

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

**MINUTES OF BOARD OF DIRECTORS MEETING
SEPTEMBER 4, 2019**

MEMBERS PRESENT: R. Collins, M. Fraser, C. Groom (Chair) (left at 3:44 pm), R. Guilbault, K. Matsumoto (Vice Chair), J. Powell (arrived at 2:03 pm), P. Ratto, C. Stone

MEMBERS ABSENT: D. Pine

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

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Carole Groom called the meeting to order at 2:02 pm and led the Pledge of Allegiance.

ROLL CALL

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

CONSENT CALENDAR

- Approved Minutes of the Board of Directors Meeting of August 7, 2019
- Accepted Capital Projects Quarterly Status Report 4th Quarter FY 2019
- Received Information on Statement of Revenues and Expenses for the Period Ended June 30, 2019

Motion/Second: Stone/Fraser

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Ratto, Stone

Absent: Pine, Powell

Director Josh Powell arrived at 2:03 pm.

- Accepted Statement of Revenues and Expenses for July 2019

Vice Chair Matsumoto asked for an explanation on items that were highlighted in the report. Derek Hansel, Chief Financial Officer, said the highlighting shows certain concentrations that warranted more attention.

Motion/Second: Matsumoto/Stone

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Adina Levin, Friends of Caltrain, announced that September 7-13 was Public Transit Week and encouraged riders to share photos of themselves using transit.

REPORT OF THE CHAIR

Chair Groom announced that she needed to leave the meeting at 4:00 pm and designated Vice Chair Matsumoto to chair the meeting thereafter.

REPORT OF THE GENERAL MANAGER/CEO

Carter Mau, Deputy General Manager/CEO, noted that his written report was in the packet. He introduced Julian Jest, Manager, Market Research Analyst, who gave an update on the Foster City Express (FCX) service.

Mr. Jest said that the District conducted a rider survey between August 26 and September 1 during the free ride period of the FCX service and received 139 responses.

David Olmeda, Chief Operating Officer, Bus, thanked the Board members who participated in the route's maiden voyage. He said they had more riders than anticipated and added the new larger articulated buses as a result.

Director Rose Guilbault asked how many riders are needed for the route to be deemed successful; Mr. Olmeda responded 500 passengers per day.

Director Charles Stone said he was pleased by how quickly the District responded to the increased route demand by providing a bigger bus.

Director Peter Ratto praised the new service.

Director Josh Powell commended staff for making operational changes on the fly.

Public Comment:

Adina Levin talked about improving multimodal transport for express bus riders.

Carter Mau, Deputy CEO/General Manager, noted that school service began on August 19. He said that District representatives were able to meet with Superintendent Nancy McGee of the San Mateo County Office of Education where they discussed school transportation services with the goal of improving communication and outreach.

Director Stone noted that construction work had an impact on school buses being on time in Belmont.

Vice Chair Matsumoto had questions about social media impressions. Jeremy Lipps, Communications Manager, explained that the number of impressions indicates how many times a post is seen.

BOARD MEMBER REQUESTS/COMMENTS

Vice Chair Matsumoto said that Burlingame Vice Mayor Emily Beach had related to her that she had taken the ECR (El Camino Real route) at 7:30 on a Saturday morning and the bus was at capacity.

Public Comment:

- Miguel Navarro, Jr., introduced himself as the new president of Amalgamated Transit Union, Local 1574.
- Adina Levin further encouraged people who ride transit during Transit Week to share it using *#transitweek2019*, and their responses would be aggregated at

Transitweekbayarea.org.

Vice Chair Matsumoto gave a report-out on the August 16 COA Ad Hoc Committee meeting.

RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:36 pm.

RECONVENE BOARD OF DIRECTORS MEETING

Chair Groom reconvened the Board meeting at 3:39 pm.

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

Director Guilbault reported on the following items:

SUBJECTS DISCUSSED:

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Quarterly Dashboard Report – April-June 2019
- Mobility Management Report: Annual Summary
- Multimodal Ridership Report – July 2019

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

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

RESOLUTIONS:

- Adoption of a Proposed Disadvantaged Business Enterprise Overall Goal for Federal Fiscal Years 2020-2022 for Federal Transit Administration-assisted Contracts – Approved by Resolution No. 2019-30

Motion/Second: Ratto/Collins

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

- Award of Contracts for On-Call Environmental Planning, Permitting, and Support Services – Approved by Resolution No. 2019-31
- Award of Contracts for On-Call Financial Consulting Services – Approved by Resolution No. 2019-32

Motion/Second: Ratto/Collins

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

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

The September committee meeting was cancelled.

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

Director Powell reported on the following item:

SUBJECT DISCUSSED:

- State and Federal Legislative Update

GENERAL COUNSEL REPORT

Public Comment:

Mark Leach, Local 856 Representative, International Brotherhood of Teamsters, gave details on the process of finalizing the first contract for SamTrans utilities workers.

Chair Groom left the meeting and the Board meeting recessed to closed session at 3:44 pm.

Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8

Property: Private Roadway Area Near Airport Boulevard, Redwood City, CA, APN 095-222-340

Agency Negotiators: Joan Cassman, Brian Fitzpatrick, and Gary Cardona

Negotiating Party: Keech Properties LLC

Under Negotiation: Price and Terms of Payment

Closed Session: Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda

Employee Organization: International Brotherhood of Teamsters, Local 856 (Facilities Technicians)

The Board meeting reconvened into open session at 4:09 pm.

Joan Cassman, Legal Counsel, said that she had received authority and direction from the Board regarding the real property negotiations for the Pico Boulevard property, which is adjacent to the SamTrans South Base maintenance yard.

Ms. Cassman said that there was no reportable action regarding the labor negotiations, but said that a matter for action would come back to the Board in October.

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Acting Chair Matsumoto noted that the correspondence was in the reading file.

DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Acting Chair Matsumoto announced the time and location of the next meeting as Wednesday, October 2, 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.