



Agenda

Board of Directors Meeting

December 7, 2022, 2:00 pm

San Mateo County Transit District

Due to COVID-19, this meeting will be conducted as a hybrid teleconference and in-person meeting pursuant to [Assembly Bill 361](#) (Government Code Section 54953). **Members of the public, and staff members whose presence is not specifically requested, are encouraged to participate remotely.**

Directors, staff and the public may participate remotely via Zoom at:

<https://samtrans.zoom.us/j/91275606315?pwd=L09zRIAweUpSVUg3L1V5U1RoUXFrzd09> or by entering Webinar ID: **912 7560 6315**, Passcode: **064030** in the Zoom app for audio/visual capability or by calling 1-669-900-9128 (enter webinar ID and press # when prompted for participant ID) for audio only.

Directors, staff and the public also may participate in person at: San Mateo County Transit District, Bacciocco Auditorium - Second Floor, 1250 San Carlos Ave., San Carlos, CA.

Please Note the following COVID-19 Protocols for in-person attendance:

1. Visitors experiencing the following symptoms of COVID-19 may not enter the building:
 - Cough
 - Shortness of Breath
 - Fever
 - Chills
 - Muscle Pain
 - Sore Throat
 - Loss of Taste or Smell
2. Visitors must use the hands-free temperature scanners upon entry. An alert will occur and entrance will be prohibited if a temperature is measured at 100.4 or above.
3. Visitors must show proof of Covid-19 vaccination or a negative COVID-19 test (with results obtained within last 7 days). Masks will be required for visitors who do not show proof of full vaccination (defined as two weeks after the second dose in a two-dose series, such as for the Pfizer-BioNTech and Moderna vaccines, or two weeks after a single dose of the J&J/Janssen vaccine).

The video live stream will be available after the meeting at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>

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

Public Comments: Public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.samtrans.com/meetings>

Oral public comments will also be accepted during the meeting in person and through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak and callers should dial *6 to unmute themselves when recognized to speak.

Each public comment is limited to two minutes or less. The Board and Committee Chairs have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Wednesday, December 7, 2022

2:00 pm

1. Call to Order/Pledge of Allegiance

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

2. Roll Call

3. Report from Closed Session at November 2 Board Meeting

3.a.	Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)	Informational
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4. Consent Calendar

4.a.	Adoption of Resolution Making Findings that the Proclaimed State of Emergency for COVID-19 Continues to Impact the Board's and Committees' Ability to Meet Safely in Person, and Authorizing Remote Teleconference Board and Committee Meetings to Continue	Resolution
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4.b.	Approval of Minutes of the Board of Directors Meeting of November 2, 2022	Motion
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| 4.c. | Acceptance of Statement of Revenues and Expenses for the Period Ending October 31, 2022 | Motion |
| 4.d. | Authorize Approval of San Mateo County Transit District Short Range Transit Plan Fiscal Years 2023-2028 | Resolution |
| 4.e. | Adoption of a Negative Declaration for the SamTrans Zero Emission Bus Implementation Project | Resolution |
| 4.f. | Adoption of the San Mateo County Transit District's 2022 Title VI Program | Resolution |
| 4.g. | Acceptance of Quarterly Fuel Hedge Update | Motion |
| 4.h. | Continuation of the Safe Harbor Transit Ticket Program | Motion |
| 4.i. | Motion to Make Appointments to the Measure W Citizens Oversight Committee | Motion |
| 4.j. | Award of Contract for Non-revenue Vehicle Maintenance and Repair Services | Resolution |
| 4.k. | Award of Contract for Compensation and Classification Study Services | Resolution |
| 4.l. | Approval of Updated Public Transportation Agency Safety Plan | Resolution |
| 4.m. | Authorize Amendment to a Contract with Conduent Transport Solutions for Software and Hardware Maintenance Support Services | Resolution |
| 5. | Public Comment for Items Not on the Agenda
<i>Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.</i> | |
| 6. | Report of the Chair | |
| 6.a. | 2023 Chair and Vice Chair Nominating Committee | Informational |
| 6.b. | Report of the Nominating Committee for Public Member and Appointment of Public Member - Coastside (Gee, Medina, Stone) | Motion |
| 6.c. | Resolution of Appreciation for Carole Groom | Resolution |
| 6.d. | Resolution of Appreciation for Charles Stone | Resolution |

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| 6.e. | Resolution of Appreciation for Carter Mau | Resolution |
| 7. | Report of the General Manager/CEO | Informational |
| 8. | Board Member Requests/Comments | |
| 9. | Recess to Committee Meetings | |
| 9.a. | Community Relations Committee / Committee of the Whole
<i>R. Guilbault (Chair), M. Fraser, R. Medina</i> | |
| 9.a.1. | Call to Order | |
| 9.a.2. | Approval of Minutes of the Community Relations Committee Meeting of November 2, 2022 | Motion |
| 9.a.3. | Accessible Services Update | Informational |
| 9.a.4. | Paratransit Coordinating Council Update | Informational |
| 9.a.5. | Citizens Advisory Committee Update | Informational |
| 9.a.6. | Monthly Performance Report October 2022 | Informational |
| 9.a.7. | Adjourn | |
| 9.b. | Finance Committee / Committee of the Whole
<i>M. Fraser (Chair), J. Gee, R. Guilbault</i> | |
| 9.b.1. | Call to Order | |
| 9.b.2. | Approval of Minutes of the Finance Committee Meeting of November 2, 2022 | Motion |
| 9.b.3. | Adoption of Salary Ordinance No. 108 | Motion |
| 9.b.4. | Adopt a Biennial Budget Policy | Motion |
| 9.b.5. | Adjourn | |

9.c. Strategic Planning, Development, and Sustainability Committee /
Committee of the Whole

C. Groom (Chair), J. Gee, D. Pine

9.c.1. Call to Order

9.c.2. Approval of Minutes of the Strategic Planning, Development,
and Sustainability Committee Meeting of November 2, 2022 Motion

9.c.3. Authorize Approval of the SamTrans ECR Bus Speed and
Reliability Study Motion

9.c.4. Authorize Use of Construction Manager General Contractor
Project Delivery Method for the South Base Battery Electric
Bus Infrastructure Project Motion

9.c.5. Acceptance of Capital Projects Quarterly Status Report for
1st Quarter Fiscal Year 2023 Motion

9.c.6. Adjourn

9.d. Legislative Committee / Committee of the Whole

R. Medina (Chair), C. Groom, C. Stone

9.d.1. Call to Order

9.d.2. Approval of Minutes of the Legislative Committee Meeting of
November 2, 2022 Motion

9.d.3. 2023 Draft Legislative Program Informational

9.d.4. State and Federal Legislative Update Informational

9.d.5. Adjourn

10. Reconvene Board of Directors Meeting

11. Matters for Board Consideration: Community Relations Committee

11.a. Accessible Services Update Informational

11.b. Paratransit Coordinating Council Update Informational

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| 11.c. Citizens Advisory Committee Update | Informational |
| 11.d. Monthly Performance Report October 2022 | Informational |
| 12. Matters for Board Consideration: Finance Committee | |
| 12.a. Authorizing Reclassifications, Title Changes, Modification, and Addition of Positions to the Table of Position Classifications | Ordinance |
| 12.b. Adopting a Biennial Budget Policy | Resolution |
| 13. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee | |
| 13.a. Approving the San Mateo County Transit District El Camino Real Bus Speed and Reliability Study | Resolution |
| 13.b. Authorizing Use of Construction Manager General Contractor Project Delivery Method for the South Base Battery Electric Bus Charging Infrastructure Project | Resolution |
| 13.c. Acceptance of Capital Projects Quarterly Status Report for 1 st Quarter Fiscal Year 2023 | Motion |
| 14. Matters for Board Consideration: Legislative Committee | |
| 14.a. 2023 Draft Legislative Program | Informational |
| 14.b. State and Federal Legislative Update | Informational |
| 15. Communications to the Board of Directors | Informational |
| 16. Date/Time of Next Regular Meeting - Wednesday, January 4, 2023 at 2:00 pm
<i>The meeting will be accessible via Zoom teleconference and/or in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Please see the meeting agenda for more information.</i> | |
| 17. General Counsel Report | |
| 17.a. Closed Session: Public Employee Performance Evaluation – Annual Goal-setting Pursuant to Government Code Section 54957(b)
Title: General Manager/CEO | |
| 18. 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: <https://www.samtrans.com/meetings>
Communications to the Board of Directors can be emailed to board@samtrans.com.

Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电1.800.660.4287

Date and Time of Board and Citizens Advisory Committee Meetings

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm;
SamTrans Citizens Advisory Committee (CAC): 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

Due to COVID-19, the meeting will be conducted both in person and via teleconference as per the information provided at the top of the agenda.

*Should Zoom not be operational, please check online at: <https://www.samtrans.com/meetings> for any updates or further instruction.

Public Comment

Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at: <https://www.samtrans.com/meetings>. Oral public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The Board and Committee Chairs have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Accessible Public Meetings/Translation

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email titlevi@samtrans.com; or request by phone at 650-622-7864 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
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Joan Cassman, Legal Counsel
Subject: **Adoption of Resolution Making Findings that the Proclaimed State of Emergency for COVID-19 Continues to Impact the Board's and Committees' Ability to Meet Safely in Person, and Authorizing Remote Teleconference Board and Committee Meetings to Continue**

Action

Staff recommends the Board adopt its next resolution under Assembly Bill 361 (AB 361) (1) making findings that the proclaimed COVID-19 pandemic State of Emergency continues to impact the ability of the San Mateo County Transit District (District) Board of Directors (Board) and its committees to meet safely in person, and (2) allowing for the District to use the modified teleconferencing requirements under California Government Code Section 54953 for Board and committee meetings for the next 30 days.

Significance

On October 6, 2021, the Board adopted its first resolution under AB 361 documenting the findings described above. The Board also was advised to consider similar actions monthly thereafter until remote meetings are no longer necessary and appropriate. The proposed action would enable the District's Board and committees to continue to meet remotely for the next 30 days.

Given the current and evolving conditions, staff recommends that the Board renew the resolution for Board and committee meetings to be conducted via teleconference for the next 30 days, with some modifications. Specifically, staff recommends that while the remote meeting resolution is in effect, individual members of the Board, staff and members of the public may opt to participate in-person at Board meetings if they adhere to all policies for safe attendance.

Consistent with District workplace safety policy, Board members, staff and members of the public will be required to show proof of vaccination (as defined by the California Department of Public Health) or proof of a negative COVID-19 test taken within the seven days preceding the meeting before entry into the building will be granted.

Board members, staff and members of the public who do not wish to participate in-person or do not provide proof of vaccination or of a negative COVID-19 test from within the previous seven days may participate remotely. This will also allow individuals who are particularly vulnerable to COVID-19, have additional health concerns, or who have been recently exposed to or infected by COVID-19 to participate safely.

With passage of the proposed resolution, certain committee meetings and all advisory committee meetings will continue to be conducted remotely with no in-person option.

If the Board does not adopt the resolution, the Board, committees, and advisory committees must meet in person, and any Board or committee member who participates via teleconference must notice the location from which the member participates, and open such location to the public for purposes of attending the meeting, as required by the Ralph M. Brown Act (pending any amendments to the Act, as described in more detail below).

Budget Impact

There is no impact on the budget.

Background

Pending Legislation

Assemblymembers Alex Lee and Cristina Garcia introduced Assembly Bill (AB) 1944 on February 10, 2022. If enacted, the bill would require local governments to livestream public meetings and allow virtual public participation. Under certain circumstances, the bill also would allow, upon a determination by a majority vote of the legislative body, a member of the legislative body to be exempt from identifying the address of the member's teleconference location in the notice or agenda or having the location be accessible to the public.

AB 1944, as amended, passed the Assembly on May 26, 2022 and is pending in the Senate. The bill does not include an urgency clause; if no urgency clause is added, the earliest the bill could go into effect is January 1, 2023.

COVID-19 and AB 361

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to exist in California as a result of the COVID-19 pandemic. The Governor issued Executive Order N-29-20 on March 17, 2020 to suspend certain provisions of the Brown Act related to teleconferencing to facilitate legislative bodies' use of remote public meetings to help protect against the spread of COVID-19. On June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 remained in effect through September 30, 2021, at which point it expired.

On September 16, 2021, Governor Newsom signed AB 361 into law as urgency legislation that went effect immediately. AB 361 amended Government Code Section 54953 to allow legislative bodies, during proclaimed states of emergency, to meet remotely, without requiring public notice of or accesses to locations where legislative body members would participate in the meetings by teleconference, and without requiring a quorum of the members of the legislative body of the agency to participate from locations within the boundaries of the agency's jurisdiction.

On November 10, 2021, the Governor issued Executive Order N-21-21, which extended the State of Emergency and the timeframes set forth in Executive Orders N-12-21 and N-17-21. The Governor's action was primarily in response to a plateau in California's preceding record of week-over-week declines in COVID-19 cases and hospitalizations, indicating the potential beginning of a new surge in COVID-19 cases, and the need to protect capacity in and prevent staffing shortages at health care facilities with the onset of the flu season.

In February 2022, the Governor issued Executive Orders ending certain emergency measures no longer required to address the pandemic; however, the Governor's declared State of Emergency is still in place. Rates of COVID-19 infections and hospitalizations have continued to fluctuate, and new variants continue to emerge, including at least one recent variant with increased transmissibility. Though some COVID-19 restrictions are being rolled back at the federal, state and local levels, the California Department of Public Health continues to recommend that people who are at higher risk of severe illness from COVID-19 continue to protect themselves by staying at least six feet apart from people outside their households. And while masks are no longer required in all indoor spaces, the San Mateo County Health Department still recommends indoor masking for gatherings that include the elderly, immunocompromised individuals, or people who are not vaccinated.

To be allowed to meet remotely pursuant to AB 361, the legislative body must hold a meeting during a proclaimed state of emergency and:

- find that state or local officials have imposed or recommended measures to promote social distancing; or
- by majority vote, determine that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Local agency determinations to meet using the modified teleconferencing rules under AB 361 can be relied upon for up to 30 days. After that, a local agency can continue to meet remotely pursuant to AB 361 if it reconsiders the circumstances of the state of emergency and finds, by a majority vote, that:

- the state of emergency continues to directly impact the ability of the members to meet in person, or
- state or local officials continue to impose or recommend measures to promote social distancing.

Prepared by: Shayna van Hoften, Legal Counsel

415-995-5880

Resolution No. 2022 -

**Board of Directors, San Mateo County Transit District
State Of California**

Finding that the Proclaimed State of Emergency for the COVID-19 Pandemic Continues to Impact the Ability of the Board of Directors and Committees to Meet Safely in Person, and Authorizing Remote Teleconference Board and Committee Meetings to Continue

Whereas, on March 4, 2020, Governor Newsom declared a State of Emergency in California as a result of the threat of the COVID-19 pandemic, which declaration remains in effect; and

Whereas, on September 16, 2021, the Governor signed Assembly Bill (AB) 361 into law, amending Government Code Section 54953, effective immediately, to allow legislative bodies to continue to meet remotely under less restrictive requirements during a proclaimed State of Emergency provided that (1) state or local officials have imposed or recommended measures to promote social distancing, or (2) the legislative bodies determine that meeting in person would present imminent risks to the health or safety of attendees, and (3) the legislative bodies make such findings at least every 30 days during the term of the declared State of Emergency; and

Whereas, on October 6, 2021, pursuant to Resolution 2021-42, the San Mateo County Transit District (District) Board of Directors (Board) adopted its first monthly resolution making the requisite findings to allow teleconferencing for 30 days; and

Whereas, the rates of transmission of COVID-19 and its variants continue to pose risks for the health of attendees at indoor gatherings involving individuals from different households; and

Whereas, the Board finds that state and local officials, including the San Mateo County Health Officer, the California Department of Public Health (CDPH), and the Department of Industrial Relations, have maintained or continued to recommend measures to promote social distancing, and current public health data continues to indicate that COVID-19 presents ongoing risks of severe illness, even in vaccinated populations; and

Whereas, staff recommends that the Board renew its most recent resolution for the District's Board and committee meetings to be conducted via teleconference for the next 30 days, and that while the remote meeting resolution is in effect, individual members of the Board, staff and members of the public may opt to participate in-person at Board and committee meetings if they comply with the District's workplace safety policy requiring all individuals to show proof of vaccination (as defined by CDPH) or proof of a negative COVID-19 test taken within the seven days before a meeting; and

Whereas, to help protect against the spread of COVID-19 and variants, and to protect the health and safety of the public, the Board wishes to take the actions necessary to comply with the Brown Act, as amended, to continue to hold its Board, committee, and advisory committee meetings remotely via teleconference pursuant to AB 361 with an option for in-person attendance at Board and committee meetings for members of the Board, staff and the public, subject to the restrictions described above; and

Whereas, the Board will continue to give notice of the meeting and post agendas as otherwise required by the Brown Act and give members of the public ample opportunity for public comment.

Now, Therefore, Be It Resolved, that the Board of Directors has reviewed the findings made in prior AB 361-compliant resolutions and again concludes that (1) there is a continuing threat of COVID-19 to the community, (2) Board and committee meetings have characteristics that continue to give rise to risks to health and safety of meeting participants (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to participate fully in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings), and (3) the State of Emergency continues to directly impact the ability of the members to safely meet in person and state or local officials continue to impose or recommend social distancing; and

Be It Further Resolved, that in light of these findings, the Board directs the General Manager/CEO and District Secretary to continue to agendize public meetings of the Board, and all San Mateo County Transit District committees that are subject to the Brown Act, as remote teleconference meetings, with the understanding that Board meetings will also be open for in-person attendance; and

Be It Further Resolved, that the District will comply with the requirements of Government Code Section 54953(e)(2) when holding Board and committee meetings pursuant to this Resolution; and

Be It Further Resolved, that this Resolution will be in effect for the maximum period of time permitted under AB 361 (30 days), and the Board will reconsider the findings in this Resolution each month and may subsequently reaffirm these findings.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District (District)
1250 San Carlos Avenue, San Carlos, California**

Minutes of Board of Directors Meeting

November 2, 2022

Members Present: R. Guilbault, P. Ratto (Chair)
(In Person)

Members Present: M. Fraser, J. Gee, C. Groom, R. Medina, D. Pine (joined at 3:18 pm),
(Via Teleconference) J. Powell (Vice Chair), C. Stone (left at 3:11 and rejoined at 3:17 pm; left
at 4:04 pm)

Members Absent: None

Staff Present: A. Chan, J. Cassman, D. Olmeda, J. Brook, D. Seamans

1. Call to Order/Pledge of Allegiance

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

2. Roll Call

Dora Seamans, District Secretary, confirmed that a quorum of the Board was present.

3. Consent Calendar

3.a. Adoption of Resolution Making Findings that the Proclaimed State of Emergency for COVID-19 Continues to Impact the Board's and Committees' Ability to Meet Safely in Person, and Authorizing Remote Teleconference Board and Committee Meetings to Continue – Approved by Resolution No. 2022-67

3.b. Approval of Minutes of the Board of Directors Meeting of October 12, 2022

3.c. Acceptance of Statement of Revenues and Expenses for the Period Ending September 30, 2022

3.d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook

3.e. Updated Transit Asset Management Plan

Motion/Second: Groom/Stone

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto, Stone

Noes: None

Absent: Pine

4. General Counsel Report

4.a Closed Session: Conference with Legal Counsel - Anticipated Litigation. Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Potential Case

Joan Cassman, Legal Counsel, announced the closed session.

Public Comment:

Roland said that he did not see that the meeting closed captioning was activated.

The Board recessed to closed session at 2:08 pm and reconvened into open session at 2:51 pm.

Ms. Cassman said the Board met and no action was taken.

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Report of the Chair

6.a. Honoring National Native American Heritage Month – Approved by Resolution No. 2022-68

Chair Ratto read the resolution into the record.

Motion/Second: Medina/Guilbault

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto, Stone

Noes: None

Absent: Pine

7. Report of the General Manager/CEO

7.a. General Manager/CEO Report – October 26, 2022

April Chan, General Manager/CEO, said that the report was in the agenda packet.

She provided an update on recruiting bus operator and noted the District had been on a marketing blitz for recruitment. She said they had 281 operators currently up from the 274 operators reported in September.

She said that MTC (Metropolitan Transportation Commission) had just approved their major projects advancement policy, a funding framework to determine which projects to move forward. She said the District was actively participating in a study to bring in funding for fleet electrification.

7.b. Authorize Execution of an Amendment to a Professional Services Agreement with Bay Relations, Inc. for Public Affairs Services – Approved by Resolution No. 2022-69

Carter Mau, Deputy General Manager/CEO, said that he was seeking the Board's approval to amend its agreement with Bay Relations, which has allowed the District to hire Adrienne Tissier, former San Mateo County Supervisor, MTC Commissioner, and member of both the SamTrans and Caltrain Boards, to work on a number of regional transportation issues.

Motion/Second: Fraser/Medina

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto, Stone

Noes: None

Absent: Pine

8. Board Member Requests/Comments

There were no requests or comments.

9. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 3:04 pm.

10. Reconvene Board of Directors Meeting

Chair Ratto reconvened the Board meeting at 3:59 pm.

11. Matters for Board Consideration: Community Relations Committee

Director Rose Guilbault reported on the following items:

- 11.a. Accessible Services Update**
- 11.b. Paratransit Coordinating Council Update**
- 11.c. Citizens Advisory Committee Update**
- 11.d. Monthly Performance Report | September 2022**

12. Matters for Board Consideration: Finance Committee

Director Marina Fraser led the Board in voting on the following items:

- 12.a. Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2022**
- 12.b. Authorizing an Amendment to Contract 12-SAMTR-S-035 with MV Transportation, Inc. for Coastside Transportation Services to Extend the Contract for Two-Years and to Increase the Total Not-to-Exceed Contract Amount to \$42,106,571 – *Approved by Resolution No. 2022-70***
- 12.c. Authorization to Receive \$4.6 Million in State Low Carbon Transit Operations Program Funds from the Metropolitan Transportation Commission and Amend the Fiscal Year 2023 Budget from \$31,484,672 to \$36,084,672 – *Approved by Resolution No. 2022-71***

Motion/Second: Medina/Stone

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Pine, Powell, Ratto, Stone

Noes: None

Absent: None

13. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee

Director Carole Groom reported on the following item:

13.a. Draft Short Range Transit Plan (SRTP) Fiscal Years 2023-2028

14. Matters for Board Consideration: Legislative Committee

Director Rico Medina reported on the following item:

14.a. State and Federal Legislative Update

15. Communications to the Board of Directors

Chair Ratto noted that the correspondence was in the agenda packet (available online).

16. Date/Time of Next Regular Meeting

Chair Ratto announced the time and location of the next meeting as Wednesday, December 7, 2022 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

17. General Counsel Report

17.a. Closed Session: Threat to Public Services or Facilities Pursuant to Government Code Section 54957(a)

Ms. Cassman announced the closed session and noted that since no reportable actions were expected, the open session of the meeting could be adjourned and a report-out provided at the next Board meeting.

The Board recessed to closed session and Director Charles Stone left the meeting at 4:04 pm.

18. Adjourn

The meeting adjourned at 4:46 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>. 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: April Chan, General Manager/CEO
From: Grace Martinez, Acting Chief Financial Officer
Subject: **Acceptance of Statement of Revenues and Expenses for the Period Ending October 31, 2022**

Action

Staff proposes that the Board accept and enter into the record the Statement of Revenues and Expenses for the period ending October 31, 2022 and supplemental information.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through October 31, 2022. 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.

Significance

Year to Date Revenues: As of October year-to-date actual, the Total Sources of Funds (page 1, line 18) are \$2.8 million higher than the prior year. This is primarily driven by the increases in Local TDA and STA Funds (page 1, line 2), District Sales Tax (page 1, line 10), Measure W Sales Tax (page 1, line 11), Investment Income (page 1, line 12), and Other Interest, Rent & Other Income (page 1, line 13). The increases are partially offset by the decreases in CARES ACT and CRRSSAA and ARPA (page1, line 4).

Year to Date Expenses: As of October year-to-date actual, the Total Uses of Funds (page 1, line 42) are \$12.9 million higher than the prior year-to-date actual. This is primarily due to the increases in Motor Bus (page 1, line 22), Other Multi-Modal Programs (page, line 24), and Sales Tax Allocation for Capital Programs (page 1, line 34). The Motor Bus Wages & Benefits (Page 3, Line 1) increased due to a 3.5% wage increase and \$1,000 lump sum payment. Measure W Sales Tax Capital (Page 1, line 32) increased because eligible Measure W capital projects increased as reflected in the Fiscal Year 2023 adopted capital budget.

Other Information: The Agency accounts for revenue and expenditures on a modified cash basis (only material revenues and expenses are accrued) on the monthly financial statement. As such, the variance between the current year actual and the prior year actual may show noticeable variances due to the timing of expenditures.

Budget Impact

There is no budget impact for the month of October 2022.

Prepared By:	Soe Aung	Accountant III	650-622-8020
	Jennifer Ye	Director, Accounting	650-622-7890

Statement of Revenues and Expenses

SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2023
OCTOBER 2022

% OF YEAR ELAPSED: 33.3%

	YEAR-TO-DATE				ANNUAL		
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	VARIANCE
SOURCES OF FUNDS							
Operating Revenues							
1 Passenger Fares	2,814,438	3,693,327	878,888	31.2%	9,739,000	9,739,000	-
2 Local TDA and STA Funds	14,166,644	21,962,152	7,795,508	55.0%	65,886,455	65,886,455	-
3 Pass through to Other Agencies	199,124	199,124	-	0.0%	597,375	597,375	-
4 CARES ACT and CRRSAA and ARPA	15,633,362	-	(15,633,362)	(100.0%)	11,882,760	11,882,760	-
5 Operating Grants	585,772	783,634	197,862	33.8%	3,931,070	3,931,070	-
6 SMCTA Measure A	1,261,868	1,802,595	540,727	42.9%	4,330,880	4,330,880	-
7 AB434 Funds, TA Funded Shuttle & Other	99,875	36,706	(63,169)	(63.2%)	114,300	114,300	-
8 Subtotal - Operating Revenues	34,761,084	28,477,538	(6,283,545)	(18.1%)	96,481,840	96,481,840	-
Other Revenue Sources							
9 District Sales Tax	33,153,398	36,709,369	3,555,971	10.7%	108,272,000	108,272,000	-
11 Measure W Sales Tax	16,517,921	18,359,652	1,841,731	11.1%	54,136,000	54,136,000	-
12 Investment Income	635,909	1,765,249	1,129,340	177.6%	2,840,000	2,840,000	-
13 Other Interest, Rent & Other Income	1,778,468	3,261,017	1,482,549	83.4%	9,249,477	9,249,477	-
14 Due from PCJPB, SMCTA & SAMTR Capital W&B	9,165,821	10,248,082	1,082,261	11.8%	47,076,041	47,076,041	-
15							
16 Subtotal - Other Revenues	61,251,517	70,343,369	9,091,851	14.8%	221,573,518	221,573,518	-
17 Total Revenues	96,012,601	98,820,907	2,808,306	2.9%	318,055,358	318,055,358	-
18 Total Sources of Funds	96,012,601	98,820,907	2,808,306	2.9%	318,055,358	318,055,358	-
19							
USES OF FUNDS							
20							
21 PCJPB, SMCTA & SAMTR Capital W&B	9,165,821	10,248,082	1,082,261	11.8%	47,076,041	47,076,041	-
22 Motor Bus	47,342,946	51,243,131	3,900,185	8.2%	159,508,835	159,508,835	-
23 A. D. A. Programs	6,054,620	6,714,142	659,521	10.9%	18,712,269	18,712,269	-
24 Other Multi-Modal Programs	518,905	1,725,072	1,206,167	232.4%	5,926,200	5,926,200	-
25 Pass through to Other Agencies	199,124	199,124	-	0.0%	597,375	597,375	-
26 Land Transfer Interest Expense	-	-	-	0.0%	95,411	95,411	-
27 Total Operating Expense	63,281,417	70,129,551	6,848,134	10.8%	231,916,131	231,916,131	-
28							
29 Total Operating Surplus / (Deficit)	32,731,184	28,691,356	(4,039,828)	(12.3%)	86,139,227	86,139,227	-
30							
31 District Sales Tax Capital	1,214,068	1,842,467	628,398	51.8%	5,527,400	5,527,400	-
32 Measure W Sales Tax Capital	2,270,240	7,845,329	5,575,089	245.6%	23,535,988	23,535,988	-
33 Reserves for Future Capital Allocation	-	-	-	0.0%	-	-	-
34 Sales Tax Allocation - Capital Program	3,484,309	9,687,796	6,203,487	178.0%	29,063,388	29,063,388	-
35							
36 Total Debt Service	2,804,227	2,633,027	(171,200)	(6.1%)	19,144,578	19,144,578	-
37							
38 Operating Reserve	-	-	-	-	27,814,124	27,814,124	-
39 Sales Tax Stabilization Fund	-	-	-	-	8,120,400	8,120,400	-
40 Pension	-	-	-	-	21,000,000	21,000,000	-
41							
42 Total Uses of Funds	69,569,953	82,450,374	12,880,421	18.5%	337,058,621	337,058,621	-
43							
44 SURPLUS/(DEFICIT)	26,442,648	16,370,533	(10,072,115)	(38.1%)	(19,003,263)	(19,003,263)	-
45 Draw from Prior Years' Surplus	-	-	-	0.0%	19,003,263	19,003,263	-
46 ADJUSTED SURPLUS/(DEFICIT)	26,442,648	16,370,533	(10,072,115)	(38.1%)	-	-	-

Statement of Revenues and Expenses							
SAN MATEO COUNTY TRANSIT DISTRICT STATEMENT OF REVENUES FISCAL YEAR 2023 OCTOBER 2022							
% OF YEAR ELAPSED: 33.3%							
REVENUE	YEAR-TO-DATE				ANNUAL		
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE
OPERATING REVENUES - MOTOR BUS							
1 PASSENGER FARES	2,675,100	3,530,575	855,474	32.0%	9,309,000	9,309,000	-
2							
3 LOCAL (TDA) TRANSIT FUND	11,491,284	17,676,000	6,184,716	53.8%	53,028,002	53,028,002	-
4							
5 STATE TRANSIT ASSISTANCE	1,858,660	3,031,732	1,173,072	63.1%	9,095,193	9,095,193	-
6							
7 OPERATING GRANTS	76,434	137,085	60,651	79.4%	1,341,421	1,341,421	-
8							
9 DISTRICT SALES TAX REVENUE	29,676,531	23,915,801	(5,760,730)	(19.4%)	81,273,360	81,273,360	-
10							
11 INVESTMENT INTEREST INCOME	529,430	1,627,284	1,097,854	207.4%	2,475,000	2,475,000	-
12							
13 OTHER REVENUE SOURCES:							
15 Rental Income	371,687	667,770	296,083	79.7%	1,555,354	1,555,354	-
16 Advertising Income	25,115	515,751	490,636	1953.6%	1,246,099	1,246,099	-
17 Other Income	638,706	141,134	(497,572)	(77.9%)	185,406	185,406	-
18 TOTAL OTHER REVENUES	1,035,508	1,324,654	289,146	27.9%	2,986,859	2,986,859	-
19							
20 TOTAL MOTOR BUS	47,342,946	51,243,131	3,900,185	8.2%	159,508,835	159,508,835	-
21							
22 AMERICAN DISABILITIES ACT:							
23 Passenger Fares Redi-Wheels	139,338	162,752	23,414	16.8%	430,000	430,000	-
24 Local TDA 4.5 Redi-Wheels	604,804	930,316	325,512	53.8%	2,790,948	2,790,948	-
25 Local STA - Paratransit	211,896	324,104	112,208	53.0%	972,312	972,312	-
26 Operating Grants	509,338	646,549	137,211	26.9%	2,589,649	2,589,649	-
27 Sales Tax Revenue - ADA	2,729,005	2,502,478	(226,527)	(8.3%)	6,033,480	6,033,480	-
28 Interest Income - Paratransit Fund	106,480	137,965	31,485	29.6%	365,000	365,000	-
29 SMCTA Measure A Redi-Wheels	1,261,868	1,802,595	540,727	42.9%	4,330,880	4,330,880	-
30 Measure M Paratransit	491,892	207,382	(284,510)	(57.8%)	1,200,000	1,200,000	-
31 TOTAL ADA PROGRAMS	6,054,620	6,714,142	659,522	10.9%	18,712,269	18,712,269	-
32							
33 MULTI-MODAL TRANSIT PROGRAMS:							
34							
35 AB434 Funds-SamTrans Shuttle	99,875	36,706	(63,169)	(63.2%)	114,300	114,300	-
36 Employer SamTrans Shuttle Funds	414,769	1,540,630	1,125,861	271.4%	4,880,200	4,880,200	-
37 Dumbarton Rental Income	180,576	188,350	7,774	4.3%	182,418	182,418	-
38 Sales Tax Revenue - Gen. Operating Asst.	(176,316)	(40,614)	135,702	77.0%	749,282	749,282	-
39							
40 TOTAL MULTIMODAL	518,905	1,725,072	1,206,167	232.4%	5,926,200	5,926,200	-
41							
42 TOTAL REVENUES	53,916,472	59,682,345	5,765,873	10.7%	184,147,304	184,147,304	-

Statement of Revenues and Expenses

SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2023
OCTOBER 2022

% OF YEAR ELAPSED: 33.3%

EXPENSES	YEAR-TO-DATE				ANNUAL		
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE
DISTRICT OPERATED BUSES							
1 Motor Bus Wages & Benefits	26,546,302	28,558,195	2,011,893	7.6%	81,511,163	81,511,163	-
2							
3 Services:							
4 Board of Directors	51,599	88,333	36,734	71.2%	118,733	118,733	-
5 Contracted Vehicle Maintenance	330,025	498,198	168,173	51.0%	1,252,376	1,252,376	-
6 Property Maintenance	448,136	468,336	20,200	4.5%	2,035,714	2,035,714	-
7 Professional Services	1,220,229	1,075,834	(144,395)	(11.8%)	7,101,919	7,101,919	-
8 Technical Services	1,549,105	2,693,228	1,144,123	73.9%	11,444,170	11,444,170	-
9 Other Services	744,343	888,607	144,263	19.4%	5,666,269	5,666,269	-
10 Materials & Supply:							
11 Fuel and Lubricants*	872,193	1,630,583	758,390	87.0%	4,981,626	4,981,626	-
12 Bus Parts and Materials	591,276	880,904	289,628	49.0%	2,483,496	2,483,496	-
13 Uniforms and Driver Expense	113,585	103,239	(10,347)	-9.1%	799,140	799,140	-
14 Timetables and Tickets	13,119	28,173	15,054	114.8%	175,633	175,633	-
15 Office Supplies / Printing	62,218	212,450	150,232	241.5%	408,243	408,243	-
16 Other Materials and Supply	39,684	71,891	32,208	81.2%	132,550	132,550	-
17							
18 Utilities:							
19 Telephone	145,752	203,213	57,461	39.4%	669,200	669,200	-
20 Other Utilities	307,554	421,289	113,735	37.0%	1,676,400	1,676,400	-
21 Insurance	2,627,587	2,833,849	206,262	7.8%	3,030,945	3,030,945	-
22 Claims Reserves and Payments	401,641	462,093	60,452	15.1%	600,000	600,000	-
23 Workers' Compensation	1,631,679	1,190,442	(441,237)	(27.0%)	3,790,476	3,790,476	-
24 Taxes and License Fees	268,949	285,137	16,188	6.0%	668,846	668,846	-
25 Leases and Rentals	17,841	12,042	(5,799)	(32.5%)	81,900	81,900	-
26 Promotional and Legal Advertising	125,486	229,783	104,297	83.1%	1,299,786	1,299,786	-
27 Training and Business Travel	46,463	73,358	26,895	57.9%	790,790	790,790	-
28 Dues and Membership	77,311	71,744	(5,567)	(7.2%)	250,032	250,032	-
29 Postage and Other	40,493	58,590	18,098	44.7%	207,492	207,492	-
30							
31 Total District Operated Buses	38,272,570	43,039,511	4,766,941	12.5%	131,176,899	131,176,899	-
32							
33 CONTRACTED BUS SERVICES							
34 Contracted Urban Bus Service	6,750,343	5,794,753	(955,589)	(14.2%)	23,638,400	23,638,400	-
35 Coastside Services	563,970	502,337	(61,633)	(10.9%)	1,805,000	1,805,000	-
36 Redi Coast Non-ADA	62,239	58,219	(4,019)	(6.5%)	212,000	212,000	-
37 La Honda - Pescadero	-	8,400	8,400	100.0%	52,600	52,600	-
38 SamCoast - Pescadero	49,915	50,614	699	1.4%	158,000	158,000	-
39 CUB Related Wages & Benefits	129,044	151,487	22,443	17.4%	605,512	605,512	-
40 CUB Related Other Support	31,486	50,777	19,291	61.3%	140,760	140,760	-
41 CUB Insurance	1,255,604	1,397,472	141,868	11.3%	1,519,664	1,519,664	-
42 CUB Claims Reserves & Payments	227,775	189,561	(38,214)	(16.8%)	200,000	200,000	-
43 Total Contracted Bus Service	9,070,376	8,203,620	(866,756)	(9.6%)	28,331,936	28,331,936	-
44							
45 TOTAL MOTOR BUS	47,342,946	51,243,131	3,900,185	8.2%	159,508,835	159,508,835	-

* Fuel and Lubricants costs were reduced by a realized gain of \$539,826 from the fuel hedge program.

