



BOARD OF DIRECTORS 2019

CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
RON COLLINS
MARINA FRASER
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
PETER RATTO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

AGENDA

BOARD OF DIRECTORS MEETING

San Mateo County Transit District Administrative Building
Bacciocco Auditorium – 2nd Floor
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, OCTOBER 2, 2019

2:00 pm

(or immediately following 1:00 pm Special
Board Meeting, whichever is later)

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of the Board of Directors Meeting of September 4, 2019
- b. Acceptance of Statement of Revenues and Expenses for June 2019
- c. Acceptance of Statement of Revenues and Expenses for August 2019
- d. Approval of Collective Bargaining Agreement with International Brotherhood of Teamsters, Local 856 For Facilities Maintenance Technicians

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.

5. REPORT OF THE CHAIR

6. REPORT OF THE GENERAL MANAGER/CEO

- a. Overview of FASTER Bay Area – a Regional Funding Measure **Revised 10-1-2019**

7. BOARD MEMBER REQUESTS/COMMENTS

8. RECESS TO COMMITTEE MEETINGS

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

A. COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE*
(R. Guilbault, Chair; R. Collins, M. Fraser)

1. Call to Order

MOTION

2. Proclamation Designating October as Disabilities Awareness Month
3. Approval of Minutes of Community Relations Committee Meeting of September 4, 2019
4. Appointment to the Citizens Advisory Committee

INFORMATIONAL

5. Accessibility Update
6. Paratransit Coordinating Council Update
7. Citizens Advisory Committee Update
8. Mobility Management Report: ADA Paratransit
9. Multimodal Ridership Report – August 2019
10. Adjourn

B. FINANCE COMMITTEE / COMMITTEE OF THE WHOLE*
(P. Ratto, Chair; J. Powell, M. Fraser)

1. Call to Order

MOTION

2. Approval of Minutes of Finance Committee Meeting of September 4, 2019
3. Amendment of the District Investment Policy and the Paratransit Trust Fund Investment Policy and Reauthorization of Investment of Monies with the Local Agency Investment Fund
4. Approval of Purchase of 13 Revenue Paratransit Cutaway Vehicles and Disposition of Surplus Vehicles
5. Approval of Award of Contract to Wipro, LLC, for PeopleSoft Hosting and Application Support Services
6. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds
7. Authorize Agreement for Affordable Housing and Sustainable Communities Grant Funding for the US 101 Express Bus Project
8. Adjourn

**C. STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE/
COMMITTEE OF THE WHOLE***
(C. Stone, Chair; D. Pine, K. Matsumoto)

1. Call to Order

MOTION

2. Approval of Minutes of Strategic Planning, Development, and Sustainability Committee Meeting of August 7, 2019 (*no meeting September 4*)
3. Authorize Response to 2018-2019 Civil Grand Jury Report
4. Adjourn

D. LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE*
(J. Powell, Chair; R. Collins, R. Guilbault)

1. Call to Order

MOTION

2. Approval of Minutes of Legislative Committee Meeting of September 4, 2019

INFORMATIONAL

3. State and Federal Legislative Update
4. Adjourn

9. RECONVENE BOARD OF DIRECTORS MEETING

10. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE

MOTION

- a. Proclamation Designating October as Disabilities Awareness Month
- b. Appointment to the Citizens Advisory Committee

SUBJECTS DISCUSSED

- c. Accessibility Update
- d. Paratransit Coordinating Council Update
- e. Citizens Advisory Committee Update
- f. Mobility Management Report: ADA Paratransit
- g. Multimodal Ridership Report – August 2019

11. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE

RESOLUTIONS

- a. Amending the Investment Policy for the San Mateo County Transit District and Paratransit Trust Funds
- b. Reauthorizing Investment of San Mateo County Transit District Monies in Local Agency Investment Fund

- c. Awarding a Contract to Creative Bus Sales, Inc., for the Purchase and Delivery of 13 El Dorado Paratransit Vehicles for a Not to Exceed Amount of \$1,732,640 and Authorizing the Disposition of 13 Surplus 2013 El Dorado Paratransit Vehicles
- d. Awarding a Contract to Wipro, LLC, for PeopleSoft Hosting and Application Support Services for a Not to Exceed Amount of \$10,341,008 for a Five-year Term
- e. Authorize the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds for Fiscal Year 2020
- f. Authorizing Agreement for Affordable Housing and Sustainable Communities Grant Funding for the US 101 Express Bus Project

12. MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE

MOTION

- a. Authorize Response to 2018-2019 Civil Grand Jury Report

13. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

14. GENERAL COUNSEL REPORT

Closed Session: Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda

Employee Organization: Amalgamated Transit Union, Local 1574(Bus Operators)

15. COMMUNICATIONS TO THE BOARD OF DIRECTORS

16. DATE, TIME AND PLACE OF NEXT REGULAR MEETING – Wednesday, November 6, 2019 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA

17. ADJOURN

INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at www.samtrans.com.

Date and Time of Board and Advisory Committee Meetings

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm; SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the Website.

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398 ([view map](#)). Additional transit information can be obtained by calling 1-800-660-4287 or 511, or by visiting 511.org.

Public Comment

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

Accessibility for Individuals with Disabilities

Upon request, the Transit District 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, a 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 the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to board@samtrans.com; or made by phone at 650-508-6242 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the California Public Records Act and 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 at the same time that the public records are distributed or made available to the legislative body.

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

**MINUTES OF BOARD OF DIRECTORS MEETING
SEPTEMBER 4, 2019**

MEMBERS PRESENT: R. Collins, M. Fraser, C. Groom (Chair) (left at 3:44 pm), R. Guilbault, K. Matsumoto (Vice Chair), J. Powell (arrived at 2:03 pm), P. Ratto, C. Stone

MEMBERS ABSENT: D. Pine

STAFF PRESENT: C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, D. Seamans, C. Gumpal

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Carole Groom called the meeting to order at 2:02 pm and led the Pledge of Allegiance.

ROLL CALL

District Secretary Dora Seamans called the roll. A quorum was present.

CONSENT CALENDAR

- Approved Minutes of the Board of Directors Meeting of August 7, 2019
- Accepted Capital Projects Quarterly Status Report 4th Quarter FY 2019
- Received Information on Statement of Revenues and Expenses for the Period Ended June 30, 2019

Motion/Second: Stone/Fraser

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Ratto, Stone

Absent: Pine, Powell

Director Josh Powell arrived at 2:03 pm.

- Accepted Statement of Revenues and Expenses for July 2019

Vice Chair Matsumoto asked for an explanation on items that were highlighted in the report. Derek Hansel, Chief Financial Officer, said the highlighting shows certain concentrations that warranted more attention.

Motion/Second: Matsumoto/Stone

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Adina Levin, Friends of Caltrain, announced that September 7-13 was Public Transit Week and encouraged riders to share photos of themselves using transit.

REPORT OF THE CHAIR

Chair Groom announced that she needed to leave the meeting at 4:00 pm and designated Vice Chair Matsumoto to chair the meeting thereafter.

REPORT OF THE GENERAL MANAGER/CEO

Carter Mau, Deputy General Manager/CEO, noted that his written report was in the packet. He introduced Julian Jest, Manager, Market Research Analyst, who gave an update on the Foster City Express (FCX) service.

Mr. Jest said that the District conducted a rider survey between August 26 and September 1 during the free ride period of the FCX service and received 139 responses.

David Olmeda, Chief Operating Officer, Bus, thanked the Board members who participated in the route's maiden voyage. He said they had more riders than anticipated and added the new larger articulated buses as a result.

Director Rose Guilbault asked how many riders are needed for the route to be deemed successful; Mr. Olmeda responded 500 passengers per day.

Director Charles Stone said he was pleased by how quickly the District responded to the increased route demand by providing a bigger bus.

Director Peter Ratto praised the new service.

Director Josh Powell commended staff for making operational changes on the fly.

Public Comment:

Adina Levin talked about improving multimodal transport for express bus riders.

Carter Mau, Deputy CEO/General Manager, noted that school service began on August 19. He said that District representatives were able to meet with Superintendent Nancy McGee of the San Mateo County Office of Education where they discussed school transportation services with the goal of improving communication and outreach.

Director Stone noted that construction work had an impact on school buses being on time in Belmont.

Vice Chair Matsumoto had questions about social media impressions. Jeremy Lipps, Communications Manager, explained that the number of impressions indicates how many times a post is seen.

BOARD MEMBER REQUESTS/COMMENTS

Vice Chair Matsumoto said that Burlingame Vice Mayor Emily Beach had related to her that she had taken the ECR (El Camino Real route) at 7:30 on a Saturday morning and the bus was at capacity.

Public Comment:

- Miguel Navarro, Jr., introduced himself as the new president of Amalgamated Transit Union, Local 1574.
- Adina Levin further encouraged people who ride transit during Transit Week to share it using *#transitweek2019*, and their responses would be aggregated at

Transitweekbayarea.org.

Vice Chair Matsumoto gave a report-out on the August 16 COA Ad Hoc Committee meeting.

RECESS TO COMMITTEE MEETINGS

The Board meeting recessed at 2:36 pm.

RECONVENE BOARD OF DIRECTORS MEETING

Chair Groom reconvened the Board meeting at 3:39 pm.

MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE*

Director Guilbault reported on the following items:

SUBJECTS DISCUSSED:

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Quarterly Dashboard Report – April-June 2019
- Mobility Management Report: Annual Summary
- Multimodal Ridership Report – July 2019

MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Ratto led the Board in voting on the following items:

RESOLUTIONS:

- Adoption of a Proposed Disadvantaged Business Enterprise Overall Goal for Federal Fiscal Years 2020-2022 for Federal Transit Administration-assisted Contracts – Approved by Resolution No. 2019-30

Motion/Second: Ratto/Collins

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

- Award of Contracts for On-Call Environmental Planning, Permitting, and Support Services – Approved by Resolution No. 2019-31
- Award of Contracts for On-Call Financial Consulting Services – Approved by Resolution No. 2019-32

Motion/Second: Ratto/Collins

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE / COMMITTEE OF THE WHOLE*

The September committee meeting was cancelled.

MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE*

Director Powell reported on the following item:

SUBJECT DISCUSSED:

- State and Federal Legislative Update

GENERAL COUNSEL REPORT

Public Comment:

Mark Leach, Local 856 Representative, International Brotherhood of Teamsters, gave details on the process of finalizing the first contract for SamTrans utilities workers.

Chair Groom left the meeting and the Board meeting recessed to closed session at 3:44 pm.

Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8

Property: Private Roadway Area Near Airport Boulevard, Redwood City, CA, APN 095-222-340

Agency Negotiators: Joan Cassman, Brian Fitzpatrick, and Gary Cardona

Negotiating Party: Keech Properties LLC

Under Negotiation: Price and Terms of Payment

Closed Session: Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda

Employee Organization: International Brotherhood of Teamsters, Local 856 (Facilities Technicians)

The Board meeting reconvened into open session at 4:09 pm.

Joan Cassman, Legal Counsel, said that she had received authority and direction from the Board regarding the real property negotiations for the Pico Boulevard property, which is adjacent to the SamTrans South Base maintenance yard.

Ms. Cassman said that there was no reportable action regarding the labor negotiations, but said that a matter for action would come back to the Board in October.

WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Acting Chair Matsumoto noted that the correspondence was in the reading file.

DATE, TIME AND PLACE OF NEXT REGULAR MEETING

Acting Chair Matsumoto announced the time and location of the next meeting as Wednesday, October 2, 2019 at 2:00 pm, San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.

ADJOURN

The meeting adjourned at 4:10 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
JUNE 30, 2019**

ACTION

Staff proposes that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of June 2019 and supplemental information.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through June 30, 2019. The statement has been designed to follow the Agency wide line item rollup as included in the adopted budget. The columns have been designed to provide easy comparison of year to date prior to current actuals for the current fiscal year including dollar and percentage variances. In addition, the current forecast of Revenues and Expenses is compared to the Adopted Budget for Fiscal Year 2019.

SIGNIFICANCE

Annual Forecast: The annual forecast is updated based on revenue and expense trends through April 2019.

Forecast Revenues: Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 15) are forecast \$9.9 million higher than budget primarily due to higher District ½ Cent Sales Tax (page 1, line 10). The increase in sales tax is based on current sales tax receipt trends. Sales tax revenue has been high in Fiscal Year 2019 due to a strong local economy. The increase in sales tax is partially offset by lower Passenger Fares (page 1, line 1) which is driven by lower ridership trends.

Forecast Expenses: Total Uses of Funds (page 1, line 33) are forecast \$5.2 million lower than budget. Motor Bus (page 1, line 19) expense is lower than budget due primarily to lower Professional Services (page 3, line 7), Technical Services (page 3, line 8), and Other Services (page 3, line 9). A.D.A. Programs (page 1, line 20) is lower than budget primarily due to lower ridership trends in paratransit.

Year to Date Revenues: As of June year-to-date actual, the Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 15) are \$18.9 million higher than the prior year. This is primarily driven by the Local TDA and STA Funds (page 1, line 2), and District ½ Cent Sales Tax (page 1, line 10).

Year to Date Expenses: As of June year-to-date actual, the Total Uses of Funds (page 1, line 33) are \$17.7 million higher than the prior year-to-date actual. This is primarily driven by the Motor Bus Expenses (page 1, line 19)

BUDGET IMPACT

There is no budget impact for the month of June 2019.

STRATEGIC INITIATIVE

This item does not achieve a strategic initiative.

Prepared By:	Maria Pascual, Accountant	650-508-6288
	Jennifer Ye, Manager, General Ledger	650-622-7890

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2019
JUNE 2019**

% OF YEAR ELAPSED: 100.0%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	15,742,071	15,202,171	(539,900)	(3.4%)	16,457,750	15,200,000	(1,257,750)	(7.6%)
2 Local TDA and STA Funds	42,013,481	47,756,454	5,742,973	13.7%	47,485,688	47,485,688	-	0.0%
3 Pass through to Other Agencies	824,536	741,601	(82,935)	(10.1%)	743,268	743,268	-	0.0%
4 Operating Grants	5,907,965	3,724,720	(2,183,245)	(37.0%)	3,533,624	3,533,624	-	0.0%
5 SMCTA Measure A	9,623,433	11,088,528	1,465,095	15.2%	11,088,532	11,088,532	-	0.0%
6 SM County Measure A & Other	3,750,000	2,500,000	(1,250,000)	(33.3%)	2,500,000	2,500,000	-	0.0%
7 AB434 Funds, TA Funded Shuttle & Other	322,950	424,000	101,050	31.3%	414,000	414,000	-	0.0%
8 Subtotal - Operating Revenues	78,184,435	81,437,474	3,253,039	4.2%	82,222,862	80,965,112	(1,257,750)	(1.5%)
Other Revenue Sources								
9 District 1/2 Cent Sales Tax	87,796,916	100,728,547	12,931,631	14.7%	86,353,200	95,000,000	8,646,800	10.0%
10 Investment Interest	1,984,837	3,393,193	1,408,356	71.0%	2,030,312	3,300,000	1,269,688	62.5%
11 Other Interest, Rent & Other Income	7,963,956	9,303,429	1,339,473	16.8%	7,890,875	9,167,901	1,277,026	16.2%
12 Subtotal - Other Revenues	97,745,710	113,425,170	15,679,460	16.0%	96,274,387	107,467,901	11,193,514	11.6%
13 Total Sources of Funds	175,930,144	194,862,644	18,932,500	10.8%	178,497,249	188,433,013	9,935,764	5.6%
USES OF FUNDS								
Operating Expenses								
14 Motor Bus	114,350,328	132,999,110	18,648,782	16.3%	133,840,449	129,095,907	(4,744,542)	(3.5%)
15 A. D. A. Programs	16,835,809	17,231,317	395,508	2.3%	17,847,060	17,493,002	(354,058)	(2.0%)
16 Caltrain	6,169,761	7,634,400	1,464,639	23.7%	7,634,404	7,634,404	-	0.0%
17 Other Multi-modal Programs	2,019,028	2,044,480	25,452	1.3%	2,353,406	2,290,000	(63,406)	(2.7%)
18 Pass through to Other Agencies	824,536	741,601	(82,935)	(10.1%)	734,268	734,268	-	0.0%
19 Land Transfer Interest Expense	56,057	-	-	0.0%	45,716	45,716	-	0.0%
20 Total Operating Expense	140,255,519	160,650,909	20,395,390	14.5%	162,455,303	157,293,297	(5,162,007)	(3.2%)
21 Total Operating Surplus/ (Deficit)	35,674,625	34,211,735	(1,462,890)	(4.1%)	16,041,946	31,139,716	15,097,771	94.1%
22 Sales Tax Allocation - Capital Program	8,789,413	6,015,570	(2,773,843)	(31.6%)	6,015,570	6,015,570	-	0.0%
23 Total Debt Service	21,631,424	21,687,627	56,203	0.3%	21,612,357	21,612,357	-	0.0%
24 Total Uses of Funds	170,676,356	188,354,106	17,677,750	10.4%	190,083,230	184,921,224	(5,162,007)	(2.7%)
25 PROJECTED SURPLUS/ (DEFICIT)	5,253,788	6,508,538	1,254,750	24%	(11,585,981)	3,511,789	15,097,771	(130.3%)

This report represents actuals and budgets on budgetary basis.

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2019
JUNE 2019**

% OF YEAR ELAPSED: 100.0%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	14,854,688	14,360,072	(494,616)	(3.3%)	15,501,882	14,300,000	(1,201,882)	(7.8%)
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	36,440,750	39,725,672	3,284,922	9.0%	39,725,672	39,725,672	-	0.0%
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	3,310,138	5,939,957	2,629,819	79.4%	5,669,191	5,669,191	-	0.0%
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	2,146,197	1,343,813	(802,384)	(37.4%)	1,448,667	1,448,667	-	0.0%
8								
9 DISTRICT 1/2 CENT SALES TAX:								
10 General Operating Assistance	50,341,231	60,882,790	24,305,251	48.3%	63,641,315	57,617,070	(6,024,245)	(9.5%)
11 Accessibility Fixed Route	883,117	970,690	87,573	9.9%	1,220,047	1,000,000	(220,047)	(18.0%)
12 TOTAL 1/2 CENT SALES TAX	51,224,348	61,822,298	10,597,950	20.7%	64,861,362	58,617,070	(6,244,292)	(9.6%)
13 INVESTMENT INTEREST INCOME:								
14 Investment Interest Income	1,624,191	2,935,131	1,310,940	80.7%	1,630,000	2,900,000	1,270,000	77.9%
15								
16 OTHER REVENUE SOURCES:								
17 Rental Income	1,503,926	1,175,496	(328,430)	(21.8%)	1,600,000	1,230,000	(370,000)	(23.1%)
18 Advertising Income	1,183,691	1,242,044	58,353	4.9%	1,205,307	1,205,307	-	0.0%
19 Other Income	2,062,400	4,454,628	2,392,228	116.0%	2,198,368	4,000,000	1,801,632	82.0%
20 TOTAL OTHER REVENUES	4,750,017	6,872,168	2,122,151	44.7%	5,003,675	6,435,307	1,431,632	28.6%
21								
22 TOTAL MOTOR BUS	114,350,328	132,999,111	18,648,783	16.3%	133,840,449	129,095,907	(4,744,543)	(3.5%)
23								
24 AMERICAN DISABILITIES ACT:								
25 Passenger Fares Redi-Wheels	887,383	842,099	(45,284)	(5.1%)	955,868	900,000	(55,868)	(5.8%)
26 Local TDA 4.5 Redi-Wheels	1,917,934	2,090,825	172,891	9.0%	2,090,825	2,090,825	-	0.0%
27 Local STA - Paratransit	344,659	-	(344,659)	(100.0%)	-	-	-	0.0%
28 Operating Grants	3,761,768	2,380,907	(1,380,861)	(36.7%)	2,084,957	2,084,957	-	0.0%
29 Sales Tax - District ADA Programs	0	2,276,865	2,276,865	100.0%	3,130,682	2,832,492	(298,190)	(9.5%)
30 Sales Tax - Paratransit Suppl. Coastside	525,873	1,828,431	1,302,558	247.7%	1,830,600	1,830,600	-	0.0%
31 Interest Income - Paratransit Fund	360,646	458,062	97,416	27.0%	400,000	400,000	-	0.0%
32 SMCTA Measure A Redi-Wheels	3,453,672	3,454,128	456	0.0%	3,454,128	3,454,128	-	0.0%
33 SM County Measure A & Other	3,750,000	2,500,000	(1,250,000)	(33.3%)	2,500,000	2,500,000	-	0.0%
34 Measure M Paratransit	1,833,875	1,400,000	(433,875)	(23.7%)	1,400,000	1,400,000	-	0.0%
35 TOTAL ADA PROGRAMS	16,835,809	17,231,317	395,508	2.3%	17,847,060	17,493,002	(354,058)	(2.0%)
36								
37 MULTI-MODAL TRANSIT PROGRAMS:								
38 Transfer from SMCTA for Caltrain	6,169,761	6,908,256	738,495	12.0%	6,908,256	6,908,256	-	0.0%
39 Other Sources - Caltrain	-	726,144	726,144	0.0%	726,148	726,148	-	0.0%
40 AB434 Funds, TA Funded Shuttle & Other	322,950	424,000	101,050	31.3%	414,000	414,000	-	0.0%
41 Employer SamTrans Shuttle Funds	1,380,064	1,031,262	(348,802)	(25.3%)	1,487,200	1,332,594	(154,606)	(10.4%)
42 Sales Tax - SamTrans Shuttle Program	137,749	145,510	7,761	5.6%	253,406	253,406	-	0.0%
43 Sales Tax - Gen. Operating Asst.	178,265	443,708	265,443	148.9%	198,800	290,000	91,200	45.9%
44								
45 TOTAL MULTIMODAL	8,188,789	9,678,879	1,490,090	18.2%	9,987,810	9,924,404	(63,406)	(0.6%)
46								
47 TOTAL REVENUES	139,374,926	159,909,307	20,534,381	14.7%	161,675,319	156,513,313	(5,162,006)	(3.2%)

SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2019 JUNE 2019									
% OF YEAR ELAPSED: 100.0%									
EXPENSES	YEAR-TO-DATE				ANNUAL				
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE	
DISTRICT OPERATED BUSES									
1 Wages & Benefits	64,253,595	75,391,634	*** 11,138,039	17.3%	68,006,146	68,531,191	525,045	0.8%	
2									
3 Services:									
4 Board of Directors	55,652	48,929	(6,723)	(12.1%)	86,000	86,000	-	0.0%	
5 Contracted Vehicle Maintenance	997,186	1,107,100	109,914	11.0%	1,302,319	1,302,319	-	0.0%	
6 Property Maintenance	1,426,043	1,489,368	63,325	4.4%	1,589,000	1,589,000	-	0.0%	
7 Professional Services	4,902,195	6,928,934	2,026,739	41.3%	5,500,088	4,290,020	(1,210,068)	(22.0%)	
8 Technical Services	6,902,416	7,492,365	589,949	8.5%	8,918,891	8,000,000	(918,891)	(10.3%)	
9 Other Services	2,867,112	823,765	(2,043,347)	(71.3%)	3,821,376	3,000,000	(821,376)	(21.5%)	
10									
11 Materials & Supply:									
12 Fuel and Lubricants	3,116,764	3,545,884	429,120	13.8%	3,877,841	3,950,821	72,980	1.9%	
13 Bus Parts and Materials	1,856,850	1,799,454	(57,396)	(3.1%)	2,091,780	2,036,780	(55,000)	(2.6%)	
14 Uniforms and Driver Expense	375,445	424,711	49,266	13.1%	538,226	475,000	(63,226)	(11.7%)	
15 Timetables and Tickets	103,053	96,621	(6,432)	(6.2%)	283,500	150,000	(133,500)	(47.1%)	
16 Office Supplies / Printing	465,747	571,625	105,878	22.7%	467,534	454,234	(13,300)	(2.8%)	
17 Other Materials and Supply	148,476	123,605	(24,872)	(16.8%)	150,300	150,300	-	0.0%	
18									
19 Utilities:									
20 Telecommunications	529,266	517,072	(12,194)	(2.3%)	712,296	600,000	(112,296)	(15.8%)	
21 Other Utilities	1,216,108	1,147,348	(68,760)	(5.7%)	1,058,000	1,058,000	-	0.0%	
22 Insurance Costs	1,509,608	1,578,647	69,039	4.6%	3,057,336	3,057,336	-	0.0%	
23 Workers' Compensation	1,089,452	2,666,010	1,576,558	145%	3,305,000	3,666,068	361,068	10.9%	
24 Taxes and License Fees	666,176	800,793	134,617	20.2%	795,415	795,415	-	0.0%	
25 Fixed Route Accessibility	883,117	970,690	87,573	9.9%	1,220,047	1,000,000	(220,047)	(18.0%)	
26 Leases and Rentals	178,527	186,302	7,775	4.4%	185,292	185,292	-	0.0%	
27 Promotional and Legal Advertising	427,749	792,763	365,014	85.3%	983,750	1,000,000	16,250	1.7%	
28 Training and Business Travel	324,566	344,366	19,800	6.1%	741,695	400,000	(341,695)	(46.1%)	
29 Dues and Membership	103,779	120,941	17,162	16.5%	150,483	150,483	-	0.0	
30 Postage and Other	31,246	74,944	43,698	139.9%	302,780	35,000	(267,780)	(88.4%)	
31									
32 Total District Operated Buses	94,430,128	109,043,870	14,613,742	15.5%	109,145,095	105,963,259	(3,181,836)	(2.9%)	
33									
34 CONTRACTED BUS SERVICES									
35 Contracted Urban Bus Service	16,716,374	20,957,938	4,241,564	25.4%	21,101,838	19,951,838	(1,150,000)	(5.4%)	
36 Other Related Costs	447,372	317,961	(129,411)	(28.9%)	464,647	302,233	(162,413)	(35.0%)	
37 Insurance Costs	494,031	641,289	147,258	29.8%	785,990	785,990	-	0.0%	
38 Coastside Services	1,732,157	1,616,067	(116,090)	(6.7%)	1,742,000	1,650,000	(92,000)	(5.3%)	
39 Redi Coast Non-ADA	212,782	216,667	3,885	1.8%	266,200	225,000	(41,200)	(15.5%)	
40 Other Related Costs	122,227	47,557	(74,670)	(61.1%)	131,293	55,000	(76,293)	(58.1%)	
41 La Honda - Pescadero	54,863	51,713	(3,151)	(5.7%)	55,130	55,130	-	0.0%	
42 SamCoast - Pescadero	132,243	97,545	(34,698)	(26.2%)	140,800	100,000	(40,800)	(29.0%)	
43 Other Related Cost - SamCoast	8,152	8,504	352	4.3%	7,456	7,456	-	0.0%	
44 Total Contracted Bus Service	19,920,200	23,955,240	4,035,040	20.3%	24,695,354	23,132,648	(1,562,706)	(6.3%)	
45									
46 TOTAL MOTOR BUS	114,350,328	132,999,110	18,648,782	16.3%	133,840,449	129,095,907	(4,744,543)	(3.5%)	

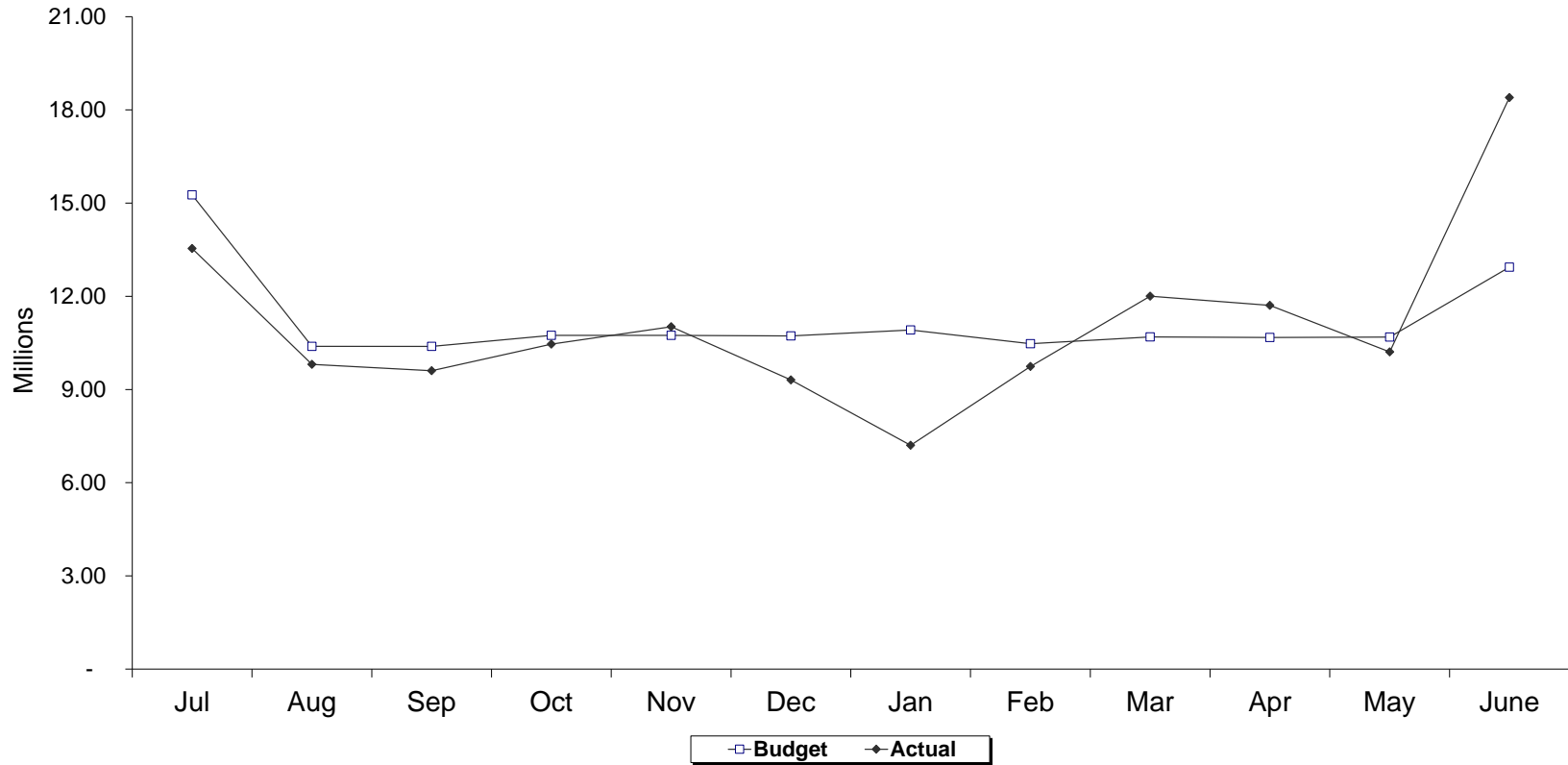
*** Amount includes year-end adjustment of \$5.2 M to pension expenses, and (\$3.0 M) to OPEB expenses pursuant to GASB Statements 68 and 75.

SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2019 JUNE 2019									
								% OF YEAR ELAPSED:	100.0%
EXPENSES	YEAR-TO-DATE				ANNUAL				
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE	
47	AMERICAN DISABILITY ACT PROGRAMS								
48									
49	Elderly & Disabled/Redi-Wheels	5,409,856	5,108,254	(301,602)	(5.6%)	5,212,000	5,250,000	38,000	0.7%
50	Other Related Costs	2,795,092	2,987,369	192,277	6.9%	3,042,705	3,042,705	-	0.0%
51	ADA Sedans / Taxi Service	4,954,812	5,431,433	476,621	9.6%	5,498,426	5,400,000	(98,426)	(1.8%)
52	ADA Accessibility Support	1,427,015	1,455,882	28,867	2.0%	1,643,632	1,350,000	(293,632)	(17.9%)
53	Coastside ADA Support	1,739,406	1,828,431	89,025	5.1%	1,830,600	1,830,600	-	0.0%
54	Insurance Costs	509,628	419,948	(89,680)	(17.6%)	619,697	619,697	-	0.0%
55	TOTAL ADA PROGRAMS	16,835,809	17,231,317	395,508	2.3%	17,847,060	17,493,002	(354,058)	(2.0%)
56									
57									
58	MULTI-MODAL TRANSIT PROGRAMS								
59									
60	CALTRAIN SERVICE								
61	Peninsula Rail Service	6,169,761	7,634,400	1,464,639	23.7%	7,634,404	7,634,404	-	0.0%
62	Total Caltrain Service	6,169,761	7,634,400	1,464,639	23.7%	7,634,404	7,634,404	-	0.0%
63									
64	OTHER SUPPORT								
65	SamTrans Shuttle Service	1,840,763	1,600,772	(239,991)	(13.0%)	2,154,606	2,000,000	(154,606)	(7.2%)
66	Maintenance Multimodal Facilities	178,265	443,708	265,443	148.9%	198,800	290,000	91,200	45.9%
67	Total Other Support	2,019,028	2,044,480	25,452	1.3%	2,353,406	2,290,000	(63,406)	(2.7%)
68									
69	TOTAL MULTI-MODAL PROGRA	8,188,789	9,678,880	1,490,091	18.2%	9,987,810	9,924,404	(63,406)	(0.6%)
70									
71	TOTAL OPERATING EXPENSES	139,374,926	159,909,307	20,534,381	14.7%	161,675,319	156,513,313	(5,162,007)	(3.2%)

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2019

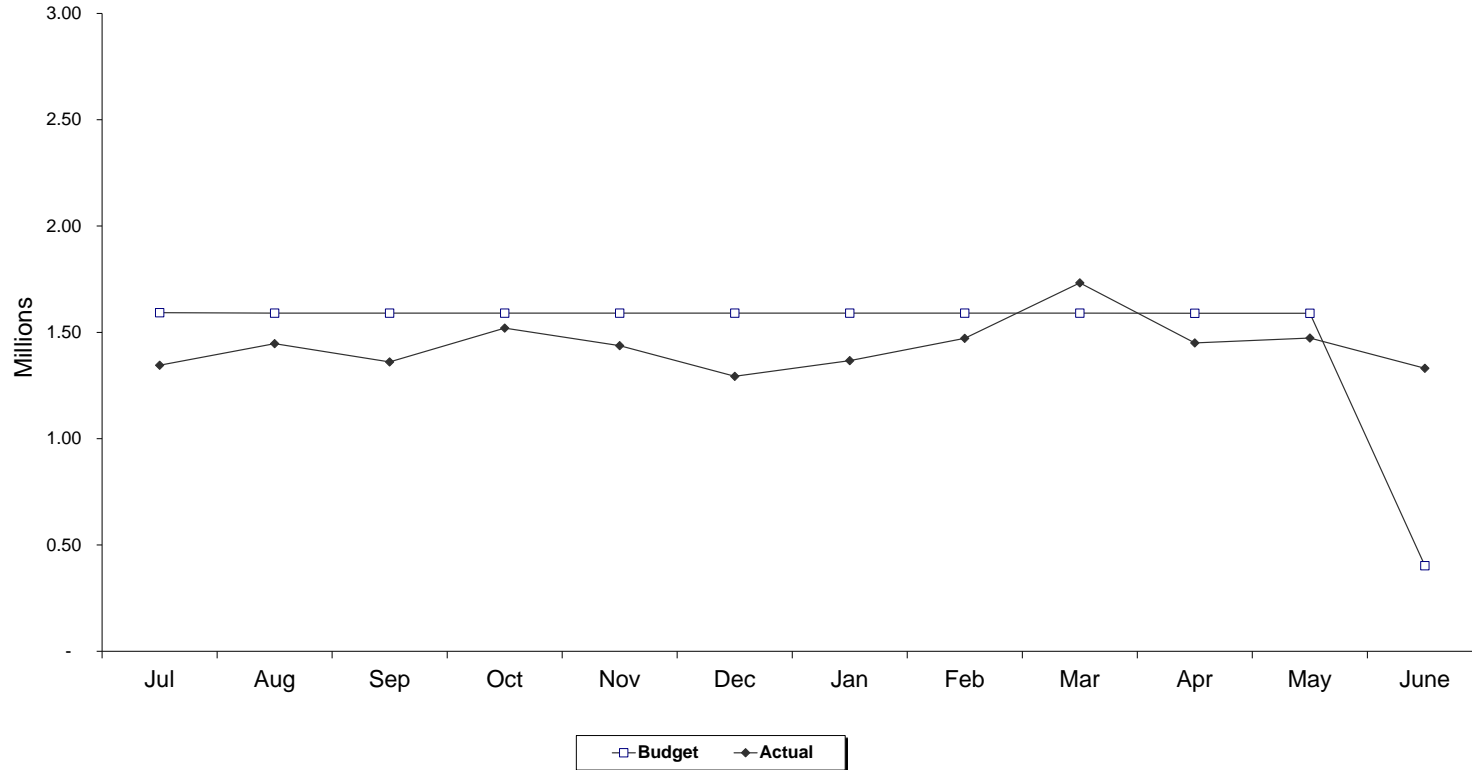


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	15,262,726	10,388,766	10,389,066	10,743,024	10,740,995	10,722,918	10,913,768	10,473,387	10,691,327	10,674,061	10,688,161	12,938,373	
Actual	13,537,081	9,807,233	9,605,414	10,459,602	11,018,609	9,309,391	7,203,509	9,742,350	12,001,773	11,708,738	10,206,974	18,398,437	
CUMULATIVE EXPENSES													
Budget	15,262,726	25,651,492	36,040,558	46,783,582	57,524,577	68,247,494	79,161,262	89,634,650	100,325,976	111,000,037	121,688,197	133,840,449	
Actual	13,537,081	23,344,314	32,949,728	43,409,330	54,427,939	63,737,330	70,940,839	80,683,189	92,684,961	104,393,699	114,600,673	132,999,110	
Variance - F(U)	1,725,645	2,307,178	3,090,830	3,374,252	3,096,638	4,510,165	8,220,424	8,951,461	7,641,015	6,606,338	7,087,524	841,339	
Variance %	11.31%	8.99%	8.58%	7.21%	5.38%	6.61%	10.38%	9.99%	7.62%	5.95%	5.82%	0.63%	

SAN MATEO COUNTY TRANSIT DISTRICT

ADA PROGRAM MONTHLY EXPENSES- BUDGET VS ACTUAL

FISCAL YEAR 2019

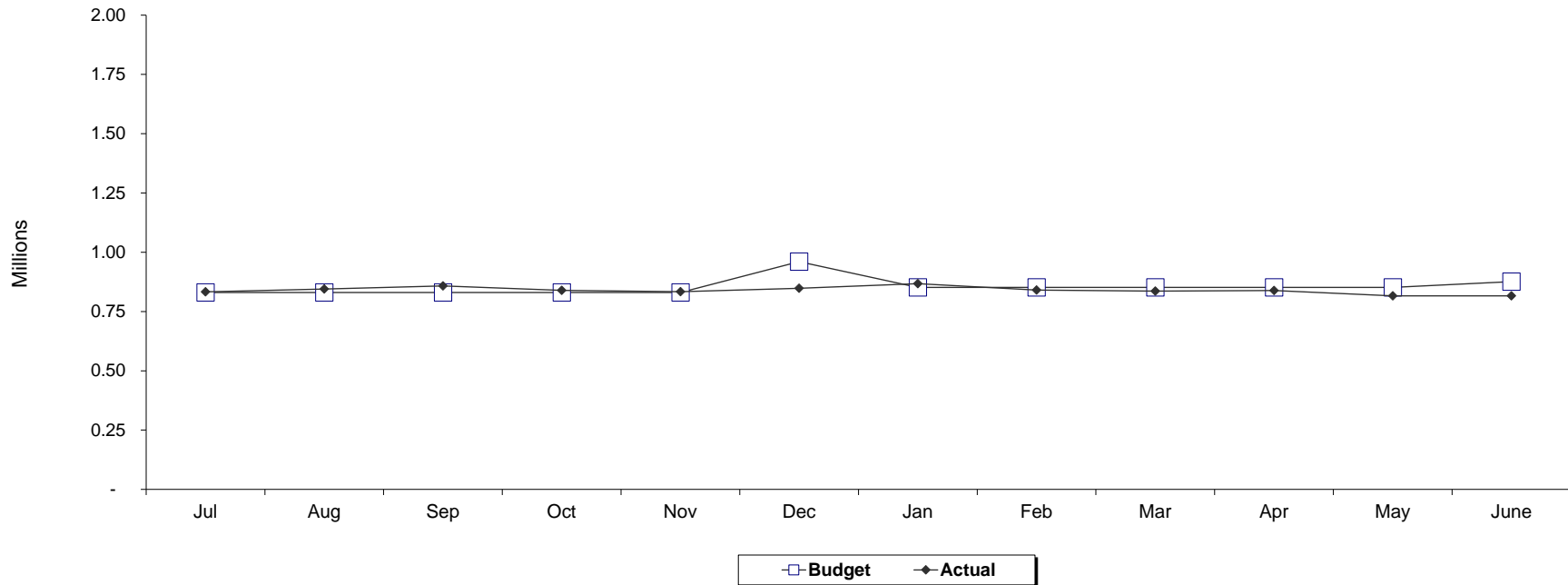


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,592,580	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330	1,590,330	1,589,946	1,589,946	402,702
Actual	1,345,590	1,447,129	1,360,741	1,519,804	1,437,744	1,293,371	1,366,824	1,472,033	1,732,691	1,450,420	1,473,618	1,331,351
CUMULATIVE EXPENSES												
Budget	1,592,580	3,182,910	4,773,240	6,363,570	7,953,899	9,544,229	11,134,559	12,724,889	14,315,219	15,905,165	17,495,111	17,847,060
Actual	1,345,590	2,792,719	4,153,460	5,673,264	7,111,008	8,404,379	9,771,203	11,243,236	12,975,928	14,426,348	15,899,966	17,231,317
Variance - F(U)	246,990	390,191	619,780	690,306	842,891	1,139,850	1,363,356	1,481,653	1,339,291	1,478,817	1,595,145	615,743
Variance %	15.51%	12.26%	12.98%	10.85%	10.60%	11.94%	12.24%	11.64%	9.36%	9.30%	9.12%	3%

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	830,318	830,318	830,318	830,318	830,318	960,318	851,984	851,984	851,984	851,984	851,984	875,984
Actual	833,082	844,739	858,042	839,250	833,507	847,903	867,554	840,293	836,426	838,376	816,086	816,086
CUMULATIVE EXPENSES												
Budget	830,318	1,660,635	2,490,953	3,321,270	4,151,588	5,111,905	5,963,889	6,815,873	7,667,858	8,519,842	9,371,826	9,987,810
Actual	833,082	1,677,820	2,535,862	3,375,112	4,208,619	5,056,522	5,924,076	6,764,369	7,600,795	8,439,171	9,255,256	9,678,880
Variance - F(U)	(2,764)	(17,185)	(44,910)	(53,842)	(57,031)	55,383	39,813	51,504	67,062	80,671	116,570	308,930
Variance %	-0.33%	-1.03%	-1.80%	-1.62%	-1.37%	1.08%	0.67%	0.76%	0.87%	0.95%	1.24%	3.09%

**SAN MATEO COUNTY TRANSIT DISTRICT
CASH AND INVESTMENTS AS OF JUNE 30, 2019**

	6/30/2019
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF</u>	
Bank of America Checking	\$ 26,324,928.81
Bank of America Checking (Restricted)	\$ 15,245,828.60
Wells Fargo	15,701.00
LAIF	64,896,285.42
 <u>INVESTMENT FUNDS</u>	
Investment Portfolio (Market Values+ Accrued interest)	116,676,018.53
MMF - US Bank Custodian Account	12,545,487.51
 Debt Service Reserves Held By Trustee	 1,616,452.60
 TOTAL	 <u><u>\$ 237,320,702.47</u></u>

