

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

**MINUTES OF BOARD OF DIRECTORS MEETING
AUGUST 8, 2012**

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

Staff Present: J. Averill, A. Chan, G. Harrington, C. Harvey, R. Haskin, M. Martinez, D. Miller, M. Scanlon, M. Simon

Chair Jerry Deal called the meeting to order at 3:46 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Guilbault/Gee).

- a. Approval of Minutes of Board of Directors Meeting of June 13, 2012
- b. Acceptance of Statement of Revenues and Expenses for May 2012

PUBLIC COMMENT

None

REPORT OF THE CHAIR

Chair Deal said there are a lot of items on the agenda and the fact the Board goes so quickly is because the Staff Reports are well-written and the Board reads them thoroughly and understands them. He gives kudos to staff and their leadership for giving the Board such good reports which is the reason there aren't many comments.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Special thanks to the San Mateo County Transit District (District) Financial Sustainability Committee of the Board. Their input has helped shape these presentations so they're taking the direction they need to take. He said the agency has done a lot of things already in terms of the financial issues that it faces. He said it goes back to when SamTrans refinanced the long term debt, when it did a reduction in force, service reductions, wage and salary freezes, furlough days and reduced Caltrain contributions. He said SamTrans has to do everything it can to make sure it is providing the absolute best service from a quality and quantity standpoint to the stockholders who are the residents and taxpayers of San Mateo County, the State of California and the people of the United States.
- Welcomed the new Paratransit Coordinating Council (PCC) Chair Mike Levinson and Vice Chair Michal Settles and said they will be great leaders.
- Executive Officer, Caltrain Modernization Program Marian Lee continues to work with stakeholders to build support for moving the Caltrain Modernization Project forward.
- Caltrain served over 50,000 riders in June up from 20,000 in 1992.

- Caltrain joined with other agencies to declare June 21st as National Dump the Pump Day. The purpose is to call attention and awareness to the how people can collectively save money by using transit, reduce reliance on fossil fuels, and make a significant reduction of pollution.
- Gave thanks to Director Jeff Gee for participating in a news conference to announce grants from the Federal Transit Administration (FTA). The SamTrans portion was around \$5 million and is State of Good Repair money that will enable SamTrans to purchase up to 25 of the latest technology diesel/hybrid buses. That will help SamTrans in sustainability efforts and in continuing efforts to modernize the fleet and give the best service it can to the public.
- The District participated in Spare the Air days to urge people to bike, telecommute, car pool, take public transit, and avoid using lawn mowers, leaf blowers, and other equipment.
- The Operations staff is working on planning festivities to celebrate the opening of Devil's Slide Tunnel. It will be a significant day in the history of this county.
- The District issued a news release stating it serves 16 Farmers Markets in this area.
- Promoted the use of both Caltrain and SamTrans to go to the San Mateo County Fair in June.
- Director Adrienne Tissier spoke at the 100th anniversary of laying the first patch of concrete on the State highway system in San Bruno, California. Congresswoman Jackie Speier, San Bruno Mayor Jim Ruane, and Caltrans District Director Bijan Sartipi were also in attendance.
- SamTrans will have to have a temporary bus stop change in Half Moon Bay due to a bicycle event Saturday, August 11.
- While in the middle of participating in a regional emergency exercise a real emergency developed with the Transbay tube shutdown caused by a fire adjacent to the Bay Area Rapid Transit (BART) line on June 14.
- SamTrans recently graduated part-time bus operators and started a new class that will graduate on August 24.
- SamTrans South Base hosted a safety breakfast to celebrate 104 accident-free days at almost 800,000 miles with zero preventable accidents in June. In July, North Base hosted a safety breakfast for having zero preventable accidents in April.
- Human capital investment continues and has been spent on training new operators.
- California Highway Patrol provided outreach at the South San Francisco Magnolia Senior Center and on June 14 at the San Mateo Senior Center for Accessible Services.
- SamTrans had the Commission on Disabilities Awareness Fair in Redwood City with up to 200 attendees on July 10.
- Dumbarton Express Service was expanded by 80 percent from about 53 revenue hours a day to just under 100 revenue hours a day beginning on July 2.
- In July SamTrans averaged a little more than 24,000 miles between service calls for fixed-route service which is well above the 20,000 mile goal.
- SamTrans is preparing for heavier than usual expected loading patterns with schools restarting and the perennial favorites in Redwood City and Carlmont. SamTrans has a new run book effective August 26 with changes to 20 routes, but mostly minor changes in getting prepared for the expansion when school kids start crowding regular service buses. It also includes the new weekend El Camino Real route and other changes aimed at improving On Time Performance.

- The 2009 Gillig buses are getting impressive mileage. The 40-foot bus is getting a little over 4 miles per gallon and the 35-footer gets 4.16 miles per gallon. In 2003 the buses were at 3.62 so there has been an improvement.
- Last week the executive team met with the SamTrans interns who each made presentations on their experience while they were at the District. Staff learns a lot from them.