Statement of Revenues and Expenses

OPERATING EXPENSES
FISCAL YEAR 2023
OCTOBER 2022

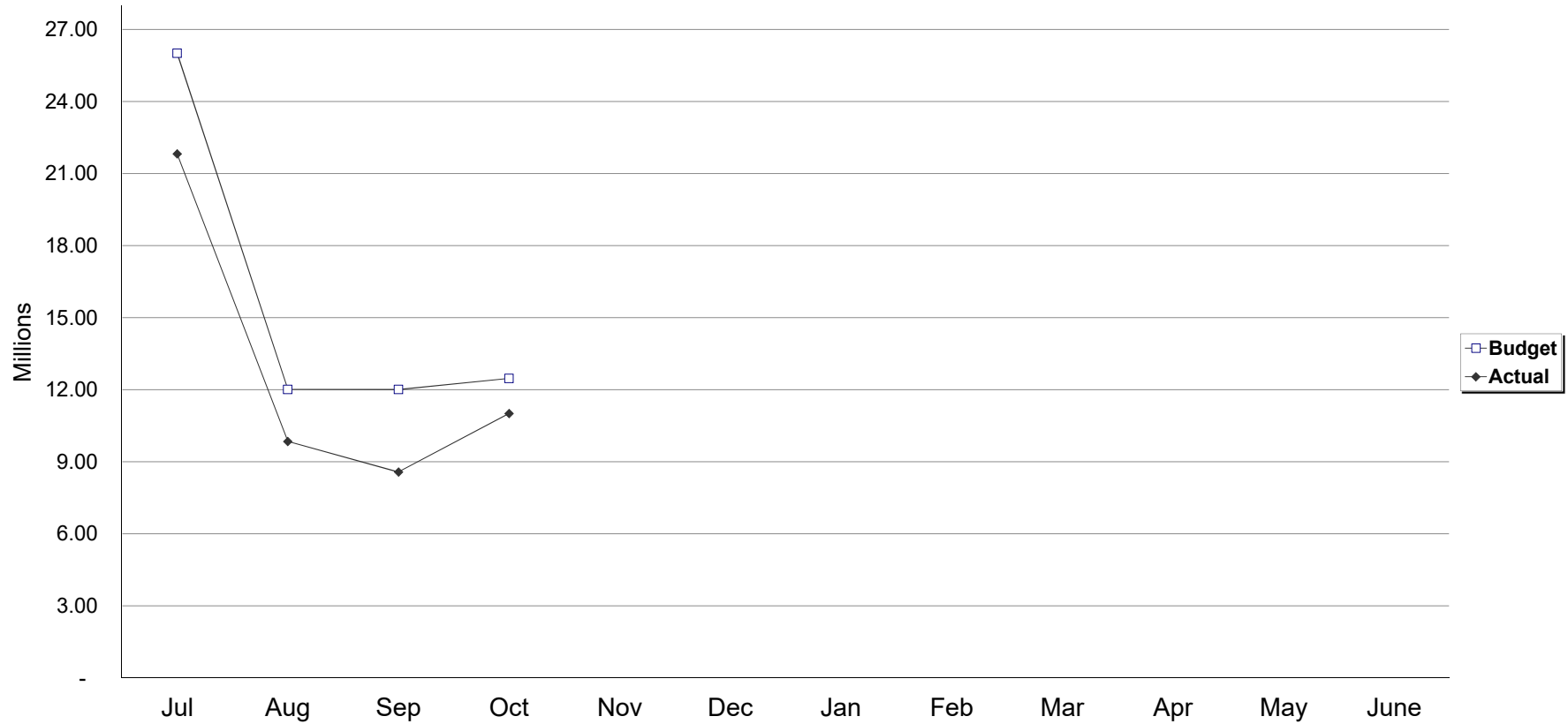
% OF YEAR ELAPSED: 33.3%

EXPENSES	YEAR-TO-DATE				ANNUAL		
	PRIOR ACTUAL	CURRENT ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	FORECAST	\$ VARIANCE
46 AMERICAN DISABILITY ACT PROGRAMS							
47							
48 Elderly & Disabled/Redi-Wheels	2,525,238	2,769,749	244,511	9.7%	8,285,000	8,285,000	-
49 ADA Sedans / Taxi Service	763,717	822,886	59,169	7.7%	2,457,000	2,457,000	-
50 Coastside ADA	405,380	498,275	92,895	22.9%	1,306,000	1,306,000	-
51 ADA Related Wages & Benefits	780,830	871,993	91,163	11.7%	2,947,711	2,947,711	-
52 ADA Related Other Support	522,929	576,725	53,795	10.3%	2,328,014	2,328,014	-
53 ADA Insurance	1,056,526	1,174,414	117,888	11.2%	1,188,544	1,188,544	-
54 ADA Claims Reserves & Payments	-	100	100	100.0%	200,000	200,000	-
55							
56 TOTAL ADA PROGRAMS	6,054,620	6,714,142	659,521	10.9%	18,712,269	18,712,269	-
57							
58							
59 MULTI-MODAL TRANSIT PROGRAMS							
60							
61 SamTrans Shuttle Service	475,403	1,576,778	1,101,376	231.7%	5,287,500	5,287,500	-
62 Shuttle Related Wages & Benefits	22,357	75,047	52,690	235.7%	256,282	256,282	-
63 Dumbarton M.O.W.	-	13,743	13,743	100.0%	182,418	182,418	-
64 Maintenance Multimodal Facilities	21,146	59,503	38,357	181.4%	200,000	200,000	-
65							
66 TOTAL MULTI-MODAL PROGRAMS	518,905	1,725,072	1,206,167	748.7%	5,926,200	5,926,200	-
67							
68							
69 TOTAL OPERATING EXPENSES	53,916,472	59,682,345	5,765,873	10.7%	184,147,304	184,147,304	-

SAN MATEO COUNTY TRANSIT DISTRICT

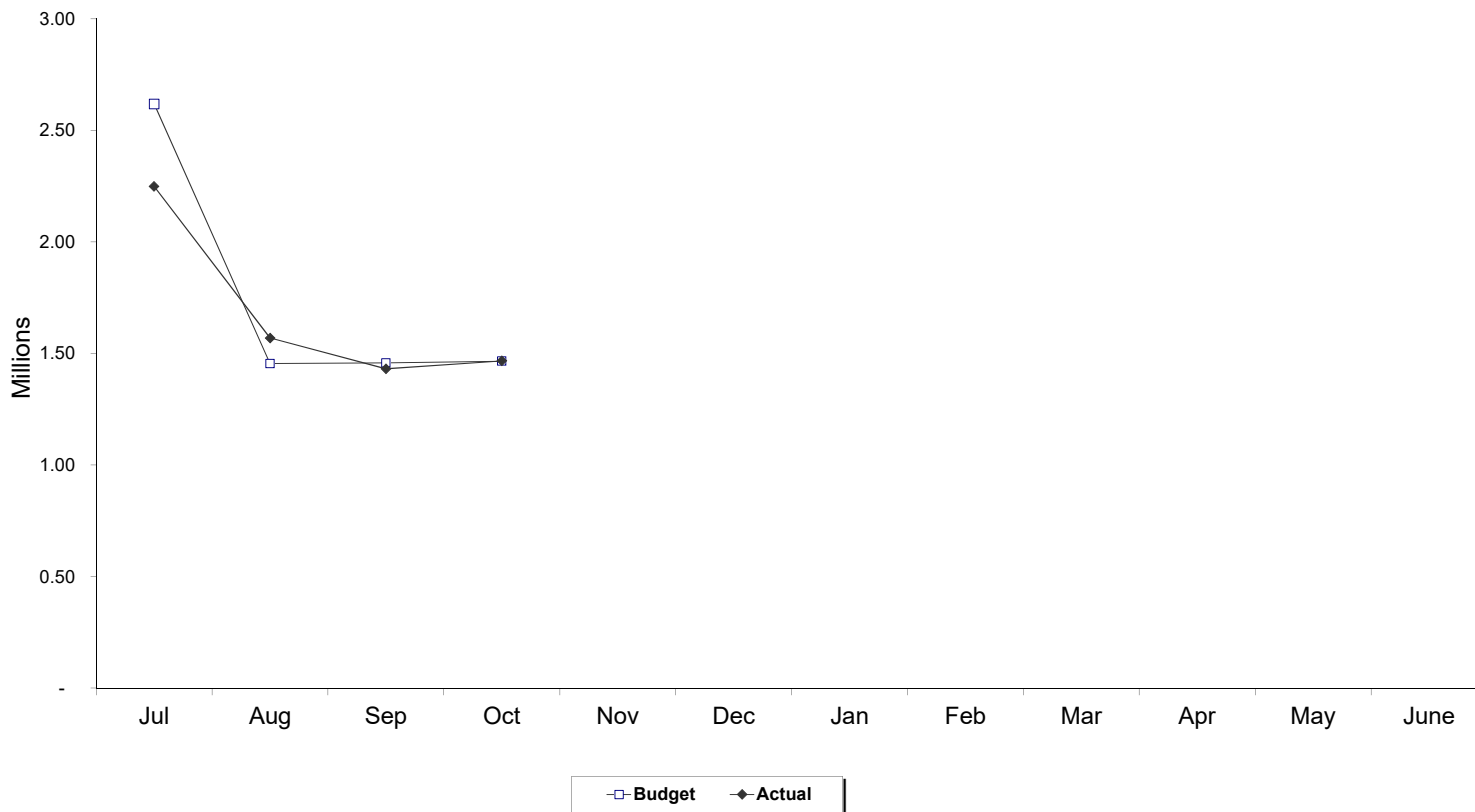
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2023



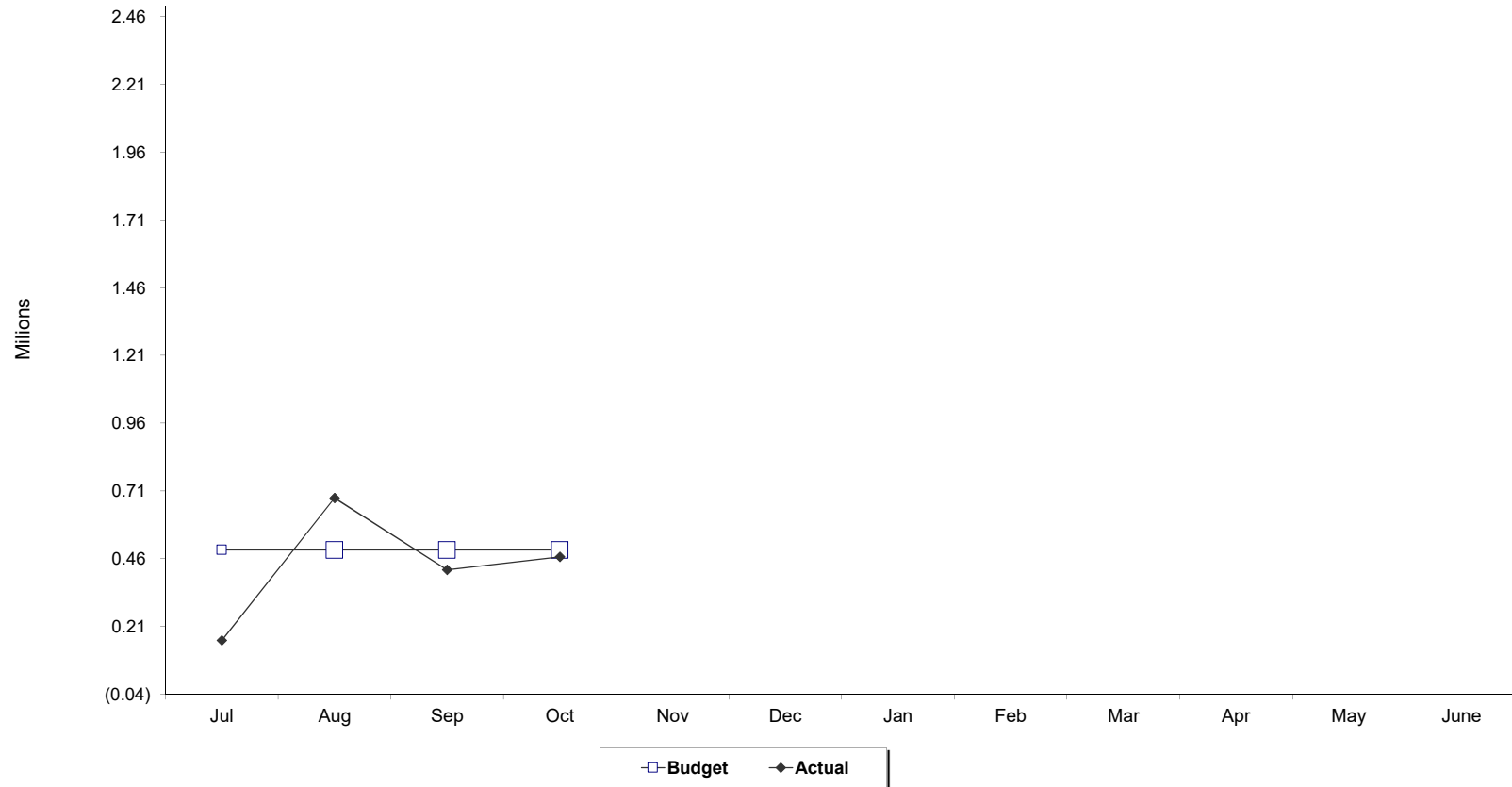
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	25,998,477	12,010,496	12,006,708	12,464,158								
Actual	21,818,382	9,845,874	8,573,523	11,005,352								
CUMULATIVE EXPENSES												
Budget	25,998,477	38,008,973	50,015,681	62,479,839								
Actual	21,818,382	31,664,256	40,237,779	51,243,131								
Variance - F(U)	4,180,095	6,344,717	9,777,902	11,236,708								
Variance %	16.1%	16.7%	19.5%	18.0%								

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2023



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	2,618,125	1,454,381	1,457,281	1,465,281								
Actual	2,248,116	1,568,907	1,430,922	1,466,196								
CUMULATIVE EXPENSES												
Budget	2,618,125	4,072,506	5,529,787	6,995,068								
Actual	2,248,116	3,817,023	5,247,946	6,714,142								
Variance - F(U)	370,008	255,482	281,840	280,926								
Variance %	14.1%	6.3%	5.1%	4.0%								

SAN MATEO COUNTY TRANSIT DISTRICT MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL FISCAL YEAR 2023



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	491,809	491,309	491,309	491,309								
Actual	158,050	683,102	418,126	465,795								
CUMULATIVE EXPENSES												
Budget	491,809	983,118	1,474,427	1,965,736								
Actual	158,050	841,152	1,259,278	1,725,072								
Variance - F(U)	333,759	141,966	215,149	240,664								
Variance %	67.9%	14.4%	14.6%	12.2%								

**SAN MATEO COUNTY TRANSIT DISTRICT
CASH AND INVESTMENTS AS OF OCTOBER 31, 2022**

	<u>10/31/2022</u>
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF</u>	
Bank of America Checking	98,129,871.21
Bank of America Checking (Restricted)	12,507,989.48
Wells Fargo	0.00
LAIF	74,796,281.30
ICD Investment (Market values)	35,155,158.67
<u>INVESTMENT FUNDS</u>	
Investment Portfolio (Market Values+ Accrued interest)*	200,334,180.45
MMF - US Bank Custodian Account	8,688,495.98
Debt Service Reserves Held By Trustee	6,410,032.58
	<hr/>
TOTAL	<u><u>436,022,009.67</u></u>

* Fund Managed by PFM Investment Advisor

Cash and Fixed Income Summary	
<i>Risk Metric</i>	<i>Value</i>
Cash	68,058.78
MMFund	118,639,935.95
Fixed Income	200,266,121.67
Duration	1.671
Convexity	0.050
WAL	1.392
Years to Final Maturity	2.000
Years to Effective Maturity	1.391
Yield	4.485
Book Yield	1.392
Avg Credit Rating	AA-/Aa3/AA-

Issuer Concentration	
<i>Issuer Concentration</i>	<i>% of Base Market Value + Accrued</i>
Other	29.541%
(SM - LAIF) State of California	23.388%
United States	18.831%
Federal Home Loan Mortgage Corporation	10.655%
Federal National Mortgage Association	6.437%
UBS Series Funds - ESG Prime Preferred Fund	4.727%
U.S. Bancorp	3.269%
UBS Series Funds - ESG Prime Institutional Fund	3.152%
---	100.000%

Footnotes: 1,2

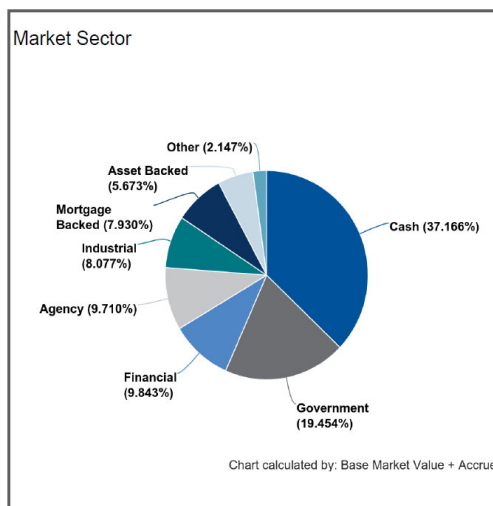
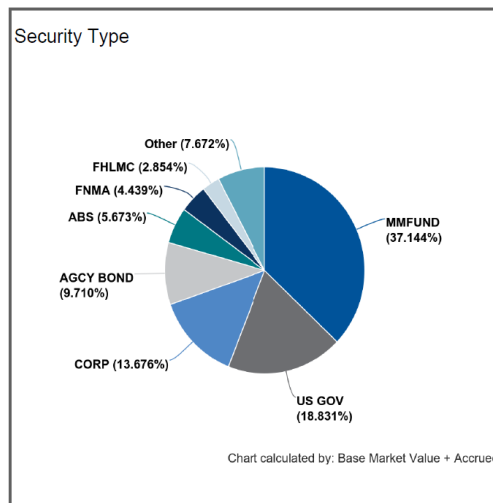
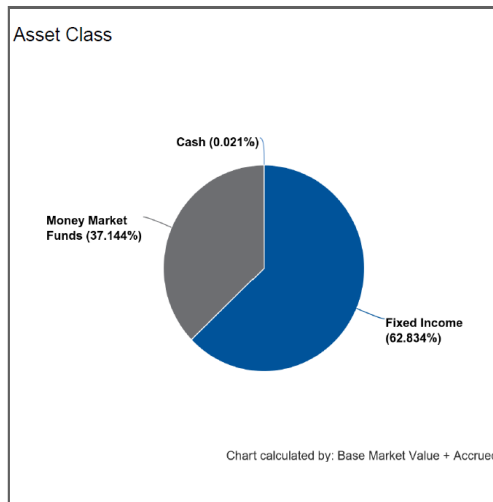
Footnotes:
1) Grouped by Issuer Concentration
2) Groups sorted by: % of Base Market Value+Accrued

Risk Summary

SAM Transit District Agg (136232)

10/01/2022 - 10/31/2022

Dated: 11/06/2022

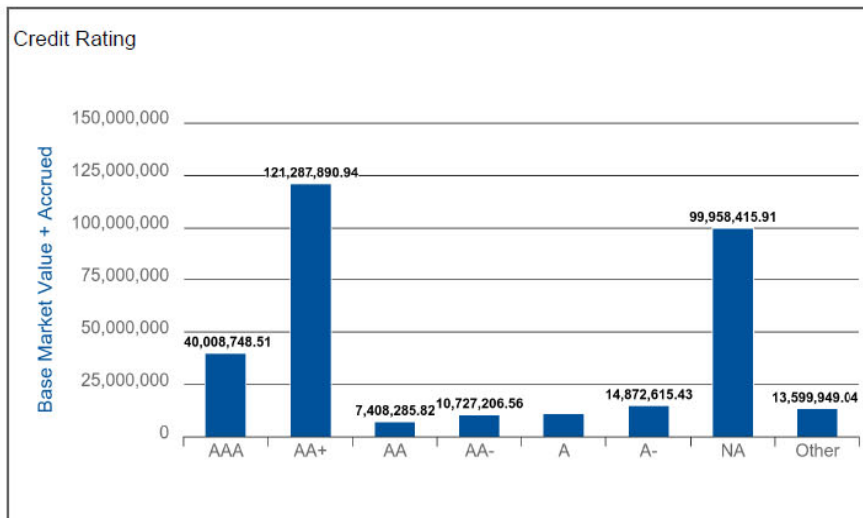


Risk Summary

10/01/2022 - 10/31/2022

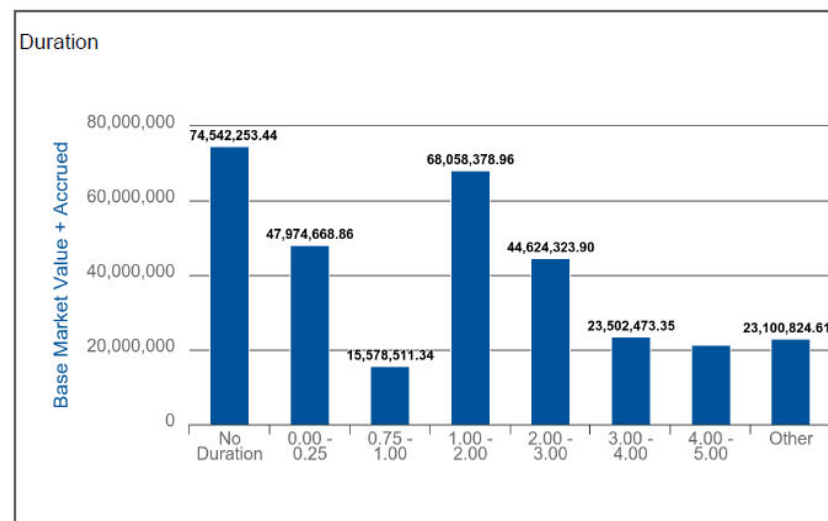
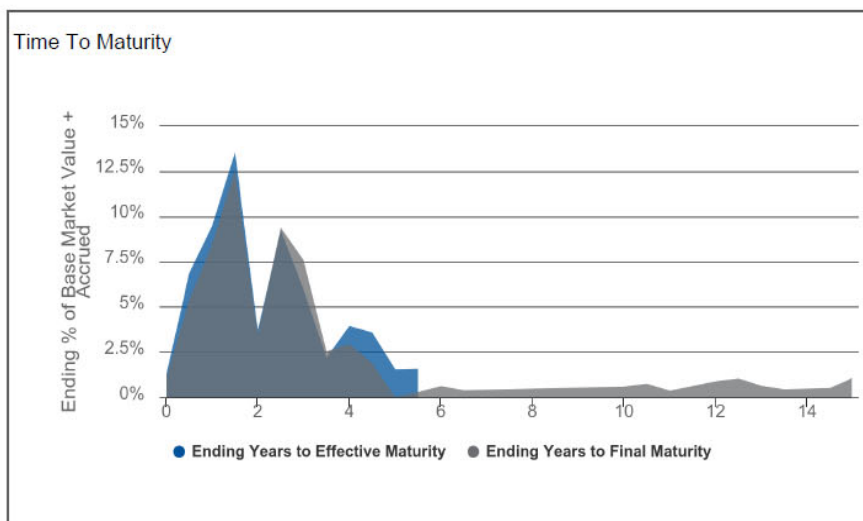
SAM Transit District Agg (136232)

Dated: 11/06/2022



Credit Duration Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	7.993%	3.361%	0.576%	0.000%	0.623%	0.000%	0.000%	0.000%	0.000%
AA	8.723%	13.788%	9.983%	5.178%	6.072%	0.000%	0.000%	0.000%	0.000%
A	2.497%	3.486%	3.442%	2.196%	0.000%	0.000%	0.000%	0.000%	0.000%
BBB	0.000%	0.719%	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	7.974%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%

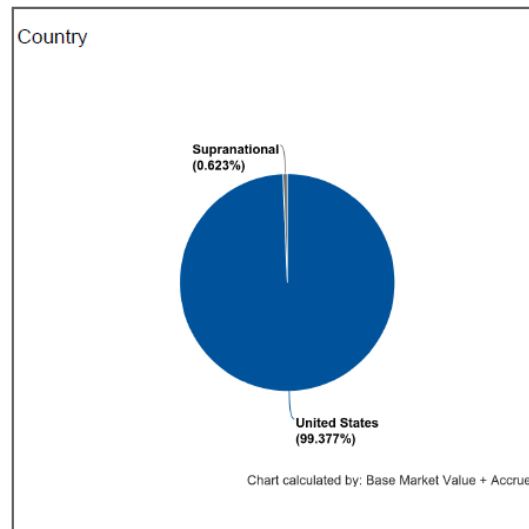
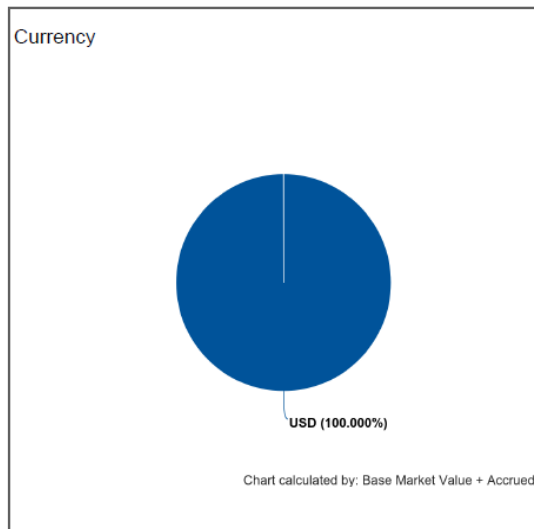
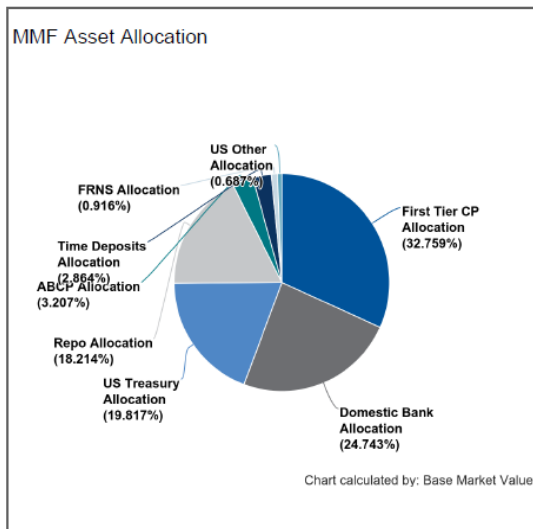
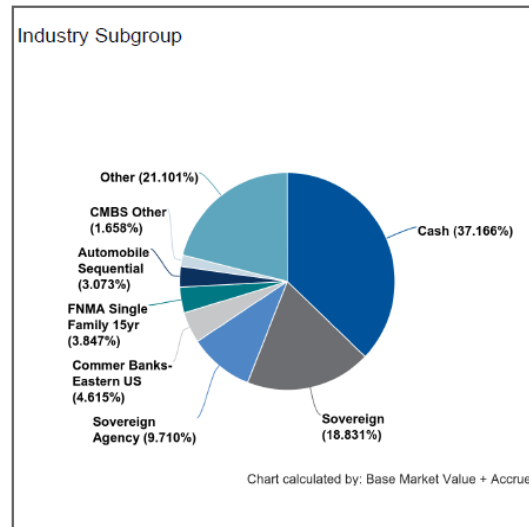
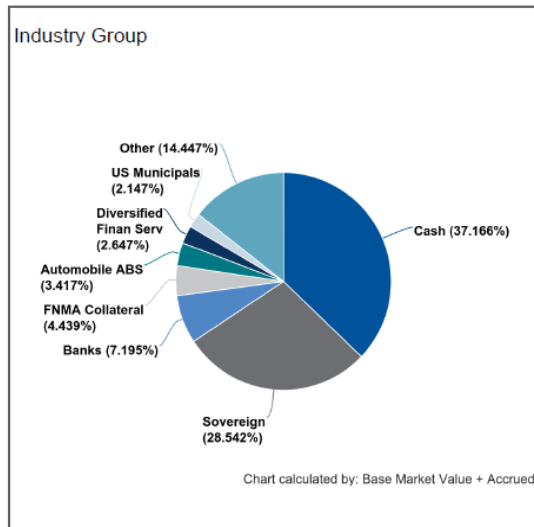
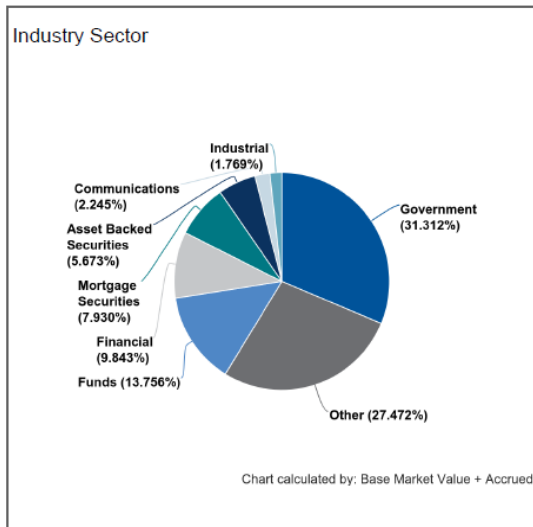


Risk Summary

10/01/2022 - 10/31/2022

SAM Transit District Agg (136232)

Dated: 11/06/2022



CLEARWATER ANALYTICS.

Report: Master BS by lot - group by Security type
 Account: SAM TR Reimbursement Fund (136225)
 As of: 10/31/2022
 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	18,580.62	---	10/31/2022	18,580.62	0.00	18,580.62	18,580.62
CASH			18,580.62			18,580.62	0.00	18,580.62	18,580.62

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	8,477,069.35	---	10/31/2022	8,477,069.35	0.00	8,477,069.35	8,477,069.35
MMFUND			8,477,069.35			8,477,069.35	0.00	8,477,069.35	8,477,069.35

SUMMARY

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	8,495,649.97			8,495,649.97	0.00	8,495,649.97	8,495,649.97

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

CLEARWATER
ANALYTICS

Report: Master BS by lot - group by Security type
Account: SAM TR Reserve Fund (136226)
As of: 10/31/2022
Base Currency: USD

ABS (ASSET-BACKED SECURITY)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
ABS	05591RAD6	BMWLT 2021-1 A4	370,000.00	03/10/2021	07/25/2024	369,985.31	22.82	358,692.80	358,715.62
ABS	09661RAD3	BMWOT 2020-A A3	111,929.31	07/15/2020	10/25/2024	111,920.86	8.95	110,098.14	110,107.10
ABS	14041NFV6	COMET 2021-1 A	1,475,000.00	07/22/2021	07/15/2024	1,474,940.26	360.56	1,369,537.50	1,369,898.06
ABS	14041NFY2	CAPITAL ONE MULTI TR A B S SER 2021 3 CL A 11/16/2	1,145,000.00	11/30/2021	11/16/2026	1,144,842.22	529.24	1,057,499.10	1,058,028.34
ABS	1404CAC6	COPAR 2021-1 A3	460,000.00	10/27/2021	09/15/2026	459,991.31	157.42	429,782.60	429,940.02
ABS	1431FAD9	CARMX 2020-3 A3	212,964.47	07/22/2020	03/17/2025	212,927.97	58.68	208,990.55	209,049.23
ABS	14316HAC6	CARMX 2020-4 A3	329,599.44	10/21/2020	08/15/2025	329,526.90	73.24	318,458.98	318,532.22
ABS	14316NAC3	CARMX 2021-1 A3	212,385.22	01/27/2021	12/15/2025	212,343.25	32.09	204,106.44	204,138.53
ABS	14318MAD1	CARMX 2022-3 A3	1,230,000.00	07/20/2022	08/15/2025	1,229,970.97	2,170.27	1,200,750.60	1,202,920.87
ABS	254683CP8	DCENT 2021-1 A	890,000.00	09/27/2021	09/16/2024	889,809.45	229.42	820,855.90	821,085.32
ABS	362554AC1	GMCAR 2021-4 A3	385,000.00	10/21/2021	09/16/2026	384,990.18	109.08	360,290.70	360,399.78
ABS	362569AD7	GMALT 2020-3 A4	300,000.00	09/29/2020	10/21/2024	299,958.00	46.75	298,287.00	298,333.75
ABS	362590AC5	GMCAR 2020-3 A3	382,721.46	08/19/2020	04/16/2025	382,633.89	71.76	373,719.85	373,791.61
ABS	36260KAC8	GMCAR 2020-4 A3	277,977.70	10/14/2020	08/18/2025	277,918.29	44.01	270,491.76	270,535.77
ABS	36261RAD0	GMALT 2021-1 A4	410,000.00	02/24/2021	02/20/2025	409,938.09	41.34	398,524.10	398,565.44
ABS	380140AC7	GMCAR 213 A3	610,000.00	07/21/2021	06/16/2026	609,962.30	122.00	577,316.20	577,438.20
ABS	43815GAC3	HAROT 2021-4 A3	460,000.00	11/24/2021	01/21/2026	459,903.03	112.44	433,674.20	433,786.64
ABS	44891RAC4	HART 2020-C A3	926,765.99	10/28/2020	05/15/2025	926,552.56	156.52	899,287.38	899,443.90
ABS	44933LAC7	HART 2021-A A3	335,000.00	04/28/2021	09/15/2025	334,964.76	56.58	322,223.10	322,279.68
ABS	44935FAD6	HART 2021-C A3	355,000.00	11/17/2021	05/15/2026	354,920.76	116.76	333,504.75	333,621.51
ABS	47787NAC3	JDOT 2020-B A3	116,705.09	07/22/2020	11/15/2024	116,687.31	26.45	114,386.16	114,412.62
ABS	50117TAC5	KCOAT 2021-1 A3	355,000.00	04/14/2021	08/15/2025	354,927.37	97.82	334,481.00	334,578.82
ABS	65479CAD0	NAROT 2020-B A3	121,040.62	06/30/2020	07/15/2024	121,037.30	29.59	119,704.33	119,733.92
ABS	65480BAC1	NAROT 2021-A A3	1,455,000.00	06/23/2021	10/15/2025	1,454,975.41	213.40	1,385,130.90	1,385,344.30
ABS	89237VAB5	TAOT 2020-C A3	433,751.76	07/27/2020	10/15/2024	433,718.36	84.82	426,013.63	426,098.45
ABS	89238EAD8	TLOT 2021-A A4	335,000.00	04/21/2021	08/20/2025	334,930.02	51.18	321,435.85	321,487.03
ABS	92290BAA9	VZOT 2020-B A	784,504.98	08/12/2020	02/20/2025	784,340.23	112.66	771,537.11	771,649.77
ABS	92348TAA2	VZOT 2020-A A1A	129,667.34	01/29/2020	07/22/2024	129,652.16	73.30	128,994.37	129,067.67
ABS	92868AAD7	VWALT 2022-A A4	605,000.00	06/14/2022	01/20/2027	604,887.35	674.74	585,996.95	586,671.69
ABS	92868KAC7	VALET 2021-1 A3	685,000.00	12/13/2021	06/22/2026	684,973.15	213.49	645,900.20	646,113.69
ABS	98163KAC6	WOART 2021-D A3	560,000.00	11/03/2021	10/15/2026	559,923.73	201.60	524,932.80	525,134.40
ABS			16,460,013.37			16,458,052.74	6,299.01	15,704,604.95	15,710,903.96

AGCY BOND (FEDERAL AGENCY BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
AGCY BOND	3130AJHU6	FEDERAL HOME LOAN BANKS	1,000,000.00	04/16/2020	04/14/2025	995,040.00	236.11	906,490.00	906,726.11
AGCY BOND	3130AK5E2	FEDERAL HOME LOAN BANKS	550,000.00	09/11/2020	09/04/2025	548,350.00	326.56	490,198.50	490,525.06
AGCY BOND	3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,000,000.00	04/24/2020	04/22/2025	997,940.00	156.25	907,860.00	908,016.25
AGCY BOND	3135G04Z3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,000,000.00	06/19/2020	06/17/2025	997,930.00	1,861.11	901,790.00	903,651.11
AGCY BOND	3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,300,000.00	08/27/2020	08/25/2025	1,293,916.00	893.75	1,158,989.00	1,159,882.75
AGCY BOND	3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,200,000.00	11/12/2020	11/07/2025	1,195,704.00	2,900.00	1,066,296.00	1,069,196.00
AGCY BOND	3135G06H1	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,150,000.00	11/25/2020	11/27/2023	1,148,689.00	1,229.86	1,096,985.00	1,098,214.86
AGCY BOND	3137EAE86	FEDERAL HOME LOAN MORTGAGE CORP	950,000.00	05/07/2020	05/05/2023	949,601.00	1,741.67	929,727.00	931,468.67
AGCY BOND	3137EAE84	FEDERAL HOME LOAN MORTGAGE CORP	1,000,000.00	06/26/2020	06/26/2023	997,080.00	868.06	971,560.00	972,428.06
AGCY BOND	3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP	1,600,000.00	07/23/2020	07/21/2025	1,592,032.00	1,666.67	1,432,528.00	1,434,194.67
AGCY BOND	3137EAEV7	FEDERAL HOME LOAN MORTGAGE CORP	2,500,000.00	08/21/2020	08/24/2023	2,497,450.00	1,163.19	2,410,950.00	2,412,113.19
AGCY BOND	3137EAEV5	FEDERAL HOME LOAN MORTGAGE CORP	1,100,000.00	09/04/2020	09/08/2023	1,100,200.87	404.86	1,058,398.00	1,058,802.86
AGCY BOND	3137EAEW5	FEDERAL HOME LOAN MORTGAGE CORP	1,500,000.00	09/04/2020	09/08/2023	1,499,505.00	552.08	1,443,270.00	1,443,822.08
AGCY BOND	3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP	1,300,000.00	09/25/2020	09/23/2025	1,296,087.00	514.58	1,156,545.00	1,157,059.58
AGCY BOND	3137EAEY1	FEDERAL HOME LOAN MORTGAGE CORP	1,200,000.00	10/16/2020	10/16/2023	1,195,524.00	62.50	1,148,004.00	1,148,066.50
AGCY BOND	3137EAEZ8	FEDERAL HOME LOAN MORTGAGE CORP	1,300,000.00	11/05/2020	11/06/2023	1,298,830.00	1,579.86	1,242,397.00	1,243,976.86
AGCY BOND	3137EAF2	FEDERAL HOME LOAN MORTGAGE CORP	8,000,000.00	12/21/2020	12/04/2023	8,007,360.00	8,166.67	7,629,440.00	7,637,606.67
AGCY BOND			27,650,000.00			27,611,238.87	24,323.78	25,951,427.50	25,975,751.28

