

**Peninsula Corridor Joint Powers Board  
Board of Directors Meeting  
1250 San Carlos Avenue, San Carlos CA 94070**

**Minutes  
February 5, 2009**

**MEMBERS PRESENT:** M. Church, J. Cisneros, S. Elsbernd, N. Ford, D. Gage (Chair), J. Hartnett, A. Kalra, A. Lloyd, K. Yeager

**MEMBERS ABSENT:** None

**MTC LIAISON ABSENT:** S. Lempert

**STAFF PRESENT:** M. Bouchard, G. Cameron, C. Cavitt, C. Harvey, R. Haskin, R. Lake, M. Martinez, N. McKenna, D. Miller, S. Murphy, M. Scanlon, M. Simon

Chair Jim Hartnett called the meeting to order at 10:05 a.m. and Director Ash Kalra led the Pledge of Allegiance.

The Oath of Office was administered to Mark Church (Representing SamTrans) and Ash Kalra (Representing VTA). Chair Hartnett welcomed Directors Church and Kalra.

**REPORT FROM THE NOMINATING COMMITTEE – ELECTION OF 2009 OFFICERS**

Director Art Lloyd reported the Nominating Committee recommends Director Don Gage for Chair and Director Sean Elsbernd for Vice Chair. The recommendation was unanimously approved.

Director Hartnett turned the gavel over to Chair Gage.

**PUBLIC COMMENT**

Andy Thornley, San Francisco, said today's agenda contains at least one item listed as action by the Board. He said he can not believe staff would introduce a policy item today and ask for action by the Board and that other agencies allow more time for public and Board review.

Jeff Carter, Millbrae, said part of the Millbrae parking lot was closed off for construction, but starting this week there is no longer free parking at BART and there is now overcrowding at the Caltrain lot. Mr. Carter said the one-minute public comment rule is not enough time for the public to speak and needs to be changed.

Pat Giorni, Burlingame, welcomed the new directors. She said at the direction of the Metropolitan Transportation Commission (MTC), the City/County Association of Governments of San Mateo County (C/CAG) is investigating the installation of carpool lanes in the San Mateo portion of Highway 101 with the inclusion of high occupancy vehicles and high occupancy toll

components, which coincides with Caltrans auxiliary lane projects now in progress. If this comes to pass it could skew Caltrain's projected massive increase in the ridership model over the next few years.

### **CONSENT CALENDAR**

The Board approved the following items:

- a) Approval of Minutes of December 4, 2009 (Church/Kalra abstained)
- b) Acceptance of the Statement of Revenues and Expenses, November 2008
- c) Acceptance of the Statement of Revenues and Expenses, December 2009
- d) Adoption of the Amended Conflict of Interest Code
- e) Authorize to Request an Allocation of Fiscal Year 2009 Proposition 1B California Transit Security Grant Program Funds in the Amount of \$939,246
- f) Authorize Award of Contract to Joseph J. Albanese, Inc. for the Stockton Avenue Street Improvements Project for a Total Cost of \$107.934
- g) Authorize Award of Contract to Granite Construction, Inc. for the Signal Optimization Project for a Total Cost of \$4,731,250
- h) Authorize Award of Contract to Rail Surveyors and Engineers, Inc. (RSE) for On-call Railroad, Engineering, Construction Support and Surveying for a Total Not-to-Exceed Amount of \$9,000,000

### **CHAIRPERSON'S REPORT**

#### Certificate of Appreciation to Outgoing CAC Chair, Bruce Jenkins

Chair Gage thanked Mr. Jenkins for his time and effort for serving on the Caltrain CAC.

Mr. Jenkins thanked Deputy Director of Rail Transportation Michelle Bouchard and Assistant District Secretary Rosemary Lake for their work on the CAC.

#### Resolution of Appreciation to Outgoing Chair, Jim Hartnett

Chair Gage read and presented the resolution of appreciation to Director Hartnett.

The motion (Ford/Lloyd) to approve a Resolution of Appreciation to outgoing chair Hartnett was approved unanimously.

Director Harnett said the words were too kind and all he tried to do was live up to the standards of each of the prior chairs he has had the pleasure of serving with. He said it is a pleasure to serve with this board, the outstanding staff and the responsive and contributing public who attend meetings and provide information to the board.

