

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 7, 2015**

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

Staff Present: J. Averill, J. Cassman, A. Chan, E. Goode, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, M. Scanlon, M. Simon, S. van Hoften

Chair Jeff Gee called the meeting to order at 2:08 p.m.

SWEARING IN OF MEMBERS

Martha Martinez, District Secretary, administered the Oath of Office to Zoe Kersteen-Tucker Representing Public Member-Coastside, Karyl Matsumoto Representing City Selection Committee-North, Charles Stone Representing City Selection Committee-Central, and Adrienne Tissier Representing San Mateo County Board of Supervisors.

PUBLIC HEARING FOR THE FILING OF A FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES GRANT APPLICATION FOR A MOBILITY MANAGEMENT PLAN AND EXPANSION OF THE VETERANS MOBILITY CORPS PROGRAM

The purpose of the public hearing is to receive public comment on the proposed submittal of a Section 5310 Grant.

Martha Martinez, District Secretary, said the Board authorized the public hearing at its December 3, 2014 Board meeting. The public hearing notices were published on December 5, 2014 and letters were sent to 16 nonprofit transportation providers in the area notifying them of the time, place and purpose of the public hearing and giving them the opportunity to attend the hearing or send comments via e-mail. Ms. Martinez said to date, no comments have been received.

Eva Goode, Director, Grants, said in order to be considered for a Section 5310 Grant SamTrans must certify there are no nonprofit entities readily available to provide the same service. Staff is proposing to submit a FTA Section 5310 grant application for \$250,000 to develop a San Mateo County Mobility Management Plan and expand the Veterans Mobility Corps. The Mobility Management Plan will examine recent data and design a mix of traditional and innovative transportation services and programs that are sustainable, implementable and replicable to expand mobility options for seniors, veterans, and civilians with disabilities. The Veterans Mobility Corps modifies travel training methods refined in the existing San Mateo County Mobility Ambassador Program by using specially trained volunteers who are veterans, thus creating a Vet-to-Vet Program.

There were no public comments.

Motion to close public hearing: Tissier/Harris

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

AUTHORIZE THE FILING OF A FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES GRANT APPLICATION

Motion/Second: Kersteen-Tucker/Tissier

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

Recessed to Committee Meetings at 2:15 p.m.

Reconvened from Committee Meetings at 3:03 p.m.

REPORT OF THE NOMINATING COMMITTEE (GROOM, GUILBAULT, TISSIER)

Director Adrienne Tissier said the committee met and is recommending Shirley Harris for chair and Zoe Kersteen-Tucker for vice chair.

Motion/Second: Tissier/Guilbault

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

Chair Harris thanked Director Gee for his leadership, efforts and energy over the past year. She said she looks forward to serving as chair and working with the Board.

Director Gee thanked the Board members for their trust and confidence over the past year and thanked staff for all their help.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of December 3, 2014
- b. Acceptance of Statement of Revenues and Expenses for November 2014

Motion/Second: Tissier/Gee

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

PUBLIC COMMENT

None

REPORT OF CHAIR

Appointment of Karyl Matsumoto as Representative to the San Mateo County Transportation Authority (TA)

Director Matsumoto was reappointed to the TA.

Motion/Second: Kersteen-Tucker/Stone

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

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO reported:

- Welcomed Director Stone to the Board.

- Congratulated Directors Kersteen-Tucker, Matsumoto, and Tissier on their reappointments.
- Congratulated Director Carole Groom on her election as President of the San Mateo County Board of Supervisors.
- Congratulated Joan Cassman, Legal Counsel, on her first meeting as General Counsel and welcomed Shayna van Hoften, Legal Counsel.
- An Association of American Retired Persons Driver Safety Program was held in Burlingame today.
- In the month of November, 1,400 hours of training occurred for new bus operators and 900 hours of training and professional development for maintenance employees.
- Seven part-time bus operators will be promoted to full-time status on January 11.
- Jeff Johnson, Manager, Transit Operations Training, and Chester Patton, Director, Bus Transportation, presented a class on emotional intelligence for new bus operators.
- Staff successfully met with staff from the city of San Carlos and a neighborhood group and was able to come to a mutual agreement on the Caltrain shuttle circulation plan that involves the use of Old County Road.
- The transition to First Transit from MV Transportation has been seamless. First Transit reached contract terms with Amalgamated Transit Union 1574.
- Proposals for a paratransit eligibility contractor have been received, interviews were conducted in December and staff hopes to bring a contract for Board approval to the February meeting.
- The reading file contains a Take One for bus operator hiring, *Transit Fun Guide*, and *Rider's Digest*.
- Will Snell, Assistant Manager, Transit Operations Training, has announced his retirement after 39 years with the District.

Mr. Snell thanked the Board and Mr. Scanlon for giving him the opportunity he has had. He said he was hired in May 1976 to work in the training department. Mr. Snell said he takes no credit for the bus operators as it is a true partnership.

- A video of the Holiday Bus was shown.
- Thanked Director Gee for all his work and efforts over the past year. He has been a terrific leader.

COMMUNITY RELATIONS COMMITTEE – K. Matsumoto

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 – November 2014

FINANCE COMMITTEE – Z. Kersteen-Tucker

RESOLUTIONS

- a. Authorize Implementation of Continuing Disclosure Policy

- b. Authorize Amendment of the District's Contribution Rates for Monthly Medical Premiums for Members of the International Brotherhood of Teamsters Group 3-Transit Instructors and the Administrative Special (Part-Time) Employees
- c. Authorize Selection of Pool of Consultants to Provide Underwriting Services for the 2015 Debt Refinancing and Include in the 2015 Debt Refinancing a Fixed-Rate Refinancing of the District's Outstanding 1993 and 2009 Bonds

Motion/Second: Kersteen-Tucker/Guilbault

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

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT, AND SUSTAINABILITY – C. Groom

RESOLUTION

- a. Adoption of the San Mateo County Transit District's Fiscal Years 2014-2023 Short-Range Transit Plan

Motion/Second: Groom/Tissier

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

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Matsumoto thanked everyone for a great 2014 and to staff for providing great reports and always being accessible to answer questions.

DATE AND TIME OF NEXT MEETING – February 4, 2015, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

Recessed to closed session at 3:31 p.m.

Reconvened at 4:00 p.m.

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District

Ms. Cassman said the Board received a status report and there is no action.

Claim of Surag Patel

Ms. Cassman said the Board approved a settlement in the amount of \$120,000 for a property damage claim.

Motion/Second: Gee/Tissier

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

SamTrans Board of Directors
Minutes of January 7, 2015 Meeting

Public Employee Appointment – Pursuant to Government Code Section 54957: General Manager/CEO

Ms. Cassman said the Board received an update on the recruitment for a new General Manager/CEO.

Adjourned at 4:05 p.m.