



BOARD OF DIRECTORS 2008

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GENERAL MANAGER/CEO

SamTrans Citizens Advisory Committee (CAC)
1250 San Carlos Avenue, San Carlos, CA 94070, Bacciocco Auditorium, 2nd Floor

AGENDA

January 7, 2009 - Wednesday

6:30 PM

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Public Comments
4. Approval of Meeting Minutes for December 3, 2008
5. Presentation on Adaptive Signal Priority
6. Report of the Chair
7. SamTrans Staff Update
8. CAC Member Comments/Requests
9. Liaison Reports
 - a. SamTrans Board – Wayne Kingsford-Smith
 - b. SamTrans Accessibility Advisory Committee –Tom Collette
 - c. Caltrain Accessibility Advisory Committee – Peter Loranger
 - d. Peninsula Corridor Joint Powers Board – David Wilcox
 - e. Peninsula Corridor Joint Powers Board Citizens Advisory Committee – Andy Chow
 - f. Senior Mobility Action Plan – Ken Feldstein
10. Next Meeting: Wednesday, February 4, 2009 at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd floor, San Carlos, CA
11. Adjournment

All items on this agenda are subject to action

CAC MEMBERS: J. Baker (Vice-Chair), A. Chow, K. Chu, T. Collette, K. Feldstein, M. Hall, P. Hitchcock
W. Kingsford-Smith (Chair), P. Loranger, D. Milton, K. Nobles, P. Ratto, D. Wilcox

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223. Assisted listening devices are available upon request. Agendas are available on the SamTrans Website at www.samtrans.com.

Date and Time of Boards and Advisory Committee Meetings

San Mateo County Transit District (SamTrans) Committees and Board: Second Wednesday of the month, 2 PM. SamTrans Citizens Advisory Committee: First Wednesday of the month, 6:30 PM. Date, time and location of meetings may be changed as needed.

Location of Meeting

The SamTrans Administrative Building is located at 1250 San Carlos Ave., San Carlos, which is one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes: 260, 295, 390, 391, KX.

Public Comment

If you wish to address the Citizens Advisory Committee, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Citizens Advisory Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Citizens Advisory Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Nancy McKenna at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to cacsecretary@samtrans.com; or by phone at 650.508.6279, or TDD 650.508.6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

**CITIZENS ADVISORY COMMITTEE
MINUTES OF MEETING – DECEMBER 3, 2008**

COMMITTEE MEMBERS PRESENT: J. Baker, A. Chow, K. Chu, T. Collette, K. Feldstein, M. Hall, W. Kingsford-Smith (Chair), P. Loranger, D. Milton (Vice-Chair), K. Nobles, P. Ratto, D. Wilcox

COMMITTEE MEMBERS ABSENT: P. Hitchcock

SAMTRANS STAFF PRESENT: C. Harvey, J. Johnson, M. Knuckles, N. McKenna, D. Olmeda, C. Patton, E. Proctor, M. Scanlon

SAMTRANS BOARD OF DIRECTORS PRESENT: S. Harris, K. Matsumoto

Chair Wayne Kingsford-Smith called the meeting to order at 6:32 p.m.

PUBLIC COMMENT:

None

APPROVAL OF THE MINUTES

The Committee (Milton/Collette) approved the minutes of November 5, 2008 with correction by David Milton. Mr. Milton said on page six he would like to clarify that he asked of any mention of Translink should be made when the fare increase is announced. Also, is there an update on timing when Translink will be phased in?

John Baker abstained as he was not in attendance at the November meeting.

UPDATE ON BUS PROCUREMENT

Chief Operating Officer Chuck Harvey said since some questions came up during the SamTrans Strategic Plan update he felt it was appropriate to update the CAC on the bus procurement to replace the 1993 Gillig buses. Mr. Harvey made the following key points on the new buses:

- The buses had their usefulness extended by five or six years by repowering them and they have now reached the end of their life.
- Staff heard concerns over the seated capacity and the low floor bus offers fewer seats. Currently there are 59 thirty-five foot buses in the fleet now. Staff is very confident they will be able to change the mix and purchase fewer 35-foot buses and have more 40-foot buses in this replacement.
- New seats for buses are made out of carbon fiber and thinner in profile and SamTrans has an opportunity to get more seated positions in a low floor with this type of seating.
- The reason SamTrans purchases low-floor buses is this is where the industry has gone.
- Staff heard the concerns about capacity and wants to maximize seat capacity by using new seating components that are available.

Kim Nobles said the head sign is larger in the second bus design shown and noticed increased aisle space with new seating. Mr. Harvey said this is one reason for looking at this design.

Ken Feldstein asked if staff is considering articulated low floor. Mr. Harvey said not on this order. This procurement will be for low floor, but no articulated.

