 2013

CAROLE GROOM, CHAIR
JEFF GEE, VICE CHAIR
JERRY DEAL
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

SamTrans Citizens Advisory Committee (CAC)
1250 San Carlos Avenue, San Carlos, CA 94070, Bacciocco Auditorium, 2nd Floor

AGENDA

December 4, 2013 - Wednesday

6:30 PM

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comment
4. Approval of Meeting Minutes for September 25, 2013 and October 30, 2013
5. SamTrans Service Plan Implementation Update – Eric Harris
6. Approval of Moving the Meetings to the Last Wednesday of the Month - Nancy McKenna
7. Report of the Chair
 - a. Appointment of Nominating Committee
8. SamTrans Staff Update – Chester Patton
9. CAC Member Comments/Requests
10. Liaison Reports
 - a. SamTrans Board – Peter Ratto
 - b. SamTrans Accessibility Advisory Committee – Judy McKie
 - c. Caltrain Accessibility Advisory Committee – Peter Loranger
 - d. Peninsula Corridor Joint Powers Board – vacant
 - e. Peninsula Corridor Joint Powers Board Citizens Advisory Committee – vacant
 - f. Senior Mobility Action Plan – vacant
11. Next Meeting: Wednesday, January 30, 2014 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos, CA
12. Adjournment

All items on this agenda are subject to action

CAC MEMBERS: K. Gilbert, M. Hall, K. Heatley, S. Koya, B. Lock, P. Loranger, J. McKie, T. Miller, H. Plischke, M. Pye, P. Ratto (Chair)

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223. Assisted listening devices are available upon request. Agendas are available on the SamTrans Website at www.samtrans.com.

Date and Time of Boards and Advisory Committee Meetings

San Mateo County Transit District (SamTrans) Committees and Board: First Wednesday of the month, 2 PM. SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 PM. Date, time and location of meetings may be changed as needed.

Location of Meeting

The SamTrans Administrative Building is located at 1250 San Carlos Ave., San Carlos, which is one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes: 260, 295, ECR, KX.

Public Comment

If you wish to address the Citizens Advisory Committee, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Citizens Advisory Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Citizens Advisory Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Nancy McKenna at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to cacsecretary@samtrans.com; or by phone at 650.508.6279, or TDD 650.508.6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

**CITIZENS ADVISORY COMMITTEE
MINUTES OF MEETING – SEPTEMBER 25, 2013**

COMMITTEE MEMBERS PRESENT: K. Gilbert, M. Hall, S. Koya, B. Lock, J. McKie, T. Miller, H. Plischke, P. Ratto (Chair)

COMMITTEE MEMBERS ABSENT: K. Heatley, P. Loranger, M. Pye

SAMTRANS STAFF PRESENT: M. Eshleman, C. Harvey, A. John, N. McKenna, D. Olmeda, C. Patton, A. Rivas, E. Rivas, E. Silvas, B. Tietjen

Chair Peter Ratto called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

PUBLIC COMMENT

None

APPROVAL OF THE MINUTES

The Committee (McKie/Hall) approved the minutes of August 28, 2013.

INTRODUCTION OF HYBRID BUS TECHNOLOGY

David Olmeda, Director, Maintenance, said:

- This is the first hybrid bus for SamTrans.
- The new hybrid buses are quieter, save on fuel and are the beginning of a new technology.
- This is the first step toward a fully electric vehicle.
- It is a 40-foot bus manufactured at Gillig in Hayward.
- Twenty-five buses have been ordered with delivery starting in October.

The CAC recessed at 6:35 p.m. to look at the new hybrid bus.

The CAC reconvened at 7:03 p.m.

Kathy Gilbert asked if the fabric seats are easy to clean. Mr. Olmeda said yes. The fabric is designed for transit use and the seats can be replaced and cleaned. If the seat cannot be cleaned or replaced immediately, the bus will not be put into service.