#### Appointment of the Transbay Joint Powers Authority Representative

Director Hartnett recommended Director Church as the Board representative on the Transbay Joint Powers Authority. The recommendation was approved by all.

### **MTC LIAISON REPORT**

Sue Lempert said the big item at MTC is the federal stimulus package and in February MTC will be taking action. She said there will be some monies for Caltrain. Staff will need to move very quickly on this as the rules are very strict in terms of project readiness. Ms. Lempert said she had the opportunity to get an MTC staff indoctrination on the 511 program and it is an amazing

tool for transit. She asked MTC staff if they could upload information on bicycle capacity on the trains.

Chair Gage thanked Ms. Lempert for her informative reports and keeping the board informed.

#### Public Comment

Jeff Carter, Burlingame, asked if there will be any operating money coming from the economic stimulus package. Ms. Lempert said it is all for infrastructure and jobs.

#### **REPORT OF THE CITIZENS ADVISORY COMMITTEE (CAC)**

Chair Jenkins reported on the December and January meetings:

- The 2009 officers were nominated at the December meeting. Gerry Graham from San Mateo County was elected Chair and John Hronowski was elected Vice Chair.
- Electrification Project Manager Rick Schmedes gave an update on the electrification program.
- Ms. Bouchard gave a year-end report on ridership and challenges for 2009.
- The January meeting was held in San Francisco at the Giants Executive Offices at AT&T Park.
- Operations Construction Liaison Will Hastings gave a presentation on positive train control.
- Ms. Bouchard gave an update on the fare increase, 8-ride tickets, Holiday Train, Emerald Bowl, New Year's Eve service and preparation for the 2009 Giants season.

#### **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Scanlon reported the following:

- Welcomed Directors Church and Kalra; congratulated Director Church on his appointment to the Transbay JPA and Chair Gage and Vice Chair Elsbernd on their election.
- Year-to-date Performance Statistics ending December 2008:
  - a. Total Ridership was 6,710,055, an increase of 14.3 percent.
  - b. Average Weekday Ridership was 41,990, an increase of 13.2 percent.
  - c. Total Revenue was \$22,393,616, an increase of 13.9 percent.
  - d. On-time Performance was 94.1 percent, an increase of 0.7 percent.
  - e. Caltrain Shuttle Ridership was 6,318, an increase of 24 percent.
- The fare increase was effective January 1, 2009.
- The new 8-ride ticket will avoid a lot of problems by stamping with a date and not cutting the ticket.
- There will be minor schedule changes in March when three evening southbound trains will be moved back 10 minutes and all weekend southbound trains, with the exception of the last train on Saturday, will be moved back 15 minutes. This is to accommodate construction work.
- Special events over the last couple of months included the Emerald Bowl, which carried an extra 3,600 passengers; the Holiday Train was an enormous success and over 5,300 toys were collected, a 27 percent increase from last year; the Martin Luther King Jr. Freedom Train operated on January 19 and carried 2,200 riders and New Year's Eve service carried an additional 4,300 passengers.
- Annual passenger counts are currently being done and the data will be available in April.

- Yesterday staff met with the key executive and legal staff of the High Speed Rail (HSR) to see if a framework can be developed to execute HSR and Caltrain plans through the San Francisco to San Jose corridor, as a single project. This is a once in a lifetime opportunity with enormous challenges.
- Staff has been working with the other transit operators in the region, the partners of this Board and MTC staff regarding the economic stimulus package. The JPB has a strong presence in Washington D.C., with the congressional delegation, the American Public Transportation Association (APTA) and with other advisory groups.
- Staff is eagerly awaiting the state budget deal and its effect on transit.
- There will be a celebration at California Avenue in Palo Alto on February 26 and have asked former Senator Becky Morgan to attend the event.
- The reading file contains the monthly safety and security report, which contains two months worth of information.

#### Update on Electrification

Chief Development Officer Ian McAvoy gave an update on electrification:

- The power network study has been completed, a significant milestone that allows staff to deal with the power distribution companies to show them what is needed. Staff is working with PG&E and hopefully will get some information from them very soon. The service application for electrification has been submitted.
  - Staff met with Federal Transit Administration (FTA) officials a couple of weeks ago and this is another important milestone for this project. The FTA is very happy with the environmental document and they have given some indication they are ready to accept this document which allows staff to move into the design and implementation.
  - Staff is working with the California Public Utilities Commission (CPUC) on a document needed for electrification in the State of California and have not received any comments from Union Pacific on this document.
- Mr. Scanlon said several months ago at a Board meeting he made a commitment to look at making minor increases in bike capacity. The final decision on the recommendation was made at 10 p.m. on Tuesday evening this week. Staff listened to everyone to try and make a recommendation today.