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CYUSD	Receivable	48,054.95	--	10/31/2022	48,054.95	0.00	48,054.95	48,054.95
CASH			48,054.95			48,054.95	0.00	48,054.95	48,054.95

CD (CERTIFICATE OF DEPOSIT)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CD	22552G3C2	Credit Suisse AG, New York Branch	1,200,000.00	03/23/2021	03/17/2023	1,200,000.00	4,503.67	1,179,912.00	1,184,415.67
CD	23341VZT1	DNB Bank ASA - New York Branch	950,000.00	12/06/2019	12/02/2022	950,000.00	8,182.67	948,765.00	956,947.67
CD	89115B6K1	Toronto-Dominion Bank - New York Branch	2,500,000.00	10/31/2022	10/27/2025	2,500,000.00	383.56	2,500,000.00	2,500,383.56
CD			4,650,000.00			4,650,000.00	13,069.90	4,628,677.00	4,641,746.90

CORP (COPORATE NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CORP	002824BE9	ABBOTT LABORATORIES	900,000.00	07/21/2020	11/30/2023	983,772.00	12,835.00	887,490.00	900,325.00
CORP	023135BW5	AMAZON.COM INC	1,315,000.00	05/12/2021	05/12/2024	1,313,080.10	2,777.94	1,233,167.55	1,235,945.49
CORP	021335CE4	AMAZON.COM INC	880,000.00	04/13/2022	04/13/2025	878,600.80	1,320.00	846,824.00	848,144.00
CORP	02665WCZ2	AMERICAN HONDA FINANCE CORP	900,000.00	06/28/2019	06/27/2024	898,776.00	7,440.00	861,786.00	869,226.00
CORP	037833DT4	APPLE INC	1,000,000.00	05/13/2020	05/11/2025	1,002,010.00	5,312.50	914,410.00	919,722.50
CORP	037833DT4	APPLE INC	1,000,000.00	07/17/2020	05/11/2025	1,026,120.00	5,312.50	914,410.00	919,722.50
CORP	037833DT4	APPLE INC	700,000.00	12/21/2020	05/11/2025	718,249.00	3,718.75	640,087.00	643,805.75
CORP	05531FBH5	TRUIST FINANCIAL CORP	900,000.00	08/05/2019	08/01/2024	901,494.00	5,625.00	857,610.00	863,235.00
CORP	05565EBU8	BMW US CAPITAL LLC	325,000.00	08/12/2021	08/12/2024	324,970.75	534.90	300,140.75	300,675.65
CORP	05565EBW4	BMW US CAPITAL LLC	850,000.00	08/16/2021	08/12/2026	849,745.00	2,331.60	724,982.00	727,313.60
CORP	06051GFS3	BANK OF AMERICA CORP	800,000.00	12/18/2020	08/01/2025	907,952.00	7,750.00	772,088.00	779,838.00
CORP	06051GJD2	BANK OF AMERICA CORP	1,100,000.00	07/27/2021	06/19/2026	1,105,049.00	5,319.97	971,190.00	976,509.97
CORP	06051GJR1	BANK OF AMERICA CORP	400,000.00	04/22/2021	04/22/2025	400,000.00	97.60	371,236.00	371,333.60
CORP	06406RBA4	BANK OF NEW YORK MELLON CORP	2,700,000.00	01/28/2022	01/26/2027	2,694,006.00	14,606.25	2,374,029.00	2,388,635.25
CORP	084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP	2,700,000.00	03/17/2022	03/15/2027	2,649,348.00	7,935.00	2,429,271.00	2,437,206.00
CORP	14913R2U0	CATERPILLAR FINANCIAL SERVICES CORP	1,350,000.00	01/13/2022	01/08/2027	1,343,182.50	7,203.75	1,183,302.00	1,190,505.75
CORP	166764BW9	CHEVRON CORP	900,000.00	07/17/2020	05/11/2025	934,353.00	6,604.50	830,295.00	836,899.50
CORP	17252MAP5	CINTAS NO 2 CORP	390,000.00	05/03/2022	05/01/2025	389,914.20	6,652.75	376,061.40	382,714.15
CORP	20030NBL4	COMCAST CORP	850,000.00	07/17/2020	02/15/2025	946,611.00	6,056.25	818,983.50	825,039.75
CORP	24422EVU0	JOHN DEERE CAPITAL CORP	485,000.00	09/10/2021	09/10/2024	484,684.75	429.43	449,585.30	450,014.73
CORP	24422EVY2	JOHN DEERE CAPITAL CORP	465,000.00	01/10/2022	01/10/2025	464,781.45	1,792.19	430,831.80	432,623.99
CORP	254687FK7	WALT DISNEY CO	900,000.00	09/06/2019	08/30/2024	946,124.00	2,817.01	896,353.50	899,170.51
CORP	30231GBC5	EXXON MOBIL CORP	900,000.00	07/20/2020	08/16/2024	945,567.00	3,785.63	857,898.00	861,683.63
CORP	38141EC23	GOLDMAN SACHS GROUP INC	900,000.00	07/11/2019	07/08/2024	941,922.00	10,876.25	879,888.00	890,761.25
CORP	437076CM2	HOME DEPOT INC	140,000.00	03/28/2022	04/15/2025	139,755.00	168.00	133,144.20	133,312.20
CORP	459200KS9	INTERNATIONAL BUSINESS MACHINES CORP	1,300,000.00	07/27/2022	07/27/2025	1,300,000.00	13,577.78	1,268,449.00	1,282,026.78
CORP	46625HMN7	JPMORGAN CHASE & CO	450,000.00	12/21/2020	07/15/2025	509,647.50	5,167.50	434,578.50	439,746.00
CORP	46647PAP1	JPMORGAN CHASE & CO	900,000.00	07/21/2020	04/23/2024	967,887.00	711.80	891,297.00	892,008.80
CORP	46647PCH7	JPMORGAN CHASE & CO	580,000.00	06/01/2021	06/01/2025	580,000.00	1,991.33	534,267.00	536,258.33
CORP	46647PCV6	JPMORGAN CHASE & CO	750,000.00	02/24/2022	02/24/2026	750,000.00	3,622.19	694,830.00	698,452.19
CORP	61747YET8	MORGAN STANLEY	1,300,000.00	07/20/2022	07/17/2026	1,300,000.00	17,065.35	1,260,324.00	1,277,389.35
CORP	63743HFC1	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	390,000.00	02/07/2022	02/07/2025	389,988.30	1,706.25	363,468.30	365,174.55
CORP	63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	220,000.00	05/04/2022	06/15/2025	219,940.60	3,731.75	210,795.20	214,526.95
CORP	693475AV7	PNC FINANCIAL SERVICES GROUP INC	900,000.00	02/15/2019	01/23/2024	906,408.00	8,575.00	882,153.00	890,728.00
CORP	69371RQ90	PACCAR FINANCIAL CORP	395,000.00	08/11/2020	08/11/2023	394,482.55	307.22	381,577.90	381,885.12
CORP	69371RR40	PACCAR FINANCIAL CORP	635,000.00	08/09/2021	08/09/2024	634,657.10	723.19	585,597.00	586,320.19
CORP	771196BT8	ROCHE HOLDINGS INC	2,330,000.00	03/10/2022	03/10/2025	2,330,000.00	7,037.38	2,188,662.20	2,195,699.58
CORP	808513BN4	CHARLES SCHWAB CORP	495,000.00	03/18/2021	03/18/2024	494,752.50	443.44	466,879.05	467,322.49
CORP	857477BR3	STATE STREET CORP	400,000.00	02/07/2022	02/06/2026	400,000.00	1,649.00	369,240.00	370,889.00
CORP	87612EBM7	TARGET CORP	240,000.00	01/24/2022	01/15/2027	239,592.00	1,378.00	214,713.60	216,091.60
CORP	89236TGT6	TOYOTA MOTOR CREDIT CORP	450,000.00	05/26/2020	02/13/2025	454,396.50	1,755.00	419,359.50	421,114.50
CORP	89236TGT6	TOYOTA MOTOR CREDIT CORP	140,000.00	05/26/2020	02/13/2025	141,367.80	546.00	130,467.40	131,013.40
CORP	89236TGT6	TOYOTA MOTOR CREDIT CORP	135,000.00	05/26/2020	02/13/2025	136,879.20	526.50	125,807.85	126,334.35
CORP	89236TJK2	TOYOTA MOTOR CREDIT CORP	260,000.00	09/13/2021	06/18/2026	259,422.80	1,080.63	225,927.00	227,007.63
CORP	90327QD89	USAA CAPITAL CORP	1,255,000.00	05/26/2022	05/01/2025	1,250,896.15	18,236.72	1,203,469.70	1,221,706.42
CORP	904764BN6	UNILEVER CAPITAL CORP	280,000.00	08/12/2021	08/12/2024	280,000.00	384.64	260,478.40	260,863.04
CORP	91159HHX1	US BANCORP	1,800,000.00	07/20/2020	07/30/2024	1,920,420.00	10,920.00	1,720,188.00	1,731,108.00
CORP	91324PEC2	UNITEDHEALTH GROUP INC	1,150,000.00	05/19/2021	05/15/2026	1,147,999.00	6,098.19	1,012,184.00	1,018,282.19
CORP			40,555,000.00			41,198,804.55	236,537.61	37,799,774.60	38,036,312.21

CP (COMMERCIAL PAPER)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CP	2254EBQL8	Credit Suisse AG, New York Branch	1,800,000.00	06/24/2022	03/20/2023	1,755,615.00	0.00	1,765,872.00	1,765,872.00
CP	63873KQ34	Natixis, New York Branch	3,500,000.00	07/07/2022	03/03/2023	3,425,412.08	0.00	3,441,760.00	3,441,760.00
CP			5,300,000.00			5,181,027.08	0.00	5,207,632.00	5,207,632.00

FHLMC (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC	3132CWMM3	FH SB0364	963,915.66	06/25/2021	06/01/2035	1,038,619.13	2,811.42	907,565.15	910,376.57
FHLMC	3133L7LB1	FH RC1222	1,196,423.30	10/19/2021	12/01/2034	1,286,155.05	3,489.57	1,131,242.16	1,134,731.73
FHLMC	3133L9AJ2	FH RC2709	1,227,714.76	10/18/2022	09/01/2037	1,205,462.43	4,603.93	1,194,676.96	1,199,280.89
FHLMC	3137BGK24	FHMS K-043 A2	650,000.00	03/25/2020	12/25/2024	682,195.31	1,658.58	625,228.50	626,887.08
FHLMC	3137F62S5	FHMS K-J31 A1	134,600.58	10/29/2020	05/26/2026	134,597.88	63.82	128,742.76	128,806.58
FHLMC	3137FKK39	FHMS K-P05 A	12,251.16	12/17/2018	07/25/2023	12,251.13	32.70	11,911.80	11,944.51
FHLMC	3137FQ3V3	FHMS K-J27 A1	2,927.44	11/26/2019	07/25/2024	2,927.37	5.10	2,908.17	2,913.28
FHLMC	3137H4RZ5	FHMS K-J36 A1	160,551.61	12/16/2021	12/25/2026	160,550.96	173.66	145,660.45	145,834.11
FHLMC	3137H8B42	FHMS K-J40 A1	838,479.57	07/14/2022	06/25/2028	838,469.50	2,375.69	796,035.73	798,411.42
FHLMC	3137HH879	FHMS K-J41 A1	1,798,770.74	08/04/2022	01/25/2029	1,798,749.16	4,702.29	1,682,174.42	1,686,876.71
FHLMC	3137H92N8	FHMS K-J42 A1	1,104,006.23	09/15/2022	07/25/2029	1,103,964.28	3,589.86	1,059,834.94	1,063,424.80
FHLMC			8,089,641.04			8,263,942.20	23,506.63	7,685,981.04	7,709,487.67

FHLMC CMO (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC CMO	3133Q5GZ3	FHS 370 A3	1,283,049.14	12/29/2020	09/25/2033	1,301,192.26	1,069.21	1,176,209.64	1,177,278.85
FHLMC CMO	3137F7DH5	FHR 5048 B	790,067.64	11/30/2020	05/25/2033	800,066.93	658.39	702,559.75	703,218.14
FHLMC CMO			2,073,116.79			2,101,259.19	1,727.60	1,878,769.39	1,880,496.99

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	3140K7XA6	FN BP0672	1,062,374.39	05/18/2021	03/01/2035	1,138,400.56	2,655.94	979,817.27	982,473.21
FNMA	3140Q9FM0	FN CA1971	1,397,334.56	01/18/2022	06/01/2033	1,474,406.29	4,075.56	1,316,554.65	1,320,630.21
FNMA	3140Q9KN6	FN CA8400	1,066,114.59	03/22/2021	12/01/2035	1,166,395.99	3,109.50	1,005,388.70	1,008,498.20
FNMA	3140X92C8	FN FM6170	929,302.90	06/25/2021	07/01/2035	1,007,132.01	3,097.68	891,972.80	895,070.48
FNMA	3140X9K46	FN FM5714	723,969.30	03/25/2021	11/01/2035	788,674.06	2,413.23	694,648.55	697,061.78
FNMA	3140XALC4	FN FM6622	1,304,173.39	03/29/2021	02/01/2036	1,371,419.83	2,717.03	1,179,259.66	1,181,976.69
FNMA	3140XC4K1	FN FM8925	1,256,366.14	11/16/2021	08/01/2034	1,362,372.04	4,187.89	1,220,949.18	1,225,137.07
FNMA	3140XHQQ3	FN FS2262	1,712,003.40	06/30/2022	06/01/2037	1,733,670.94	5,706.68	1,638,524.21	1,644,230.89
FNMA	3140XJHF3	FN FS2929	1,778,746.19	10/18/2022	09/01/2037	1,725,661.74	5,929.15	1,702,153.38	1,708,082.54
FNMA	3140XJH87	FN FS2986	1,714,918.67	10/21/2022	10/01/2032	1,664,007.02	5,716.40	1,648,671.36	1,654,387.75
FNMA			12,945,303.52			13,432,140.48	39,609.05	12,277,939.77	12,317,548.81

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	149,821.62	---	10/31/2022	149,821.62	0.00	149,821.62	149,821.62
MMFUND			149,821.62			149,821.62	0.00	149,821.62	149,821.62

MUNI (MUNICIPAL BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MUNI	13017HAK2	CALIFORNIA EARTHQUAKE AUTH REV	255,000.00	11/24/2020	07/01/2023	255,000.00	1,255.45	248,423.55	249,679.00
MUNI	13077DQD7	CALIFORNIA ST UNIV REV	430,000.00	07/29/2021	11/01/2025	430,000.00	1,853.30	380,481.20	382,334.50
MUNI	157411TK5	CHAFFEY CALIF JT UN HIGH SCH DIST	230,000.00	12/05/2019	08/01/2024	230,000.00	1,208.08	219,422.30	220,630.38
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	350,000.00	09/16/2020	07/01/2025	352,320.50	1,467.67	314,975.50	316,443.17
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	650,000.00	09/16/2020	07/01/2025	650,000.00	2,725.67	584,954.50	587,680.17
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	250,000.00	09/16/2020	07/01/2025	251,767.50	1,048.33	224,982.50	226,030.83
MUNI	54438CYK2	LOS ANGELES CALIF CMNTY COLLEGE DIST	550,000.00	11/10/2020	08/01/2025	550,000.00	1,062.88	492,266.50	493,329.38
MUNI	574193TQ1	MARYLAND ST	750,000.00	08/05/2020	08/01/2024	749,790.00	956.25	700,762.50	701,718.75
MUNI	60412AVJ9	MINNESOTA ST	405,000.00	08/25/2020	08/01/2025	405,000.00	637.88	364,103.10	364,740.98
MUNI	646140DP5	NEW JERSEY ST TPK AUTH TPK REV	330,000.00	02/04/2021	01/01/2026	330,000.00	1,151.70	290,934.60	292,086.30
MUNI	650036DT0	NEW YORK ST URBAN DEV CORP REV	1,600,000.00	12/23/2020	03/15/2025	1,600,000.00	1,778.67	1,460,128.00	1,461,906.67
MUNI	798306WN2	SAN JUAN CALIF UNIV SCH DIST	575,000.00	10/29/2020	08/01/2024	575,000.00	1,009.13	536,164.50	537,173.63
MUNI			6,375,000.00			6,378,878.00	16,154.98	5,817,598.75	5,833,753.73

SUPRANATIONAL

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
SUPRANATIONAL	459058KJ1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	1,800,000.00	07/19/2022	06/15/2027	1,799,064.00	15,937.50	1,707,354.00	1,723,291.50
SUPRANATIONAL			1,800,000.00			1,799,064.00	15,937.50	1,707,354.00	1,723,291.50

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	9128286R6	UNITED STATES TREASURY	4,000,000.00	09/29/2021	04/30/2024	4,185,312.50	248.62	3,861,400.00	3,861,648.62
US GOV	912828N30	UNITED STATES TREASURY	1,220,000.00	01/31/2019	12/31/2022	1,200,651.56	8,735.60	1,216,230.20	1,224,965.80
US GOV	912828R28	UNITED STATES TREASURY	1,500,000.00	06/29/2022	04/30/2023	1,484,648.44	67.33	1,479,780.00	1,479,847.33
US GOV	912828R69	UNITED STATES TREASURY	2,900,000.00	03/06/2019	05/31/2023	2,794,761.72	19,828.55	2,851,512.00	2,871,340.55
US GOV	912828R69	UNITED STATES TREASURY	950,000.00	04/05/2019	05/31/2023	924,134.77	6,495.56	934,116.00	940,611.56
US GOV	912828R69	UNITED STATES TREASURY	1,700,000.00	05/03/2019	05/31/2023	1,659,093.75	11,623.63	1,671,576.00	1,683,199.63
US GOV	912828T91	UNITED STATES TREASURY	1,100,000.00	07/08/2019	10/31/2023	1,090,460.94	49.38	1,067,605.00	1,067,654.38
US GOV	912828T91	UNITED STATES TREASURY	2,300,000.00	10/04/2019	10/31/2023	2,313,207.03	103.25	2,232,265.00	2,232,368.25
US GOV	912828U24	UNITED STATES TREASURY	500,000.00	10/11/2022	11/15/2026	460,820.31	4,619.57	456,640.00	461,259.57
US GOV	912828XX3	UNITED STATES TREASURY	5,000,000.00	11/06/2019	06/30/2024	5,101,171.88	33,695.65	4,791,200.00	4,824,895.65
US GOV	912828XX3	UNITED STATES TREASURY	1,475,000.00	12/05/2019	06/30/2024	1,497,125.00	9,940.22	1,413,404.00	1,423,344.22
US GOV	912828XX3	UNITED STATES TREASURY	650,000.00	01/07/2020	06/30/2024	659,572.27	4,380.43	622,856.00	627,236.43
US GOV	912828XX3	UNITED STATES TREASURY	450,000.00	02/07/2020	06/30/2024	462,216.80	3,032.61	431,208.00	434,240.61
US GOV	912828XX3	UNITED STATES TREASURY	1,350,000.00	03/06/2020	06/30/2024	1,415,759.77	9,097.83	1,293,624.00	1,302,721.83
US GOV	912828YY0	UNITED STATES TREASURY	850,000.00	08/07/2020	12/31/2024	908,503.91	5,012.23	803,148.00	808,160.23
US GOV	912828ZW3	UNITED STATES TREASURY	2,500,000.00	12/24/2020	06/30/2025	2,490,820.31	2,105.98	2,242,575.00	2,244,686.98
US GOV	91282CBA8	UNITED STATES TREASURY	1,500,000.00	12/31/2020	12/15/2023	1,498,066.41	712.09	1,426,815.00	1,427,527.09
US GOV	91282CBC4	UNITED STATES TREASURY	350,000.00	06/07/2021	12/31/2025	344,859.38	442.26	308,738.50	309,180.76
US GOV	91282CBC4	UNITED STATES TREASURY	1,200,000.00	11/04/2021	12/31/2025	1,167,234.38	1,516.30	1,058,532.00	1,060,048.30
US GOV	91282CBC4	UNITED STATES TREASURY	7,200,000.00	12/06/2021	12/31/2025	6,983,437.50	9,097.83	6,351,192.00	6,360,289.83
US GOV	91282CBV2	UNITED STATES TREASURY	16,600,000.00	12/06/2021	04/15/2024	16,454,750.00	2,907.28	15,605,992.00	15,608,899.28
US GOV			55,295,000.00			55,096,608.63	133,712.19	52,120,408.70	52,254,120.89

YANKEE

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
YANKEE	63254ABD9	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH)	1,395,000.00	06/09/2022	06/09/2025	1,395,000.00	19,258.75	1,340,427.60	1,359,686.35
YANKEE	63254ABE7	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH)	1,250,000.00	06/13/2022	06/09/2027	1,238,825.00	19,253.82	1,179,175.00	1,198,428.82

YANKEE			2,645,000.00			2,633,825.00	38,512.57	2,519,602.60	2,558,115.17
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Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
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* 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: 10/31/2022
 Base Currency: USD

ABS (ASSET-BACKED SECURITY)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
ABS	05591RAD6	BMWLT 2021-1 A4	65,000.00	03/10/2021	07/25/2024	64,997.42	4.01	63,013.60	63,017.61
ABS	09661RAD3	BMWOT 2020-A A3	31,979.80	07/15/2020	10/25/2024	31,977.39	2.56	31,456.61	31,459.17
ABS	14041NFW6	COMET 2021-1 A	255,000.00	07/22/2021	07/15/2024	254,989.67	62.33	236,767.50	236,829.83
ABS	14041NFY2	CAPITAL ONE MULTI TR A B S SER 2021 3 CL A 11/16/2	215,000.00	11/30/2021	11/16/2026	214,970.37	99.38	198,569.70	198,669.08
ABS	14044CAC6	COPAR 2021-1 A3	80,000.00	10/27/2021	09/15/2026	79,998.49	27.38	74,744.80	74,772.18
ABS	14315FAD9	CARMX 2020-3 A3	61,523.07	07/22/2020	03/17/2025	61,512.52	16.95	60,375.05	60,392.00
ABS	14316HAC6	CARMX 2020-4 A3	77,552.81	10/21/2020	08/15/2025	77,535.74	17.23	74,931.52	74,948.76
ABS	14316NAC3	CARMX 2021-1 A3	37,479.74	01/27/2021	12/15/2025	37,472.34	5.66	36,018.78	36,024.45
ABS	14318MAD1	CARMX 2022-3 A3	195,000.00	07/20/2022	08/15/2025	194,995.40	344.07	190,362.90	190,706.97
ABS	254683CP8	DCEM 2021-1 A	155,000.00	09/27/2021	09/16/2024	154,966.81	39.96	142,958.05	142,998.01
ABS	362554AC1	GMCAR 2021-4 A3	65,000.00	10/21/2021	09/16/2026	64,998.34	18.42	60,828.30	60,846.72
ABS	362569AD7	GMALT 2020-3 A4	65,000.00	09/29/2020	10/21/2024	64,990.90	10.13	64,628.85	64,638.98
ABS	36260KAC8	GMCAR 2020-4 A3	59,070.26	10/14/2020	08/18/2025	59,057.64	9.35	57,479.50	57,488.85
ABS	36261RAD0	GMALT 2021-1 A4	70,000.00	02/24/2021	02/20/2025	69,989.43	7.06	68,040.70	68,047.76
ABS	380140AC7	GMCAR 213 A3	105,000.00	07/21/2021	06/16/2026	104,993.51	21.00	99,374.10	99,395.10
ABS	43815GAC3	HAROT 2021-4 A3	85,000.00	11/24/2021	01/21/2026	84,982.08	20.78	80,135.45	80,156.23
ABS	44891RAC4	HART 2020-C A3	203,888.52	10/28/2020	05/15/2025	203,841.56	34.43	197,843.22	197,877.66
ABS	44933LAC7	HART 2021-A A3	65,000.00	04/28/2021	09/15/2025	64,993.16	10.98	62,520.90	62,531.88
ABS	44935FAD6	HART 2021-C A3	60,000.00	11/17/2021	05/15/2026	59,986.61	19.73	56,367.00	56,386.73
ABS	47787NAC3	JDOT 2020-B A3	28,009.22	07/22/2020	11/15/2024	28,004.96	6.35	27,452.68	27,459.03
ABS	65479CAD0	NAROT 2020-B A3	33,286.17	06/30/2020	07/15/2024	33,285.26	8.14	32,918.69	32,926.83
ABS	89237VAB5	TAOT 2020-C A3	46,143.80	07/27/2020	10/15/2024	46,140.25	9.02	45,320.60	45,329.62
ABS	89238EAD8	TLOT 2021-A A4	65,000.00	04/21/2021	08/20/2025	64,986.42	9.93	62,368.15	62,378.08
ABS	92290BAA9	VZOT 2020-B A	114,248.30	08/12/2020	02/20/2025	114,224.31	16.41	112,359.77	112,376.18
ABS	92348TAA2	VZOT 2020-A A1A	34,122.99	01/29/2020	07/22/2024	34,118.99	19.29	33,945.89	33,965.18
ABS	92868KAC7	VALET 2021-1 A3	115,000.00	12/13/2021	06/22/2026	114,995.49	35.84	108,435.80	108,471.64
ABS	98163KAC6	WOART 2021-D A3	95,000.00	11/03/2021	10/15/2026	94,987.06	34.20	89,051.10	89,085.30
ABS			2,482,304.68			2,481,992.12	910.59	2,368,269.22	2,369,179.81

AGCY BOND

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
AGCY BOND	3130AJHU6	FEDERAL HOME LOAN BANKS	275,000.00	04/16/2020	04/14/2025	273,636.00	64.93	249,284.75	249,349.68
AGCY BOND	3130AK5E2	FEDERAL HOME LOAN BANKS	115,000.00	09/11/2020	09/04/2025	114,655.00	68.28	102,496.05	102,564.33
AGCY BOND	3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	04/24/2020	04/22/2025	274,433.50	42.97	249,661.50	249,704.47
AGCY BOND	3135G04Z3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	06/19/2020	06/17/2025	274,430.75	511.81	247,992.25	248,504.06
AGCY BOND	3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	08/27/2020	08/25/2025	273,713.00	189.06	245,170.75	245,359.81
AGCY BOND	3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	11/12/2020	11/07/2025	274,015.50	664.58	244,359.50	245,024.08
AGCY BOND	3135G06H1	FEDERAL NATIONAL MORTGAGE ASSOCIATION	250,000.00	11/25/2020	11/27/2023	249,715.00	267.36	238,475.00	238,742.36
AGCY BOND	3137EAE86	FEDERAL HOME LOAN MORTGAGE CORP	275,000.00	05/07/2020	05/05/2023	274,884.50	504.17	269,131.50	269,635.67
AGCY BOND	3137EAE84	FEDERAL HOME LOAN MORTGAGE CORP	275,000.00	06/26/2020	06/26/2023	274,197.00	238.72	267,179.00	267,417.72
AGCY BOND	3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP	350,000.00	07/23/2020	07/21/2025	348,257.00	364.58	313,365.50	313,730.08
AGCY BOND	3137EAEV7	FEDERAL HOME LOAN MORTGAGE CORP	800,000.00	08/21/2020	08/24/2023	799,184.00	372.22	771,504.00	771,876.22
AGCY BOND	3137EAEW5	FEDERAL HOME LOAN MORTGAGE CORP	340,000.00	09/04/2020	09/08/2023	340,062.09	125.14	327,141.20	327,266.34
AGCY BOND	3137EAEW5	FEDERAL HOME LOAN MORTGAGE CORP	460,000.00	09/04/2020	09/08/2023	459,848.20	169.31	442,602.80	442,772.11
AGCY BOND	3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP	550,000.00	09/25/2020	09/23/2025	548,344.50	217.71	489,307.50	489,525.21
AGCY BOND	3137EAEY1	FEDERAL HOME LOAN MORTGAGE CORP	260,000.00	10/16/2020	10/16/2023	259,030.20	13.54	248,734.20	248,747.74
AGCY BOND	3137EAEZ8	FEDERAL HOME LOAN MORTGAGE CORP	275,000.00	11/05/2020	11/06/2023	274,752.50	334.20	262,814.75	263,148.95
AGCY BOND			5,325,000.00			5,313,158.74	4,148.58	4,969,220.25	4,973,368.83

CASH

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CASH	CCYUSD	Receivable	1,423.21	---	10/31/2022	1,423.21	0.00	1,423.21	1,423.21
CASH			1,423.21			1,423.21	0.00	1,423.21	1,423.21

CD (CERTIFICATE OF DEPOSIT)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CD	22552G3C2	Credit Suisse AG, New York Branch	200,000.00	03/23/2021	03/17/2023	200,000.00	750.61	196,652.00	197,402.61
CD	23341VZT1	DNB Bank ASA - New York Branch	275,000.00	12/06/2019	12/02/2022	275,000.00	2,368.67	274,642.50	277,011.17
CD	89115B6K1	Toronto-Dominion Bank - New York Branch	400,000.00	10/31/2022	10/27/2025	400,000.00	61.37	400,000.00	400,061.37
CD			875,000.00			875,000.00	3,180.65	871,294.50	874,475.15

CORP (CORPORATE NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
CORP	023135BW5	AMAZON.COM INC	245,000.00	05/12/2021	05/12/2024	244,642.30	517.56	229,753.65	230,271.21
CORP	023135CE4	AMAZON.COM INC	130,000.00	04/13/2022	04/13/2025	129,793.30	195.00	125,099.00	125,294.00
CORP	02665WCZ2	AMERICAN HONDA FINANCE CORP	250,000.00	06/27/2019	06/27/2024	249,660.00	2,066.67	239,385.00	241,451.67
CORP	037833DT4	APPLE INC	275,000.00	05/13/2020	05/11/2025	275,552.75	1,460.94	251,462.75	252,923.69
CORP	05531FBH5	TRUIST FINANCIAL CORP	250,000.00	08/05/2019	08/01/2024	250,415.00	1,562.50	238,225.00	239,787.50
CORP	05565EBU8	BMW US CAPITAL LLC	55,000.00	08/12/2021	08/12/2024	54,995.05	90.52	50,793.05	50,883.57
CORP	05565EBW4	BMW US CAPITAL LLC	150,000.00	08/16/2021	08/12/2026	149,955.00	411.46	127,938.00	128,349.46
CORP	06051GJD2	BANK OF AMERICA CORP	200,000.00	07/27/2021	06/19/2026	200,918.00	967.27	176,580.00	177,547.27
CORP	06051GJR1	BANK OF AMERICA CORP	200,000.00	04/22/2021	04/22/2025	200,000.00	48.80	185,618.00	185,666.80
CORP	06406RBA4	BANK OF NEW YORK MELLON CORP	425,000.00	01/28/2022	01/26/2027	424,056.50	2,299.13	373,689.75	375,988.88
CORP	084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP	400,000.00	03/17/2022	03/15/2027	392,496.00	1,175.56	359,892.00	361,067.56
CORP	14913R2U0	CATERPILLAR FINANCIAL SERVICES CORP	200,000.00	01/13/2022	01/08/2027	198,990.00	1,067.22	175,304.00	176,371.22
CORP	17252MAP5	CINTAS NO 2 CORP	60,000.00	05/03/2022	05/01/2025	59,986.80	1,023.50	57,855.60	58,879.10
CORP	24422EVU0	JOHN DEERE CAPITAL CORP	90,000.00	09/10/2021	09/10/2024	89,941.50	79.69	83,428.20	83,507.89
CORP	24422EYV2	JOHN DEERE CAPITAL CORP	70,000.00	01/10/2022	01/10/2025	69,967.10	269.79	64,856.40	65,126.19
CORP	254687FK7	WALT DISNEY CO	270,000.00	09/06/2019	08/30/2024	268,898.40	800.63	254,753.10	255,553.73
CORP	38141EC23	GOLDMAN SACHS GROUP INC	250,000.00	07/11/2019	07/08/2024	261,645.00	3,021.18	244,412.50	247,433.68
CORP	437076CM2	HOME DEPOT INC	20,000.00	03/28/2022	04/15/2025	19,965.00	24.00	19,020.60	19,044.60
CORP	459200KS9	INTERNATIONAL BUSINESS MACHINES CORP	200,000.00	07/27/2022	07/27/2025	200,000.00	2,088.89	195,146.00	197,234.89
CORP	46647PBS4	JPMORGAN CHASE & CO	100,000.00	09/16/2020	09/16/2024	100,000.00	81.63	95,462.00	95,543.63
CORP	46647PCH7	JPMORGAN CHASE & CO	205,000.00	06/01/2021	06/01/2025	205,000.00	703.83	188,835.75	189,539.58
CORP	46647PCV6	JPMORGAN CHASE & CO	100,000.00	02/24/2022	02/24/2026	100,000.00	482.96	92,644.00	93,126.96
CORP	61747YET8	MORGAN STANLEY	200,000.00	07/20/2022	07/17/2026	200,000.00	2,625.44	193,896.00	196,521.44
CORP	63743HFC1	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	60,000.00	02/07/2022	02/07/2025	59,998.20	262.50	55,918.20	56,180.70
CORP	63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	35,000.00	05/04/2022	06/15/2025	34,990.55	593.69	33,535.60	34,129.29
CORP	693475AV7	PNC FINANCIAL SERVICES GROUP INC	250,000.00	02/15/2019	01/23/2024	251,780.00	2,381.94	245,042.50	247,424.44
CORP	69371RR40	PACCAR FINANCIAL CORP	105,000.00	08/09/2021	08/09/2024	104,943.30	119.58	96,831.00	96,950.58
CORP	771196BT8	ROCHE HOLDINGS INC	365,000.00	03/10/2022	03/10/2025	365,000.00	1,102.42	342,859.10	343,961.52
CORP	808513BN4	CHARLES SCHWAB CORP	85,000.00	03/18/2021	03/18/2024	84,957.50	76.15	80,171.15	80,247.30
CORP	857477BR3	STATE STREET CORP	60,000.00	02/07/2022	02/06/2026	60,000.00	247.35	55,386.00	55,633.35
CORP	87612EBM7	TARGET CORP	35,000.00	01/24/2022	01/15/2027	34,940.50	200.96	31,312.40	31,513.36
CORP	89236TGT6	TOYOTA MOTOR CREDIT CORP	125,000.00	05/26/2020	02/13/2025	126,221.25	487.50	116,488.75	116,976.25
CORP	89236TGT6	TOYOTA MOTOR CREDIT CORP	50,000.00	05/26/2020	02/13/2025	50,488.50	195.00	46,595.50	46,790.50
CORP	89236TGT6	TOYOTA MOTOR CREDIT CORP	25,000.00	05/26/2020	02/13/2025	25,348.00	97.50	23,297.75	23,395.25
CORP	90327QD89	USAA CAPITAL CORP	200,000.00	05/26/2022	05/01/2025	199,346.00	2,906.25	191,788.00	194,694.25
CORP	91324PEC2	UNITEDHEALTH GROUP INC	200,000.00	05/19/2021	05/15/2026	199,652.00	1,060.56	176,032.00	177,092.56
CORP			5,940,000.00			5,944,543.50	32,795.55	5,519,308.30	5,552,103.85

FHLMC (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC	3132CWMM3	FH SB0364	178,917.06	06/25/2021	06/01/2035	192,783.13	521.84	168,457.57	168,979.41
FHLMC	3133L7LB1	FH RC1222	215,356.20	10/19/2021	12/01/2034	231,507.91	628.12	203,623.59	204,251.72
FHLMC	3133L9AJ2	FH RC2709	199,069.24	10/18/2022	09/01/2037	195,461.11	746.51	193,712.29	194,458.80
FHLMC	3137BGK24	FHMS K-043 A2	175,000.00	03/25/2020	12/25/2024	183,667.97	446.54	168,330.75	168,777.29
FHLMC	3137F6S55	FHMS K-J31 A1	31,745.42	10/29/2020	05/26/2026	31,744.78	15.05	30,363.86	30,378.91
FHLMC	3137FKK39	FHMS K-P05 A	3,480.44	12/17/2018	07/25/2023	3,480.43	9.29	3,384.04	3,393.33
FHLMC	3137FQ3V3	FHMS K-J27 A1	760.37	11/26/2019	07/25/2024	760.35	1.33	755.37	756.70
FHLMC	3137H4R25	FHMS K-J36 A1	25,542.30	12/16/2021	12/25/2026	25,542.20	27.63	23,173.25	23,200.88
FHLMC	3137H8B42	FHMS K-J40 A1	139,746.59	07/14/2022	06/25/2028	139,744.92	395.95	132,672.62	133,068.57
FHLMC	3137H8H79	FHMS K-J41 A1	299,795.12	08/04/2022	01/25/2029	299,791.53	783.71	280,362.40	281,146.12
FHLMC	3137H92N8	FHMS K-J42 A1	184,833.62	09/15/2022	07/25/2029	184,826.60	601.02	177,438.43	178,039.45
FHLMC			1,454,246.38			1,489,310.93	4,176.99	1,382,274.17	1,386,451.16

