

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
NOVEMBER 9, 2011, 2011**

Board Members Present: J. Deal, J. Gee, C. Groom, G. Guilbault, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto (Chair), A. Tissier

Board Members Absent: S. Harris

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 2:50 p.m.

**CONSENT CALENDAR**

The Board approved the consent calendar (Tissier/Lloyd).

- a. Approval of Minutes of Board of Directors Meeting of October 12, 2011
- b. Acceptance of Statement of Revenues and Expenses for June 2011 (unaudited)
- c. Acceptance of Statement of Revenues and Expenses for September 2011
- d. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2011
- e. Approval of the 2012 Board of Directors Meeting Calendar

**PUBLIC COMMENT**

None

**REPORT OF THE CHAIR**

Chair Matsumoto:

- Said today's meeting will be adjourned in memory of Citizens Advisory Committee member Wayne Kingsford-Smith who recently passed away.
- Thanked the SamTrans Service Plan (SSP) ad-hoc committee for its participation and also the work staff is doing on the community meetings.
- Reported that at last month's Council of Cities meeting Congresswoman Anna Eshoo was the guest speaker and was thanked for her hard work on public transportation.

**REPORT OF THE GENERAL MANAGER/CEO**

General Manager/CEO Michael Scanlon:

- Congratulated Director Jerry Deal on his re-election.
- Thanked the Board for adjourning the October meeting in memory of his brother.
- Thanked the SSP ad-hoc committee for its guidance. In the reading file is a flyer for the six upcoming community meetings.
- The District continues its investment in human capital.
- On November 2 staff participated in an older driver seminar in Daly City.

- SamTrans hosted partatransit customers from San Francisco, San Mateo and Santa Clara counties to provide input on the Metropolitan Transportation Commission Transit Sustainability Project.
- On October 26 staff participated in an emergency preparedness exercise that focused on people with special needs.
- Contracted buses provided a bus bridge between the Powell Street BART Station and the 4<sup>th</sup> and King Caltrain Station.
- Fixed-routes averaged 31,000 miles between service calls and Redi-Wheels was at 20,000 miles.
- There will be a new runbook on December 18 and the main focus will be on-time performance on specific routes.
- Deputy CEO Chuck Harvey and his team were congratulated on the recent base inspections.
- SamTrans will be providing additional service on Route 120 to Serramonte Shopping Center between November 25 and December 26.
- Staff will be participating in the Redwood City Hometown event on December 3 and there will also be a drop-off event on November 28 in our lobby.

Mr. Harvey said SamTrans has participated in the Heart Walk for the past 11 years. This year the team raised \$67,100, was the number one fundraising company on the Peninsula and the fifth highest in the Bay Area. Senior Budget Analyst Leslie Fong was recognized for her work as the company leader.

## **COMMUNITY RELATIONS COMMITTEE**

### **SUBJECTS DISCUSSED**

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Shuttles
- e. Multimodal Ridership Report – September 2011

## **FINANCE COMMITTEE**

### **RESOLUTIONS**

- a. Authorize Execution of Clipper Memorandum of Understanding Amendment Number 1
- b. Authorize Amending the Funding Agreement with the San Mateo City/County Association of Governments for Community Based Transportation Planning Services and Increasing the Fiscal Year 2012 Operating Budget by \$30,000
- c. Authorize Disposal of 10 Surplus Buses
- d. Authorize Award of Contract to United Performance Corporation for Automotive Repair Services for a Three-year Base Term for a Total Estimated Cost of \$389,752
- e. Authorize Award of Contract to Chandler Enterprises, Inc. for Furnishing Overhead and Mechanical Door Services for a Three-year Base Term for a Total Cost of \$200,937
- f. Authorize Award of Contract to World Courier Ground for Providing Mail Courier Services for a Five-year Term for an Estimated Cost of \$182,700

The finance agenda items that include the Bus Contract Inspectors will be held until after closed session.

A motion (Tissier/Lloyd) to approve the resolutions was approved unanimously by roll call.

## **LEGISLATIVE COMMITTEE**

### **SUBJECTS DISCUSSED**

- a. State and Federal Legislative Update

## **WRITTEN COMMUNICATIONS**

In reading file

## **BOARD MEMBER COMMENTS**

Director Zoe Kersteen-Tucker thanked staff for the presentation on the SSP to the Ad-hoc committee.

**DATE AND TIME OF NEXT MEETING** – December 14, 2011 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

## **GENERAL COUNSEL PROPOSAL**

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Contracts Inspectors)
- b. Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) to Discuss Pending Litigation: Edgardo Galvez v San Mateo County Transit District (Workers Compensation)
- c. Closed Session: Public Employee Performance Evaluation and Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO

Legal Counsel David Miller said there are three items that are permitted under the Brown Act for discussion in closed session.

Adjourned to closed session at 3:14 p.m.

Reconvened to open session at 4:08 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act. Staff is recommending the Board approve the execution of a collective bargaining agreement with the Teamsters Union, Local 856 (Bus Contracts Inspectors) for a three-year term through September 30, 2014.

A motion (Guilbault/Gee) to approve the collective bargaining agreement was approved unanimously.

- a. Authorize Reduction of Employer Paid Member Contributions to the Public Employees Retirement System by 2 Percent Effective January 1, 2012
- b. Authorize Continued Participation in the Public Employees Retirement System Medical for Former Administrative Employees Now Represented by the Amalgamated Transit Union and the International Brotherhood of Teamsters

A motion (Lloyd/Gee) to approve these resolutions was approved unanimously.

General Manager Evaluation

Mr. Miller said the Board convened in closed session to conduct its annual evaluation and performance of the General Manager/CEO, Mr. Scanlon. The Board heard a report from the advisory committee and as result of the discussions is prepared to adopt a motion that consists of two parts: The Board's conclusion of the evaluation of the General Manager/CEO is that the rating is outstanding; and accompanying that would be approval of the goals for the coming year starting November 1 that Mr. Scanlon presented with some modest fine tuning of the item that deals with the financial issues and challenges on Caltrain and the District and the inclusion of a goal that relates to Grand Boulevard.

A motion (Lloyd/Gee) to approve Mr. Scanlon's evaluation and goals for the upcoming year was approved unanimously.

The meeting adjourned at 4:25 p.m.