Director Ken Yeager said one of the federal economic stimulus bills has \$2 billion for HSR and urged that staff assertively seek these funds.

Mr. Scanlon introduced Government Affairs Manager Seamus Murphy who is in constant contact with federal and state officials on all the issues.

#### **ACCEPTANCE OF THE QUARTERLY INVESTMENT REPORT AND FIXED INCOME MARKET REVIEW AND OUTLOOK FOR THE QUARTER ENDED DECEMBER 31, 2008**

Chief Financial Officer Gigi Harrington introduced Bill Osher, chief economist and head of Fixed-Income for Tamalpais Wealth Advisors. Mr. Osher said the fourth quarter was a challenging quarter for the economy and the fixed income markets, but the JPB did quite well. Mr. Osher said he was able to take advantage of some market dislocations. There are a couple of corporate bonds in the portfolio, J.P. Morgan and Bank of America. Both of these bonds are

guaranteed by the FDIC and have the full faith and credit of the U.S. government behind them so there is absolutely no credit risk. Mr. Osher said everything owned in the portfolio is safe and in good shape. Looking forward, yields are very low and the economy is very weak. The portfolio captured good opportunities early and the yield on the portfolio at the end of the quarter was 1.75 percent.

Ms. Lempert asked if the JPB had any Lehman Brothers in the portfolio. Ms. Harrington said losses were suffered and it was prior to moving the portfolio out of the San Mateo County Treasurer's Pool and the budget was adjusted in December. The loss was about \$1.2 million.

A motion (Lloyd/Hartnett) to accept the Quarterly Investment Report was approved.

### **UPDATE ON THE BICYCLE CAPACITY**

Chair Gage thanked the staff for all their hard work and the public for their perseverance.

Chief Operating Officer Chuck Harvey made a presentation:

- It is important that the dialogue with the bike community continues in the future.
- Caltrain is the industry leader in providing on-board bike access on trains.
- In 1992 four bikes were allowed on a few trains and today 32 bikes are allowed on the gallery cars and 16 on the Bombardier cars.
- Incremental improvements in wayside facilities include 960 lockers systemwide, bike sheds in Menlo Park and San Francisco and the opening of Warm Planet in San Francisco at the 4<sup>th</sup> & King Station.
- The Bike Access and Parking Plan focused on wayside improvements, but angered the bike community because the plan did not address on-board capacity.
- Bicyclists' challenges include limited capacity, current demand resulting in bumping in peak period, consistency of capacity, lack of real-time information and improved long-term dialogue.
- The operator challenges include space demands for all customers, dwell time and ability to maintain on-time performance, platform conflicts, limited conductor resources and infrastructure limitations and inconsistent capacity.
- The on-board access project focused on options to increase bike capacity, feasibility of consolidation into single car, cost estimates, timeframe and impacts of service.
- Data was collected on 21 of the most-used peak-period trains.
- Capacity constraints exist on nine of the 98 trains; seven of the nine real problem areas are southbound in the morning and northbound in the afternoon.
- Caltrain guarantees 16 bike slots on the Bombardier cars and 32 bike slots on the gallery cars and there are spare cab cars that provide additional daily capacity.
- Staff met with members of the San Francisco Bicycle Coalition (SFBC) and the Silicon Valley Bicycle Coalition (SVBC) as well as other members of the public. Special Assistant to the CEO Mark Simon sent four mass mailings, plus numerous individual mailings to many of the customers. Over 250 e-mails were received on the capacity issue.
- The major themes of the e-mails were bike cars need to be adjacent to each other, improve information on bike capacity per train, allow more than four bikes per rack to increase capacity, allow bikes on the mezzanine level of Bombardier cars, address issue of ongoing bumping and increase on-board bike capacity.