FHLMC CMO (FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
FHLMC CMO	3137F7DH5	FHR 5048 B	167,129.69	11/30/2020	05/25/2033	169,244.93	139.27	148,618.41	148,757.68
FHLMC CMO			167,129.69			169,244.93	139.27	148,618.41	148,757.68

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	3140K7XA6	FN BP0672	187,477.83	05/18/2021	03/01/2035	200,894.22	468.69	172,908.93	173,377.63
FNMA	3140Q9FM0	FN CA1971	209,600.18	01/18/2022	06/01/2033	221,160.94	611.33	197,483.20	198,094.53
FNMA	3140Q9GKN6	FN CA8400	208,670.42	03/22/2021	12/01/2035	228,298.49	608.62	196,784.56	197,393.18
FNMA	3140X92C8	FN FM6170	174,244.29	06/25/2021	07/01/2035	188,837.26	580.81	167,244.90	167,825.71
FNMA	3140X9K46	FN FM5714	129,280.23	03/25/2021	11/01/2035	140,834.65	430.93	124,044.38	124,475.32
FNMA	3140XALC4	FN FM6622	244,532.51	03/29/2021	02/01/2036	257,141.22	509.44	221,111.19	221,620.63
FNMA	3140XC4K1	FN FM8925	235,568.65	11/16/2021	08/01/2034	255,444.76	785.23	228,927.97	229,713.20
FNMA	3140XJHF3	FN FS2929	296,457.70	10/18/2022	09/01/2037	287,610.29	988.19	283,692.23	284,680.42
FNMA	3140XJH87	FN FS2986	242,805.77	10/21/2022	10/01/2032	235,597.47	809.35	233,426.18	234,235.53
FNMA	---	---	1,928,637.59			2,015,819.29	5,792.62	1,825,623.54	1,831,416.15

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	61,605.01	---	10/31/2022	61,605.01	0.00	61,605.01	61,605.01
MMFUND			61,605.01			61,605.01	0.00	61,605.01	61,605.01

MUNI (MUNICIPAL BOND/NOTE)

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
MUNI	13017HAK2	CALIFORNIA EARTHQUAKE AUTH REV	55,000.00	11/24/2020	07/01/2023	55,000.00	270.78	53,581.55	53,852.33
MUNI	13077DQD7	CALIFORNIA ST UNIV REV	75,000.00	07/29/2021	11/01/2025	75,000.00	323.25	66,363.00	66,686.25
MUNI	157411TK5	CHAFFEY CALIF JT UN HIGH SCH DIST	60,000.00	12/05/2019	08/01/2024	60,000.00	315.15	57,240.60	57,555.75
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	55,000.00	09/16/2020	07/01/2025	55,388.85	230.63	49,496.15	49,726.78
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	75,000.00	09/16/2020	07/01/2025	75,497.25	314.50	67,494.75	67,809.25
MUNI	341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	130,000.00	09/16/2020	07/01/2025	130,000.00	545.13	116,990.90	117,536.03
MUNI	54438CYK2	LOS ANGELES CALIF CMNTY COLLEGE DIST	115,000.00	11/10/2020	08/01/2025	115,000.00	222.24	102,928.45	103,150.69
MUNI	60412AVJ9	MINNESOTA ST	85,000.00	08/25/2020	08/01/2025	85,000.00	133.88	76,416.70	76,550.58
MUNI	646140DP5	NEW JERSEY ST TPK AUTH TPK REV	55,000.00	02/04/2021	01/01/2026	55,000.00	191.95	48,489.10	48,681.05
MUNI	650036DT0	NEW YORK ST URBAN DEV CORP REV	275,000.00	12/23/2020	03/15/2025	275,000.00	305.71	250,959.50	251,265.21
MUNI	798306WN2	SAN JUAN CALIF UNI SCH DIST	125,000.00	10/29/2020	08/01/2024	125,000.00	219.38	116,557.50	116,776.88
MUNI			1,105,000.00			1,105,886.10	3,072.60	1,006,518.20	1,009,590.80

SUPRANATIONAL

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
SUPRANATIONAL	459058KJ1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	275,000.00	07/19/2022	06/15/2027	274,857.00	2,434.90	260,845.75	263,280.65
SUPRANATIONAL			275,000.00			274,857.00	2,434.90	260,845.75	263,280.65

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	912828N30	UNITED STATES TREASURY	220,000.00	01/10/2019	12/31/2022	216,828.91	1,575.27	219,320.20	220,895.47
US GOV	912828N30	UNITED STATES TREASURY	850,000.00	01/31/2019	12/31/2022	836,519.53	6,086.28	847,373.50	853,459.78
US GOV	912828R69	UNITED STATES TREASURY	200,000.00	04/05/2019	05/31/2023	194,554.69	1,367.49	196,656.00	198,023.49
US GOV	912828R69	UNITED STATES TREASURY	550,000.00	05/03/2019	05/31/2023	536,765.62	3,760.59	540,804.00	544,564.59
US GOV	912828T91	UNITED STATES TREASURY	850,000.00	07/08/2019	10/31/2023	842,628.91	38.16	824,967.50	825,005.66
US GOV	912828T91	UNITED STATES TREASURY	625,000.00	10/04/2019	10/31/2023	628,588.87	28.06	606,593.75	606,621.81
US GOV	912828U24	UNITED STATES TREASURY	150,000.00	10/11/2022	11/15/2026	138,246.09	1,385.87	136,992.00	138,377.87
US GOV	912828XX3	UNITED STATES TREASURY	1,050,000.00	11/06/2019	06/30/2024	1,071,246.10	7,076.09	1,006,152.00	1,013,228.09
US GOV	912828XX3	UNITED STATES TREASURY	425,000.00	12/05/2019	06/30/2024	431,375.00	2,864.13	407,252.00	410,116.13
US GOV	912828XX3	UNITED STATES TREASURY	125,000.00	01/07/2020	06/30/2024	126,840.82	842.39	119,780.00	120,622.39
US GOV	912828XX3	UNITED STATES TREASURY	175,000.00	02/07/2020	06/30/2024	179,750.98	1,179.35	167,692.00	168,871.35
US GOV	912828XX3	UNITED STATES TREASURY	450,000.00	03/06/2020	06/30/2024	471,919.92	3,032.61	431,208.00	434,240.61
US GOV	912828YY0	UNITED STATES TREASURY	250,000.00	08/07/2020	12/31/2024	267,207.03	1,474.18	236,220.00	237,694.18
US GOV	91282CBC4	UNITED STATES TREASURY	150,000.00	10/06/2021	12/31/2025	147,304.69	189.54	132,316.50	132,506.04
US GOV	91282CBC4	UNITED STATES TREASURY	525,000.00	11/04/2021	12/31/2025	510,665.04	663.38	463,107.75	463,771.13
US GOV	91282CBV2	UNITED STATES TREASURY	600,000.00	12/06/2021	04/15/2024	594,750.00	105.08	564,072.00	564,177.08
US GOV	91282CBW0	UNITED STATES TREASURY	350,000.00	01/06/2022	04/30/2026	341,468.75	7.25	308,808.50	308,815.75
US GOV	91282CCP4	UNITED STATES TREASURY	450,000.00	07/08/2022	07/31/2026	411,943.36	710.77	392,044.50	392,755.27
US GOV	91282CCP4	UNITED STATES TREASURY	150,000.00	08/15/2022	07/31/2026	136,593.75	236.92	130,681.50	130,918.42
US GOV			8,145,000.00			8,085,198.05	32,623.40	7,732,041.70	7,764,665.10

YANKEE

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
YANKEE	63254ABD9	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH	250,000.00	06/09/2022	06/09/2025	250,000.00	3,451.39	240,220.00	243,671.39
YANKEE			250,000.00			250,000.00	3,451.39	240,220.00	243,671.39

SUMMARY

Security Type	Identifier	Description	PAR	Settle Date	Maturity Date	Original Cost	Accrued Interest	Market Value	Base Market Value + Accrued
---	---	---	28,010,346.57			28,068,038.88	92,726.52	26,387,262.25	26,479,988.77

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

CLEARWATER

ANALYTICS

Report: Trade Activity
 Account: SAM Transit District Agg (136232)
 Date: 10/01/2022 - 10/31/2022
 Base Currency: USD

* Does not Lock Down

Identifier	Description	Base Current Units	Coupon Rate	Transaction Type	Trade Date	Settle Date	Final Maturity	Base Principal	Base Accrued Interest	Base Amount
14316NAC3	CARMX 2021-1 A3	(12,852.79)	0.340	Principal Paydown	10/15/2022	10/15/2022	12/15/2025	(12,852.79)	0.00	12,852.79
14316NAC3	CARMX 2021-1 A3	(2,268.14)	0.340	Principal Paydown	10/15/2022	10/15/2022	12/15/2025	(2,268.14)	0.00	2,268.14
36260KAC8	GMCAR 2020-4 A3	(20,250.60)	0.380	Principal Paydown	10/16/2022	10/16/2022	08/18/2025	(20,250.60)	0.00	20,250.60
44891RAC4	HART 2020-C A3	(70,499.62)	0.380	Principal Paydown	10/15/2022	10/15/2022	05/15/2025	(70,499.61)	0.00	70,499.61
36260KAC8	GMCAR 2020-4 A3	(4,303.25)	0.380	Principal Paydown	10/16/2022	10/16/2022	08/18/2025	(4,303.25)	0.00	4,303.25
44891RAC4	HART 2020-C A3	(15,509.92)	0.380	Principal Paydown	10/15/2022	10/15/2022	05/15/2025	(15,509.91)	0.00	15,509.91
89237VAB5	TAOT 2020-C A3	(46,324.66)	0.440	Principal Paydown	10/15/2022	10/15/2022	10/15/2024	(46,324.66)	0.00	46,324.66
89237VAB5	TAOT 2020-C A3	(4,928.16)	0.440	Principal Paydown	10/15/2022	10/15/2022	10/15/2024	(4,928.16)	0.00	4,928.16
362590AC5	GMCAR 2020-3 A3	(33,118.87)	0.450	Principal Paydown	10/16/2022	10/16/2022	04/16/2025	(33,118.87)	0.00	33,118.87
92290BAA9	VZOT 2020-B A	(121,830.70)	0.470	Principal Paydown	10/20/2022	10/20/2022	02/20/2025	(121,830.70)	0.00	121,830.70
92290BAA9	VZOT 2020-B A	(17,742.33)	0.470	Principal Paydown	10/20/2022	10/20/2022	02/20/2025	(17,742.33)	0.00	17,742.33
09661RAD3	BMWOT 2020-A A3	(14,249.78)	0.480	Principal Paydown	10/25/2022	10/25/2022	10/25/2024	(14,249.77)	0.00	14,249.77
09661RAD3	BMWOT 2020-A A3	(4,071.36)	0.480	Principal Paydown	10/25/2022	10/25/2022	10/25/2024	(4,071.36)	0.00	4,071.36
14316HAC6	CARMX 2020-4 A3	(21,833.52)	0.500	Principal Paydown	10/15/2022	10/15/2022	08/15/2025	(21,833.52)	0.00	21,833.52
14316HAC6	CARMX 2020-4 A3	(5,137.30)	0.500	Principal Paydown	10/15/2022	10/15/2022	08/15/2025	(5,137.30)	0.00	5,137.30
47787NAC3	JDOT 2020-B A3	(7,557.84)	0.510	Principal Paydown	10/15/2022	10/15/2022	11/15/2024	(7,557.84)	0.00	7,557.84
47787NAC3	JDOT 2020-B A3	(1,813.88)	0.510	Principal Paydown	10/15/2022	10/15/2022	11/15/2024	(1,813.88)	0.00	1,813.88
65479CAD0	NAROT 2020-B A3	(18,056.91)	0.550	Principal Paydown	10/15/2022	10/15/2022	07/15/2024	(18,056.91)	0.00	18,056.91
65479CAD0	NAROT 2020-B A3	(4,965.65)	0.550	Principal Paydown	10/15/2022	10/15/2022	07/15/2024	(4,965.65)	0.00	4,965.65
3137F62S5	FHMS K-J31 A1	(1,697.14)	0.569	Principal Paydown	10/01/2022	10/01/2022	05/26/2026	(1,697.14)	0.00	1,697.14
3137F62S5	FHMS K-J31 A1	(400.27)	0.569	Principal Paydown	10/01/2022	10/01/2022	05/26/2026	(400.27)	0.00	400.27
14315FAD9	CARMX 2020-3 A3	(20,849.62)	0.620	Principal Paydown	10/15/2022	10/15/2022	03/17/2025	(20,849.63)	0.00	20,849.63
14315FAD9	CARMX 2020-3 A3	(6,023.22)	0.620	Principal Paydown	10/15/2022	10/15/2022	03/17/2025	(6,023.23)	0.00	6,023.23
3137F7DH5	FHR 5048 B	(16,655.90)	1.000	Principal Paydown	10/01/2022	10/01/2022	05/25/2033	(16,655.90)	0.00	16,655.90
3133Q5GZ3	FHS 370 A3	(32,615.88)	1.000	Principal Paydown	10/01/2022	10/01/2022	09/25/2033	(32,615.88)	0.00	32,615.88
3137F7DH5	FHR 5048 B	(3,523.36)	1.000	Principal Paydown	10/01/2022	10/01/2022	05/25/2033	(3,523.36)	0.00	3,523.36
3137H4RZ5	FHMS K-J36 A1	(46,715.27)	1.298	Principal Paydown	10/01/2022	10/01/2022	12/25/2026	(46,715.27)	0.00	46,715.27
3137H4RZ5	FHMS K-J36 A1	(7,431.97)	1.298	Principal Paydown	10/01/2022	10/01/2022	12/25/2026	(7,431.97)	0.00	7,431.97
912828T91	UNITED STATES TREASURY	(1,850,000.00)	1.625	Sell	10/27/2022	10/31/2022	10/31/2023	(1,798,257.81)	(42,656.25)	1,840,914.06
92348TAA2	VZOT 2020-A A1A	(30,440.28)	1.850	Principal Paydown	10/20/2022	10/20/2022	07/22/2024	(30,440.28)	0.00	30,440.28
92348TAA2	VZOT 2020-A A1A	(8,010.60)	1.850	Principal Paydown	10/20/2022	10/20/2022	07/22/2024	(8,010.60)	0.00	8,010.60
912828U24	UNITED STATES TREASURY	500,000.00	2.000	Buy	10/05/2022	10/11/2022	11/15/2026	460,820.31	4,048.91	(464,869.22)
912828U24	UNITED STATES TREASURY	150,000.00	2.000	Buy	10/05/2022	10/11/2022	11/15/2026	138,246.09	1,214.67	(139,460.76)
3137FQ3V3	FHMS K-J27 A1	(246.73)	2.092	Principal Paydown	10/01/2022	10/01/2022	07/25/2024	(246.73)	0.00	246.73
3137FQ3V3	FHMS K-J27 A1	(64.09)	2.092	Principal Paydown	10/01/2022	10/01/2022	07/25/2024	(64.09)	0.00	64.09
912828N30	UNITED STATES TREASURY	(725,000.00)	2.125	Sell	10/18/2022	10/21/2022	12/31/2022	(722,819.34)	(4,730.72)	727,550.06
912828N30	UNITED STATES TREASURY	(150,000.00)	2.125	Sell	10/27/2022	10/31/2022	12/31/2022	(149,501.95)	(1,065.39)	150,567.34
3140XALC4	FN FM6622	(21,138.88)	2.500	Principal Paydown	10/01/2022	10/01/2022	02/01/2036	(21,138.88)	0.00	21,138.88

Identifier	Description	Base Current Units	Coupon Rate	Transaction Type	Trade Date	Settle Date	Final Maturity	Base Principal	Base Accrued Interest	Base Amount
3140XALC4	FN FM6622	(3,963.54)	2.500	Principal Paydown	10/01/2022	10/01/2022	02/01/2036	(3,963.54)	0.00	3,963.54
31846V534	FIRST AMER:US TRS MM Y	13,787.44	2.840	Buy	10/04/2022	10/04/2022	10/31/2022	13,787.44	0.00	(13,787.44)
31846V534	FIRST AMER:US TRS MM Y	839,938.04	2.840	Buy	---	---	10/31/2022	839,938.04	0.00	(839,938.04)
31846V534	FIRST AMER:US TRS MM Y	(4,913,538.42)	2.840	Sell	---	---	10/31/2022	(4,913,538.42)	0.00	4,913,538.42
31846V534	FIRST AMER:US TRS MM Y	133,208.49	2.840	Buy	---	---	10/31/2022	133,208.49	0.00	(133,208.49)
31846V534	FIRST AMER:US TRS MM Y	(1,090,762.26)	2.840	Sell	---	---	10/31/2022	(1,090,762.26)	0.00	1,090,762.26
3140K7XA6	FN BP0672	(23,628.61)	3.000	Principal Paydown	10/01/2022	10/01/2022	03/01/2035	(23,628.61)	0.00	23,628.61
3140K7XA6	FN BP0672	(4,169.75)	3.000	Principal Paydown	10/01/2022	10/01/2022	03/01/2035	(4,169.75)	0.00	4,169.75
3137H8H79	FHMS K-J41 A1	(663.55)	3.137	Principal Paydown	10/01/2022	10/01/2022	01/25/2029	(663.55)	0.00	663.55
3137H8H79	FHMS K-J41 A1	(110.59)	3.137	Principal Paydown	10/01/2022	10/01/2022	01/25/2029	(110.59)	0.00	110.59
902656404	UBS SL ESG PRIME INS	21,291.14	3.140	Buy	10/03/2022	10/03/2022	10/31/2022	21,295.40	0.00	(21,295.40)
608919775	FEDERATED HRMS IS MM IS	20,909.44	3.170	Buy	10/03/2022	10/03/2022	10/31/2022	20,896.89	0.00	(20,896.89)
902656602	UBS SL ESG PRIME PFD	32,420.96	3.180	Buy	10/03/2022	10/03/2022	10/31/2022	32,427.44	0.00	(32,427.44)
3137FKK39	FHMS K-P05 A	(35.71)	3.203	Principal Paydown	10/01/2022	10/01/2022	07/25/2023	(35.71)	0.00	35.71
3137FKK39	FHMS K-P05 A	(10.15)	3.203	Principal Paydown	10/01/2022	10/01/2022	07/25/2023	(10.15)	0.00	10.15
3137H8B42	FHMS K-J40 A1	(555.22)	3.400	Principal Paydown	10/01/2022	10/01/2022	06/25/2028	(555.22)	0.00	555.22
3137H8B42	FHMS K-J40 A1	(92.54)	3.400	Principal Paydown	10/01/2022	10/01/2022	06/25/2028	(92.54)	0.00	92.54
3132CWMM3	FH SB0364	(10,569.31)	3.500	Principal Paydown	10/01/2022	10/01/2022	06/01/2035	(10,569.31)	0.00	10,569.31
3140QGKN6	FN CA8400	(47,290.07)	3.500	Principal Paydown	10/01/2022	10/01/2022	12/01/2035	(47,290.07)	0.00	47,290.07
3133L7LB1	FH RC1222	(25,166.15)	3.500	Principal Paydown	10/01/2022	10/01/2022	12/01/2034	(25,166.15)	0.00	25,166.15
3140Q9FM0	FN CA1971	(26,403.16)	3.500	Principal Paydown	10/01/2022	10/01/2022	06/01/2033	(26,403.16)	0.00	26,403.16
3132CWMM3	FH SB0364	(1,961.82)	3.500	Principal Paydown	10/01/2022	10/01/2022	06/01/2035	(1,961.82)	0.00	1,961.82
3140QGKN6	FN CA8400	(9,256.08)	3.500	Principal Paydown	10/01/2022	10/01/2022	12/01/2035	(9,256.08)	0.00	9,256.08
3133L7LB1	FH RC1222	(4,529.91)	3.500	Principal Paydown	10/01/2022	10/01/2022	12/01/2034	(4,529.91)	0.00	4,529.91
3140Q9FM0	FN CA1971	(3,960.47)	3.500	Principal Paydown	10/01/2022	10/01/2022	06/01/2033	(3,960.47)	0.00	3,960.47
3137H92N8	FHMS K-J42 A1	(993.77)	3.902	Principal Paydown	10/01/2022	10/01/2022	07/25/2029	(993.77)	0.00	993.77
3137H92N8	FHMS K-J42 A1	(166.38)	3.902	Principal Paydown	10/01/2022	10/01/2022	07/25/2029	(166.38)	0.00	166.38
3140X9K46	FN FM5714	(8,654.88)	4.000	Principal Paydown	10/01/2022	10/01/2022	11/01/2035	(8,654.88)	0.00	8,654.88
3140X92C8	FN FM6170	(10,058.10)	4.000	Principal Paydown	10/01/2022	10/01/2022	07/01/2035	(10,058.10)	0.00	10,058.10
3140XC4K1	FN FM8925	(16,706.34)	4.000	Principal Paydown	10/01/2022	10/01/2022	08/01/2034	(16,706.34)	0.00	16,706.34
3140XHQQ3	FN FS2262	(24,012.95)	4.000	Principal Paydown	10/01/2022	10/01/2022	06/01/2037	(24,012.95)	0.00	24,012.95
3140XJHF3	FN FS2929	1,778,746.19	4.000	Buy	10/05/2022	10/18/2022	09/01/2037	1,725,661.74	3,359.85	(1,729,021.59)
3140XJH87	FN FS2986	1,714,918.67	4.000	Buy	10/18/2022	10/21/2022	10/01/2032	1,664,007.02	3,810.93	(1,667,817.95)
3140X9K46	FN FM5714	(1,545.52)	4.000	Principal Paydown	10/01/2022	10/01/2022	11/01/2035	(1,545.52)	0.00	1,545.52
3140X92C8	FN FM6170	(1,885.89)	4.000	Principal Paydown	10/01/2022	10/01/2022	07/01/2035	(1,885.89)	0.00	1,885.89
3140XC4K1	FN FM8925	(3,132.44)	4.000	Principal Paydown	10/01/2022	10/01/2022	08/01/2034	(3,132.44)	0.00	3,132.44
3140XJHF3	FN FS2929	296,457.70	4.000	Buy	10/05/2022	10/18/2022	09/01/2037	287,610.29	559.98	(288,170.27)
3140XJH87	FN FS2986	242,805.77	4.000	Buy	10/18/2022	10/21/2022	10/01/2032	235,597.47	539.57	(236,137.04)
3133L9AJ2	FH RC2709	1,227,714.76	4.500	Buy	10/12/2022	10/18/2022	09/01/2037	1,205,462.43	2,608.89	(1,208,071.32)
3133L9AJ2	FH RC2709	199,069.24	4.500	Buy	10/12/2022	10/18/2022	09/01/2037	195,461.11	423.02	(195,884.13)
89115B6K1	Toronto-Dominion Bank - New York Branch	2,500,000.00	5.600	Buy	10/27/2022	10/31/2022	10/27/2025	2,500,000.00	0.00	(2,500,000.00)
89115B6K1	Toronto-Dominion Bank - New York Branch	400,000.00	5.600	Buy	10/27/2022	10/31/2022	10/27/2025	400,000.00	0.00	(400,000.00)
---	---	489,315.77	3.378	---	---	---	05/07/2027	346,889.00	(31,886.54)	(315,002.46)

* 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.

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR OCTOBER 2022

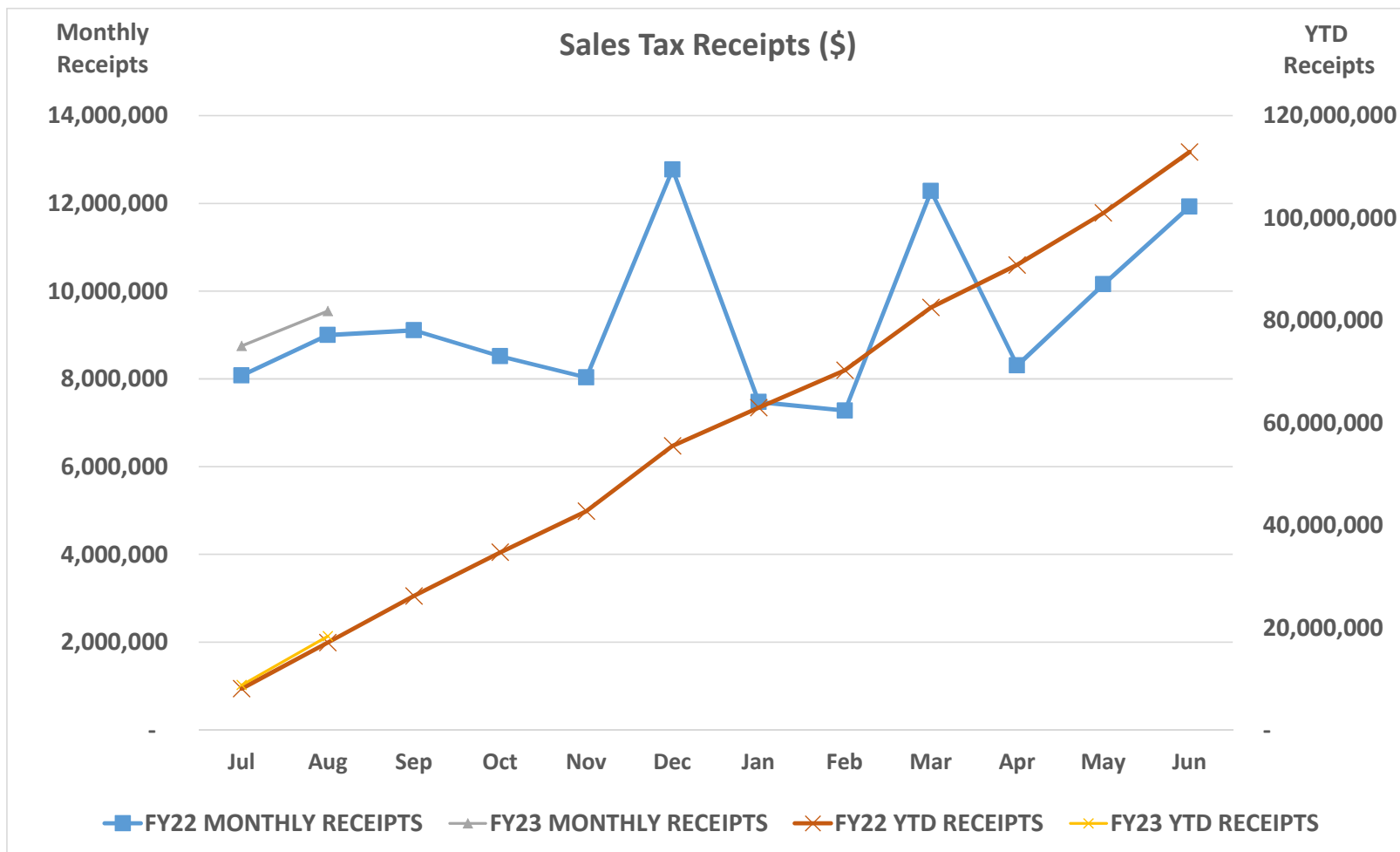
BUDGET AMENDMENTS

Amount	Line Item	Description
		Oct-22
		No Budget Amendments for October 2022
<u>\$ -</u>	Total	<u>\$ -</u> Total

BUDGET REVISIONS

Amount	Line Item	Description
		Oct-22
		No Budget Revisions for October 2022
<u>\$ -</u>	Total	<u>\$ -</u> Total

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2023
Measure A Sales Tax
October 2022**



* Sales tax receipts are received and reconciled two months in arrears
with a quarterly true up by the State of California also two months in arrears

SAN MATEO COUNTY TRANSIT DISTRICT
Monthly Sales Tax Receipts
FY2023
October 2022

	FY22 MONTHLY RECEIPTS*	FY23 MONTHLY RECEIPTS*	MONTHLY % Change	FY22 YTD RECEIPTS	FY23 YTD RECEIPTS	YTD % Change
Jul	8,073,453	8,751,087	8.4%	8,073,453	8,751,087	8.4%
Aug	8,998,280	9,545,280	6.1%	17,071,733	18,296,367	7.2%
Sep	9,104,933		(100.0%)	26,176,665		(100.0%)
Oct	8,516,856		(100.0%)	34,693,522		(100.0%)
Nov	8,032,736		(100.0%)	42,726,257		(100.0%)
Dec	12,772,114		(100.0%)	55,498,371		(100.0%)
Jan	7,468,855		(100.0%)	62,967,226		(100.0%)
Feb	7,276,489		(100.0%)	70,243,715		(100.0%)
Mar	12,281,405		(100.0%)	82,525,120		(100.0%)
Apr	8,307,361		(100.0%)	90,832,481		(100.0%)
May	10,152,361		(100.0%)	100,984,842		(100.0%)
Jun	11,921,111		(100.0%)	112,905,953		(100.0%)
Total	<u>112,905,953</u>	<u>18,296,367</u>				

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Mille Tolleson, Acting Director of Planning
Subject: **Authorize Approval of San Mateo County Transit District Short Range Transit Plan Fiscal Years 2023-2028**

Action

Staff recommends that the Board of Directors (Board) approve the attached San Mateo County Transit District (District) Short Range Transit Plan (SRTP) Fiscal Years (FY) 2023-2028.

Significance

In compliance with requirements set forth by the Metropolitan Transportation Commission (MTC), the District has updated its five-year SRTP for FY 2023-2028. Major components of the SRTP include the following:

- General system overview of the fixed-route and paratransit services;
- Pre-pandemic state of service (FY 2019);
- Current state of service (FY 2023); and
- Potential operating service plans for FY 2024–2028 under four different financial scenarios.

In response to the COVID-19 pandemic, MTC has narrowed the scope of the SRTP to focus on specific sets of questions aimed at understanding how the pandemic has affected each agency's ability to deliver transportation services. MTC provided operating expense forecasts for each transit operator under three different scenarios for FY 2024-2028 to guide the development of corresponding service plans. An additional fourth scenario was developed by the District to illustrate the balance of operating expenses with several major capital project commitments, such as the transition to zero emission buses and the necessary associated infrastructure.

Scenarios 1-3 listed below were prescribed with operating figures provided by MTC. Scenario 4 is an additional scenario developed by the District.

1. **Robust Recovery:** In this scenario, there is adequate funding to return overall revenue to 100 percent of pre-pandemic levels, with escalation.
2. **Revenue Recovery, with Fewer Riders:** Farebox revenue remains stagnant for the next five years, although other funds return to pre-pandemic levels.
3. **Some Progress:** Total revenue available to the agency, both from farebox revenues and other sources, is 15 percent below pre-pandemic levels for the next five years.

4. **SamTrans-Generated Projections:** Using FY 2023 as the baseline year, this scenario considers both the District's operating expenses and several major capital project commitments.

The SRTP does not show the District's detailed costs and revenues for each scenario, as was done in previous SRTPs; instead, it only shows the operating budget prescribed by MTC for each scenario (modified to be inclusive of additional funding received through the Measure W sales tax measure, effective FY 2020) and describes the services the District could reasonably expect to provide within that constrained budget each year. However, in each of the planning scenarios, the SRTP notes that availability of a sufficient bus operator workforce continues to be the driving factor in the District's ability to return to pre-pandemic service levels and offer service enhancements.

At the November 2, 2022 Board meeting, staff presented a draft version of the SRTP for the Board's input and comments. The comment received will be addressed in the upcoming Capital Improvement Program or workshops with the Board.

The final version of the SamTrans SRTP may be downloaded for review under Presentations and Materials here: www.samtrans.com/2022SRTP.

Budget Impact

MTC has allocated \$40,000 to the District to develop the SRTP, with a local match requirement of 11.47 percent. The local match is funded through the District's FY 2023 operating budget.

Background

MTC requires that each transit operator that receives federal funding through the regional Transportation Improvement Program prepare, adopt, and submit to MTC an SRTP on a recurring basis. The previous SRTP update was completed in 2019 and covered a planning horizon from FY 2019 through FY2028.

Prepared By:	Justin Horng	Planner	650-551-6174
	Millie Tolleson	Acting Director of Planning	650-622-7815

Resolution No. 2022 –

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Approving the San Mateo County Transit District
Fiscal Years 2023–2028 Short Range Transit Plan**

Whereas, the Metropolitan Transportation Commission (MTC) requires Bay Area transit agencies to prepare and submit a Short Range Transit Plan (SRTP) at least every two years; and

Whereas, the MTC requires that the SRTP abide by updated guidelines set forth in the MTC Resolution No. 4512; and

Whereas, the updated guidelines for the current SRTP cycle, including Fiscal Years (FY) 2023-2028, do not require transit operators to report on the agency’s capital budgets, capital improvement program, or other strategic initiatives; and

Whereas, the San Mateo County Transit District (District) prepared an SRTP consistent with these guidelines for FY 2023-2028;

Whereas, key components of the SRTP, prescribed by MTC, include the pre-pandemic state of service (FY 2019), current state of service (FY 2023), and three future scenario planning concepts (FY 2024-2028); and

Whereas, the District included an additional fourth future scenario planning concept (FY 2024-2028) to depict a scenario that is reflective of the District’s projected total revenues and expenses, including major capital project expenses; and

Whereas, the goals, objectives, and standards in an SRTP serve as a basis for the assessment of an agency’s performance in the MTC’s Triennial Performance Audits; and

Whereas, the attached SRTP fulfills Federal Transit Administration and MTC regulatory requirements to implement and inform the Regional Transportation Plan and the Transportation Improvement Program to qualify for federal and State funding.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District adopts the District's Fiscal Years 2023–2028 Short Range Transit Plan, attached hereto and incorporated herein by this reference.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Board of Directors

Through: April Chan, General Manager/CEO

From: Liria Larano, Deputy Chief of Bus Fleet and Facilities

Subject: **Adoption of Negative Declaration for SamTrans Zero Emission Bus Implementation Project**

Action

Staff recommends that the San Mateo County Transit District (District) Board of Directors (Board) adopt a Negative Declaration for the SamTrans Zero Emission Bus Implementation Project (Project).

Significance

The purpose of the Project is to re-purpose the existing SamTrans bus maintenance-operation facilities at North Base and South Base from diesel fuel to zero emission buses (ZEBs), including battery electric buses (BEBs) and hydrogen fuel cell electric buses (FCEBs). The proposed action would conclude environmental review of the Project under the California Environmental Quality Act (CEQA), thereby permitting the District to proceed with design and construction activities for the Project.

Budget Impact

There is no impact on the budget.

Background

Since early 2016, the District and other transit agencies across California have begun collaborative efforts with the California Air Resources Board (CARB) to reduce emissions and pollutants from conventional bus fleets by purchasing electric buses. In late 2018, CARB mandated that California transit bus fleets must be zero emission by 2040, requiring that all bus purchases in 2029 and after be BEBs or FCEBs.

The SamTrans Innovative Clean Transit (ICT) Rollout Plan, approved by the Board in December 2020, outlined a plan to guide the District's transition from diesel- and gasoline-powered vehicles to zero emission by 2038, without early retirement of diesel vehicles. It articulated phased infrastructure upgrades to incrementally expand associated infrastructure as new zero emissions vehicles are inserted in the fleet. Planned improvements included repaving and restriping of bus parking areas, installation of managed bus charging infrastructure, and an electrical service upgrade for each base to support BEBs.

Since the adoption of the ICT Rollout Plan, the District has identified an even earlier target date of 2034 for a full transition to ZEBs. In late 2021, the Board decided to reexamine the possibility

of incorporating FCEBs into the ZEB portfolio for two reasons: FCEBs can cover a longer distance than BEBs to match the existing service provided by diesel buses on some routes; and FCEBs can provide additional operating flexibility during blackouts when BEBs are not as resilient.

Therefore, the District completed a Zero Emission Transition Plan in May 2022 that prioritizes BEBs as the default technology, while maintaining flexibility to implement FCEBs. The proposed Project supports the Zero Emission Transition Plan's recommended fleet transition strategy and associated facility evaluations and improvements.

To comply with CEQA, the District prepared a Draft Initial Study and Negative Declaration (IS/ND), which was circulated for review and comment by the public from September 15, 2022 to October 6, 2022. The District advertised the Notice of Availability and Notice of Intent to Adopt a Negative Declaration in the *San Mateo Daily Journal* in English, Spanish, Chinese, and Tagalog. No comments on the Draft IS/ND were received during the public comment period. District staff has prepared the Final ND environmental document for Board approval. The Final ND is available on the project website: www.samtrans.com/zeb.