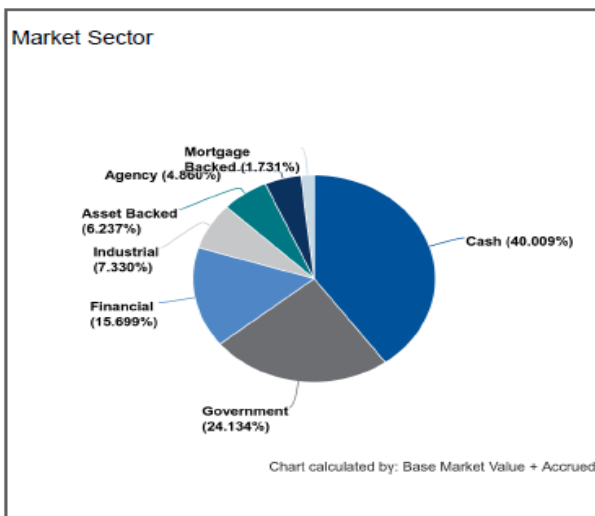
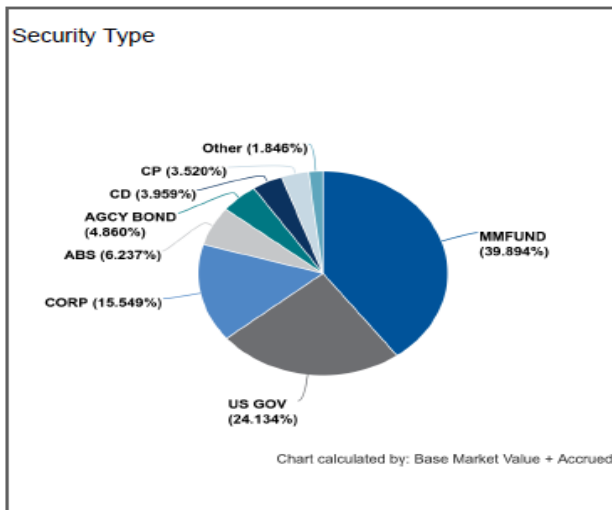
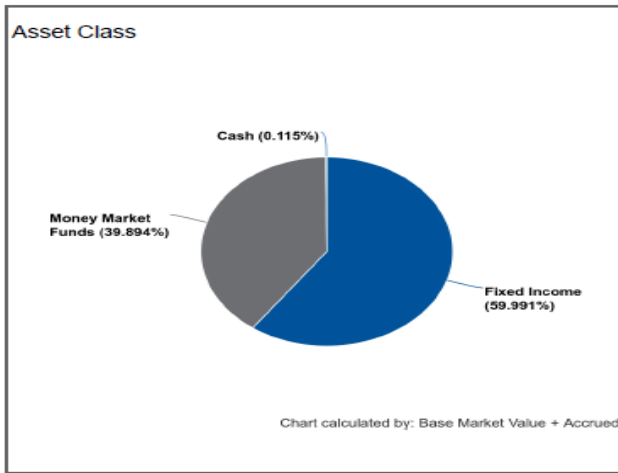
* Fund Managed by PFM Investment Advisor

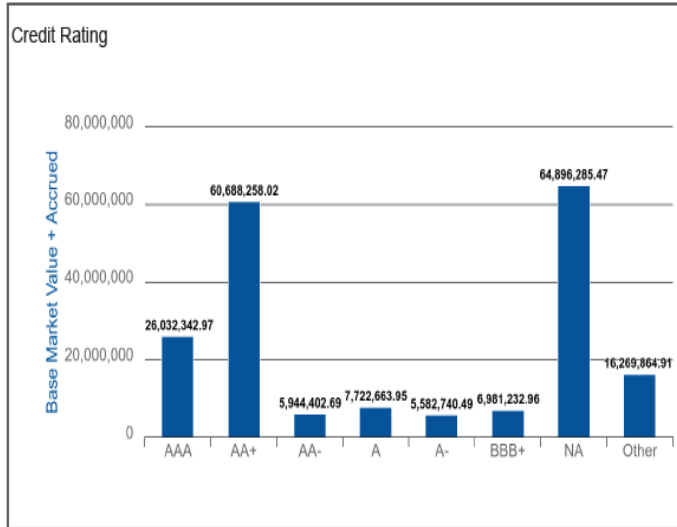
Cash and Fixed Income Summary	
<i>Risk Metric</i>	<i>Value</i>
Cash	223,509.74
MMFund (incl LAIF)	77,441,772.98
Fixed Income	116,452,508.74
Duration	1.854
Convexity	0.060
WAL	1.288
Years to Final Maturity	1.418
Years to Effective Maturity	1.286
Yield	2.053
Book Yield	1.486
Avg Credit Rating	AA-/Aa3/AA-

Issuer Concentration	
<i>Issuer Concentration</i>	<i>% of Base Market Value + Accrued</i>
(SM - LAIF) State of California	33.431%
Other	27.043%
Government of the United States	24.134%
U.S. Bancorp	6.463%
Federal National Mortgage Association, Inc.	3.490%
Federal Home Loan Banks Office of Finance	1.915%
Credit Agricole SA	1.819%
Mitsubishi UFJ Financial Group Inc	1.704%
—	100.000%

Footnotes: 1,2

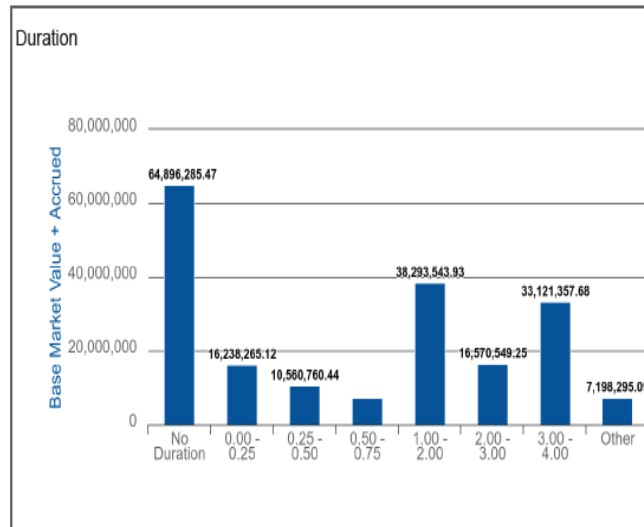
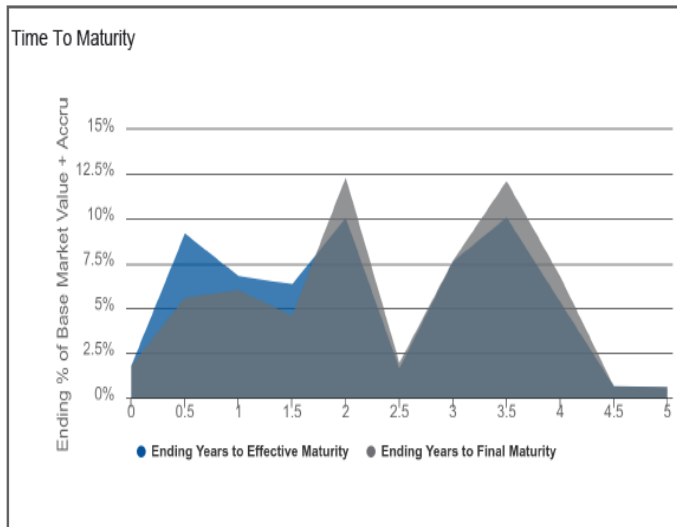
Footnotes:

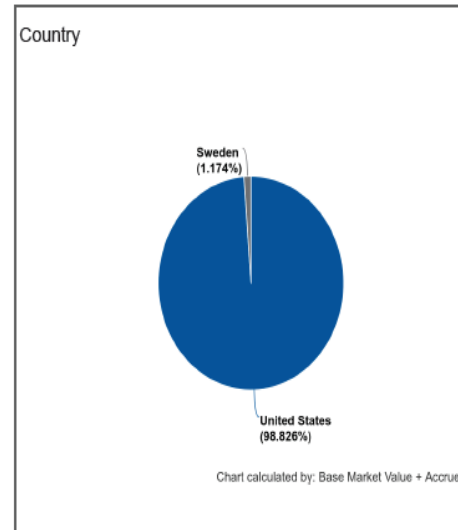
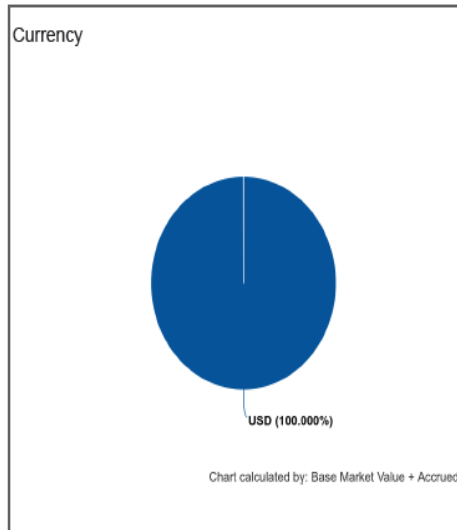
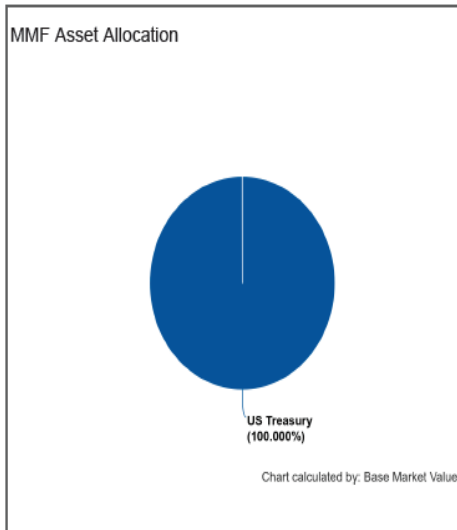
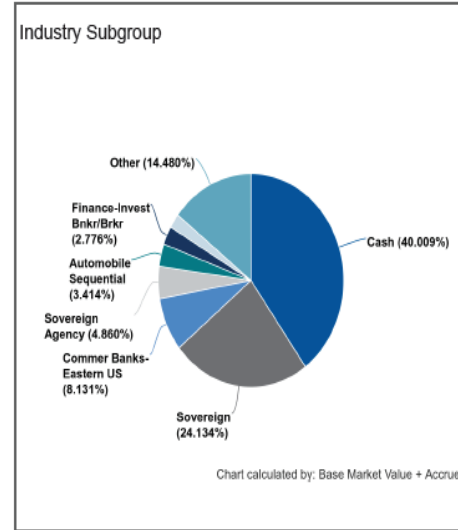
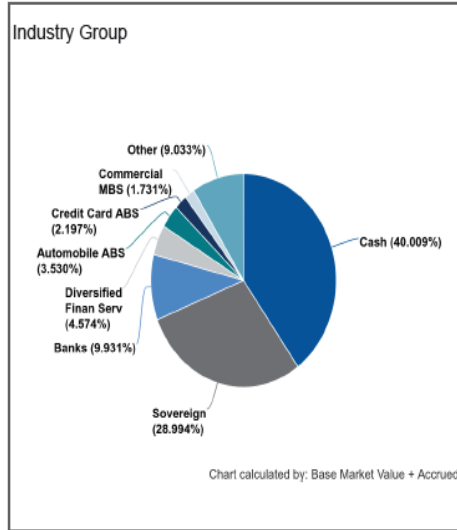
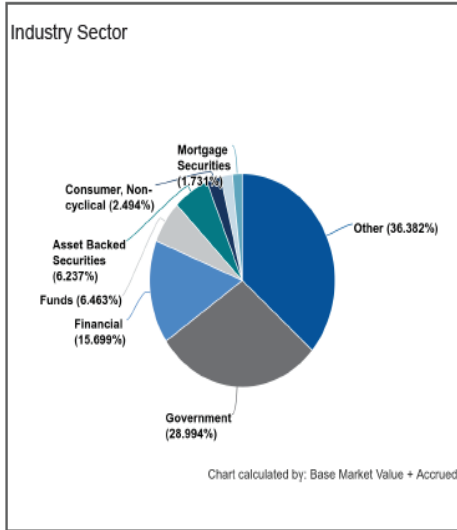




Credit Duration Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	13.834%	2.073%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
AA	2.846%	10.018%	6.385%	17.063%	0.000%	0.000%	0.000%	0.000%	0.000%
A	3.143%	4.639%	2.151%	0.000%	1.220%	0.000%	0.000%	0.000%	0.000%
BBB	0.599%	2.987%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
BB	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
B	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CCC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
C	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
NA	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%







Report: Master BS by lot - group by Security type
 Account: SAM TR Reimbursement Fund (136225)
 As of: 06/30/2019
 Base Currency: USD

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CCYUSD	Receivable	12,953.96	---	06/30/2019	12,953.96	0.00	12,953.96	12,953.96
CASH	CCYUSD	Receivable	12,953.96	---	06/30/2019	12,953.96	0.00	12,953.96	12,953.96

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,344,360.74	---	06/30/2019	8,344,360.74	0.00	8,344,360.74	8,344,360.74
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,344,360.74	---	06/30/2019	8,344,360.74	0.00	8,344,360.74	8,344,360.74

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	8,357,314.70	---	06/30/2019	8,357,314.70	0.00	8,357,314.70	8,357,314.70

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot

clearwater

Report: Master BS by lot - group by Security type
 Account: SAM TR Reserve Fund (136226)
 As of: 06/30/2019
 Base Currency: USD

FNMA	3136B1XP4	FNA 18MS A2	443,622.10	04/30/2018	09/25/2021	452,446.18	1,316.08	451,740.38	453,056.46
FNMA	---	---	1,743,962.13			1,779,082.96	4,217.31	1,763,300.52	1,767,517.83

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
MMFUND	31846V534	FIRST AMER-US TRS MM Y	3,251,114.50	---	06/30/2019	3,251,114.50	0.00	3,251,114.50	3,251,114.50
MMFUND	31846V534	FIRST AMER-US TRS MM Y	3,251,114.50	---	06/30/2019	3,251,114.50	0.00	3,251,114.50	3,251,114.50

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
US GOV	912828L32	UNITED STATES TREASURY	410,000.00	07/12/2016	08/31/2020	417,840.49	1,884.27	407,501.56	409,385.84
US GOV	912828N30	UNITED STATES TREASURY	1,600,000.00	08/03/2018	12/31/2022	1,551,875.00	92.39	1,621,750.00	1,621,842.39
US GOV	912828N30	UNITED STATES TREASURY	1,575,000.00	11/06/2018	12/31/2022	1,521,290.04	90.95	1,596,410.16	1,596,501.10
US GOV	912828N30	UNITED STATES TREASURY	3,000,000.00	12/13/2018	12/31/2022	2,925,703.13	173.23	3,040,781.25	3,040,954.48
US GOV	912828N30	UNITED STATES TREASURY	5,900,000.00	01/10/2019	12/31/2022	5,814,957.03	340.69	5,980,203.13	5,980,543.82
US GOV	912828N30	UNITED STATES TREASURY	3,000,000.00	01/31/2019	12/31/2022	2,952,421.87	173.23	3,040,781.25	3,040,954.48
US GOV	912828Q78	UNITED STATES TREASURY	1,640,000.00	01/05/2017	04/30/2021	1,607,456.25	3,799.18	1,627,956.25	1,631,755.43
US GOV	912828R69	UNITED STATES TREASURY	5,400,000.00	03/06/2019	05/31/2023	5,204,039.06	7,432.38	5,378,906.25	5,386,338.63
US GOV	912828R69	UNITED STATES TREASURY	950,000.00	04/05/2019	05/31/2023	924,134.77	1,307.55	946,289.06	947,596.61
US GOV	912828R69	UNITED STATES TREASURY	1,700,000.00	05/03/2019	05/31/2023	1,659,093.75	2,339.82	1,693,359.38	1,695,699.20
US GOV	912828R77	UNITED STATES TREASURY	1,400,000.00	03/17/2017	05/31/2021	1,363,632.82	1,630.46	1,389,500.00	1,391,130.46
US GOV	912828TJ9	UNITED STATES TREASURY	2,500,000.00	09/07/2018	08/15/2022	2,395,117.19	15,262.43	2,492,187.50	2,507,449.93
US GOV	912828VF4	UNITED STATES TREASURY	255,000.00	12/07/2015	05/31/2020	251,702.93	296.98	253,525.78	253,822.76
US GOV	912828VP2	UNITED STATES TREASURY	575,000.00	05/18/2016	07/31/2020	593,785.56	4,796.96	575,359.38	580,156.34
US GOV	912828X47	UNITED STATES TREASURY	3,850,000.00	05/07/2018	04/30/2022	3,726,980.47	12,162.02	3,865,640.63	3,877,802.65
US GOV	912828X47	UNITED STATES TREASURY	1,800,000.00	01/04/2018	04/30/2022	1,777,148.44	5,686.14	1,807,312.50	1,812,998.64
US GOV	912828X47	UNITED STATES TREASURY	370,000.00	12/06/2017	04/30/2022	366,155.47	1,168.82	371,503.13	372,671.94
			35,925,000.00			35,053,334.27	58,637.52	36,088,967.19	36,147,604.71

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
---	---	---	93,463,947.83	---	10/09/2021	92,873,176.07	353,632.30	93,857,672.93	94,211,305.23

* Grouped by: Security Type

* Groups Sorted by: Security Type

* Weighted by: Base Market Value + Accrued

* Holdings Displayed by: Lot



Report: Master BS by lot - group by Security type
 Account: SAM Paratransit Fund (136227)
 As of: 06/30/2019

FNMA	3136AJ7G5	FNA 14M06B A2	357,194.72	12/15/2016	05/25/2021	364,422.33	797.29	360,280.88	361,078.18
FNMA	3136AQDQ0	FNA 15M13A AQ2	416.91	10/30/2015	09/25/2019	421.09	0.57	416.25	416.82
FNMA	3136B1XP4	FNA 18M5 A2	121,996.08	04/30/2018	09/25/2021	124,422.70	361.92	124,228.60	124,590.53
			479,607.71	---	---	489,266.12	1,159.79	484,925.74	486,085.53

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER-US TRS MM Y	950,012.27	---	06/30/2019	950,012.27	0.00	950,012.27	950,012.27
MMFUND	31846V534	FIRST AMER-US TRS MM Y	950,012.27	---	06/30/2019	950,012.27	0.00	950,012.27	950,012.27

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
US GOV	912828B90	UNITED STATES TREASURY	175,000.00	10/05/2016	02/28/2021	181,323.24	1,169.84	175,519.53	176,689.37
US GOV	912828L32	UNITED STATES TREASURY	80,000.00	07/12/2016	08/31/2020	81,532.14	367.66	79,512.50	79,880.16
US GOV	912828N30	UNITED STATES TREASURY	450,000.00	08/03/2018	12/31/2022	436,464.84	25.99	456,117.19	456,143.17
US GOV	912828N30	UNITED STATES TREASURY	550,000.00	11/06/2018	12/31/2022	531,244.14	31.76	557,476.56	557,508.32
US GOV	912828N30	UNITED STATES TREASURY	750,000.00	12/13/2018	12/31/2022	731,425.78	43.31	760,195.31	760,238.62
US GOV	912828N30	UNITED STATES TREASURY	1,600,000.00	01/10/2019	12/31/2022	1,576,937.50	92.39	1,621,750.00	1,621,842.39
US GOV	912828N30	UNITED STATES TREASURY	850,000.00	01/31/2019	12/31/2022	836,519.53	49.08	861,554.69	861,603.77
US GOV	912828Q78	UNITED STATES TREASURY	485,000.00	01/05/2017	04/30/2021	475,375.78	1,123.54	481,438.28	482,561.82
US GOV	912828R69	UNITED STATES TREASURY	1,600,000.00	03/06/2019	05/31/2023	1,541,937.50	2,202.19	1,593,750.00	1,595,952.19
US GOV	912828R69	UNITED STATES TREASURY	200,000.00	04/05/2019	05/31/2023	194,554.69	275.27	199,218.75	199,494.02
US GOV	912828R69	UNITED STATES TREASURY	550,000.00	05/03/2019	05/31/2023	536,765.62	757.00	547,851.56	548,608.56
US GOV	912828TJ9	UNITED STATES TREASURY	700,000.00	09/07/2018	08/15/2022	670,632.81	4,273.48	697,812.50	702,085.98
US GOV	912828VF4	UNITED STATES TREASURY	200,000.00	12/07/2015	05/31/2020	197,414.06	232.92	198,843.75	199,076.67
US GOV	912828VP2	UNITED STATES TREASURY	490,000.00	05/18/2016	07/31/2020	505,996.90	4,087.85	490,306.25	494,394.10
US GOV	912828X47	UNITED STATES TREASURY	1,350,000.00	05/07/2018	04/30/2022	1,306,863.28	4,264.61	1,355,484.38	1,359,748.98
US GOV	912828X47	UNITED STATES TREASURY	550,000.00	01/04/2018	04/30/2022	543,017.58	1,737.43	552,234.38	553,971.81
US GOV	912828X47	UNITED STATES TREASURY	50,000.00	12/06/2017	04/30/2022	49,480.47	157.95	50,203.13	50,361.07
			10,630,000.00			10,397,485.86	20,892.26	10,679,268.75	10,700,161.01

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	26,432,518.68	---	10/08/2021	26,282,032.91	102,036.86	26,550,849.20	26,652,886.06

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot



Report: Trade Activity
 Account: SAM Transit District Agg (136232)
 Date: 06/01/2019 - 06/30/2019
 Base Currency: USD

* Does not Lock Down

Identifier	Description	Base Current Unit	Coupon Rate	Transaction Type	Trade Date	Settle Date	Final Maturity	Base Principal	Accrued Inter	Base Amount
3136AQDQ0	FNA 15M13A AQ2	(22,737.30)	1.646	Principal Paydown	06/01/2019	06/01/2019	09/25/2019	(22,737.30)	0.00	22,737.30
3136AQDQ0	FNA 15M13A AQ2	(6,536.97)	1.646	Principal Paydown	06/01/2019	06/01/2019	09/25/2019	(6,536.97)	0.00	6,536.97
34531EAD8	FORDO 17A A3	(72,685.24)	1.670	Principal Paydown	06/15/2019	06/15/2019	06/15/2021	(72,685.24)	0.00	72,685.24
34531EAD8	FORDO 17A A3	(21,199.86)	1.670	Principal Paydown	06/15/2019	06/15/2019	06/15/2021	(21,199.86)	0.00	21,199.86
02007PAC7	ALLYA 171 A3	(20,905.98)	1.700	Principal Paydown	06/15/2019	06/15/2019	06/15/2021	(20,905.98)	0.00	20,905.98
02007PAC7	ALLYA 171 A3	(5,936.27)	1.700	Principal Paydown	06/15/2019	06/15/2019	06/15/2021	(5,936.27)	0.00	5,936.27
89238MAD0	TAOT 17A A3	(28,724.58)	1.730	Principal Paydown	06/15/2019	06/15/2019	02/16/2021	(28,724.58)	0.00	28,724.58
89238MAD0	TAOT 17A A3	(7,979.05)	1.730	Principal Paydown	06/15/2019	06/15/2019	02/16/2021	(7,979.05)	0.00	7,979.05
89190BAD0	TAOT 17B A3	(113,707.58)	1.760	Principal Paydown	06/15/2019	06/15/2019	07/15/2021	(113,707.58)	0.00	113,707.58
89190BAD0	TAOT 17B A3	(31,585.44)	1.760	Principal Paydown	06/15/2019	06/15/2019	07/15/2021	(31,585.44)	0.00	31,585.44
02007HAC5	ALLYA 172 A3	(77,379.36)	1.780	Principal Paydown	06/15/2019	06/15/2019	08/16/2021	(77,379.36)	0.00	77,379.36
02007HAC5	ALLYA 172 A3	(21,419.89)	1.780	Principal Paydown	06/15/2019	06/15/2019	08/16/2021	(21,419.89)	0.00	21,419.89
43814PAC4	HAROT 173 A3	(22,151.87)	1.790	Principal Paydown	06/18/2019	06/18/2019	09/18/2021	(22,151.87)	0.00	22,151.87
43814PAC4	HAROT 173 A3	(6,712.69)	1.790	Principal Paydown	06/18/2019	06/18/2019	09/18/2021	(6,712.69)	0.00	6,712.69
31846V534	FIRST AMER:US TRS MM Y	14,038.60	1.810	Buy	06/04/2019	06/04/2019	06/30/2019	14,038.60	0.00	(14,038.60)
47788BAD6	JDOT 17B A3	(39,646.43)	1.820	Principal Paydown	06/15/2019	06/15/2019	10/15/2021	(39,646.43)	0.00	39,646.43
47788BAD6	JDOT 17B A3	(11,233.15)	1.820	Principal Paydown	06/15/2019	06/15/2019	10/15/2021	(11,233.15)	0.00	11,233.15
31846V534	FIRST AMER:US TRS MM Y	650,799.92	1.830	Buy	---	---	06/30/2019	650,799.92	0.00	(650,799.92)
31846V534	FIRST AMER:US TRS MM Y	(741.32)	1.830	Sell	06/26/2019	06/26/2019	06/30/2019	(741.32)	0.00	741.32
31846V534	FIRST AMER:US TRS MM Y	182,807.82	1.830	Buy	---	---	06/30/2019	182,807.82	0.00	(182,807.82)
02665WCZ2	AMERICAN HONDA FINANCE CORP	900,000.00	2.400	Buy	06/27/2019	06/28/2019	06/27/2024	898,776.00	60.00	(898,836.00)
02665WCZ2	AMERICAN HONDA FINANCE CORP	250,000.00	2.400	Buy	06/27/2019	06/28/2019	06/27/2024	249,660.00	16.67	(249,676.67)
3136AJ7G5	FNA 14M06B A2	(118,504.92)	2.679	Principal Paydown	06/01/2019	06/01/2019	05/25/2021	(118,504.92)	0.00	118,504.92
3136AJ7G5	FNA 14M06B A2	(32,588.85)	2.679	Principal Paydown	06/01/2019	06/01/2019	05/25/2021	(32,588.85)	0.00	32,588.85
3137FKK39	FHMS KP05 A	(2,256.51)	3.203	Principal Paydown	06/01/2019	06/01/2019	07/25/2023	(2,256.51)	0.00	2,256.51
3137FKK39	FHMS KP05 A	(641.06)	3.203	Principal Paydown	06/01/2019	06/01/2019	07/25/2023	(641.06)	0.00	641.06
02665WCP4	AMERICAN HONDA FINANCE CORP	(900,000.00)	3.375	Sell	06/27/2019	06/28/2019	12/10/2021	(923,256.00)	(1,518.75)	924,774.75
02665WCP4	AMERICAN HONDA FINANCE CORP	(250,000.00)	3.375	Sell	06/27/2019	06/28/2019	12/10/2021	(256,460.00)	(421.88)	256,881.88
3136B1XP4	FNA 18M5 A2	(1,601.68)	3.560	Principal Paydown	06/01/2019	06/01/2019	09/25/2021	(1,601.68)	0.00	1,601.68
3136B1XP4	FNA 18M5 A2	(440.46)	3.560	Principal Paydown	06/01/2019	06/01/2019	09/25/2021	(440.46)	0.00	440.46
---	---	180,329.88	2.498	---	---	---	01/28/2022	149,049.88	(1,863.96)	(147,185.92)

* Showing transactions with Trade Date within selected date range.

* Weighted by: Absolute Value of Base Principal

* MMF transactions are collapsed

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

Glossary of Terms

Accrued Interest - The interest that has accumulated on a bond since the last interest payment up to, but not including, the settlement date.
Accrued interest occurs as a result of the difference in timing of cash flows and the measurement of these cash flows.

Amortized Cost - The amount at which an investment is acquired, adjusted for accretion, amortization, and collection of cash.

Book Yield - The measure of a bond's recurring realized investment income that combines both the bond's coupon return plus its amortization.

Average Credit Rating - The average credit worthiness of a portfolio, weighted in proportion to the dollar amount that is invested in the portfolio.

Convexity - The relationship between bond prices and bond yields that demonstrates how the duration of a bond changes as the interest rate changes.

Credit Rating - An assessment of the credit worthiness of an entity with respect to a particular financial obligation. The credit rating is inversely related to the possibility of debt default.

Duration - A measure of the exposure to interest rate risk and sensitivity to price fluctuation of fixed-income investments.
Duration is expressed as a number of years.

Income Return - The percentage of the total return generated by the income from interest or dividends.

Original Cost - The original cost of an asset takes into consideration all of the costs that can be attributed to its purchase and to putting the asset to use.

Par Value - The face value of a bond. Par value is important for a bond or fixed-income instrument because it determines its maturity value as well as the dollar value of coupon payments.

Price Return - The percentage of the total return generated by capital appreciation due to changes in the market price of an asset.

Short-Term Portfolio - The city's investment portfolio whose securities' average maturity is between 1 and 5 years.

Targeted-Maturities Portfolio - The city's investment portfolio whose securities' average maturity is between 0 and 3 years.

Total Return - The actual rate of return of an investment over a given evaluation period. Total return is the combination of income and price return.

Unrealized Gains/(Loss) - A profitable/(losing) position that has yet to be cashed in. The actual gain/(loss) is not realized until the position is closed.
A position with an unrealized gain may eventually turn into a position with an unrealized loss, as the market fluctuates and vice versa.

Weighted Average Life (WAL) - The average number of years for which each dollar of unpaid principal on an investment remains outstanding, weighted by the size of each principal payout

Yield - The income return on an investment. This refers to the interest or dividends received from a security and is expressed as a percentage based on the investment's cost and its current market value.

Yield to Maturity at Cost (YTM @ Cost) - The internal rate of return of a security given the amortized price as of the report date and future expected cash flows.

Yield to Maturity at Market (YTM @ Market) - The internal rate of return of a security given the market price as of the report date and future expected cash flows.

Years to Effective Maturity - The average time it takes for securities in a portfolio to mature, taking into account the possibility that any of the bonds might be called back to the issuer.

Years to Final Maturity - The average time it takes for securities in a portfolio to mature, weighted in proportion to the dollar amount that is invested in the portfolio.
Weighted average maturity measures the sensitivity of fixed-income portfolios to interest rate changes.

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR JUNE 2019

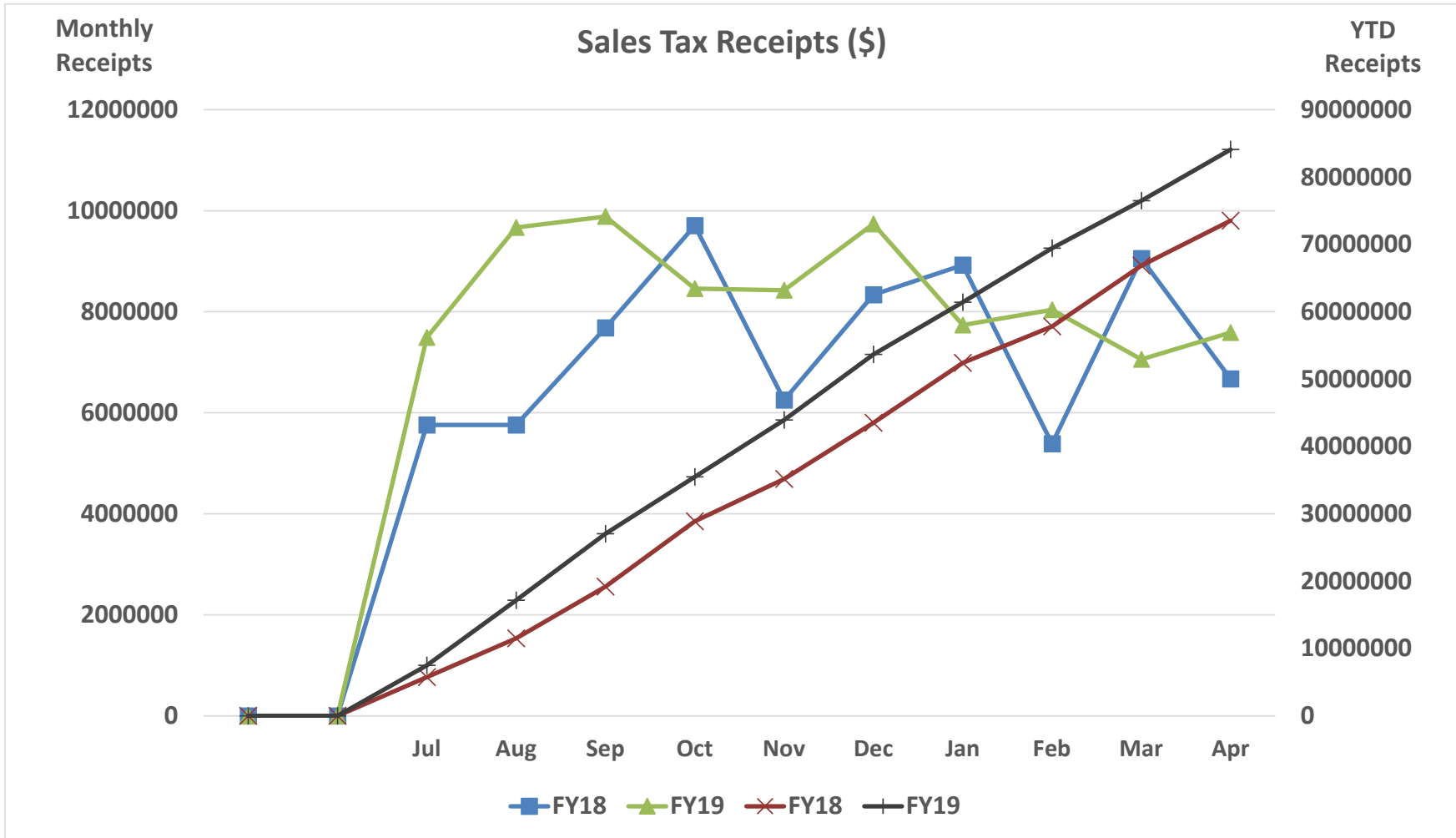
BUDGET AMENDMENTS

	Amount	Line Item	Description
Jun-19			
	<u>\$ -</u>	Total	<u>\$ -</u> Total
			No Budget Amendments for June 2019

BUDGET REVISIONS

	Amount	Line Item	Description
Jun-19			
	<u>\$ -</u>	Total	<u>\$ -</u> Total
			No Budget Revisions for June 2019

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2019
JUNE 2019**



San Mateo County Transit District
 Monthly Sales Tax Receipts

FY2019
 June
 2019

	FY18 MONTHLY RECEIPTS	FY19 MONTHLY RECEIPTS	Monthly % Change	FY18 YTD RECEIPTS	FY19 YTD RECEIPTS	YTD % Change
July	\$5,760,900	\$7,491,211	30%	\$5,760,900	\$7,491,211	30%
August	5,760,900	9,665,751	68%	11,521,800	17,156,962	49%
September	7,681,200	9,885,148	29%	19,203,000	27,042,110	41%
October	9,703,262	8,456,110	-13%	28,906,262	35,498,220	23%
November	6,251,900	8,425,556	35%	35,158,162	43,923,776	25%
December	8,335,800	9,739,351	17%	43,493,962	53,663,127	23%
January	8,923,166	7,734,915	-13%	52,417,128	61,398,042	17%
February	5,386,100	8,037,354	49%	57,803,228	69,435,396	20%
March	9,054,287	7,057,158	-22%	66,857,515	76,492,553	14%
April	6,671,548	7,585,772	14%	73,529,063	84,078,325	14%
May	7,480,942	8,590,022	15%	81,010,005	92,668,347	14%
June	6,786,910	8,060,196	19%	87,796,915	100,728,543	15%
Totals	\$87,796,915	\$100,728,543				

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
AUGUST 31, 2019**

ACTION

Staff proposes that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of August 2019 and supplemental information.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through August 31, 2019. The statement has been designed to follow the Agency wide line item rollup as included in the adopted budget. The columns have been designed to provide easy comparison of year to date prior to current actuals for the current fiscal year including dollar and percentage variances. In addition, the current forecast of Revenues and Expenses is compared to the Adopted Budget for Fiscal Year 2020.

SIGNIFICANCE

Annual Forecast: The annual forecast is currently the same as the budget and will be updated twice a year and presented at the February and April board meetings.

Year to Date Revenues: As of August year-to-date actual, the Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 17) are \$14.1 million higher than the prior year. This is primarily driven by the Local TDA and STA Funds (page 1, line 2), District Sales Tax (page 1, line 10), and Measure W Sales Tax (page 1, line 11).

Year to Date Expenses: As of August year-to-date actual, the Total Uses of Funds (page 1, line 37) are \$6.3 million higher than the prior year-to-date actual. This is primarily due to increases in Wages and Benefits at the district wide (pages 1), increases in Contracted Urban Bus Services (page 3) for Motor Bus, and increases in Peninsula Rail Service (page 4) for Caltrain Service.

Other Information: Starting in January 2019, the District modified the basis of reporting from accrual basis to modified cash basis (only material revenues and expenses are accrued) in monthly financial statements. The change in the accounting basis is not retroactively reflected in the prior year actual. As such, the monthly variance between the prior year and the current year actual may show noticeable variances for some line items on the financial statements.

BUDGET IMPACT

There is no budget impact for the month of August 2019.

STRATEGIC INITIATIVE

This item does not achieve a strategic initiative.

Prepared By:	Maria Pascual, Accountant	650-508-6288
	Jennifer Ye, Manager, General Ledger	650-622-7890

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2020
AUGUST 2019**

% OF YEAR ELAPSED: 16.7%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANC	% VARIANCE
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	2,525,636	2,560,930	35,294	1.4%	15,264,000	15,264,000	-	0.0%
2 Local TDA and STA Funds	7,914,281	9,957,712	2,043,431	25.8%	59,746,274	59,746,274	-	0.0%
3 Pass through to Other Agencies	69,711	52,667	(17,044)	(24.4%)	316,000	316,000	-	0.0%
4 Operating Grants	-	21,981	21,981	100%	2,810,717	2,810,717	-	0.0%
5 SMCTA Measure A	1,848,088	2,411,037	562,949	30.5%	12,796,123	12,796,123	-	0.0%
6 SM County Measure K & Other	416,667	-	(416,667)	(100.0%)	-	-	-	0.0%
7 AB434 Funds, TA Funded Shuttle & Other	69,000	69,000	-	0.0%	417,100	417,100	-	0.0%
8 Subtotal - Operating Revenues	12,843,384	15,073,327	2,229,943	17.4%	91,350,214	91,350,214	-	0.0%
Other Revenue Sources								
10 District Sales Tax	13,034,278	15,166,667	2,132,389	16.4%	91,000,000	91,000,000	-	0.0%
11 Measure W Sales Tax	-	7,583,333	7,583,333	100.0%	45,500,000	45,500,000	-	0.0%
12 Investment Income	588,280	853,118	264,838	45.0%	3,600,000	3,600,000	-	0.0%
13 Other Interest, Rent & Other Income	1,477,928	1,215,286	(262,642)	(17.8%)	6,968,323	6,968,323	-	0.0%
14 Due from PCJPB, SMCTA & SAMTR Capital W&B	8,125,513	10,256,560	2,131,047	26.2%	41,573,346	41,573,346	-	0.0%
15 Subtotal - Other Revenues	23,225,999	35,074,964	11,848,966	51.0%	188,641,669	188,641,669	-	0.0%
16 Total Revenues	36,069,382	50,148,291	14,078,909	39.0%	279,991,882	279,991,882	-	0.0%
17 Total Sources of Funds	36,069,382	50,148,291	14,078,910	39.0%	279,991,882	279,991,882	-	0.0%
USES OF FUNDS								
20 PCJPB, SMCTA & SAMTR Capital W&B	8,125,513	10,256,559	2,131,046	26.2%	41,573,346	41,573,346	-	0.0%
21 Motor Bus	23,344,314	26,356,562	3,012,248	12.9%	143,492,401	143,492,401	-	0.0%
22 A. D. A. Programs	2,792,719	2,660,978	(131,741)	(4.7%)	19,665,385	19,665,385	-	0.0%
23 Caltrain	1,272,400	1,804,371	531,971	41.8%	9,156,123	9,156,123	-	0.0%
24 Other Multi-modal Programs	405,420	414,191	8,771	2.2%	2,678,911	2,678,911	-	0.0%
25 Pass through to Other Agencies	69,711	52,667	(17,044)	(24.4%)	316,000	316,000	-	0.0%
26 Land Transfer Interest Expense	-	-	-	0.0%	45,716	45,716	-	0.0%
27 Total Operating Expense	36,010,077	41,545,328	5,535,251	15.4%	216,927,882	216,927,882	-	0.0%
28 Total Operating Surplus/ (Deficit)	59,305	8,602,963	8,543,659	(17.8%)	63,064,001	63,064,001	-	0.0%
31 District Sales Tax Capital	1,017,031	1,415,687	398,656	39.2%	8,494,119	8,494,119	-	0.0%
32 Measure W Sales Tax Capital	-	405,833	405,833	100.0%	2,435,000	2,435,000	-	0.0%
33 Sales Tax Allocation - Capital Program	1,017,031	1,821,520	804,489	79.1%	10,929,119	10,929,119	-	0.0%
34 Total Debt Service	1,618,952	1,556,239	(62,713)	(3.9%)	19,358,210	19,358,210	-	0.0%
35 Total Uses of Funds	38,646,060	44,923,086	6,277,026	16.2%	247,215,211	247,215,211	-	0.0%
36 NET SURPLUS/ (DEFICIT)	(2,576,679)	5,225,205	7,801,883	(302.8%)	32,776,671	32,776,671	-	0.0%

This report represents actuals and budgets on budgetary basis.

SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2020
AUGUST 2019

% OF YEAR ELAPSED: 16.7%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE
OPERATING REVENUES - MOTOR BUS								
1 PASSENGER FARES	2,343,495	2,443,864	100,369	4.3%	14,355,000	14,355,000	-	0.0%
2								
3 LOCAL (TDA) TRANSIT FUND	6,620,945	7,601,539	980,594	14.8%	45,609,233	45,609,233	-	0.0%
4								
5 STATE TRANSIT ASSISTANCE	944,865	1,667,804	722,939	76.5%	10,006,821	10,006,821	-	0.0%
6								
7 OPERATING GRANTS	-	21,981	21,981	100.0%	735,193	735,193	-	0.0%
8								
9 DISTRICT SALES TAX REVENUE	11,931,758	13,133,294	1,201,536	10.1%	66,093,848	66,093,848	-	0.0%
10								
11 INVESTMENT INTEREST INCOME	490,508	757,540	267,032	54.4%	3,005,000	3,005,000	-	0.0%
12								
13 OTHER REVENUE SOURCES:								
14 Rental Income	250,654	348,583	97,929	39.1%	1,672,487	1,672,487	-	0.0%
15 Advertising Income	244,072	130,844	(113,228)	(46.4%)	1,233,331	1,233,331	-	0.0%
16 Other Income	518,015	251,116	(266,899)	(51.5%)	781,488	781,488	-	0.0%
17 TOTAL OTHER REVENUES	1,012,741	730,543	(282,198)	(27.9%)	3,687,307	3,687,307	-	0.0%
18								
19 TOTAL MOTOR BUS	23,344,314	26,356,563	3,012,249	12.9%	143,492,401	143,492,401	-	0.0%
20								
21 AMERICAN DISABILITIES ACT:								
22 Passenger Fares Redi-Wheels	182,141	117,066	(65,075)	(35.7%)	909,000	909,000	-	0.0%
23 Local TDA 4.5 Redi-Wheels	348,471	411,958	63,487	18.2%	2,471,745	2,471,745	-	0.0%
24 Local STA - Paratransit	-	276,413	276,413	100.0%	1,658,475	1,658,475,000	-	0.0%
25 Operating Grants	-	-	-	0.0%	2,075,524	2,075,524	-	0.0%
26 Sales Tax Revenue - ADA	654,842	938,752	283,910	43.4%	6,915,641	6,915,641	-	0.0%
27 Interest Income - Paratransit Fund	399,399	95,579	(303,820)	(76.1%)	595,000	595,000	-	0.0%
28 SMCTA Measure A Redi-Wheels	575,688	606,667	30,979	5.4%	3,640,000	3,640,000	-	0.0%
29 SM County Measure K	416,667	-	(416,667)	(100.0%)	-	-	-	0.0%
30 Measure M Paratransit	215,512	214,545	(967)	(0.4%)	1,400,000	1,400,000	-	0.0%
31 TOTAL ADA PROGRAMS	2,792,719	2,660,978	(131,741)	(4.7%)	19,665,385	19,665,385	-	0.0%
32								
33 MULTI-MODAL TRANSIT PROGRAMS:								
34								
35 Transfer from SMCTA for Caltrain	1,272,400	1,804,371	531,971	41.8%	9,156,123	9,156,123	-	0.0%
36 AB434 Funds-SamTrans Shuttle	69,000	69,000	-	0.0%	417,100	417,100	-	0.0%
37 Employer SamTrans Shuttle Funds	249,675	270,199	20,524	8.2%	1,594,700	1,594,700	-	0.0%
38 Dumbarton Rental Income	-	-	-	0.0%	286,316	286,316	-	0.0%
39 Sales Tax Revenue - Gen. Operating Asst.	86,746	74,992	(11,754)	(13.5%)	380,795	380,795	-	0.0%
40								
41 TOTAL MULTIMODAL	1,677,820	2,218,561	540,741	32.2%	11,835,034	11,835,034	-	0.0%
42								
43 TOTAL REVENUES	27,814,853	31,236,102	3,421,249	12.3%	174,992,820	174,992,820	-	0.0%

SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2020 AUGUST 2019									
% OF YEAR ELAPSED: 16.7%									
EXPENSES	YEAR-TO-DATE				ANNUAL				
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE /ARIANCE	% ARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE	
DISTRICT OPERATED BUSES									
1 Motor Bus Wages & Benefits	15,413,239	18,599,194	3,185,955	20.7%	76,128,611	76,128,611	-	0.0%	
2									
3 Services:									
4 Board of Directors	7,645	19,286	11,641	152.3%	132,116	132,116	-	0.0%	
5 Contracted Vehicle Maintenance	170,372	319,322	148,950	87.4%	1,295,519	1,295,519	-	0.0%	
6 Property Maintenance	123,247	141,998	18,751	15.2%	1,710,144	1,710,144	-	0.0%	
7 Professional Services	526,926	35,614	(491,312)	(93.2%)	5,757,144	5,788,144	31,000	0.5%	
8 Technical Services	820,603	853,094	32,491	4.0%	9,379,980	9,348,980	(31,000)	(0.3%)	
9 Other Services	358,470	182,018	(176,452)	(49.2%)	3,675,419	3,675,419	-	0.0%	
10 Materials & Supply:									
11 Fuel and Lubricants	546,921	432,270	(114,651)	(21.0%)	3,936,141	3,936,141	-	0.0%	
12 Bus Parts and Materials	245,218	275,187	29,969	12.2%	2,044,369	2,044,369	-	0.0%	
13 Uniforms and Driver Expense	39,707	14,448	(25,259)	(63.6%)	656,813	656,813	-	0.0%	
14 Timetables and Tickets	9,000	-	(9,000)	(100.0%)	283,500	283,500	-	0.0%	
15 Office Supplies / Printing	48,959	11,436	(37,523)	(76.6%)	615,716	615,716	-	0.0%	
16 Other Materials and Supply	14,930	11,142	(3,788)	(25.4%)	143,600	143,600	-	0.0%	
17									
18 Utilities:									
19 Telephone	61,611	28,171	(33,440)	(54.3%)	712,500	712,500	-	0.0%	
20 Other Utilities	186,201	103,852	(82,349)	(44.2%)	1,323,530	1,323,530	-	0.0%	
21 Insurance	292,570	239,751	(52,819)	(18.1%)	1,524,531	1,524,531	-	0.0%	
22 Claims Reserves and Payments		36,272	36,272	0.0%	1,455,563	1,455,563	-	0.0%	
23 Workers' Compensation	550,922	496,820	(54,102)	(9.8%)	3,732,568	3,732,568	-	0.0%	
24 Taxes and License Fees	114,283	109,303	(4,980)	(4.4%)	919,556	919,556	-	0.0%	
25 Leases and Rentals	30,669	96,923	66,254	216.0%	191,926	191,926	-	0.0%	
26 Promotional and Legal Advertising	76,559	50,734	(25,825)	(33.7%)	1,460,750	1,460,750	-	0.0%	
27 Training and Business Travel	50,504	25,351	(25,153)	(49.8%)	869,793	869,793	-	0.0%	
28 Dues and Membership	16,135	30,254	14,119	87.5%	172,143	172,143	-	0.0%	
29 Postage and Other	4,997	7,938	2,941	58.9%	184,780	184,780	-	0.0%	
30									
31 Total District Operated Buses	19,709,687	22,120,375	2,410,688	12.2%	118,306,711	118,306,711	-	0.0%	
32									
CONTRACTED BUS SERVICES									
34 Contracted Urban Bus Service	3,003,985	3,793,403	789,418	26.3%	21,551,200	21,551,200	-	0.0%	
35 Coastside Services	286,344	235,127	(51,217)	(17.9%)	1,738,200	1,738,200	-	0.0%	
36 Redi Coast Non-ADA	50,803	36,952	(13,851)	(27.3%)	263,700	263,700	-	0.0%	
37 La Honda - Pescadero	6,825	5,513	(1,313)	(19.2%)	55,130	55,130	-	0.0%	
38 SamCoast - Pescadero	27,705	17,011	(10,694)	(38.6%)	143,700	143,700	-	0.0%	
39 CUB Related Wages & Benefits	51,825	58,021	6,195	12.0%	499,764	499,764	-	0.0%	
40 CUB Related Other Support	53,593	5,809	(47,784)	(89.2%)	118,500	118,500	-	0.0%	
41 CUB Insurance	113,621	77,687	(35,934)	(31.6%)	597,097	597,097	-	0.0%	
42 CUB Claims Reserves & Payments	39,926	6,667	(33,259)	(83.3%)	218,400	218,400	-	0.0%	
43 Total Contracted Bus Service	3,634,627	4,236,188	601,561	16.6%	25,185,691	25,185,691	-	0.0%	
44									
45 TOTAL MOTOR BUS	23,344,314	26,356,562	3,012,248	12.9%	143,492,401	143,492,401	-	0.0%	

SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2020 AUGUST 2019									
								% OF YEAR ELAPSED:	16.7%
EXPENSES	YEAR-TO-DATE				ANNUAL				
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% /ARIANCE	BUDGET	FORECAST	\$ VARIANCE	% VARIANCE	
46 AMERICAN DISABILITY ACT PROGRAMS									
47									
48 Elderly & Disabled/Redi-Wheels	898,889	806,911	(91,978)	(10.2%)	8,024,300	8,024,300	-	0.0%	
49 ADA Sedans / Taxi Service	847,233	904,899	57,666	6.8%	3,834,100	3,834,100	-	0.0%	
50 Coastside ADA	301,627	311,938	10,311	3.4%	1,921,400	1,921,400	-	0.0%	
51 ADA Related Wages & Benefits	420,527	464,070	43,543	10.4%	2,619,507	2,619,507	-	0.0%	
52 ADA Related Other Support	266,037	120,162	(145,875)	(54.8%)	2,620,814	2,620,814	-	0.0%	
53 ADA Insurance	60,339	61,747	1,408	2.3%	426,864	426,864	-	0.0%	
54 ADA Claims Reserves & Payments	(1,932)	(8,748)	(6,816)	353%	218,400	218,400	-	0.0%	
55									
56 TOTAL ADA PROGRAMS	2,792,719	2,660,978	(131,741)	(4.7%)	19,665,385	19,665,385	-	0.0%	
57									
58 MULTI-MODAL TRANSIT PROGRAMS									
59									
60									
61 CALTRAIN SERVICE									
62 Peninsula Rail Service	1,272,400	1,804,371	531,971	41.8%	9,156,123	9,156,123	-	0.0%	
63 Total Caltrain Service	1,272,400	1,804,371	531,971	41.8%	9,156,123	9,156,123	-	0.0%	
64									
65 OTHER SUPPORT									
66 SamTrans Shuttle Service	338,733	354,099	15,366	4.5%	2,128,700	2,128,700	-	0.0%	
67 Shuttle Related Wages & Benefits	13,195	9,644	(3,551)	(26.9%)	89,095	89,095	-	0.0%	
68 Dumbarton M.O.W.	30,752	34,980	4,228	13.7%	286,316	286,316	-	0.0%	
69 Maintenance Multimodal Facilities	22,740	15,468	(7,272)	(32.0%)	174,800	174,800	-	0.0%	
70 Total Other Support	405,420	414,191	8,771	2.2%	2,678,911	2,678,911	-	0.0%	
71									
72									
73 TOTAL MULTI-MODAL PROGRAMS	1,677,820	2,218,561	540,741	32.2%	11,835,034	11,835,034	-	0.0%	
74									
75									
76 TOTAL OPERATING EXPENSES	27,814,853	31,236,102	3,421,249	12.3%	174,992,820	174,992,820	-	0.0%	

SAN MATEO COUNTY TRANSIT DISTRICT

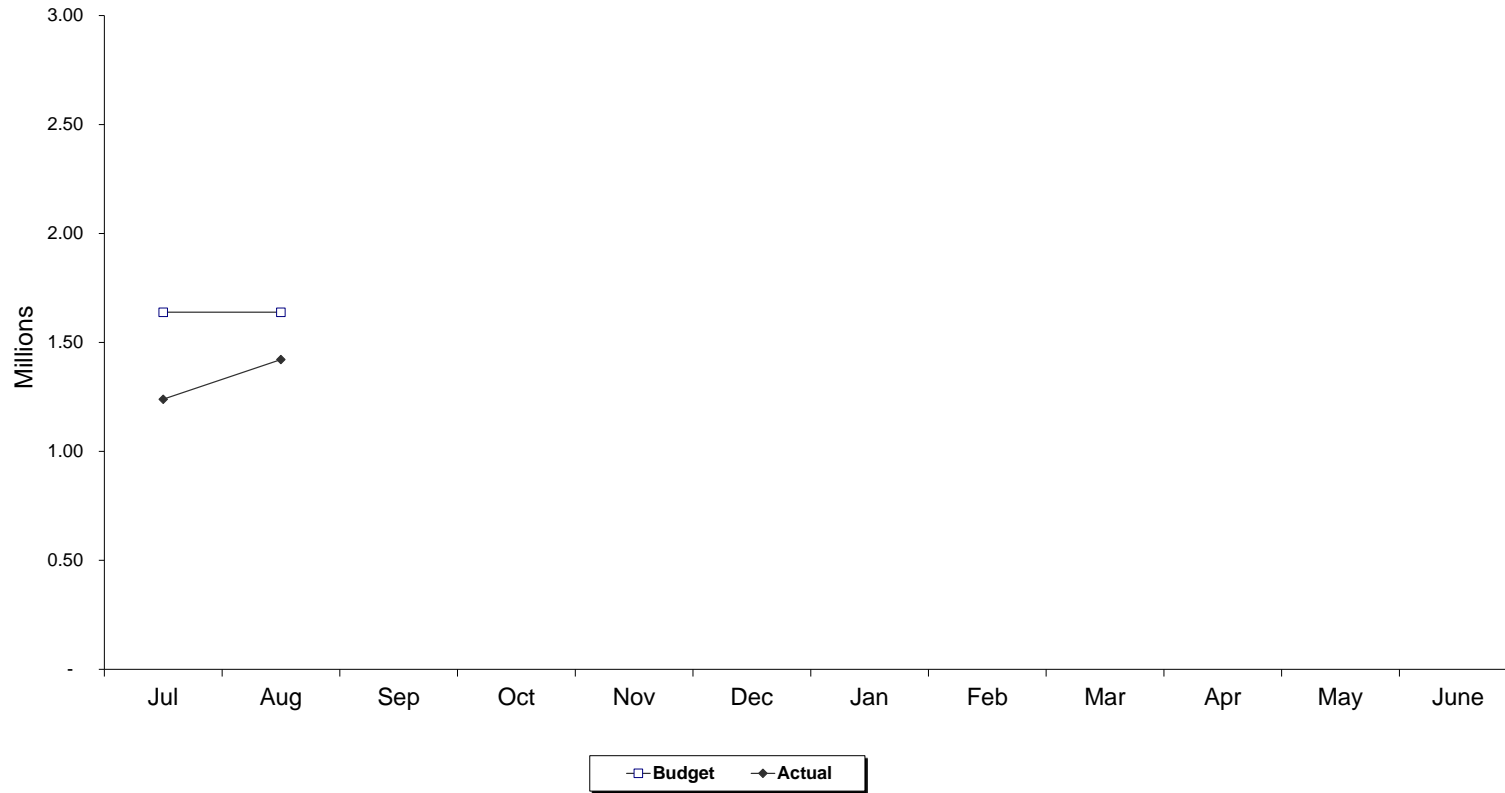
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	17,281,484	11,473,720										
Actual	14,335,970	12,020,594										
CUMULATIVE EXPENSES												
Budget	17,281,484	28,755,205										
Actual	14,335,970	26,356,563										
Variance - F(U)	2,945,514	2,398,641										
Variance %	17.04%	8.34%										

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2020

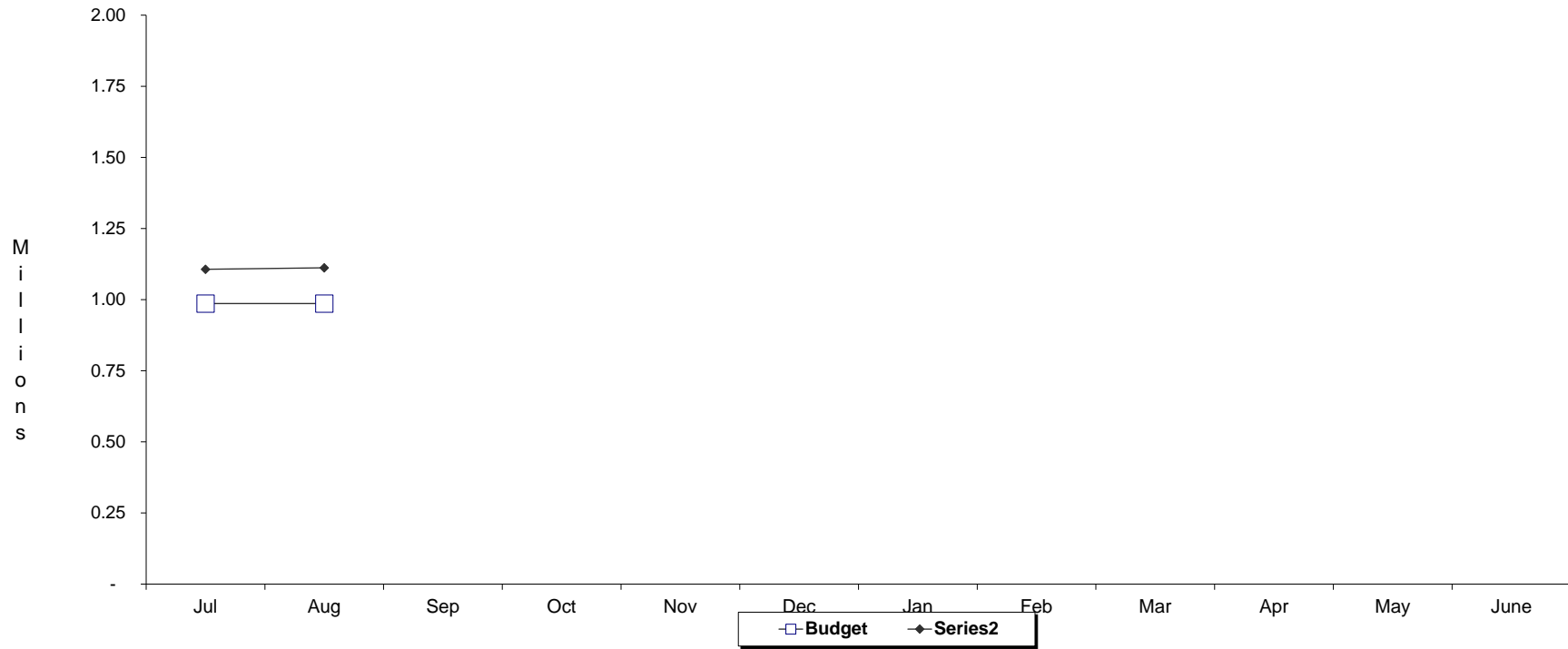


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,638,782	1,638,782										
Actual	1,239,506	1,421,472										
CUMULATIVE EXPENSES												
Budget	1,638,782	3,277,564										
Actual	1,239,506	2,660,978										
Variance - F(U)	399,276	616,586										
Variance %	24.36%	18.81%										

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	986,253	986,253										
Actual	1,106,649	1,111,913										
CUMULATIVE EXPENSES												
Budget	986,253	1,972,506										
Actual	1,106,649	2,218,561										
Variance - F(U)	(120,396)	(246,056)										
Variance %	(12.2%)	(12.5%)										

**SAN MATEO COUNTY TRANSIT DISTRICT
CASH AND INVESTMENTS AS OF AUGUST 31, 2019**

	8/31/2019
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF</u>	
Bank of America Checking	\$ 10,225,368.14
Bank of America Checking (Restricted)	\$ 16,188,132.77
Wells Fargo	-
LAIF	65,000,000.00
 <u>INVESTMENT FUNDS</u>	
Investment Portfolio (Market Values+ Accrued interest)*	119,599,731.51
MMF - US Bank Custodian Account	10,721,802.36
 Debt Service Reserves Held By Trustee	 4,854,902.19
 TOTAL	 <u><u>\$ 226,589,936.97</u></u>

* Fund Managed by PFM Investment Advisor



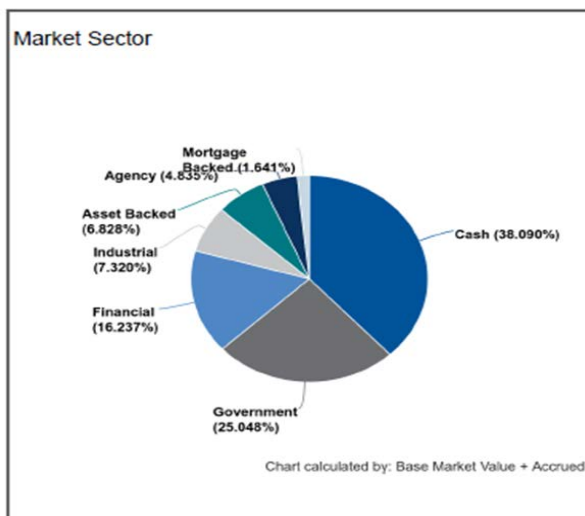
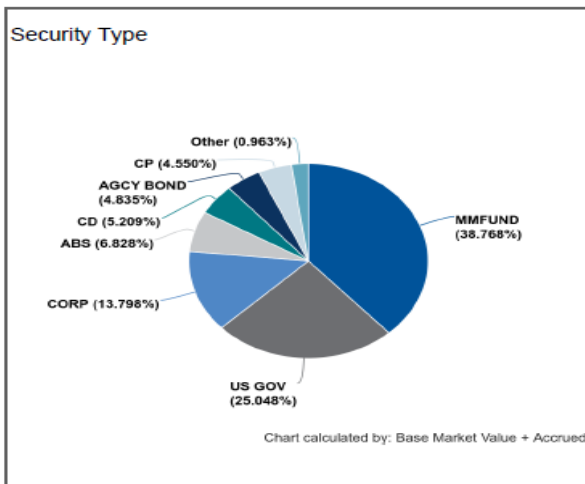
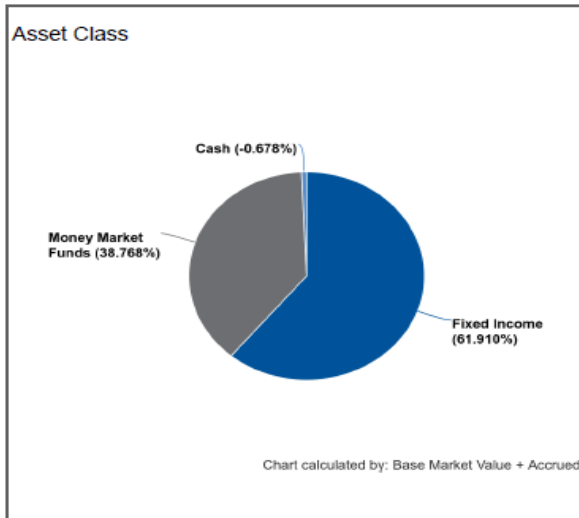
Cash and Fixed Income Summary	
Risk Metric	Value
Cash	-1,323,613.78 *
MMFund (incl LAIF)	75,721,802.36
Fixed Income	120,923,345.29
Duration	1.915
Convexity	0.065
WAL	1.359
Years to Final Maturity	1.484
Years to Effective Maturity	1.358
Yield	1.851
Book Yield	1.477
Avg Credit Rating	AA-/Aa3/AA-

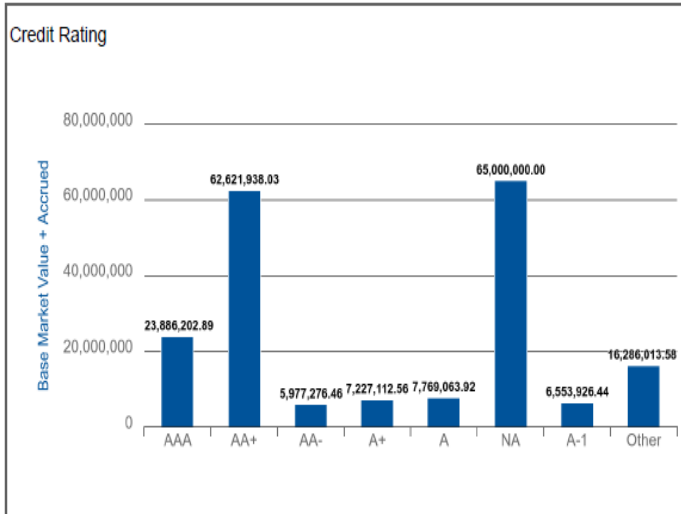
* CUSIPs sold and purchased at the end of the month, but transactions do not settle until early September. The credit represents the net of transactions between sold and purchase.

Issuer Concentration	
Issuer Concentration	% of Base Market Value + Accrued
(SM - LAIF) State of California	33.278%
Other	27.050%
United States	25.048%
U.S. Bancorp	5.489%
Federal National Mortgage Association	3.397%
Toyota Motor Corporation	2.013%
Federal Home Loan Banks	1.907%
SAS Rue La Boétie	1.816%
---	100.000%

Footnotes: 1,2

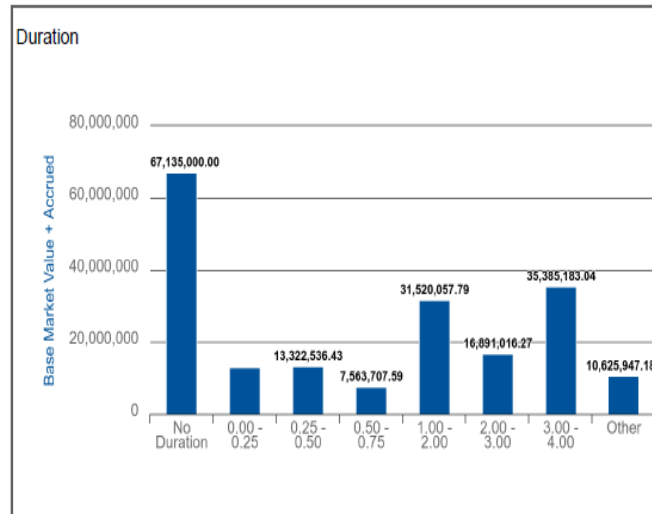
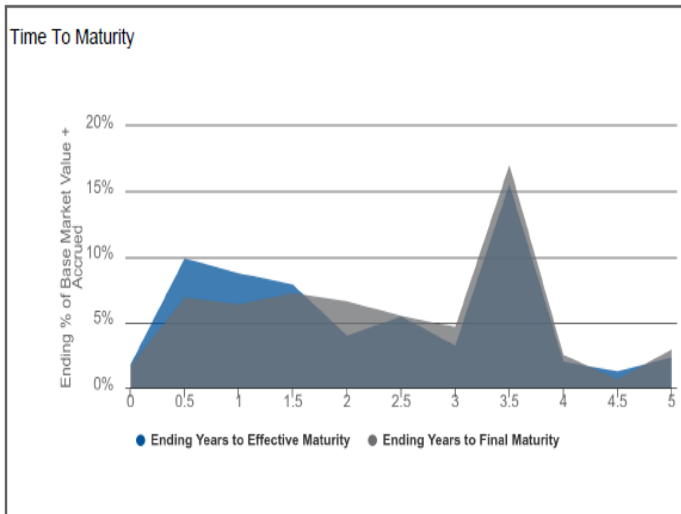
Footnotes:
1) Grouped by Issuer Concentration
2) Groups sorted by: % of Base Market Value+Accrued





Credit Duration Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	10.755%	1.575%	0.627%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
AA	2.629%	10.052%	5.549%	17.486%	0.000%	0.000%	0.000%	0.000%	0.000%
A	6.701%	3.903%	2.472%	0.632%	1.200%	0.000%	0.000%	0.000%	0.000%
BBB	1.810%	0.607%	0.000%	0.000%	0.632%	0.000%	0.000%	0.000%	0.000%
BB	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
B	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CCC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
C	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
NA	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%



Risk Summary

08/01/2019 - 08/31/2019

SAM Transit District Agg (136232)

Dated: 09/08/2019

Industry Sector

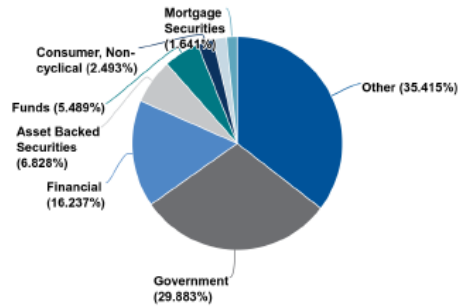


Chart calculated by: Base Market Value + Accrued

Industry Group

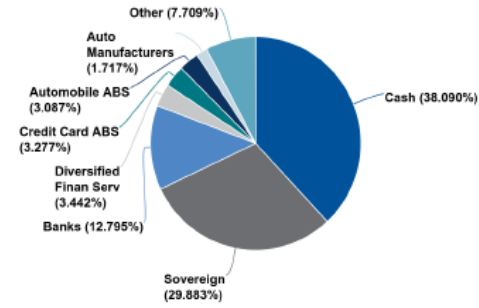


Chart calculated by: Base Market Value + Accrued

Industry Subgroup

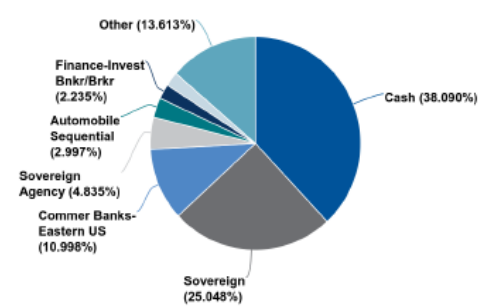


Chart calculated by: Base Market Value + Accrued

MMF Asset Allocation

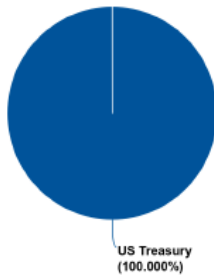


Chart calculated by: Base Market Value

Currency

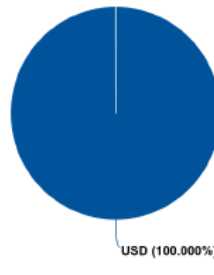


Chart calculated by: Base Market Value + Accrued

Country

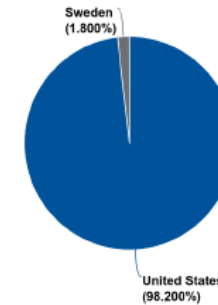


Chart calculated by: Base Market Value + Accrued



Report: Master BS by lot - group by Security type
 Account: SAM TR Reimbursement Fund (136225)
 As of: 08/31/2019
 Base Currency: USD

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CCYUSD	Receivable	11,895.34	---	08/31/2019	11,895.34	0.00	11,895.34	11,895.34
CASH	CCYUSD	Receivable	11,895.34	---	08/31/2019	11,895.34	0.00	11,895.34	11,895.34

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,370,082.52	---	08/31/2019	8,370,082.52	0.00	8,370,082.52	8,370,082.52
MMFUND	31846V534	FIRST AMER:US TRS MM Y	8,370,082.52	---	08/31/2019	8,370,082.52	0.00	8,370,082.52	8,370,082.52

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	8,381,977.86	---	08/31/2019	8,381,977.86	0.00	8,381,977.86	8,381,977.86

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot



Report: Master BS by lot - group by Security type
Account: SAM TR Reserve Fund (136226)
As of: 08/31/2019
Base Currency: USD

ABS (ASSET-BACKED SECURITY)

Table with 10 columns: Security Type, Identifier, Description, PAR, Settle Date, Maturity Date, Original Cost, Accrued Interest, Market Value, e Market Value + Accrued. Rows include various ABS identifiers like 02004VAC7, 02007HAC5, etc.

ABS --- --- 10,357,130.91 --- 10,358,275.88 16,439.93 10,387,896.58 10,404,336.51

AGCY BOND (FEDERAL AGENCY BOND/NOTE)

Table with 10 columns: Security Type, Identifier, Description, PAR, Settle Date, Maturity Date, Original Cost, Accrued Interest, Market Value, e Market Value + Accrued. Rows include AGCY BOND identifiers like 3130A8Q85, 3130AC2E6, etc.

AGCY BOND --- --- 7,520,000.00 --- 7,489,825.88 17,045.83 7,504,560.92 7,521,606.75

CASH

Table with 10 columns: Security Type, Identifier, Description, PAR, Settle Date, Maturity Date, Original Cost, Accrued Interest, Market Value, e Market Value + Accrued. Rows include CASH entries for Payable and Receivable.

CASH --- --- (1,000,965.47) --- 08/31/2019 (1,000,965.47) 0.00 (1,000,965.47) (1,000,965.47)

CD (CERTIFICATE OF DEPOSIT)

Table with 10 columns: Security Type, Identifier, Description, PAR, Settle Date, Maturity Date, Original Cost, Accrued Interest, Market Value, e Market Value + Accrued. Rows include CD identifiers like 06417G022, 22535CDV0, etc.

CD --- --- 7,900,000.00 --- 7,898,434.00 50,551.96 7,888,516.94 7,939,068.90

CORP (CORPORATE NOTE)

Table with 10 columns: Security Type, Identifier, Description, PAR, Settle Date, Maturity Date, Original Cost, Accrued Interest, Market Value, e Market Value + Accrued. Rows include various corporate notes like AMERICAN EXPRESS CO, AMERICAN HONDA FINANCE CORP, etc.

CORP --- --- 20,610,000.00 --- 20,853,446.15 136,873.32 20,939,077.25 21,075,950.56

CP (COMMERCIAL PAPER)

Table with 10 columns: Security Type, Identifier, Description, PAR, Settle Date, Maturity Date, Original Cost, Accrued Interest, Market Value, e Market Value + Accrued. Rows include CP identifiers like 22533UYR8, 62479LAD7, etc.

CP --- --- 7,100,000.00 --- 6,994,712.22 0.00 7,049,529.50 7,049,529.50

FHLMC (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Table with 10 columns: Security Type, Identifier, Description, PAR, Settle Date, Maturity Date, Original Cost, Accrued Interest, Market Value, e Market Value + Accrued. Rows include FHLMC identifiers like 3137BM6P6, 3137FKK39, etc.

FHLMC --- --- 823,659.30 --- 827,490.21 2,156.11 842,887.01 845,043.12



FNMA (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
FNMA	3136AJG5	FNA 14M06B A2	1,195,802.92	12/15/2016	05/25/2021	1,219,999.24	2,669.14	1,208,968.71	1,211,637.85
FNMA	3136B1XP4	FNA 18M5 A2	439,640.83	04/30/2018	09/25/2021	448,385.73	1,304.27	448,270.98	449,575.25
FNMA	---	---	1,635,443.75	---	---	1,668,384.97	3,973.41	1,657,239.69	1,661,213.10

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
MMFUND	31846V534	FIRST AMER.US TRS MM Y	1,810,023.49	---	08/31/2019	1,810,023.49	0.00	1,810,023.49	1,810,023.49
MMFUND	31846V534	FIRST AMER.US TRS MM Y	1,810,023.49	---	---	1,810,023.49	0.00	1,810,023.49	1,810,023.49

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
US GOV	912828L32	UNITED STATES TREASURY	410,000.00	07/12/2016	08/31/2020	417,840.49	15.49	408,270.31	408,285.80
US GOV	912828N30	UNITED STATES TREASURY	1,600,000.00	08/03/2018	12/31/2022	1,551,875.00	5,820.65	1,636,250.00	1,642,070.65
US GOV	912828N30	UNITED STATES TREASURY	1,575,000.00	11/06/2018	12/31/2022	1,521,290.04	5,729.70	1,610,683.59	1,616,413.30
US GOV	912828N30	UNITED STATES TREASURY	3,000,000.00	12/13/2018	12/31/2022	2,925,703.13	10,913.72	3,067,968.75	3,078,882.47
US GOV	912828N30	UNITED STATES TREASURY	5,900,000.00	01/10/2019	12/31/2022	5,814,957.03	21,463.65	6,033,671.88	6,055,135.53
US GOV	912828N30	UNITED STATES TREASURY	3,000,000.00	01/31/2019	12/31/2022	2,952,421.87	10,913.72	3,067,968.75	3,078,882.47
US GOV	912828Q78	UNITED STATES TREASURY	1,640,000.00	01/05/2017	04/30/2021	1,607,456.25	7,598.37	1,634,106.25	1,641,704.62
US GOV	912828R69	UNITED STATES TREASURY	5,400,000.00	03/06/2019	05/31/2023	5,204,039.06	22,297.13	5,438,812.50	5,461,109.63
US GOV	912828R69	UNITED STATES TREASURY	950,000.00	04/05/2019	05/31/2023	924,134.77	3,922.64	956,828.13	960,750.77
US GOV	912828R69	UNITED STATES TREASURY	1,700,000.00	05/03/2019	05/31/2023	1,659,093.75	7,019.47	1,712,218.75	1,719,238.22
US GOV	912828R77	UNITED STATES TREASURY	1,400,000.00	03/17/2017	05/31/2021	1,363,632.82	4,891.39	1,395,187.50	1,400,078.89
US GOV	912828T91	UNITED STATES TREASURY	2,950,000.00	07/08/2019	10/31/2023	2,924,417.97	16,152.85	2,973,968.75	2,990,121.60
US GOV	912828T39	UNITED STATES TREASURY	2,500,000.00	09/07/2018	08/15/2022	2,395,117.19	1,876.70	2,514,062.50	2,515,939.20
US GOV	912828VF4	UNITED STATES TREASURY	255,000.00	12/07/2015	05/31/2020	251,702.93	890.93	254,083.59	254,974.53
US GOV	912828VP2	UNITED STATES TREASURY	575,000.00	05/18/2016	07/31/2020	593,785.56	1,000.00	575,808.59	576,808.59
US GOV	912828X47	UNITED STATES TREASURY	3,850,000.00	05/07/2018	04/30/2022	3,726,980.47	24,324.05	3,891,507.81	3,915,831.86
US GOV	912828X47	UNITED STATES TREASURY	420,000.00	01/04/2018	04/30/2022	414,667.97	2,653.53	424,528.13	427,181.66
US GOV	---	UNITED STATES TREASURY	37,125,000.00	---	---	36,249,116.30	147,484.02	37,595,925.78	37,743,409.80

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	e Market Value + Accrued
---	---	---	93,880,291.98	---	---	93,148,743.62	374,524.58	94,674,691.68	95,049,216.26

* Grouped by: Security Type

* Groups Sorted by: Security Type

* Weighted by: Base Market Value + Accrued

* Holdings Displayed by: Lot

FHLMC	---	---	236,153.21	---	---	237,259.93	618.09	241,671.72	242,289.81
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FNMA (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FNMA	3136AJ7G5	FNA 14M06B A2	328,845.80	12/15/2016	05/25/2021	335,499.79	734.01	332,466.40	333,200.41
FNMA	3136B1XP4	FNA 18M5 A2	120,901.23	04/30/2018	09/25/2021	123,306.08	358.67	123,274.52	123,633.19
FNMA	---	---	449,747.03	---	---	458,805.87	1,092.69	455,740.92	456,833.60

MMFUND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MMFUND	31846V534	FIRST AMER-US TRS MM Y	541,696.35	---	08/31/2019	541,696.35	0.00	541,696.35	541,696.35
MMFUND	31846V534	FIRST AMER-US TRS MM Y	541,696.35	---	---	541,696.35	0.00	541,696.35	541,696.35

US GOV (U.S. TREASURY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
US GOV	912828B90	UNITED STATES TREASURY	175,000.00	10/05/2016	02/28/2021	181,323.24	9.62	175,984.38	175,993.99
US GOV	912828L32	UNITED STATES TREASURY	80,000.00	07/12/2016	08/31/2020	81,532.14	3.02	79,662.50	79,665.52
US GOV	912828N30	UNITED STATES TREASURY	450,000.00	08/03/2018	12/31/2022	436,464.84	1,637.06	460,195.31	461,832.37
US GOV	912828N30	UNITED STATES TREASURY	550,000.00	11/06/2018	12/31/2022	531,244.14	2,000.85	562,460.94	564,461.79
US GOV	912828N30	UNITED STATES TREASURY	750,000.00	12/13/2018	12/31/2022	731,425.78	2,728.43	766,992.19	769,720.62
US GOV	912828N30	UNITED STATES TREASURY	1,600,000.00	01/10/2019	12/31/2022	1,576,937.50	5,820.65	1,636,250.00	1,642,070.65
US GOV	912828N30	UNITED STATES TREASURY	850,000.00	01/31/2019	12/31/2022	836,519.53	3,092.22	869,257.81	872,350.03
US GOV	912828Q78	UNITED STATES TREASURY	485,000.00	01/05/2017	04/30/2021	475,375.78	2,247.08	483,257.03	485,504.11
US GOV	912828R69	UNITED STATES TREASURY	1,600,000.00	03/06/2019	05/31/2023	1,541,937.50	6,606.56	1,611,500.00	1,618,106.56
US GOV	912828R69	UNITED STATES TREASURY	200,000.00	04/05/2019	05/31/2023	194,554.69	825.82	201,437.50	202,263.32
US GOV	912828R69	UNITED STATES TREASURY	550,000.00	05/03/2019	05/31/2023	536,765.62	2,271.00	553,953.13	556,224.13
US GOV	912828T91	UNITED STATES TREASURY	850,000.00	07/08/2019	10/31/2023	842,628.91	4,654.21	856,906.25	861,560.46
US GOV	912828TJ9	UNITED STATES TREASURY	700,000.00	09/07/2018	08/15/2022	670,632.81	525.48	703,937.50	704,462.98
US GOV	912828VF4	UNITED STATES TREASURY	200,000.00	12/07/2015	05/31/2020	197,414.06	698.77	199,281.25	199,980.02
US GOV	912828VP2	UNITED STATES TREASURY	490,000.00	05/18/2016	07/31/2020	505,996.90	852.17	490,689.06	491,541.24
US GOV	912828X47	UNITED STATES TREASURY	1,350,000.00	05/07/2018	04/30/2022	1,306,863.28	8,529.21	1,364,554.69	1,373,083.90
US GOV	912828X47	UNITED STATES TREASURY	120,000.00	01/04/2018	04/30/2022	118,476.56	758.15	121,293.75	122,051.90
US GOV	---	UNITED STATES TREASURY	11,000,000.00	---	---	10,766,093.29	43,260.31	11,137,613.28	11,180,873.59

Summary

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	26,552,954.18	---	---	26,362,526.04	106,474.90	26,783,864.85	26,890,339.75

* Grouped by: Security Type
 * Groups Sorted by: Security Type
 * Weighted by: Base Market Value + Accrued
 * Holdings Displayed by: Lot



Trade Activity

Report: Trade Activity
Account: SAM Transit District Agg (136232)
Date: 08/01/2019 - 08/31/2019
Base Currency: USD

* Does not Lock Down

Table with columns: Identifier, Description, Base Current Units, Coupon Rate, Transaction Type, Trade Date, Settle Date, Final Maturity, Base Principal, Base Accrued Interest, Base Amount. Contains multiple rows of transaction data.

* Showing transactions with Trade Date within selected date range.

* Weighted by: Absolute Value of Base Principal

* MMF transactions are collapsed

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

Glossary of Terms

Accrued Interest - The interest that has accumulated on a bond since the last interest payment up to, but not including, the settlement date. Accrued interest occurs as a result of the difference in timing of cash flows and the measurement of these cash flows.

Amortized Cost - The amount at which an investment is acquired, adjusted for accretion, amortization, and collection of cash.

Book Yield - The measure of a bond's recurring realized investment income that combines both the bond's coupon return plus its amortization.

Average Credit Rating - The average credit worthiness of a portfolio, weighted in proportion to the dollar amount that is invested in the portfolio.

Convexity - The relationship between bond prices and bond yields that demonstrates how the duration of a bond changes as the interest rate changes.

Credit Rating - An assessment of the credit worthiness of an entity with respect to a particular financial obligation. The credit rating is inversely related to the possibility of debt default.

Duration - A measure of the exposure to interest rate risk and sensitivity to price fluctuation of fixed-income investments. Duration is expressed as a number of years.

Income Return - The percentage of the total return generated by the income from interest or dividends.

Original Cost - The original cost of an asset takes into consideration all of the costs that can be attributed to its purchase and to putting the asset to use.

Par Value - The face value of a bond. Par value is important for a bond or fixed-income instrument because it determines its maturity value as well as the dollar value of coupon payments.

Price Return - The percentage of the total return generated by capital appreciation due to changes in the market price of an asset.

Short-Term Portfolio - The city's investment portfolio whose securities' average maturity is between 1 and 5 years.

Targeted-Maturities Portfolio - The city's investment portfolio whose securities' average maturity is between 0 and 3 years.

Total Return - The actual rate of return of an investment over a given evaluation period. Total return is the combination of income and price return.

Unrealized Gains/(Loss) - A profitable/(losing) position that has yet to be cashed in. The actual gain/(loss) is not realized until the position is closed. A position with an unrealized gain may eventually turn into a position with an unrealized loss, as the market fluctuates and vice versa.

Weighted Average Life (WAL) - The average number of years for which each dollar of unpaid principal on an investment remains outstanding, weighted by the size of each principal payout.

Yield - The income return on an investment. This refers to the interest or dividends received from a security and is expressed as a percentage based on the investment's cost and its current market value.

Yield to Maturity at Cost (YTM @ Cost) - The internal rate of return of a security given the amortized price as of the report date and future expected cash flows.

Yield to Maturity at Market (YTM @ Market) - The internal rate of return of a security given the market price as of the report date and future expected cash flows.

Years to Effective Maturity - The average time it takes for securities in a portfolio to mature, taking into account the possibility that any of the bonds might be called back to the issuer.

Years to Final Maturity - The average time it takes for securities in a portfolio to mature, weighted in proportion to the dollar amount that is invested in the portfolio. Weighted average maturity measures the sensitivity of fixed-income portfolios to interest rate changes.