Chair Deal asked Mr. Scanlon why the Board is meeting at 3 p.m. next month. Mr. Scanlon said to allow people to participate in the American Heart Association's Heart Walk just like last year. He said last month SamTrans lost a bus operator to heart issues so raising funds is important.

CALL FOR A PUBLIC HEARING ON OCTOBER 10, 2012 TO DISCONTINUE PARTICIPATION IN THE BART PLUS PROGRAM

Executive Officer, Customer Service and Marketing Rita Haskin said this is a program SamTrans has participated in for close to 15 years and it was originally envisioned to go away when Clipper (formerly Translink) came along. She said in reviewing how the program is working staff doesn't think it is financially wise for SamTrans to continue to participate.

The motion (Tissier/Harris) to call for a public hearing on October 10, 2012 to discontinue participation in the BART Plus Program was approved.

CALL FOR A PUBLIC HEARING ON OCTOBER 10, 2012 TO ELIMINATE SELECT UNPRODUCTIVE FIXED-ROUTE TRIPS

Deputy CEO Chuck Harvey said the reason this is necessary is any time SamTrans reduces the level of service by 25 percent or more on any single route it requires a public hearing. He said some of SamTrans' community routes have so few total trips that taking out even a single trip requires a public hearing. He said there are about three or four community routes with trips that were at one time adjacent to a school but now the school population has changed and the buses are empty. He said staff can't take the routes out of the service pattern and save some money without having the public hearing.

The motion (Tissier/Lloyd) to call for a public hearing on October 10, 2012 to eliminate select unproductive fixed-route trips was approved.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Certificate of Appreciation to Outgoing PCC Chair, Nancy Keegan
- b. Certificate of Appreciation to Rob Gaskill
- c. Accessibility Update
- d. PCC Update
- e. Citizens Advisory Committee Liaison Report
- f. Mobility Management Report – ADA Paratransit Service
- g. Multimodal Ridership Report – May 2012
- h. Multimodal Ridership Report – June 2012

FINANCE COMMITTEE – J. Gee

RESOLUTIONS

- a. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2013 and Amend the Fiscal Year 2013 Operating Budget in the Amount of \$2,869,030 From \$154,040,172 to \$156,909,202
- b. Authorize Approval and Ratification of the Fiscal Year 2013 District Insurance Program with Wells Fargo Insurance Services for a Total Premium Cost of \$1,597,703
- c. Authorize Execution of Cooperative Agreement Among the Dumbarton Bridge Route Operations Committee Consortium to Provide Administration Services for the Dumbarton Express Bus Service
- d. Authorize Amendment to Extend the Contract with Green Carpet Landscaping and Maintenance for Providing Landscaping and Grounds Maintenance Services on a Month-to-Month Basis for Up to Six Months at a Cost of \$68,000
- e. Authorize Award of Contract to Miller Advertising Agency, Inc. to Provide Recruitment Advertising Services for a Five-year Term at an Estimated Cost of \$375,000
- f. Authorize Award of Contract to Vanden Bos Electric, Inc. for Fire Alarm System Upgrade for a Total Amount of \$663,965
- g. Authorize Award of Contract to ACS Transportation Solutions, Inc. to Provide ACS Software and Hardware Maintenance Support Services for an Estimated Amount of \$1,063,860 for a Five-year Term
- h. Authorize Award of Contract to FE Controls Corp. for the Upgrade of the Security Office at the District's Headquarters in San Carlos for a Total Amount of \$154,544

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

MOTION

- i. Authorize Discount Pilot Program for an 18-Month Period to Encourage Advance Group Sales and Travel
- j. Authorize Rejection of All Bids to Provide Printing and Delivery of Magnetic Tickets and Authorize Re-Solicitation of Bids

The motions (Gee/Groom) were approved unanimously.

INFORMATIONAL

- k. Update on the Execution of the Fuel Hedging Program
- l. Information of Statement of Revenues and Expenses for the Period Ending June 30, 2012

LEGISLATIVE COMMITTEE – S. Harris

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE – A. Lloyd

SUBJECTS DISCUSSED

- a. Update on SamTrans Service Plan

WRITTEN COMMUNICATIONS

No discussion

BOARD MEMBER REQUESTS/COMMENTS

Director Karyl Matsumoto said at the June San Mateo County Transportation Authority (TA) Board meeting, the TA approved all but three community shuttles that did not qualify at the time and were put on hold. One was the Pacifica shuttle. She said Pacifica worked with SamTrans and their application was approved by the TA in August. She said TA staff is working diligently on the Highway Call for Projects and had more requests for funds than funds available so at the September meeting staff will bring the information to the TA and in October the TA will vote. The TA approved approximately \$11.6 million to the District for the Capital and Operating budgets for Caltrain. She said the TA received a presentation from Executive Director Rich Napier from the City/County Association of Governments (C/CAG) on smart corridors which is a project that has been going through C/CAG and is intended to route traffic out of city streets when there is a major bottleneck on Highway 101.

GENERAL COUNSEL PROPOSAL

None

DATE AND TIME OF NEXT MEETING – September 12, 2012 at 3 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting was adjourned at 4:14 p.m.