Prepared By: Hilda Lafebre Deputy Director, Program Management and 650-622-7842
Environmental Compliance

Resolution No. 2022 –

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Adopting a Negative Declaration for the SamTrans Zero Emissions Bus
Implementation Project**

Whereas, the San Mateo County Transit District (District) operates SamTrans fixed-route bus services within San Mateo County, with limited service to San Francisco and Palo Alto in Santa Clara County; and

Whereas, since 2016, the District and other transit agencies across California began collaborative efforts with the California Air Resources Board (CARB) to reduce emissions and pollutants from the conventional bus fleet by purchasing zero emission electric buses; and

Whereas, in December 2020, the District approved the SamTrans Innovative Clean Transit (ICT) Rollout Plan, which outlined the District’s transition from diesel-and gasoline-powered vehicles to zero emission by 2038; and

Whereas, since the adoption of the ICT Rollout Plan, the District has identified a target date of 2034 for full transition to zero emission buses (ZEBs); and

Whereas, in late 2021, the District reexamined the possibility of incorporating hydrogen fuel cell electric buses (FCEBs) in addition to battery electric buses (BEBs) into its fleet; and

Whereas, the District completed a Zero Emission Transition Plan in May 2022 that prioritized BEBs as the default technology while maintaining flexibility to implement FCEBs; and

Whereas, the District developed the SamTrans Zero Emission Bus Implementation Project (the proposed Project) with the purpose of re-purposing the existing bus maintenance-operations facilities at North Base and South Base, entirely within the boundaries of the existing bases, to support ZEB rather than diesel-fueled buses; and

Whereas, the Project will also include new electrical equipment, overhead canopies for power connections, on-ground chargers for power connections during repair, and maintenance bay upgrades for BEBs, as well as allow for deployment of FCEBs through additions of cryogenic fuel storage tanks, portable fueling upgrades, electric infrastructure upgrades, and maintenance facility upgrades for FCEBs; and

Whereas, the District prepared an Initial Study (IS) of the possible environmental effects of the Project; and

Whereas, the IS concluded that the Project would not have a significant effect on the environment and therefore recommended that the District prepare a Negative Declaration (ND); and

Whereas, the District published a Notice of Availability and Notice of Intent to Adopt a Negative Declaration in the *San Mateo Daily Journal* and posted a copy of the notice and Draft IS/ND document at www.samtrans.com/zeb; and

Whereas, the 21-day public review period of the Draft IS/ND commenced on September 15, 2022 and ended on October 6, 2022; and

Whereas, the District did not receive any comments during the comment period, resulting in no changes in the conclusion of the Draft IS/ND.

Now, Therefore, Be It Resolved that the San Mateo County Transit District Board of Directors:

1. Hereby finds and declares that, based on its independent judgment following review of the Initial Study/Negative Declaration and consideration of the record of the SamTrans Zero Emission Bus Implementation Project as a whole, there is no evidence before the Board that the proposed Project will have a significant effect upon the environment; and
2. Hereby finds that the SamTrans Zero Emission Bus Implementation Project will not have a significant effect on the environment, and therefore adopts the ND; and

Be It Further Resolved the District Secretary is directed to file a Notice of Determination promptly with the County Clerk of San Mateo; and

Be It Further Resolved the record of this action shall be maintained by the Board Secretary at the District's office at 1250 San Carlos Avenue in San Carlos, CA.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Strategic Planning, Development, and Sustainability Committee
Through: April Chan, General Manager/CEO
From: Nathaniel Kramer, Chief, People and Culture Group
Subject: **Adoption of the San Mateo County Transit District's 2022 Title VI Program**

Action

Staff proposes the Committee recommend the Board adopt the San Mateo County Transit District's (District) Title VI Program as presented by staff, which demonstrates the District's compliance with Title VI of the Civil Rights Act of 1964.

Significance

Under guidelines issued in October 2012, the Federal Transit Administration (FTA) requires the governing board of Federal funding recipients to adopt a Title VI Program every three years. The District's first program under the new guidelines was submitted to the FTA on October 1, 2013. The District's most recent program update was submitted in December 2019. The District received a three-month extension for the 2022 Title VI Program, which is now due in February 2023.

The District's 2022 Title VI Program includes the following major components evidencing the District's compliance with Title VI over the past three years:

- Contents and placement of public notices regarding the public's rights under Title VI of the Civil Rights Act of 1964
- Title VI complaint form and procedures
- List of transit-related Title VI investigations, complaints, and lawsuits pending within the last three years
- Public Participation Plan (PPP) and summary of public engagement processes undertaken in past three years
- Language Assistance Plan (LAP)
- Demographic information on membership of non-elected committees, such as the Citizens Advisory Committee, and discussion of encouragement of minority involvement
- Sub-recipient monitoring plan
- Results of equity analyses for any facilities constructed over the last three years
- Service area description and demographic profile, including ridership survey results
- Adopted service standards and policies, as well as results of service monitoring under these standards and policies

- Results of equity analyses for fare and service changes made in past three years, based upon the District's Major Service Change, Disparate Impact and Disproportionate Burden policies
- Record of Board consideration and adoption of Title VI Program

Staff recommends that the Board adopt the 2022 Title VI Program (available online at <https://www.samtrans.com/rider-information/title-vi>) and authorize staff to (a) include evidence of Board approval, (b) submit it to the FTA for review and acceptance within the extension period, and (c) take any other steps necessary to obtain FTA acceptance of the program.

Budget Impact

There is no impact on the budget.

Background

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), issued in 1994, mandates that Federal agencies take steps to address disproportionately high and adverse human health or environmental effects of their programs and activities on minority and low-income populations. Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), issued in 2000, requires recipients of Federal financial assistance to provide meaningful access to persons with limited proficiency in English.

The FTA's guidelines require that agencies submit UPDATED Title VI programs 60 days before their existing Program's expiration date. Staff has contacted the FTA Region 9 Civil Rights Officer to notify the FTA that the District anticipates it will submit the 2022 Title VI Program immediately following Board approval and within the extension timeframe.

Prepared By: Wendy Lau

Manager, Office of Civil Rights

650-622-7864

Resolution No. 2022 –

Board of Directors, San Mateo County Transit District

State of California

* * *

Adopting the San Mateo County Transit District's 2022 Title VI Program

Whereas, Title VI of the Civil Rights Act of 1964, 42 USC 2000d *et seq.*, (Title VI) prohibits recipients of federal financial assistance from subjecting any person to discrimination based on race, color or national origin under any program or activity receiving federal financial assistance; and

Whereas, the San Mateo County Transit District (District) receives a variety of grants and other forms of federal financial assistance from the Federal Transit Administration (FTA); and

Whereas, the FTA issued Circular FTA C 4702.1B, effective October 1, 2012 (Circular), setting forth requirements and guidelines for Title VI compliance; and

Whereas, the Circular details required elements of a Title VI Program, which each recipient of FTA financial assistance must submit to the FTA every three years to evidence compliance with Title VI; and

Whereas, the District last submitted its Title VI Program to the FTA for approval in December 2019; and

Whereas, the District's current Title VI Program expired on November 1, 2022; and

Whereas, the District received an extension from the FTA Region IX Title VI Officer to submit the District's 2022 Title VI Program by February 2023; and

Whereas, the District's Title VI Program must include numerous elements, including but not limited to:

1. Information on numerous agency policies, procedures and activities undertaken over the last three years;
2. A public participation plan;
3. Information on public outreach undertaken by the District over the past three years;
4. A plan for engaging persons with limited English proficiency;

5. Major Service Change, Disparate Impact, and Disproportionate Burden policies, and System-wide service standards and policies, which this Board adopted pursuant to Resolution 2013-09;
6. Results of service monitoring analysis; and
7. Results of fare and service change equity analyses conducted over the past three years; and

Whereas, staff has developed a proposed Title VI Program (provided to the Board via electronic link), including the above-referenced items and evidencing the District's compliance with Title VI, for Board consideration and approval.

Now, Therefore, Be It Resolved the Board of Directors of the San Mateo County Transit District hereby adopts the District's 2022 Title VI Program; and

Be It Further Resolved the Board of Directors authorizes the General Manager/CEO, or her designee, to:

1. Include evidence of the Board's consideration and approval of the District Title VI Program in the Program, itself; and
2. Submit the final District Title VI Program to the FTA; and
3. Take any other steps necessary to give effect to this Resolution, including responding to any follow-up inquiries from the FTA.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Grace Martinez, Acting Chief Financial Officer
Subject: **Acceptance of Quarterly Fuel Hedge Update**

Action

Staff proposes the Board to review, accept, and enter into the record the report providing an update on the implementation of a fuel hedge strategy for the District.

Significance

The purpose of this report is to provide an update on the implementation and performance status of the Fuel Hedging Program (Program) established for the District.

Under this Program, the staff will continue to work with Linwood Capital, LLC in order to:

- Purchase new fuel hedge contracts for the upcoming fiscal year as market conditions allow.
- Maintain the size of the hedge in order to protect District's fuels budget against volatile price movements in the diesel fuel market.

Budget Impact

There is no impact on the budget.

Background

The Program implemented for the District is designed to minimize large budget variances resulting from the volatility of diesel fuel prices. An effective hedging strategy can increase budget certainty and facilitate a more effective utilization of budgetary resources. The purpose of the Program is not to speculate on the price of fuel but to manage risk, particularly as it relates to the District's annual budget.

- As of September 30th, the hedge program realized net gains of \$426,821.36 for the time period July 2022 through September 2022- the first quarter of FY 2023.
- Additionally, the hedge currently reflects unrealized loss of \$68,565.00 (-\$0.07/gallon on all projected gallons October 2022 through June 2023). This assumes projected consumption of 1,037,197 gallons for the remainder of FY 2023.
- Approximately 93% (85% after tax) of the anticipated fuel usage through June 2023 is hedged at an average expected price of \$3.42/gallon excluding taxes and fees (\$4.11 including taxes and fees) versus a currently planned budget estimate of \$2.93/gallon, excluding taxes and fees.

- The remaining un-hedged gallons through June 2023 have a projected cost of \$3.35/gallon before taxes and fees: and \$4.03/gallon after taxes and fees as of 9/30/2022.
- Weighted average projected cost of all gallons net of hedging as of 9/30/2022 is \$3.42/gallon without taxes and fees – \$4.10/gallon with taxes and fees through June 2023.

Prepared By:	Ashok Deshmukh	Acting Manager, Treasury	650-508-6405
	Connie Mobley-Ritter	Director, Treasury	650-508-7765

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Bruce Thompson, Manager of Fare Program Operations
Subject: **Continuation of the Safe Harbor Transit Ticket Program**

Action

Staff proposes that the Board of Directors (Board) authorize the continuation of the Safe Harbor Transit Ticket Program (Program) through December 2023.

Significance

Continuation of the Program will permit the San Mateo County Transit District (District) to provide a valuable service to Safe Harbor Shelter clients, allowing them safe, no-cost travel to jobs and resource centers throughout San Mateo County (County). Safe Harbor is located adjacent to the District's North Base Maintenance and Operations Facility along North Access Road. The current Program is scheduled to conclude at the end of December 2022.

In 2022, Safe Harbor case managers continued the new distribution procedure implemented in 2019 that includes collecting used Day Passes from the beneficiaries before reissuing new tickets. Due to COVID-19, ticket distribution through the Program has been far below the projected cost for calendar year 2022. The Board's last action on the Program was the approval of a one-year continuation, through December 2022. After reviewing the ticket distribution procedure and evaluating ticket usage by Program beneficiaries, staff is recommending to continue free Day Pass distribution through Safe Harbor for another year.

Budget Impact

There is a minimal impact on the District's budget because many of the participants do not have the means to purchase bus tickets, and would therefore likely not buy tickets if this program did not exist. The value of the complimentary bus tickets is approximately \$25,000 annually based on the number of tickets distributed during 2022.

Background

Public transportation is a vital link in helping homeless persons reach the resources they need to raise their level of self-sufficiency and transition to a stable housing situation. The District has partnered with County organizations to fill that need.

Safe Harbor Shelter clients are provided a Day Pass that allows them unlimited rides on SamTrans local buses.

Safe Harbor Shelter is a 105-bed emergency homeless shelter operated by Samaritan House. The shelter was created to help fill the gap in short-term emergency housing options available in the County. Homeless County residents aged 18 years and older are permitted to enter the shelter on a first-come, first-served basis. The shelter is operated in collaboration with the County's Human Services Agency.

Prepared By: Bruce Thompson Manager, Fare Programs Operations 650-551-6106

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Casey Fromson, Chief Communications Officer
Subject: **Motion to Make Appointments to the Measure W Citizens Oversight Committee**

Action

Staff proposes that the Board make the following appointments to the Measure W Citizens Oversight Committee (COC) for a three-year term running January 1, 2023 through December 31, 2025:

- Sandra Lang: Representing the Senior Community
- John Baker: Representing the San Mateo County Transit District's (District) Citizens Advisory Committee (CAC)
- Adrian Brandt: Representing the Caltrain CAC (San Mateo County)
- Rosanne Foust: Resident of County Supervisorial District 4

Significance

The District's voter-approved Measure W sales tax calls upon a 15-member Citizen's Oversight Committee to "ensure tax proceeds are invested in a way that is consistent with the Congestion Relief Plan." The COC currently has five positions with terms that will expire at the end of 2022:

- Representative of the Senior Community
- Representative from the District's CAC
- Representative from the Caltrain CAC (San Mateo County)
- Resident of County Supervisorial District 4
- Resident of County Supervisorial District 5

Board action today will fill four of the five vacancies. The COC adopted bylaws enabling it to conduct full business without the final seat filled. Staff will work to fill the remaining vacancy for Resident of County Supervisorial District 5 in the coming months.

Budget Impact

There is no impact on the budget.

Background

As specified in Measure W, the COC includes one member each:

- From the District's CAC
- From the San Mateo County Transportation Authority's CAC
- From the Caltrain CAC (representing San Mateo County)

- From the City/County Association of Governments of San Mateo County's Bicycle and Pedestrian Advisory Committee
- Representing private-sector employers
- Representing organized labor
- Representing an environmental or sustainability related organization
- Representing people with disabilities
- Representing youth transit riders
- Representing the senior community
- From each of the County's five Supervisorial Districts.

The Board of Directors (Board) adopted a COC appointment process pursuant to Resolution 2020-02 and appointed the first set of 15 COC members on December 2, 2020, with initial terms of one, two or three years. The five COC seats that were assigned initial two-year terms will be vacant at the end of 2022.

Application Process

A month-long application process conducted in accordance with Resolution No. 2020-02 officially opened on September 19, 2022. The recommended COC appointees were selected by staff and Executive Team members following an open, online application process facilitated via the SamTrans website. A mail-in option was available for applicants wishing to submit printed copies, and applications were available in English, Spanish and Simplified Chinese.

Applicants specified which of the five open seats they were applying for and their qualifications for the position. Applicants were encouraged to apply for any/all seats they were eligible to fill, ranking their choices if multiple seats were selected. Current COC members were eligible to re-apply for their own seats and/or other open seats.

Outreach and Promotion

On September 19, a Press Release was issued to promote the COC and recruit new applicants. Promotion efforts also included multiple posts on SamTrans social media pages (Facebook and Twitter) and direct outreach to current COC members, county staff and other stakeholders.

Four applicants – three which currently serve on the COC – applied for the five open positions. Staff will continue to work to fill the remaining vacancy in the coming months.

Prepared By: Amy C. Linehan

Government And Community
Affairs Officer

650-418-0095

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Grace Martinez, Acting Chief Financial Officer
Subject: **Award of Contract for Non-revenue Vehicle Maintenance and Repair Services**

Action

Staff recommends that the Board:

1. Award a contract to the lowest responsive and responsible bidder, United Performance Auto Service Center of South San Francisco, California (United Performance), for automotive repair and maintenance services for the District's non-revenue service-support vehicles at a total not-to-exceed cost of \$779,665 for a five-year term.
2. Authorize the General Manager/CEO or designee to execute a contract with United Performance in full conformity with the terms and conditions set forth in the bid documents, and in a form approved by legal counsel.

Significance

Approval of the above actions will provide the District with a fully-qualified automotive repair facility to support vehicle repair, servicing and maintenance needs for the District's fleet of non-revenue service-support vehicles.

Budget Impact

Funds to support the award of this contract are included in the adopted Fiscal Year 2023 District Operating Budget, and will be included in future fiscal year operating budgets.

Background

On August 25, 2022, staff issued Invitation for Bids 23-S-S-001 for the Services, advertised the solicitation via the District e-Procurement website, sent solicitation notices to firms identified as potential proposers, and held a pre-bid meeting. Standard language setting forth the District's policy regarding small business enterprises (SBEs) was included in the solicitation.

The District received two bids, including one from an SBE, as follows:

COMPANY	BID AMOUNT	5% SBE PREFERENCE ELIGIBILITY	BID AMOUNT WITH 5% SBE PREFERENCE APPLIED
INDEPENDENT COST ESTIMATE	\$941,022.00		
United Performance Auto Service Center, South San Francisco, CA	\$779,665.00	\$0	\$779,665.00
A+ Japanese Auto Repair, Inc., San Carlos, CA	\$1,565,803.40	\$78,270.17	\$1,487,513.23

United Performance submitted all required bid documents. Staff and legal counsel have determined that the bid submitted by United Performance is responsive and \$161,357, or 17%, lower than the Contract Administrator’s independent cost estimate.

Staff conducted a price analysis and determined that United Performance’s prices are fair and reasonable to perform the work as required in the solicitation documents.

Staff contacted United Performance’s references and confirmed its experience and competency. Also, as the incumbent, United Performance has satisfactorily performed under its existing one-year contract 22-S-S-027 with the District. Therefore, staff concludes United Performance is sufficiently qualified and capable of meeting the requirements of the contract, is the lowest responsive and responsible bidder, and will provide the Services at prices that staff has deemed to be fair and reasonable.

Prepared By:	Stacey Routt	Procurement Administrator I	650-508-7727
	Tim Willson	Contract Administrator	650-551-6115

Resolution No. 2022-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Awarding a Contract for Non-revenue Vehicle Maintenance and Repair
Services to United Performance Auto Service Center for a Total Not-to-exceed
Amount of \$779,665 for a Five-year Term**

Whereas, San Mateo County Transit District (District) requires automotive repair and maintenance services for the District's non-revenue service-support vehicles (Services); and

Whereas, on August 25, 2022, District staff issued Invitation for Bids (IFB) 23-S-S-001 for the Services; and

Whereas, the District received two bids in response to the IFB, including one from a certified small business enterprise (SBE) and one from the low bidder, United Performance Auto Service Center of South San Francisco, California (United Performance); and

Whereas, staff and legal counsel determined the bid from United Performance complies with the requirements of the solicitation documents; and

Whereas, staff have reviewed the bids and determined that United Performance submitted the lowest, responsive and responsible bid; and

Whereas, staff has completed a price analysis and has concluded that United Performance's prices are fair and reasonable; and

Whereas, staff recommends that the Board of Directors (Board) award a contract for the Services to United Performance for a not-to-exceed amount of \$779,665 for a five-year term.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby awards a contract to United Performance Auto Service Center to provide automotive repair and maintenance services for the District's non-revenue service-support vehicles at a total not-to-exceed cost of \$779,665 for a five-year term; and

Be It Further Resolved that the Board authorizes the General Manager/CEO or designee to execute a contract with United Performance in full conformity with the terms and conditions set forth in the solicitation documents, and in a form approved by legal counsel

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Grace Martinez, Acting Chief Financial Officer
Subject: **Award of Contract for Compensation and Classification Study Services**

Action

Staff recommends that the Board of Directors (Board) of the San Mateo County Transit District (District):

1. Award a contract to Koff & Associates of Berkeley, California (Koff & Associates) for compensation and classification study services (Services) for a total not-to-exceed amount of \$282,450 for a two-year term.
2. Authorize the General Manager/CEO or designee to execute a contract with Koff & Associates in full conformity with the terms and conditions set forth in the solicitation documents, and in a form approved by legal counsel.

Significance

The District's most recent comprehensive job evaluation and compensation analysis was completed in March 2018 by Segal Company, Inc. (Segal). In the last four years, the District has been reorganized, a number of new positions have been added, job responsibilities have changed, and the 2018 comparison to the external market is outdated. The San Francisco Bay Area's economy and employment picture also have undergone dramatic transformation. All of these reasons require the District to undergo a new study to determine the District's competitiveness relative to comparable employers.

Employees are currently classified and compensated through a classification system that was implemented in 2018. Classifications are generally rated based on requirements for experience, know-how, and education. Internal equity and external market considerations are also considered when determining the classifications.

The District's Human Resources Department's current practice is to evaluate and adjust job classification and compensation on a case-by-case basis, usually motivated by recruitment and/or retention difficulties or employees working beyond the scope of their current classifications.

Since March 2018, the District's administrative employees have received across-the-board general pay raises at the beginning of each fiscal year, in accordance with budgetary considerations. In addition, the salary ordinance was adjusted in August 2021 to be competitive with the current market.

Finally, the March 2018 study by Segal recommended reviewing the classification and compensation of District administrative positions every three to four years.

Budget Impact

This contract can be funded within the current fiscal year operating budget as a result of savings from staff vacancies. The remaining unspent funds from Fiscal Year (FY) 2023 will be included in the FY 2024 operating budget and will be used to defray future costs of the Services.

Background

The District issued Request for Proposals (RFP) 23-S-P-014 for the Services on August 30, 2022. The solicitation was published on the District’s e-procurement website. As part of the outreach effort, staff directly contacted four additional firms who provide the required Services. The District, in spite of the additional outreach, received only one proposal. Koff & Associates submitted the sole proposal. Staff polled firms that did not submit proposals and received various reasons for the “no bid” status, including inability to meet the project deadline and RFP due date, and one firm stated it did not provide the Services requested.

A Selection Committee (Committee) comprised of qualified staff representing the District reviewed and scored Koff & Associates’ proposal in accordance with the following weighted criteria:

Evaluation Criteria	Maximum Points
Company Qualifications, Experience & References	15
Qualifications And Experience of Key Personnel	15
Project Understanding and Management Plan	40
Reasonableness of Cost	30
Small Business Enterprise (SBE) Preference	5

The Committee moved forward with interviewing Koff & Associates to gain additional insight into its capabilities and proposal, and determined it is well-suited to meet the needs of the District. Additionally, Koff & Associates has a satisfactory, proven track record with the District, the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority (TA) including when Koff & Associates:

- Provided classification and compensation study services for the JPB in FY 2022; and
- Provided on-call executive recruitment services under contracts awarded to a bench of firms by the District, JPB, and TA Boards in FY 2022.

Staff determined Koff & Associates’ prices are fair and reasonable, and further determined that given its past satisfactory performance for the District and similar agencies, the firm also is well positioned to provide the Services.

Prepared By:	Linda Tamtum	Procurement Administrator II	650-508-7933
	Juliet Nogales-Deguzman	Director, Human Resources	650-508-6236

Resolution No. 2022-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Awarding a Contract to Koff & Associates for Compensation and
Classification Study Services for a Total Not-to-exceed Amount of \$282,450 for
a Two-year Term**

Whereas, San Mateo County Transit District (District) reviews the classification and compensation of District administrative positions every three to four years; and

Whereas, District staff issued Request for Proposals (RFP) 23-S-P-014 for compensation and classification study services (Services) on August 30, 2022; and

Whereas, in response to the RFP, the District received one proposal from Koff & Associates of Berkeley, California (Koff & Associates); and

Whereas, staff and legal counsel have reviewed Koff & Associates' proposal and have determined it complies with the requirements of the solicitation documents, and that Koff & Associates is well qualified to perform the Services; and

Whereas, staff has completed a price analysis and has concluded that Koff & Associates' prices are fair and reasonable; and

Whereas, staff recommends that the District Board of Directors award a contract for the Services to Koff & Associates for a negotiated, total not-to-exceed amount of \$282,450 for a two-year term.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby awards a contract to Koff & Associates to provide compensation and

classification study services for a total not-to-exceed amount of \$282,450 for a two-year term;
and

Be It Further Resolved that the Board authorizes the General Manager/CEO or designee to execute a contract with Koff & Associates in full conformity with the terms and conditions set forth in the solicitation documents, and in a form approved by legal counsel.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Scott Kirkpatrick, Acting Director System Safety and Security
Subject: **Approval of Updated Public Transportation Agency Safety Plan**

Action

Staff recommends the Board to approve the San Mateo County Transit District's Public Transportation Agency Safety Plan as required pursuant to 49 C.F.R. Part 673.11(a)(1).

Significance

The Federal Transit Administration requires certain operators of public transportation systems that are recipients of Urbanized Area Formula Grant Program funds under 49 U.S.C. § 5307 (Section 5307 Grant Program) to develop, certify, and implement an Agency Safety Plan (ASP) incorporating Safety Management Systems. When the plan is amended, the ASP must be approved by both the District's Board of Directors and the General Manager/CEO. The deadline for affected agencies to meet this new requirement is December 31, 2022.

Budget Impact

There is no impact on the budget.

Background

In the *Moving Ahead for Progress in the 21 Century Act* (MAP-21), Public Law 112-141, Congress amended Federal transit law to require operators of a public transportation system not otherwise exempted to draft and carry out a Public Transportation Agency Safety Plan (PTASP). The PTASP final rule (49 C.F.R. Part 673) intends to improve public transportation safety by guiding transit agencies to more effectively and proactively manage safety risks in their systems. It requires certain recipients and sub-recipients of FTA grants that operate public transportation to develop and implement safety plans that establish processes and procedures to support the implementation of Safety Management Systems (SMS). SMS is a comprehensive, collaborative approach to managing safety. It brings management and labor together to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely. Affected transit operators are required to review, update, and certify their plans annually.

Prepared By: Scott Kirkpatrick Acting Director, System Safety & Security 650-207-5713

Resolution No. 2022-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Approving the San Mateo County Transit District Agency Safety Plan

Whereas, safety is a core value of the San Mateo County Transit District (District); and

Whereas, Title 49, Code of Federal Regulations (CFR), Subtitle B, Chapter VI, Part 673 - Public Transportation Agency Safety Plan (PTASP) requires that the District's governing board approve the agency's Agency Safety Plan (ASP) by December 31, 2022; and

Whereas, the District's ASP, prepared by staff in accordance with 49 CFR Part 673:

1. Sets forth a sufficiently explicit process for safety risk management, with adequate means of risk mitigation for bus transportation;
 2. Includes a process and timeline for annually reviewing and updating the safety plan;
 3. Sets forth a comprehensive staff training program for the operations personnel directly responsible for the safety of SMCTD;
 4. Assigns a Safety Management System (SMS) Executive who has the authority and responsibility for day-to-day implementation and operation of the agency's SMS and a direct line to the Accountable Executive;
 5. Includes adequate methods to support the execution of the PTASP by all employees, agents, and contractors for the bus transportation system; and
 6. Sufficiently addresses all other applicable requirements provided in 49 CFR Part 673;
- and

Whereas, the General Manager/CEO recommends, and the Committee concurs, that the Board of Directors approve the District's ASP, set forth as Attachment 1.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby approves the San Mateo County Transit District's Agency Safety Plan as set forth in full in Attachment 1 to this Resolution.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

San Mateo County

TRANSIT DISTRICT

**AGENCY SAFETY
PLAN**

Agency	San Mateo County Transit District		
Address	1250 San Carlos Ave, San Carlos, CA 94070		
Accountable Executive	April Chan, General Manager/CEO		
SMS Executive	Director, Safety and Security		
Mode(s) of Service	Fixed-route bus, paratransit, shuttle	FTA Funding Types	5307, 5310, 5311, 5339
Drafted by	San Mateo County Transit District		
Signature	Signature of Accountable Executive	Date of Signature	
Approval	Name of Individual/Entity That Approved This Plan	Date of Approval	
	Relevant Documentation (Title and Location)		
Certification of Compliance	Endorsement	Date	
	San Mateo County Transit District Board of Directors	12-2-2020	
	Relevant Documentation (Title and Location)		
	Resolution 2020-__		
Version Updates			

Public Transportation Agency Safety Plan

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	Not applicable	New Document	12-2-2020
2	Sections 4 & 5	Updated to meet new FTA regulation; non-substantive edits also made throughout document	12-7-2022

Contents

1. Safety Performance, Annual Review.....	5
2. Safety Management Policy.....	6
3. Safety Risk Management.....	10
4. Safety Assurance.....	11
5. Safety Promotion.....	15
6. Additional Information.....	20

1. Safety Performance, Annual Review

Safety Performance Targets							
Mode of Transit Service	Fatalities (Total)	Fatalities (per 10 million VRM)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Motor Bus, Directly Operated	0	0	6.8	0.11	7.8	0.12	25,000 mi between road calls
Demand Response, Purchased	0	0	1	0.035	1	0.035	2.5 complaints /1,000 trips
Motor Bus, Purchased	0	0	1.6	0.13	2.8	0.11	25,000 mi between road calls
Safety Performance Target Coordination							
<p>In accordance with 49 CFR Part 673.15, SMCTD makes its safety performance targets available upon request to the State of California and the Metropolitan Transportation Commission (MTC) to aid in their planning processes for regional service and safety. To the maximum extent practicable, SMCTD coordinates with the State of California and MTC in the selection of these targets.</p>							
Annual Review and Update of the Agency Safety Plan							
<p>This Agency Safety Plan (ASP) will be reviewed annually to make necessary updates, corrections, and modifications in accordance with 49 CFR 673. Any significant changes, whether required by regulation or otherwise, will be drafted by the SMS Committee By October of each year. The SMS Committee will finalize recommended changes to the ASP, if any, for review by SMCTD’s Board of Directors. Any recommended changes to the ASP will be presented to SMCTD’s Board of Director’s for approval at the Board’s November meeting, unless circumstances warrant otherwise, but in any event by the end of the calendar year.</p>							

2. Safety Management Policy

Safety Management Policy Statement

All levels of management and all employees are accountable for demonstrating the highest level of safety, starting with the General Manager of SMCTD.

The San Mateo County Transit District is committed to:

Leading by Example: Executive Management will lead the development of an organizational culture that delivers safe operations and provides appropriate resources through ensuring safe practices, complying with federal, state, and safety related requirements, rules, and standards. SMCTD will hold executives, managers and employees accountable for safety performance by enhancing safety operations and promoting efficient reporting and communication.

Communication & Training: All employees will be trained to perform their job duties safely and will be trained in safety reporting procedures. The Safety Management System (SMS) facilitates awareness of our safety objectives and performance targets, which invites employees to engage in open safety communication, and reduces risk of accidents and damage to property and equipment. Proactive efforts are made to identify and minimize workplace hazards.

Responsibility & Accountability: Managers will actively ensure that Safety Assurance functions are monitored and supported by clearly defining safety responsibilities and accountabilities. Adherence to safety operations will be an important part of performance evaluations for SMCTD managers and employees. Managers are responsible for ensuring that Safety Risk Management is being performed to assure that the safety risk is assessed and mitigated.

Responsibility of Employees & Contractors: To improve hazard identification and analysis and reach an acceptable level of safety, all employees and contractors will support safety management by ensuring that hazards are identified and reported through safety risk evaluation processes and an employee safety reporting program.

Employee Reporting: As a part of the SMS, all frontline employees will be afforded an opportunity to utilize a safety reporting program to share their safety concerns, such as reporting hazards, unsafe work practices and ineffective policies directly to their supervisor, through safety committee meetings, or through a safety department representative. No action will be taken against any employee who communicates a safety condition through the SMCTD safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct or negligence, or a violation of SMCTD policies and procedures.

Performance Monitoring & Measuring: To continuously improve safety performance, SMCTD will establish and measure safety performance against data-driven targets. Managers will verify that the safety risk mitigations are relevant and effective.

Review & Evaluation: SMCTD will measure Safety Management System performance through internal processes that will initiate the revision and development of safety objectives and safety performance targets. Reviewing inspections, investigations and corrective action reports, and auditing the SMS processes will support our goal of continuous safety improvement.

As the Accountable Executive for all operations and activities, I will provide resources and training to ensure our SMS is efficient and successful. SMCTD management will take the appropriate measures to promote a safe environment and prevent workplace accidents and injuries by considering employee suggestions, keeping apprised of workplace safety and health hazards, and reviewing our safety programs.

The SMS Program is managed under my authority by the Director of Safety and Security. All levels of management and all employees are accountable for the delivery of the highest level of safety performance, starting with the General Manager and CEO.

Safety Management Policy Communication

The SMCTD has established organizational accountabilities and responsibilities for its SMS, and our Accountable Executive has issued a written Safety Management Policy (SMP) statement that includes SMCTD's safety objectives.

The Director of Safety and Security, as the SMS executive, ensures the Safety Management Policy statement is distributed via electronic and hard copy to all employees and contractors.

The Director of Safety and Security also ensures the SMP statement is readily available to all executives, managers, supervisors, administrative and frontline employees, and contractor service providers. The Director of Safety and Security prepares and disseminates reports through various committees and meetings documenting how SMCTD is meeting the safety objectives set forth in the SMP statement.

Should the SMP statement be updated during the year, the Director of Safety and Security will redistribute it throughout the agency following the same protocols to ensure it is provided to all employees and contractors.

Authorities, Accountabilities and Responsibilities

Accountable Executive

The San Mateo County Transit District has recognized organizational accountabilities and responsibilities for its SMS, and our Accountable Executive has issued a written Safety Management Policy (SMP) statement that includes SMCTD's safety objectives.

The General Manager/CEO is the Accountable Executive with the ultimate responsibility for carrying out the ASP and the Transit Asset Management Plan. The General Manager/CEO supports the SMS program by:

- Controlling or directing human and capital resources needed to develop and maintain the Agency Safety Plan and Transit Asset Management Plan
- Ensuring that SMCTD's SMS is effectively implemented, and that action is taken, as necessary, to address SMS performance issues; and
- Designates an SMS Executive and provides a direct line to the Accountable Executive

SMS Executive

The Director of Safety and Security is designated by the Accountable Executive as the SMS Executive. The Director of Safety and Security directly supports the SMS program by monitoring day-to-day implementation and operation of SMCTD's SMS, which may include:

- Developing SMCTD SMS policies and procedures.
- Distributing the SMP statement to all employees and contractors under the SMS plan.
- Coordinating the review and revision process of the District's Agency Safety Plan.
- Designating the chair of the Accident Review committee.
- Sitting as chair of SMCTD's SMS Committee; and
- Developing safety performance targets.

The Director of Safety and Security holds overall accountability over the Safety and Security Department and is responsible for the management and communication of the SMS program.

Executive Management

The Executive Team directly report to the Accountable Executive and consists of:

- Deputy GM/CEO
- Chief Operating Officer, Bus Transportation
- Chief Communications Officer
- Executive Officer, District Secretary
- Chief Financial Officer
- Chief Officer, Planning, Grants, Real Estate and Transportation Authority

The SMCTD Executive Team have authorities and responsibilities for the implementation and operation of SMS as it applies to their relevant business units.

Specific authorities, responsibilities, and accountabilities for Executive Management under this plan may include:

- Overseeing the safety of operations and SMS implementation within their respective departments.
- Coordinating with the Safety and Security Department on the implementation of SMS and providing subject matter expertise as requested; and
- Revising policies, plans and guidelines so they are aligned with the application of SMS.

At the request of the Accountable Executive, SMS Executive or SamTrans Operations Safety SOS Committee, (formerly SMS Committee), the Executive Team will support systemwide SMS implementation.

Key Staff

SMCTD's Key Staff includes those positions that directly oversee the agency's operations, such as Maintenance Facilities, Training, and Human Resources. SMCTD's Key Staff support the development, implementation and operation of the SMS.

Specific authorities, responsibilities and accountabilities for Key Staff under this plan may include:

- Maintaining, policies, and procedures consistent with SMCTD's SMS program.
- Maintaining documents that support the implementation of the ASP.
- Assisting with investigation reports.
- Assisting with the implementation of corrective action plans; and
- Verifying compliance with the ASP and reporting deviations to the Safety Department.

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3. Safety Risk Management

Safety Risk Management Process

Hazard Identification

The objective of hazard identification is to define those conditions which have the potential for causing an accident, incident, or property damage.

The actual hazard identification process includes the use of various sources of information including the input of operating and maintenance personnel such as,

- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions.
- Periodic facility inspections.
- Worker safety suggestions or complaints.
- Reports of hazards by employees.
- Accident or near-miss investigations; and
- Post-accident analysis.

The District provides all employees and contractors with both verbal and written means to communicate with management and the Safety and Risk Management Department regarding potential hazards or unsafe conditions. State law protects reporting unsafe conditions or practices. The District will maintain an Injury Illness and Prevention Program as required by California Labor Code section 6401.7 and section 3203 of Title 8 of the California Code of Regulations (8 CCR 3203).

Employees are asked to use the hazard identification report form.

Facility Work Orders — All District employees may submit an online Facilities Work Order requesting a wide range of services from moving heavy objects such as furniture or boxed documents, to reporting unsafe conditions to be resolved, such as buckled carpeting or exposed wiring. System users receive reply emails alerting them 1) that their work order has been logged, 2) when it has been assigned and to whom, and 3) when the work has been completed. Users also may go into the District’s work order website on the District’s intranet, The Depot, to review their past work orders.

Injury and Illness Prevention Program (IIPP) — The District’s Injury and Illness Prevention Program can be found in Article 1.9 of the District’s Employee Safety Manual, which is maintained by the Safety and Risk Management Department. A hardcopy is issued to all new hires and a softcopy is maintained on The Depot. It includes instructions on reporting hazards and a copy of the “SMCTD Hazard Identification Report Form.” All employees are encouraged to bring all known hazards to the attention of both management and the Safety Officer. In accordance with State law, employees may report hazards anonymously as well.