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR AUGUST 2020

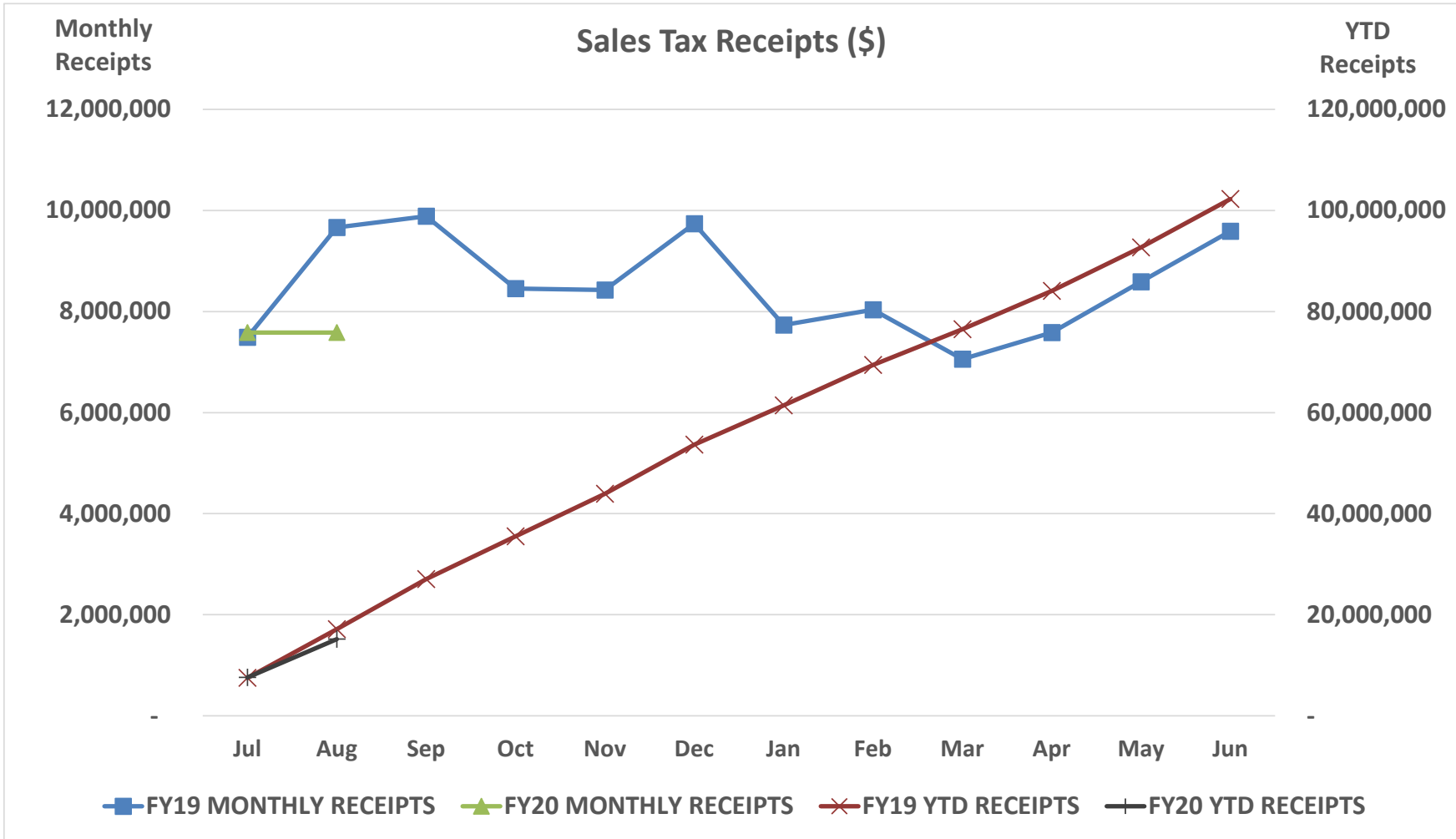
BUDGET AMENDMENTS

	Amount	Line Item		Description
Aug-20				
	<u>\$ -</u>	Total	<u>\$ -</u>	Total
				No Budget Amendments for August 2020

BUDGET REVISIONS

	Amount	Line Item		Description
Aug-20				
	<u>\$ -</u>	Total	<u>\$ -</u>	Total
				No Budget Revisions for August 2020

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2020
August 2019**



San Mateo County Transit District
 Monthly Sales Tax Receipts
 FY2019
 August 2019

	FY19 MONTHLY RECEIPTS	FY20 ESTIMATED MONTHLY RECEIPTS	Monthly % Change	FY19 YTD RECEIPTS	FY20 ESTIMATED YTD RECEIPTS	YTD % Change
Jul	\$7,491,211	7,583,333	1.23%	\$7,491,211	7,583,333	1.23%
Aug	9,665,751	7,583,333	(21.5%)	17,156,962	15,166,666	(11.6%)
Sep	9,885,148			27,042,110		
Oct	8,456,110			35,498,220		
Nov	8,425,556			43,923,776		
Dec	9,739,351			53,663,127		
Jan	7,734,915			61,398,042		
Feb	8,037,354			69,435,396		
Mar	7,057,158			76,492,553		
Apr	7,585,772			84,078,325		
May	8,590,022			92,668,347		
Jun	9,588,742			102,257,089		
	<u>\$102,257,089</u>	<u>\$15,166,666</u>				

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer

Joan Cassman
Legal Counsel

SUBJECT: **APPROVE COLLECTIVE BARGAINING AGREEMENT WITH INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 856 FOR FACILITIES MAINTENANCE TECHNICIANS**

ACTION

Staff proposes the Board approve and authorize the General Manager/CEO, or his designee, to execute a collective bargaining agreement between the San Mateo County Transit District (District) and the International Brotherhood of Teamsters, Local 856 (Union) for a new business unit for Facilities Maintenance Technicians.

SIGNIFICANCE

The proposed agreement would govern the District's employment of the subject bargaining unit through September 30, 2020, aligning terms of employment and agreement timeframes with other District bargaining units represented by the Union.

The tentative agreement includes a 48-month tenure step wage scale and a 3 percent annual wage increase. The subject bargaining unit voted to approve the new tentative agreement on August 22, 2019. The agreement would take effect for the pay period that includes September 1, 2019.

BUDGET IMPACT

There is no budget impact associated with this action.

BACKGROUND

Representatives of the District and the District's Facilities Maintenance Technicians, which are being represented for the first time by the Union, have engaged in negotiations and reached agreement upon the terms and conditions in the proposed agreement.

Prepared By: Shayna van Hoften, Legal Counsel

415-995-5880

RESOLUTION NO. 2019 -

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

* * *

**APPROVING COLLECTIVE BARGAINING AGREEMENT FOR
FACILITIES MAINTENANCE TECHNICIANS WITH TEAMSTERS UNION, LOCAL 856**

WHEREAS, the San Mateo County Transit District's (District) Facilities Maintenance Technicians are represented for the first time by the Teamsters Union, Local 856 (Union), as the sole and exclusive bargaining agent of said employees; and

WHEREAS, the District and the Union are parties to collective bargaining agreements that cover other District bargaining units for the period between October 1, 2018 and September 30, 2020; and

WHEREAS, the Union and District representatives have engaged in negotiations and reached agreement upon the terms and conditions of the new collective bargaining agreement for the Facilities Maintenance Technicians bargaining unit, which agreement is patterned after the collective bargaining units governing the District's other bargaining units represented by the Union, such as inclusion of a 48-month tenure step wage scale and a 3 percent annual wage increase; and

WHEREAS, said negotiations recently have been completed and the employees in the subject bargaining unit voted to approve the new tentative agreement on August 22, 2019; and

WHEREAS, the General Manager/CEO recommends that the Board of Directors approve execution of a new collective bargaining agreement as described above, effective for the pay period that includes September 1, 2019 and running through September 30, 2020; and

WHEREAS, the Board of Directors has reviewed the terms of said agreement and has found it to be consistent with the District's overall policies, goals and economic standards.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transit District hereby approves the collective bargaining agreement by and between the District and the Facilities Maintenance Technician bargaining unit in the Teamsters Union, Local 856, commencing on September 1, 2019 and ending on September 30, 2020, as described above; and

BE IT FURTHER RESOLVED that District representatives hereby are authorized to execute the aforementioned collective bargaining agreement.

Regularly passed and adopted this 2nd day of October, 2019, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



MEMORANDUM

BOARD OF DIRECTORS 2019

CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
RON COLLINS
MARINA FRASER
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
PETER RATTO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

BOD ITEM # 6 October 2, 2019

Date: September 25, 2019
To: SamTrans Board of Directors
From: Jim Hartnett, General Manager/CEO
Subject: General Manager/CEO Report

2-Month Summary Ending August, FY 2020

SamTrans Paratransit Service/Ridership

For the first 2-months of FY 2020, SamTrans provided 57,620 Paratransit trips, which is a decrease of 2,070 trips or 3.5 percent compared to the same 2-months in FY 2019. There were 85,125 free Paratransit trips on fixed-route buses YTD FY 2020, compared to 90,872 free trips in FY 2019.

	<u>YTD FY 2019</u>	<u>YTD FY 2020</u>
On-time Performance goal is 90.0%		
• Redi-Wheels	91.3%	92.4%
• RediCoast	97.0%	97.2%
Complaints per 1,000 trips		
• Redi-Wheels	0.82	0.60
• RediCoast	0.00	0.53
Ridership		
• Paratransit AWR	1,210	1,130
• Paratransit Total Trips	59,690	57,620
• Free Paratransit trips on fixed-route buses	90,872	85,125
• Registrants as of August	8,248	8,059

Fixed-route Bus Service/Ridership

For the first 2-months of FY 2020, fixed-route bus service provided 1,765,260 trips, which is an increase of 9,680 trips or 0.6 percent compared to the same 2-months in FY 2019. The YTD FY 2020 AWR is 33,880, which is an increase of 660 or 2.0 percent compared to FY 2019. The YTD FY 2020 OTP is 81.4 percent, which is an improvement over the 79.9 percent in FY 2019, for the same period.

Ridership	<u>YTD FY 2019</u>	<u>YTD FY 2020</u>
• AWR	33,220	33,880
• Total Trips	1,755,580	1,765,260

On-time Performance goal is 85%:

• Directly operated service	82.7%	83.8%
• Contracted bus service	71.4%	75.1%
• Coastside service	76.6%	76.0%
• Combined service	79.9%	81.4%

Trips that Did Not Operate (DNO)	78	265
Complaints per million trips	198	203

SamTrans operated bus services experienced an increase in DNOs due to shortages of Bus Operators. Commencing with the launch of the August runbook, the DNOs have escalated and are expected to exceed 500 DNOs by the end of the first quarter of FY 2020.

SamTrans adjusted schedules for route ECR returning it to 15-minute headway while sustaining ECR Rapid service. The return of school service in August, extending several routes into San Francisco, and the launch of the Foster City Express placed higher demands for staff. These service increases occurred at time when attrition at SamTrans was increasing. Short-term and longer-term mitigation of DNOs is a major staff focus. Options are being explored to mitigate service reductions in addition to relooking at recruitment strategies for Bus Operators.

SamTrans OnDemand Microtransit

SamTrans initiated a pilot microtransit program in Pacifica in May 2019. Dubbed “SamTrans OnDemand”, the service provides demand-responsive transit through a modern electronic dispatching and reservation system that is provided by Via. A comprehensive report of the pilot program will be presented at the November Board meeting.

Human Capital Investment

	<u>YTD FY 2019</u>		<u>YTD FY 2020</u>	
	<u>Hours</u>	<u>Days</u>	<u>Hours</u>	<u>Days</u>
New Bus Operator Trainees	2,192	274	4,520	565
Part to Full-time Bus Operator	148	19	0	0
New fleet/route orientation	0	0	112	14
DMV mandated training	420	53	389	48
Bus Operator retraining	156	19	473	59
Maintenance training	857	107	1,388	174
CPR/AED/First Aid	<u>144</u>	<u>18</u>	<u>16</u>	<u>2</u>
Total Hours	3,917	490	6,898	862

Beginning in September the Training Department partnered with Bus Transportation to reach out to all SamTrans Bus Operators to remind them of “safety basics”. September 16th thru September 27th there was a safety awareness campaign. The emphasis was on maintaining proper right side clearance in an effort to reduce right side accidents. Additionally, the efforts focused on techniques in avoiding fixed objects. The operations team is holding discussions with all SamTrans Bus Operators regarding safety, which will culminate on November 8, 2019 with a raffle prize for operators not involved in a preventable accident and an appreciation luncheon for both Bases.

Maintenance Department

The goal of **25,000** average Miles Between Service Calls (MBSC) was achieved for both motor bus and paratransit fleets (District maintained vehicles).

	<u>YTD FY 2019</u>			<u>YTD FY 2020</u>		
	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>
Motor Bus	1,006,568	38	26,489	1,062,023	34	31,236
Paratransit	261,039	6	43,507	226,094	8	28,262

SamTrans Digital Communications (Social & Web)

	<u>YTD FY 2019</u>	<u>YTD FY 2020</u>
Impressions (LinkedIn, etc.)	1,179,172	1,087,995 (Facebook, Twitter, Instagram,
Interactions	85,545	30,568
Total Followers	8,053	9,554
Website Sessions	361,579	322,422

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: April Chan
Chief Officer, Planning, Grants/Transportation Authority

SUBJECT: **OVERVIEW OF FASTER BAY AREA – A REGIONAL FUNDING MEASURE**

ACTION

No action is required. This is an informational item.

SIGNIFICANCE

At the October 2, 2019 Board of Directors meeting, the proponents of FASTER Bay Area will provide an overview of a regional funding measure for transportation projects for the nine-county Bay Area that could go on the ballot as early as November 2020.

The proponents include a coalition of policy groups, led by the Bay Area Council, SPUR (San Francisco Bay Area Planning and Urban Research Association), and the Silicon Valley Leadership Group. The funding measure is intended to generate up to \$100 billion over a 40-year period to invest in a range of transformational public transportation projects around the Bay Area. The vision set forth by the proponents include programs and projects that can transform how people travel around the Bay Area. It is the intent to invest in a seamless, connected Bay Area with a much-improved, integrated public transit system that includes infrastructure improvements and expansion for rail, bus, ferry, and other modal projects. Funding would support both capital and operation investments.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The proponents are currently working with a range of stakeholders regarding this regional funding measure, including a number of major transit operators, congestion management agencies, and the Metropolitan Transportation Commission (MTC).

Prepared by: April Chan

650-508-6228

A FASTER Bay Area

A Seamless Transportation System Based On:

Freedom

Affordability

Speed

Transparency

Equity

Reliability



The Bay Area Today

The Bay Area is home to one of the most dynamic economies in the world.

However, the region's infrastructure is based on pre-1960's models unable to keep pace w/ population & economic growth.

Commute times are crippling the Bay Area economy and productivity, **causing residents to lose 116 hours annually** to their commute.



Key Public Opinion Research Findings

- Residents recognize the transportation challenges facing the region
- Voters are seeking a modern, reliable, and accessible transit system that connects the Bay Area
- Conceptual willingness to raise taxes for transportation investments is above two-thirds
- Differences in support between funding mechanisms are slight, and within the margin of error
- A regional measure is viable in the right environment; however, organized and funded opposition will likely result in defeat



FASTER Principles

- Prioritize the development and implementation of a **true regional transit system**
- Provide **freedom of access, mobility, and a true alternative** to driving alone
- Solve for existing barriers - including **affordability, speed, reliability, and ability to access** the system
- **Support economic development:** transit allows new areas for housing and business development throughout the 9 counties
- **Reduce climate emissions** and adapt to a changing environment



Leadership Group Vision

- Bay Area residents deserve a world-class, integrated, seamless transit system that connects and extends BART, Caltrain, the Altamont Commuter Express, SF Muni, VTA Light Rail, SMART, Amtrak, the Capitol Corridors, Ferries, Bikes and buses; to provide reliable, safe and efficient service for those who are transit dependent, and compelling enough to lure those of us who are current car commuters out of our automobiles.

Outreach Touch Points

Recurring Meetings

- Operators and County Transportation Agencies
- MTC
- Local Transportation Leaders and Stakeholders
- Business Leaders
- Equity and Transit Coalition
- Labor
- Environmental Groups

Public Outreach

- Outreach forums in fall 2019
- Board presentations
- Survey



Feedback from Outreach to Date

- Focus on transit
- Integrate public transit system into one fast, user-friendly system
- Regional express buses running on fast express lanes
- Discount fares
- Walk and bicycle access
- Use emerging mobilities to provide flexible transportation
- Funding for climate adaptation



Funding Mechanism

Based on our research, the **One Cent Sales Tax** generated substantial funding, has the flexibility to fund operations, is politically viable, and is a funding source that has historically garnered broad support for transportation investments in the Bay Area.

It is expected to generate **\$100.6 billion over 40 years**.



Funding Mechanism

Pros

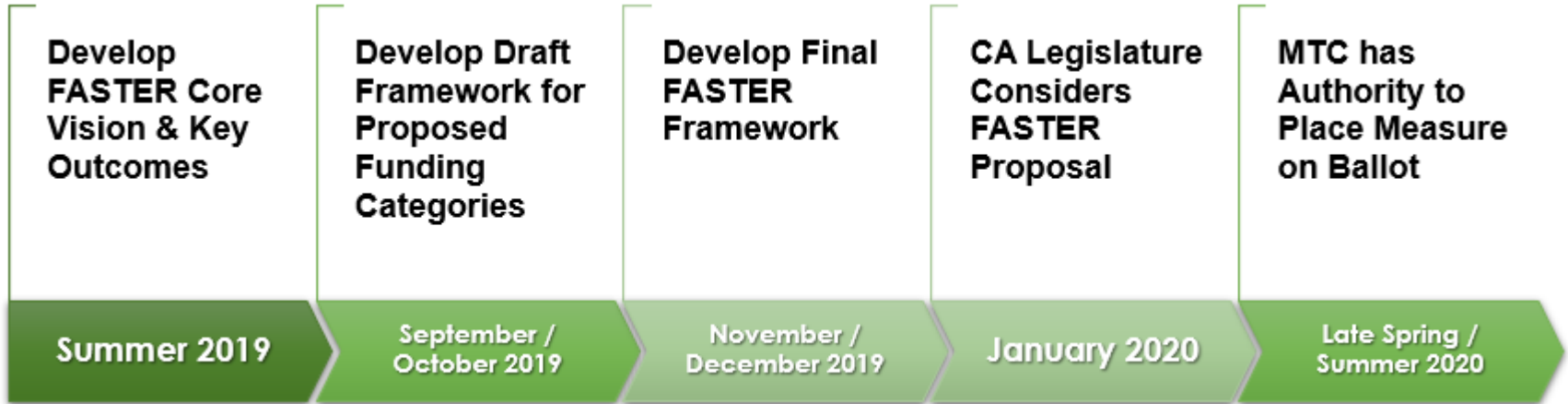
- Use of proceeds are not restricted and straightforward tax that voters understand
- The revenue is sufficient to fund a long-term strategic plan for capital improvements and operating budgets
- Bay Area employers contribute significantly in sales tax, with more than 35 percent of sales tax paid by businesses (roughly \$550 million annually from this measure)
- Sales taxes are not paid on three big expenses: housing, health care and groceries

Cons

- Regressive
- Other sales taxes may go to the same ballot, though it is not clear what the impact would be



Process



Next Steps

Exploring rebates, affordable fares, and other options to address regressivity

Defining longer-term vision as well as key projects that are shovel ready

Can you help us? We are looking for support with projects, programmatic ideas, and/or FASTER outreach?

Info@FASTERBayArea.org





AGENDA

**COMMUNITY RELATIONS COMMITTEE
COMMITTEE OF THE WHOLE
(Accessibility, Senior Services, and Community Issues)**

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium – 2nd Floor
1250 San Carlos Avenue, San Carlos, CA**

WEDNESDAY, OCTOBER 2, 2019 – 2:30 pm

or immediately following Board meeting recess

1. Call to Order

MOTION

2. Proclamation Designating October as Disabilities Awareness Month
3. Approval of Minutes of Community Relations Committee Meeting of September 4, 2019
4. Appointment to the Citizens Advisory Committee

INFORMATIONAL

5. Accessibility Update
6. Paratransit Coordinating Council Update
7. Citizens Advisory Committee Update
8. Mobility Management Report: ADA Paratransit
9. Multimodal Ridership Report – August 2019
10. Adjourn

Committee Members: Rose Guilbault (Chair), Ron Collins, Marina Fraser

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **DESIGNATION OF OCTOBER AS DISABILITIES AWARENESS MONTH**

ACTION

Staff proposes that the Committee recommend the Board proclaim October as "Disabilities Awareness Month".

SIGNIFICANCE

"Disabilities Awareness Month" is an opportunity to focus special attention on the daily challenges faced by persons with mobility impairments throughout the SamTrans service area; to reflect on measures that are being extended to assist them; to increase public awareness of new opportunities to meet their special needs; and to draw specific attention to our efforts to serve this community.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

During the current fiscal year, SamTrans has budgeted \$19,665,000 for paratransit services, and will expend additional operating funds to accommodate customers with disabilities on the District's fixed-route services.

Over the past year, accomplishments of the District's accessibility program include:

- Provided more than 357,000 paratransit trips to Redi-Wheels and RediCoast riders.
- Providing safe, reliable paratransit service for county residents
- Continuing the consumer-friendly paratransit eligibility process (More than 3,100 people were evaluated in the last fiscal year.)
- Maintaining a "zero trip denials" policy on Redi-Wheels and RediCoast
- Travel training to teach people with disabilities to use SamTrans bus service and Caltrain.

PROCLAMATION

IN HONOR OF DISABILITIES AWARENESS MONTH

WHEREAS, throughout the United States, the month of October has been designated as a time to recognize the courage of more than 56 million Americans with Disabilities; and

WHEREAS, 141,000 San Mateo County residents with disabilities are seeking to avail themselves of the area's many opportunities to enhance their quality of life; and

WHEREAS, many of these residents with disabilities are making substantial contributions to their communities throughout the county, and many more are eager to provide their energies and talents; and

WHEREAS, reliable transportation remains one of the most important resources to assist these residents with trips for work, business, and for medical and recreation services; and

WHEREAS, the San Mateo County Transit District since 1977 has provided countywide paratransit services to tens of thousands of mobility-impaired residents through Redi-Wheels and RediCoast and access to fixed-route buses; and

WHEREAS, on the anniversary since landmark civil rights legislation, the Americans with Disabilities Act of 1990, was signed into law, SamTrans is enhancing its paratransit program to provide services to more local patrons;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the San Mateo County Transit District hereby proclaims October as Disabilities Awareness Month and reaffirms its dedication to serving the mobility-impaired community.

Regularly passed and adopted this 2nd day of October, 2019.



Chair, San Mateo County Transit District

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING /
COMMITTEE OF THE WHOLE
SEPTEMBER 4, 2019**

Committee Members Present: R. Guilbault (Committee Chair), R. Collins, M. Fraser

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: C. Groom, K. Matsumoto, J. Powell, P. Ratto, C. Stone

Other Board Members Absent: D. Pine

Staff Present: C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, D. Seamans

CALL TO ORDER

Committee Chair Rose Guilbault called the meeting to order at 2:36 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF AUGUST 7, 2019

Motion/Second: Fraser/Stone

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

ACCESSIBILITY UPDATE

Tina Dubost, Manager, Accessible Services, gave an update on recent outreach activities. She said that staff had recently participated in a regional tabletop exercise regarding paratransit service in the event of an emergency.

PARATRANSIT COORDINATING COUNCIL UPDATE

Ben McMullan, PCC Chair, noted various tabling events in the community, including the Transition to Independence Fair at El Camino High School in October.

CITIZENS ADVISORY COMMITTEE UPDATE

Committee Chair Guilbault introduced CAC member John Baker, who gave a report on the August 28 CAC meeting. Mr. Baker noted that the Committee received with much enthusiasm an update on the Comprehensive Operational Analysis (COA) and said that the CAC will be a key stakeholder group moving forward. He added that the COA seems like a peak opportunity to attract new riders as well as to improve service for existing riders.

QUARTERLY DASHBOARD REPORT – APRIL-JUNE 2019

David Olmeda, Chief Operating Office, Bus, said that on-time performance is down and that the District is focusing on accident prevention.

Director Josh Powell said that weekday on-time performance of main routes is affected by traffic.

Vice Chair Matsumoto said that there has been an increase in traffic on El Camino Real due to construction.

MOBILITY MANAGEMENT REPORT: ANNUAL SUMMARY

Mr. Olmeda gave a presentation summarizing service performance for Fiscal Year 2019.

Committee Member Ron Collins asked if any modeling had been done to project how the FCX might affect overall ridership. Mr. Olmeda said he did not believe that their modeling would show that the FCX would reverse the trend on overall numbers. He noted that the FCX ridership would still have a significant impact.

Director Peter Ratto said that AC (Alameda County) Transit's ridership has shown an increase due to their conducting a Comprehensive Operational Analysis (COA), as SamTrans is now doing.

Committee Chair Guilbault said she thought it would be helpful for the District to learn what the takeaways were from the AC Transit study.

MULTIMODAL RIDERSHIP REPORT –JULY 2019

Mr. Olmeda reported on the monthly statistics.

ADJOURN

The meeting adjourned at 3:04 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

This item is for information only. No action is required.

SIGNIFICANCE

Several groups advise SamTrans on accessible service issues. The Paratransit Coordinating Council (PCC) provides a forum for consumer input on paratransit issues. The Policy Advocacy and Legislative Committee (PAL-Committee) is the advocacy arm of the PCC.

The PCC and the PAL meet monthly (except for August).

Because there was no meeting in August, no minutes are attached. The PCC's work plan for the next three years is attached.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No Additional Information.

Prepared By: David Scarbor, Accessibility Coordinator 650-508-6475
Project Manager: Tina Dubost, Manager, Accessible Transit Services 650-508-6247

Work Plan for 2019-21 - San Mateo County Paratransit Coordinating Council

Objectives	Tasks	Lead & Support Roles	Timeline	Outcomes
Enhancing Impact of the PCC				
Connect with individuals using Redi-Wheels	<ul style="list-style-type: none"> • Invite riders to share experience at PCC meetings in person or in writing. • Understand demographics of Redi-Wheels users • Create PCC business cards for members to hand out to riders 	PCC Members/ Tables at Events SamTrans Staff		Completed
Organize Conference in 2020.	<ul style="list-style-type: none"> • Approach MTC to host or to have another county host • Reach out to other PCCs to build support 	Staff; Richard will contact MTC.	September 2019	
Educate public about the PCC; increase awareness of paratransit programs, mobility guide, and Redi-Wheels	<ul style="list-style-type: none"> • Continue tabling at outreach events • Prepare press release on Redi-Wheels/PCC for San Mateo Daily Journal and website • Outreach to: <ul style="list-style-type: none"> ○ New senior housing sites ○ Special attention to areas of need, e.g. Foster City 	Education Committee Ben Education Committee/ Staff	Ongoing	

Work Plan for 2019-21 - San Mateo County Paratransit Coordinating Council

Objectives	Tasks	Lead & Support Roles	Timeline	Outcomes
Expand PCC membership with balance of consumers (disabled, youth, adults), agencies and community members (up to 21 members)	Establish Membership Committee to: <ul style="list-style-type: none"> • Create mentor program; each member to invite a new member • Connect with community colleges as source for younger members. • Request representative from Senior Coastsiders to attend PCC meetings • Recruit member from OES 	Exec. Comm. Staff Staff Ben	<ul style="list-style-type: none"> • December 2019 	8/20 Each Com. Coll. DRC contacted; materials sent. Sandra Winter, CTC, attended 9/19 PCC meeting.
New Member Orientation	Conduct orientation for all new members.	Richard will set up with Ben & Tina	Ongoing	
Expand Consumer Corps membership	<ul style="list-style-type: none"> • Meet with SamTrans to incorporate PCC and Consumer Corps information in rider welcome packet • Promote Google form for checklist • Periodically review checklist for ease of use 	PAL/ERC/Education Committee Staff Education Committee	Ongoing	
Use of work plan	<ul style="list-style-type: none"> • Add column for outcomes • Record progress monthly; keep it a living document 	Staff	Completed Ongoing	

Work Plan for 2019-21 - San Mateo County Paratransit Coordinating Council

Objectives	Tasks	Lead & Support Roles	Timeline	Outcomes
Advocacy/Customer Service				
Address growing population and needs of seniors	<ul style="list-style-type: none"> • Include PCC and Consumer Corps information in SamTrans' presentations to community 	PAL/ERC propose		
Program understanding/improvement	<ul style="list-style-type: none"> • Ensure that all PCC members understand program details • For new riders: <ul style="list-style-type: none"> ○ Offer 1:1 paratransit ambassador ○ Review data collected by SamTrans from calls to new riders. • Develop 5-6 talking points for PCC members to share when they hear negative comments 	Request SamTrans to present to PCC Ask SamTrans ERC/ Exec. Comm./Staff Sammi will work on this and share with Exec. Comm.	Completed; distributed to PCC Sept. 2019	
Promote good relations between drivers, riders, and agencies	<ul style="list-style-type: none"> • Host annual appreciation events for all First Transit drivers. 	Exec. Comm./First Transit	Summer	First Transit event occurred on 7/31/19.

Work Plan for 2019-21 - San Mateo County Paratransit Coordinating Council

Objectives	Tasks	Lead & Support Roles	Timeline	Outcomes
Ongoing Policy Issues				
Transfers	<ul style="list-style-type: none"> • Advocate for improved communication between agencies; dispatch to coordinate if ride is late, etc. • Advocate for rider assistance at transfer points 	PAL Richard will provide regional updates.	Ongoing	
Driver training/ Sensitivity	<ul style="list-style-type: none"> • Request driver education on transfer points at Stonestown and Daly City • Request more driver sensitivity training e.g. moving vacant wheelchair w/o permission • Work to improve mindset of drivers to be more customer focused, proactive, and communicate with customers 	PAL/First Transit PAL/First Transit PAL/First Transit		
Emergency Preparedness	<ul style="list-style-type: none"> • Keep PCC members informed of emergency services-related training, presentations, etc. 	Ben will check with OES		
Real Time Arrival Notification	<ul style="list-style-type: none"> • Advocate for real time arrival notification 	SamTrans/ERC		
Same Day Service	<ul style="list-style-type: none"> • Keep PCC informed on pilot program in Pacifica • Advocate for service 	PAL/SamTrans	Ongoing	

Work Plan for 2019-21 - San Mateo County Paratransit Coordinating Council

Objectives	Tasks	Lead & Support Roles	Timeline	Outcomes
	expansion <ul style="list-style-type: none"> Request quarterly updates on paratransit services posted on Mobility Service Center website 			
Online Booking	<ul style="list-style-type: none"> Advocate for online booking service 			

Funding/Use of Measure W				
Funding Recommendations	<ul style="list-style-type: none"> Establish high-level priorities/principles for funding recommendations; align with mission needs <ul style="list-style-type: none"> Connect funding to principles Include evaluation criteria for projects 	PAL		
Keep PCC Members Informed	<ul style="list-style-type: none"> Request updates on relevant funding issues from internal and external sources. <ul style="list-style-type: none"> SAG Discussions with Supervisor Groom MTC 	Ben/Sandra to provide updates on SAG. Ben to update on discussions with Spvr. Groom		

SAN MATEO COUNTY TRANSIT DISTRICT STAFF REPORT

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **MOBILITY MANAGEMENT REPORT: ADA PARATRANSIT**

ACTION

This report is for information only. No policy action is required.

SIGNIFICANCE

This presentation is part of this fiscal year's series of detailed mobility management reports presented to the Board. Each of the District's four transportation modes – SamTrans fixed- route bus service, ADA Paratransit, Caltrain and Shuttles – are featured individually each month. This month features ADA Paratransit.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

SamTrans commenced Paratransit services in 1976 while averaging approximately 70,000 trips per year through the 1980's. The average cost per trip was about \$10.00, and the annual program total cost was roughly \$700,000. On June 7, 1988, the voters of San Mateo County passed a one-half cent sales tax, Measure A, that initiated a \$25 million Paratransit Trust Fund. The proceeds of the Trust Fund were intended to support the SamTrans Paratransit program costs in perpetuity.

President George H. W. Bush signed the Americans with Disability Act (ADA) on July 26, 1990.



With the signing of the ADA, Paratransit ridership nearly tripled in the subsequent six years; from 74,800 trips in 1990, to 206,000 trips in 1996.

In the early stages of the Paratransit program trip denials were an accepted practice, SamTrans averaged nearly 500 denials per month. SamTrans passed two resolutions to support a zero denial policy. Resolution 2000-12 authorized the purchase of eight new paratransit mini-vans; Resolution 2000-13 amended the Redi-Wheels contract to allow for three additional sedans, and additional support personnel. With the implementation of a “zero denial” policy, ridership increased to 311,000 annual trips in FY 2003. The last trip denial occurred in August 2004, which was due to a clerical error. SamTrans has since provided nearly 5 million trips without a single denial. Since the inception of the Paratransit program in July 1976, SamTrans has provided over **8.5 million** Paratransit trips.

This month’s presentation will be presented via PowerPoint.

Prepared by: Donald G. Esse Senior Operations Financial Analyst 650-508-6329

Mobility Management: Paratransit Service

Community Relations Committee
October 2, 2019

Paratransit Service

- Paratransit history
- ADA Paratransit characteristics
- Registrants
- Ridership
- Operating & service statistics
- Summary



Paratransit History

1976 - SamTrans commenced Paratransit service

1980 - 44,595 trips/year

1990 - 74,841 trips/year

1990 - Americans with Disabilities Act (ADA) signed by President George H. W. Bush (July 26)

2000 - 195,000 trips/year

2000 - Implemented zero denial

2003 - Ridership exceeded 300,000 trips per year (311,000)

2005 – Free fixed route bus rides for all Paratransit customers (any time)

2010 - 321,071 trips/year

2019 - 339,240 trips/year

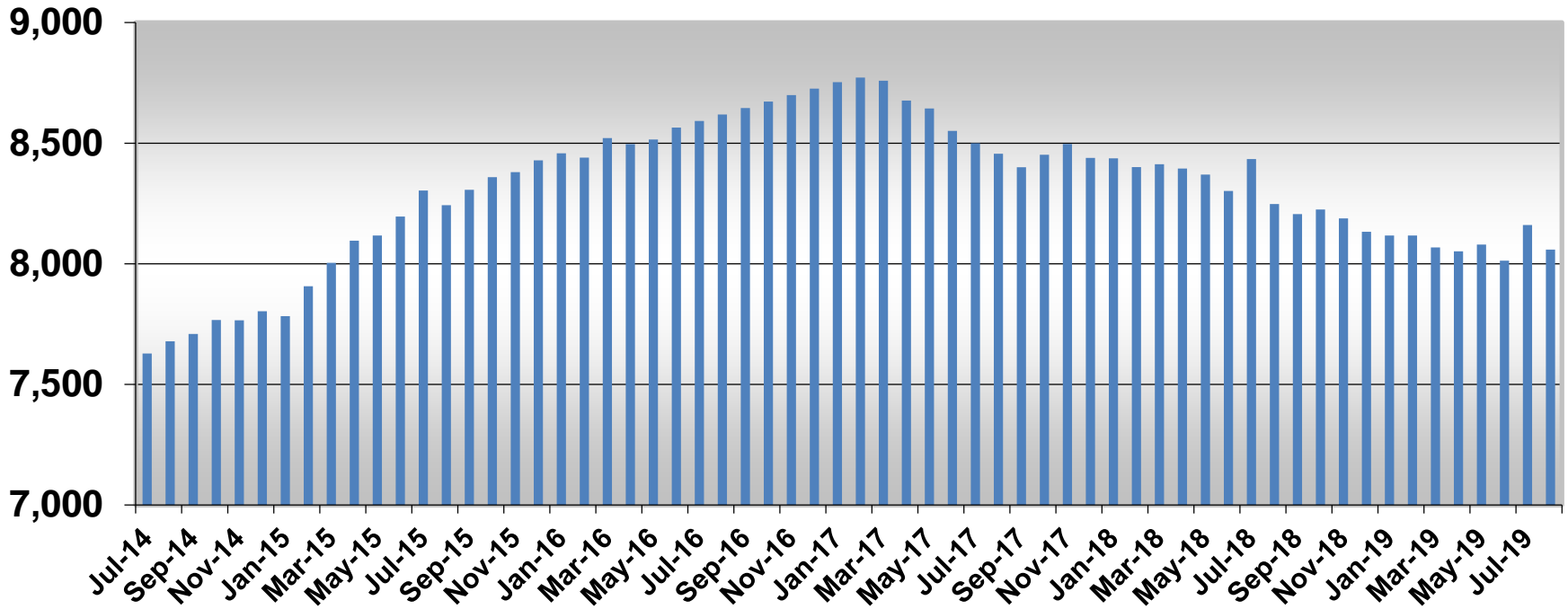
8.5 million trips since 1976

ADA Paratransit Characteristics

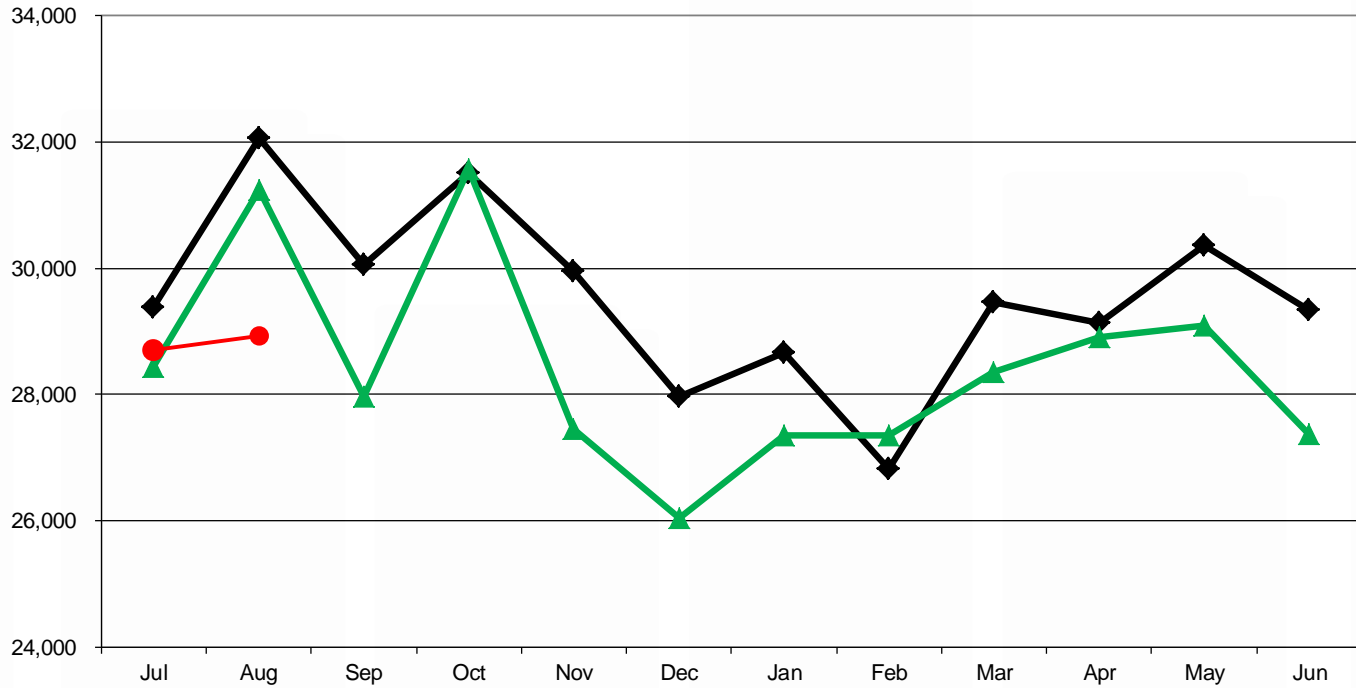
- Service must be provided within at least 3/4 mile of fixed-route service
- Service day/time parallel to fixed-route bus service
- Shared ride
- Advance reservation
- “Zero Denial” service

Registrants

7,628 July 2014
8,831 January 2017
8,059 August 2019



Ridership



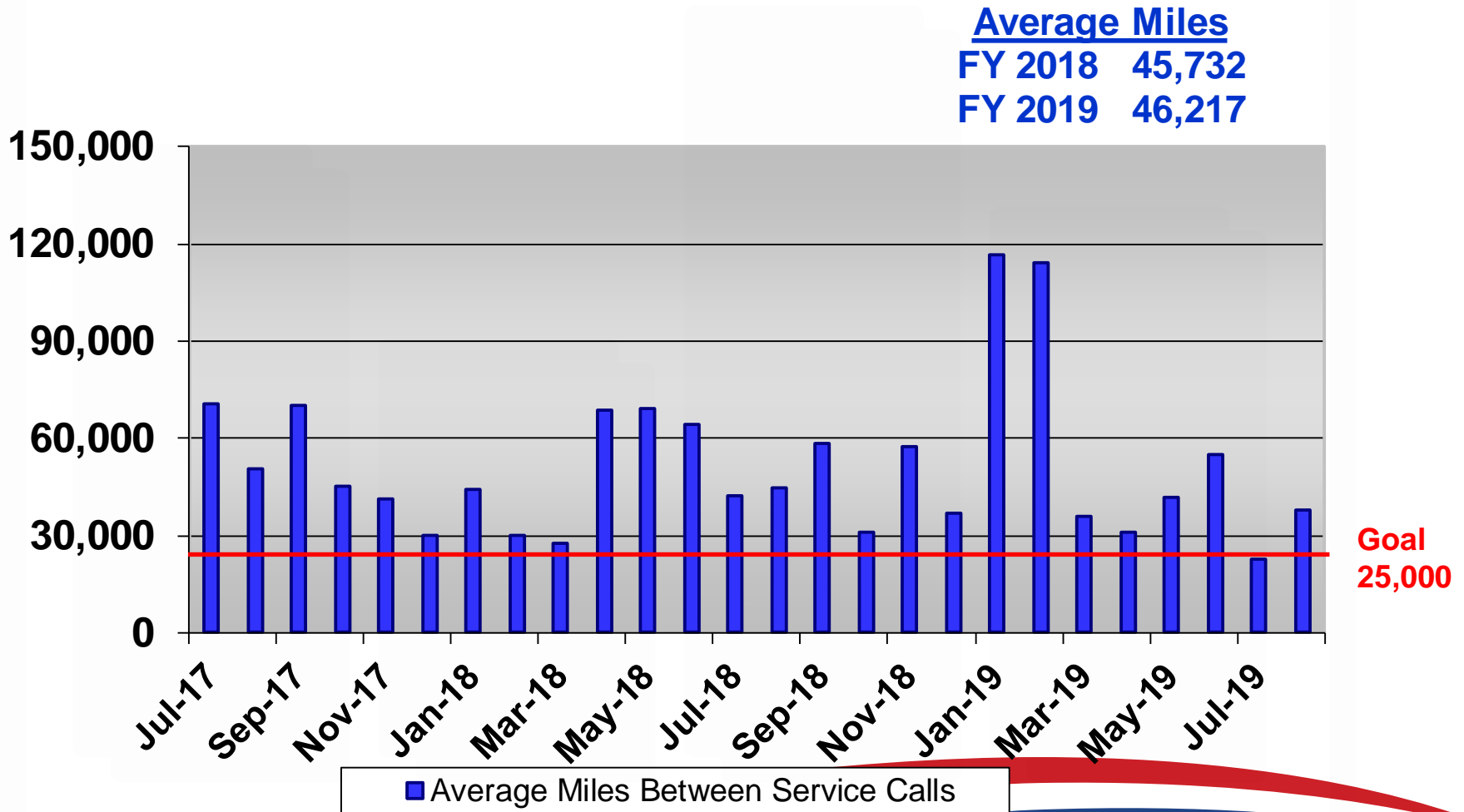
Total Trips per Year

FY2018 354,680

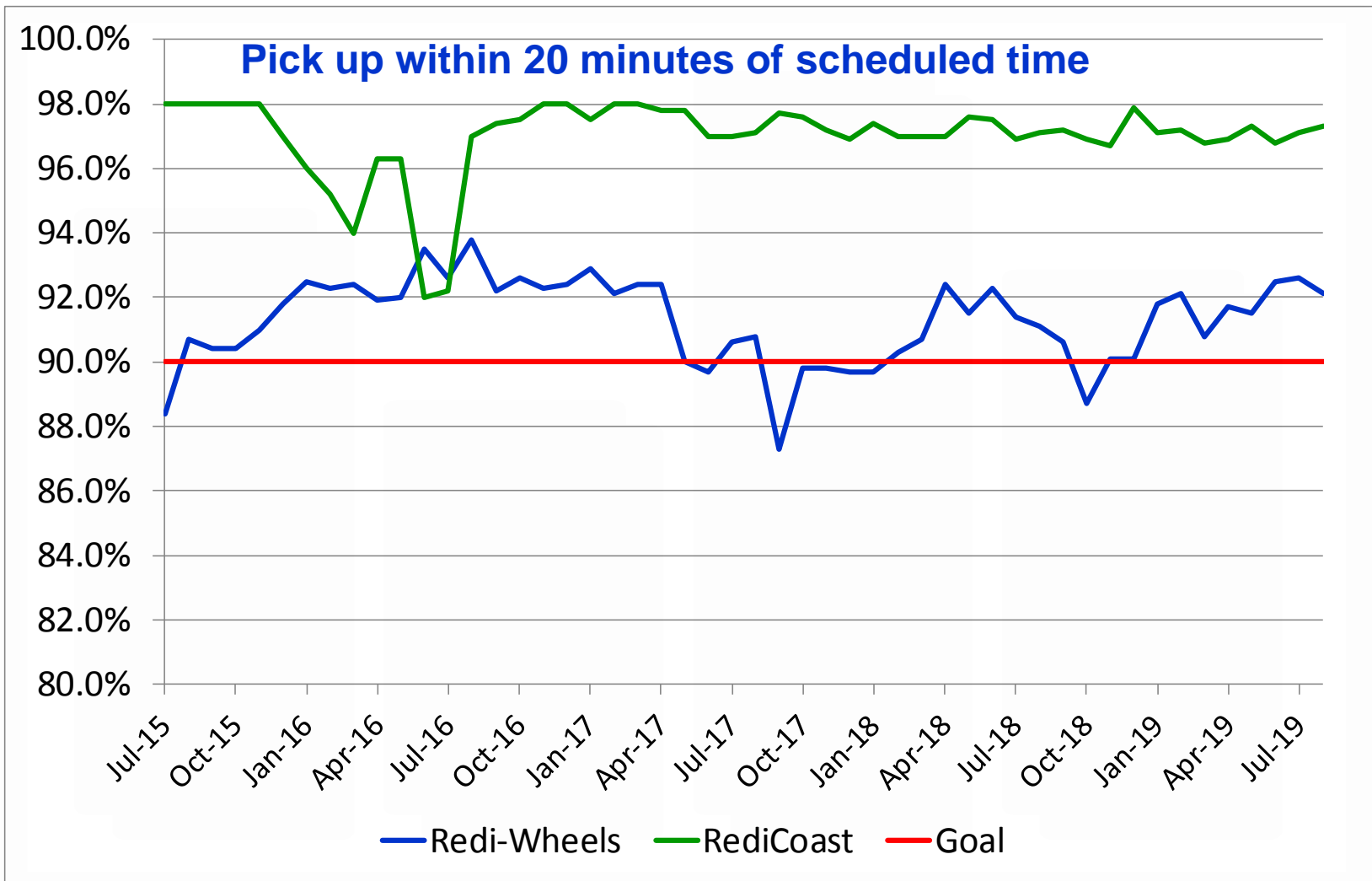
FY2019 339,240

—◆— FY 2018 —▲— FY 2019 —●— FY 2020

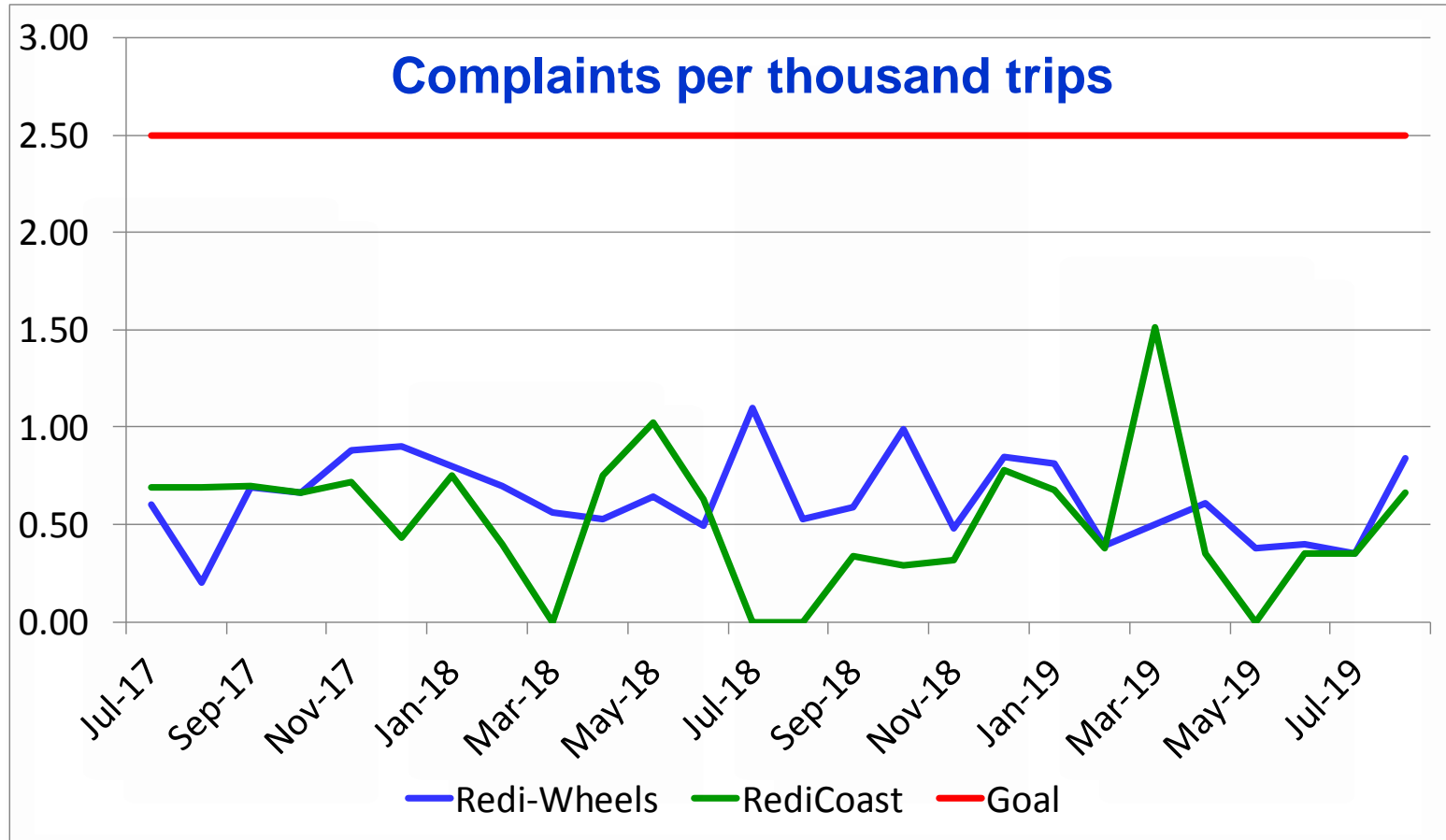
Miles Between Service Calls



On-time Performance



Complaints



Summary

- Fleet reliability remains high
 - Replacing (13) Paratransit cutaways
- On-time performance is good
- Number of Registrants is stable
- Average trips per month is declining
- Few complaints

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – AUGUST 2019**

ACTION

This report is for information only. No action is required.

