

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

**MINUTES OF SPECIAL 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. Cassman, A. Chan, G. Harrington, J. Hartnett, C. Harvey, E. Kay,
M. Martinez, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 4:46 p.m.

AUTHORIZE DECLARATION OF AN EMERGENCY FOR THE REPAIR OF DIESEL FUEL SYSTEM COMPONENTS AT NORTH BASE AND RATIFICATION OF EMERGENCY PURCHASE ORDER TO TECHNOLOGY, ENGINEERING AND CONSTRUCTION (TEC) IN THE AMOUNT OF \$24,995

Gigi Harrington, Deputy CEO, said two different components are being repaired in this emergency procurement. Staff is requesting the work be done by TEC as they have previously done work for the District. The General Manager/CEO authorized this work on February 26 to start the repair. The issue was found during a routine inspection. Staff is working with the inspector and doesn't anticipate any problems as the repair is done.

Director Adrienne Tissier said at the Board meeting today the Board approved an item for the General Manager/CEO to execute contracts up to \$100,000. She asked if this is the reason this is before the Board because it needs to be declared an emergency. Joan Cassman, Legal Counsel, said the declaration of emergency excuses the District from using its normal competitive bid process. The declaration of emergency is a procedural matter and the County is requiring the District to get this work done within 30 days and 30 days is not a sufficient amount of time to undertake a competitive bid process.

Chair Kersteen-Tucker asked what is being done to avoid future issues like this given this is the third emergency. David Olmeda, Chief Operating Officer, Bus, said this has to do with the safeguard systems currently in place. It is not about having a component that has failed, but more about the watchdog systems that are in place. The spill bucket is preventative so there are no additional spills that happen to fail the test. As far as the infrastructure, the facility side has requested engineering assistance to complete a full evaluation of the facility. Based on age and the environment the existing facilities are under staff is starting to do some catch-up work on some of these items that are not clearly visible or staff is not able to see under the normal preventative maintenance inspection program. This is one that the County took exception to and is being collaborative with staff in the process and understanding how long it will take to get this repair done.

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Director Karyl Matsumoto said she wanted to make sure that none of this oil is going into the bay. Mr. Olmeda said no oil is going into the bay. All lines are double walled and double lined.

Motion/Second: Tissier/Guilbault

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

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.

The meeting adjourned at 4:47 p.m.