Service Change Request (SCR) — A Service Change Request is completed by Bus Operators to document operational and safety issues of concern with regard to runs, routes, schedules, stops, tree trimming, on-time performance, and other such related matters. They are categorized as “Suggestion, Normal Business, or Urgent Business” by the Bus Operator who then enters the report online. The report is forwarded to the appropriate department for review and response.

Oversight Authority — SMCTD will consider all information provided by the Federal Transit Administration (FTA) through on-site triennial audits including but not limited to associated findings and recommendations.

Operator Incident Report—An Operator Incident Report is completed by Bus Operators who wish to report passenger interaction issues, any incident that needs to be communicated to the Base Superintendent, unusual incidents and events not covered under the Service Change Request form, and unresolved maintenance issues. Any Bus Operator who completes the form then gives the document to the Bus Transportation Dispatcher, who then routes it to the Bus Transportation Superintendent for review, evaluation and processing.

Safety Task Force — Safety Task Force meetings are joint management-labor monthly meetings chaired by the Director of Bus Transportation for the purpose of discussion and resolution of SMCTD safety issues affecting employees or the riding public and can include scheduling or maintenance-related issues. Task Force procedures are documented in SOP T-11, “Safety Task Force.”

Bus Maintenance Supervisor Safety Talks—Are held twice a month (on payday Fridays) across all shifts and departments within the Bus Maintenance Department. Employees may bring up new safety items during the meetings or request the items to be added to future meeting agendas. Copies of the “Supervisor’s Report of Maintenance Meeting” are subsequently distributed to the Director of Bus Maintenance, the Base Maintenance Superintendent, as well as the Safety Officer, and include the officiating supervisors name, the date and shift holding the meeting, discussion topics, and also serves as the meeting’s sign-in sheet in accordance with SOP M-2, “Maintenance Safety.”

Vehicle Safety Inspection Report — The “Vehicle Safety Inspection Report” is printed on cardstock and handed to each Bus Operator or Mechanic before they drive a coach off District property. These cards are used daily for the recording of all pretrip and post-trip inspection findings by the employee assigned to operate each individual coach for all or part of their work shift verifying that the bus is safe and roadworthy. The cards are picked up nightly by Bus Maintenance from the Bus Transportation Dispatchers and all noted defects are then scheduled for repair. These daily vehicle inspection procedures are documented in SOP D-27, “Vehicle Inspection Procedure.”

Radio Control Center — The Radio Control Center is located at North Base, and both the North Base and South Base Dispatchers perform the dispatching duties for Bus Transportation’s direct-operated bus service. The Radio Control operates Monday through Friday from 5am-8pm, while at all other times the dispatching duties are covered by the individual Base Dispatchers. Both Radio Control and Dispatchers utilize radio and phone communications systems which are recorded lines, thus all hazard reports are captured and can either be addressed by the Radio Controllers/Dispatchers or forwarded to the Base Superintendents for review and evaluation as appropriate.

IndustrySafe Hazard Log — IndustrySafe is an automated on-line application that will provide tracking of all entered hazards to resolution.

Safety Risk Assessment

For those hazards which are not addressed by the various procedures outlined in Section 7.1, an ad hoc committee is to be convened by the Department Director most affected by the hazard identified. Included in this section is a method for categorization of all identified hazards. Hazards are normally categorized in terms of severity and probability of occurrence. For the probability of occurrence, the following categories are employed; Frequent, Probable, Occasional, Remote, Improbable and Design Resolved. For severity of event consequences, the analysis uses; Catastrophic, Critical, Serious, Marginal, Negligible. Each aspect will be represented in a matrix to determine the required disposition.

Hazard Severity – Hazard severity is defined as a subjective measure of the worst credible level of damage resulting from a particular hazard and is categorized as follows (Figure a):

Hazard Severity Categories

Description	Category	Definition
CATASTROPHIC	I	Death, system loss, severe environmental damage, or complete and extended disruption of service
CRITICAL	II	Severe injury, severe occupational illness, major system environmental damage, or major disruption of service
MARGINAL	III	Minor injury, minor occupational illness, or minor system environmental damage, or minor disruption of service
NEGLIGIBLE	IV	Less than minor injury, occupational illness, or less than minor system, environmental damage, or less than minor disruption of service

Figure a. Hazard Severity Categories

Disruption of Service refers to a disruption resulting from reported damage to equipment, facilities, and/or other property as a result of a collision, derailment, or any event that is not addressed through routine Operations’ practices or procedures.

Hazard Probability — Hazard probability is defined as the probability that a specific hazard will occur during the planned life expectancy of the system element, subsystem or component. It can be described subjectively in potential occurrences per unit of time, events, population, items or activity. A qualitative hazard probability may be derived from research, analysis, and evaluation of safety data from the operating experience of SMCTD or historical safety data from similar systems. An example of qualitative hazard probability ranking is shown in the following figure, “Hazard Probability Levels,” in (Figure b):

Hazard Probability Levels

Description	Level	Specific Item	Fleet/Inventory
FREQUENT	A	Likely to occur frequently	Continuously experienced
PROBABLE	B	Will occur several times in the life of an item	Will occur frequently
OCCASIONAL	C	Likely to occur sometime in the life of an item	Will occur several times
REMOTE	D	Unlikely but possible to occur in the life of an item	Unlikely but may occur
IMPROBABLE	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur, but possible

Figure a. Hazard Probability Levels

Hazard Resolution

Once a hazard is identified, an analysis is performed to define its potential severity and probability of occurrence as defined in the previous two sections. Hazard resolution is defined as the analysis and subsequent actions taken to reduce to the lowest level practical the risk associated with an identified hazard. Procedures have been established for resolution of potential hazards. Once the supervisor receives a report of a potential hazard from anyone at the facility the supervisor shall report the hazard to their respective Director, who shall notify the Director of Safety and Security when circumstances are outside pre-established response procedures. The Director of Safety and Security will notify the affected Deputy CEO and the General Manager/CEO, as appropriate.

- SMCTD employs MIL STD 882E to analyze identified hazards and, based on the results of this analysis, determine the need for associated mitigation.
- Conforming to the standard method, each hazard will be categorized. For the probability of occurrence, the following categories are employed; Frequent, Probable, Occasional, Remote and Improbable. For severity of event consequences, the analysis uses; Catastrophic, Critical, Marginal and Negligible. Each aspect will be represented in a matrix to determine the required disposition.

Hazard Risk Assessment Index (Figure c) and Hazard Rating Table (Figure d) charts shows which actions need to be taken as follows:

Hazard Risk Assessment Index

Frequency of occurrence	I	II	III	IV
	Catastrophic	Critical	Marginal	Negligible
(A) Frequent	IA	IIA	IIIA	IVA
(B) Probable	IB	IIB	IIIB	IVB
(C) Occasional	IC	IIC	IIIC	IVC
(D) Remote	ID	IID	IIID	IVD
(E) Improbable	IE	IIE	IIIE	IVE

Figure : c. Hazard Risk Assessment Index

Hazard Rating Table

Risk Category	Hazard Risk Index	Acceptance Criteria
1	IA, IB, IC, IIA, IIB, IIIA	Unacceptable
2	ID, IIC, IID, IIIB, IIIC	Undesirable
3	IE, IIE, IIID, IIIE, IVA, IVB	Acceptable with review
4	IVC, IVD, IVE	Acceptable without review

Figure-a. Hazard Rating Table

The process of controlling, tracking, and elimination of hazards is recorded on the hazard log. All hazard log entries require a corrective action plan (CAP), tracking number, brief description, projected completion date, and an initial hazard rating using the methods described in this section. Hazards will be prioritized to address the highest risk categories first.

Safety Risk Mitigation

The close out process is the most critical of the safety management process. The responsible manager(s), internal subject matter experts where applicable, and Safety Department will collaborate to develop corrective actions. The responsible manager shall also ensure that appropriate internal budgeting, costing, and capital project prioritizing are initiated, as required by the hazard resolution. The Safety Department will be responsible for tracking the status of hazard resolutions in the Safety Risk Register.

As hazards are identified, various means or strategies may be employed, as necessary, to reduce the risk to an acceptable level. To the greatest extent practical, controls should be considered in order of precedence in the order below:

- a) Elimination or minimization of the risk through design change. If an identified hazard cannot be eliminated, the hazard will be reduced to an acceptable level, as defined by the Risk Assessment Index, through design selection.
- b) Incorporation of Safety Devices. The use of fixed, automatic, or other protective safety design features or devices may be used to eliminate or reduce the risk of identified hazards to an acceptable level.
- c) Warning Devices. Warning devices may be used if appropriate, to detect the condition and to produce a timely warning signal to alert personnel of an identified hazard. These warning systems are standardized within like types of systems to minimize the probability of incorrect personnel reaction to the signals.
- d) Use of Administrative Controls. Procedures and training may be used to eliminate or reduce the identified risk to an acceptable level. Tasks and activities that are determined to be critical require certification of personnel proficiency.
- e) Use of Personal Protective Equipment (PPE). Personal protective equipment may be used to eliminate or reduce the risk of the identified hazard. Training on the proper use of equipment is required prior to employees being placed in an environment requiring such equipment.

If system design standard revisions are warranted, or changes and additions to long-term capital maintenance and improvement programs are needed, these shall be reviewed through the Configuration Management process.

4. Safety Assurance

Safety Performance Monitoring and Measurement

SMCTD uses Safety Performance Monitoring and Measurement to evaluate our compliance with operations and maintenance procedures and to determine whether existing rules and procedures are adequate to mitigate risk. SMCTD also uses Safety Performance Monitoring and Measurement to evaluate the effectiveness of safety risk mitigations and to make sure the mitigations are appropriate and implemented as intended.

SMCTD bus operations are governed by rules, notices, and standard operating procedures (SOPs). Rules govern the daily operations of the bus system; and SOPs provide detailed information and instructions for performing specific tasks. All rules and procedures are reviewed and approved. SMCTD bus maintenance is governed by maintenance manuals, instructions, and vendor information. Maintenance procedures are established by Bus Maintenance and modified by Bus Engineering. To ensure compliance with and sufficiency of operations and maintenance procedures, SMCTD carries out the following activities:

Ride Evaluations: Ride evaluations provide an opportunity for one-on-one interaction between SMCTD Operators and instruction staff. During these evaluations, SMCTD instruction staff perform firsthand observations of the operator's driving habits and provide immediate verbal and written feedback. Ride evaluations are designed to identify and address improvement areas, as well as to give positive reinforcement for safe driving practices.

Verification of Transit Training Compliance: Bus Technical Training personnel are responsible for ensuring bus operators comply with training requirements. Accordingly, Bus Technical Training personnel are responsible for notifying operators of available classes scheduled throughout the year so that they are able to complete the required refresher training annually.

Random Observations: Transportation Supervisors may conduct observations of Bus Operators for compliance with traffic laws, SMCTD operating rules, and procedures. Any observed rule violations will be documented and filed electronically.

Vehicle and Facility Inspections and Records Reviews: Trained personnel from each SMCTD department or division conduct and document monthly safety inspections at their maintenance and operations facilities for vehicles and infrastructure. These personnel also perform records reviews and trend analyses regarding the results of vehicle and facility inspections to focus follow-up activities. Results are documented on standard SMCTD departmental forms.

Monitoring Safety Risk Mitigations

SMCTD monitors safety risk mitigations to determine if they may be ineffective, inappropriate, or not implemented as intended. The SamTrans Operations Safety (SOS) Committee approves mitigation monitoring plans and tracks them through the SMCTD Safety Risk Register. Mitigations found to be ineffective, inappropriate, or not implemented as intended, must go through the Safety Risk Mitigation (SRM) process. The Safety Department oversees and tracks the assignment of responsibilities and timelines for implementing new mitigations and eliminating mitigations that are no longer necessary or effective. Where appropriate, the Safety Department and/or SOS Committee will assign an SRM taskforce comprising of the appropriate managers and subject matter experts to determine if certain safety risk mitigations are effective. The SOS Committee will be made up of an equal number of managers and frontline personnel.

To measure the effectiveness of existing safety risk mitigations, which may not have been assessed yet through the SRM process, the Safety Department and SOS Committee also:

- Review results from accident / incident investigations;
- Monitor employee safety reporting;
- Review results of internal safety audits and inspections;
- Review results of safety inspections by external entities; and
- Review customer safety reports through IndustrySafe

During SOS Committee meetings, a standing agenda item focuses on the results of these reviews and monitoring activity. Based on its assessment of the situation, the SOS Committee and the Director of System Safety and Security will determine whether additional investigation and/or monitoring is required, or if the specific issue or condition needs to be addressed through the SRM process.

A primary function of the SOS committee is to endeavor to reduce vehicular and pedestrian accidents involving buses, including, if needed:

- Measures to reduce visibility impairments for bus operators that contribute to accidents, e.g. retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.
- Mitigation of assaults on transit workers, e.g. deployment of assault mitigation infrastructure and technology on buses, and barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators, when a risk analysis performed by the SOS Committee determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers

Employee Reporting

All employees are afforded an opportunity to utilize a safety reporting program to share their safety concerns, such as reporting hazards, unsafe work practices and ineffective policies directly to their supervisor, through safety committee meetings, or through a safety department representative. No action will be taken against any employee who communicates a safety condition through the SMCTD safety reporting program unless such disclosure indicates the following: an illegal act, gross misconduct or negligence, or a violation of SMCTD policies and procedures.

Change Management

SMCTD understands that change may affect the appropriateness or effectiveness of existing risk mitigation strategies. In addition, change may inadvertently introduce new hazards and safety risk into SMCTD service. Therefore, SMCTD has established a formal process for identifying and assessing changes that may introduce new hazards or impact our safety performance. If, as a result of this process, we determine a change may impact our safety performance, then we evaluate the proposed change through our SRM process. SMCTD's Management of Change Committee or MoCC leads this process. The Accountable Executive appoints MoCC members, including 10 total representatives from operations, maintenance, engineering, procurement, safety, and human resources, for a two-year term that begins January 1 of each even-numbered year. The MoCC is chaired by the Director of Safety & Security and meets quarterly. SMCTD's management of change process is agency-wide and applies to all new and existing system elements. It includes changes identified through our configuration management process, engineering modification request process, and safety certification process, as well as an active scan of changes resulting from:

- Design and implementation of new systems and other capital projects,
- Changes to existing systems or service,
- New services provided to the public,
- New operations or maintenance procedures,
- Changes to existing operations or maintenance procedures,
- Organizational changes, including Agency Leadership and Accountable Executive changes,
- Changes in capabilities and organizational capacity,
- Procurement process changes, and
- Changes to relevant regulations, laws, policies or the FTA's National Public Transportation Safety Plan or Safety Directives or Bulletins that may impact SMCTD's safety programs.

On a quarterly basis, under the direction of the Accountable Executive, the MoCC requests input from SMCTD departments regarding changes with the potential to impact safety performance. SMCTD trains its managers on when and how to identify and report anticipated changes to the committee. Each quarter, the MoCC also reviews outputs from SMCTD's configuration management process, engineering modification request process, safety certification process, rulebook update and general order system, and route planning process.

Configuration Management

Configuration Management is the process of managing all components of the SMCTD system including hardware, software, rules, procedures, training programs, information and documentation related to infrastructure, facilities, equipment and operations and maintenance to ensure that they possess the required safety characteristics, and that documentation reflects those characteristics accurately.

Configuration Management is the process that ensures, as much as possible, that all property, equipment, and systems design elements are documented as to configuration, accurately and completely. That any changes to an individual subsystem, or a fleet- or inventory-wide change is recorded on as-built drawings and addressed in training courses, maintenance manuals and procedures in a timely and effective manner. The Configuration Management process includes procedures for authority to make configuration changes, the process for incorporating these changes into all appropriate documentation and the process for ensuring that all necessary units are formally made aware of such changes.

The Configuration Management process also is coordinated with the System Modification Design Review and Safety Certification processes so that system-wide changes can be approved in advance as much as is practical. In cases where approval of changes, especially individual unit changes, cannot be approved in advance, all units should be informed of such changes as expeditiously as possible.

Configuration Management of Equipment and Rolling Stock

The Director of Maintenance is responsible for all SMCTD vehicles and associated support equipment. Equipment and rolling stock configuration management includes the following:

- Vehicle Acceptance: Vehicle Acceptance Program originates in Bus Maintenance. New assets are only accepted if they are consistent with the prearranged level of quality. This acceptance is documented by Bus Maintenance.
- Useful Life: The Bus Maintenance Department will document and maintain all records related to the useful life cycle of all equipment and rolling stock and will also provide oversight to any changes that fall within the scope of the Configuration Management Program.
- As-Built Documentation: As-built documents are maintained in Document Control at North Base by Manager of Maintenance. All modifications are properly interfaced with the assets through SPEAR, the Bus Maintenance database software.
- Modifications: All modifications are properly documented and available to all personnel supporting maintenance and repair.
- Bulletins:
 - o Campaign Bulletins are issued by Bus Maintenance to document equipment changes, modifications or adjustments. Campaign Bulletins are forwarded by the Director of Maintenance to the Chief Operating Officer, Bus for approval before issuance.
 - o Service Bulletins documenting maintenance procedures, inspections or maintenance services are originated by the Original Equipment Manufacturers to address specific subsystem issues. These bulletins will be made available to review changes in configuration for any and all providers of asset maintenance.
 - o Technical Bulletins make adjustments in Bus Maintenance procedures.

Changes to Preventative Maintenance Inspection (PMI) Cycles are initiated by an interoffice memo from the Director, Bus Maintenance. Upon receipt of such notice, Bus Maintenance removes all obsolete paperwork from Document Control and replaces it with the revised/updated checklists. PMIs are performed by the mechanics using the PMI checklists provided to them by a Maintenance Supervisor.

Configuration Management of Facilities

The Chief Operating Officer, Bus is responsible for all new construction projects and tenant improvements. The Director of Maintenance is responsible for all SMCTD vehicles, associated support equipment, and District owned facilities, which include all building structures, plumbing, electrical, heating and air conditioning, pavement management, lighting, parking bus fueling facilities, bus shelters, and bus stops. All functional areas coordinate with all other departments to emphasize acceptable levels of safety in the design or new equipment, facilities, and construction specification.

Continuous Improvement

SMCTD uses a continuous improvement process to monitor and improve our SMS and safety performance. SMCTD conducts an annual safety performance assessment at the beginning of each fiscal year. If we identify any areas of improvement as part of the safety performance assessment, we develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety improvement areas. SMCTD's process for assessing its safety performance includes:

- Monitoring the achievement of safety objectives and safety performance indicators and targets.
- Reviewing the effectiveness of:
 - o Hazard identification, safety risk assessment, safety risk mitigation development, and management of change activities.
 - o Operations and maintenance procedure monitoring activities.
 - o Safety risk mitigation monitoring activities; o Safety investigation activities.
 - o Safety investigation activities.
 - o Voluntary Employee Safety Reporting Program (ESRP);
 - o Safety competencies and training efforts; and safety communication.

The Safety & Security Department is responsible for assessing SMCTD's safety performance because of its safety expertise and functional independence from Bus Transportation and Bus Maintenance. The Safety & Security Department strategies for assessing safety performance and the effectiveness of SMCTD's SMS operations include but are not limited to the following: safety data, including data related to safety objectives and safety performance indicators and targets;

- Conducting employee surveys to measure the effectiveness of the ESRP, safety training, and safety communication;
- Using audit checklists to identify how well the processes, activities, and tools within the SMS are performing;
- One-on-one and group interviews of key service-delivery and support stakeholders;
- Attending safety committee meetings and safety meetings;
- Conducting field observations;
- Auditing regulatory compliance; and reviewing SMS documentation.

At times, SMCTD may choose to use an outside independent auditor to assist the Safety & Security Department in its safety performance assessment activities. The Safety & Security Department provides reports on the results of safety performance assessments to the Accountable Executive and executive management. The Safety & Security Department maintains documentation of the safety performance assessments, including checklists and tools.

SMCTD supports continuous improvement by addressing improvement areas it discovers during assessments of safety performance and SMS operations assessments. SMCTD uses corrective action plans to address safety issues and SMS operation performance to drive the continuous improvement effort. SMCTD also may choose to use outside expertise to assist in addressing safety improvement areas. These corrective action plans are carried out under the direction of the Accountable Executive, and the Director of Safety & Security reports on the status of these corrective action plans to the Accountable Executive each quarter.

Per contractual agreement, the paratransit contractor must have a continuous improvement process that complies with 49 CFR Part 673 and addresses the elements specified in this section. SMCTD's Bus Contracts Manager monitors the contractor's implementation of this process.

5. Safety Promotion

Competencies and Training

Proper qualification of operating and maintenance personnel is an important part of a safe transit environment. The District's Transit Operations Training Department is located at North Base and maintains all training documentation and records. Full-time instructors are certified by the Transportation Safety Institute (TSI), a division of the Federal Transit Administration (FTA) and under the U. S. D.O.T., located in Oklahoma City, Oklahoma, the Department of Motor Vehicles Employer Testing Program (ETP), and the National Safety Council to conduct Defensive Driving four and eight-hour programs. An adjunct staff of qualified Bus Operators, known as Bus Operator Trainers who are also certified by US DOT TSI assists in completing training assignments when demand exceeds departmental capacity. At least one Instructor is certified by the American Red Cross to conduct First Aid/CPR/AED training.

All employees also receive de-escalation training, including maintenance personnel.

Bus Operator Training

Bus Operators—Bus Operators receive up to 9 calendar weeks (45 workdays) of training under US DOT certified instructors. The hours trainees receive are both classroom and behind the wheel as outlined in the TSI training guidelines using TSI PowerPoint slide, TSI Instructor manuals and TSI participant manuals augmented with specific material from the District. The District material includes the District's Standard Operating Procedures, Samtrans equipment (bus fleet) and other information exclusive of SMCTD.

All Instructors and Bus Operator Trainers are fully certified trainers, and all training hours are certifiable on a DL 260. The DL260 document is the document that is completed by the employer to ensure proper yearly hours are given to holder of a VTT. A typical training day consists of both classroom and Behind the Wheel Training (BTW 6 hours) as outlined in the TSI Behind the Wheel training Guidelines. The ratio of trainees to instructors is no more than 1 to 3 trainees with the goal of a 1 to 2 ratio.

Four written tests will be administered during the training program. Trainees are held to a passing standard of 85 percent on these exams. Instructors review individually all incorrect answers with the trainee where the instructor and the trainee initial the correct answers. The trainee signs the corrected answer indicating they understand and agree with the corrections. The exam timeline is:

1. First written exam after 40 hours classroom training
2. Mid-term exam after four weeks classroom and behind the wheel training
3. Safety Critical Knowledge and Proficiency exams are taken concurrent with the Mid-term exam. The passing standard is 100 percent on all Safety Critical examinations. Trainees will be allowed one repeat.
4. Final Exam after 8 weeks classroom and behind the wheel training
5. Bus Operator Trainees take the DMV Pre-trip, Skills Test, and Driving Performance Examination at approximately the sixth week of training. (whether they are B licensed or not) The passing standard for all DMV tests will be according to DMV Employer Testing program guidelines.

Training includes but is not limited to:

- District Policies, Procedures, Rules, and Regulations
- Drug Free workplace
- National Safety Council Defensive Driving Course 8-hour program
- Air Brakes System
- Bus Pre-trip and Post-trip Inspections
- Bus Maneuvers
- Left, Right Turns and Spotting of the Coach
- Use of Mirrors
- Customer Relations, including de-escalation training
- Bus Accident Procedures and Reporting of Accidents
- Americans with Disabilities Act requirements
- Fare Structure and Passenger Relations
- Communicating with Limited English Proficiency (LEP) Customers
- Active Shooter Training

New bus operators must demonstrate proficiency on all vehicle sub-fleets they will operate. All classroom and behind-the-wheel training are recorded and filed on weekly training log sheets. Weekly training logs are reviewed by the department manager and also transferred on to a DMV form DL-260. An instructor who is a certified DMV Examiner and in good standings with the California Employer Testing Program (ETP) administers the Driver's Performance Evaluation Test following the California Department of Motor Vehicles (DMV) guidelines. The test score sheets are retained as part of the Driver's training record, and a DMV Certificate of Driving Skill, form DL-170, is issued to the successful operator trainee. Trainees then exchange the forms DL-170 and DL-260 for a Commercial Class B driver license at a local DMV office.

Advanced Training for Bus Operators — Advanced Training is a two-day program, providing experienced bus operators with refresher training on:

- Passenger Interaction Skills – including de-escalation strategies
- Cumulative Trauma Disorders
- Americans with Disabilities Act
- Approved Pre- and Post-Trip Inspection procedures
- Vehicle Accident Reduction Skills
- Defensive Driving Skills, Railroad Crossings and Bus Stops
- Fitness for Duty
- Emergency Evacuation Procedures
- Vehicle Collision Retraining—Following a vehicle collision that the Accident Review Committee has graded “preventable,” Bus Operators train with a certified instructor to explore methods of preventing reoccurrence. Hours of retraining vary according to the nature of the collision. Typically, four to 16 hours is spent on retraining.
- There is a progressive training schedule in a 2-year revolving calendar.
- Extended Leave Training—All Bus Operators who return to work from extended leave (more than 30 calendar day's absence) are retrained to verify the employee can perform their driving assignment to the appointed standard. Four to 80 hours or more is spent retraining after extended leave, depending on length of absence.

Specialized Training — Specialized training is performed on a request basis to help Bus Operators with their individual performance skills.

Vehicle Accident Reduction Program — An ongoing program in mitigating vehicle preventable collisions consists of:

- An active ride check program to uncover deficient driving habits
- Follow up training to address deficiencies uncovered during ride checks.
- The four-hour National Safety Council Defensive Driving course is taught to all operators of District service support vehicles. All staff are required to attend on a five-year cycle.
- Safety Focus Campaign that utilizes Posters, Seat Drops, PowerPoint Displays and Field Contacts to promote safe driving and workplace practices and other system management tools of Safety Management System (SMS).
- Analysis of collision data (preventable and non-preventable) and proactive awareness and mitigating risk through a proactive SMS.

Mechanic Training

New Mechanics receive 280 to 320 hours of training with certified instructors which includes:

- District Policies & Procedures
- 8 hours on forklift training and work area orientation
- Hazardous Materials “First Responder” training pursuant to California Code of Regulations Title 8 Section 5192
- 8 hours National Safety Council Defensive Driving Course
- 40 hours on vehicle orientation; driving in and around the shop area, bus stalls, and bus yard.
- 120 hours behind-the-wheel training on the road before undertaking the DMV Pre trip, Skills Test, and Driver's Performance Evaluation drive test.
- 80 hours mechanic training to include Core elements: Shop Safety and Procedures, and Air and Brake Systems (Mechanics C, B, and A)
- 40 hours mechanic training on Heating, Ventilation, and Air Conditioning Systems (Mechanics B and A)

Driver training hours are recorded on DMV form DL-260 and the mechanic undertakes the Class B commercial license drive test. The test score sheets are retained as part of the mechanic's training record, and a DMV Certificate of Driving

Skill, form DL-170, is issued to the successful mechanic. Mechanics then exchange forms DL-170 and DL-260 for a Commercial Class B driver license at a local DMV office.

Bus Maintenance Training

Upon the delivery of new rolling stock, mechanics undertake training provided by the vehicle manufacturer or component representative. Mechanics are selected for training based on job classification and shift coverage. District contracted personnel (i.e. MV Transportation) also are invited to attend and participate in the equipment training.

SMCTD Maintenance Training Program consists of 14 Core classes (Shop Safety, Repair Skills, Diesel Engine Tune Up, Basic Electrical, Multiplex & Charging Systems, Diesel Electronic Controls and After-treatment, Air Systems and Brakes, Hydraulic Braking Systems, Steering and Suspension systems, Automatic Transmission, ACS (radio systems), Subsystems, and HVAC 608 & 609. Classes are actively reviewed to make sure they are up to date with current fleet and industry trends. Every month the Joint Labor Management Committee (comprised of 3 Management and 3 Labor) meet to discuss the training needs of the mechanics and the Maintenance department. From the requests of the JLM committee, a calendar is produced and at least 2 Core classes are selected for the upcoming three months, along with any requested On the Job training requests. Mechanics are assigned to class based on their needs and career development. Attendances of classes are kept in the Training Matrix. When a mechanic has completed all classes he or she is recognized with a certificate of completion for their achievement.

Utility Worker Training

New Utility Workers receive 200 hours of training with certified instructors which includes:

- 16 hours learning District Policies & Procedures
- 8 hours on forklift training and work area orientation
- 8 hours Hazardous Materials “First Responder” training pursuant to California Code of Regulations Title 8 Section 5192
- 8 hours National Safety Council Defensive Driving Course
- 40 hours on vehicle orientation; driving in and around the shop area, bus stalls, and bus yard.
- 120 hours behind-the-wheel training on the road before undertaking the DMV Pre-trip, Skills Test, and Driver’s Performance Evaluation drive test.

Driver training hours are recorded on DMV form DL-260 and the utility workers take the Class B commercial license drive test. The test score sheets are retained as part of the utility worker’s training record, and a DMV Certificate of Driving Skill, form DL170, is issued to the successful mechanic. Mechanics then exchange the forms DL-170 and DL-260 for a Commercial Class B driver license at a local DMV office.

All maintenance personnel, regardless of classification, are required to obtain and retain their Commercial Class B driver’s license as a condition of their employment. Upon completion of their probationary period, they undertake eight hours classroom, and up to an additional 112 hours of behind-the-wheel training before taking the DMV drive test.

Verification of Transit Training — Pursuant to California Vehicle Code Section 12804.6, 8 hours of annual training is provided by District certified instructors to every employee who, as a requirement of employment, must hold a Commercial Driving License in good standing. Subject matter is mandated by the California Department of Motor Vehicles. All hours are documented on DMV form DL-260— “Transit Driver Training Record.” For the classroom portion of the training, emphasis is placed on State of California requirements, Drug and Alcohol Testing, Fleet Safety and Defensive Driving.

Skills. All Bus Operators are required to possess a DMV form DL-260A card— “Verification of Transit Training” (VTT). Furthermore, within the District, all employees who perform “Safety-Sensitive” functions must also possess a VTT card. The Federal Transit Administration has determined that “Safety-Sensitive” functions are performed by those who, “operate revenue service vehicles including when not in service; operate non-revenue service vehicles that require drivers to hold Commercial Drivers Licenses; dispatch or control revenue service vehicles; and maintain revenue service vehicles or equipment used in revenue service.” Verified through monthly license check.

Certification Review/Audit

Pull Notice Program — Pursuant to the State of California Vehicle Code Section 1808.1, the District maintains the required program elements and submits to annual inspections by the California Highway Patrol to verify compliance regarding participation in the Department of Motor Vehicles’ Pull Notice Program. The purpose of this program is to enable the District to verify that each employee in a “Safety-Sensitive” function (as defined in the previous paragraph)

has a driver's license that has not been suspended or revoked, the employee's traffic violation point count, and whether the employee has been convicted of a violation of Section 23152 or 23153 of the California Vehicle Code. HR will notify the appropriate Base Superintendents of any pull notices from DMV.

Employer Testing Program — Pursuant to the State of California Vehicle Code Section 15250, the District sustains all the requisite program elements and all required records are maintained on file in the training department at North Base for inspection and verification. All District instructors have participated in the DMV Commercial Driving Performance Evaluation Training. Plus, our Transit Operations Training Department submits to annual on-site inspections and or audits by the California Department of Motor Vehicles to verify our compliance with the DMV's Employer Testing Program (ETP). The DMV inspection/audit can consist of examination of records such as the DMV form DL-65 ETP Part I "ETP CDL PreTrip Inspection Evaluation Score Sheet", DMV form DL-65 ETP Part II "ETP CDL Driving Performance Evaluation Performance Score Sheet", DMV form DL170 "Certificate of Driving Skill", the "ETP Commercial Driving Performance Evaluation Route and Directions" and employment verification as Contractor Training Programs.

Contractor Training Programs

The District procures three separate contracts with MV Transportation and First Transit for Contracted Urban Bus (CUB, fixed route), Redi-Wheels (Paratransit), and Coastside Transportation Services, respectively. Contractors are required to follow all training elements specified in their respective Scopes of Work (SOW) to meet or exceed all State, Federal, and District standards, including the Employee Testing Program. Each service contract requires a specific minimum hourly training requirement to satisfy State and Federal mandates for fixed-route and paratransit services. These elements are similar to Section 12.1 Training, 12.1.1 a-f "Bus Operator Training" requirements and in most situations; requirements are fulfilled by the contractor's adherence to their respective Scope of Work. MV Transportation and First Transit both use in-house training programs such as AVATAR and the SMITH SYSTEM, respectively; programs are presented and approved by the SMCTD Transit Operations Training Manager. Audit of training records are performed by the District's Training Department twice a year in April and October and reports the findings to the Manager, Bus Contracts and MV Transportation Management, with copy to the Director, Bus Transportation. Timed follow-up action items are included within each audit to ensure complete follow-up within 30 days.

Certifications of contractor's training personnel are submitted to Manager, Bus Contracts and are reviewed during audits conducted by the Manager, Transit Operations Training in conjunction with DMV requirements. Bus Contracts administration and oversight is assisted by subject matter experts internally and externally.

Capital Projects and Construction Contractor Safety

The District's construction contracts include standard general conditions and special provisions which outline requirements for the following:

- Supervision and construction procedures
- Permits and licenses
- Oversight by the contractor
- Construction schedule
- Work site maintenance
- Access to the work sites
- Subsurface excavations
- Trench excavation safety plan
- Hazardous chemical and wastes
- Public safety
- Emergencies

Safety Communication

In accordance with SMCTD's Safety Management Policy statement, SMCTD actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, SMCTD has established formal processes and approaches, including:

- **Dissemination of safety and safety performance** information throughout SMCTD's organization. The communication of safety performance information follows the top-down, agency-wide model of the agency's SMS. The Director of Safety and Security is responsible for reporting on the agency's safety performance to the Accountable Executive. These reports may include, but are not limited to, performance relative to the agency's safety performance targets, updates related to mitigation monitoring plans and corrective action plans, and unusual events.

In accordance with guidance distributed by the Director of Safety and Security, leadership throughout the agency (including executive management, directors, managers, and supervisors) are responsible for communicating safety performance information with their teams.

The Safety and Security Department is responsible for using the safety information system to develop reports on safety risk mitigations and open corrective actions for dissemination to all safety related committees.

- **Communication of information on hazards and safety risk** relevant to employees' roles and responsibilities throughout the agency. As part of new-hire training, SMCTD distributes safety policies and procedures, included in the SMCTD Employee Safety Manual, to all employees. SMCTD provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging safety issues or safety events at the agency, SMCTD's Director of Safety and Security issues bulletins or messages to employees relevant to their roles' and responsibilities that are reinforced by supervisors in one-on-one or group discussions with those employees. SMCTD's Training Department also develops materials and courses to explain the rationale behind changes to policies, procedures, and work instruction that address hazards and safety risk relevant to employees' roles and responsibilities.

The Safety and Security Department works with SMCTD's executive and management teams (representing all appropriate functions) to define specific, safety-related information to communicate to different employee groups. SMCTD also uses multiple approaches to communicate pertinent safety information to the Board of Directors, management, and individual employees across all District functions, and as appropriate explaining actions taken in response to employee reporting. SMCTD provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, such as committee meetings, anonymous reporting in the Safety Dropbox and one-on-one discussions between employees and supervisors.

The Safety and Security Department works with each operating function to ensure that all SMS and safety communication-related activities take place as scheduled. The Safety and Security Department also maintains documentation of communication processes and procedures and records of safety communications.

SMCTD's Bus Contracts Manager regularly monitors contractor safety communication activities to ensure the contractor is supporting SMCTD's safety and SMS mission and complying with SMCTD's requirements. SMCTD's Bus Contracts Manager documents these monitoring activities and results in formal reports and audits.

6. Additional Information

Supporting Documentation	
Glossary	
ADA	American with Disabilities Act. Passed in 1990, this federal legislation calls on public transit systems to make their services fully accessible and to underwrite a parallel complementary network of paratransit service.
Accident	An unforeseen, unintended event or occurrence resulting in injury, death, contact, or property damage.
SOS	SamTrans Operations Safety Committee
ASP	Agency Safety Plan
BART	Bay Area Rapid Transit District provides heavy rail public transit service in San Francisco, San Mateo, Alameda, and Contra Costa counties.
Caltrain	Commuter rail service which serves local cities from San Francisco in the north to San Jose and Gilroy in the south.
DOT	Department of Transportation. At the federal level, a cabinet agency with responsibility for highways, mass transit, aviation and ports; headed by the Secretary of Transportation.
Design Safety	Safety achieved by the integration of safety features into the system design characteristics to prevent or minimize the probability of operation in an unsafe manner.
FTA	Federal Transit Administration. Agency of the United States Department of Transportation that provides federal transit financing, policy, and programs.
Fixed route	Public transit service that operates on a regular basis over a predefined route at predefined times and published in a public timetable (e.g., bus and rail).
Hazard	Any real or potential condition that can cause injury or death, or damage to or loss of equipment or property.
Hazard Analysis	An analysis performed to identify hazardous conditions for the purpose of their elimination or control.
Incident	An unforeseen event or occurrence which does not result in injury, death, contact, or property damage.
MPO	Metropolitan Planning Organization. A federally designed transportation planning and programming body responsible for the RTP and the TIP in its region.
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management Systems

**San Mateo County Transit District
Staff Report**

To: Board of Directors

Through: April Chan, General Manager/CEO

From: Grace Martinez, Acting Chief Financial Officer David Olmeda, Chief Operating Officer, Bus

Subject: **Authorize Amendment to a Contract with Conduent Transport Solutions for Software and Hardware Maintenance Support Services**

Action

Staff recommends that the Board of Directors (Board) of the San Mateo County Transit District (District):

1. Authorize a fourth amendment to contract 18-S-T-023 with Conduent Transport Solutions, Inc. of Columbia, Maryland (Conduent) to provide software and hardware maintenance support services, cloud hosting services, and on-call software modification, training, and repair of Mobile Data Terminals (MDTs) and other onboard equipment (together, the "Services") for a not-to-exceed (NTE) total amount of \$1,297,512 for a base term of three years, including a one-time fee of \$31,000 for Conduent to provide Microsoft Azure cloud-hosting architecture design document(s), firewall information, demilitarized zone application, and database infrastructure in the first year.
2. Authorize the General Manager/CEO or designee to execute the fourth amendment to the contract with Conduent in full conformity with the terms and conditions of the negotiated agreement, and in a form approved by legal counsel.
3. Authorize the General Manager/CEO or designee to exercise up to two, one-year option terms at a negotiated NTE aggregate amount of \$817,978, if deemed in the best interest of the District.