SIGNIFICANCE

The average weekday ridership across all modes increased by 2.1 percent in the month of August 2019 compared to August 2018. The performance of the specific modes is as follows: average weekday ridership for Bus (+4.9%), Paratransit (-6.6%), Shuttles (+5.9%), Caltrain (+1.4%), and BART (+0.2%).

The month of August 2019 had 22 weekdays, one less weekday compared to August 2018. Total ridership across all modes for the month of August decreased 0.5 percent. The performance of the specific modes is as follows: monthly ridership for Bus (+0.4%), Paratransit (-7.4%), Shuttles (+1.5%), Caltrain (-0.1%), and BART (-2.0%).

Major service changes were implemented in mid-August 2019 with the inauguration of the Route FCX, a bi-directional express bus route between Downtown San Francisco and Foster City. Additionally, all the routes traveling through Downtown San Francisco were extended to serve the San Francisco Ferry Building and a new stop was added on Drumm Street at the Northwest corner of Clay Street near the Financial District. Adult ridership has improved this month compared to August 2018 and 2017.

School-day bus service were reinstated on August 19. Consistent with the start of a new school year, many routes were adjusted to meet bell times and to better serve the riders. Due to a later start of school-day bus service, youth ridership is lower in August 2019 when compared to August 2018. On-time performance usually decreases in August as students go back to school and car traffic on the local road increase congestion.

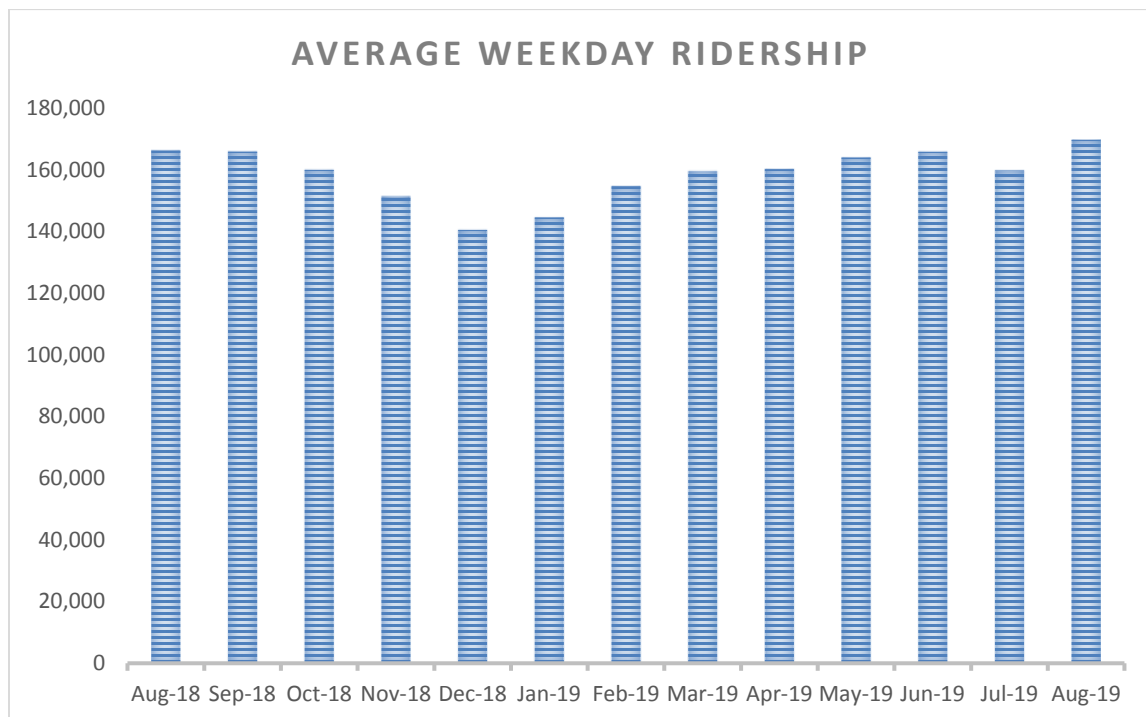
AVERAGE WEEKDAY RIDERSHIP (AWR): August 2019 compared to August 2018

Table A
Average Weekday Ridership

August 2019 Average Weekday Ridership				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	36,370	35,780	37,540	4.9%
Paratransit	1,230	1,210	1,130	-6.6%
Shuttles	11,870	11,180	11,840	5.9%
Caltrain	61,900	70,550	71,560	1.4%
Subtotal	111,360	118,720	122,070	2.8%
BART Extension (No Daly City)	49,420	47,480	47,570	0.2%
Grand Total	160,780	166,200	169,640	2.1%
Weekdays	23	23	22	

August 2019 Year-to-date				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	34,420	33,220	33,880	2.0%
Paratransit	1,230	1,210	1,130	-6.6%
Shuttles	11,950	11,280	11,770	4.3%
Caltrain	62,490	70,890	71,030	0.2%
Subtotal	110,090	116,590	117,800	1.0%
BART Extension (No Daly City)	49,600	47,710	46,890	-1.7%
Grand Total	159,690	164,300	164,690	0.2%

Chart A
Grand Total Average Weekday Ridership



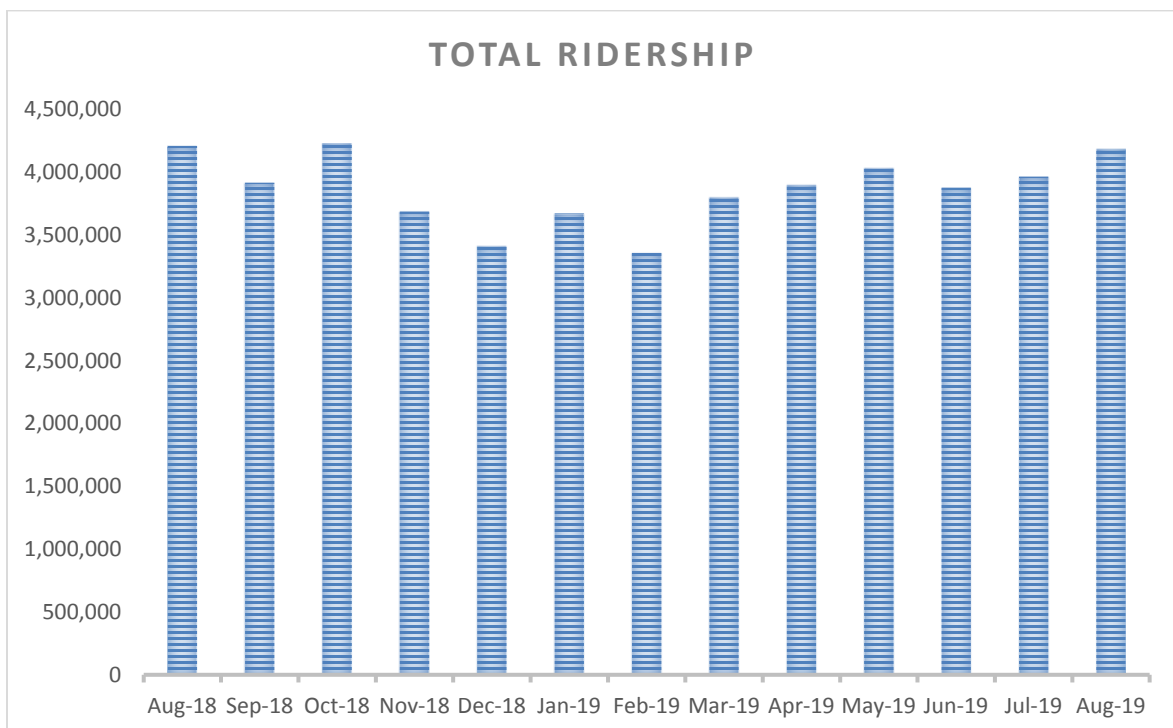
MONTHLY TOTAL RIDERSHIP: August 2019 compared to August 2018

Table B
Total Monthly Ridership

August 2019 Total Monthly Ridership				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	981,000	946,110	950,140	0.4%
Paratransit	32,060	31,240	28,920	-7.4%
Shuttles	270,510	254,600	258,470	1.5%
Caltrain	1,684,460	1,732,400	1,730,330	-0.1%
Subtotal	2,968,030	2,964,360	2,967,870	0.1%
BART Extension (No Daly City)	1,311,390	1,243,670	1,218,910	-2.0%
Grand Total	4,279,420	4,208,030	4,186,770	-0.5%
Weekdays	23	23	22	

August 2019 Year-to-date				
Mode	FY2018	FY2019	FY2020	Percent Change
Bus	1,821,590	1,755,580	1,765,260	0.6%
Paratransit	61,440	59,690	57,620	-3.5%
Shuttles	511,100	493,610	522,850	5.9%
Caltrain	3,300,030	3,363,540	3,403,010	1.2%
Subtotal	5,694,160	5,672,410	5,748,740	1.3%
BART Extension (No Daly City)	2,526,200	2,448,880	2,401,640	-1.9%
Grand Total	8,220,350	8,121,290	8,150,380	0.4%

Chart B
Grand Total Ridership



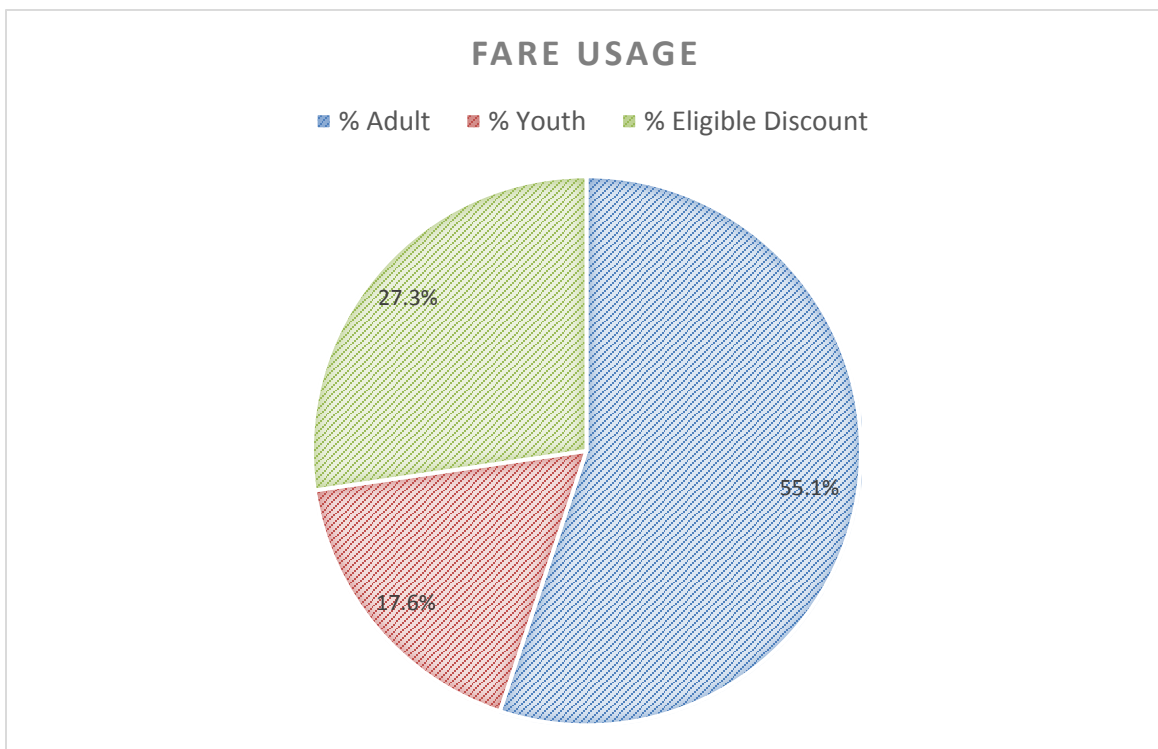
SAMTRANS BUS FARE USAGE: August 2019

Table C illustrates the number of riders by fare category for August 2019, 2018 and 2017. The ridership numbers in this table do not include Dumbarton Express ridership and the rural demand-response service (not to be confused with the SamTrans OnDemand service in Pacifica's Linda Mar area).

Table C
Bus Riders by Fare Category

Fare Category	August 2017	August 2018	August 2019
Adult	511,389	483,684	521,657
Youth	208,375	198,474	166,485
Eligible Discount	257,321	261,105	258,407
Total	977,085	943,263	946,549

Chart C
Fare Usage by Category

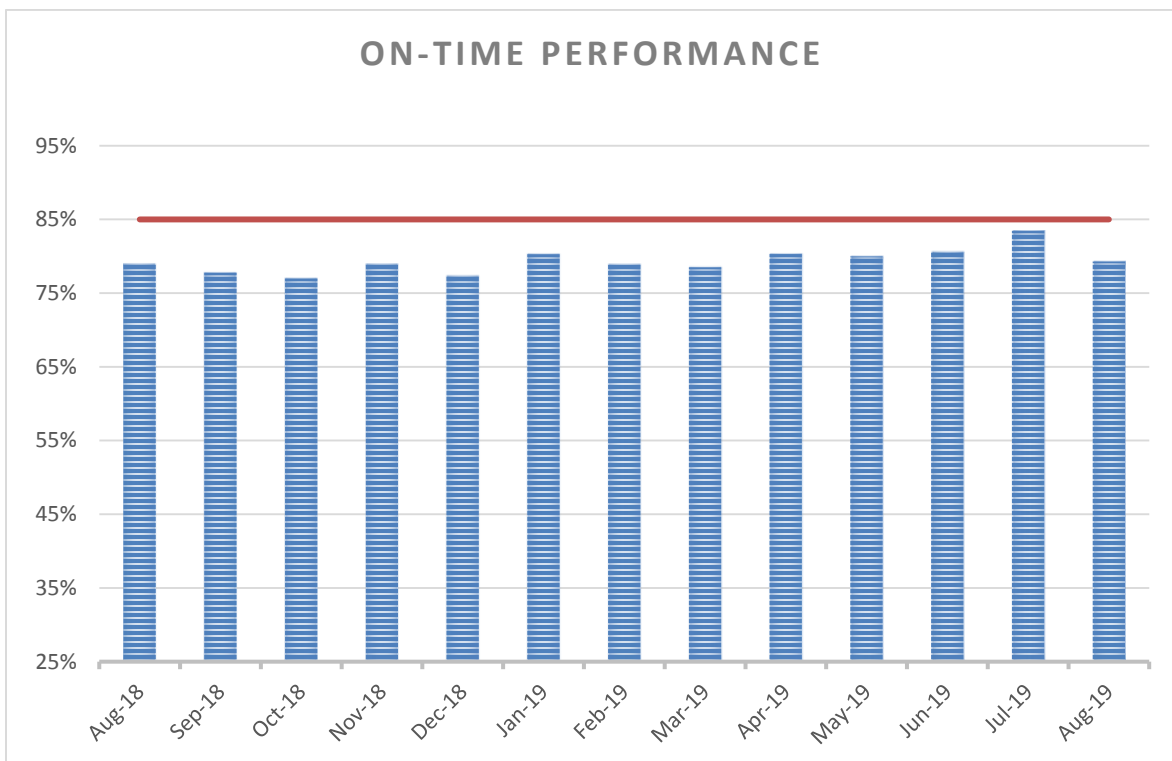


ON-TIME PERFORMANCE: August 2019

On Time Performance (**OTP**) – is calculated by evaluating all the time points within the route’s schedules across the system for late, early, and on-time arrival and departure. A route is late if it exceeds 5 minutes, and it is considered early if it departs 30 seconds ahead of schedule. SamTrans’ OTP goal is 85.0 percent.

The On-Time Performance for August 2019 is **79.3 percent**.

Chart D
On-Time Performance Statistics



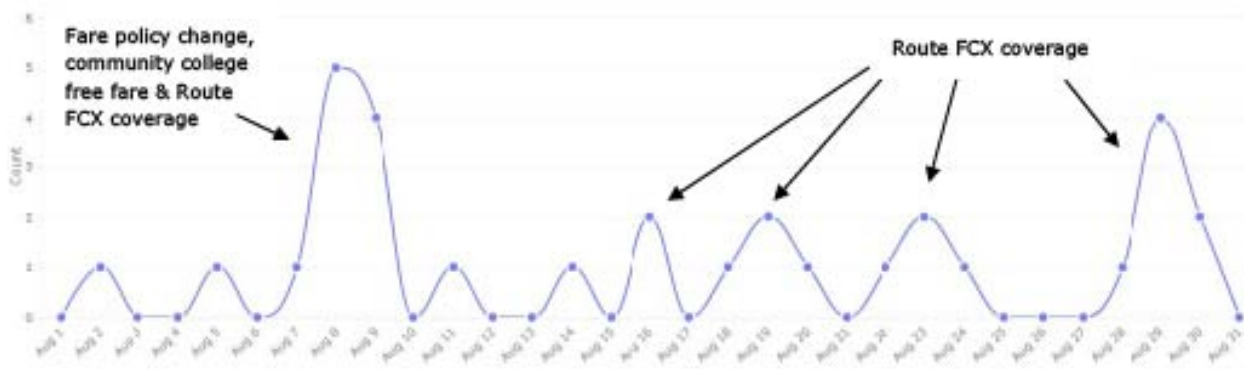
SAMTRANS PROMOTIONS: August 2019

FCX Foster City Express Launch – In August, SamTrans launched the Foster City Express Bus Route (FCX) offering bi-directional weekday bus service between Foster City and San Francisco aboard some of the agency’s new Wi-Fi-capable vehicles. Most of the route’s buses feature specially branded wraps to make it easier for customers to identify the service while also promoting the route to thousands of US-101 drivers during peak commute. To encourage potential riders to sample the service, SamTrans operated the FCX with free fares for the first two weeks after launch.

The first day of service was a success, with staff and Board Directors onboard to greet new customers, field questions/feedback and giveaway freebies. First-day riders were given a commemorative FCX T-shirt to show appreciation and gratitude for riding SamTrans. Of the five buses departing Foster City on the morning of launch, three buses hopped on US-101 with standing room only. This high demand prompted Bus Operations to swap those three 40-foot bus runs with the new 60-foot articulated buses, which are also equipped with Wi-Fi and offer 25% more seating capacity.

Communication included a news release, blog post, social content messaging across multiple channels and extensive outreach with the City of Foster City, the Transportation Coordinator representing large companies/employees in Foster City and Commute.org. The Marketing plan included print direct mail, geo-targeted digital online display ads, social media ads, a Google keyword search campaign, three e-mail blasts, bus shelter posters located in Foster City, and print ads in the San Mateo Daily Journal newspaper. The City of Foster City was also instrumental in assisting SamTrans to spread the word through its own internal communication channels. Major news coverage following the launch included positive, original pieces in SF Examiner, SF Chronicle and the San Mateo Daily Journal.

SamTrans News Coverage Report – August 2019



Total # of articles: 31 (compared to 21 in July)

SamTrans Digital Metrics - AUG 2019



New Followers

+205

Aug 19 - 9,554

July 19 - 9,349

Aug 18 - 8,053

SamTrans.com Sessions

Aug 19 - 191,782

July 19 - 130,640

Aug 18 - 198,981

SamTrans Mobile - Aug

Downloads - 2058 (July: 1308)

Accounts - 1827 (July: 1219)

Orders - 7418 (July: 5931)

Apple Rting - 2.9 - 13 reviews

Top Tagged Issues

1. Rte FCX (118)

2. Compliment (11)

3. Rte SFO (6)

4. Delays (3)

Social Engagement

Video Views

14,611 (July: 23,721)

Content Impressions

815,286 (July: 272,709)

Interactions

16,041 (July: 14,527)

Yelp & FB Rating

2.83 Overall (of 5 stars)

(Two August reviews, 1 Star)



@SamTrans



@gosamtrans



@samtrans

Prepared by: Alex Lam, Senior Planner
Christina Contreras, Marketing Outreach Coordinator
James Namba, Marketing Specialist
Jeremy Lipps, Social Media Officer

650-508-6227
650-508-7763
650-508-7924
650-508-7845



A G E N D A

**FINANCE COMMITTEE
COMMITTEE OF THE WHOLE**

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium – 2nd Floor
1250 San Carlos Avenue, San Carlos, CA**

WEDNESDAY, OCTOBER 2, 2019 – 2:45 pm

or immediately following Community Relations Committee meeting

1. Call to Order

MOTION

2. Approval of Minutes of Finance Committee Meeting of September 4, 2019
3. Amendment of the District Investment Policy and the Paratransit Trust Fund Investment Policy and Reauthorization of Investment of Monies with the Local Agency Investment Fund
4. Approval of Purchase of 13 Revenue Paratransit Cutaway Vehicles and Disposition of Surplus Vehicles
5. Approval of Award of Contract to Wipro, LLC, for PeopleSoft Hosting and Application Support Services
6. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds
7. Authorize Agreement for Affordable Housing and Sustainable Communities Grant Funding for the US 101 Express Bus Project
8. Adjourn

Committee Members: Peter Ratto (Chair), Josh Powell, Marina Fraser

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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

**MINUTES OF FINANCE COMMITTEE MEETING /
COMMITTEE OF THE WHOLE
SEPTEMBER 4, 2019**

Committee Members Present: P. Ratto (Committee Chair), M. Fraser, J. Powell

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: R. Collins,
C. Groom, R. Guilbault, K. Matsumoto, C. Stone

Other Board Members Absent: D. Pine

Staff Present: C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan,
C. Fromson, J. Brook, D. Seamans

CALL TO ORDER

Committee Chair Peter Ratto called the meeting to order at 3:04 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF AUGUST 7, 2019

Motion/Second: Fraser/Collins

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

ADOPTION OF A PROPOSED DISADVANTAGED BUSINESS ENTERPRISE OVERALL GOAL FOR FEDERAL FISCAL YEARS 2020-2022 FOR FEDERAL TRANSIT ADMINISTRATION-ASSISTED CONTRACTS

Hayden Lee, Acting Manager, Office of Civil Rights, gave a presentation outlining the Disadvantaged Business Enterprise (DBE) goal.

Vice Chair Karyl Matsumoto discussed the history of the SamTrans civil rights program. She asked how the District planned to get DBE contractors. Mr. Lee said they were doing a considerable amount of outreach, such as arranging matchmaking events where the prime bidders can meet one on one with DBEs and other small subcontractors.

Director Rose Guilbault asked if the reason SamTrans is race-neutral was because they do not have enough women or minorities who bid for contracts. Mr. Lee said that their disparity studies show that women and minorities have met parity in obtaining contracts.

Motion/Second: Stone/Matsumoto

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

AWARD OF CONTRACTS FOR ON-CALL ENVIRONMENTAL PLANNING, PERMITTING, AND SUPPORT SERVICES

Concepcion Gayotin, Procurements Manager, Contracts and Procurement, presented the staff reports.

Chair Carole Groom asked if they gave preference to local California firms in the selection process. Ms. Gayotin said that only three firms had applied.

AWARD OF CONTRACTS FOR ON-CALL FINANCIAL CONSULTING SERVICES

The Board voted on both contracts resolutions at once:

Motion/Second: Guilbault/Stone

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

ADJOURN

The meeting adjourned at 3:32 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **AMEND THE SAN MATEO COUNTY TRANSIT DISTRICT INVESTMENT POLICY
AND THE PARATRANSIT TRUST FUND INVESTMENT POLICY, AND REAUTHORIZE
INVESTMENT OF MONIES WITH THE LOCAL AGENCY INVESTMENT FUND**

ACTION

Staff proposes the Committee recommend the Board:

1. Amend the San Mateo County Transit District (District) Statement of Investment Policy and the Paratransit Trust Fund (Paratransit) Statement of Investment Policy (together, "Investment Policies") to align with current State law, including California Government Code Section 35601. These Investment Policies provide guidelines for the investment of District and Paratransit Trust funds and include delegations of authority to invest such funds; and
2. Reauthorize the investment of District monies to be invested in Local Agency Investment Funds (LAIF) in compliance with LAIF requirements.

SIGNIFICANCE

The General Manager/CEO or his designee serves as the District's trustee for purposes of placing investments pursuant to the Investment Policies. The Board of Directors, in accordance with California Government Code Section 53646(a), may review the Investment Policies and also reauthorize the included delegations of authority on an annual basis at a public meeting. The proposed action will:

- Amend the Investment Policies' benchmarks to be more consistent with each other, to reflect the District's and the Paratransit Trust Fund's current portfolios and to be updated annually by the General Manager/CEO or his designee with advice from the District's investment advisers;
- Update authorized investment descriptions to those used in California State Codes; and
- Update the authorized investments explicitly listed in the Investment Policies to include bonds, notes, warrants, or other evidences of indebtedness of any local agency within the state.

BUDGET IMPACT

The amendment of the Investment Policies and reauthorization of investment in LAIF will have no impact on the District's capital or operating budgets.

BACKGROUND

The District's general and Paratransit Trust Fund investments have always been in accordance with sound treasury management practices and comply with the objectives of safety, liquidity, and yield in that order of priority.

Continued investments through LAIF are consistent with these objectives.

Prepared by: Jayden Treasury Manager

650-508-6405

RESOLUTION NO. 2019-

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

**AMENDING THE INVESTMENT POLICY FOR THE
SAN MATEO COUNTY TRANSIT DISTRICT AND PARATRANSIT TRUST FUNDS**

WHEREAS, in accordance with applicable State law, the San Mateo County District (District) is required to adopt an investment policy; and

WHEREAS, in October 1985, the District adopted a Statement of Investment Policy for the investment of District funds; and

WHEREAS, in March 2009, the District adopted a Statement of Investment Policy for the investment of Paratransit Trust Funds; and

WHEREAS, the District may annually render a statement of said investment policies to the Board of Directors for review and approval pursuant to Section 53646 of the State of California Government Code; and

WHEREAS, the District has amended or reaffirmed the investment policies over the years, most recently in September of 2017; and

WHEREAS, in presenting both the District's Statement of Investment Policy and the Paratransit Trust Fund's Statement of Investment Policy to the Board of Directors for this year, the General Manager/CEO recommends, and the Committee concurs, that the Board of Directors amend the policies to align with descriptions of investments contained in the California state codes and to more clearly reflect current District and the Paratransit Trust Fund investment portfolios; and

WHEREAS, staff recommends, and the Finance Committee concurs, reappointment of the General Manager/CEO, or his designee, as trustee for purposes of

placing investments pursuant to the aforementioned policies.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District does hereby:

1. Approve and adopt the amended Statement of Investment Policy for the Investment of District Funds, attached hereto as Exhibit A;
2. Approve and adopt the amended Statement of Investment Policy for the Investment of Paratransit Trust Funds, attached hereto as Exhibit B;
3. Reappoint the General Manager/CEO, or his designee, as the trustee for purposes of placing investments pursuant to said policies.

Regularly passed and adopted this 2nd day of October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

October, 1985
Revised October, 1986
Revised October, 1987
Revised October, 1988
Revised October, 1989
Reaffirmed October, 1990
Revised October, 1991
Reaffirmed October, 1992

Revised October, 1993
Revised November, 1994
Reaffirmed October, 1995
Revised March, 1996
Revised September, 1997
Reaffirmed October, 1998
Reaffirmed October, 1999
Reaffirmed October, 2000

Reaffirmed October, 2001
Reaffirmed December, 2002
Revised December, 2003
Reaffirmed December, 2004
Reaffirmed October, 2005
Reaffirmed November, 2006
Amended November 2007
Reaffirmed December 2008

Amended March 2009
Reaffirmed March 2010
Amended April 2011
Amended April 2012
Reaffirmed April 2013
Reaffirmed April 2014
Amended August 2016

EXHIBIT A

SAN MATEO COUNTY TRANSIT DISTRICT

STATEMENT OF INVESTMENT POLICY

I. PURPOSE

This Statement of Investment Policy (Investment Policy) provides guidelines for the prudent investment and cash management of the San Mateo County Transit District's (DISTRICT) funds. It is the goal of this Investment Policy to establish investment objectives in accordance with the provisions of the *California Government Code, Section 53600 et seq.* (hereafter "*Code*"), and investment guidelines to ensure that the funds under its purview are prudently invested to preserve capital, provide necessary liquidity, and achieve a market-average rate of return over an economic cycle consistent with the DISTRICT's goals of preserving principal and minimizing the risk of diminishing the principal.

Investments may only be made as authorized by this Investment Policy, and subsequent revisions. This Statement of Investment Policy may be reviewed annually by the DISTRICT's Board of Directors at a public meeting. (*California Government Code Section 53646(a)*). Irrespective of these policy provisions, should the provisions of the *Code* be, or become, more restrictive than those contained herein, then such provisions will be considered immediately incorporated into this Statement of Investment Policy.

II. OBJECTIVE

The DISTRICT's cash management system is designed to monitor and forecast accurately, expenditures and revenues, thus enabling the DISTRICT to invest funds to the fullest extent possible. Idle funds of the DISTRICT shall be invested in accordance with sound treasury management and in accordance with the provisions of the *Code* and this Investment Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials

shall be applied in the context of managing an overall portfolio. DISTRICT officials shall act in accordance with written procedures and the Investment Policy, and should report deviations from expectations in a timely fashion and take appropriate action to control adverse developments. The DISTRICT's primary objective with respect to its invested funds is to safeguard the principal of the funds. The second objective is to meet the liquidity needs of the DISTRICT. The third objective is to achieve a return on its invested funds.

III. BENCHMARKS

Investment performance will be compared to the performance benchmark selected by the DISTRICT annually, which approximates the DISTRICT's portfolio and the specific restrictions on the DISTRICT's portfolio in accordance with applicable current legislation by the State of California.

IV. POLICY

At all times, the DISTRICT shall invest its funds in accordance with the rules and restrictions established by the law of the State of California (including *Government Code Section 53600 et seq.*). In addition, the DISTRICT shall conduct its investments under the "prudent investor standard": "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (*California Government Code Section 53600.3*).

The General Manager/CEO of the DISTRICT, or his designee, shall serve as the DISTRICT's trustee for purposes of placing investments pursuant to this Investment Policy. The Board of Directors may review and specifically reauthorize this delegation of authority on an annual basis.

1. **Criteria for Selecting Investments.** Criteria for selecting investments and the order of priority are:
 - a. **Safety.** The safety and risk associated with an investment refer to the potential loss of principal, interest or a combination of these amounts. The DISTRICT shall operate only in those investments that are considered safe. Investments in instruments and with institutions permitted under Section 2, Diversification; Section 6, Allowable Investment Instruments and Section 7, Local Agency Investment Fund, are deemed to constitute safe investments within the meaning of this Investment Policy.
 - b. **Liquidity.** An adequate percentage of the portfolio, in the approximate amount of six months' operating expenses, should be maintained in liquid short-term investments which can convert to cash if necessary to meet disbursement requirements. For purposes of this Investment Policy, fixed income securities maturing in one year or more are considered investment

term, and fixed income securities maturing in less than one year are considered short-term cash equivalents. All funds available for investment shall be directed to the managers of the DISTRICT's investment portfolio.

c. **Return on Investment.** The DISTRICT's investment portfolio shall be designed with the objective of attaining the safety and liquidity objectives first, and then attaining a market rate of return throughout the budgetary and economic cycles, consistent with the portfolio's benchmark as described in the section entitled "Objective" (see above). This benchmark takes into account the DISTRICT's investment risk constraints and the cash flow characteristics of the portfolio.

2. **Diversification.** The DISTRICT will limit its investments to securities as defined by *California Government Code Section 53601 (k)*. The portfolio should consist of a mix of various types of securities, issuers, and durations from among the allowable investment instruments described in Sections 5, 6, and 7 so as to minimize the risk of loss and maximize the rate of return when prudent to do so.

3. **Safekeeping and Custody.** All security transactions, including collateral for repurchase agreements, will be executed on a Delivery versus Pay Basis (DVP). The assets of the DISTRICT shall be held in safekeeping by the DISTRICT's safekeeping agent, or secured through third party custody and safekeeping procedures. A due bill or other substitutions will not be acceptable.

4. **Maturity of Investments.** The specific security guidelines including maximum maturities and qualified Fixed Income instruments can be found in Section 10 "Summary of Instruments & Limitations" of this Investment Policy.

The maximum dollar weighted average maturity of the fund is five years. This policy limitation leaves open the flexibility to take advantage of interest rate fluctuations as well as yield curve differences to maximize the return on investment. The imposed maximum dollar weighted five year average maturity limits the market risk to levels appropriate for an intermediate income fund. For the purposes of calculating the "average life" of the fund, callable and asset backed securities will be run to their stated final maturity.

5. **Deposit of Funds.** As far as possible, all money belonging to or in the custody of the DISTRICT including money paid to the DISTRICT to pay the principal, interest or penalties of bonds, shall be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by *California Government Code Section 53630*). Pursuant to *California Government Code Sections 53635, 53637 and 53638*, the money shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

6. **Allowable Investment Instruments.** The DISTRICT also may invest in any investment instrument as authorized by the *California Government Code*, as it may be amended from time to time, and subject to any conditions set forth in the *California Government Code*. These investment instruments include but are not limited to:
- a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government sponsored enterprises.
 - c. Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 30 percent of the agency's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this section. This subdivision does not preclude a municipal utility district from investing moneys in its treasury in a manner authorized by the Municipal Utility District Act (*California Public Utilities Code Section 11501, et seq.*).
 - d. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO).
 - e. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by *California Financial Code Section 5102*), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency's moneys that may be invested pursuant to *California Government Code Section 53601*.
 - f. Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements as defined in *California Government Code Section 53601 (j)*.
 - g. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under

this subdivision shall be rated “A” or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency’s moneys that may be invested pursuant to *California Government Code Section 53601(k)*.

- h. Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by *California Government Code Section 53601 (l)*.
- i. A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond of a maximum of five years’ maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an “A” or higher rating for the issuer’s debt as provided by an NRSRO and rated in a rating category of “AA” or its equivalent or better by an NRSRO. Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency’s surplus moneys that may be invested pursuant to this *California Government Code Section 53600*.
- j. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- k. Collateral is defined in this Investment Policy to mean property (as securities) pledged by a borrower to protect the interest of the lender. For purposes of this Investment Policy, the following investments are considered to have collateral backing: Certificates of Deposit protected by either the FDIC or pledged securities in conformance with California Codes and this Investment Policy; or Bankers' Acceptances (protected by an irrevocable time draft or bill of exchange) whereby the accepting bank incurs an irrevocable primary obligation thus guaranteeing payment on the draft or bill. A secondary obligation rests with the issuing company; Commercial Paper (protected by an unsecured promissory note from the issuer who must be rated A1/P1/F1 or better) thereby guaranteeing that the earning power and/or liquidity had been established to fulfill the obligation to pay; and, asset backed securities which are rated AAA by both Moody’s and Standard & Poors.

7. **Local Agency Investment Fund & San Mateo County Investment Pool.** The Board of Directors also authorizes the DISTRICT to invest in the Local Agency Investment Fund (LAIF) pursuant to *California Government Code Section 16429.1* and in the San Mateo County Investment Fund (SMCIF).

- 8. Prohibited Investments.** The DISTRICT shall not invest any funds in inverse floaters, range notes or mortgage derived interest-only strips. The DISTRICT shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the DISTRICT may hold this prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in *California Government Code Section 53601.6*.
- 9. Portfolio Transactions.** The DISTRICT's investment advisors are expected to seek best execution for all portfolio transactions. Best execution relates to the expected realized price net of commissions and is not necessarily synonymous with the lowest commission rate. Investment advisors are to obtain three independent bids from SEC licensed brokerage institutions, licensed by the state as a broker-dealer, as defined in *California Government Code Section 53601.5*, or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, prior to the execution of each portfolio transaction. The investment advisors, at their sole discretion and authority, will choose which broker dealers or brokerage firms from which to solicit bids and final selection is to be made based on the best interests of the DISTRICT. Investment advisors may incur Realized capital losses in order to minimize the decrease in real purchasing power of the assets over an indefinite period of time.
- 10. Summary of Instruments & Limitations.** Subject to the limitations set forth in *California Government Code Sections 53600 et seq.* which may be amended from time to time, the General Manager/CEO or his designee may invest in the following instruments, subject to the limits of flexibility described above:

<u>Instrument</u>	<u>Limitations</u>			
	<u>Rating</u>	<u>% of Fund</u>	<u>% of Fund Per Issuer</u>	<u>Maturity</u>
(a) U.S. Treasury Obligations		100	100	15 years
(b) Obligations of U.S. Agencies or Government Sponsored Enterprises		100	100	15 years
(c) Bankers Acceptances	A1/P1/F1			
Domestic (\$500 million minimum assets)		15	5	180 days
Foreign (\$500 million minimum assets)		15	5	180 days
(d) Commercial Paper	A1/ P1/F1	15	10	270 days
(\$500 million minimum assets)	Additional	10	10	31 days*
*Additional 10% (for a total of 25%) if the dollar weighted average maturity of the entire amount does not exceed 31 days				
(e) Negotiable Certificates of Deposit		10	5	5 years

<u>Instrument</u>	<u>Rating</u>	<u>Limitations</u>		
		<u>% of Fund</u>	<u>% of Fund Per Issuer</u>	<u>Maturity</u>
(f) Repurchase Agreements Secured by U.S. Treasury or Agency Obligation Max 5 yr. maturity (102% collateral)		100	50	1 year
Reverse Repurchase Agreements & Security Lending		20	20	92 days
(g) Medium Term Notes	A	30	10	5 years
(h) Shares of beneficial interest issued by diversified management companies		10	5	30 days
(i) A mortgage pass through security No Inverse Floaters No Range Notes No Interest Only Strips Derived from a Pool of Mortgages	AA	20	5	5 Years
(j) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within California		50	50	10 years
Local Agency Investment Fund (LAIF)				Up to the current limit.
San Mateo County Investment Fund				Up to the current limit.

11. Oversight.

- a. On a quarterly basis the Investment Advisor shall submit an investment report which provides a market review, the Advisor's outlook for the market and strategy for investing DISTRICT funds. The report will also compare the portfolio against the benchmark established by the Investment Policy in terms of duration and yield.
- b. Quarterly, the General Manager/CEO shall submit an investment report to the Board of Directors within 30 days of the end of the quarter. The report shall include the following information:
 1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the DISTRICT;

2. description of any of the DISTRICT's funds, investments or programs that are under the management of contracted parties, including lending programs;
 3. for all securities held by the DISTRICT or under management by any outside party that is not a local agency or the State of California LAIF, a current market value as of the date of the report and the source of this valuation;
 4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
 5. statement that the DISTRICT has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.
- c. Annually, the General Manager/CEO shall perform, or cause to be performed, an independent audit of the DISTRICT's assets as reported for the investment program's activities. It is to be conducted in such a way as to determine compliance with the DISTRICT's Investment Policy and State Codes. Such independent auditors will express an opinion whether the statement of assets is presented fairly and in accordance with generally accepted accounting principles.
- d. If the DISTRICT places all of its investments in the LAIF, FDIC-insured accounts in a bank or savings and loan association, or the SMCIF (or any combination of these three), the General Manager/CEO can simply submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing items 4 and 5 above. (*California Government Code Section 53646(b)-(e)*).

