

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

**MINUTES OF BOARD OF DIRECTORS MEETING
MARCH 2, 2016**

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

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

Chair Zoe Kersteen-Tucker called the meeting to order at 2:03 p.m.

Meeting recessed to closed session at 2:04 p.m.

Meeting reconvened to open session at 2:59 p.m.

GENERAL COUNSEL PROPOSEL

**Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code
Section 54956.9(d)(4): One Potential Case**

Joan Cassman, Legal Counsel, said no action was taken in closed session and the matters addressed will come before the Board during the Finance Committee meeting under Item 4.

Meeting adjourned to committee meetings at 3:00 p.m.

Meeting reconvened at 3:53 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of February 3, 2016
- b. Acceptance of Statement of Revenues and Expenses for January 2016

Motion/Second: Ratto/Tissier

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

PUBLIC COMMENT

None

**INTRODUCTION OF PROPOSED ACTION TO AMEND THE RULES OF PROCEDURE OF THE
BOARD OF DIRECTORS TO INCLUDE AN AUDIT COMMITTEE**

Chair Kersteen-Tucker said the Board would like to make the Audit Committee a standing committee which does not meet as a committee of the whole at Board meetings.

Director Karyl Matsumoto requested the committee be comprised of a Board member from the Council of Cities, a Board member from the County Board of Supervisors, the Board chair and a member of the Board.

Ms. Cassman said this will be brought back to the Board next month for action.

REPORT OF CHAIR

Director Matsumoto said the Board Ad-hoc Retreat Committee consists of Directors Adrienne Tissier, Charles Stone and Chair Kersteen-Tucker. To ensure the Strategic Plan is kept current the Board will hold a half-day retreat on even years and a full-day retreat on odd years. The committee thought it was important to receive updates on the Board meetings from the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA). The committee would like to provide input on some of the budget priorities prior to the Fiscal Year 2017 budget being presented to the Board for approval.

Jim Hartnett, General Manager/CEO, said staff will provide a summary of the JPB and TA meetings via e-mail and a hardcopy in the following month's reading file. A Strategic Priorities line will be added as an agenda item under the General Manager's Report on the Board agenda. He said staff reports will now include a reference to strategic priorities.

Director Carole Groom left at 4:05 p.m.

REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

Mr. Hartnett reported:

- Recognized Elizabeth Dabu as Bus Transportation Employee of the Year.
- Recognized Bernardo Turingan as Maintenance Employee of the Year.
- North Base bus operators received the Operations Base Safety Award for averaging more than 72,935 miles between accidents.
- South Base maintenance employees received the Maintenance Base Safety Award for working 60,104 hours with only one lost time injury.
- Update on two emergency procurements. The first is the oil water separator at North Base. A tank was installed and the monitoring system is expected to be completed by the end of March. The other item is an industrial waste line at North Base. A temporary line was installed to allow for the use of a steam rack. A capital project will be requested in the Fiscal Year 2017 Capital Budget to replace the entire line.
- The Center for Independence of Individuals and Disabilities filed a lawsuit against Serra Cab, which alleges they are charging more for wheelchair passengers. Serra Cab is a sub-contractor to First Transit, which provides the District's Redi-Wheels services, however the fares in question are not those in the District's Redi-Wheels program.
- The District has a support vehicle fleet of 76 vehicles classified as automobile-type vehicles and specialty vehicles. The specialty vehicles include heavy-duty trucks, flatbeds and cargo vans. The District owns 52 cars and 24 specialty vehicles. Of the 52 cars more than 50 percent are hybrids. The District is buying

four additional hybrid cars so it will bring the number up to about 60 percent of the fleet being hybrid. The specialty vehicles do not have a hybrid option available at this time. In the procurement, staff takes advantage of the State bid system for the non-revenue support vehicles. This allows the District to have very competitive pricing opportunities, provides efficiency, and reduces internal administrative costs. Using the State bid, a 2016 Ford Fusion hybrid costs the District \$28,000 compared to \$40,000 if purchased directly from a dealer.

- Fixed-route service averaged over 26,000 miles between service calls in January and paratransit had only one call for 133,000 miles.
- Over 2,000 of hours of training was conducted in January.
- Operations Planning is finalizing changes to the June 11 runbook. One issue staff is reviewing and trying to mitigate is frequent delays on University Avenue due to traffic and construction.

COMMUNITY RELATIONS COMMITTEE – J. Gee

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council
- c. Citizens Advisory Committee Update
- d. Mobility Management Report - Paratransit
- e. Multimodal Ridership Report – January 2016

FINANCE COMMITTEE – C. Stone

RESOLUTIONS/MOTION

- a. Authorize Amendment to the Fiscal Year 2016 Operating and Capital Budgets
- b. Authorize Execution of Contract Amendment with Wipro, LLC to Provide PeopleSoft Systems Integration Services and Execution of Release of Claims Agreement in the Amount of \$2.176 Million
- c. Authorize Delegation of Authority to the General Manager/CEO to Execute Contracts with Values of up to \$100,000
- d. Authorize Supporting an Application and Executing a Funding Agreement with the San Mateo County Transportation Authority and San Mateo City/County Association of Governments for San Mateo County Shuttle Program Funds and Commit up to \$883,360 in Matching Funds
- e. Authorize Approving and Adopting the San Mateo County Transit District Money Purchase Plan and Trust in the Form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust, and the San Mateo County Transit District Nonqualified Supplemental Defined Contribution Plan, Delegating Authority to the Chief Financial Officer to Take All Necessary Actions to Effectuate and Amend the Plans
- f. Authorize Award of Contract to Group 4 Architecture, Research + Planning, Inc. to Provide On-Call General Engineering Consultant Design Service for a Not-to-Exceed Amount of \$3 Million
- g. Authorize Award of Contract to BECI Electric, Inc. to Provide 14 Cameras and Ancillary Equipment for the San Mateo County Transit District's Central Office for a Total Amount of \$159,000 AND Delegate Authority to the General Manager/CEO to Approve New Camera Design and Camera Locations
- h. Authorize Rejection of all Bids for Bus Stop Benches and Trash Receptacles

Motion/Second: Stone/Harris

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

Absent: Groom

LEGISLATIVE COMMITTEE – P. Ratto

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – A. Tissier

SUBJECT DISCUSSED

- a. Capital Projects Quarterly Status report – 2nd Quarter Fiscal Year 2016

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Peter Ratto said he would like the Board to receive the monthly performance statistics sheet that the CAC receives each month in the reading file.

Director Shirley Harris complimented Mr. Hartnett on his “Messages from Jim.”

Director Rose Guilbault acknowledged the bus operators for their quick thinking on providing free transportation to children at Bowditch Middle School after the recent bomb threat at their school.

DATE AND TIME OF NEXT REGULAR MEETING – April 6, 2016, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Adjourned to closed session at 4:30 p.m.

Reconvened to open session at 4:45 p.m.

GENERAL COUNSEL PROPOSAL

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Gardner v. San Mateo County Transit District, Case No. CIV 528132

Ms. Cassman said the Board met in closed session to discuss a matter of existing litigation and the Board gave the authority to legal counsel for settlement.

The meeting adjourned at 4:46 p.m.