Significance

Pursuant to Resolution 2017-84, the Board awarded a sole source contract to Conduent for an amount not to exceed \$2 million¹ for a five-year term to provide the District with long-term maintenance and support services for its:

- Advanced Communication System ("ACS" or "System") software and MDT hardware. The System software is used to manage the District's operations, communications, data collection and reporting. The MDTs manage radio communications, Global Positioning System, farebox, annunciators, and automatic passenger counts on the District's revenue and non-revenue vehicles.

¹ The expected expenditure through December 31, 2022 is \$1,979,405 of the authorized \$2 million.

- Predictive Arrival/Departure System (PADS) software. PADS software provides real-time bus departure and arrival information for all SamTrans buses; and
- An Orbital Computer Aided Dispatch (OrbCAD) Build Upgrade in year four.

Approval of the proposed sole source contract amendment will provide the District with continued maintenance and support services for its System software, MDT hardware and PADS software, as described above, as well as its Microsoft Azure cloud hosting solution. In addition, the negotiated annual costs include on-call services for training, software modification, and repair of damaged onboard units.

The combined MDT and PADS support services will provide greater efficiency, guaranteed response times, improved service levels, and improved pricing as compared to the District's current contract with Conduent.

Budget Impact

Funding for the Services will be available in current and future-year operating budgets.

Background

The System consists of interrelated components that provide the District with the ability to manage fixed-route and paratransit fleet operations, track schedule performance, and facilitate fleet communications. The System was procured in 1999 with the fixed-end equipment (computers, servers and associated computer aided software) installed in 2000.

The District maintains its assets by replacing outdated equipment with the latest technology in accordance with a refresh program. Both the OrbCAD software and fixed-end servers were refreshed with updated equipment in 2008 and 2017. The refresh of the current System fixed-end server infrastructure, which includes sixteen servers and one storage unit, involves the engineering, installation and configuration of System fixed-end software and related interfaces. The operating system software, on which the OrbCAD software runs, was upgraded to Microsoft Windows Server 2012 R2. The database software, on which the OrbCAD Database Product is hosted, was upgraded to Microsoft SQL Server 2014 R2. The System is a tightly integrated series of components. The OrbCAD software is the unifying link between all systems. The System software controls all fleet communications, data collection, emergency alarms, vehicle location information and more. The current equipment hosting the System is fairly new and was updated in August-September of this year.

Many of the interrelated systems are specially built and driven by Conduent's proprietary OrbCAD software and firmware; only Conduent-supplied fixed-end software will work with the associated systems, and no other vendors can provide software that will operate in the current systems. As a result, staff has determined that Conduent is the sole provider of the required maintenance and support services for the System, MDT and PADS, and that the District's requirement to solicit competitive proposals is not applicable to the Services.

In Fall 2022, the District entered into negotiations with Conduent to extend the existing contract for a three-year term with the option to exercise up to two, one-year option terms.

Staff performed a price analysis of the negotiated price and determined it is fair and reasonable.

Prepared By: Luis Velasquez Procurement Administrator III 650-622-8099

Project Manager: Karambir Cheema Deputy Director, ITS 650-508-7998

Resolution No. 2022-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Authorizing an Amendment to Contract 18-S-T-023 with Conduent Transport Solutions, Inc. for Software and Hardware Maintenance Support Services to Extend the Contract for Three Years and to Increase the Total Not-to-Exceed Contract Amount by \$1,297,512

Whereas, pursuant to Resolution 2017-84, the San Mateo County Transit District (District) Board of Directors (Board) awarded a sole source contract for a not-to-exceed (NTE) amount of \$2 million for a five-year term to Conduent Transport Solutions, Inc. of Columbia, Maryland (Conduent) to provide the District with long-term software and hardware maintenance and support services for its Advanced Communication System (System) software, Mobile Data Terminal (MDT) hardware, and Predictive Arrival/Departure System (PADS) software; and

Whereas, the District is expected to spend \$1,979,405 of the authorized \$2,000,000 through December 31, 2022; and

Whereas, the District requires continued software and hardware maintenance and support services for its System to be hosted on cloud solutions, and for its MDT and PADS (together, the "Services"); and

Whereas, staff has determined that Conduent is the sole provider of the Services; and

Whereas, staff has negotiated an extension to its agreement with Conduent to provide the Services for a three-year term, with up to two, one-year option terms, and conducted a price analysis that confirmed the negotiated pricing is fair and reasonable; and

Whereas, the District and Conduent have agreed to the contract amendment terms and conditions; and

Whereas, the General Manager/CEO recommends that the Board authorize an amendment to a contract with Conduent to provide the Services for an additional NTE total amount of \$1,297,512 for a three-year term, and up to two, one-year option terms for an NTE aggregate amount of \$817,978, for a total NTE amount of \$2,115,490 for the additional five years.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby authorizes a fourth amendment to the contract with Conduent Transport Solutions, Inc. for software and hardware maintenance and support services to extend the contract for a three-year term for not-to-exceed total amount of \$1,297,512, and up to two, one-year option terms for an NTE aggregate amount of \$817,978, for a total NTE amount of \$2,115,490 for the additional five years;

Be It Further Resolved that the Board authorizes the General Manager/CEO or designee to execute a fourth amendment to the contract as negotiated, and in a form approved by legal counsel; and

Be It Further Resolved that the Board authorizes the General Manager/CEO or designee to exercise up to two, one-year options to extend the terms of the amended contract for a not-to-exceed aggregate amount of \$817,978, if in the best interest of the District.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

Resolution No. 2022-80
Board of Directors, San Mateo County Transit District
State of California
Resolution of Appreciation for

Carole Groom

Whereas, Director Carole Groom began her tenure on the San Mateo County Transit District (District) Board of Directors in 2008; and

Whereas, Director Groom served as chair of the District Board in 2019 and 2013; and

Whereas, Director Groom has been an advocate for important transportation issues and improvements, bringing a strong sense of initiative to the Board and furthering SamTrans' goal of providing quality transportation service to improve the quality of life for the communities we serve throughout San Mateo County; and

Whereas, Director Groom has been a wonderful asset to the Board and the District, bringing professional insight and thoughtful advice in making critical decisions for the agency; and

Whereas, Director Groom was a significant part of the decision-making process related to the coronavirus (COVID-19) pandemic, including the endorsement of the Bay Area Healthy Transit Plan, a regional transit plan that outlined best practices for frequent cleaning, personal protective equipment, face coverings, physical distancing, ventilation, and touchless fares to ensure that public transit was safe for all Bay Area residents and transit employees; and

Whereas, Director Groom supported the adoption of the final new SamTrans bus network as recommended by *Reimagine SamTrans*, a nearly three-year analysis of the bus system designed to improve service and respond to ridership and travel patterns throughout San Mateo County; and

Whereas, Director Groom supported the SamTrans Youth Unlimited Pass Program, in partnership with the San Mateo County Office of Education, that permanently gives low-income students free rides on all SamTrans buses; and

Whereas, Director Groom supported the adoption of SamTrans' participation in the Clipper START program, which allow adults ages 19-64, who have lower incomes, to receive fare discounts on select transit services around the region; and

Whereas, Director Groom pushed for the expansion of the SamTrans Way2Go Pass, expanding the program so that educational institutions and residential complexes can participate as well as employers, helping to provide the benefits of transit to a wider range of people; and

Whereas, Director Groom helped SamTrans officially launch Wi-Fi on every vehicle in its bus fleet, allowing SamTrans riders to use the internet while on board; and

Whereas, Director Groom was vital to the passage of Measure W, providing SamTrans with a much-needed revenue source that allows for new and innovative approaches to providing transit services to those who need them;

Now, Therefore, Be It Resolved that the San Mateo County Transit District Board of Directors hereby commends and expresses its sincere appreciation to **Carole Groom** for her outstanding service to the District, her many accomplishments on the Board and for her collaborative leadership on matters of public transit, and wishes her congratulations on her retirement from this Board and the San Mateo County Board of Supervisors.

Regularly passed and adopted this 7th day of December 2022.



Chair, San Mateo County Transit District

Resolution No. 2022-81

Board of Directors, San Mateo County Transit District

State of California

Resolution of Appreciation for

Charles Stone

Whereas, Director Charles Stone was first appointed to the San Mateo County Transit District (District) Board of Directors (Board) to represent the Central Judicial Cities in 2015; and

Whereas, Director Stone was selected to serve as the Chair of the Board in 2018 and 2021, and as Vice Chair in 2017; and

Whereas, Director Stone has been an advocate for important transportation issues and improvements, bringing a strong sense of initiative to the Board and furthering the District's goal of providing quality transportation service to improve the quality of life for the communities we serve throughout San Mateo County; and

Whereas, Director Stone advocated for Reimagine SamTrans, which has taken a top-to-bottom look at SamTrans service in order to make the system more efficient and attract new riders by improving frequency, expanding hours, making routes more direct, reducing duplicative service, and creating new connections and on demand service; and

Whereas, Director Stone served on numerous Board standing and ad hoc subcommittees, including the Reimagine SamTrans, Dumbarton Rail Corridor, and Transit-oriented Development/Property Management Plan ad hoc committees; and

Whereas, during Director Stone's tenure, he supported many of the District's activities, including the student *Art Takes a Bus Ride* contest and even driving in the annual employee *Bus Roadeo*; and

Whereas, Director Stone also supported the District's commitment to diversity, equity, access, and inclusion of all persons, including support of the African-American, Asian-American and Pacific Islander communities, and in recognition of both Hispanic Heritage Month and Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month, among many others; and

Whereas, Director Stone emphatically supported bringing passenger-facing Wi-Fi to SamTrans in order to improve the riding experience and appeal to a wider range of riders; and

Whereas, Director Stone has made equity a priority, pushing for the Youth Unlimited Pass, which allows students from low-income households to get free access to SamTrans services, SamTrans' participation in the Clipper START program for low-income passengers, and

changes for the Way2Go Pass Program, opening the door for educational institutions and reducing the cost for existing participants in the program; and

Whereas, Director Stone pushed to convert the SamTrans fleet to 100 percent zero emissions by 2034, helping the agency modernize and combat climate change; and

Whereas, Director Stone recommended that SamTrans provide buses and operators to cover Santa Clara Valley Transportation Authority (VTA) routes after the tragic shooting at one of their facilities so the people of Santa Clara County could continue to utilize transit while VTA employees had time to grieve and recover, demonstrating SamTrans' support for its sister agency; and

Whereas, Director Stone was vital to the passage of Measure W, providing SamTrans with a much-needed revenue source that allows for new and innovative approaches to providing transit services to those who need them; and

Whereas, Director Stone has been a strong advocate for SamTrans in his role on the Caltrain Board, pushing for a fair and equitable agreement that ensured that SamTrans was fairly compensated for its initial investment in the Caltrain corridor; and

Whereas, Director Stone has shepherded SamTrans through the pandemic recovery, helping the agency to find innovative ways of accomplishing its mission while protecting the health and safety of the public; and

Now, Therefore, Be It Resolved that the SamTrans Board of Directors hereby commends and expresses its sincere appreciation to **Charles Stone** for his outstanding service to the San Mateo County Transit District and his many accomplishments on the SamTrans Board of Directors.

Regularly passed and adopted this 7th day of December 2022.



Chair, San Mateo County Transit District

Resolution No. 2022-82
Board of Directors, San Mateo County Transit District
State of California
Resolution of Appreciation for

Carter Mau

Whereas, Carter Mau has had a long history with the San Mateo County Transit District (District) originally working for the District as a planner/senior planner from 1995 to 2004, and then returning in 2017 as the Deputy General Manager/CEO; and

Whereas in April 2021, **Carter Mau** has served with purpose as the Acting General Manager/CEO of the District during some of the agency's most challenging times; and

Whereas, Carter Mau has demonstrated incredible leadership in the face of the worst crisis SamTrans has faced in its history, responding quickly and wisely to the threat of the coronavirus (COVID-19) pandemic, pushing for higher standards to protect riders and SamTrans staff and laying the groundwork for riders' return to the system; and

Whereas, Carter Mau advocated for Reimagine SamTrans, which has taken a top-to-bottom look at SamTrans service in order to make the system more efficient and attract new riders by improving frequency, expanding hours, making routes more direct, reducing duplicative service, and creating new connections and on demand service; and

Whereas, Carter Mau has made equity a priority, pushing for the Youth Unlimited Pass, which allows students from low-income households to get free access to SamTrans services, the Clipper START program for low-income passengers, and changes for the Way2Go Pass Program, opening the door for educational institutions and reducing the cost for existing participants in the program; and

Whereas, Carter Mau led the District's commitment to diversity, equity, access, and inclusion of all persons in support of the Asian-American and Pacific Islander communities, and in recognition of African-American History Month, Hispanic Heritage Month and Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month, among many others; and

Whereas, Carter Mau encouraged bringing passenger-facing Wi-Fi to SamTrans in order to improve the riding experience and appeal to a wider range of riders; and

Whereas, Carter Mau pushed to convert the SamTrans fleet to 100% zero emissions by 2038, helping the agency modernize and combat climate change; and

Now, Therefore, Be It Resolved that the San Mateo County Transit District Board of Directors hereby commends and expresses its sincere appreciation to **Carter Mau** for his outstanding service to the District and the residents of San Mateo County, his forward-thinking leadership, his thoughtful and considerate collegiality, and his strong support of the current and future plans for SamTrans while serving as the Acting General Manager/CEO.

Regularly passed and adopted this 7th day of December 2022.



Chair, San Mateo County Transit District

BOARD OF DIRECTORS 2022

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APRIL CHAN
 GENERAL MANAGER/CEO



Memorandum

Date: November 30, 2022
To: SamTrans Board of Directors
From: April Chan, General Manager/CEO
Subject: General Manager/CEO Report

Ridership Recovery

SamTrans ridership for 3 months YTD September 2022 was 76.9 percent of its ridership compared to the same period in FY 2020 (pre-pandemic). The 76.9 percent is up from 72.7 percent for the first 2 months of the year. The SamTrans ridership recovery rate of 76.9 percent compares favorably against local peer agencies and with out-of-state bus agencies.

	YTD Total Trips September 2019	YTD Total Trips September 2022	YTD Recovery Rate
SamTrans	2,715,720	2,088,734	76.9%
AC Transit	13,854,264	8,335,119	60.2%
SFMTA	52,576,538	32,096,952	61.0%
VTA	6,901,521	4,635,487	67.2%
Dallas	9,614,853	5,814,706	60.5%
Seattle - King	30,490,984	16,855,106	55.3%
Chicago	60,702,308	37,462,596	61.7%
Atlanta	12,994,162	7,923,001	61.0%
New York MTA	180,754,546	124,043,563	68.6%
National Bus	1,145,492,925	770,156,485	67.2%
Caltrain	4,945,980	1,406,590	28.4%
BART Extension	3,580,962	1,471,962	41.1%
National Rail	1,217,135,712	729,972,839	60.0%

For the month of September 2022, the SamTrans recovery rate was **80.2** percent, the next highest among the group above was VTA at 69.5 percent and the national rate was 69.2 percent.

Bus Operator Staffing

	Approved FTEs	Trainees*	No. Bus Operators
Bus Operators	348	22	296**

*Class 176 began training on October 17, 2022, with 10 trainees scheduled to graduate on December 9, 2022. Class 177 is scheduled to have 12 trainees commencing December 5, 2022.

**Includes bus operators assigned to the extra board

Clipper START FY2023 Quarter 1 Ridership Update

Clipper START ridership on SamTrans continues to increase month over month. There were 7,000 trips taken in July 2022. However, in August 2022 ridership dropped to 4,076 trips, due to SamTrans offering two weeks of free fares as a part of the *Reimagine SamTrans* implementation. However, ridership quickly recovered to 7,139 trips in September 2022, the highest recorded monthly total to date. During the first quarter of FY2023, SamTrans provided 18,215 trips, an increase of one and a half percent over the previous quarter. Staff will continue to monitor the program and provide quarterly updates to the Board of Directors.

Weekend Bus Bridge Service for Caltrain’s Electrification Project for December 2022

To ensure the new electrified service is available for passengers in 2024, Caltrain will temporarily reduce service from 104 trains per weekday to 68 trains per weekday from December 5 through December 16, 2022. SamTrans will provide bus bridge service between the Belmont and Mountain View Caltrain Stations on the weekends of December 10 and 11, and December 17 and 18, 2022. SamTrans will be reimbursed for the cost of the bus bridge service.

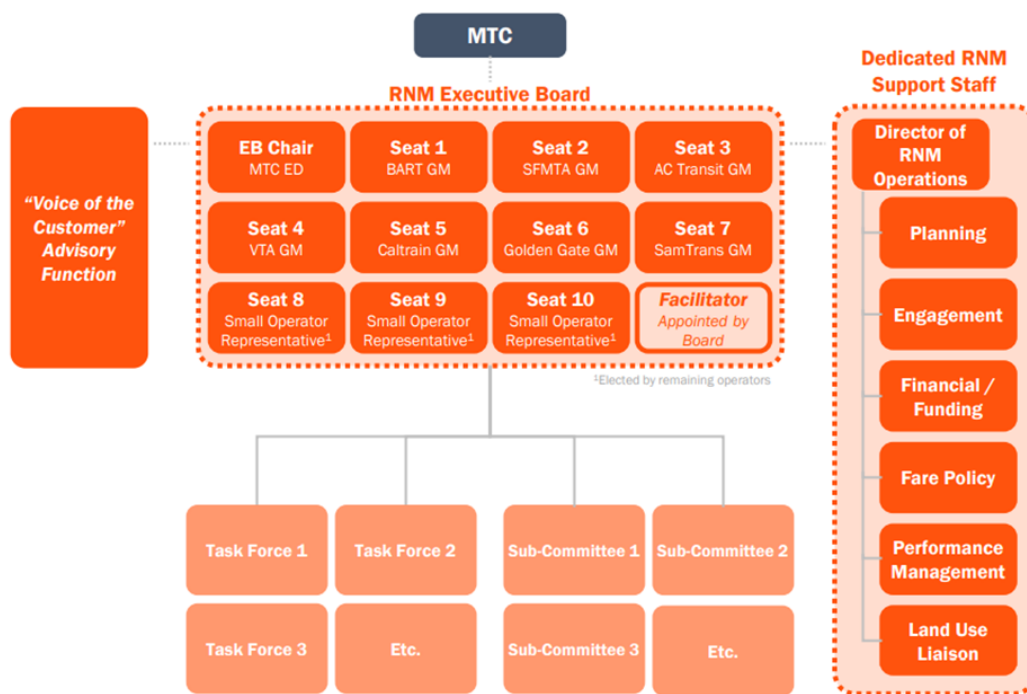
MTC and Regional Coordination Updates

The Metropolitan Transportation Commission voted to approve the Major Projects Advancement Policy (MAP) and funding endorsement table as presented by MTC staff at their October 26, 2022 Board meeting. The MAP policy seeks to achieve regional coordination on federal, state, and regional discretionary funding requests and to develop MTC’s role in risk management and ensuring consistency with regional policies. The District’s interest in this policy lies especially in its potential to help address funding needed to meet the State mandate to fully convert the existing fleet to a zero emission fleet by 2040.

At the October 26 meeting, the MTC Commission also voted to program \$2.3 million of \$6 million set aside in State Transit Assistance (STA) Population-Based funds to 22 transit operators for their participation in the first year of the two-year Clipper BayPass Pilot program (Institutional Pass Pilot), \$35,138 of which is allocated to SamTrans. The remaining \$3.7 million

of the \$6 million will be programmed to transit operators in the future. The Clipper BayPass, which launched in August 2022, is a two-year pilot program to study the impact of a single pass that will provide 50,000 Bay Area residents free and unlimited access to all bus, rail and ferry services in the nine-county region. San Mateo County affordable housing residents living in six Mid-Pen Housing properties are included in the pilot program.

The Regional Network Management Business Case Advisory Group (AG) met on November 14, 2022. The AG is a 14-member body which included membership from seven transit operators and seven non-transit operators. MTC staff and consultants at the meeting provided an update on the proposed governance framework and operating model for Regional Network Management (RNM). The most significant update on November 14 was the proposed RNM Framework included a new RNM Executive Board (composed primarily of transit agency general managers), along with an unidentified dedicated RNM staff, and a “Voice of the Customer” advisory body:



Under the proposed model, an RNM Executive Board will set the vision, make select funding decisions, develop regional policies, create implementation plans, and coordinate regional stakeholders. Transit operators will continue to provide local perspective and implement regional policies. There was agreement among the general managers on the AG that the proposed RNM Executive Board was representative of regional interests. The discussion focused on the need to incorporate ridership growth and equity into the framework, along with performance metrics and an accepted definition of RNM success.

MTC staff will return to the December 2022 AG meeting with additional details that respond to the general manager questions and concerns.

Safety Campaign

The new Safety Campaign focuses on passenger safety when boarding a bus. The following safety tips are emphasized:

- Safety starts with the pre-trip. Report hazardous conditions.
- Keep eyes on front doors and don't forget to kneel the bus.
- Never move the bus while a passenger is paying fare or is in front of the yellow line.
- Track passengers as they board.
- Do not move bus until passengers are properly seated and/or holding handrails.
- Be vigilant of anything in the aisle that can be a tripping hazard.

Bus Operator Recognitions

An IMAD (I Made A Difference) was awarded to Bus Operator **Chris Tarusan** for noticing a 5-year old girl wandering alone at the intersection of Southgate and Westmoor in Daly City. Operator Tarusan immediately secured his bus, called Dispatch and went to help the little girl. Operator Tarusan stayed with the child until Police arrived. The child had gotten out of her house while her father was asleep, and her mother was at work. Operator Tarusan is an example of an unsung hero who contributes to the safety of our community by noticing this little girl and kept her safe.

For month of October, **Robert Jones** is the Operator of the Month at North Base and **Ramon Pereda** is at South Base. This is Robert's first Operator of the Month award after driving with the District for two years, and Ramon's third time as Operator of the Month in sixteen years of service with the District.

Bus Maintenance Recognitions

Anthony Singh is the Mechanic of the Month at North Base and **James Esqueda** is the October Mechanic of the Month at South Base.



BOARD OF DIRECTORS 2022

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DAVE PINE
CHARLES STONE

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Community Relations Committee Committee of the Whole (Accessibility, Senior Services, and Community Issues)

San Mateo County Transit District

Wednesday, December 7, 2022 – 2:30 pm

- | | | |
|--------|--|---------------|
| 9.a.1. | Call to Order | |
| 9.a.2. | Approval of Minutes of the Community Relations Committee Meeting of November 2, 2022 | Motion |
| 9.a.3. | Accessible Services Update | Informational |
| 9.a.4. | Paratransit Coordinating Council Update | Informational |
| 9.a.5. | Citizens Advisory Committee Update | Informational |
| 9.a.6. | Monthly Performance Report October 2022 | Informational |
| 9.a.7. | Adjourn | |

Committee Members: Rose Guilbault (Chair), Marina Fraser, Rico E. Medina

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 Community Relations Committee Meeting /
Committee of the Whole**

November 2, 2022

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

Committee Members Absent: None

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

Other Board Members Absent: D. Pine

Staff Present: A. Chan, C. Mau, J. Cassman, D. Olmeda, J. Brook, D. Seamans

9.a.1 Call to Order

Committee Chair Rose Guilbault called the meeting to order at 3:04 pm.

9.a.2 Approval of Minutes of the Community Relations Committee Meeting of October 12, 2022

Motion/Second: Medina/Gee

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto, Stone

Noes: None

Absent: Pine

9.a.3 Accessible Services Update

Tina Dubost, Manager, Accessible Transit Services, said they had recently met with the San Mateo County Commission on Disabilities Transportation Subcommittee and reviewed the paratransit survey that SamTrans performed in 2020, which included information on customer satisfaction and demographics.

9.a.4 Paratransit Coordinating Council Update

Ben McMullan, PCC Chair, said they conducted an outreach to Sequoia Hospital, where they had a table and sat in on an agency meeting concerning transportation.

9.a.5 Citizens Advisory Committee Update

Meredith Park, CAC Chair, provided a summary of the October 26 meeting, which included a congratulations to April Chan, the newly appointed General Manager/CEO.

9.a.6 Monthly Performance Report | September 2022

Ana Rivas, Director of Bus Transportation, provided a brief summary of September performance, noting that ridership increased 32 percent compared to the same month last year. She said their safety campaign for November included extra time for boarding the bus.

Director Charles Stone left the meeting at 3:11 pm.

9.a.7 Adjourn

The meeting adjourned at 3:11 pm.

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

DRAFT

**San Mateo County Transit District
Staff Report**

To: Community Relations Committee
Through: April Chan, General Manager/CEO
From: David Olmeda, Chief Operations Officer, Bus
Subject: **Accessible Services Update**

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).

Minutes from the October 2022 PAL and PCC meetings are attached to this report.

Budget Impact

There is no impact to the budget.

Background

No additional information.

Prepared by:	Lynn Spicer	Accessibility Coordinator	650-508-6475
	Tina Dubost	Manager, Accessible Transit Service	650-508-6247

SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL (PCC)
Minutes of October 11, 2022 Meeting

ATTENDANCE:

Members:

Susan Capeloto, Dept. of Rehabilitation; Dao Do, Rosener House; Tina Dubost, SamTrans; Judy Garcia, Consumer; Sandra Lang, Community Member; Mike Levinson, Consumer, PAL Chair; Benjamin McMullan, Chair, CID; Evan Milburn, Consumer, CoD; Sammi (Wilhelmina) Riley, Consumer, Educ. Comm. Chair; Kathy Uhl, CoA; Marie Violet, Dignity Health
(Member attendance = 11/13, Quorum = Yes)

Guests:

Charles Posejpal, First Transit/Redi-Wheels; Vicky Churchill, First Transit/Redi-Wheels; Lynn Spicer, SamTrans; Jane Stahl, PCC Staff; Richard Weiner, PCC Staff

Absentees:

Dinae Cruise, Vice Chair, Consumer; Alex Madrid, Consumer

WELCOME/INTRODUCTIONS:

Chair Ben McMullan called the meeting to order at 1:32 pm. The meeting was held via Zoom conference call service and a roll call taken.

APPROVAL OF SEPTEMBER MINUTES:

Evan Milburn moved to approve the September meeting minutes; Sammi Riley seconded the motion; Ben abstained; the minutes were approved.

PUBLIC COMMENTS:

None.

COMMITTEE REPORTS:

Policy/Advocacy/Legislative (PAL) – Mike Levinson, Chair

See page 11.

Grant/Budget Review – Sammi Riley, Chair

Tina gave an overview of the 2023 budget for Redi-Wheels. See attachment A.

Richard asked how the budget compared with 2022; Tina reported that the changes are minor - \$16.99M (FY22) compared with \$18.7M (FY23).

Education – Sammi Riley, Chair

The committee’s next meeting will be on November 4th.

- On Tuesday, October 18, the PCC will have a table with CID from 10am-2pm at the Sequoia Hospital for Disability Awareness Month. Thanks to Marie Violet for coordinating this.
- A PCC tablecloth was purchased for outreach events.
- Information about Consumer Corps membership has been included in the Millbrae Seniorline and the Belmont weekly news.
- Members are invited to be on the “Agency” Transportation call with Marie and Dao on October 18th.

Executive – Ben McMullan

During the October 4th meeting:

- The Workplan was reviewed, and updates made. Advocacy for the new scheduling software was added. Ben will reach out to Shruti for a contact at the San Mateo County Office of Emergency Services.
- They discussed reported problems with the Redi-Coast service.
- The member roster was reviewed; Jane will contact new members about committee assignments.
- Sammi reported on a demonstration of a possible new wheelchair securement system that is easier for drivers. No decisions have yet been made on purchase of the system.

Nominations/Membership – Chair Vacant

Ben will follow up with a member who has expressed interest in the position.

OPERATIONAL REPORTS

PERFORMANCE REPORT

Tina reported that total ridership and average weekday ridership were higher than in September 2021. The average weekday ridership was 591, which was 18% higher. Total ridership was 15,429, about 18% higher than September 2021.

Subscription trips remain about 20%; agency trips remain at 5%; taxi trips are 10.8%. Late cancels are a little higher than August. The number of individuals riding is higher. Productivity is 1.55 passengers per hour. The on time performance didn’t quite meet the standard of 90% due to traffic congestion and they are adjusting to account for the increased travel time and meet the 90% standard.

Mike asked about statistics from before the pandemic. Tina reported that in September 2019, average weekday ridership was 1,060 compared to 591 this year, about 55%.

COMMENT STATISTICS REPORT

Data from August included 25 compliments and there are fewer comments than pre-COVID. Most are consumer reports rather than comment cards. There are no patterns and comments are specific to a rider. Late trips are the most popular issue.

Sandra passed along a neighbor's praise for Redi-Wheels.

SAFETY REPORT

Charles Posejpal reported that there were three preventable and three non-preventable incidents in September.

LIAISON REPORTS

Agency – Dao Do & Marie Violet

Marie mentioned the tabling at Sequoia Hospital on October 18th, also the Agency Transportation call on October 18th at 10am.

ERC – Mike Levinson

Tina reported that work continues with Trapeze on upgrading to the new paratransit scheduling software. It will change to a cloud-hosted solution and will first convert the existing software. She asked if the PCC could help with testing when it goes live. Mike asked if the reservation process will be the same or will include new options. Tina said that they will convert the existing system first and hope to go to computer reservations and other new features later.

Commission on Disabilities (CoD) – Evan Milburn

The transportation committee is still working on gathering paratransit surveys and are reaching out to users in San Francisco with regards to the airport survey on mobility aids and personal equipment.

Center for Independence (CID) – Ben McMullan

The Executive Director position is open and there are two more openings, one for Aging and Disability Resource Connection (ADRC) program, and another opening for Home Accessible Modification program. Both are on the [CID website](#).

Commission on Aging (CoA) – Kathy Uhl

CoA has four new commissioners, who will attend their first meeting in October. The Transportation Committee will change its name to Transportation and Housing.

There was a well-attended event at Skyline College where cities with Age Friendly programs discussed their initiatives.

Coastside Transportation Committee (CTC) – Tina Dubost

There was a committee meeting on September 20th that included a detailed discussion on the impact of Reimagine SamTrans, e.g., bus stop changes. Both Senior Coastsiders and Coastside Adult Day Care felt that the Redi-Coast service had improved and there were no specific complaints.

Citizen’s Advisory Committee for the San Mateo County Transportation Authority (TA) – Sandra Lang

The Citizens Advisory Committee of the Transit Authority met on October 6th.

- There was a semi-annual program status report that provided an overview of the eight program categories under Measure A. Accessible services funds collected to date were \$44,068, and the program funds have been spent. The Measure W program does not affect paratransit and has \$92K left.
- There was a discussion on how the current financial situation could affect bond measures.
- The northern portion of the US 101 program, from SFO north, is projected to be completed in 2023.

OTHER BUSINESS

Tina provided the following ADA policy refresher:

1. Redi-Wheels is a shared ride service that cannot prioritize by trip purpose.
2. It is important to cancel a trip if it’s not needed. At least two hours prior is preferred.

Sandra announced that October is Transit Month and includes several events in the Bay Area. It’s important for the MTC to hear during their meetings from people who rely on public transportation and paratransit services.

Mike mentioned that the November 8th meeting will be both in-person in the Gallagher Room on the 3rd floor, as well as on Zoom. Members should RSVP. It will include a thank you to Richard Weiner who is retiring.

The meeting adjourned at 2:50pm. The next meeting will be on November 8th at 1:30pm.

Minutes of Policy/Advocacy/Legislative (PAL) Meeting – Mike Levinson, Chair

A roll call was taken. The minutes from the September PAL meeting were included in the meeting packet. The minutes were approved with no corrections; Ben McMullan abstained.

Legislative

No updates.

Advocacy

Transit Recovery Update – Tina Dubost

Tina reported paratransit ridership is continuing to increase and was up 18% compared to September of 2021 and slightly lower than August 2022. SamTrans' fixed route ridership is recovering a little faster and this is not substantially different to other parts of the Bay Area.

Face coverings are recommended but not required. SamTrans is continuing to offer free rides for COVID vaccinations. San Mateo County Public Health reports that the county has low COVID transmission rates currently. They encourage everyone to keep up to date on their vaccines.

Mike asked for statistics on August 7-20 Reimagine SamTrans free ride promotion. Tina said that there was an increase in paratransit ridership.

Policy Issues

Tina thanked the PCC for attending the Redi-Wheels' staff and driver appreciation event. Boxed lunches were given out and there was a message board for compliments. Ana Rivas, Director of Bus Transportation, and David Olmeda, Chief Operating Officer, also attended. Charles Posejpal confirmed that the drivers and staff appreciated the words, food, and conversations during their break. Sammi Riley heard from drivers that they really appreciated the event.

Tina updated the Council on a complaint received from a rider about RediCoast buses often being late. Lyn Spicer followed up with the rider and RediCoast and said that the reported issues were from several months back. They will work with dispatchers to improve the on-time performance and will encourage riders to allow more time for shared rides. They are also working to provide better information about delays and new drivers are being recruited. Sandra Winter of Senior Coastsiders had also expressed concerns about the on-time performance and has since reported service had improved, and the number of trips increased. On-time performance for September was 94.02%.

Sammi asked how many trips Redi-Coast provided; Tina reported that the daily average was 78, much smaller than Redi-Wheels.

Mike asked about the scheduling of future Coastside meetings and stressed the importance of keeping to scheduled dates. Tina reported that she communicates with Senior Coastsiders and Coastside Adult Day Care about the meetings. Ben and Mike asked that set meeting dates are adhered to so that PCC members can attend.

The next PAL meeting will be on November 8, 2022.

**San Mateo County Transit District
Staff Report**

To: Community Relations Committee
Through: April Chan, General Manager/CEO
From: David Olmeda, Chief Operating Officer, Bus Christy Wegener, Director of Planning
Subject: **Monthly Performance Report | October 2022**

Action

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

Significance

SamTrans: Average weekday ridership (AWR) across all three modes (Bus, Paratransit, Shuttles) increased by 38.4 percent in the month of October 2022 compared to October 2021. Similarly, the total monthly ridership increased by 37.4 percent comparing October 2022 to October 2021.

The total ridership recovery rate for the three modes is 64.3 percent for October 2022 compared to October 2019. For SamTrans fixed-route bus service the recovery is 78.6 percent.

Caltrain: Average weekday ridership increased by 59.2 percent in the month of October 2022 compared to October 2021. Caltrain total monthly ridership increased by 49.9 percent comparing October 2022 to October 2021.

The average weekday ridership for Caltrain in the month of October 2022 is 27.7 percent of the ridership attained pre-pandemic; just prior to the start of the pandemic related restrictions (February 2020).

Other SamTrans' Key Performance Indicators (includes Contracted Urban Bus (CUB) services):

- Preventable Accidents – In October 2022, there were 14 preventable accidents. The goal is to have one or fewer preventable accidents per every 100,000 miles; this month, SamTrans did not meet its goal with 1.98 accidents per 100,000 miles.
- Miles Between Service Calls (MBSC) – SamTrans had 23 service calls in October 2022. The goal is to have one or fewer service calls per every 25,000 miles. SamTrans continues to surpass its goals with 0.81 service calls per 25,000 miles.
- On-Time-Performance (OTP) for October 2022 was below SamTrans' OTP goal of 85.0 percent at 72.2 percent. Staff are making schedule adjustments to address the On-Time-Performance and will report any improvements once the data is obtained and verified in the next Monthly Performance Report. These schedule changes will take effect on November 6th, 2022.
- In October 2022, there was 1 DNO (trips that did not operate) – 78 less than September 2022.

Data shown in this report is current as of November 15, 2022.