- Staff's first option would expand Bombardier car capacity by 100 percent to 32 bike slots and expand gallery car capacity by 50 percent to 48 slots.
- To consolidate bikes into a single car and reduce boarding and alighting conflicts between cyclists and non-cycling customers, the bike car would be moved from the northern cab car to the southern end last trailer car.
- Seats would be pulled from the trailer cars and installed into the cab cars. The net impact of all of this is about an 8-10 percent increase in peak and daily capacity. This is very labor intensive and cost about \$1 million with no funding source identified. Staff deems this option too cost prohibitive and too disruptive to the entire system.
- Option one would take up to 35 weeks or more and cost nearly \$1 million.
- The second option would expand the Bombardier car capacity to 32, which is a 100 percent increase and expand the gallery car capacity to 40 seats, a 25 percent increase, but keep the bike car as the northern cab car.
- This option requires the removal of 328 passenger seats.
- Option two could be done relatively quickly once the labor is identified and the cost is about \$200,000.
- Staff recommends proceeding with option two. This option is less desirable for staff since it fails to address dwell and platform issues, but provides immediate relief. This option results in a 33 percent increase in peak period on-board bike capacity from 2,300 slots to 3,050 slots. There are some risks associated with this option and staff recognizes it is not everything the bike community wants, but believes it is doable.

Staff recommends monitoring and assessing the impact of this change on the system, doing more bike counts and data collection during the "high" season and continued communication with the bike community.

Director Kalra asked about option two and how soon will the converted trains be on line. Mr. Harvey said this work could be done by April.

Chair Gage thanked Mr. Harvey for his hard work on this subject. He emphasized a lot of the decisions made by this Board involve risk. These changes could be positive and/or negative. The Board needs to decide what the policy is on this.

#### Public Comment

Bob Mack, Cycle California Magazine, said the Board and public have just seen the proposals and is asking the Board to not take any action today and take public comment over the next 30 days and take action at a later meeting. He said if there are 32 bikes on the Bombardier cars the seating has been eliminated and this creates the perfect opportunity for bike theft.

Jeffrey Oldham, San Jose, lives in San Jose and commutes to Mountain View. He thanked Caltrain for taking the bicycle capacity issue seriously. The SFBC has shared its proposal with staff and today is the first time the public heard staff's recommendation. He asked the Board not take any action on this proposal today.

George Lane, San Francisco, said bicycle capacity is the most important thing to Caltrain's bicycle service customers. He said please postpone any vote or action on staff's recommendation until next month.

Pat Giorni, Burlingame, said since the announcement of a modest capacity increase, 45 letters were written to newspaper editors by 27 Caltrain customers and published in newspapers from San Francisco to San Jose asking for substantial capacity increases. Ms. Giorni said to please consider before voting since everyone is just hearing the recommendation today. She also attended her first Caltrain Bicycle Advisory Committee meeting and it should be open to the public.

Gladwyn D'Souza, Belmont, program director SVBC, appreciates the time staff has taken to listen to the comments and the effort to determine operational capacity issues. He would like to see capacity increased now and real time information made available. Mr. D'Souza asked that the folded bikes not be counted in the bike car.

Jeff Carter, Burlingame, thanked the Board and staff for presenting the report and addressing the needs of the customers. He said when seats are taken out of the existing bike cars the visual observance of the bicycle is taken away from the owner. Mr. Carter said staff may want to consider removing seats from opposite end of cab car so people can watch their bikes.

Shirley Johnson, SFBC, thanked Caltrain for the presentation. She would like to share the SFBC proposal, which calls for 80 bikes per train. Ms. Johnson supports the proposal for gallery cars as long as there are two bike cars. The SFBC does not support staff's recommendation for the proposal on the Bombardier cars. An unwatched bike is a stolen bike. Ms. Johnson asked the Board not to take any action today.

Richard Masoner, Scotts Valley, thanked staff for their work on this issue. He is very concerned about bike theft on the Bombardier cars and suggests 24 spaces on Bombardier cars, but agrees with the proposal on the gallery cars.

Wayne Krill, Sunnyvale, said he is a member of both bike coalitions. Caltrain needs to be commended for job they have done. He recognizes the need for immediate results and recognizes the risks staff will be taking with this action.

Benjamin Damm, Redwood City, said bikes on Caltrain is a very important issue to him. As a member of the SVBC he supports the recommendation of 24 seats on the Bombardier cars and the removal of seats in the gallery cars, but this will result in bicyclists crowding in the lower level, making movement within the area difficult. It is nice to see the progress made over the past year on this issue and asked the Board not to take any action today.

