

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

**MINUTES OF BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2013**

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

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 3:41 p.m.

REPORT OF THE NOMINATING COMMITTEE (LLOYD, MATSUMOTO, TISSIER)

a. Election of Officers for 2013

Director Adrienne Tissier said she would like to nominate Director Carole Groom for chair and Director Jeff Gee for vice chair.

A motion (Harris/Lloyd) to close the nominations was passed unanimously.

A motion (Harris/Lloyd) to nominate Director Groom for chair and Director Gee for vice chair was passed unanimously.

RESOLUTION OF APPRECIATION TO OUTGOING CHAIR, JERRY DEAL

Chair Groom presented a Resolution of Appreciation to Director Deal for his service as chair in 2012.

A motion (Groom/Lloyd) to approve the Resolution of Appreciation was passed unanimously.

Director Deal thanked General Manager/CEO Michael Scanlon and Legal Counsel David Miller for their hard work. He said he was honored to be part of the evaluation committee that reviewed the general manager and legal counsel job performances and the interview committee for the public member seats. Director Deal thanked staff, District Secretary Martha Martinez and Executive Officer, Public Affairs Mark Simon for all their help. He said he is honored to be going to the American Public Transportation Association Legislative Conference with Director Zoe Kersteen-Tucker in March.

Chair Groom thanked everyone for selecting her as chair and for moving the meetings to the first Wednesday of the month to accommodate her schedule because of her appointment to the California Coastal Commission.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of January 9, 2013
- b. Acceptance of Statement of Revenues and Expenses for December 2012
- c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended December 31, 2012

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

PUBLIC COMMENT

Jerry Grace, San Pablo, said he will be glad when the new Transbay Terminal is built. The Chinese New Year Parade is on February 23 and the Special Olympics is also holding events the same day in San Francisco.

APPROVAL OF MODIFIED SCHEDULE DURING 2013 GOVERNING STANDING COMMITTEE AND BOARD OF DIRECTORS MEETING DATES

Ms. Martinez said this action will move the meeting to the first Wednesday of the month starting in April through December 2013.

A motion (Tissier/Kersteens-Tucker) to modify the 2013 standing committee and Board of Directors meeting dates was approved unanimously.

REPORT OF CHAIR

No report.

REPORT OF THE GENERAL MANAGER/CEO

Mr. Scanlon reported:

- Thanked Director Deal for his service as chair.
- Congratulated Directors Harris, Guilbault and Groom on their reappointments.
- Congratulated Chair Groom and Director Gee on their election as chair and vice chair and CAC Chair Peter Ratto on his reappointment as chair.
- Presented a 30-year Safe Driver Award to Vincent Gavin.
- Thanked the San Mateo County Board of Supervisors for listening to the San Mateo County Transit District's need for funding as the proceeds from the new sales tax are distributed.
- Acknowledged Deputy CEO Gigi Harrington and her staff for their work on the Comprehensive Annual Financial Report.
- The weekend Route ECR is a success and ridership was up 4.3 percent in December.
- Investment in human capital continues with 1,400 hours of training in January.
- In January on-time performance for Redi-Wheels was 92.2 percent and RediCoast was 99.8 percent
- Maintenance reliability on fixed-routes and Redi-Wheels was 29,000 miles between service calls.
- Runbook 110 went into effect on January 13 with minor adjustments.
- Regular service will be operated on President's Day, February 18.
- The Peninsula Corridor Joint Powers Board (JPB) issued a Notice of Preparation (NOP) for the Environmental Impact Report for electrification of the corridor.

- The reading file contains Take Ones for Title VI, CAC recruitment and adjustments to Routes 17 and 110 and a listing of bus exterior ads for the last quarter of 2012.

Director Gee asked if the SamTrans Board will be offering any comments on the NOP scope. Mr. Scanlon said this Board has three members on the JPB and nothing formal had been planned on behalf of this Board.

Director Gee said he would like to have a letter on agency letterhead summarizing the benefits of electrification sent on behalf of the Board to the JPB.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – ADA Paratransit Service
- e. Multimodal Ridership Report – December 2012

FINANCE COMMITTEE – J. Gee

RESOLUTIONS

- a. Authorize the Execution of a Memorandum of Understanding with the County of San Mateo to Access the County's Trunked Radio System and Maintenance of the District's Radio Equipment for Ten Years at a Total Estimated Cost of \$3,368,010

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

SUBJECTS DISCUSSED

- b. Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2012

LEGISLATIVE COMMITTEE – S. Harris

MOTION

- a. Approval of the 2013 Legislative Program

A motion (Harris/Tissier) to approve the 2013 Legislative Program was approved unanimously.

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTANABILITY COMMITTEE – A. Lloyd

RESOLUTION

- a. Approval of the Transit Sustainability Project Strategic Plan

A motion (Lloyd/Gee) to approve the Transit Sustainability Project Strategic Plan was approved unanimously by roll call.

SUBJECTS DISCUSSED

- b. Update on Title VI Requirements
- c. SamTrans Triennial Customer Survey Key Findings

WRITTEN COMMUNICATIONS

No discussion

BOARD MEMBER REQUESTS/COMMENTS

Director Matsumoto said that at the February the San Mateo County Transportation Authority meeting, Rosanne Foust, representing the Southern Judicial Cities, was sworn in and a resolution was passed thanking Sepi Richardson for her service as a Board member. She said SamTrans tokens will be on sale at South San Francisco City Hall.

Director Matsumoto requested today's meeting be adjourned in memory of Alexander Harvey, the father of Deputy CEO Chuck Harvey.

Director Gee wished everyone Happy Chinese New Year and said there will be a celebration on February 23 at Courthouse Square in Redwood City.

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT MEETING – March 13, 2013 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Meeting adjourned in memory of Alexander Harvey at 4:14 p.m.