David Ratto asked about the seats. Mr. Harvey said it is a mid-back seat and on low floor buses it is harder to have high back seats.

Mr. Baker asked about the physics of more aisle space. Mr. Harvey said this space is picked up on the arm rest side of the exterior and the center where there used to be a lot of structure between the two seat cushions.

Mr. Baker asked about the space between the rows. Mr. Harvey said SamTrans buses have one of the widest hip to knee seats.

Mr. Harvey said most of this process can be done on CAD drawings. When Gillig builds the pilot bus staff can set the seats in without drilling holes and adjust and play around with the pilot bus. The pilot bus is very hands on and once staff locks the design down Gillig builds the remaining buses.

David Wilcox asked about the configuration for seniors and ADA. Mr. Harvey said the ADA tie-down area will be the same as the current design, although some of the release mechanisms have been improved so they are a little easier for the operator or occupant to release the cables and tie-down straps.

Andy Chow said a lot of the bus manufacturers are taking advantage of the investment in bus rapid transit.

Mr. Feldstein asked if there is any significant cost difference between the current bus and the sleek looking one. Mr. Harvey said no.

Ms. Nobles said with the second bus there is more window and is this a safety issue. Mr. Harvey said the blind spot is eliminated with the side windows.

Mr. Wilcox asked where the extra five feet between the 35-foot and 40-foot bus goes. Mr. Harvey said it is in the wheel base.

Mr. Milton asked if the Gillig buses are manufactured in America with American parts. Mr. Harvey said it is a fully compliant buy America vehicle. It is the only vehicle in the United States market today that doesn't have some portion of the shell or major running gear manufactured in a plant across the border and then brought into an assembly plant.

Chair Kingsford-Smith asked when the first bus will be put into service. Mr. Harvey said the pilot bus will be in service around September 2009. When the pilot bus hits the street then the production buses will start and will come in last quarter of 2009.

PRESENTATION ON SAMTRANS SUPERVISOR ACADEMY

Chester Patton, Director of Bus Transportation reported the following:

- The Academy started at the end of summer 2008 to prepare internal employees for promotional opportunities.
- Academy goals include professional development of employees to continue the SamTrans culture of quality and customer service; teaching effective management principles and theories; and promoting teamwork and positive attitudes.
- Facilitators include the training manager, chief operating officer, transportation director, superintendents, assistant superintendents and employee programs and development officer.
- Curriculum consists of 14 modules including organizational dynamics, transition to supervisor, leadership, communications and professional development.
- “It’s your career” module includes strategic versus tactical planning, opportunity and vision, personal inventory, strengths and weakness and service mentality.
- “The attitude opportunity” module includes values, perception, job satisfaction, positive attitude, positive outcome and quality of work life.
- “Meeting change creatively” module includes understanding transformation, empathy, coping techniques and strategies for defining, guiding, coaching, leading, modeling, reinforcing and celebrating.
- “Working effectively with others” module includes competencies of teamwork, influence and persuasion, listening, leadership theory and looking out for others.
- “Ethics of choice” module includes defining personal boundaries, code of conduct, making the right choices and organizational service.
- “Practical” module includes employment applications, resume writing, interview skills and on the job training.
- To-date 50 employees have signed up for the supervisory academy and 13 have graduated. An additional 20 employees will graduate in December.
- The Academy is part of the District’s effort to invest in human capital.

Mr. Feldstein asked how many supervisors there currently are. Mr. Patton said there are 23 transportation supervisors, dispatchers and radio controllers.

Mr. Baker said he is glad to see the investment in human capital and asked how long the academy is. Mr. Patton said it is a 14-module curriculum and each module is 3-4 hours. Staff is looking to do something more structured in January for a 2-week period.

REPORT OF THE CHAIR

Chair Kingsford-Smith thanked Directors Shirley Harris and Karyl Matsumoto for attending tonight and congratulated Director Matsumoto on her election as South San Francisco mayor.

REPORT FROM THE NOMINATING COMMITTEE

Mr. Milton said the committee proposes two candidates for each of the positions. For Chair, Wayne Kingsford-Smith and John Baker and for Vice-Chair whichever member is not selected for Chair and Peter Ratto.

Chair Kingsford-Smith asked if there were any nominations from the floor.

Mr. Chow asked for a statement from each candidate before voting.

Chair Kingsford-Smith said he has been doing this position for a year.

Mr. Baker said that Chair Kingsford-Smith has been doing a great job and would like to endorse him to continue as Chair.

Chair Kingsford-Smith was unanimously re-elected as Chair for 2009.