March 2009
Reaffirmed March 2010
Amended April 2011
Reaffirmed April 2012
Reaffirmed April 2013

Reaffirmed April 2014
Amended August 2016

EXHIBIT B

SAN MATEO COUNTY TRANSIT DISTRICT

STATEMENT OF INVESTMENT POLICY FOR THE INVESTMENT OF PARATRANSIT TRUST FUND

I. PURPOSE

This Statement of Investment Policy for the Investment of the Paratransit Trust Fund (Investment Policy) sets forth the investment guidelines for the prudent management of the Paratransit Trust Fund of the San Mateo County Transit District's (DISTRICT) funds. It is the goal of this Investment Policy to establish investment objectives in accordance with the provisions of the *California Government Code, Section 53600 et seq.* (hereafter "*Code*"), and investment guidelines to ensure that the funds under its purview are prudently invested to preserve capital, provide necessary liquidity, and achieve a market-average rate of return over an economic cycle consistent with the DISTRICT's goals of preserving principal and minimizing the risk of diminishing the principal.

Investments may only be made as authorized by this Investment Policy, and subsequent revisions. This Statement of Investment Policy may be reviewed annually by the DISTRICT's Board of Directors at a public meeting. (*California Government Code Section 53646(a)*). Irrespective of these policy provisions, should the provisions of the *Code* be, or become, more restrictive than those contained herein, then such provisions will be considered immediately incorporated into this Statement of Investment Policy.

II. OBJECTIVES

The DISTRICT's cash management system is designed to monitor and forecast accurately, expenditures and revenues, thus enabling the DISTRICT to invest funds to the fullest extent possible. Idle funds of the DISTRICT shall be invested in accordance with sound treasury management and in accordance with the provisions of the *Code* and this Investment Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be applied in the context of managing an overall portfolio. DISTRICT officials shall act in

accordance with written procedures and the Investment Policy, and should report deviations from expectations in a timely fashion and take appropriate action to control adverse developments. The DISTRICT's primary objective with respect to its invested funds is to safeguard the principal of the funds. The second objective is to meet the liquidity needs of the DISTRICT. The third objective is to achieve a return on its invested funds.

III. BENCHMARKS

Investment performance will be compared to the performance benchmark selected by the DISTRICT annually, which approximates the DISTRICT's portfolio and the specific restrictions on the District's portfolio in accordance with applicable current legislation by the State of California.

IV. POLICY

At all times, the DISTRICT shall invest the Paratransit Trust Fund in accordance with the rules and restrictions established by the law of the State of California (including *Government Code Section 53600 et seq.*). In addition, the DISTRICT shall conduct its investments under the "prudent investor standard": "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency." (*California Government Code Section 53600.3*).

The General Manager/CEO of the DISTRICT, or his designee, shall serve as the DISTRICT's trustee for purposes of placing investments pursuant to this Investment Policy. The Board of Directors may review and specifically reauthorize this delegation of authority on an annual basis.

1. **Criteria for Selecting Investments.** Criteria for selecting investments and the order of priority are:
 - a. **Safety.** The safety and risk associated with an investment refer to the potential loss of principal, interest or a combination of these amounts. The DISTRICT shall invest only in those investments that are considered safe. Investments in instruments and with institutions permitted under Section 6, Allowable Investment Instruments and Section 7, Local Agency Investment Fund & San Mateo County Investment Fund, are deemed to constitute safe investments within the meaning of this Investment Policy.
 - b. **Liquidity.** An adequate percentage of the portfolio, in the approximate amount of six months' operating expenses, should be maintained in liquid short-term investments which can convert to cash if necessary to meet disbursement requirements. For purposes of this Investment Policy, fixed income securities maturing in one year or more are considered investment

term, and fixed income securities maturing in less than one year are considered short-term cash equivalents.

- c. **Return on Investment.** The DISTRICT's investment portfolio shall be designed with the objective of attaining the safety and liquidity objectives first, and then attaining a market rate of return throughout the budgetary and economic cycles, consistent with the portfolio's benchmark as described in Section III. This benchmark takes into account the DISTRICT's investment risk constraints and the cash flow characteristics of the portfolio.
2. **Diversification.** The DISTRICT will limit its investments to securities as defined by *California Government Code Section 53601 (k)*. The portfolio should consist of a mix of various types of securities, issuers, and durations from among the allowable investment instruments described in Sections 5, 6 and 7 so as to minimize the risk of loss and maximize the rate of return when prudent to do so.
3. **Safekeeping and Custody.** All security transactions, including collateral for repurchase agreements will be executed on a Delivery versus Pay Basis (DVP). The assets of the DISTRICT shall be held in safekeeping by the DISTRICT's safekeeping agent, or secured through third party custody and safekeeping procedures. A due bill or other substitution will not be acceptable.
4. **Investment Maturities and Average Life.** The specific security guidelines including maximum maturities and qualified Fixed Income instruments can be found in Section 10 "Summary of Instruments & Limitations" of this Investment Policy.

The maximum dollar weighted average maturity of the fund is five years. This policy limitation leaves open the flexibility to take advantage of interest rate fluctuations as well as yield curve differences to maximize the return on investment. The imposed maximum dollar weighted five year average maturity limits the market risk to levels appropriate for an intermediate income fund. For the purposes of calculating the "average life" of the fund, callable and asset backed securities will be run to their stated final maturity.

5. **Deposit of Funds.** As far as possible, all money belonging to or in the custody of the DISTRICT including money paid to the DISTRICT to pay the principal, interest or penalties of bonds, shall be deposited for safekeeping in state or national banks, savings associations or federal associations, credit unions or federally insured industrial loan companies in California (as defined by *California Government Code Section 53630*). Pursuant to *California Government Code Sections 53635, 53637 and 53638*, the money shall be deposited in any authorized depository with the objective of realizing maximum return, consistent with prudent financial management.

6. **Allowable Investment Instruments.** The DISTRICT also may invest in any investment instrument as authorized by the *California Government Code*, as it may be amended from time to time, and subject to any conditions set forth in the *California Government Code*. These investment instruments include but are not limited to:
- a. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government sponsored enterprises.
 - c. Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 30 percent of the agency's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this section. This subdivision does not preclude a municipal utility district from investing moneys in its treasury in a manner authorized by the Municipal Utility District Act (*California Public Utilities Code Section 11501, et seq.*).
 - d. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO).
 - e. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by *California Financial Code Section 5102*), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency's moneys that may be invested pursuant to *California Government Code Section 53601*.
 - f. Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements as defined in *California Government Code Section 53601 (j)*.
 - g. Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and

operating within the United States. Notes eligible for investment under this subdivision shall be rated “A” or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the agency’s moneys that may be invested pursuant to *California Government Code Section 53601(k)*.

- h. Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by *California Government Code Section 53601 (l)*.
- i. A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond of a maximum of five years’ maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an “A” or higher rating for the issuer’s debt as provided by an NRSRO and rated in a rating category of “AA” or its equivalent or better by an NRSRO. Purchase of securities authorized by this subdivision may not exceed 20 percent of the agency’s surplus moneys that may be invested pursuant to this *California Government Code Section 5360*.
- j. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- k. Collateral is defined in this Investment Policy to mean property (as securities) pledged by a borrower to protect the interest of the lender. For purposes of this Investment Policy, the following investments are considered to have collateral backing: Certificates of Deposit protected by either the FDIC or pledged securities in conformance with California Codes and this Investment Policy; or Bankers' Acceptances (protected by an irrevocable time draft or bill of exchange) whereby the accepting bank incurs an irrevocable primary obligation thus guaranteeing payment on the draft or bill. A secondary obligation rests with the issuing company; Commercial Paper (protected by an unsecured promissory note from the issuer who must be rated A1/P1/F1 or better) thereby guaranteeing that the earning power and/or liquidity had been established to fulfill the obligation to pay; and, asset backed securities which are rated AAA by both Moody’s and Standard & Poors.

7. **Local Agency Investment Fund & San Mateo County Investment Fund.** The Board of Directors also authorizes the DISTRICT to invest in the Local Agency Investment Fund (LAIF) pursuant to *California Government Code Section 16429.1* and in the San Mateo County Investment Fund (SMCIF).

- 8. Prohibited Investments.** The DISTRICT shall not invest any funds in inverse floaters, range notes or mortgage derived interest-only strips. The DISTRICT shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the DISTRICT may hold this prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in *California Government Code Section 53601.6*.
- 9. Portfolio Transactions.** The DISTRICT's investment advisors are expected to seek best execution for all portfolio transactions. Best execution relates to the expected realized price net of commissions and is not necessarily synonymous with the lowest commission rate. Investment advisors are to obtain three independent bids from SEC licensed brokerage institutions, licensed by the state as a broker-dealer, as defined in *California Government Code Section 53601.5*, or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, prior to the execution of each portfolio transaction. The investment advisors, at their sole discretion and authority, will choose which broker dealers or brokerage firms from which to solicit bids and final selection is to be made based on the best interests of the DISTRICT. Investment advisors may incur realized capital losses in order to minimize the decrease in real purchasing power of the assets over an indefinite period of time.
- 10. Summary of Instruments & Limitations.** Subject to the limitations set forth in *California Government Code Sections 53600 et seq.* which may be amended from time to time, the General Manager/CEO or his designee may invest in the following instruments, subject to the limits of flexibility described above:

<u>Instrument</u>	<u>Rating</u>	<u>Limitations</u>		
		<u>% of Fund</u>	<u>% of Fund Per Issuer</u>	<u>Maturity</u>
(a) U.S. Treasury Obligations		100	100	15 years
(b) Obligations of U.S. Agencies or Government Sponsored Enterprises		100	100	15 years
(c) Bankers Acceptances	A1/P1/F1			
Domestic (\$500 million minimum assets)		15	5	180 days
Foreign (\$500 million minimum assets)		15	5	180 days
(d) Commercial Paper	A1/ P1/F1	15	10	270 days
(\$500 million minimum assets)	Additional	10	10	31 days*
*Additional 10% (for a total of 25%) if the dollar weighted average maturity of the entire amount does not exceed 31 days				
(e) Negotiable Certificates of Deposit		10	5	5 years

(f)	Repurchase Agreements Secured by U.S. Treasury or Agency Obligation Max 5 yr. maturity (102% collateral)		100	50	1 year
	Reverse Repurchase Agreements & Security Lending		20	20	92 days
(g)	Medium Term Notes	A	30	10	5 years

<u>Instrument</u>			<u>Limitations</u>		
	<u>Rating</u>	<u>% of Fund</u>	<u>% of Fund Per Issuer</u>	<u>Maturity</u>	
(h)	Shares of beneficial interest issued by diversified management companies		10	5	30 days
(i)	A mortgage pass through security No Inverse Floaters No Range Notes No Interest Only Strips Derived from a Pool of Mortgages	AA	20	5	5 Years
(j)	Bonds, notes, warrants, or other evidences of indebtedness of any local agency within California		50	50	10 years
	Local Agency Investment Fund (LAIF)				Up to the current limit.
	San Mateo County Investment Fund				Up to the current limit.

11. Oversight.

- a. On a quarterly basis the Investment Advisor shall submit an investment report which provides a market review, the Advisor's outlook for the market and strategy for investing DISTRICT funds. The report will also compare the portfolio against the benchmark established by the Investment Policy in terms of duration and yield.
- b. Quarterly, the General Manager/CEO shall submit an investment report to the Board of Directors within 30 days of the end of the quarter. The report shall include the following information:
 1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the DISTRICT;

2. description of any of the DISTRICT's Paratransit Trust Fund, investments or programs that are under the management of contracted parties, including lending programs;
 3. for all securities held by the DISTRICT or under management by any outside party that is not a local agency or the State of California LAIF, a current market value as of the date of the report and the source of this valuation;
 4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
 5. statement that the DISTRICT has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.
- c. Annually, the General Manager/CEO shall perform, or cause to be performed, an independent audit of the DISTRICT's assets as reported for the investment program's activities. It is to be conducted in such a way as to determine compliance with the DISTRICT's Investment Policy and State Codes. Such independent auditors will express an opinion whether the statement of assets is presented fairly and in accordance with generally accepted accounting principles.
- d. If the DISTRICT places all of its investments in the LAIF, FDIC-insured accounts in a bank or savings and loan association, or the SMCIF (or any combination of these three), the General Manager/CEO can simply submit, on at least a quarterly basis, the most recent statements from these institutions to meet the requirements of items 1-3 above, with a supplemental report addressing items 4 and 5 above. (*California Government Code Section 53646(b)-(e)*).

RESOLUTION NO. 2019-

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

REAUTHORIZING INVESTMENT OF SAN MATEO COUNTY TRANSIT DISTRICT
MONIES IN LOCAL AGENCY INVESTMENT FUND

WHEREAS, pursuant to Government Code Section 16429.1, a Local Agency Investment Fund (LAIF) was created in the State Treasury for the deposit of local agency monies for purposes of investment by the State Treasurer; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the deposit and withdrawal of money in LAIF in accordance with the provisions of Government Code Section 16429.1 is in the best interest of the San Mateo County Transit District (District).

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District does hereby authorize the deposit and the withdrawal of District monies in Local Agency Investment Fund in the State Treasury in accordance with the provisions of Government Code Section 16429.1, for the purpose of investment; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to order the deposit or withdrawal of District monies in LAIF.

Regularly passed and adopted this 2nd day of October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

David Olmeda
Chief Operating Officer, Bus

SUBJECT: **AWARD OF CONTRACT FOR THE PURCHASE AND DELIVERY OF 2019
PARATRANSIT CUTAWAY VEHICLES AND DISPOSITION OF 2013
PARATRANSIT CUTAWAY VEHICLES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to Creative Bus Sales, Inc. of Chino, California for 13 2019 El Dorado paratransit cutaway vehicles (2019 Vehicles) for a not to exceed amount of \$1,732,640 at fixed unit prices including tire fees, taxes and delivery.
2. Authorize the General Manager/CEO or his designee to execute a contract in full conformity with the terms and conditions of the California Association for Coordinated Transportation's (CalACT) competitively bid contract, and in a form approved by legal counsel.
3. Authorize the General Manager/CEO or his designee, to dispose of 13 2013 El Dorado paratransit cutaway vehicles (2013 Vehicles) in accordance with the San Mateo County Transit District's (District) Procurement Policy.

SIGNIFICANCE

The award of this contract will provide the District with the ability to replace 13 2013 Vehicles that have reached the end of their useful life. The new vehicles will ensure continued, reliable service to paratransit customers by replacing older, and costly-to-maintain vehicles, thereby reducing operating and maintenance costs.

The District routinely disposes of rolling stock (i.e. minivans, cutaways, and heavy duty buses) that have reached the end of their useful lives. Disposition of the 2013 Vehicles is in keeping with this practice and will be carried out in full compliance with the District's Procurement Policy and applicable Federal Transit Administration (FTA) regulations. The Procurement Policy permits disposition by sealed bid, public auction, sale, negotiation, transfer to another public agency, donation, or by discarding as scrap.

BUDGET IMPACT

The Fiscal Year 2020 (FY 2020) capital budget included \$1,732,640 for the proposed purchase of the 2019 Vehicles to replace the 2013 Vehicles. Funding sources consist of 80 percent from FTA Urbanized Area Formula Funding (49 U.S.C. Section 5307) and 20 percent from State Proposition 1B.

The 2013 Vehicles were originally purchased with a mix of federal and state funds. Any proceeds gained from their disposition, less any applicable fees (e.g. auctioneer's fees) and any proceeds due to the FTA, will be deposited to the District's general fund.

BACKGROUND

The District's replacement of paratransit vehicles is in accordance with FTA and Metropolitan Transportation Commission guidelines. The 2013 Vehicles, purchased under Board Resolution 2012-07, have reached the end of their useful service life and must be replaced in FY 2020.

The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through the State of California's "CalACT" program, which makes vehicles available to public agencies from approved vendors that have been selected through a sealed competitive bid process. CalACT's paratransit vehicle suppliers give the District the benefits of purchasing vehicles that meet proven design and construction standards, as well as all of the District's specifications, at highly competitive prices. The 2019 Vehicles will have the same specifications previously established with the Paratransit Coordinating Council's Vehicle Advisory Committee.

The 2013 Vehicles will be scheduled for appropriate disposal once the new vehicles are delivered in late 2020.

STRATEGIC INITIATIVE

Priority 2 – Strengthen Fiscal Health

- Goal 3 – Implement existing and new best practices
 - Action 2-13: Invest in improvements to our facilities and fleets that conserve natural resources, reducing waste, and controlling costs.

Procurement Administrator: Kevin Kelley

650-622-7892

Contract Administrator: Natalie Chi Rasmussen, Bus Maintenance

650-508-6418

RESOLUTION NO. 2019-

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

AWARDING A CONTRACT TO CREATIVE BUS SALES, INC.,
FOR THE PURCHASE AND DELIVERY OF 13 EL DORADO PARATRANSIT VEHICLES
FOR A NOT TO EXCEED AMOUNT OF \$1,732,640 AND AUTHORIZING THE
DISPOSITION OF 13 SURPLUS 2013 EL DORADO PARATRANSIT VEHICLES

WHEREAS, the San Mateo County Transit District (District) provides paratransit services to San Mateo County residents as required by the Americans with Disabilities Act of 1990 through its paratransit service program known as Redi-Wheels; and

WHEREAS, 13 2013 El Dorado paratransit vehicles (2013 Vehicles) have reached the end of their useful life and are due for replacement in accordance with Federal Transit Administration (FTA) and Metropolitan Transportation Commission (MTC) replacement schedules; and

WHEREAS, staff proposes to replace the 13 2013 Vehicles by acquiring 13 new 2019 El Dorado paratransit cutaway vehicles (2019 Vehicles); and

WHEREAS, pursuant to California Public Contract Code Section 10298, the District is permitted to procure items through the purchasing cooperative offered by the California Association for Coordinated Transportation (CalACT), which makes available to public agencies numerous vehicles from approved vendors that have been selected through a competitive bid process; and

WHEREAS; the District has routinely used the CalACT purchasing cooperative to purchase new vehicles for its paratransit services; and

WHEREAS, funding for the purchase of the 2019 Vehicles is included in the Fiscal Year 2020 capital budget, and comes from a combination of federal and state funds; and

WHEREAS, the General Manager/CEO recommends, and the Committee concurs, that a contract be awarded to Creative Bus Sales, Inc. of Chino, California for the purchase of the 2019 Vehicles for a not to exceed amount of \$1,732,640 at fixed unit prices, including applicable charges for tire fees, taxes and delivery; and

WHEREAS, the General Manager/CEO further recommends, and the Committee concurs, that the Board authorize disposal of the 2013 Vehicles in accordance with the District's Procurement Policy once the 2019 Vehicles are delivered and ready for use.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract through the California Association for Coordinated Transportation program to Creative Bus Sales, Inc. for the purchase and delivery of 13 new 2019 El Dorado paratransit cutaway vehicles for a not to exceed amount of \$1,732,640; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to execute a contract on behalf of the District with Creative Bus Sales, Inc. in accordance with the terms and conditions of CalACT's competitively bid contract and in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that the Board authorizes the disposition of 13 surplus 2013 El Dorado paratransit cutaway vehicles in accordance with the District's Procurement Policy; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to determine, in a manner consistent with the District's Procurement Policy, the appropriate method of, and terms of, disposition of the 13 surplus 2013 El Dorado paratransit cutaway vehicles.

Regularly passed and adopted this 2nd day of October, 2019 by the following
vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **AWARD OF CONTRACT TO WIPRO, LLC, FOR PEOPLESFT HOSTING AND APPLICATION SUPPORT SERVICES**

ACTION

Staff proposes that the Committee recommend the Board:

1. Award a contract to Wipro, LLC, (Wipro) of East Brunswick, New Jersey to provide PeopleSoft hosting and application support services (Services) for a not-to-exceed amount of \$10,341,008 for a five-year term.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with Wipro in full conformity with the terms and conditions of the solicitation documents and negotiated agreement, and in a form approved by legal counsel.

SIGNIFICANCE

Award of this contract will benefit the San Mateo County Transit District (District) by continuing to have Wipro provide Services for PeopleSoft version 9.1 applications including Human Capital Management, Finance and Supply Chain Management, and Enterprise Performance Management software components (PeopleSoft). The Services consist of:

- Hosting and Infrastructure Support: This support will maintain PeopleSoft in a state-of-the-art data center with full redundancy and a guaranteed uptime of 99.6 percent. It also provides 24/7 infrastructure support and disaster recovery.
- Application Support: The application support scope will provide day-to-day support to the District's user community, and minor enhancements to the systems and processes on an as-needed basis. Up-to-date patch management, including system bug fixes, will ensure PeopleSoft remains current.

BUDGET IMPACT

It is estimated that \$1,724,734 will be expended in the Fiscal Year 2020 operating budget. The remaining \$8,616,274 will be included in future years' operating budgets.

BACKGROUND

On June 2, 2010, a Request for Proposals (RFP) was issued for PeopleSoft System Integration Services. Out of four proposals received, Wipro was determined to be the highest-ranked firm. Pursuant to Resolution No. 2011-02, the District entered into an agreement with Wipro to bring the District's business processes up-to-date and to leverage the latest in information technology as part of the Business Optimization Program. The agreement contained an un-priced option for the Services that required negotiation and approval by the Board, provided that the exercise of the option was determined to be in the best interest of the District. That option was successfully negotiated and awarded pursuant to Resolution No. 2013-25, and the Agreement expires on October 31, 2019.

Staff determined that a single-source procurement is justified for Wipro to continue the Services based on an existing high level of customer service, key personnel expertise, qualifications and experience. Wipro has successfully provided services to the District for more than eight years and staff determined that making a vendor change at this juncture would not be efficient or cost-effective. As a result, a letter RFP was issued to Wipro, which submitted a proposal. A selection committee (Committee) composed of qualified staff from the Information Technology department reviewed it. The Committee determined that Wipro's proposal met all of the District's requirements and the firm possesses the requisite depth of experience and required qualifications to successfully perform the Services. Costs were negotiated and found to be fair and reasonable as compared to the existing contract.

Wipro provides three, full-time, on-site support resources as well as a team of staff located in India. By outsourcing the Services to Wipro, the District is able to efficiently respond to new internal and external business requirements and allocate in-house personnel resources so they may focus on other information technology assignments.

STRATEGIC INITIATIVE:

Priority 3: Become a More Effective Organization Goal 1: Improve organizational performance

3-7: Utilize technology to enhance processes and stay current and competitive within the industry

Prepared By: Shruti Ladani, Contract Administrator
Project Manager: Carl Cubba, Director, Information Technology

650-622-7857
650-508-6206

RESOLUTION NO. 2019-

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

* * *

**AWARDING A CONTRACT TO WIPRO, LLC FOR
PEOPLESOFT HOSTING AND APPLICATION SUPPORT SERVICES
FOR A NOT TO EXCEED AMOUNT OF \$10,341,008 FOR A FIVE-YEAR TERM**

WHEREAS, pursuant to Resolution No. 2011-02, the San Mateo County Transit District (District) entered into an agreement with Wipro, LLC (Wipro) to provide PeopleSoft System integration services, inclusive of an un-priced option for hosting and application support of the PeopleSoft system; and

WHEREAS, pursuant to Resolution No. 2013-25, the agreement was amended to exercise the option for PeopleSoft hosting and application support services, which expires on October 31, 2019; and

WHEREAS, staff determined that making a vendor change at this juncture would not be efficient or cost effective, and that it is in the District's best interest to continue to use Wipro based on Wipro's existing high level of customer service, key personnel expertise, qualification and experience, and successful provision of services to the District for more than eight years; and

WHEREAS, the District issued a letter Request for Proposal (RFP) to Wipro for continued PeopleSoft hosting and application support services for Human Capital Management, Finance and Supply Chain Management, and Enterprise Performance Management software components; and

WHEREAS, District staff reviewed the proposal and determined that Wipro possesses the requisite depth of experience and required qualifications to successfully perform the scope of services; and

WHEREAS, staff and legal counsel have reviewed Wipro's proposal and determined that it complies with the requirements of the RFP documents and that it is fair and reasonable; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors award a contract to Wipro for PeopleSoft hosting and application support services for a not to exceed amount of \$10,341,008 for a five-year term.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District awards a contract to Wipro, LLC of East Brunswick, New Jersey to provide PeopleSoft hosting and application support services for a not to exceed amount of \$10,341,008 for a five-year term; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO or his designee, to execute a contract with Wipro in full conformity with the terms and conditions of the solicitation document and negotiated agreement, and in a form approved by legal counsel.

Regularly passed and adopted this 2nd day of October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **AUTHORIZE FILING ANNUAL CLAIM WITH THE METROPOLITAN
TRANSPORTATION COMMISSION FOR TRANSPORTATION
DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE, AND REGIONAL
MEASURE 2 FUNDS**

ACTION

Staff proposes the Committee recommend the Board authorize filing a claim for Transportation Development Act (TDA) Article 4.0 and 4.5 funds, State Transit Assistance (STA) funds, the State of Good Repair Program, and Regional Measure 2 (RM2) funds for Fiscal Year (FY) 2019-20.

Based on the Metropolitan Transportation Commission's (MTC) latest estimates, the San Mateo County Transit District (District) is allowed to claim the following amounts for FY2020:

Funding Source	FY2020 MTC Claim	
<u>TRANSPORTATION DEVELOPMENT ACT (TDA)</u>		
TDA Article 4.0 (SamTrans bus)	\$	45,540,233
TDA Article 4.5 (Paratransit)		2,471,745
TDA Total	\$	48,011,978
<u>STATE TRANSIT ASSISTANCE</u>		
Revenue Based		10,006,821
Population Based:		1,658,475
STA Total	\$	11,665,296
Total SamTrans Operating TDA & STA	\$	59,677,274

Funding Source		FY2020 MTC Claim
TDA Passthrough- Paratransit Coordinating Council		69,000
RM2 (SamTrans Owl Service)	\$	305,876
SamTrans State of Good Repair Capital Funding	\$	1,256,926
Peninsula Corridor Joint Powers Board (JPB)		
STA Revenue Based	\$	9,805,442
State of Good Repair Capital Funding		1,289,458

SIGNIFICANCE

TDA and STA funding allocated by the MTC supports the District's fixed-route bus and paratransit services for San Mateo County residents. The District claims STA capital funds from the State of Good Repair Program established through Senate Bill 1 in April 2017. In addition, the District claims STA funds on behalf of the Peninsula Corridor Joint Powers Board (JPB), which funds will be used to support the JPB operating and capital budgets.

In addition to TDA and STA funds, the MTC allocates RM2 bridge toll revenues. The District's RM2 claim will offset operating costs for Route 397, which provides late-night Owl Service from the Palo Alto Caltrain Station to the San Francisco International Airport and then to the Transbay Terminal in San Francisco.

The District must submit an application to the MTC each year to receive the allocations outlined above.

BUDGET IMPACT

All of the funds are included in the FY2020 Operating and Capital Budgets.

BACKGROUND

TDA funding provides a significant share of the District's operating revenues. TDA and STA dollar amounts cited are estimates from the MTC and are subject to adjustment if actual receipts differ from projections over the course of the fiscal year.

Prepared By: Jeannie Chen, Manager, Budgets

650-508-6259

RESOLUTION NO. 2019 -

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

**AUTHORIZING THE FILING OF AN APPLICATION WITH THE METROPOLITAN TRANSPORTATION
COMMISSION FOR TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE,
AND REGIONAL MEASURE 2 FUNDS FOR FISCAL YEAR 2020**

WHEREAS, the Metropolitan Transportation Commission (MTC) is the transportation planning agency for the nine county San Francisco Bay Area and, as such, distributes assorted federal and state transit and transportation planning funds to cities, counties and other entities to spend, including funds authorized by the Transportation Development Act of 1971 (TDA) and Regional Measure 2 (RM2), as set forth below; and

WHEREAS, the TDA (Public Utilities Code §§ 99200 et seq.) provides for the disbursement of TDA Article 4.0 and 4.5 Funds, and State Transit Assistance (STA) Funds; and

WHEREAS, RM2 (Streets and Highway Code §§ 30921, 30914 and 30914.5) was adopted by the voters of seven Bay Area counties in 2004 to provide funding for new transit options in the Bay Area's toll bridge corridors, to relieve traffic congestion and bottlenecks, and to build secondary transit connections, with funds available to specific recipients subject to application to the MTC; and

WHEREAS, the San Mateo County Transit District (District) acts as managing agency for the Peninsula Corridor Joint Powers Board (JPB); and

WHEREAS, for technical reasons, the JPB is not eligible to apply for funds under these three sources, but the District can apply for funds on behalf of the JPB; and

WHEREAS, the District is an eligible claimant for funds under the sources described above to support transit operations and planning, and to pass through funds to other entities including the JPB, San Mateo County, the City/County Association of Governments of San Mateo County, cities in San Mateo County, and the entity responsible for administering the Paratransit Coordinating Council (Public Utilities. Code §§ 99260(a), 99260.2, 99260.6 and 99275; Resolution Nos. 2012-26 and 2012-28, dated June 13, 2012, and District's Opinion of Counsel dated May 9, 2013); and

WHEREAS, the MTC has provided the District with estimates of its share of TDA and STA funds for Fiscal Year (FY) 2020, subject to adjustment if actual receipts differ from projections over the course of the fiscal year; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors authorize the General Manager/CEO, or his designee, to apply to the MTC for funds for FY 2020 from the specified sources and for the purposes set forth below:

1. TDA Article 4.0 (SamTrans Bus): \$45,540,233
2. TDA Article 4.5 (Paratransit): \$2,471,745
3. STA Revenue Based (SamTrans Bus General Operating Expense): \$10,006,821
4. STA Population Based (Paratransit): \$1,658,475
5. TDA Pass-through to Paratransit Coordinating Council: \$69,000
6. RM2 (SamTrans Owl Service): \$305,876.
7. STA State of Good Repair SamTrans Capital: \$1,256,926
8. STA JPB Operating: \$9,805,442
9. STA State of Good Repair JPB Capital: \$1,289,458.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors (Board) of the San Mateo County Transit District that the General Manager/CEO or his designee hereby is authorized and directed to file appropriate claims for Transportation Development Act Article 4.0 and 4.5 Funds, State Transit Assistance Funds, and Regional Measure 2 Funds, together with all necessary supporting documents, with the Metropolitan Transportation

Commission for Fiscal Year 2020 as listed above.

BE IT FURTHER RESOLVED, that the General Manager/CEO or his designee is authorized and directed to file appropriate amendments to these claims, together with all necessary supporting documents, with the MTC to carry out the policies of the Board and attendant funding requirements during Fiscal Year 2020, as may be adopted from time to time by the Board; and

BE IT FURTHER RESOLVED, that the District indemnifies and holds harmless the MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of the District, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under the allocation of RM2 funds. In addition to any other remedy authorized by law, the MTC may retain as much of the funding due under the allocation of RM2 funds as shall reasonably be considered necessary by the MTC until disposition has been made of any claim for damages; and

BE IT FURTHER RESOLVED, that the General Manager/CEO, or his designee, is authorized and directed to transmit an executed copy of this Resolution to the MTC in conjunction with the filing of the claims authorized pursuant to this Resolution, and to request that the MTC concur in these findings and grant the allocation of funds as specified.

Regularly passed and adopted this 2nd day of October, 2019, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Directors

ATTEST:

Board Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: April Chan
Chief Officer, Planning, Grants and Transportation Authority

SUBJECT: **AUTHORIZE AGREEMENT FOR AFFORDABLE HOUSING AND SUSTAINABLE
COMMUNITIES GRANT FUNDING FOR THE US-101 EXPRESS BUS PROJECT**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to execute a cooperative agreement with Eden Development Inc. (Eden) and the City of East Palo Alto (City) to receive \$2.25 million in Affordable Housing and Sustainable Communities (AHSC) grant funding for the US-101 Express Bus Project (Project).

SIGNIFICANCE

To support the implementation of the Project, District staff worked with the City and Eden on a discretionary AHSC grant to help fund the acquisition of three zero emissions battery electric buses. As background, the Project will provide zero emissions express bus service on up to four routes on the US-101 express lanes in San Mateo County, which are currently estimated to open by the end of 2022.

This partnership with Eden and the City was possible as the AHSC program funds housing and transportation projects serving lower income communities. The City and Eden proposed a new 100% affordable housing development near US-101, with bicycle and pedestrian amenities adjacent to an express bus stop. The Project will reduce greenhouse gas emissions in San Mateo County, benefiting disadvantaged communities identified by the State of California. The affordable housing development and associated improvements were awarded a total of \$20 million, including the \$2.25 million for the new buses.

As the City and Eden were direct applicants for the AHSC funding, the District must enter into a cooperative agreement with them to memorialize the District's responsibilities to carry out the Project in accordance with certain AHSC grant requirements, as well as the mechanism for the disbursement of the funds.

BUDGET IMPACT

The total estimated budget for the US101 Express Bus program is estimated at \$36.5 million, which includes the capital costs for 4 express bus routes. Funding for the capital component of the program will allow for the procurement of new electric buses, bus stops, and other amenities. At this time, a total of \$22 million in state and local funds, including the \$2.25 million in AHSC funds, is secured for the project. District staff will also pursue other discretionary grant opportunities to complete the funding plan and reduce the use of sales tax funds for the Project.

Express Bus Funding (in millions)

Source of Funds	Funding Plan	Currently Available
Transit Intercity Rail Capital Program	\$15.0	\$15.0
Low Carbon Transportation Operations	\$3.5	\$2.847
Local Partnership Program	\$2.0	\$2.0
Affordable Housing and Sustainable Communities	\$2.25	\$2.25
California Air Resources Board Zero Emission Vouchers	\$5.5	\$0.00
District Sales Tax or future Express lanes toll revenues	\$8.25	\$0.00
Total	\$36.5	\$22.097

BACKGROUND

The AHSC program goal is to reduce greenhouse gas emissions by supporting more compact, infill development patterns in disadvantaged and low-income communities, while also encouraging active transportation and transit usage. Capital for the AHSC Program is provided from the Greenhouse Gas Reduction Fund, which is funded by Cap-and-Trade auction proceeds. AHSC is administered by the Strategic Growth Council and implemented by the California Department of Housing and Community Development.

STRATEGIC INITIATIVE

- Priority 1: Expand Mobility Options
- Goal 1: Increase weekday fixed-route ridership by 15 percent

Prepared by: Peter Skinner, Manager, Grants and Fund Programming 650-622-7818

RESOLUTION NO. 2019 -

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

* * *

**AUTHORIZING AGREEMENT FOR AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES
GRANT FUNDING FOR THE US 101 EXPRESS BUS PROJECT**

WHEREAS, the State of California established the Affordable Housing and Sustainable Communities (AHSC) program to reduce greenhouse gas emissions by supporting more compact, infill development patterns in disadvantaged and low-income communities while also encouraging active transportation and transit usage; and

WHEREAS, the San Mateo County Transit District (District) worked cooperatively with the City of East Palo Alto (City) and Eden Development Inc. (Eden) on an application for AHSC grant funding to support the construction of an affordable housing development as well as the purchase of three zero emissions battery electric buses that will be used for a project to run express bus service on the soon to be constructed US 101 managed lanes; and

WHEREAS, the US 101 Express Bus Project (Project) will reduce greenhouse gas emissions in San Mateo County, benefiting disadvantaged communities, as identified by the State of California, in San Mateo County; and

WHEREAS, the California Strategic Growth Council, which is responsible for administering the AHSC program, awarded \$20 million to the City and Eden, including \$2.25 million for the purchase of the three zero emissions buses; and

WHEREAS, Eden and the City are responsible for the construction of the affordable housing development and associated public infrastructure in the project area; and

WHEREAS, the District is responsible for procuring the zero emissions buses, which will be used for express bus service on the soon-to-be-constructed US 101 express lanes; and

WHEREAS, to receive the funding, the District must enter into a cooperative agreement with the City and Eden; and

WHEREAS, the District has received \$22 million in grant funding toward the Project to date, including the AHSC funds; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors authorize the General Manager/CEO, or his designee, to execute an agreement with the City and Eden to receive the AHSC funds described above for the purchase of the buses; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District, hereby authorizes the General Manager/CEO, or his designee, to execute an agreement with Eden Development Inc. and the City of East Palo Alto to receive \$2.25 million in Affordable Housing and Sustainable Communities grant funding for the US 101 Express Bus Project; and

BE IT FURTHER RESOVLED the Board of Directors Authorizes the General Manager/CEO, or his designee, to take such actions as may be necessary to give effect to this resolution, including filing and executing related amendments, and any other documents required to receive the AHSC funds.

Regularly passed and adopted this 2nd day of October, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2019

CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
RON COLLINS
MARINA FRASER
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
PETER RATTO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

AGENDA

STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium – 2nd Floor
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, OCTOBER 2, 2019 – 3:00 pm

or immediately following the Finance Committee meeting

1. Call to Order

MOTION

2. Approval of Minutes of Strategic Planning, Development, and Sustainability Committee Meeting of August 7, 2019 (*no meeting September 4*)
3. Authorize Response to 2018-2019 Civil Grand Jury Report
4. Adjourn

Committee Members: Charles Stone (Chair), Dave Pine, Karyl Matsumoto

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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

**MINUTES OF STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE /
COMMITTEE OF THE WHOLE
AUGUST 7, 2019**

Committee Members Present: C. Stone (Committee Chair), K. Matsumoto, D. Pine

Committee Members Absent: None.

Other Board Members Present Constituting Committee of the Whole: R. Collins, M. Fraser, R. Guilbault, J. Powell, P. Ratto

Other Board Members Absent: C. Groom

Staff Present: J. Hartnett, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, D. Seamans

CALL TO ORDER

Committee Chair Charles Stone called the meeting to order at 4:00 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF JULY 10, 2019

Motion/Second: Ratto/Powell

Ayes: Collins, Fraser, Guilbault, Matsumoto, Pine, Powell, Ratto, Stone

Absent: Groom

Committee Member Dave Pine left the meeting at 4:01 pm.

CALTRAIN BUSINESS PLAN UPDATE

Sebastian Petty, Director, Caltrain Policy Development, gave a presentation on the Caltrain Business Plan – Long Range Service Vision.

Jim Hartnett, General Manager/CEO, requested to have more information on the organizational component of the Business Plan presented at the September 4 Board meeting. Mr. Petty said that staff recommendations have thus far included the service component within the moderate-growth scenario.

ADJOURN

The meeting adjourned at 4:23 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Strategic Planning and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer

Joan Cassman
Legal Counsel

Seamus Murphy
Chief Communications Officer

SUBJECT: **RESPONSE TO 2018-2019 CIVIL GRAND JURY REPORT**

ACTION

Staff proposes that the Committee recommend the Board authorize the General Manager/CEO, or his designee, to submit the attached response to the San Mateo County Civil Grand Jury's report entitled "Just Missed It! Fixing SamTrans' 'Caltrain Connection.'"

SIGNIFICANCE

On July 11, 2019, the San Mateo County Civil Grand Jury issued a report to respond to the following question:

Should SamTrans["Caltrain Connection" bus schedules be coordinated with Caltrain schedules to minimize wait times for riders transferring to and from trains during peak commute hours?

The Grand Jury made nine findings and four recommendations, and requested that the San Mateo County Transit District (District) respond to all nine findings and three of the four recommendations, which are for the District to: (1) study the feasibility of coordinating certain bus schedules with Caltrain schedules; (2) perform market research to determine the extent to which potential bus riders are interested in better coordination of SamTrans and Caltrain schedules; and (3) convene a joint meeting of the Boards of Directors of the District and Peninsula Corridor Joint Powers Board (JPB) to discuss use of SamTrans' "Caltrain Connection" buses as a feeder system for Caltrain.

The District's response is due by October 9, 2019.

BUDGET IMPACT

There is no budget impact associated with this action.

BACKGROUND

The District has recently launched a Comprehensive Operational Analysis (COA) known as "Reimagine SamTrans." The COA will evaluate each SamTrans route, including routes connecting to Caltrain stations, and how those routes meet current and potential future riders' needs. The JPB is currently completing the Caltrain Business Plan, which includes a major service planning effort that will guide the development of Caltrain services over the next 20 years.

Each county's Civil Grand Jury is authorized by California Penal Code Section 933.5 to investigate special districts that impose a tax within that county. The San Mateo County Grand Jury typically issues approximately 10 reports per year on cities, County agencies, special districts, and joint powers agencies.

Prepared By: Shayna van Hoften, Legal Counsel

415-995-5880



BOARD OF DIRECTORS 2019

CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
RON COLLINS
MARINA FRASER
ROSE GUILBAULT
DAVE PINE
JOSH POWELL
PETER RATTO
CHARLES STONE

MEMORANDUM

JIM HARTNETT
GENERAL MANAGER/CEO

September 10, 2019

Honorable Donald J. Ayoob
Judge of the Superior Court
Hall of Justice
400 County Center, 2nd Floor
Redwood City CA 94063-1655

Dear Judge Ayoob:

This letter will serve as the San Mateo County Transit District's (District) formal response to the report from the 2018-2019 Civil Grand Jury with regard to SamTrans services, specifically regarding bus-rail connections. The District's Board of Directors reviewed and approved this response on October 2, 2019. The response covers the Grand Jury report's nine findings (numbered F1-F9) and three recommendations (R1-R2 and R4).

As the report notes, better coordination of "Caltrain Connection" bus schedules with Caltrain during commute hours could make using SamTrans fixed route bus service a more appealing first and last mile solution. This could increase SamTrans ridership and decrease car traffic. The Grand Jury recommended that SamTrans investigate whether better coordination is operationally feasible to coordinate and desirable for riders.

FINDINGS

The District generally agrees with findings F1 through F6, F8 and F9 except to the extent that the District cannot speak to the Peninsula Corridor Joint Powers Board's ("JPB," the owner and operator of Caltrain) activities addressed in F5 and F6. Relative to findings F3, F4, and F5, and as addressed further below, the District is currently conducting a comprehensive operations analysis (COA) to evaluate current SamTrans services and make recommendations for the development and implementation of a revised service plan that better meets San Mateo County's transportation and mobility needs. The evaluation of opportunities to improve first and last mile connections to Caltrain stations is a key part of this effort. Finally, relative to F7, the District has long focused on sustainability, livable communities and increasing transit ridership instead of the use of single-occupancy vehicles, all of which address traffic congestion.

RECOMMENDATIONS

The District values the Grand Jury's recommendations. Improving intermodal connectivity has potential to reduce traffic congestion in station areas. As the three recommendations (R1, R2, and R4) are closely related, the following response covers all three.

Coordination of bus and train schedules during commute hours was identified in the report as suboptimal. The District agrees that improved connectivity would benefit riders.

Jim Hartnett
September 10, 2019
Page 2 of 2

The District's COA, known as "Reimagine SamTrans," will be informed by extensive outreach throughout the county to communities, businesses, residents, and riders. Initial findings are expected by the Summer of 2021 with final recommendations and service changes adopted by the District Board of Directors by 2022.

The planned service evaluations and resulting changes of the COA will address recommendations R1, R2, and R4. Unfortunately the timing of this effort will not align with the Grand Jury's recommended June 2020 targets due to the nature and magnitude of the work required for a COA.

Though the District does not anticipate a joint meeting with the District and JPB Boards of Directors as part of the COA (as proposed in R4), there will be extensive staff interaction as part of the service evaluation and planning.

In the meantime, changes to SamTrans service will be made as a part of the Runbook process. Under this process, changes occur three times per year. As those changes are made, the District will evaluate opportunities to improve bus-rail connections, with consideration of the impacts that changes have on the ability of riders to access other locations in the service area, and with the understanding that route improvements must remain operationally sustainable.

Thank you for the opportunity to respond to your report. We trust that you will find our comments helpful.

Sincerely,

Jim Hartnett
GM/CEO, San Mateo County Transit District

cc: Board of Directors
via email to: grandjury@sammateocourt.org

This is an advanced copy of a Grand Jury report that will be publicly released on July 11, 2019. Penal Code section 933.05 (f) prohibits any officer, agency, department, or governing body of a public agency from disclosing any contents of the report prior to the public release of this report.



JUST MISSED IT! FIXING SAMTRANS' "CALTRAIN CONNECTION"

ISSUE

Should SamTrans "Caltrain Connection" bus schedules be coordinated with Caltrain schedules to minimize wait times for riders transferring to and from trains during peak commute hours?