Mr. Olmeda said the new vehicles should be in service in late 2013 or early 2014. Right now bus operators and mechanics are being trained on the new vehicle. Initially the buses will be assigned to North Base, but with the August 2014 runbook changes some of these vehicles will be transferred to South Base.

Judy McKie said quite often the operators turn on the air conditioning for fresh air and then the bus gets very cold. She asked if there is just an air circulating button that can

be turned on. Mr. Olmeda said the operator does have the ability to control the temperature in the bus. The air conditioning system has improved on buses manufactured since 2009.

Ms. Gilbert asked if the flooring is the same as in the current busses. Mr. Olmeda said it is exactly the same.

Heinz Plischke asked what routes the new hybrid buses will be used on. Mr. Olmeda said he is not sure, but most likely on El Camino Real.

Mr. Plischke asked what will happen with the buses being replaced. Mr. Olmeda said the 1998 buses will be auctioned, quite possibly for scrap because they have reached the end of their useful life.

Bill Lock asked if the buses are zone controlled. Mr. Olmeda said no it is controlled by the operator.

Mr. Koya said he is very impressed with the vehicle but he has an issue with the design of the seats. He said the old blue vinyl seats were perfect. Mr. Olmeda said the seating has actually improved, but it is the contouring that gives the impression the seat is smaller. The seat is 18 inches wide and wider than any other seat available in the marketplace.

REPORT OF THE CHAIR

Chair Ratto said the kick-off for the Bay Area Bike Share Program was at the 4th and King Caltrain Station on August 29. He has used the bikes and is very impressed with the Program.

SAMTRANS STAFF UPDATE

Chester Patton, Director, Bus Transportation, said next month the CAC will have a tour of South Base.

The end-of-year performance report, presented to the Board at their September 4 meeting, was distributed.

Mr. Koya asked if the increase of ridership on Route 292 could be reported at the next meeting. Michael Eshleman, Planner, said ridership for Routes 292 and KX decreased in August.

Mr. Patton said staff will research the ridership for September for these two routes and report back at the December meeting.

CAC MEMBER COMMENTS/REQUESTS

Tryn Miller said she has been very impressed with Route ECR. She said they have been punctual and get her to her destination in a timely manner.

Mr. Lock said he has been taking Route ECR and noticed the timeliness too. He said he has seen an improvement in the garbage pick-ups at various bus locations.

Mr. Plischke said the Route KX and Route ECR stop on El Camino Real and 37th Avenue is right in front of an open car wash. He said there are no benches or a shelter. He would like to see both routes go around 36th Avenue and make a right on Edison and right on Hillsdale Boulevard and board passengers at the Route 292 stop. Mr. Patton said Hillsdale is a well-known problem as a transfer center and has been discussed many times over the years by this committee. He said staff won't be diverting El Camino Real buses off the corridor west of El Camino Real to make connections. Mr. Patton said this is the most challenging transfer location in the system and there are plans and studies in progress for a comprehensive solution. He said at the next regular meeting he will see if there are any studies staff is conducting or aware of for this transfer point.

Chair Ratto said he received the following comment from Margaret Pye. She said the Route 390 bus stop sign is still at the Palo Alto Transit Center.

Mr. Koya said Route 292 is running smoothly. It is very full and well utilized during peak hours. He said people have asked when SamTrans will be raising fares. Mr. Patton said there is no fare increase scheduled.

Chuck Harvey, Deputy CEO, said fares are actually being reduced on the Day Pass. He said anytime there is a consideration of a fare increase it is around the budget planning process.

Ms. McKie said the new Route ECR is a great success and she has not heard one complaint about the service.