John Murphy, San Francisco, appreciates Caltrain looking at this issue and should take a more aggressive plan on capacity. In 2001 when the dot.com economy collapsed so did Caltrain's ridership, but cyclist ridership remained strong and grew.

Winnifred Homer-Smith, Burlingame, thanked Mr. Harvey and Mr. Simon for their e-mails and the proposal of an interim solution. There is a theft issue if there are few seats on the Bombardier cars and if the bicyclists stand there is a crowding issue. This is a great opportunity to get more people off the roads.

Ammon Skidmore, San Bruno, said the commute from San Bruno is not reliable and he never knows if he will be bumped. He has adjusted his work schedule to make sure he is able to get on the train with his bike. Mr. Skidmore said the commute would be better if he was able to obtain bike capacity leaving San Francisco.

Andy Thornley, SFBC, congratulated the Board and staff on the leadership shown in the last green mile trips. Caltrain onboard bike service has been ahead of its time for some time, and this agency facilitates more truly green end-to-end trips than any other inter-urban rail service in the nation. Mr. Thornley said he is encouraged by the agency's commitment to the bikes on-board issue. He said he is not ready to give support to these options as this is definitely complex and everyone needs time to review. He asked that no action be taken today.

Paul Schreiber, San Francisco, gets on at 22<sup>nd</sup> Street and is subject to bumping in the morning. He said it would be helpful to have a sign on front of train stating the number of bike cars.

Jeremiah Duncan, San Francisco, said the issue is more problematic in the evening from San Carlos to San Francisco. He is worried about issue of theft on the Bombardier cars. He also stated he misses the bike tags and wondered if there is an option for Caltrain to sell them.

Dan Connelly, San Francisco, said total capacity is less important than reliable capacity. Mr. Connelly said if the recommendation is adopted please consider using security cameras to monitor the bikes.

David Suskind, San Francisco, thanked the Board and staff for their leadership for increased on-board capacity issues. The plastic destination tags make a difference and need to bring them back. Caltrain uses a proof-of-payment system and for those being bumped, they are not being served or compensated.

Paul Wendt, Belmont, thanked staff for all their work on this plan. He said this plan was released at the eleventh hour and the public was not given enough time to review. He doesn't like the SFBC's "stand or steal" phraseology and would like to hear staff's comments on the issue of theft.

Chair Gage thanked everyone for their comments and said he understands this is a complex issue and asks the public's patience while this issue is worked on. Chair Gage said there are three options: discuss and have a decision at the next meeting, do nothing and leave as is or make a decision today.

Mr. Scanlon said he is surprised people want to wait and not start installing the bike racks for more capacity. Caltrain cannot take responsibility for stolen goods. He was going to authorize to get more racks instead of having people passed up for another 30 days.

Director Yeager said some action needs to be taken today. He asked if folding bikes are counted in the bike car. Ms. Bouchard said folding bikes are encouraged and can be brought in other places, but a folding bike is counted if it is unfolded and sitting in the rack.

Director Yeager asked about the issue of the yellow plastic tags. Chief Communications Officer Rita Haskin said staff discontinued printing them because they are extremely costly and staff regarded it as a positive “green” step to discontinue providing them. Staff has put the template for the tags on the Web, which can be downloaded, printed and put in a plastic sleeve.

Director Yeager said staff must have some idea when peak bike rides are and is there any way of having two cars on those trains. Mr. Harvey said staff knows when the peaks are and train numbers, but cannot guarantee two bike cars on a consist.

Director Yeager believes this is an interim solution. It is an obligation of Caltrain to promote bike usage whenever possible to help air quality and get cars off the road.

Director Elsbernd asked if there are any cost savings in racks by doing 24 versus 32. Mr. Harvey said no, but there will be some seats in the lower level. Staff tried to address issue of bumping on Bombardier sets. Director Elsbernd asked about the security of the bikes. Mr. Harvey said it can be done, but it is costly and a funding source would have to be identified.

Director Elsbernd asked about staff’s vision of continuing communication with the cyclists. Mr. Harvey said there is an informal bicycle advisory committee, but staff would like to have a more open advisory process that has membership from all three counties. This committee would have agendas and keep minutes, much like the JPB CAC.