SUMMARY

Approximately 8,000 commuters travel north or south each workday from seven Caltrain train stations in San Mateo County plus Palo Alto. Of these, approximately ten percent travel between their homes and Caltrain train stations on SamTrans buses. Approximately three times as many Caltrain riders commute to Caltrain stations by car. These commuters increase vehicle traffic on local roads, which has become significantly worse over the past ten years.

SamTrans operates 16 bus lines (labeled "Caltrain Connection" on the SamTrans schedules) to and from these Caltrain stations during commute hours. The ECR (El Camino Real) bus line also transports commuters to Caltrain stations. Despite the "Caltrain Connection" designation expressed in the logo shown in SamTrans schedules, SamTrans makes no effort to coordinate these buses' Caltrain station arrival and departure times with the Caltrain train schedules.



A Grand Jury comparison of bus-train schedules during commute hours shows suboptimal wait times, defined as longer than 15 minutes or shorter than 5 minutes. For instance, in the morning commute, only 35 percent of SamTrans' "Caltrain Connection" buses are scheduled to arrive within 5 to 15 minutes of a Caltrain departure. Nineteen percent arrive with less than 5 minutes to make the transfer which, given normal delays in bus schedules, may not allow riders enough time to make the train. Twenty-six percent of buses are scheduled to arrive between 16 and 30 minutes before a Caltrain departure, and scheduled arrival times for 20 percent require riders to wait more than 30 minutes.

Better coordination of "Caltrain Connection" bus schedules with Caltrain during commute hours could make using SamTrans, rather than cars, for the trip between home and Caltrain stations more appealing to commuters. This, in turn, could increase ridership on SamTrans and decrease car traffic. Decreased wait times could also incentivize commuters living on these routes and who currently commute to work by car to try commuting on Caltrain instead.

While it should be possible to more closely align the "Caltrain Connection" schedules with the Caltrain schedule and in doing so potentially improve this commuter option, SamTrans officials

This is an advanced copy of a Grand Jury report that will be publicly released on July 11, 2019. Penal Code section 933.05 (f) prohibits any officer, agency, department, or governing body of a public agency from disclosing any contents of the report prior to the public release of this report.

state that SamTrans service is not meant to act as a feeder system to Caltrain. SamTrans coordinates bus schedules only to facilitate transfers between bus lines, not between buses and trains. Better coordination could help fulfill SamTrans' policy expressed in 2018's Measure W sales tax increase that was passed in order to relieve traffic congestion. Point 10 of the "Core Principles of the Final Investment Plan" in Measure W is to "Incentivize transit, bicycle, pedestrian, carpooling and other shared-ride options over driving alone."

The Grand Jury recommends that SamTrans investigate whether it is feasible to coordinate its "Caltrain Connection" bus schedules with Caltrain train schedules. Further, together with Caltrain, SamTrans should survey existing and potential Caltrain riders to determine the level of commuter interest in improved bus service between homes and Caltrain stations that aligns bus and train schedules.

BACKGROUND

In many large urban areas such as Los Angeles, San Francisco and New York, transportation management, including bus systems, rail systems, tax fund administration, and congestion management, is concentrated under the authority of a single board of directors and the administration of a single chief executive.¹

However, in San Mateo County, due to their creation at different times and through different methods (ballot measures, intercounty agreements, assignment by regional authority), bus, rail, tax fund administration, and congestion management agencies all report to separate boards of directors. The San Mateo County Transit District Board (SamTrans) is responsible for fixed-route bus service, the Peninsula Corridor Joint Powers Board (JPB) is responsible for Caltrain rail service, and the San Mateo County Transportation Authority Board (TA) is responsible for administering transportation funds collected from Measure A (2004) sales tax revenue. For efficiency, these agencies decided to consolidate daily operations under a single Chief Executive Officer who is responsible for executing the policies set by the Boards of Directors.²

Historically, SamTrans, the JPB, and the TA have had no mandate to reduce traffic congestion. The Metropolitan Transit Commission (MTC) which is responsible for local Congestion Management Agencies (CMAs) assigned this responsibility to the City/County Association of Governments of San Mateo County (C/CAG), which then assigned implementation of congestion management to Commute.org. Commute.org is "a public agency whose mission is to reduce the number of drive-alone vehicles traveling to, from or through San Mateo County" by "helping residents and commuters find alternatives to driving alone that are less stressful, less costly and better for the environment."³

¹ See org charts for Los Angeles at http://media.metro.net/about_us/finance/images/fy19_org_chart.pdf and San Francisco at <https://www.sfmta.com/reports/sfmta-organization-chart>, and the structure of the New York MTA at <http://web.mta.info/mta/compliance/pdf/MTA-Creation-Structure.pdf>

² SamTrans Short Range Transit Plan – FY2017-FY2026, Page 17
<http://www.samtrans.com/Assets/Planning/2017-2026+SamTrans+Short+Range+Transit+Plan.pdf>

³ Commute.org website (<https://commute.org/aboutus>)

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In 2018, voters in San Mateo County approved Measure W, a ½ cent sales tax increase projected to generate \$80 million per year to be invested in projects designed to relieve traffic congestion in San Mateo County. This measure was authored by SamTrans who will receive 50 percent of the proceeds to support operations and capital needs of SamTrans bus and paratransit service, Caltrain rail service, and other mobility services administered by SamTrans. (The other 50 percent will be received by the TA to support countywide highway congestion improvements, local safety, pothole and congestion relief improvements, bicycle and pedestrian improvements, and regional transit connections.)⁴

The Congestion Relief Plan included in the text of and funded by Measure W reflects priorities identified through a nine-month “Get Us Moving” process. This was a collaborative program spearheaded by SamTrans and the San Mateo County Board of Supervisors to increase community awareness of current transportation conditions, programs, services, and solutions; help identify and prioritize transportation funding needs in the county; develop an understanding of community opinions about transportation priorities; and inform future transportation revenue opportunities and expenditures. It was a joint effort with local cities, partner agencies, and other stakeholders including regional leaders, transportation experts, employers of all sizes, non-profit groups and volunteer community members.⁵

Point 10 of the Core Principles of the Final Investment Plan of the “Get Us Moving” process, which is included in Measure W Section 1 (c), states one of the purposes of the program is to “[i]ncentivize transit, bicycle, pedestrian, carpooling and other shared-ride options over driving alone.” Further, Section 6 (e) states that, “[i]nvestments will be designed to increase ridership, improve efficiency, and reduce congestion within the County by facilitating the creation of new services that incentivize more riders to choose public transit.”⁶

Prior to adoption of Measure W, SamTrans also issued a Business Plan, dated July 2018 (adopted September 5, 2018), which lists as one of the guiding principles/priorities, “[p]romote programs that relieve traffic congestion”.⁷

DISCUSSION

Commuters in San Mateo County have several alternatives to get to work. On average 71 percent of them commute by car alone, and another 14 percent drive with another person. Ten percent

⁴ Full Text of San Mateo County Measure W (2018 Election) https://www.smcacre.org/sites/main/files/file-attachments/samtransresono2018-29_076022_full_text.pdf

⁵ SamTrans website – Get Us Moving San Mateo County (http://www.samtrans.com/Assets/_Agendas+and+Minutes/SamTrans/Board+of+Directors/Presentations/2018/GUM+Update++July+2018.pdf)

⁶ *Supra*, Note 4

⁷ SamTrans Business Plan July 2018, approved September 5, 2018 http://www.samtrans.com/Assets/_Agendas+and+Minutes/SamTrans/Board+of+Directors/Presentations/2018/SamTrans+Business+Plan+FINAL.pdf

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use some form of public transportation, of which 3 percent use SamTrans and the other 7 percent use some other form of public transport (BART, Caltrain, etc.).⁸

SamTrans Fixed-Route Service operates 16 bus routes that are labeled “Caltrain Connection” connecting to one of eight Caltrain stations. Most of these routes operate between 6 a.m. and 10 p.m., Monday through Friday, but some also provide night and weekend service. This report only addresses operation of these routes during commute periods.⁹ The ECR (El Camino Real) Route also connects to Caltrain and BART stations along the El Camino Real corridor. The eight stations are: Burlingame, San Mateo, Hillsdale, Belmont, San Carlos, Redwood City, Menlo Park, and Palo Alto. Palo Alto is not in San Mateo County but is included in this discussion because it is the destination for four SamTrans “Caltrain Connection” routes and the ECR. (See Figure 1.)

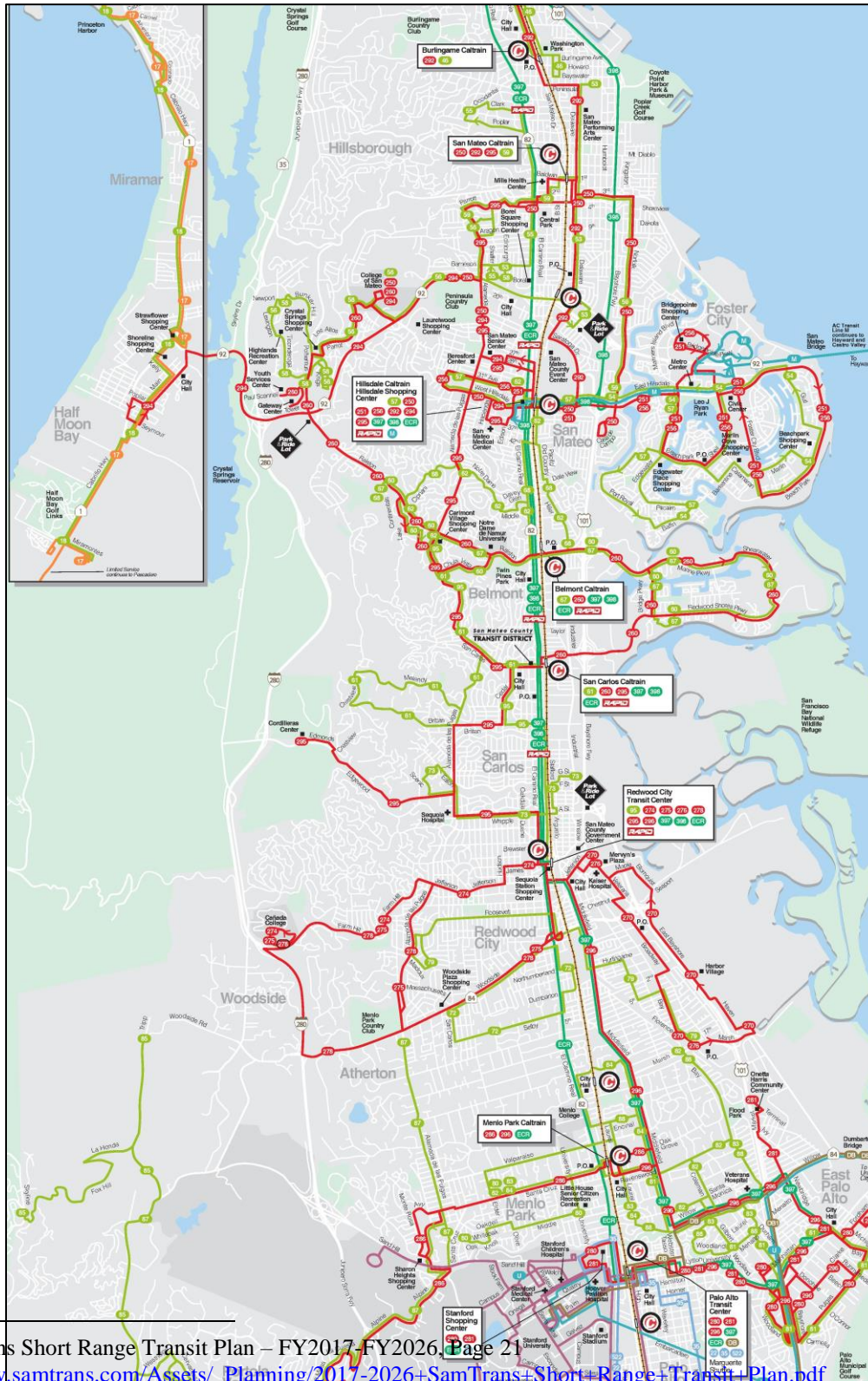
⁸ SamTrans Market Segmentation Study (Spring 2018), Page 15

<http://www.samtrans.com/Assets/MarketDevelopment/pdf/SamTrans+Market+Segmentation+Study+Report.pdf>

⁹ For these eight Caltrain stations, the commute period runs from approximately 6:00 a.m. to 10:00 a.m. in the morning and from 4:00 p.m. to 8:00 p.m. in the evening, on weekdays.

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Figure 1 – SamTrans Fixed-Route Service Routes¹⁰



¹⁰ SamTrans Short Range Transit Plan – FY2017-FY2026, Page 21
<http://www.samtrans.com/Assets/Planning/2017-2026+SamTrans+Short+Range+Transit+Plan.pdf>

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Commuter Service Between Homes and Caltrain Stations

In San Mateo County, the primary public transportation option for the commute between home and Caltrain stations is SamTrans “Caltrain Connection” and ECR bus service. At present, these routes carry approximately 10 percent of the 8,000 commuters¹¹ who use one of the eight Caltrain stations served by SamTrans. Also, of those 8,000 commuters, approximately 45 percent currently walk and 17 percent ride a bicycle to a Caltrain station and so do not need a public transportation option. The remaining 28 percent either drive and park at the Caltrain station, or are driven to the station and dropped off there, and therefore might choose to ride SamTrans if the wait times were more convenient. (See Appendix A for further details.)

The Nonalignment Between SamTrans’ “Caltrain Connection” Bus Schedules and Caltrain Schedules

The Grand Jury analyzed the schedule alignment of all “Caltrain Connection” and ECR bus routes with Caltrain schedules during commute hours. This analysis shows that 26 percent of the morning commute bus-to-train connections require a wait time to the next train after arrival of the buses at the stations of 16 to 30 minutes and 20 percent require a wait time in excess of 30 minutes.¹² In addition, in 19 percent of cases, buses are scheduled to arrive at train stations less than 5 minutes before then next train, making the connection to that train uncertain, especially if the bus is running late. (SamTrans sets a goal of 85 percent on time performance which is defined as between zero minutes early and five minutes late ± 30 seconds.)¹³ Only 35 percent of buses are scheduled to arrive at Caltrain stations between 5 and 15 minutes before the next train is scheduled to depart. (See Appendix B for discussion of methodology and Table B-1 for how percentages are calculated.)

Similarly, in the evening commute hours the wait time for buses after arrival of the trains is 16 to 30 minutes in 21 percent of the cases and in excess of 30 minutes 13 percent of the cases (if there is any bus scheduled at all). Also, buses are scheduled to leave less than five minutes after a train arrives in 23 percent of the cases. Thus, only 43 percent of buses are scheduled to depart Caltrain stations between 5 and 15 minutes after the previous train is scheduled to arrive. (See Appendix B, Table B-2.)

¹¹ Caltrain Annual Passenger Count (January 2018), Attachment 6, Page 6

<http://www.caltrain.com/Assets/Marketing/pdf/2018+Annual+Passenger+Counts.pdf?v=2>

¹² The amount of wait time that is acceptable to transition from a bus to a train on a morning commute (or the reverse in the evening) is subjective. For the purposes of this discussion, the Grand Jury looked to the example of the wait times experienced by the approximately 20,000 commuters in San Mateo County who use BART to get to San Francisco each workday. According to published BART schedules (see <https://www.bart.gov/schedules/bylineresults?route=7&date=05/01/2019>), during commute hours, BART trains are scheduled to leave the Millbrae Station every 15 minutes. (At other stations in San Mateo County the time between BART trains is as little as 3 minutes.) Because of this, commuters who use SamTrans to get to BART stations never wait more than 15 minutes when BART is running to schedule. Therefore, for this report a target wait time of no more than 15 minutes has been used.

¹³ SamTrans Short Range Transit Plan – FY2017-FY2026, Page 42

<http://www.samtrans.com/Assets/Planning/2017-2026+SamTrans+Short+Range+Transit+Plan.pdf>

Combining morning (bus-to-train) and evening (train-to-bus) schedules as described above, in about one quarter of those instances where a longer than 15 minute wait is scheduled, the *previous* bus-to-train or train-to-bus scheduled connection is missed by less than five minutes, which can result in commuters seeing a train pull away just as their bus arrives in the morning or a bus pull away just as their train arrives in the evening. (Just missed it!) (See Appendix B, Tables B-1 and B-2.)

According to SamTrans officials, it should be possible to better align the “Caltrain Connection” bus schedules with the Caltrain schedule. However, notwithstanding the designation “Caltrain Connection,” those officials state that SamTrans buses are not meant to act as a feeder system to Caltrain.¹⁴ The designation “Caltrain Connection” refers to the fact that these routes provide connection to Caltrain stations, not that the buses connect to Caltrain trains.¹⁵ This is particularly interesting since SamTrans, along with Caltrain and various city governments, does contract with Commute.org to manage 20 shuttle routes that travel between various BART/Caltrain stations and certain work locations in San Mateo County,¹⁶ the schedules of which are oriented toward picking up from specific trains in the morning and meeting specific trains in the evening.¹⁷ Also, in concert with Caltrain, the San Francisco Municipal Transportation Agency (MUNI) operates the 81X, 82X, and 83X bus lines, whose schedules are also arranged to meet trains in the morning and the evening.¹⁸

An Example of How SamTrans-Caltrain Schedule Coordination Could be Achieved

In order to test the possibility of modifying “Caltrain Connection” bus schedules to meet trains more often, the Grand Jury examined as an example the schedule of one selected “Caltrain Connection” bus Route, the 275 in Redwood City. This analysis focused on the scheduled wait time between buses and trains in the morning and between trains and buses in the evening. For each morning train, the bus arrival times at the Redwood City Train Station were reviewed to find the bus that has the shortest wait time to the train departure time. Conversely, for each evening train, the bus departure times from the Redwood City Train Station were reviewed to find the bus that has the shortest wait time from the train arrival time.

Table 1 shows the current schedule for bus Route 275, mapped against the corresponding Caltrain schedule. It shows that only one of the 18 bus-train connections that occur each day for northbound (toward San Francisco) morning commuters at the Redwood City Transit Center at Sequoia Station (the “Redwood City Station”) and for southbound (toward the Redwood City Station) evening commuters is aligned with the Caltrain schedule (i.e., for the northbound morning commute to work, the bus arrives between 5 and 15 minutes before the train departs and for the southbound evening return commute to home, the bus departs from the Redwood City

¹⁴ Grand Jury interviews.

¹⁵ Ibid.

¹⁶ Grand Jury interview.

¹⁷ Commute.org Shuttle Schedules, <https://commute.org/shuttles>

¹⁸ San Francisco Municipal Transit Agency Trip Planner, <https://www.sfmta.com/getting-around/muni/routes-stops>

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Station between 5 and 15 minutes after the train arrives). Importantly, Table 1 shows that the current Route 275 schedule does not align with two of the three “Baby Bullet”¹⁹ northbound express trains to San Francisco in the morning or any of the three southbound Baby Bullet express trains returning to Redwood City Station in the evening.

For commuters leaving from Redwood City Station to go southbound (toward San Jose) in the morning and returning on northbound evening trains, the situation is somewhat better in that two of the three southbound morning commute Baby Bullet express train connections can be made within the 5 to 15-minute window and three of the five returning northbound (to Redwood City Station) Baby Bullet express train connections in the evening fit this parameter. But overall, of the 22 bus-train connections that occur each day for southbound morning commuters and returning northbound evening commuters, only seven can be made within this specified window.

Table 2 (below) reflects an alternative schedule for Route 275 developed by the Grand Jury based on trying to get commuters to the trains within the 5 to 15-minute window by changing the bus arrival times by only a few minutes and increasing the utilization of idle buses (see Appendix C). The results of this exercise show that if the alternate schedule were to be used for the northbound (San Francisco) morning commute and returning southbound (Redwood City Station) evening commute, 14 of 18 connections could be made with appropriate leeway, including all of the express trains. For the southbound (San Jose) morning commute and returning northbound (Redwood City Station) evening commute, 16 of 22 connections could be made with appropriate leeway, including eight of the nine express train connections. This alternate schedule (Table 2) does not require any additional buses or operators.

This exercise demonstrates that better SamTrans/Caltrain schedule coordination is possible. Whether this leads to an increase in bus ridership and a reduction in congestion is unknown. The next section discusses the possible impacts and limitations of such changes.

¹⁹ Caltrain operates three types of train schedules; a) Local trains that stop at every station, b) Express trains that only stop at selected stations, and c) “Baby Bullet” trains that stop at only four to six stations between San Jose and San Francisco and have the ability to pass other trains using special bypass tracks at certain locations.

Route 275 - Caltrain Connection (Current Schedule)

		Northbound Morning Trains				Southbound Morning Trains				
		Train Departure Times				Train Departure Times				
		Bullet	Express	Local	Bullet	Express	Local	Bullet	Express	Local
Bus Arrives		6:32 AM	6:47 AM	6:59 AM	7:32 AM	7:47 AM	8:00 AM	8:34 AM	8:51 AM	9:23 AM
RWC Station										
6:57 AM	18 min									
6:58 AM	4 min	19 min	31 min							
6:59 AM	(29) min*	(14) min*	(2) min*	31 min						
7:01 AM	0 min	15 min	28 min							
7:03 AM	(33) min*	(18) min*	(5) min*	29 min						
8:05 AM	0 min	17 min	23 min							
8:24 AM	(29) min*	(12) min*	(6) min*							
9:31 AM										
10:01 AM										

		Northbound Evening Trains				Southbound Evening Trains				
		Train Departure Times				Train Departure Times				
		Bullet	Express	Local	Bullet	Express	Local	Bullet	Express	Local
Bus leaves		4:40 PM	4:53 PM	5:11 PM	5:29 PM	5:36 PM	5:49 PM	6:11 PM	6:29 PM	6:36 PM
RWC Station										
4:50 PM	(10) min*	(23) min*								
5:00 PM	20 min	7 min	(11) min*	(29) min*						
5:10 PM		19 min	1 min	(6) min*	(19) min*					
5:40 PM		31 min	24 min	11 min	(11) min*	(29) min*				
6:30 PM				19 min	1 min	(19) min*				
7:50 PM					31 min	24 min	11 min			

		Northbound Evening Trains				Southbound Evening Trains				
		Train Departure Times				Train Departure Times				
		Bullet	Express	Local	Bullet	Express	Local	Bullet	Express	Local
Bus leaves		4:40 PM	4:53 PM	5:11 PM	5:29 PM	5:36 PM	5:49 PM	6:11 PM	6:29 PM	6:36 PM
RWC Station										
4:50 PM	(10) min*	(23) min*								
5:00 PM	20 min	7 min	(11) min*	(29) min*						
5:10 PM		19 min	1 min	(6) min*	(19) min*					
5:40 PM		31 min	24 min	11 min	(11) min*	(29) min*				
6:30 PM				19 min	1 min	(19) min*				
7:50 PM					31 min	24 min	11 min			

Note: Connections with wait times of 5 to 15 minutes to catch train/bus shown in Green
 Note: Connections with wait times <5 minutes or >15 minutes to catch train/bus shown in Red
 * Negative wait times denote number of minutes by which next morning bus misses train or previous evening bus misses train

Table 1 - Current Schedule

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Potential Obstacles to Coordinating Caltrain and SamTrans Buses

In developing Fixed-Route Bus schedules, SamTrans reviews the needs and goals of each route. In the case of certain transit centers, such as the Redwood City Transit Center located at Sequoia Station, bus schedules are timed to make transfer from bus-to-bus easier. This is accomplished by setting the times that all buses leave the station to a consistent time each hour known as a “pulse time”. Bus-to-train transfer is not currently a key parameter, as SamTrans assumes there is always a train coming. However, the Grand Jury finds that changing bus schedules to align with train schedules should not affect the bus transfers at a pulse point of this type, because the pulse point could be shifted to the train arrival/departure time for *all* of the bus routes. The pulse times would simply not necessarily be on the hour, quarter hour, or half hour.

SamTrans advised the Grand Jury that it is not supposed to compete with or replace school bus service. However, school bell times are a parameter in developing these schedules for only one commuter bus run in the morning and one in the afternoon.²⁰

Can this Improve Local Traffic Congestion?

According to the City/County Association of Governments (C/CAG) of San Mateo County, with the increasing population in San Mateo County the number of drive-alone vehicles has increased traffic congestion not only on major freeways but on local roads such as El Camino Real (State Hwy 82), Woodside Road (State Hwy 84), Willow Road (State Hwy 114), and University Avenue in East Palo Alto (State Hwy 109). The level of service (LOS) during commute hours for all of these local road segments and intersections is now rated “LOS E.” This means “unstable traffic flow and rapidly fluctuating speeds and flow rates, low maneuverability and low driver comfort, significant delays, and poor service.”²¹

As shown in Appendix A, approximately 28 percent of commuters who travel by Caltrain either drive and park, are dropped off, or use a taxi service to get to the train station.²² Each of these contributes to traffic congestion on local roads. With the electrification of Caltrain by 2022, which is planned to increase capacity by over 30 percent, this contribution to local traffic congestion will only get worse.

Would the Improvement in Schedule Alignment Increase SamTrans Ridership?

In the 1970’s Switzerland instituted a pulse system known as *Taktfahrplan* in which public transit vehicles “arrive at a station at about the same time, passengers transfer between vehicles and the vehicles leave.” “Since 1970, the annual number of [public transit] passenger-kilometers

²⁰ Grand Jury interviews.

²¹ San Mateo County Congestion Management Program 2017, Page 20, <http://ccag.ca.gov/wp-content/uploads/2017/11/2017-CMP-Draft-v2.pdf>

²² The Caltrain Corridor Vision Plan, SPUR Report, February 2017, Page 20
https://www.spur.org/sites/default/files/publications_pdfs/SPUR_Caltrain_Corridor_Vision_Plan.pdf

traveled has increased by 113 percent, compared to only 30 percent in the European Union as a whole.”²³

In deciding what method to use, commuters evaluate the various alternatives as to reliability, cost, and time to commute. The SamTrans Market Segmentation Study from Spring 2018 shows that non-Riders and former riders were most concerned with the time SamTrans would take to reach their destination, with two-thirds agreeing with the statement, “SamTrans would take too long to reach my destination.”²⁴ These statements may apply to combined SamTrans-Caltrain commuting. However, it is not possible to say for sure, since such questions have not been included in SamTrans surveys.

FINDINGS

- F1. Under SamTrans’ current “Caltrain Connection” bus schedules for the morning weekday commute, only 35 percent of buses are scheduled to arrive at Caltrain stations between 5 and 15 minutes before the next train is scheduled to depart.
- F2. Under SamTrans’ current “Caltrain Connection” bus schedules for the evening weekday commute, only 43 percent of buses are scheduled to depart Caltrain stations between 5 and 15 minutes after the previous train is scheduled to arrive.
- F3. SamTrans could set its “Caltrain Connection” bus schedule arrival times at Caltrain stations to increase the numbers of buses that arrive at train stations between 5 and 15 minutes before the next train departs.
- F4. SamTrans has not studied the feasibility or desirability of setting “Caltrain Connection” bus schedule times to facilitate transfers between these buses and Caltrain trains, nor the extent of commuter demand for better coordinating these bus and train schedules.
- F5. Caltrain has not studied the extent of train commuter demand for better coordinating “Caltrain Connection” bus schedules with train schedules so as to facilitate their using SamTrans for commuting between home and the Caltrain station.
- F6. While coordinating SamTrans fixed-route bus schedules with Caltrain train schedules for service between home and Caltrain stations could attract current Caltrain riders who now travel from home by car and park at Caltrain stations, no data has been collected by SamTrans or Caltrain to support this hypothesis.
- F7. Before 2018, SamTrans did not identify reduction of traffic congestion as one of its objectives.

²³ Ibid.

²⁴ SamTrans, Market Segmentation Study – Summary Report, Spring 2018

<http://www.samtrans.com/Assets/MarketDevelopment/pdf/SamTrans+Market+Segmentation+Study+Report.pdf>

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- F8. Within the text of the recently passed Measure W, which was authored by SamTrans and will be carried out by SamTrans and the TA, the included Congestion Relief Plan states that SamTrans will “[i]ncentivize transit, bicycle, pedestrian, carpooling and other shared-ride options over driving alone” and that “[i]nvestments will be designed to increase ridership, improve efficiency, and reduce congestion within the County by facilitating the creation of new services that incentivize more riders to choose public transit.”
- F9. SamTrans officials state that “Caltrain Connection” routes are not a feeder service to Caltrain. The designation “Caltrain Connection” refers to the fact that these routes provide connection to Caltrain stations, not that the buses connect to Caltrain trains.

RECOMMENDATIONS

- R1. SamTrans should study the feasibility of coordinating “Caltrain Connection” bus schedules with existing Caltrain train schedules to facilitate bus/train transfers and minimize wait times. The SamTrans Board of Directors should consider the results of that study at a public hearing by June 30, 2020.
- R2. SamTrans should perform marketing research on existing and potential riders of “Caltrain Connection” buses, including those who use Caltrain, to determine their interest in coordinating “Caltrain Connection” bus schedules with existing Caltrain schedules. The SamTrans Board of Directors should consider the results of that survey at a public hearing by June 30, 2020.
- R3. Caltrain should survey existing riders of Caltrain trains in San Mateo County, including those who use SamTrans, to determine their interest in coordinating “Caltrain Connection” bus schedule arrival times at Caltrain stations with existing Caltrain schedules. The Caltrain Board of Directors should consider the results of that study at a public hearing by June 30, 2020.
- R4. The Boards of Directors of SamTrans and Caltrain should discuss together the value and feasibility of using “Caltrain Connection” buses as a feeder system to Caltrain to reduce traffic congestion. This should be undertaken by December 31, 2019.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

- San Mateo County Transit District (SamTrans) to respond to the foregoing Findings and Recommendations (R1, R2 and R4), referring in each instance to the number thereof.
- Peninsula Corridor Joint Powers Board (Caltrain) to respond to the foregoing Findings and Recommendations (R3 and R4), referring in each instance to the number thereof.

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The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

METHODOLOGY

Documents

- In investigating coordination of SamTrans “Caltrain Connection” Service and Caltrain schedules the Grand Jury reviewed publicly available documents, reports, schedules, and websites from SamTrans, Caltrain, C/CAG, BART, and the US Census. The bibliography contains a full list of these documents.

Interviews

- The Grand Jury interviewed six persons within SamTrans, Caltrain, and Commute.org.

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APPENDIX A

SamTrans Drop Off to/Pick Up from Caltrain Data

There is no survey data available on the number of Caltrain commuters who use SamTrans to get to/from Caltrain stations. In 2014, as part of a report to the Metropolitan Transit District (MTC), Caltrain performed an on-board survey that included information on how all of their riders get to and from individual Caltrain stations.²⁵ Table A1 shows the percentage data from that survey for the eight Caltrain stations included in this analysis in the third through ninth columns.

Station	Total (People)	Park & Ride (%)	Drop Off (%)	Taxi (%)	Bike (%)	Transit (%)	Walk (%)	Other (%)
Burlingame	493	2.0	13.0	1.0	17.0	7.0	60.0	0.0
San Mateo	937	7.0	15.0	2.0	17.0	4.0	54.0	1.0
Hillsdale	1,507	18.0	15.0	2.0	15.0	8.0	41.0	1.0
Belmont	247	10.0	15.0	4.0	15.0	7.0	49.0	0.0
San Carlos	596	14.0	19.0	1.0	15.0	6.0	46.0	0.0
Redwood City	1,086	8.0	20.0	2.0	18.0	10.0	43.0	0.0
Menlo Park	485	4.0	20.0	3.0	21.0	11.0	39.0	1.0
Palo Alto	1,066	4.0	15.0	2.0	20.0	23.0	36.0	0.0
Total/Wt Avg	6,417	9.4	16.4	2.0	17.2	10.2	44.5	0.5

Table A1 – How Caltrain Riders Get To and From Caltrain Stations (2014)

Caltrain also performs an annual survey of how many people embark and disembark trains at each station during peak commute hours.²⁶ Using the values for each station from the 2014 Annual Count during morning weekday peak period (second column of Table A1), the weighted averages from the percentage values in Table A1 indicate that approximately 45 percent of Caltrain riders walk to these stations, approximately 17 percent ride bikes, and approximately 28 percent either drive and park, are dropped off, or use a taxi service.

Table A1 shows that approximately 10 percent of Caltrain commuters get on or off at these stations using “Transit” for their connection to home. That establishes (as of 2014) the maximum possible percentage of Caltrain commuters who connect to Caltrain using SamTrans. SamTrans data from 2018, summarized in Table A2, is consistent with this 10 percent, showing that the total numbers of bus passengers getting on or off SamTrans buses at the 8 Caltrain stations during peak commute hours equaled approximately 9 percent of the total numbers of Caltrain commuters getting on or off trains at these same stops.

²⁵ The Caltrain Corridor Vision Plan, SPUR Report, February 2017, Page 35
https://www.spur.org/sites/default/files/publications_pdfs/SPUR_Caltrain_Corridor_Vision_Plan.pdf

²⁶ Peak trains are those trains departing the San Francisco or San Jose Diridon stations between 4:30 a.m. and 9:00 a.m. and between 2:59 p.m. and 7:00 p.m.

This is an advanced copy of a Grand Jury report that will be publicly released on July 11, 2019. Penal Code section 933.05 (f) prohibits any officer, agency, department, or governing body of a public agency from disclosing any contents of the report prior to the public release of this report.

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**SamTrans Passenger AM Drop Off to and PM Pick Up from Caltrain
Daily Averages during Work Day Peak Periods*****

(SamTrans Data is Average Daily Figures from July, August & September 2018)

Bus Route	Palo Alto**		Menlo Park		Redwood City		San Carlos		Belmont		Hillsdale		San Mateo		Burlingame		Totals	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
250											33.5	44.7	18.5	21.2			52.0	65.9
251											0.0	9.2					0.0	9.2
256											14.8	3.5					14.8	3.5
260							11.8	6.5	15.9	15.5							27.7	22.0
270			8.9	13.3													8.9	13.3
274			16.7	23.2													16.7	23.2
275			41.4	26.2													41.4	26.2
276			12.4	7.0													12.4	7.0
280	21.2	6.4															21.2	6.4
281	44.8	28.0															44.8	28.0
286																	4.9	0.9
292																		
294											34.0	27.7	13.7	9.9	8.8	7.0	56.5	44.5
295			3.7	5.1	3.3	1.9					5.7	9.5	2.3	1.9			3.5	10.9
296			35.4	35.6													105.9	119.3
398					7.6	13.9	3.1	3.8	4.4	4.8	3.7	3.8					18.8	26.4
ECR	99.8	70.3	23.7	23.9	60.6	86.8	34.5	33.4	26.8	31.0	57.9	83.9					303.3	329.4
Bus Grand Total	165.7	104.6	63.9	60.4	221.9	259.2	52.7	45.6	47.1	51.3	153.2	193.2	34.5	33.0	8.8	7.0	747.8	754.2
Caltrain Total*	1217.0	1302.0	557.0	538.0	1709.0	1563.0	660.0	647.0	312.0	279.0	1906.0	1893.0	1350.0	1321.0	708.0	680.0	8419.0	8223.0
Bus/Train All Routes	14%	8%	11%	11%	13%	17%	8%	7%	15%	18%	8%	10%	3%	2%	1%	1%	9%	9%

* Figures taken from Caltrain 2018 Annual Passenger Counts from January 2018

** Palo Alto Bus/Train results estimate low because some of these passengers come via VTA bus routes and Marguerite Shuttle
 *** In the case of morning arrivals, the bus disembarkment data from approximately 15 minutes before the first train and 15 minutes after the last train during the peak Caltrain period were included. In the case of evening departures, the bus embarkment data from approximately 15 minutes before the first train and 15 minutes after the last train during the peak Caltrain period were used to take into account daily deviations in train and bus arrival and departure times.

Table A2

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APPENDIX B

Current Bus/Train Wait Times

The Grand Jury correlated the schedules of 16 SamTrans bus routes that are labelled “Caltrain Connection” plus the El Camino Real (ECR) bus route with the scheduled arrival or departure time of all Caltrain trains at the 8 Caltrain Stations where these bus routes drop off and pick up passengers. This review identified 714 bus/train connections in the peak morning commute period and 759 train/bus connections in the peak evening commute period. (Connections where there is currently no bus scheduled early enough in the morning or late enough in the evening to meet a scheduled train are not included in these counts.)

For each of these connections, the Grand Jury determined the minimum scheduled time that a commuter would wait for a train in the morning or wait for a bus in the evening. These statistics are summarized in Tables B1 and B2 for morning and evening respectively. Combining the results from both tables shows that in approximately 24 percent of the connections between Caltrain and SamTrans buses during commute times, scheduled wait times to board the connecting train or bus is 16 to 30 minutes and in another 16 percent of these connections, scheduled wait times exceed 30 minutes. Also, in about a quarter of those instances when scheduled wait time exceeds 15 minutes, the previous bus or train is scheduled to depart less than 5 minutes before the commuter’s arrival. And in the case of approximately 21 percent of the connections, fewer than 5 minutes are available to make the connection, putting commuters at risk of missing their connection if the train or bus delivering them to their connection is running just a few minutes behind schedule.

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**Morning Commute Time
Bus/Train Connection Scheduled Performance**

Station	North						South						Total						
	Total Connections	< 5 Min Wait	5 to 15 Min Wait	16 to 30 Min Wait	>30 Min Wait	Prev Bus < 5 Min*	Total Connections	< 5 Min Wait	5 to 15 Min Wait	16 to 30 Min Wait	>30 Min Wait	Prev Bus < 5 Min*	Total Connections	< 5 Min Wait	5 to 15 Min Wait	16 to 30 Min Wait	>30 Min Wait	Prev Bus < 5 Min*	
Palo Alto	53	9	20	10	14	6	65	3	28	15	19	11	118	12	48	25	33	17	
Menlo Park	28	6	13	9	0	3	38	11	16	9	2	5	66	17	29	18	2	8	
RWC	75	16	25	19	15	8	96	21	30	25	20	7	171	37	55	44	35	15	
San Carlos	30	4	15	7	4	1	47	12	17	9	9	3	77	16	32	16	13	4	
Belmont	15	5	4	2	4	4	15	5	4	4	2	0	30	10	8	6	6	4	
Hillsdale	100	19	36	23	22	7	73	11	23	20	19	7	173	30	59	43	41	14	
San Mateo	29	5	7	13	4	5	28	5	7	12	4	4	57	10	14	25	8	9	
Burlingame	10	0	5	4	1	0	12	1	3	6	2	2	22	1	8	10	3	2	
TOTAL	340	64	125	87	64	34	374	69	128	100	77	39	714	133	253	187	141	73	
Percentage of Total													19%	35%	26%	20%		10%	
Percentage of >15 minutes																			22%

Note: Connections do not include bus/train interactions where there is currently no bus scheduled early enough to meet the train.

* Connections where a bus is scheduled to arrive less than 5 minutes before a train departs resulting in a wait > 15 minutes.

Table B1 – Summary of Peak Morning Commute Wait Times

**Evening Commute Time
Train/Bus Connection Scheduled Performance**

Station	South						North						Total						
	Total Connections	< 5 Min Wait	5 to 15 Min Wait	16 to 30 Min Wait	>30 Min Wait	Prev Bus < 5 Min*	Total Connections	< 5 Min Wait	5 to 15 Min Wait	16 to 30 Min Wait	>30 Min Wait	Prev Bus < 5 Min*	Total Connections	< 5 Min Wait	5 to 15 Min Wait	16 to 30 Min Wait	>30 Min Wait	Prev Bus < 5 Min*	
Palo Alto	60	12	23	15	10	8	70	11	34	11	14	6	130	23	57	26	24	14	
Menlo Park	26	7	17	2	0	2	40	13	20	5	2	5	66	20	37	7	2	7	
RWC	66	18	27	18	3	11	89	27	34	21	7	7	155	45	61	39	10	18	
San Carlos	36	4	23	6	3	2	55	19	21	10	5	5	91	23	44	16	8	7	
Belmont	13	6	2	4	1	3	14	3	7	4	0	2	27	9	9	8	1	5	
Hillsdale	114	25	43	21	25	6	85	14	37	15	19	2	199	39	80	36	44	8	
San Mateo	33	6	11	12	4	2	32	3	14	12	3	5	65	9	25	24	7	7	
Burlingame	12	4	2	4	2	2	14	2	8	3	1	1	26	6	10	7	3	3	
TOTAL	360	82	148	82	48	36	399	92	175	81	51	33	759	174	323	163	99	69	
Percentage of Total													23%	43%	21%	13%		9%	
Percentage of >15 minutes																			26%

Note: Connections do not include bus/train interactions where there is currently no bus scheduled late enough to meet the train.

* Connections where a bus is scheduled to leave less than 5 minutes before a train arrives resulting in a wait > 15 minutes.

Table B2 – Summary of Peak Evening Commute Wait Times

APPENDIX C

Route 275 Current and Alternate Bus Schedules

The current schedule for SamTrans Bus Route 275²⁷ is shown on the left side of Table C-1, including extra columns for the bus wait time at the Redwood City Train Station and the far point of the route at Woodside Road and Alameda de las Pulgas Ave. Note that the departure times for leaving the Redwood City Train Station are arbitrarily set at half hour increments on the half hour. As part of the Grand Jury's analysis, an alternate schedule was developed by adjusting the bus wait times and removing the requirement that departure time from the Redwood City Train Station be on the half hour. The Grand Jury finds that this example demonstrates the practicability of an alternate schedule in this case that does not require additional buses or personnel. The alternate schedule simply increases the frequency at which buses traverse the route during commute hours.

