

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

**MINUTES OF BOARD OF DIRECTORS MEETING
DECEMBER 12, 2012**

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

Board Members Absent: C. Groom

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

Chair Jerry Deal called the meeting to order at 3:03 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of November 14, 2012
- b. Acceptance of Statement of Revenues and Expenses for October 2012

The Board approved the consent calendar (Gee/Harris).

PUBLIC COMMENT

Donald Sheardown, Half Moon Bay, said he would like to see decals put on the back of the buses indicating the buses make wide turns so people don't go around them.

REPORT OF CHAIR

Appointment of Nominating Committee for 2013 Chair and Vice Chair

Chair Deal said he is appointing Directors Art Lloyd, Karyl Matsumoto and Adrienne Tissier. The committee will make its recommendation at the January 9 meeting.

Appointment of Representative to the San Mateo County Transportation Authority

Chair Deal said a letter from Director Matsumoto for seeking reappointment to the San Mateo County Transportation Authority is in the reading file.

A motion (Lloyd/Harris) to appoint Director Matsumoto to the San Mateo County Transportation Authority was approved unanimously.

Chair Deal said the City Selection Committee will be making its appointments on Friday, December 14. On the agenda is the appointment for the SamTrans Board member representing the southern judicial cities and Director Jeff Gee is seeking reappointment.

Chair Deal said he rode on the Caltrain Holiday Train on December 1 and 2 and it was amazing to see the crowds.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Congratulated Director Matsumoto on her reappointment to the San Mateo County Transportation Authority.
- Thanked the members of the SamTrans Service Plan (SSP) subcommittee for their work.
- Doug Kim, the new Director of Planning was introduced.
- The first quarter (September through November) Route ECR ridership rose 4 percent over the combination of Routes 390/391.
- Staff participated in the Hometown Holidays Parade in Redwood City, Grand Boulevard Bus tour and American Association of Retired Persons Driver Safety Program in Burlingame.
- Investment in human capital continues with over 2,300 hours of training in November. A new class of bus operators started on November 2.
- Over a four-day period, bus contracts staff spoke to contracted service bus operators on the SSP for their input.
- MV Transportation will start a new contract on January 1.
- Miles between road calls for fixed-routes was 26,000 and for Redi-Wheels was more than 28,500 miles, both exceeding the 20,000-mile threshold.
- Scheduling staff continues to work on the Daly City Bay Area Rapid Transit (BART) Wayfinding Project and a redevelopment project at the Colma Park and Ride Lot.
- Runbook 110 will have school bell adjustments, the expanded use of the part-time bus operators and some on-time performance and alignment issues for Route 17 will be made to improve service and reduce some neighborhood concerns.
- Fares will be free after 11 p.m. on New Year's Eve.
- The reading file has an updated *Information Guide*, Take Ones for Elimination of BART Plus Ticket and Careers in Transit.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – October 2012

FINANCE COMMITTEE – J. Gee

RESOLUTIONS

- a. Authorize Filing of an Application with the Metropolitan Transportation Commission to Program Federal Funds for SamTrans Capital and Operating Projects
- b. Authorize Disposition of One Automatic Bus Washer

A motion (Gee/Kersteeen-Tucker) to approve the resolutions was approved unanimously by roll call.

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTANABILITY COMMITTEE – A. Lloyd

RESOLUTION

- a. Authorize Administration of Peninsula Fleet Share and Execution of Peninsula Fleet Share Members Agreements

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

SUBJECT DISCUSSED

- b. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2013

WRITTEN COMMUNICATIONS

No discussion

BOARD MEMBER REQUESTS/COMMENTS

Director Tissier said Director Carole Groom has been appointed to the Coastal Commission and their meetings are the same day as this one. Director Groom would like to stay on the Board, not only because she will be chair next year, but she has been involved in the SSP and would like to see it through its completion. Director Tissier asked if the Board would be willing to change the meeting to another day in the month so Director Groom could stay on the Board. District Secretary Martha Martinez said she will poll the Board on their availability for another day and time for the meeting.

Director Matsumoto said the December 6 San Mateo County Transportation Authority Board meeting was canceled so people could attend Mike Nevin's services.

DATE AND TIME OF NEXT MEETING – January 9, 2013 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Mr. Scanlon said the Rules of Procedures would need to be amended if the meeting date is changed permanently. Legal Counsel David Miller said a special meeting could be called to move the meeting.

Director Tissier asked the meeting be adjourned in memory of Mr. Nevin. He served on the SamTrans Board, the Peninsula Corridor Joint Powers Board and Metropolitan Transportation Commission.

GENERAL COUNSEL PROPOSAL

Legal Counsel David Miller said the Board will meet in closed session as permitted by the Brown Act to discuss three items: two pending litigation and one personnel matter.

The meeting adjourned at 3:24 p.m. to closed session.

Reconvened to open session at 3:53 p.m.

- a. Closed Session: Public Employee Performance Evaluation and Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO and Attorney

Mr. Miller said the Board met in closed session and had a follow-up discussion following a report from the advisory committee for the evaluation of officers. The discussions pertained to the General Manager/CEO and this committee will continue to function and over the next three months will be receiving a report from the General Manager with regard to budget issues for the coming year with a particular focus on Caltrain Modernization as it relates to various personnel and compensation related issues.

Mr. Miller said with regard to the evaluation of General Counsel there is a resolution before the Board. He said it has been confirmed by the committee the Board will conduct an evaluation each year of General Counsel the same way it does the General Manager.

A motion (Harris/Lloyd) to approve the evaluation of General Counsel was approved unanimously by roll call.

- b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ella Dupertius v. San Mateo County Transit District
- c. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Joan E. Doyle v. San Mateo County Transit District

Legal Counsel Joan Cassman said the Board also discussed the two items of pending litigation and gave instructions to the attorney handling those cases.

Meeting adjourned at 3:55 p.m. in memory of Mike Nevin.