Director Harnett asked about the 80 bikes per train suggestion. Mr. Harvey said as staff looks at increasing bike capacity, consideration has to be given to the impact to the entire system. The 80 bikes per train proposal is a 96 percent increase in capacity. It is theoretically possible, but the question is whether the system is sustainable. The staff proposed increase in bike capacity is an incremental move and it remains to be seen if it can be done, but there is a lot of danger jumping to 80 in one shot.

Mr. Scanlon said the behavior of the bike community has changed significantly because of the service out there. Once the capacity issue is solved and an incremental improvement is made bicyclists will move around. Staff’s whole approach has been one of good faith – make an incremental improvement, get more data in the peak riding season and see how customers readjust to the new service. Looking back, the biggest mistake was putting the bikes in the cab cars.

Director Hartnett said the Board could approve option two and reduce the Bombardier car number to 24. He understands the issue of theft and none of the ideas are an ideal solution, but he understands capacity needs to be increased.

Director José Cisneros thanked the staff, Board and biking community for a very active and passionate conversation. He is open to a compromise solution and committed that this is an incremental step. There is urgency and something needs to be done today.

A motion by Director Yeager was made to accept the report, remove seats on the Bombardier cars, increase bike capacity on the Bombardier bike cars from 16 to 24 bikes and make it a goal to provide two bike cars on the peak-demand trains.

Director Church requested regular updates on the performance of the bicycle service.

Chair Gage understands the concerns of the bike community and theft, but he has a concern the Board is prolonging the agony because there is a lack of facts. He would like to go to 40 bikes on the gallery cars and take the time to look at the impact and see if there is a problem.

Mr. Harvey said if the Board decides to limit the capacity on the Bombardier cars to 24 bikes, one of the things that will continue to happen is the potential of cascade bumping into the gallery sets. Staff's proposal to increase the gallery sets to 40 bikes immediately would provide some relief for people who are getting bumped.

General Counsel David Miller said the Board can adopt the resolution today so it is effective today.

Director Yeager asked that staff continue to communicate with Caltrain cycling customers and bring forward in March any additional recommendations that might be made.

The action for Board approval is to increase Bombardier bicycle capacity from 16 to 24, gallery bicycle capacity from 32 to 40, have two bike cars during peak hours where possible and staff will monitor the impact on the system and continue discussions with the bicycle community.

The Board unanimously adopted the resolution. Final language in the form of a resolution will be provided to the Board at the March meeting.

Sue Lempert left at 12:15 p.m.

#### **ADOPTION OF THE 2009 CALTRAIN STATE AND FEDERAL LEGISLATIVE PROGRAM**

Mr. Murphy said this program is intended to guide state and federal advocacy efforts for 2009 and carries over issues from the 2008 program. He said it includes issues that may be newly relevant for 2009, including the economic recovery package being debated now. This program also grants staff the flexibility and latitude to address unanticipated issues as they come up throughout the year. Mr. Murphy said the program is consistent with legislative goals from other agencies in the region and with priorities for our state and federal transportation associations.

The motion (Hartnett/Yeager) to adopt the 2009 Legislative Programs were approved unanimously.

#### **AUTHORIZE THE EXERCISE OF THE SECOND YEAR OPTION TO EXTEND THE AGREEMENT FOR OPERATION OF COMMUTER RAIL SERVICE AND PROVISION OF CAPITAL/THIRD-PARTY CONSTRUCTION SUPPORT SERVICES WITH THE NATIONAL RAILROAD PASSENGER CORPORATION (AMTRAK)**

The motion (Hartnett/Ford) to exercise the second option with the National Railroad Passenger Corporation (Amtrak) was approved unanimously by roll call.

**AUTHORIZE AWARD OF CONTRACT TO CLAYBORN CONTRACTING, INC. FOR THE SECOND ATCS CHANNEL PROJECT FOR A TOTAL COST OF \$2,120,436**

The motion (Ford/Hartnett) to award the contract to Clayborn Contracting was approved unanimously by roll call.

**CORRESPONDENCE**

Provided in the reading file.

**BOARD MEMBER REQUESTS**

None.

**GENERAL COUNSEL REPORT**

General Counsel David Miller said even though there was a closed session at the last meeting to discuss a matter of potential litigation and the minutes reflected this would be carried on the February agenda, there is nothing to update from December's closed session.

**DATE/TIME/PLACE OF NEXT MEETING**

Thursday, March 5, 2009, 10 a.m. at San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos CA 94070.

**ADJOURNED**

Adjourned at 12:20 p.m.