



## A G E N D A

### GENERAL MANAGER/CEO RECRUITMENT ADVISORY COMMITTEE

**FRIDAY, JANUARY 9, 2015 – 1:00 p.m.**

San Mateo County Transit District  
Gallagher Conference Room – 3<sup>rd</sup> Floor  
1250 San Carlos Ave., San Carlos, CA

Committee Members:

Jeff Gee, Chair  
Shirley Harris  
Karyl Matsumoto  
Adrienne Tissier  
Ash Kalra, SCVTA  
Tom Nolan, SFMTA

Ex-Officio Members:

Nuria Fernandez, SCVTA  
Ed Reiskin, SFMTA

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT  
Public comment by each individual speaker shall be limited to one minute
4. APPROVAL OF MINUTES
  - a. October 6, 2014
  - b. November 3, 2014
5. CLOSED SESSION  
Public Employee Appointment – Pursuant to Government Code Section 54957  
Title: General Manager/CEO
6. ADJOURNMENT

## INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

### *Location of Meeting*

The San Mateo County Transit District Administrative Building is located at [1250 San Carlos Avenue](#), San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398. Additional transit information can be obtained by calling 1-800-660-4287 or 511.

### *Public Comment*

If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the District Secretary, who will distribute the information to the Board members and staff.

### *Accessibility for Individuals with Disabilities*

Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to [board@samtrans.com](mailto:board@samtrans.com); or by phone at 650-508-6242, or TTY 650-508-6448.

### *Availability of Public Records*

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

**MINUTES OF GENERAL MANAGER/CEO RECRUITMENT  
ADVISORY COMMITTEE  
OCTOBER 6, 2014**

Committee Members Present:

Jeff Gee (Chair)  
Nuria Fernandez, SCVTA (Ex-Officio)  
Shirley Harris  
Ash Kalra, SCVTA  
Karyl Matsumoto  
Adrienne Tissier

Committee Members Absent: Tom Nolan, SFMTA; Ed Reiskin, SFMTA (Ex-Officio)

Staff Present: J. Cassman, D. Miller, M. Martinez

Chair Jeff Gee called the meeting to order at 1:43 p.m.

Adjourn to closed session at 1:44 p.m.

Reconvene at 2:33 p.m.

Chair Gee said the committee received and reviewed four excellent proposals from firms to provide Executive Recruitment Services for the position of General Manager/CEO of the San Mateo County Transit District.

A contract for Executive Recruitment Services was awarded to Boyden in accordance with the terms in the proposal submitted.

Motion/Second: Tissier/Harris

Ayes: Gee, Harris, Kalra, Matsumoto, Tissier

Absent: Nolan

Chair Gee thanked the committee for their time in participating in the meeting.

Adjourned at 2:35 p.m.

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

**MINUTES OF GENERAL MANAGER/CEO RECRUITMENT  
ADVISORY COMMITTEE  
NOVEMBER 3, 2014**

Committee Members Present:

Jeff Gee (Chair)  
Shirley Harris  
Karyl Matsumoto  
Tom Nolan, SFMTA

Committee Members Present via  
Conference Call:

Ash Kalra, SCVTA  
Nuria Fernandez, SCVTA (Ex-Officio)  
Ed Reiskin, SFMTA (Ex-Officio)

Committee Member Absent: Adrienne Tissier

Staff Present: J. Cassman, D. Miller, M. Martinez  
Boyden (via phone) – Linda Kearshner, Diana Farmer

Chair Jeff Gee called the meeting to order at 12:14 p.m.

District Secretary Martha Martinez said that each member has a copy of the agenda and a letter related to the General Manager/CEO job description from Friends of Caltrain.

Chair Jeff Gee said the purpose of the meeting is to take a look at the updated job description and salary range for the position.

Chair Gee desires to have a recommendation to approve the job description before the SamTrans Board at their next meeting this Wednesday, November 5, so formal recruitment can begin.

Adjourn to closed session at 12:18 p.m.

Reconvene at 1:25 p.m.

No action was taken.

Adjourned at 1:25 p.m.