

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

**MINUTES OF BOARD OF DIRECTORS MEETING
FEBRUARY 3, 2016**

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

Board Members Absent: R. Guilbault

Staff Present: J. Averill, J. Cassman, A. Chan, G. Harrington, J. Hartnett, C. Harvey, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 3:10 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of January 6, 2016
- b. Acceptance of Statement of Revenues and Expenses for December 2015
- c. Acceptance of Quarterly Investment Report and Fixed Income Market Review for the Period Ending December 31, 2015
- d. Acceptance of the Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2015

Motion/Second: Stone/Tissier

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

Absent: Guilbault

PUBLIC COMMENT

None

REPORT OF CHAIR

Resolution of Appreciation to Past Chair Shirley Harris

Chair Kersteen-Tucker thanked Director Harris for her service and presented her with the resolution.

Motion/Second: Gee/Stone

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

Absent: Guilbault

Director Harris thanked the Board and staff and said the Board accomplished a lot last year, including the hiring of a new General Manager/CEO.

Chair Kersteen-Tucker reported:

- A list of ad hoc committee assignments for the year is in the Board reading file.
- Asked that staff bring back an Amended Rules of the Board to add the Audit Ad Hoc Committee as a standing committee.

- The Board Retreat Ad Hoc Committee will ensure that the goals outlined at the Board retreat are adequately and appropriately included in the Strategic Plan and any reports that the ad hoc committee needs to make during the year will be agendized under the Planning, Development and Sustainability Committee.
- Thanked staff for publishing the sustainability accomplishments.
- Attended the Pacifica climate meeting looking at ways to create innovative solutions in the community. A number of people said they would pay more for more service.

REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

Jim Hartnett, General Manager/CEO, reported:

- Paratransit ridership had been growing 2.5 percent a year and is now in double digit growth. Staff budgeted for 335,000 trips in Fiscal Year (FY) 2016, but on pace to hit 360,000 trips. The FY1988 budget was for 74,000 trips or \$865,000. Measure A was enacted in 1998 to have a trust fund from the San Mateo County Transportation Authority (TA) of \$25 million to support paratransit. This is an extremely important service and legally is required to provided. Staff will be looking at this ridership closely during budget preparations.
- Investment in human capital continues with 2,400 hours of training in January.
- 13 bus operators graduated in January and nine part-time operators were promoted to full-time.
- Seven new maintenance employees, six utility employees and one Mechanic B are in training.
- Planning staff are providing technical assistance to those cities submitting applications for bike and pedestrian funding from the TA.
- A youth summer survey will be distributed in late February/early March to identify youth ridership during the summer.
- No routes in San Francisco have been affected by Super Bowl 50 activities.

COMMUNITY RELATIONS COMMITTEE – J. Gee

RESOLUTION

- a. Authorize Adoption of Updated Bicycle and Similar Equipment Use and Parking Rules and Regulations

Motion/Second: Gee/Tissier

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

Absent: Guilbault

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council
- d. Citizens Advisory Committee Update
- e. Multimodal Ridership Report – December 2015

FINANCE COMMITTEE – C. Stone

RESOLUTIONS

- a. Authorize Execution of a Memorandum of Understanding with the San Mateo County Transportation Authority and the City/County Association of Governments of San Mateo County to Update the Countywide Transportation Plan and Contribute up to a Maximum of \$25,000 to the San Mateo County Transportation Authority
- b. Authorize Filing and Execution of an Application for the Electric Bus Procurement Project in the Amount of \$949,523 and Annual Cap and Trade Funding Authorized Agent Forms and Certifications and Assurances
- c. Authorize Execution of an Amendment to the Funding Agreement with the County of San Mateo for the Allocation of \$10 Million in County Measure A Funds for Fiscal Years 2016 and 2017
- d. Authorize Purchase and Delivery of 50 New Heavy-Duty Low-Floor 40-Foot Diesel Buses for a Total Estimated Cost of \$25,424,223
- e. Authorize Award of Contract to Steril Koni for the Purchase and Delivery of 11 Sets of Mobile Wheel Lift Systems for a Total Cost of \$336,457
- f. Authorize Purchase and Delivery of 10 Non-Revenue Support Vehicles with Elk Grove Toyota for a Total Cost of \$300,395
- g. Authorize Award of On-Call, No-Guarantee Contracts to Essence Printing, Inc., Fong Brothers Printing, Inc. and Pacific Standard Print to Provide Printing Services for a Not-to-Exceed Amount of \$619,000 for a Five-Year Term
- h. Authorize an Increase in Authority for Information Technology Licenses, Maintenance Services and Professional Services for a Not-to-Exceed Amount of \$1.5 Million for Fiscal Year 2016

Motion/Second: Ratto/Harris

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

Absent: Guilbault

LEGISLATIVE COMMITTEE – P. Ratto

MOTION

- a. 2016 Legislative Program

Motion/Second: Ratto/Stone

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

Absent: Guilbault

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Jeff Gee invited everyone to the Redwood City Chinese New Year celebration on March 27 at Courthouse Square from 11 a.m. to 4 p.m.

Director Charles Stone said he would request the Board receive an update on the San Carlos routes.

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT REGULAR MEETING – March 2, 2016, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting adjourned at 3:30 p.m.