²⁷ SamTrans Bus Route 275 Schedule, <http://www.samtrans.com/schedulesandmaps/timetables/275.html>

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Route 275 - Caltrain Connection

Current Schedule

Leave RWC Train Station	Arrive Woodside/ Alameda	Wait Woodside/ Alameda	Leave Woodside/ Alameda	Arrive RWC Train Station	Wait RWC Train Station
			6:00 AM	6:14 AM	16 min
6:00 AM	6:14 AM	0 min	6:14 AM	6:28 AM	32 min
6:30 AM	6:45 AM	0 min	6:45 AM	7:01 AM	29 min
7:00 AM	7:16 AM	0 min	7:16 AM	7:32 AM	28 min
7:30 AM	7:48 AM	0 min	7:48 AM	8:05 AM	25 min
8:00 AM	8:18 AM	0 min	8:18 AM	8:34 AM	26 min
8:30 AM	8:46 AM	0 min	8:46 AM	9:03 AM	27 min
9:00 AM	9:15 AM	0 min	9:15 AM	9:31 AM	29 min
9:30 AM	9:45 AM	0 min	9:45 AM	10:01 AM	29 min
10:00 AM	10:14 AM	0 min	10:14 AM	10:30 AM	30 min
10:30 AM	10:44 AM	0 min	10:44 AM	11:00 AM	30 min
11:00 AM	11:14 AM	0 min	11:14 AM	11:30 AM	30 min
11:30 AM	11:44 AM	0 min	11:44 AM	12:00 PM	30 min
12:00 PM	12:14 PM	0 min	12:14 PM	12:30 PM	30 min
12:30 PM	12:44 PM	0 min	12:44 PM	1:00 PM	30 min
1:00 PM	1:14 PM	0 min	1:14 PM	1:30 PM	30 min
1:30 PM	1:45 PM	0 min	1:45 PM	2:01 PM	29 min
2:00 PM	2:15 PM	0 min	2:15 PM	2:31 PM	29 min
2:30 PM	2:45 PM	0 min	2:45 PM	3:01 PM	29 min
3:00 PM	3:16 PM	0 min	3:16 PM	3:32 PM	28 min
3:30 PM	3:46 PM	0 min	3:46 PM	4:03 PM	27 min
4:00 PM	4:16 PM	0 min	4:16 PM	4:33 PM	27 min
4:30 PM	4:47 PM	0 min	4:47 PM	5:04 PM	26 min
5:00 PM	5:17 PM	0 min	5:17 PM	5:34 PM	26 min
5:30 PM	5:47 PM	0 min	5:47 PM	6:04 PM	26 min
6:00 PM	6:14 PM	0 min	6:14 PM	6:31 PM	29 min
6:30 PM	6:44 PM	0 min	6:44 PM	7:01 PM	
7:00 PM	7:14 PM				

Alternate Schedule

Leave RWC Train Station	Arrive Woodside/ Alameda	Wait Woodside/ Alameda	Leave Woodside/ Alameda	Arrive RWC Train Station	Wait RWC Train Station
			6:05 AM	6:19 AM	0 min
6:15 AM	6:29 AM	0 min	6:29 AM	6:43 AM	2 min
6:19 AM	6:34 AM	(0) min	6:34 AM	6:50 AM	0 min
6:45 AM	7:01 AM	1 min	7:02 AM	7:18 AM	0 min
6:50 AM	7:08 AM	0 min	7:08 AM	7:25 AM	0 min
7:18 AM	7:36 AM	1 min	7:37 AM	7:53 AM	0 min
7:25 AM	7:41 AM	(0) min	7:41 AM	7:58 AM	2 min
7:53 AM	8:08 AM	0 min	8:08 AM	8:24 AM	0 min
8:00 AM	8:15 AM	13 min	8:28 AM	8:44 AM	4 min
8:24 AM	8:38 AM	4 min	8:42 AM	8:58 AM	32 min
8:48 AM	9:02 AM	0 min	9:02 AM	9:18 AM	42 min
9:30 AM	9:44 AM	0 min	9:44 AM	10:00 AM	30 min
10:00 AM	10:14 AM	0 min	10:14 AM	10:30 AM	30 min
10:30 AM	10:44 AM	0 min	10:44 AM	11:00 AM	30 min
11:00 AM	11:14 AM	0 min	11:14 AM	11:30 AM	30 min
11:30 AM	11:44 AM	0 min	11:44 AM	12:00 PM	30 min
12:00 PM	12:14 PM	0 min	12:14 PM	12:30 PM	30 min
12:30 PM	12:44 PM	0 min	12:44 PM	1:00 PM	30 min
1:00 PM	1:14 PM	0 min	1:14 PM	1:30 PM	30 min
1:30 PM	1:45 PM	0 min	1:45 PM	2:01 PM	29 min
2:00 PM	2:15 PM	0 min	2:15 PM	2:31 PM	29 min
2:30 PM	2:45 PM	0 min	2:45 PM	3:01 PM	29 min
3:00 PM	3:16 PM	0 min	3:16 PM	3:32 PM	28 min
3:30 PM	3:46 PM	0 min	3:46 PM	4:03 PM	27 min
4:00 PM	4:16 PM	0 min	4:16 PM	4:33 PM	27 min
4:30 PM	4:47 PM	0 min	4:47 PM	5:04 PM	26 min
5:00 PM	5:17 PM	0 min	5:17 PM	5:34 PM	26 min
5:30 PM	5:47 PM	0 min	5:47 PM	6:04 PM	26 min
6:00 PM	6:14 PM	0 min	6:14 PM	6:31 PM	29 min
6:30 PM	6:44 PM	0 min	6:44 PM	7:01 PM	
7:00 PM	7:14 PM				
6:19 PM	6:33 PM	0 min	6:33 PM	6:50 PM	4 min
6:40 PM	6:54 PM	0 min	6:54 PM	7:11 PM	2 min
6:54 PM	7:08 PM	1 min	7:09 PM	7:26 PM	
7:13 PM	7:27 PM				

Note: Route requires two buses. One has times shown on blue lines and the other has times shown on white lines.

Table C1 – Route 275 Bus Schedule



AGENDA

LEGISLATIVE COMMITTEE COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium – 2nd Floor
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, OCTOBER 2, 2019 – 3:15 pm

or immediately following the Strategic Planning, Development, and Sustainability
Committee meeting

1. Call to Order

MOTION

2. Approval of Minutes of Legislative Committee Meeting of September 4, 2019

INFORMATIONAL

3. State and Federal Legislative Update
4. Adjourn

Committee Members: Josh Powell (Chair), Ron Collins, Rose Guilbault

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

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

**MINUTES OF LEGISLATIVE COMMITTEE /
COMMITTEE OF THE WHOLE
SEPTEMBER 4, 2019**

Committee Members Present: J. Powell (Committee Chair), R. Collins, R. Guilbault

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: M. Fraser, C. Groom, K. Matsumoto, P. Ratto, C. Stone

Other Board Members Absent: D. Pine

Staff Present: C. Mau, J. Cassman, S. van Hoften, D. Olmeda, D. Hansel, A. Chan, C. Fromson, J. Brook, D. Seamans

CALL TO ORDER

Committee Chair Josh Powell called the meeting to order at 3:32 pm.

APPROVAL OF MINUTES OF COMMITTEE MEETING OF AUGUST 7, 2019

Motion/Second: Matsumoto/Stone

Ayes: Collins, Fraser, Groom, Guilbault, Matsumoto, Powell, Ratto, Stone

Absent: Pine

STATE AND FEDERAL LEGISLATIVE UPDATE

Casey Fromson, Director, Government and Community Affairs, briefly summarized highlights of recent federal and state legislation.

She reported on the FAA's (Federal Aviation Administration) attempt to enforce its rule to appropriate \$250 million of general sales tax revenue collected by local and state government for airport use only, and that the California Department of Finance had sent the FAA a letter to confirm California's compliance with the rule.

She said that they had met with the FTA (Federal Transit Administration) administrator on August 28 to brief her on Caltrain electrification and the Dumbarton Corridor.

She provided information about SB 277 regarding changing the allocation method for the local partnership program to be formula-based rather than competitive.

She said that they had been successfully working with the authors of the Surplus Lands Act.

Public Comment:

Adina Levin asked for the Board's support of SB 278.

Carter Mau, Deputy CEO/General Manager, said that staff had been working closely with Faster Bay Area supporting the regional revenue measure and added that they had been invited to speak to the Board at the October meeting.

ADJOURN

The meeting adjourned at 3:39 pm.

An audio/video recording of this meeting is available online at www.samtrans.com. Questions may be referred to the District Secretary's office by phone at 650-508-6242 or by email to board@samtrans.com.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Seamus Murphy
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

This report is for information only. No Board action is required.

SIGNIFICANCE

The 2019 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our Federal and State advocates on a wide variety of issues that are considered in Congress and the State legislature. The attached reports highlight the recent issues and actions that are relevant to the Board.

Prepared By: Casey Fromson, Government and
Community Affairs Director

650-508-6493

SamTrans As of September 23, 2019 Federal Report

FY 2020 Appropriations

Prior to departing for a five-week recess in August, the Senate and House passed a \$2.7 trillion [budget agreement](#) to suspend the debt ceiling through 2021 and increase federal spending. The agreed to appropriations cap includes an increase totaling \$320 billion over two years. For nondefense programs, the agreement will provide an increase of \$78.3 billion in FY 2020 and \$70.4 billion in FY 2021, including sustained funding for key Department of Transportation (DOT) programs. The deal would also suspend the nation's borrowing limit until July 31, 2021. Poison pills or new policy riders are not allowed in appropriations bills unless agreed to on a bipartisan basis with approval from the Administration/White House, the Speaker of the House, and the Senate Majority Leader.

Federal funding runs out on September 30. The House has passed 10 of the 12 spending measures for FY 2020 (including Transportation/HUD), holding back on two remaining appropriations measures – Homeland Security and Legislative Branch – because of contentious issues within the bills.

During the August recess, the Senate Appropriations Committee staff worked on drafting the Senate FY 2020 appropriations bills. On September 12, the Senate Appropriations Committee approved the FY2020 Department of Defense and Energy and Water spending bills. On September 17, the Transportation, Housing and Urban Development, and Related Agencies (THUD) Appropriations Subcommittee passed the FY 2020 Transportation-HUD Appropriations bill. The Senate Appropriations Committee will consider the bill on September 19. Details are below in the next section.

With only nine working days left to pass the remaining FY2020 spending bills, this week, House Democrats plan to pass a CR to provide funding for the federal agencies to avert a government shutdown before federal funding expires on September 30. The draft House CR would provide federal funding through November 21.

Senate FY 2020 Transportation/HUD Appropriations: On September 17, the THUD Appropriations Subcommittee unanimously passed its FY2020 appropriations bill, and on September 19, the Senate Appropriations Committee passed the bill. The \$74.3 billion spending measure provides appropriations for Department of Transportation, Department of Housing and Urban Development, and related agencies. The bill is \$3.2 billion above FY 2019 enacted levels/current funding. The bill provides \$86.6 billion for the DOT, which is \$167 million above current funding. The bill includes the following language on rail grade crossings:

TRANSPORTATION

FY 2020 FEDERAL FUNDING PRIORITIES

“In 2017, there were more than 2,100 crashes, resulting in 273 fatalities, at highway-rail grade crossings. While Federal investment in grade crossing safety improvement has noticeably reduced the historical number of deaths and injuries at these crossings, the number of accidents has remained relatively static since 2009. FHWA's Railway-Highway Crossings Program is the primary Federal funding source for states to address safety issues at these crossings. In a recent report, the Government Accountability Office found that it was unclear whether that program remains effective in continuing to reduce the risk of crashes or fatalities at grade crossings. The Committee directs FHWA to conduct an evaluation of this program in order to identify challenges that could allow States to more strategically address problem areas.

This evaluation should include: a comprehensive assessment of nationwide crash trends over multiple years in order to determine why crashes are continuing and what types of projects would be effective in eliminating those crashes; a re-examination of eligibility requirements that limit the flexibility of States to consider other types of projects, including research into and demonstrations of new types of pavement markings at grade crossings to improve driver behavior, as well as technology that would enable crossing infrastructure to communicate wirelessly with vehicles or mobile devices; and recommendations of any needed statutory changes to improve the program's effectiveness in reducing crashes and fatalities. The Committee directs the Department to produce a report summarizing the results of this evaluation within 1 year of enactment of this act.”

Below is a short summary of the funding in the bill. Additional details are attached to the report.

- **BUILD Grants:** \$1 billion
- **Highways:** \$46.3 billion for the Federal-aid Highways Program, consistent with the FAST Act. The bill also includes \$2.7 billion in discretionary appropriations for highway programs (from the Treasury vs. Highway Trust Fund), of which \$1.25 billion is for the Surface Transportation Block Grant funds and for the elimination of hazards at railway-highway grade crossings, and \$1.25 billion is for bridge repairs in small states with high rates of bridges not in good condition.
- **Rail:** \$2.8 billion for the Federal Railroad Administration (FRA) which includes \$255 million for the Consolidated Rail Infrastructure and Safety Improvement (CRISI) grants program.
- **Transit:** \$13.0 billion for the Federal Transit Administration (FTA) including \$10.1 billion for transit formula grants, consistent with the FAST Act. The bill also includes \$560 million for transit infrastructure grants (from the Treasury vs. Highway Trust Fund). The bill provides \$1.978 billion for Capital Investment Grants (CIG), fully funding all current Full Funding Grant Agreement (FFGA) transit projects, as well as new projects that have met the criteria of the CIG program.

	FY 2019 Enacted	FY 2020 President's Request	FY 2020 House	FY 2020 Senate	FY 2020 Enacted
TRANSPORTATION, HUD, AND RELATED AGENCIES					
Department of Transportation					
BUILD	\$900 M	\$1 B	\$1 B	\$1 B	
• Planning Grants	\$15 M		\$15 M	\$15 M	
Federal Aviation Administration (FAA)	\$17.451 B	\$17.86 B	\$17.105 B	\$17.68 B	
• Airport Improvement Program (AIP)	\$3.85 B	\$3.35 B	\$3.85 B	\$3.8 B	
Federal-Aid Highways (FAST Act levels)	\$45.268 B	\$46.365 B	\$46.365 B	\$46.365 B	
• Highway Infrastructure (funded from General Fund rather than HTF)	\$3.25 B	\$300 M	\$1.75 B	\$2.7 B	
Federal Motor Carrier Safety Grants	\$382.8 M	\$387.8 M	\$388.8 M	\$391.1 M	
National Highway Traffic Safety Administration (NHTSA)	\$966 M	\$929 M	\$1.009 B	\$972.317 M	
• Highway Traffic Safety Grants	\$610.208 M	\$623.017 M	\$623.017 M	\$623.017 M	
Federal Railroad Administration (FRA)	\$2.873 B	\$1.94 B	\$3.071 B	\$2.92 B	
• Amtrak – Northeast Corridor	\$650 M	\$325.466 M	\$700 M	\$680 M	
• Amtrak – National Network	\$1.29 B	\$611 M	\$1.29 B	\$1.32 B	
• Magnetic Levitation Technology Deployment (MAGLEV) Program	\$10 M	\$0	\$10 M	\$0	
• Federal-State Partnership for State of Good Repair	\$400 M	\$0	\$350 M	\$300 M	
• Consolidated Rail Infrastructure Safety Grants	\$255 M	\$330 M	\$350 M	\$255 M	
Federal Transit Administration (FTA)	\$13.413 B	\$12.416 B	\$13.47 B	\$12.956 B	
• Transit Formula Grants (FAST Act levels)	\$9.9 B	\$0	\$10.15 B	\$10.15 B	
• Transit Infrastructure (funded from Treasury rather than HTF)	\$700 M	\$500 M	\$752 M	\$560 M	
• Capital Investment Grants	\$2.552 B	\$1.505 B	\$2.301 B	\$1.978 B	
○ New Starts with signed FFGAs		\$795.3 M	\$795.3 M	\$795.3 M	

○ New New Starts			\$702.7 M	\$704.7 M	
○ Core Capacity	\$635 M	\$200 M	\$300 M	\$300 M	
○ Small Starts	\$635 M	\$0	\$430.7 M	\$78 M	
○ Project Delivery Pilot Program	\$100 M	\$0	\$50 M	\$100 M	
MARAD Port Infrastructure Grants	\$297.2 M	\$0	\$225 M	\$91.6 M	

House Hearing on Congestion Pricing: On September 12, the House Transportation and Infrastructure Committee’s Subcommittee on Highways and Transit held a hearing titled “Pricing and Technology Strategies to Address Congestion on and Financing of America’s Roads” to discuss the need for improved infrastructure processes to deal with traffic congestion, and what funding methods are viable to pay for it. The witnesses were:

- **The Honorable Oliver Gilbert III** - Mayor, City of Miami Gardens, Chairman, Miami-Dade Transportation Planning Organization
- **Mr. Travis Brouwer** - Assistant Director for Public Affairs, Oregon Department of Transportation
- **Ms. Tilly Chang** - Executive Director, San Francisco County Transportation Authority, on behalf of the Intelligent Transportation Society of America
- **Mr. Darren D. Hawkins** - President and Chief Executive Officer, YRC Worldwide Inc., on behalf of the American Trucking Association
- **Mr. Timothy J. Lomax, Ph.D.** - Regents Fellow, Texas A&M Transportation Institute
- **Mr. Marc Scribner** - Senior Fellow, Competitive Enterprise Institute

Most members in attendance were critical of congestion pricing. Nearly all members agreed that the rates associated with tolls and other pricing mechanisms need to be adjusted based on the area, especially in states with extremely high toll costs, such as New York, Florida, and D.C. House Transportation and Infrastructure Committee Chairman Peter DeFazio (D-OR) said he was “disturbed by the obsession with tolling and congestion pricing” and was frustrated the discussion did not focus more on raising the gas tax.

Tilly Chang, with the San Francisco County Transportation Authority, explained to the subcommittee that her city has had great success with congestion pricing in the downtown area. She reported that pricing had multiple benefits, such as 12% fewer rush hour trips, 20% faster bus speeds, 16% lower emissions, and \$80 million dollars a year generated for the government. Ms. Chang endorsed DOT’s Value Pricing Program as a good start towards helping fix this issue.

Darren Hawkins, with the American Trucking Association, stated that the trucking industry does not oppose toll financing on new lanes, nor the conversion of carpool lanes to HOT lanes. Travis Brouwer, with the Oregon Department of Transportation, testified that their state legislature understands “they can’t build their way out of congestion” and has required the state to develop options where tolling might be effective.

FHWA Apportions \$3.972 Billion to States: The Federal Highway Administration (FHWA) has provided \$3.972 billion in highway funding authority to state DOTs for FY 2019, which they must obligate by September 30. The state of California received \$330.5 million.

September 16, 2019

TO: Board of Directors, San Mateo County Transit District

FM: Joshua W. Shaw, Matt Robinson & Michael Pimentel, Shaw / Yoder / Antwih, Inc.
Mike Robson & Trent Smith, Edelstein Gilbert Robson & Smith LLC

RE: **STATE LEGISLATIVE UPDATE – October 2019**

Legislative Update

The Legislature finished the first year of 2019-20 Legislative Session early in the morning on Saturday, September 14, moving more than 700 bills to Governor Newsom in the final two weeks of the Legislative Session. The Governor has until October 13 to take final action on bills sent to him in the final two weeks. The Legislature will reconvene for the second year of the 2019-20 Legislative Session on January 6.

Bills of Interest

AB 1486 (Ting) Surplus Lands Act – Sent to Governor

Because we reported specially on this bill in last month's report, we wanted to update the Board on the final amendments that were included in AB 1486, thanks in large part to the work of SamTrans. As a reminder, AB 1486 expands the existing Surplus Lands Act (SLA) to include a broader swath of local agencies – mainly most all special districts and joint powers authorities. Previously the Act applied to SamTrans, but under this revision it would apply to the Caltrain JPB and the Transportation Authority as well.

The SLA requires a city/county/district, when disposing of surplus property it holds title to, to first offer it to, and negotiate in good faith with, affordable housing developers. The bill would define surplus land as land owned by a local agency, for which the local agency's governing body takes formal action, in a regular public meeting, declaring that the land is surplus and seeks to dispose of the land.

The land being disposed of must be not necessary for the agency's use, which the bill defines. The definition of "use" includes land that is being used or is planned to be used for the express purpose of agency work or operations, including utility sites, watershed property, land being used for conservation purposes, land for demonstration, exhibition, or educational purposes related to greenhouse gas emissions, and buffer sites near sensitive governmental uses. **Additionally, language was added at the urging of SamTrans to include in the definition of "use" any land that is planned to be used pursuant to a written plan adopted by the local agency's governing board (e.g. the Caltrain Business Plan and the Rail Corridor Use Plan).** "Use" does not include solely commercial uses, including nongovernmental retail, entertainment, or office development. Property held or disposed of for the sole purpose of investment or generation of revenue shall not be considered necessary for the agency's use.

While leases were not addressed specifically in AB 1486 this year, we expect lease provisions could be clarified by the author's office in a future bill as there remains a great deal of ambiguity.

Grade Separation Funding

At the December 5 SamTrans Board meeting, we were asked to include in the SamTrans Board Report a list of state funding options for rail grade separations. Below is a list of the funding sources that we are aware of and/or that have been used to fund grade separations in the recent years. The funding sources below are managed across various state agencies and departments, including the Public Utilities Commission (PUC), the California State Transportation Agency (CalSTA), the California Transportation Commission (CTC), and Caltrans.

PUC Section 190 Grade Separation Program – The Program is a [state funding program](#) to grade separate crossings between roadways and railroad tracks and provides approximately \$15 million annually, transferred from Caltrans. Agencies apply to the PUC for project funding.

State Transportation Improvement Program – The STIP, managed by Caltrans and programmed by the CTC, is primarily used to fund highway expansion projects throughout the state, but also supports grade separations. The STIP is programmed every two years (currently the 2018 STIP added \$2.2 billion in new funding). Local agencies receive a share of STIP funding, as does the State. The STIP is funded with gasoline excise tax revenues.

Transit and Intercity Rail Capital Program – The TIRCP is managed by CalSTA and is available to fund rail and transit projects that reduce greenhouse gas emissions. The program receives funding from Cap and Trade and the recently created Transportation Improvement Fee to the tune of approximately \$500 million per year. The TIRCP is programmed over 5 years, with the most recent cycle beginning in May 2018. Caltrain received \$160 million for the CalMod project.

Proposition 1A – This \$9.9 billion Bond Act is the primary funding source for the high-speed rail project and has been used to fund a very limited number of grade separation projects in the past, including in the City of San Mateo.

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>AB 5 Gonzalez D</p> <p>Worker status: employees and independent contractors.</p>	<p>Signed by Governor Newsom.</p>	<p>Existing law, as established in the case of <i>Dynamex Operations West, Inc. v. Superior Court of Los Angeles</i> (2018) 4 Cal.5th 903 (<i>Dynamex</i>), creates a presumption that a worker who performs services for a hirer is an employee for purposes of claims for wages and benefits arising under wage orders issued by the Industrial Welfare Commission. Existing law requires a 3-part test, commonly known as the “ABC” test, to establish that a worker is an independent contractor for those purposes. This bill would state the intent of the Legislature to codify the decision in the <i>Dynamex</i> case and clarify its application. The bill would provide that for purposes of the provisions of the Labor Code, the Unemployment Insurance Code, and the wage orders of the Industrial Welfare Commission, a person providing labor or services for remuneration shall be considered an employee rather than an independent contractor unless the hiring entity demonstrates that the person is free from the control and direction of the hiring entity in connection with the performance of the work, the person performs work that is outside the usual course of the hiring entity’s business, and the person is customarily engaged in an independently established trade, occupation or business. The bill, notwithstanding this provision, would provide that any statutory exception from employment status or any extension of employer status or liability remains in effect, and that if a court rules that the 3-part test cannot be applied, then the determination of employee or independent contractor status shall be governed by the test adopted in <i>S. G. Borello & Sons, Inc. v. Department of Industrial Relations</i> (1989) 48 Cal.3d 341 (<i>Borello</i>). The bill would exempt specified occupations from the application of <i>Dynamex</i>, and would instead provide that these occupations are governed by <i>Borello</i>. These exempt occupations would include, among others, licensed insurance agents, certain licensed health care professionals, registered securities broker-dealers or investment advisers, direct sales salespersons, real estate licensees, commercial fishermen, workers providing licensed barber or cosmetology services, and others performing work under a contract for professional services, with another business entity, or pursuant to a subcontract in the construction industry.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>AB 51 Gonzalez D</p> <p>Employment discrimination: enforcement.</p>	<p>On the Governor's Desk.</p>	<p>Existing law imposes various restrictions on employers with respect to contracts and applications for employment. A violation of those restrictions is a misdemeanor. This bill would prohibit a person from requiring any applicant for employment or any employee to waive any right, forum, or procedure for a violation of any provision of the California Fair Employment and Housing Act (FEHA) or other specific statutes governing employment as a condition of employment, continued employment, or the receipt of any employment-related benefit. The bill would also prohibit an employer from threatening, retaliating or discriminating against, or terminating any applicant for employment or any employee because of the refusal to consent to the waiver of any right, forum, or procedure for a violation of specific statutes governing employment. The bill would establish a specific exemption from those prohibitions. Because a violation of these prohibitions would be a crime, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 87 Committee on Budget</p> <p>Transportation.</p>	<p>In the Senate Budget and Fiscal Review Committee.</p>	<p>This bill would require the commission to establish a competitive funding program to provide funds to the Department of Transportation or regional transportation planning agencies, or both, for short-line railroad projects such as railroad reconstruction, maintenance, upgrade, or replacement. The bill would require the commission to adopt guidelines, in consultation with representatives from specified government and industry entities, by July 1, 2020, to be used by the commission to select projects for programming and allocation. The bill would appropriate \$7,200,000, or a lesser amount, as specified, from the Trade Corridors Improvement Fund to the Department of Transportation for purposes of the program.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>AB 252 Daly D</p> <p>Department of Transportation: environmental review process: federal program.</p>	<p>Signed by Governor Newsom.</p>	<p>Existing law gives the Department of Transportation full possession and control of the state highway system. Existing federal law requires the United States Secretary of Transportation to carry out a surface transportation project delivery program, under which the participating states may assume certain responsibilities for environmental review and clearance of transportation projects that would otherwise be the responsibility of the federal government. Existing law, until January 1, 2020, provides that the State of California consents to the jurisdiction of the federal courts with regard to the compliance, discharge, or enforcement of the responsibilities it assumed as a participant in the program. This bill would extend the operation of these provisions indefinitely.</p>	<p>Supported May 2019</p>
<p>AB 314 Bonta D</p> <p>Public employment: labor relations: release time.</p>	<p>On the Governor's Desk.</p>	<p>Current law, including the Meyers-Milias-Brown Act, the Ralph C. Dills Act, the Trial Court Employment Protection and Governance Act, the Trial Court Interpreter Employment and Labor Relations Act, Judicial Council Employer-Employee Relations Act, and the Los Angeles County Metropolitan Transportation Authority Transit Employer-Employee Relations Act, as well as provisions commonly referred to as the Educational Employment Relations Act and the Higher Education Employer-Employee Relations Act, regulates the labor relations of the state, the courts, and specified local public agencies and their employees. These acts generally require the public entities in this context to grant employee representatives of recognized employee organizations reasonable time off without loss of compensation or benefits for certain purposes in connection with labor relations, commonly referred to as release time. This bill would prescribe requirements relating to release time that would apply to all of the public employers and employees subject to the acts described above and would generally repeal the provisions relating to release time in those activities. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>AB 752 Gabriel D</p> <p>Public transit: transit stations: lactation rooms.</p>	<p>On the Governor's Desk.</p>	<p>Existing law requires the airport manager of an airport operated by a city, county, city and county, or airport district that conducts commercial operations and that has more than one million enplanements a year, or upon new terminal construction or the replacement, expansion, or renovation of an existing terminal, to provide a room or other location at each airport terminal behind the airport security screening area for members of the public to express breast milk in private. This bill would require specific multimodal transit stations, and multimodal transit stations that meet certain criteria, that begin construction or a renovation on or after January 1, 2021, to include a lactation room. To the extent the bill imposes additional duties on a local agency, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 784 Mullin D</p> <p>Sales and use taxes: exemption: California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: transit buses.</p>	<p>On the Governor's Desk.</p>	<p>Existing state sales and use tax laws impose a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state, or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state. The Sales and Use Tax Law provides various exemptions from those taxes. This bill would, until January 1, 2024, provide an exemption from those taxes with respect to the sale of, and the storage and use of, or other consumption in this state of, specified zero-emission technology transit buses sold to specified public agencies. The bill would provide that this exemption does not apply to specified state sales and use taxes from which the proceeds are deposited into the Local Revenue Fund, the Local Revenue Fund 2011, or the Local Public Safety Fund. This bill contains other related provisions and other existing laws.</p>	<p>Supported May 2019</p>

**San Mateo County Transit District
State Legislative Matrix 9/23/19**

Bill ID/Topic	Location	Summary	Position
<p>AB 851 Cooper D</p> <p>Drug masking products.</p>	<p>Signed by Governor Newsom.</p>	<p>Existing law generally prohibits the unauthorized use, possession, and sale of controlled substances, and regulates programs and facilities that provide treatment and other services to persons affected by narcotic, alcohol, and other drug abuse. Under existing law, it is unlawful to deliver, furnish, or transfer, possess with intent to deliver, furnish, or transfer, or manufacture with intent to deliver, furnish, or transfer, drug paraphernalia, as defined, knowing, or under circumstances where a person reasonably should know, that it will be used to engage in specified acts relating to controlled substances. This bill would prohibit a person from distributing, delivering, or selling, or possessing with intent to distribute, deliver, or sell, a drug masking product. The bill would define a “drug masking product” to mean synthetic urine, as defined, or any other substance designed to be added to human urine or hair for the purpose of defrauding an alcohol or drug screening test.</p>	<p>Watch</p>

**San Mateo County Transit District
State Legislative Matrix 9/23/19**

Bill ID/Topic	Location	Summary	Position
<p>AB 1112 Friedman D</p> <p>Shared mobility devices: local regulation.</p>	<p>This is a 2-Year bill.</p>	<p>Existing law generally regulates the operation of bicycles, electric bicycles, motorized scooters, and electrically motorized boards. Existing law allows local authorities to regulate the registration, parking, and operation of bicycles and motorized scooters in a manner that does not conflict with state law. This bill would define a “shared mobility device” as a bicycle, electric bicycle, motorized scooter, electrically motorized board, or other similar personal transportation device, that is made available to the public for shared use and transportation, as provided. The bill would require shared mobility devices to include a single unique alphanumeric ID. The bill would allow a local authority to require a shared mobility device provider to provide the local authority with deidentified and aggregated trip data and operational data, including as a condition for operating a shared mobility device program. The bill would prohibit the sharing of individual trip data, except as provided by the Electronic Communications Privacy Act. The bill would allow a local authority to enact reasonable regulations on shared mobility devices and providers within its jurisdiction, including, but not limited to, requiring a shared mobility service provider to obtain a permit. The bill would allow a local authority to ban persons from deploying and offering shared mobility devices for hire on its public right of way, subject to the California Environmental Quality Act. This bill contains other related provisions.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1142 Friedman D</p> <p>Regional transportation plans: transportation network companies.</p>	<p>This is a 2-Year bill.</p>	<p>Existing law requires designated transportation planning agencies to, among other things, prepare and adopt a regional transportation plan. Existing law requires a regional transportation plan to include a policy element, an action element, a financial element, and, if the transportation planning agency is also a metropolitan planning organization, a sustainable communities strategy. Under existing law, the policy element describes the transportation issues in the region, identifies and quantifies regional needs, and describes the desired short-range and long-range transportation goals, as well as pragmatic objective and policy statements. Existing law authorizes the policy element of transportation planning agencies with populations that exceed 200,000 persons to quantify a set of specified indicators. This bill would authorize the inclusion of an additional indicator regarding measures of policies to increase use of existing transit. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 1286 Muratsuchi D</p> <p>Shared mobility devices: agreements.</p>	<p>This is a 2-Year bill.</p>	<p>Existing law regulates contracts for particular transactions, including those in which one person agrees to give to another person the temporary possession and use of personal property, other than money for reward, and the latter agrees to return the property to the former at a future time. This bill would require a shared mobility service provider, as defined, to enter into an agreement with, or obtain a permit from, the city or county with jurisdiction over the area of use. The bill would require that the provider maintain a specified amount of commercial general liability insurance and would prohibit the provider from including specified provisions in a user agreement before distributing a shared mobility device within that jurisdiction. The bill would define shared mobility device to mean an electrically motorized board, motorized scooter, electric bicycle, bicycle, or other similar personal transportation device, except as provided. This bill contains other related provisions.</p>	<p>Watch</p>

**San Mateo County Transit District
State Legislative Matrix 9/23/19**

Bill ID/Topic	Location	Summary	Position
<p>AB 1351 Lackey R</p> <p>Transit operators: paratransit and dial-a-ride services: assessment.</p>	<p>On the Governor's Desk.</p>	<p>This bill would require the California State Transportation Agency, in consultation with public transit operators, to conduct an assessment of the procedures public transit operators use to provide dial-a-ride and paratransit services to individuals with disabilities who are visiting their service territories and are certified to use another in-state public transit operator's similar dial-a-ride and paratransit services. The bill would require the agency to publish the assessment on its internet website on or before July 1, 2021. The bill would require the agency, after conducting and publishing the assessment, to adopt guidelines for the development of a statewide program to enable individuals with disabilities who a public transit operator has certified to use its dial-a-ride and paratransit services to use another in-state public transit operator's similar dial-a-ride and paratransit services.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1486 Ting D</p> <p>Surplus land.</p>	<p>On the Governor's Desk.</p>	<p>Existing law prescribes requirements for the disposal of surplus land by a local agency. Existing law defines "local agency" for these purposes as every city, county, city and county, and district, including school districts of any kind or class, empowered to acquire and hold real property. Existing law defines "surplus land" for these purposes as land owned by any local agency that is determined to be no longer necessary for the agency's use, except property being held by the agency for the purpose of exchange. Existing law defines "exempt surplus land" to mean land that is less than 5,000 square feet in area, less than the applicable minimum legal residential building lot size, or has no record access and is less than 10,000 square feet in area, and that is not contiguous to land owned by a state or local agency and used for park, recreational, open-space, or affordable housing. This bill would expand the definition of "local agency" to include sewer, water, utility, and local and regional park districts, joint powers authorities, successor agencies to former redevelopment agencies, housing authorities, and other political subdivisions of this state and any instrumentality thereof that is empowered to acquire and hold real property, thereby requiring these entities to comply with these requirements for the disposal of surplus land. The bill would specify that the term "district" includes all districts within the state, and that this change is declaratory of existing law. The bill would revise the definition of "surplus land" to mean land owned in fee simple by any local agency, for which the local agency's governing body takes formal action, in a regular public meeting, declaring, supported by written findings, that the land is surplus and is not necessary for the agency's use, as defined. The bill would provide that "surplus land" for these purposes includes land held in the Community Redevelopment Property Trust Fund and land that has been designated in the long-range property management plan, either for sale or for future development, as specified. The bill would also broaden the definition of "exempt surplus land" to include specified types of lands. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>AB 1487 Chiu D</p> <p>San Francisco Bay area: housing development: financing.</p>	<p>On the Governor's Desk.</p>	<p>Existing law provides for the establishment of various special districts that may support and finance housing development, including affordable housing special beneficiary districts that are authorized to promote affordable housing development with certain property tax revenues that a city or county would otherwise be entitled to receive. This bill, the San Francisco Bay Area Regional Housing Finance Act, would establish the Bay Area Housing Finance Authority (hereafter the authority) and would state that the authority's purpose is to raise, administer, and allocate funding for affordable housing in the San Francisco Bay area, as defined, and provide technical assistance at a regional level for tenant protection, affordable housing preservation, and new affordable housing production. The bill would provide that the governing board of the Metropolitan Transportation Commission serve as the governing board of the authority. The bill would require the authority board to provide for regular audits of the authority, including an independent financial and performance audit for bonds secured by ad valorem property taxes, and financial reports, as provided. The bill would include findings that the changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities within the San Francisco Bay area, including charter cities. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>ACA 1 Aguiar-Curry D</p> <p>Local government financing: affordable housing and public infrastructure: voter approval.</p>	<p>On the Assembly Floor.</p>	<p>(1)The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions. This measure would create an additional exception to the 1% limit that would authorize a city, county, city and county, or special district to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, as applicable, and the proposition includes specified accountability requirements. The measure would specify that these provisions apply to any city, county, city and county, or special district measure imposing an ad valorem tax to pay the interest and redemption charges on bonded indebtedness for these purposes that is submitted at the same election as this measure. This bill contains other related provisions and other existing laws.</p>	<p>Supported May 2019</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>SB 5 Beall D</p> <p>Affordable Housing and Community Development Investment Program.</p>	<p>On the Governor's Desk.</p>	<p>Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, subject to certain modifications. Existing law requires an annual reallocation of property tax revenue from local agencies in each county to the Educational Revenue Augmentation Fund (ERAF) in that county for allocation to specified educational entities. This bill would establish in state government the Affordable Housing and Community Development Investment Program, which would be administered by the Affordable Housing and Community Development Investment Committee. The bill would authorize a city, county, city and county, joint powers agency, enhanced infrastructure financing district, affordable housing authority, community revitalization and investment authority, transit village development district, or a combination of those entities, to apply to the Affordable Housing and Community Development Investment Committee to participate in the program and would authorize the committee to approve or deny plans for projects meeting specific criteria. The bill would also authorize certain local agencies to establish an affordable housing and community development investment agency and authorize an agency to apply for funding under the program and issue bonds, as provided, to carry out a project under the program. This bill contains other related provisions and other existing laws.</p>	<p>Supported August 2019</p>

**San Mateo County Transit District
State Legislative Matrix 9/23/19**

Bill ID/Topic	Location	Summary	Position
<p>SB 50 Wiener D</p> <p>Planning and zoning: housing development: streamlined approval: incentives.</p>	<p>This is a 2-Year bill.</p>	<p>(1)Existing law authorizes a development proponent to submit an application for a multifamily housing development that satisfies specified planning objective standards to be subject to a streamlined, ministerial approval process, as provided, and not subject to a conditional use permit. This bill would authorize a development proponent of a neighborhood multifamily project located on an eligible parcel to submit an application for a streamlined, ministerial approval process that is not subject to a conditional use permit. The bill would define a “neighborhood multifamily project” to mean a project to construct a multifamily structure on vacant land, or to convert an existing structure that does not require substantial exterior alteration into a multifamily structure, consisting of up to 4 residential dwelling units and that meets local height, setback, and lot coverage zoning requirements as they existed on July 1, 2019. The bill would also define “eligible parcel” to mean a parcel that meets specified requirements, including requirements relating to the location of the parcel and restricting the demolition of certain housing development that may already exist on the site. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 87 Committee on Budget and Fiscal Review</p> <p>Transportation.</p>	<p>Signed by Governor Newsom.</p>	<p>This bill would require the commission to establish a competitive funding program to provide funds to the Department of Transportation or regional transportation planning agencies, or both, for short-line railroad projects such as railroad reconstruction, maintenance, upgrade, or replacement. The bill would require the commission to adopt guidelines, in consultation with representatives from specified government and industry entities, by July 1, 2020, to be used by the commission to select projects for programming and allocation. The bill would appropriate \$7,200,000, or a lesser amount, as specified, from the Trade Corridors Improvement Fund to the Department of Transportation for purposes of the program.</p>	<p>Watch</p>

**San Mateo County Transit District
State Legislative Matrix 9/23/19**

Bill ID/Topic	Location	Summary	Position
<p>SB 127 Wiener D</p> <p>Transportation funding: active transportation: complete streets.</p>	<p>On the Governor's Desk.</p>	<p>Existing law provides that the Department of Transportation has full possession and control over the highways of the state and is responsible for preparing the State Highway Operation and Protection Program for the expenditure of transportation funds for major capital improvements that are necessary to preserve and protect the state highway system. Existing law also creates the California Transportation Commission, with specified powers and duties relative to the programming of transportation capital improvement projects and the allocation of state transportation funds for state transportation improvement projects. Existing law requires the department, in consultation with the commission, to prepare an asset management plan to guide selection of projects for the State Highway Operation and Protection Program consistent with any applicable state and federal requirements. Existing law requires the commission, in connection with the asset management plan, to adopt targets and performance measures reflecting state transportation goals and objectives. This bill would require the asset management plan to prioritize the implementation of safe and connected facilities for pedestrians, bicyclists, and transit users on all State Highway Operation and Protection Program projects, as specified. The bill would require the department to include complete streets elements in the asset management plan, as specified.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>SB 128 Beall D</p> <p>Public contracts: Best Value Construction Contracting for Counties Pilot Program.</p>	<p>On the Governor's Desk.</p>	<p>Existing law establishes a pilot program to allow the Counties of Alameda, Los Angeles, Riverside, San Bernardino, San Diego, San Mateo, Solano, and Yuba to select a bidder on the basis of best value, as defined, for construction projects in excess of \$1,000,000. Existing law also authorizes these counties to use a best value construction contracting method to award individual annual contracts, not to exceed \$3,000,000, for repair, remodeling, or other repetitive work to be done according to unit prices, as specified. Existing law establishes procedures and criteria for the selection of a best value contractor and requires that bidders verify specified information under oath. Existing law requires the board of supervisors of a participating county to submit a report that contains specified information about the projects awarded using the best value procedures described above to the appropriate policy committees of the Legislature and the Joint Legislative Budget Committee before January 1, 2020. Existing law repeals the pilot program provisions on January 1, 2020. This bill would authorize the County of Santa Clara and the County of Monterey to utilize this pilot program and would extend the operation of those provisions until January 1, 2025. The bill, instead, would require the board of supervisors of a participating county to submit the report described above to the appropriate policy committees of the Legislature and the Joint Legislative Budget Committee before March 1, 2024. By expanding the crime of perjury, this bill would impose a state-mandated local program.</p>	<p>Supported May 2019</p>
<p>SB 146 Beall D</p> <p>Peninsula Rail Transit District.</p>	<p>This is a 2-Year bill.</p>	<p>Existing law, operative under certain conditions, redesignates the Peninsula Corridor Study Joint Powers Board as the Peninsula Rail Transit District, comprised of 9 members appointed from various governing bodies situated in the City and County of San Francisco and the Counties of San Mateo and Santa Clara, with specified powers. This bill would repeal the provisions relating to the Peninsula Rail Transit District.</p>	<p>Watch</p>

San Mateo County Transit District State Legislative Matrix 9/23/19

Bill ID/Topic	Location	Summary	Position
<p>SB 277 Beall D</p> <p>Road Maintenance and Rehabilitation Program: Local Partnership Program.</p>	<p>On the Governor's Desk.</p>	<p>Under existing law, the California Transportation Commission allocates various state and federal transportation funds through specified state programs to local and regional transportation agencies to implement projects consistent with the requirements of those programs. Existing law continuously appropriates \$200,000,000 annually from the Road Maintenance and Rehabilitation Account for allocation by the commission for a program commonly known as the Local Partnership Program to local or regional transportation agencies that have sought and received voter approval of taxes or that have imposed certain fees, which taxes or fees are dedicated solely for road maintenance and rehabilitation and other transportation improvement projects. Existing law requires the commission, in cooperation with the Department of Transportation, transportation planning agencies, county transportation commissions, and other local agencies, to develop guidelines for the allocation of those moneys. This bill would require the commission to annually deposit 85% of these funds into the Local Partnership Formula Subaccount, which the bill would create, and 15% of these funds into the Small Counties and Uniform Developer Fees Competitive Subaccount, which the bill would create. The bill would require the commission to distribute the funds in the Local Partnership Formula Subaccount pursuant to a specified formula to local or regional transportation agencies that meet certain eligibility requirements. The bill would require the commission to allocate funds in the Small Counties and Uniform Developer Fees Competitive Subaccount through a competitive grant program to local or regional transportation agencies that meet other eligibility requirements. The bill would require the commission, in consultation with transportation planning agencies, county transportation commissions, and other local agencies, to develop separate guidelines for the distribution or allocation of the funds in each subaccount that, among other things, establish the types of eligible projects consistent with specified requirements. In order to receive a distribution of funds from the Local Partnership Formula Subaccount from the commission in a funding cycle, the bill would require an eligible entity to submit to the commission a description of a project nominated to be funded with the funds, including the project's status and the amount of eligible local matching funds the eligible entity is committing to the project. The bill would require the commission to review the accompanying documentation for nominated projects to ensure that each nominated project meets certain requirements, and would require that projects determined to meet those requirements be deemed eligible for funding.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 336 Dodd D</p> <p>Transportation: fully-automated transit vehicles.</p>	<p>This is a 2-Year bill.</p>	<p>Existing law establishes regulations for the operation of an autonomous vehicle on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle being operated if the manufacturer meets prescribed requirements. Existing law imposes various requirements on transit operators. This bill would require a transit operator, as defined, until January 1, 2025, to ensure each of its fully-automated transit vehicles, as defined, is staffed by at least one of its employees, who has had specified training, while the vehicle is in service. The bill would require a transit operator that deploys a fully-automated transit vehicle to report the results of that deployment to the Legislature on or before March 31, 2025.</p>	<p>Watch</p>
<p>SB 397 Glazer D</p> <p>Public transit operators: passengers with pets: evacuation orders.</p>	<p>On the Governor's Desk.</p>	<p>Existing law imposes various requirements on transit operators. Existing law prohibits a person from doing any of specified acts with respect to the property, facilities, or vehicles of a transit district, including, among other things, interfering with the operator or operation of a transit vehicle, or impeding the safe boarding or alighting of passengers. This bill would require the Office of Emergency Services and the Department of Food and Agriculture, in consultation with public transit operators and county emergency management officials, to develop best practices for allowing pets on public transit vehicles serving areas subject to an evacuation order. If an evacuation order is issued that covers all or a portion of a public transit operator's service area, the bill would require the operator to authorize passengers to board public transit vehicles with their pets in the area covered by the evacuation order, consistent with those best practices. By creating new duties for public transit operators, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 664 Allen D</p> <p>Electronic toll and transit fare collection systems.</p>	<p>This is a 2-Year bill.</p>	<p>(1)Existing law requires the Department of Transportation, in cooperation with the Golden Gate Bridge, Highway and Transportation District and all known entities planning to implement a toll facility, to develop and adopt functional specifications and standards for an automatic vehicle identification system, in compliance with specified objectives, including that a vehicle owner shall not be required to purchase or install more than one device to use on all toll facilities, and generally requires any automatic vehicle identification system purchased or installed after January 1, 1991, to comply with those specifications and standards. Existing law authorizes operators of toll facilities on federal-aid highways engaged in an interoperability program to provide only specified information regarding a vehicle’s use of the toll facility. This bill would expand the above-described objective so that a user of a toll facility shall also not be required to purchase or install more than one device to use on all toll facilities. The bill would limit the above-described authorization to those operators engaged in an interstate interoperability program. The bill would assert that these provisions are declarative of existing law. This bill contains other related provisions and other existing laws.</p>	<p>Supported August 2019</p>