Mr. Baker said this committee, over the past couple of years, has lived up to more than it has in the past in advising the Board. He would like to see this continued and help focus SamTrans focus not only on mainline service, but look at east/west feeder service. Additionally, he would like to see the work the CAC started in the connectivity sub-committee continued.

Mr. Ratto said he is honored to be considered as Vice-Chair, but believes with Mr. Baker's longer tenure on the CAC he believes he would be a good candidate for Vice-Chair.

Mr. Baker was unanimously elected as Vice-Chair for 2009.

SAMTRANS STAFF UPDATE

Public Information Specialist Mary Knuckles reported ridership for October is up 10.2 percent.

CAC MEMBER COMMENTS/REQUESTS

Mr. Feldstein said he is glad to see adjustments to Route FX. On Monday Foster City started a second red line bus which mirrors Route 251 so the two services are not in tandem. He was in Sacramento on Monday for Jerry Hill's swearing in. Mr. Feldstein wished everyone a very happy and healthy holiday season.

Ms. Nobles read in Riders Digest the article about fare increases, but it does not state an effective date. Ms. Knuckles said this was an oversight, but staff will be doing press releases.

LIASON REPORTS

a. SamTrans Board – Wayne Kingsford-Smith

Chair Kingsford-Smith reported on the November SamTrans Board meeting:

- Caltrain was the mode presented and key points were: eight new Bombardier cars have been delivered; the Burlingame station is completed and the bicycle capacity study is ongoing.
- Average weekday ridership for SamTrans for the month of September is up 7 percent.
- The Board received a presentation on the draft Strategic Plan.
- Final approval was given for the fare increase effective February 1, 2009.

Mr. Milton asked what staff or the Board is going to do with the increased demand for bike cars and increased bike capacity.

Mr. Harvey said staff is currently working with technical consultants to review potential options to increase, by a modest amount, the number of onboard bicycle slots on all of the train consists. The Executive Director is committed to the bicycle community and will be reporting back to the Board in January what the proposed options are.

Mr. Baker asked if the Bombardier and gallery cars can be put together. Mr. Harvey said they are not compatible.

- b. SamTrans Accessibility Advisory Committee – Tom Collette** - will be meeting Dec 18.
- c. Caltrain Accessibility Advisory Committee – Peter Loranger** – will be meeting Dec 18.
- d. Peninsula Corridor Joint Powers Board – David Wilcox**
 - Bicyclists want more space and increased capacity on weekends.
 - All new Bombardier cars have been delivered.
 - Board excited to be the first rail system in the United States going electrified.
 - The train predictive arrival contract was rejected.

Mr. Feldstein asked if the bridge repair was on hold because of High Speed Rail and why was the train predictive arrival contract rejected.

Mr. Harvey said the Request for Proposal (RFP) that was issued for the predictive arrival system was funded by Regional Measure 2 (RM2) bridge toll monies and it had a requirement to fund the information at nine key stations, not all 26 Caltrain stations and it was to feed information to the Metropolitan Transportation Commission's (MTC) 511.org system. Staff received bids and was not impressed by the pricing or the technology solution offered and it wasn't scaleable to the other stations. It also did not offer any Web-based or real-time information so staff decided to wait and look at the scope of work and do it right.

Mr. Baker asked about bridge work on hold and does it include the bridge at Tilton and the other one in northern San Mateo. Mr. Harvey said the bridge replacements are proceeding in final engineering and bidding.

- e. Peninsula Corridor Joint Powers Board Citizens Advisory Committee – Andy Chow** – No meeting in November.
- f. Senior Mobility Action Plan – Ken Feldstein** –
 - Working on van pooling with churches, senior citizens and YMCAs. The committee has put a list of groups together that have vans to share.
 - Next meeting is the January 20, 2009.

Director Matsumoto said General Manager/CEO Mike Scanlon had to leave, but he wanted to wish everyone a happy holiday season. Board member Director Matsumoto thanked everyone for their input which allowed better policy decision-making.

Director Harris wished everyone Happy Holidays and thanked everyone for their input as it makes it easier to do her job.

Mr. Wilcox asked about the front four seats being taken up by young people and not moving for disabled and seniors. He said a large number of drivers ignore this problem.

Mr. Patton said if the patron advises the driver to have the patron move from the seats the operators, as part of their job, are compelled to ask them to move, but don't have to force the people to move.

Mr. Chow asked if there is an on-board message that can be played regarding this issue.

Mr. Patton said there are a series of canned messages the driver can play and he will issue an operational notice reminder of this message feature.

Ms. Knuckles said the Holiday Bus is wrapped and out on the streets and would appreciate any comments.

NEXT MEETING:

The next meeting will be held January 7, 2009, at 6:30 p.m., 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, California 94070.

ADJOURNED: 7:41 p.m.