LIAISON REPORTS

a. SamTrans Board - Peter Ratto

- A public hearing was held for changes to the Codified Tariff.
- Presentations were given on end-of-year performance statistics and accessing schedule information.
- For the month of July revenue is higher than expected and expenses are lower than expected.
- The Title VI Program was approved.
- The Board agreed to enter into exclusive negotiations with Seras Regis to develop the Colma Park and Ride property.

b. SamTrans Accessibility Advisory Committee – Judy McKie

- The Committee met on September 16.
- An update on the SamTrans Service Plan and Route ECR was given.
- There was a discussion on sensitivity training given to bus operators. She would like to have the CAC receive this presentation.
- There was a discussion on cracked concrete at various bus stops. Mr. Patton said if it is a bus shelter pad it is SamTrans' responsibility and if it is a sidewalk staff would work with the cities to repair.
- The Committee had a discussion on bus stop medallions and the fact that not all of stops have them. Mr. Patton said they were installed many years ago at some bus stops but there is no policy to keep up or roll out to further stops.

c. Caltrain Accessibility Advisory Committee - Peter Loranger – no report

d. Peninsula Corridor Joint Powers Board -vacant

- e. **Peninsula Corridor Joint Powers Board CAC** - vacant
- f. **Senior Mobility Action Plan** - vacant

NEXT MEETING:

The next meeting will be held October 30, 2013, at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, California 94070.

Adjourned at 7:49 p.m.

Draft

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

**CITIZENS ADVISORY COMMITTEE
MINUTES OF MEETING – OCTOBER 30, 2013**

COMMITTEE MEMBERS PRESENT: K. Gilbert, M. Hall, K. Heatley, S. Koya, B. Lock, P. Loranger, T. Miller, H. Plischke, P. Ratto (Chair)

COMMITTEE MEMBERS ABSENT: M. McKie M. Pye

SAMTRANS STAFF PRESENT: N. McKenna, A. Rivas, E. Rivas

Chair Peter Ratto called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

Adjourned at 6:40 p.m. for fieldtrip to South Base.

CAC attendees on the tour included Kathy Gilbert, Maureen Hall, Katie Heatley, Sonny Koya, Bill Lock, Tryn Miller, Heinz Plischke and Chair Ratto. Staff attending the tour included Superintendent, Bus Operations, Ana Rivas, Superintendent, North Base Bus Maintenance, Elliott Rivas, and Superintendent, South Base Maintenance, Jerie Moeller. The bus departed South Base for Central at 8:15 p.m.

NEXT MEETING:

The next meeting will be held December 4, 2013, at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, California 94070.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Citizens Advisory Committee

FROM: Nancy McKenna
CAC Secretary

SUBJECT: **AMEND THE SAMTRANS CITIZENS ADVISORY COMMITTEE (CAC) STATE OF PURPOSE**

ACTION

Staff recommends the CAC amend the Statement of Purpose, "Meeting Section" to change the meeting day from the first Wednesday of the month to the last Wednesday of the month.

SIGNIFICANCE

This change will allow for the CAC to review items or issues that necessitate their input prior to the Board's meeting on the first Wednesday of the month.

The change in the regular meeting day of the CAC requires the amendment of the "Meeting" section of the Statement of Purpose of the CAC, as shown:

"Regular meetings are normally held at the district headquarters at 6:30 p.m. On the ~~first~~last Wednesday of each month and are open to the public (Resolution No. 2000-43). Meetings of the CAC shall be held in compliance with the Ralph M. Brown open meetings act. The SamTrans Board meets the ~~second~~first Wednesday of each month at 2:00 p.m."

BUDGET IMPACT

There is no budget impact.

BACKGROUND

The CAC has always met prior to the Board meeting. In April the Board moved their meetings to the first Wednesday of the month and the CAC voted to move their meeting to the last Wednesday of the month.

At the December 4 Board meeting staff will recommend the Board and Standing Committee regular meetings be scheduled on the first Wednesday of each month on a permanent basis. Having operated in this manner since 2013, staff has found value and efficiencies in having the SamTrans Board and Standing Committees meet the same week as the other two transit board meetings that are managed by the District.