

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

**MINUTES OF BOARD OF DIRECTORS MEETING
DECEMBER 14, 2011, 2011**

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

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 3:16 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Lloyd/Deal).

- a. Approval of Minutes of Board of Directors Meeting of November 9, 2011
- b. Acceptance of Statement of Revenues and Expenses for October 2011

PUBLIC COMMENT

None

REPORT OF THE CHAIR

Appointment of Nominating Committee for 2012 Chair and Vice Chair

Chair Matsumoto appointed Directors Jeff Gee, Shirley Harris and Art Lloyd to the nominating committee.

Chair Matsumoto:

- Commended staff and those involved with the SamTrans Service Plan (SSP) community meetings.
- Attended the December CAC meeting. It was an excellent and well run meeting.
- Thanked all the directors and staff for their work this past year.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Thanked everyone for their involvement in the SSP and Chair Matsumoto, Directors Carole Groom, Gee and Zoe Kersteen-Tucker for their work on the SSP Advisory Committee.
- Thanked Chair Matsumoto and Director Lloyd for attending CAC holiday reception.
- Staff participated in an American Association of Retired Persons/California Highway Patrol Driver Safety Program in Burlingame.
- Training in human capital was over 3,000 hours in November.

Deputy CEO Chuck Harvey said the American Public Transportation Association (APTA) has a Leadership Program which is very difficult and competitive to be accepted into. SamTrans has been very fortunate to have employees go through the program. This year Superintendent of Bus Maintenance Elliot Rivas was a graduate of the Class of 2011. Manager of Programming and Monitoring Melanie Choy has been accepted into the Class of 2012.

Director Shirley Harris and Chair Matsumoto presented Mr. Rivas his APTA Leadership diploma.

Director Adrienne Tissier left at 3:29 p.m.

Mr. Rivas said Leadership APTA was very challenging but very rewarding and thanked the Board, Mr. Scanlon, Mr. Harvey and Director of Bus Maintenance David Olmeda for their support.

Mr. Scanlon continued:

- SamTrans service on New Year's Eve will be free between 11 p.m. - 2 a.m.
- The holiday video card produced by Marketing Specialist James Namba and Graphic Designer Robert Casumbal was shown.
- In the reading file is the current issue of *Riders Digest*, a Clipper Take One and the quarterly exterior ad placement report.
- Photos from the Redwood City Hometown Holidays were shown and approximately 500 toys were collected.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Fixed-route Bus Service
- e. Multimodal Ridership Report – October 2011

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Amendment of the Fiscal Year 2012 Operating Budget by \$589,848 from \$128,453,259 to \$129,043,107
- b. Authorize Amendment of the Fiscal Year 2012 Capital Budget by \$8,916,965 from \$19,507,313 to \$28,424,278
- c. Authorize the Grant Agreement with the Silicon Valley Community Foundation in the Amount of \$60,000 for the Grand Boulevard Initiative
- d. Authorize Approval to Tax Defer Member Paid Contributions to California Public Employees' Retirement System
- e. Authorize the Execution of Annual Service Contracts with the City/County of San Francisco Through its Airport Commission to Receive Funds for Route 397 Owl Service

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

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE
SUBJECTS DISCUSSED

- a. Update on Transition from Paper Monthly Pass to Clipper
- b. Capital Projects Quarterly Status Report – First Quarter Fiscal Year 2012

WRITTEN COMMUNICATIONS

In reading file

BOARD MEMBER COMMENTS

None

DATE AND TIME OF NEXT MEETING – January 11, 2012 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a) to Discuss Pending Litigation: San Mateo County Transit District v. City and County of San Francisco et al, San Mateo County Superior Court Case No. CIV 494013

Legal Counsel David Miller said this is an action that SamTrans has brought on behalf of the Peninsula Corridor Joint Powers Board (JPB) and is pending litigation that involves an imminent domain matter involving the Caltrain San Bruno Grade Separation Project.

Adjourned to closed session at 3:40 p.m.

Reconvened to open session at 3:51 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act to consider a matter of pending litigation that SamTrans has initiated at the request of and on behalf of the JPB. It involves the acquisition of two parcels that are needed for the ongoing San Bruno Grade Separation Project that is being undertaken by the JPB. Summary of the transaction was presented by counsel and staff. The resolution before the Board summarizes the terms and staff is asking for approval of the resolution.

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

The meeting adjourned at 3:53 p.m.