

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

**MINUTES OF BOARD OF DIRECTORS MEETING
DECEMBER 4, 2019**

MEMBERS PRESENT: R. Collins, M. Fraser, R. Guilbault, K. Matsumoto (Vice Chair), D. Pine, J. Powell, P. Ratto, C. Stone

MEMBERS ABSENT: C. Groom (Chair)

STAFF PRESENT: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, J. Brook, D. Seamans

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice Chair Karyl Matsumoto called the meeting to order at 2:05 pm and led the Pledge of Allegiance.

ROLL CALL

Dora Seamans, District Secretary, called the roll and a quorum was present.

CONSENT CALENDAR

- Approval of Minutes of the Board of Directors Special Meeting of November 6, 2019
- Approval of Minutes of the Board of Directors Regular Meeting of November 6, 2019
- Acceptance of Statement of Revenues and Expenses for October 2019
- Acceptance of Capital Projects Quarterly Status Report 1st Quarter FY 2020

Motion/Second: Collins/Stone

Ayes: Collins, Fraser, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Groom

- Approval of Continuation of the Safe Harbor Transit Ticket Program

Motion/Second: Stone/Powell

Ayes: Collins, Fraser, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Groom

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

REPORT OF THE CHAIR

Appointment of Nominating Committee for 2020 Chair and Vice Chair

Vice Chair Matsumoto on behalf of Chair Carole Groom appointed Directors Josh Powell, Charles Stone, and Ron Collins.

Appointment of Ad Hoc Committee for Citizens Advisory Committee Interviews

Vice Chair Matsumoto on behalf of Chair Carole Groom appointed Directors Josh Powell, Charles Stone, and Ron Collins.

The Board recessed at 2:11 pm to see the Holiday Bus, and reconvened at 2:27 pm.

REPORT OF THE GENERAL MANAGER/CEO

Jim Hartnett, General Manager/CEO, said that the written report was in the packet. He announced that Director Dave Pine had joined and Director Collins had left the Dumbarton Corridor ad hoc committee. On behalf of Chair Groom, Mr. Hartnett extended thanks to Chair Collins for his work on the committee.

Mr. Hartnett noted an increase in bus ridership in the last three months compared to the same period last year, which he attributed to the addition of the Foster City Express (FCX) service. He said that the operator shortage combined with an increase in service will result in changes in the January runbook. He announced the suspension of the ECR Rapid service.

He said that the District is working to recruit operators by offering year-round training classes. He spoke about DNO (Did Not Operate) trends and that the District is not doing as well as it can; however, he said that they are still within the average range compared to other transit agencies. He said that operators were being diverted from the ECR service to serve other routes.

Vice Chair Matsumoto asked if there were alternatives to suspending the ECR Rapid service. Mr. Hartnett said that suspending the Rapid service frees up the most operators to drive other routes. He added that the goal is to have buses come every 15 minutes.

Director Collins asked if the January runbook would include an increase in school service, saying that he had heard comments from students that the buses were always full.

Director Stone said that adding another bus would lower fare recovery.

Director Marina Fraser noted that SamTrans service was being promoted at Carlmont High School.

Vice Chair Matsumoto asked if operator retention was historically good. David Olmeda, Chief Operating Officer, Bus, said that they currently have 16 new operators graduating from the District's training program and that they continue to work to keep the operators happy.

Director Powell asked about expansion of service in light of the operator shortage. Mr. Hartnett said that SamTrans will not increase service that it is not able to support.

Carter Mau, Deputy General Manager/CEO, said that recruitment is affecting all transit agencies in the Bay Area. He discussed local efforts to recruit and train new operators and mechanics.

Director Pine noted that the County has a pre-apprenticeship program.

BOARD MEMBER REQUESTS/COMMENTS

There were no requests or comment.

RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:55 pm.

RECONVENE BOARD OF DIRECTORS MEETING

Vice Chair Matsumoto reconvened the Board meeting at 4:05 pm.

MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE*

Director Rose Guilbault reported on the following item:

SUBJECTS DISCUSSED:

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Quarterly Dashboard Report – July-September 2019
- Multimodal Ridership Report – October 2019

MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Peter Ratto led the Board in voting on the following items:

MOTION:

Acceptance of Fiscal Year 2019 Comprehensive Annual Financial Report

RESOLUTIONS:

- Approving the Fourth Amendment to the Contract with MV Transportation for Contracted Urban Bus Services at a Cost Not to Exceed \$42,142,000 – Approved by Resolution No. 2019-42
- Authorizing an Amendment to the Redi-Wheels Agreement with First Transit, Inc., Increasing the Maximum Compensation for the Option Terms by \$807,750 for the Provision of These Services and Amending the Fiscal Year 2020 Operating Budget by \$807,750 from \$216,927,882 to \$217,735,632 – Approved by Resolution No. 2019-43

Motion/Second: Ratto/Stone

Ayes: Collins, Fraser, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Groom

MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE / COMMITTEE OF THE WHOLE*

Director Charles Stone led the Board on voting on the following item:

RESOLUTION:

- Adopting the San Mateo County Transit District's 2019 Title VI Program – Approved by Resolution No. 2019-44

Motion/Second: Stone/Ratto

Ayes: Collins, Fraser, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Groom

MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Powell reported on the following items:

SUBJECTS DISCUSSED:

- State and Federal Legislative Update
- 2020 Draft Legislative Program

GENERAL COUNSEL REPORT

The Board meeting recessed to closed session at 4:09 pm.

Closed Session: Conference with Legal Counsel – Anticipated Litigation

Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case

Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Serenity Woods, et al. v. San Mateo County Transit District, et al.; San Mateo County Superior Court Case No. CGC-18-564924

The Board reconvened into open session at 5:04 pm.

Joan Cassman, Legal Counsel, reported that no action was taken during the closed session.

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Vice Chair Matsumoto noted that the correspondence was in the reading file.

DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Vice Chair Matsumoto announced the time and location of the next meeting as Wednesday, January 8, 2020 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

ADJOURN

The meeting adjourned at 5:05 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.