RIDERSHIP (ALL MODES)

SAMTRANS Average Weekday Ridership								
Mode	Oct-20	Oct-21	Oct-22	%Δ ¹	YTD FY21	YTD FY22	YTD FY23	%Δ ²
Bus	13,964	22,979	31,866	38.7%	12,656	20,788	27,690	33.2%
Paratransit	395	548	679	23.9%	388	532	651	22.5%
Shuttles	1,564	1,328	1,850	39.3%	1,533	1,253	1,851	47.7%
Total	15,923	24,855	34,395	38.4%	14,577	22,572	30,192	33.8%

SAMTRANS Total Ridership								
Mode	Oct-20	Oct-21	Oct-22	%Δ ¹	YTD FY21	YTD FY22	YTD FY23	%Δ ²
Bus	397,112	601,532	828,319	37.7%	1,422,382	2,215,621	2,915,468	31.6%
Paratransit	10,395	14,166	17,614	24.3%	40,419	55,157	67,247	21.9%
Shuttles	34,537	28,573	39,033	36.6%	132,811	107,681	156,829	45.6%
Total	442,044	644,271	884,966	37.4%	1,595,612	2,378,459	3,139,544	32.0%

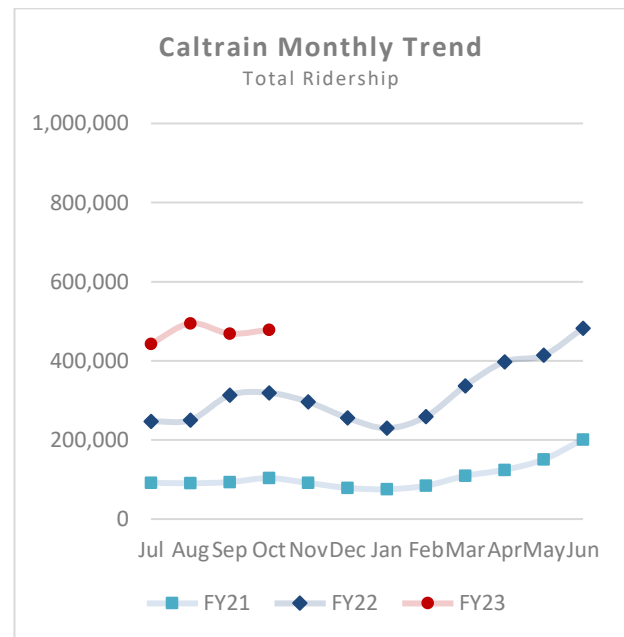
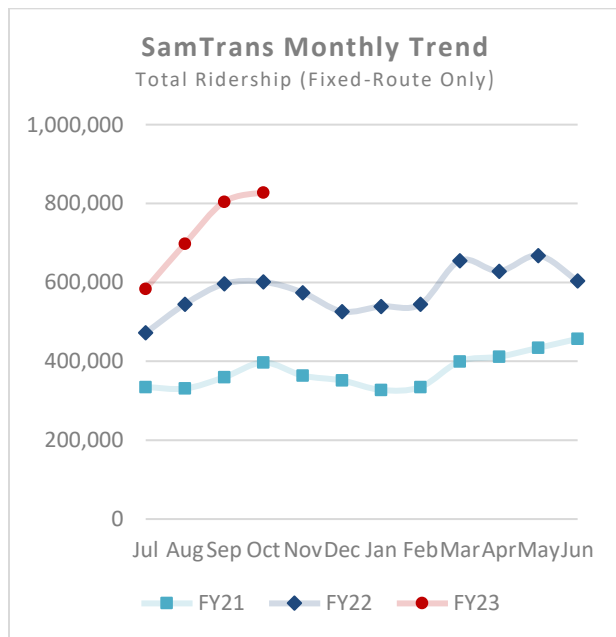
CALTRAIN Average Weekday Ridership								
Mode	Oct-20	Oct-21	Oct-22	%Δ ¹	YTD FY21	YTD FY22	YTD FY23	%Δ ²
Caltrain	3,873	11,673	18,583	59.2%	3,616	10,343	18,208	76.0%

CALTRAIN Total Ridership								
Mode	Oct-20	Oct-21	Oct-22	%Δ ¹	YTD FY21	YTD FY22	YTD FY23	%Δ ²
Caltrain	103,686	319,258	478,525	49.9%	379,413	1,129,620	1,885,115	66.9%

OTHER MODES in San Mateo County Average Weekday Ridership								
Mode	Oct-20	Oct-21	Oct-22	%Δ ¹	YTD FY21	YTD FY22	YTD FY23	%Δ ²
Dumbarton	52	58	87	50.2%	57	53	83	56.0%
BART (San Mateo County)	5,195	12,268	18,210	48.4%	4,600	11,006	18,023	63.8%

OTHER MODES in San Mateo County Total Ridership								
Mode	Oct-20	Oct-21	Oct-22	%Δ ¹	YTD FY21	YTD FY22	YTD FY23	%Δ ²
Dumbarton	1,138	1,214	1,823	50.2%	4,973	4,608	7,119	54.5%
BART (San Mateo County)	138,570	334,100	498,534	49.2%	481,513	1,200,910	1,970,496	64.1%

Important Notes:
 SamTrans (Bus) Ridership includes Fixed-Route service, Coastside 5311, and SamCoast.
 Shuttle Ridership includes SamTrans Shuttles, JPB Caltrain Shuttles, and other TA Funded Shuttles.
 BART Ridership in San Mateo County does not include Daly City BART Station.
 %Δ¹ indicates the percentage change for the month, current year to previous year.
 %Δ² indicates the percentage change current year to previous, Year to Date.



FARES

SAMTRANS (BUS) Fare Usage			
Fare Type	Oct-20	Oct-21	Oct-22
Adult	251,971	338,427	515,234
Eligible Discount	122,157	155,362	173,062
Youth	22,830	107,504	139,752
-- Youth Unlimited Pass	-	-	56,096
Total	396,958	601,293	828,048

This table illustrates the number of riders by fare category (Dumbarton Express and rural demand-response service excluded).

The **Youth Unlimited Pass** number is a subset of the Youth Fare Type. The program started in January 2022.

KEY PERFORMANCE INDICATORS

SAMTRANS (BUS) Operations Key Performance Indicators			
KPI	Oct-20	Oct-21	Oct-22
On-Time Performance	86.3%	79.8%	72.2%
Preventable Accidents	12	6	14
Service Calls	22	22	23
Trips Scheduled	36,142	38,782	37,446
Did Not Operate DNOs	9	210	1

SamTrans' OTP goal is 85.0 percent. On-Time Performance (OTP) is calculated by evaluating time points within the route's schedules across the system for late, early, and on-time arrival and departure. A route is considered late if it exceeds 5 minutes. A route is considered early if it departs 59 seconds ahead of schedule.

SAMTRANS (BUS) Fleet Key Performance Indicators			
KPI	Oct-20	Oct-21	Oct-22
Revenue Hours (Sched.)	48,628	46,098	44,517
Revenue Miles (Sched.)	510,712	525,071	490,376
Total Fleet Miles (Actual)	676,556	735,239	706,878

SamTrans' Miles between Preventable Accidents goal is 100,000 miles. There were 50,491 Miles between Preventable Accidents this month.

SamTrans' Miles between Service Calls goal is 25,000 miles. There were 30,734 Miles between Service Calls this month.

PARATRANSIT Operations Key Performance Indicators			
KPI	Oct-20	Oct-21	Oct-22
On-Time Performance (RW)	97.9%	95.2%	90.2%
On-Time Performance (RC)	95.2%	95.6%	93.9%
Preventable Accidents (RW)	1	0	4
Preventable Accidents (RC)	0	0	0
Service Calls (RW)	4	3	3
Service Calls (RC)	0	0	0

Notes: All KPIs include all SamTrans service operated directly and by contract.

Sched. = Scheduled, which includes in-service and layover.

RW = Redi-Wheels
RC = RediCoast

PARATRANSIT Fleet Key Performance Indicators			
KPI	Oct-20	Oct-21	Oct-22
Revenue Miles (RW)	86,148	115,461	141,809
Revenue Miles (RC)	16,334	14,754	15,210
Fleet Miles (RW)	101,424	129,925	157,136
Fleet Miles (RC)	20,139	18,936	19,063

PRE-PANDEMIC RIDERSHIP COMPARISON

SAMTRANS Average Weekday Ridership					
Mode	Oct-19	Oct-20	Oct-21	Oct-22	% ³
Bus	39,585	13,964	22,979	31,866	80.5%
Paratransit	1,146	395	548	679	59.2%
Shuttles	12,768	1,564	1,328	1,850	14.5%
Total	53,499	15,923	24,855	34,395	64.3%

SAMTRANS Total Ridership					
Mode	Oct-19	Oct-20	Oct-21	Oct-22	% ³
Bus	1,053,972	397,112	601,532	828,319	78.6%
Paratransit	29,914	10,395	14,166	17,614	58.9%
Shuttles	292,881	34,537	28,573	39,033	13.3%
Total	1,376,767	442,044	644,271	884,966	64.3%

CALTRAIN Average Weekday Ridership					
Mode	Oct-19	Oct-20	Oct-21	Oct-22	% ³
Caltrain	70,360	3,873	11,673	18,583	26.4%

CALTRAIN Total Ridership					
Mode	Oct-19	Oct-20	Oct-21	Oct-22	% ³
Caltrain	1,726,436	103,686	319,258	478,525	27.7%

OTHER MODES in San Mateo County Average Weekday Ridership					
Mode	Oct-19	Oct-20	Oct-21	Oct-22	% ³
Dumbarton	152	52	58	87	57.0%
BART (San Mateo County)	46,809	5,195	12,268	18,210	38.9%

OTHER MODES in San Mateo County Total Ridership					
Mode	Oct-19	Oct-20	Oct-21	Oct-22	% ³
Dumbarton	3,501	1,138	1,214	1,823	52.1%
BART (San Mateo County)	1,218,014	138,570	334,100	498,534	40.9%

The following tables show the change in ridership over the last four years to encompass changes due to the COVID-19 pandemic.

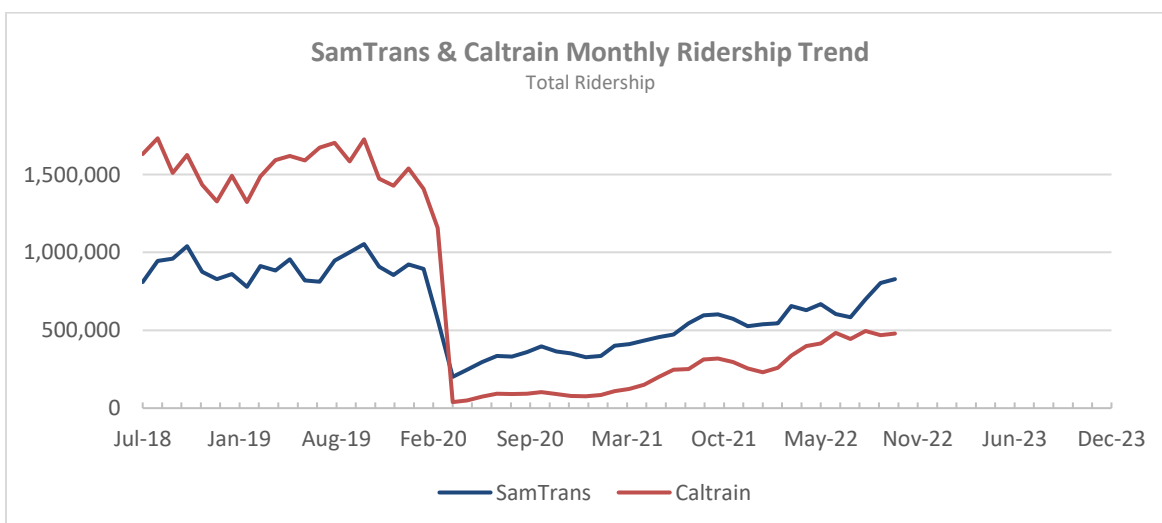
%³ indicates the rate of ridership recovery, current year (FY2023) to pre-pandemic year (FY2020). For example, SamTrans Bus Average Weekday Ridership reached 80.5 percent of pre-pandemic levels (2019) for this month of October 2022.

PRE-PANDEMIC FARES COMPARISON

SAMTRANS (BUS) Fare Usage					
Fare Type	Oct-19	Oct-20	Oct-21	Oct-22	% ³
Adult	544,817	251,971	338,427	515,234	94.6%
Youth	245,634	22,830	107,504	139,752	56.9%
Eligible Discount	265,986	122,157	155,362	173,062	65.1%
Total	1,056,437	396,958	601,293	828,048	78.4%

%³ indicates the rate of ridership recovery, current year (FY2023) to pre-pandemic year (FY2020).

Dumbarton and demand-response service are excluded.



CUSTOMER EXPERIENCE

SAMTRANS (BUS) Customer Experience			
KPI	Oct-20	Oct-21	Oct-22
Complaints	68	98	86
Accessibility	11	10	8
Compliments	4	22	17
Service Requests	22	29	43
Reports Total	105	159	154

The table is a detailed summary of SamTrans Consumer Reports received by the Customer Experience Department.

The total number of reports for SamTrans decreased from September (198) to October (154).

COMMUNICATIONS & MARKETING

The following is a list of the Communications Division’s marketing and promotional efforts in **October 2022**:

- Press Release: "SamTrans Board of Directors Appoints April Chan as New GM/CEO"
- Press Release: "SamTrans Sees Ridership Gains from New Bus Network"
- Press Release: "Clipper® BayPass Debuts for San Mateo County Residents"
- Bus Operator Recruitment
- Wi-Fi on Buses (ongoing)
- Clipper Mobile (ongoing)
- Clipper Start (ongoing)

Digital Communications Report:

In October, SamTrans primarily focused on the **Drive with Us** campaign for operator recruitment, exploring primarily video content. Another highlight was a focus on routes to local events (Mavericks Festival, HMB Pumpkin Patch, and Halloween). A larger messaging push was the schedule changes for **Runbook 140**, which was implemented on November 6th, 2022.

October 2022 Digital Marketing Highlights:

- Press Release: "SamTrans Board of Directors Appoints April Chan as New GM/CEO"
- Press Release: "SamTrans Sees Ridership Gains from New Bus Network"
- Press Release: "Clipper® BayPass Debuts for San Mateo County Residents"
- Bus Operator Recruitment
- Wi-Fi on Buses (ongoing)
- Clipper Mobile (ongoing)
- Clipper Start (ongoing)

October Website Sessions: 83,867 visits (compared to 86,805 visits in September 2022, and 81,083 in October 2021)

Prepared By:	Alex Lam	Principal Planner (Operations Planning)	650-508-6227
	Robert Casumbal	Director (Marketing/Market Research)	650-508-6280
	Jeremy Lipps	Digital Communications Manager	650-508-7845



PETER RATTO, CHAIR
JOSH POWELL, VICE CHAIR
MARINA FRASER
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
RICO E. MEDINA
DAVE PINE
CHARLES STONE

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Finance Committee Committee of the Whole

San Mateo County Transit District

Wednesday, December 7, 2022 – 2:45 pm

or immediately following the Community Relations Committee meeting

- | | | |
|--------|--|--------|
| 9.b.1. | Call to Order | |
| 9.b.2. | Approval of Minutes of the Finance Committee Meeting of November 2, 2022 | Motion |
| 9.b.3. | Adoption of Salary Ordinance No. 108 | Motion |
| 9.b.4. | Adopt a Biennial Budget Policy | Motion |
| 9.b.5. | Adjourn | |

Committee Members: Marina Fraser (Chair), Jeff Gee, 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 Finance Committee Meeting /
Committee of the Whole**

November 2, 2022

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

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: C. Groom, R. Medina, D. Pine (joined at 3:18 pm), J. Powell, P. Ratto, C. Stone (joined at 3:17 pm)

Other Board Members Absent: None

Staff Present: A. Chan, C. Mau, J. Cassman, D. Olmeda, J. Brook, D. Seamans

9.b.1 Call to Order

Committee Chair Marina Fraser called the meeting to order at 3:11 pm.

9.b.2 Approval of Minutes of the Finance Committee Meeting of October 12, 2022

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Powell, Ratto

Noes: None

Absent: Pine, Stone

**9.b.3 Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended
June 30, 2022**

April Chan, General Manager/CEO, said they were planning a Board budget workshop in the spring.

Grace Martinez, Acting Chief Financial Officer, introduced Jennifer Ye, Director, Accounting, who summarized the staff report. She introduced Ahmad Gharaibeh, Partner, Eide Bailly, LLC, who provided the presentation.

Director Charles Stone joined the meeting at 3:17 pm.

Director Dave Pine joined the meeting at 3:18 pm.

Ms. Martinez said the net position at the end of the last fiscal year looks healthy but does not reflect future capital expenditure needs of the District. She announced that the District was designated a Triple Crown winner by the GFOA (Government Finance Officers Association) for Fiscal Year 2022 for the Achievement of Excellence in Financial Reporting in regards to the ACFR and budget document.

Motion/Second: Groom/Gee

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Pine, Powell, Ratto, Stone

Noes: None

Absent: None

9.b.4 Authorize an Amendment of Contract with MV Transportation, Inc. for Coastside Transportation Services

Kevin Yin, Director of Contracts and Procurement, presented the staff report.

Committee Chair Fraser said she hopes that the District will continue to examine what is working or not working with the Reimagine SamTrans transitions of the different routes and make improvements as needed.

Motion/Second: Stone/Pine

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Pine, Powell, Ratto, Stone

Noes: None

Absent: None

9.b.5 Authorization to Receive \$4.6 Million in State Low Carbon Transit Operations Program Funds from the Metropolitan Transportation Commission and Amend to Increase the Fiscal Year 2023 Budget to \$36,084,672

Peter Skinner, Executive Officer, Transportation Authority, presented the staff report regarding receiving the last increment of the \$19.6 million from the Metropolitan Transportation Commission related to the right of way repayments.

Motion/Second: Gee/Groom

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Pine, Powell, Ratto, Stone

Noes: None

Absent: None

9.b.6 Adjourn

The meeting adjourned at 3:34 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>. 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: April Chan, General Manager/CEO
From: Grace Martinez, Acting Chief Financial Officer
Subject: **Adoption of Salary Ordinance No. 108**

Action

Staff proposes the Committee recommend Board of Directors (Board) approval of San Mateo County Transit District (District) Salary Ordinance No. 108, which includes:

- 31 new administrative positions; and
- 25 additional new administrative positions specifically assigned to carry out needs of the Peninsula Corridor Joint Powers Board (JPB).

Significance

Over the prior year and a half, the then-Acting General Manager/CEO (GM/CEO) and new permanent General Manager/CEO, utilizing authority delegated by the Board in June 2000 (Salary Ordinance No. 80), authorized certain changes to the Table of Position Classifications (Exhibits B, C, and D). These and other more minor adjustments were required so that the District could effectively and efficiently carry out the missions of the District, the JPB, the San Mateo County Transportation Authority (TA) and the San Mateo County Express Lanes Joint Powers Authority (SMC-ELJPA). The Table of Position Classifications proposed for adoption at this time has been amended to reflect the changes. In addition, 56 new positions were requested in the District, JPB, TA and SMC-ELJPA Fiscal Year (FY) 2023 budgets. These new positions will increase the number of full-time and part-time positions from 917 to 973 in the Table of Position Classifications.

Of particular note, a total of 25 new positions are proposed for the JPB, including a separate JPB Executive Director. The JPB Board of Directors has appointed Michelle Bouchard to be the JPB's first separate Executive Director pursuant to the Caltrain governance Memorandum of Understanding approved by the District Board on June 21, 2022. Attached to this staff report is a letter from the JPB Board Chair to the District Board Chair requesting the District Board to set the JPB Executive Director's salary of \$352,617, which amount (and all related benefits and other costs) will be funded by the JPB.

Salary Ordinance No. 108 also reflects changes made as a result of position trades, position reviews, and reclassifications. The following positions were reevaluated or reclassified:

- All Office Assistants Level 11 were reclassified to Administrative Support Specialists Level 12
- The Assistant Manager, Bus Maintenance was reclassified from Level 18 to Level 19

- The Business to Business (B2B) Development Analyst Level 17 was reclassified to Supervisor, Fare Programs Operations Level 18
- The Data Analyst - Fare Programs Level 15 was reclassified to Data Analyst III – Fare Programs Level 17
- The Executive Officer, Information Technology and Telecommunications Level 24 was reclassified to Chief Information and Technology Officer Level 25
- The Executive Officer, People and Culture Group Level 24 was reclassified to Chief People Officer Level 25
- The Manager, Bus Maintenance was reclassified from Level 19 to Level 20
- The Safety and Security Assistant Level 12 was reclassified to Administrative Analyst II Level 16
- The Web Developer Level 15 was reclassified to Web Developer II Level 16

Budget Impact

On July 6, 2022, the Board approved an increase to the FY2023 Operating Budget to accommodate a 3.5% increase for administrative (non-represented) employees, effective the pay period covering July 1. Staff will return to the Board later this year to request further amendment of the adopted FY2023 Operating Budget to address the proposed changes and salary increases for administrative (non-represented) employees. The JPB, TA and the SMCEL-JPA are each required to reimburse the District for all expenses associated with the positions necessary to carry out their respective missions.

Background

The District's Strategic Plan includes a goal to continue to attract and retain a highly skilled and motivated workforce to carry out critical programs of the District, the JPB, the TA and the SMCEL-JPA. The District must be adequately staffed to face internal and external challenges and must be diligent in identifying and addressing them on a regular basis to remain effective and adaptive to change.

Prepared By: Juliet Nogales-DeGuzman Director, Human Resources 650-508-6236

BOARD OF DIRECTORS 2022

STEVE HEMINGER, CHAIR
CHARLES STONE, VICE CHAIR
DEVORA "DEV" DAVIS
CINDY CHAVEZ
JEFF GEE
GLENN HENDRICKS
DAVE PINE
SHAMANN WALTON
MONIQUE ZMUDA

MICHELLE BOUCHARD
EXECUTIVE DIRECTOR



November 29, 2022

VIA EMAIL

Peter Ratto
Chair, Board of Directors
San Mateo County Transit District
1250 San Carlos Ave.
San Carlos, CA 94070

Re: Contingent Appointment of Michelle Bouchard

Dear Peter:

At the November 3, 2022, meeting of the Peninsula Corridor Joint Powers Board ("JPB"), the JPB appointed Michelle Bouchard to serve as the JPB's Director, contingent upon the execution of a contract to include the JPB and Ms. Bouchard and the resolution of an issue concerning Ms. Bouchard's employment status for purposes of her participation in CalPERS as a SamTrans employee. The terms of the contingent appointment include the following: (1) a salary of \$352,617, with a \$20,000 signing bonus; (2) Paid Time Off at the rate accrued by employees who have been with SamTrans for 25 years; (3) a vehicle for 24/7 use, subject to SamTrans vehicle use policy; (4) severance and medical benefits for nine month for termination in the absence of grave misconduct, or 12 months in the event the August 5, 2022, Memorandum of Understanding between SamTrans, the JPB, the Santa Clara Valley Transportation Authority, and the City and County of San Francisco (the "MOU") reverts pursuant to section 4; and (5) a term of four years.

On behalf the JPB and pursuant to the MOU, I request that SamTrans amend its salary ordinance to establish a salary of \$352,617 for the Caltrain Executive Director, as adjusted by the JPB from time to time, effective upon the satisfaction of the contingencies described above. In addition, I request that SamTrans consider amending the existing employment agreement between the District's General Manager/Chief Executive Officer and Ms. Bouchard to reflect the terms described above and extend the agreement until such time as the JPB and Ms. Bouchard execute an employment agreement, or the MOU reverts pursuant to section 4. Finally, I request that SamTrans' counsel work with the JPB's counsel to consult with CalPERS regarding Ms. Bouchard's employment status for the purpose of retirement benefits to facilitate the implementation of the

PENINSULA CORRIDOR JOINT POWERS BOARD
1250 San Carlos Ave – P.O. Box 3006
San Carlos, CA 94070-1306 (650) 508-6200

MOU. The JPB will be responsible for Ms. Bouchard's salary and benefits, as well as the costs associated with consulting with CalPERS. The JPB will also indemnify SamTrans pursuant to a separate agreement executed by legal counsel for any liability SamTrans incurs as a result of taking these actions.

Thank you for your consideration of this matter.

Sincerely,



Steve Heminger
Chair, Peninsula Corridor Joint Powers Board

**Ordinance No. 108
Board Of Directors, San Mateo County Transit District
State of California**

**Authorizing Reclassifications,
Title Changes, Modification, and Addition of Positions
to the Table of Position Classifications**

Whereas, the San Mateo County Transit District (District) General Manager/CEO, and the most recent Acting General Manager/CEO, pursuant to authority previously conferred by the Board of Directors (Board), have implemented position reclassifications, changed titles and changed positions in the District's Table of Position Classifications adopted as an attachment to Ordinance No. 107, which adjustments are deemed necessary to organize and manage effectively the transit needs of the public within the parameters of the District's Operating and Capital Budgets and for the District to remain competitive as an employer in the Bay Area; and

Whereas, to prepare for future staffing needs of the District and the agencies managed by the District, the General Manager/CEO recommends that the Board authorize the addition of 56 new positions to the District's Table of Position Classifications, thereby increasing the number of Full-time and Part-time positions from 917 to 973; and

Whereas, the Peninsula Corridor Joint Powers Board (JPB), the San Mateo County Transportation Authority (TA) and the San Mateo County Express Joint Powers Authority (SMCEL-JPA) are obligated to reimburse the District for all expenses associated with positions required to carry out their respective missions; and

Whereas, the aforementioned General Manager/CEO's recommendations and actions are reflected in the revised Table of Position Classifications attached hereto and incorporated herein as Exhibits "B", "C", "D", and "E"; and

Now, Therefore, Be It Ordained that the Board of Directors of the San Mateo County Transit District adopts the revised Table of Position Classifications, attached as Exhibits "A", "B", "C", "D," and "E" effective with the pay period covering December 7, 2022.

Regularly passed and adopted this 7th of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

EXHIBIT "A"

SALARY PAY STRUCTURE

Grade	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Range Width	% Interval between Pay Grade Midpoints
11	\$49,063	\$65,885	\$82,707	68.6%	14.5%
12	\$54,279	\$71,723	\$89,167	64.3%	8.9%
13	\$60,049	\$76,772	\$93,495	55.7%	7.0%
14	\$66,432	\$83,937	\$101,441	52.7%	9.3%
15	\$73,494	\$91,867	\$110,241	50.0%	9.4%
16	\$81,306	\$101,633	\$121,960	50.0%	10.6%
17	\$89,949	\$112,437	\$134,924	50.0%	10.6%
18	\$99,511	\$124,389	\$149,267	50.0%	10.6%
19	\$110,089	\$137,612	\$165,134	50.0%	10.6%
20	\$121,792	\$152,240	\$182,688	50.0%	10.6%
21	\$134,739	\$168,423	\$202,108	50.0%	10.6%
22	\$149,062	\$186,327	\$223,592	50.0%	10.6%
23	\$164,907	\$206,134	\$247,361	50.0%	10.6%
24	\$182,437	\$228,046	\$273,655	50.0%	10.6%
25	\$201,830	\$252,288	\$302,745	50.0%	10.6%
26	\$223,285	\$279,107	\$334,928	50.0%	10.6%

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Accessibility Coordinator	1	17	89,949	134,924
Accessibility Specialist	1	13	60,049	93,495
Accountant II	15	16	81,306	121,960
Accountant III	7	18	99,511	149,267
Accounting Specialist	2	12	54,279	89,167
Accounting Technician	1	12	54,279	89,167
ADA Coordinator	1	17	89,949	134,924
Administrative Analyst II	3	16	81,306	121,960
Administrative Analyst III	3	18	99,511	149,267
Administrative Support Specialist	9	12	54,279	89,167
Assistant District Secretary	2	15	73,494	110,241
Assistant Manager, Bus Maintenance	2	19	110,089	165,134
Assistant Manager, Bus Transportation	3	18	99,511	149,267
Assistant Manager, Facilities Maintenance	1	18	99,511	149,267
Assistant Manager, Transit Operations Training	1	18	99,511	149,267
Assistant Project Manager	1	17	89,949	134,924
Budget Analyst II	2	16	81,306	121,960
Budget Analyst III	4	18	99,511	149,267
Business Intelligence Analyst III	1	18	99,511	149,267
Business Systems Analyst II	1	16	81,306	121,960
Business Systems Analyst III	3	19	110,089	165,134
Business to Business (B2B) Development Specialist	1	12	54,279	89,167
Chief Communications Officer	1	25	201,830	302,745
Chief Financial Officer	1	25	201,830	302,745
Chief Information and Technology Officer	1	25	201,830	302,745
Chief Officer, Planning, Grants, and Transportation Authority	1	25	201,830	302,745
Chief Operating Officer, Bus	1	25	201,830	302,745
Chief People Officer	1	25	201,830	302,745
Civil Rights Analyst	1	15	73,494	110,241
Claims Specialist	1	15	73,494	110,241
Contract Administrator	5	18	99,511	149,267
Customer Experience Coordination	1	16	81,306	121,960
Customer Experience Information Specialist	1	14	66,432	101,441
Customer Experience Specialist	1	12	54,279	89,167
Customer Relations Specialist	2	12	54,279	89,167
Data Analyst - Fare Programs	1	17	89,949	134,924
Database Administrator	1	18	99,511	149,267
Database Architect	1	19	110,089	165,134
DBE Administrator	1	18	99,511	149,267
Deputy Chief Financial Officer	1	24	182,437	273,655
Deputy Chief, Bus Fleet/Facilities	1	24	182,437	273,655
Deputy Chief, Communications	1	24	182,437	273,655
Deputy Director, Civil Rights and DEI	1	22	149,062	223,592
Deputy Director, Intelligent Transportation Systems (ITS)	1	22	149,062	223,592
Deputy Director, Safety and Security	2	22	149,062	223,592
Deputy Director, Transportation Authority Program	1	22	149,062	223,592
Deputy District Secretary	1	20	121,792	182,688
Deputy General Manager/CEO	1	26	223,285	334,928
Designer	1	15	73,494	110,241
Digital Communications Specialist	2	14	66,432	101,441
Director, Accounting	1	23	164,907	247,361
Director, Budgets and Financial Analysis	1	23	164,907	247,361
Director, Bus Maintenance	1	23	164,907	247,361
Director, Bus Transportation	1	23	164,907	247,361

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Director, Contracts and Procurement	1	23	164,907	247,361
Director, Customer Experience	1	23	164,907	247,361
Director, Facilities Maintenance	1	23	164,907	247,361
Director, Financial Planning and Analysis	1	23	164,907	247,361
Director, Grants and Fund Management	1	23	164,907	247,361
Director, Human Resources	1	23	164,907	247,361
Director, Marketing and Market Research	1	23	164,907	247,361
Director, Planning	1	23	164,907	247,361
Director, Real Estate and Development	1	23	164,907	247,361
Director, Safety and Security	1	23	164,907	247,361
Director, Transportation Authority Program	1	23	164,907	247,361
Director, Treasury	1	23	164,907	247,361
Distribution Clerk	2	11	49,063	82,707
Distribution Coordinator	1	15	73,494	110,241
EEO Administrator	1	18	99,511	149,267
Employee Relations Administrator	1	18	99,511	149,267
Engineer III	3	19	110,089	165,134
Executive Assistant II	3	14	66,432	101,441
Executive Assistant III	1	15	73,494	110,241
Executive Officer, District Secretary, Executive Administration	1	21	134,739	202,108
Executive Officer, Transportation Authority	1	24	182,437	273,655
Facilities Project Engineer	1	19	110,089	165,134
Financial Analyst III	2	18	99,511	149,267
Financial Reporting Accountant	3	17	89,949	134,924
Government and Community Affairs Officers	5	18	99,511	149,267
Graphic Specialist	1	12	54,279	89,167
Human Resources Analyst	7	15	73,494	110,241
Human Resources Project Manager	1	19	110,089	165,134
Human Resources Specialist	6	12	54,279	89,167
Information Technology (IT) Administrative Analyst III	1	18	99,511	149,267
Information Technology (IT) Analyst II	4	16	81,306	121,960
Information Technology (IT) Analyst III	1	17	89,949	134,924
Information Technology (IT) Application Architect/Project Manager	1	20	121,792	182,688
Information Technology (IT) Security Architect II	1	20	121,792	182,688
Information Technology (IT) System Administrator I	3	14	66,432	101,441
Insurance and Claims Administrator	1	18	99,511	149,267
Intelligent Transportation Systems (ITS) Administrator	1	17	89,949	134,924
Intelligent Transportation Systems (ITS) Analyst	1	17	89,949	134,924
Intelligent Transportation Systems (ITS) Senior Technician	2	16	81,306	121,960
Intelligent Transportation Systems (ITS) Technician	5	15	73,494	110,241
Internal Communications Specialist	1	14	66,432	101,441
Inventory Specialist	1	14	66,432	101,441
Labor Compliance Administrator	1	18	99,511	149,267
Maanger, Creative Services	1	20	121,792	182,688
Maintenance Contract Administrator	2	18	99,511	149,267
Manager, Accessible Transit Services	1	20	121,792	182,688
Manager, Budgets	3	20	121,792	182,688
Manager, Bus Contracts	1	19	110,089	165,134
Manager, Bus Maintenance	2	20	121,792	182,688
Manager, Bus Transportation	2	19	110,089	165,134
Manager, Civil Rights Programs	1	19	110,089	165,134
Manager, Communications	1	19	110,089	165,134
Manager, Customer Service	1	19	110,089	165,134
Manager, Digital Communications	1	19	110,089	165,134

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Manager, Employee Relations	1	21	134,739	202,108
Manager, Engineering (SamTrans)	1	21	134,739	202,108
Manager, Environmental Compliance	1	20	121,792	182,688
Manager, Facilities Maintenance	1	19	110,089	165,134
Manager, Fare Program Operations	1	20	121,792	182,688
Manager, Financial Planning and Analysis	1	20	121,792	182,688
Manager, Financial Reporting	1	21	134,739	202,108
Manager, Government and Community Affairs	2	20	121,792	182,688
Manager, Grants and Capital Accounting	1	20	121,792	182,688
Manager, Grants and Fund Programmin	1	20	121,792	182,688
Manager, Human Resources	2	21	134,739	202,108
Manager, Information Technology (IT) and Telecommunications	2	20	121,792	182,688
Manager, Information Technology (IT) Infrastructure	1	21	134,739	202,108
Manager, Market Research and Development	1	20	121,792	182,688
Manager, Marketing Outreach	1	20	121,792	182,688
Manager, Materials and Inventory Control	1	19	110,089	165,134
Manager, Operations Planning, Bus	1	20	121,792	182,688
Manager, Payroll	1	21	134,739	202,108
Manager, Procurement	2	20	121,792	182,688
Manager, Programming and Monitoring	1	20	121,792	182,688
Manager, Real Estate Management and Capital Project Support	1	20	121,792	182,688
Manager, Revenue Management	1	20	121,792	182,688
Manager, Safety and Security	1	19	110,089	165,134
Manager, Strategic Development	1	19	110,089	165,134
Manager, Transit Operations Training	1	20	121,792	182,688
Manager, Transit Oriented Development	1	20	121,792	182,688
Manager, Treasury Operations	1	20	121,792	182,688
Market Research and Development Analyst	1	16	81,306	121,960
Marketing Promotions Specialist	1	14	66,432	101,441
Mobility Project Coordinator	1	17	89,949	134,924
Network Administrator II	2	18	99,511	149,267
Network Administrator III	1	19	110,089	165,134
Operations Contract Analyst	3	16	81,306	121,960
Planning Administrator	4	19	110,089	165,134
Planning Analyst II	2	16	81,306	121,960
Planning Analyst III	4	17	89,949	134,924
Principal Grants Analyst	1	19	110,089	165,134
Procurement Administrator I	3	15	73,494	110,241
Procurement Administrator II	6	17	89,949	134,924
Procurement Administrator III	4	19	110,089	165,134
Procurement Specialist	1	14	66,432	101,441
Project Manager	3	19	110,089	165,134
Public Affairs Specialist	4	14	66,432	101,441
Real Estate Administrator	2	19	110,089	165,134
Real Estate Specialist	1	14	66,432	101,441
Safety and Security Assistant	1	12	54,279	89,167
Safety and Security Data Analyst	1	16	81,306	121,960
Safety Coordinator	1	16	81,306	121,960
Safety Engineer	1	18	99,511	149,267
Scheduling Specialist	1	12	54,279	89,167
Senior Applications Developer	1	19	110,089	165,134
Senior Network Engineer	1	19	110,089	165,134
Senior Operations Financial Analyst	1	19	110,089	165,134
Senior Payroll and Accounts Payable Specialist	1	13	60,049	93,495

Table of District Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "B"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Senior Project Manager	2	20	121,792	182,688
Senior Systems Engineer - MSAzu	1	19	110,089	165,134
Senior Systems Software Analyst	1	19	110,089	165,134
Social Media Specialist	1	14	66,432	101,441
Supervisor, Customer Service	1	15	73,494	110,241
Supervisor, Fare Programs Operations	1	18	99,511	149,267
Supervisor, Human Resources Shared Services	1	18	99,511	149,267
Supervisor, Payroll	1	18	99,511	149,267
Surveyor	1	18	99,511	149,267
Systems Administrator III	1	19	110,089	165,134
Systems Software Analyst	2	19	110,089	165,134
Telecommunications Specialist	1	17	89,949	134,924
Title VI Social Equity Administrator	1	18	99,511	149,267
Transit Asset Management Analyst	1	17	89,949	134,924
Warranty Analyst	1	14	66,432	101,441
Web Developer	1	15	73,494	110,241

Table of Caltrain Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "C"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Administrative Analyst II	1	16	81,306	121,960
Administrative Analyst III	1	18	99,511	149,267
Administrative Support Specialist	6	12	54,279	89,167
Budget Analyst III	2	18	99,511	149,267
Business Operations Project Manager	1	19	110,089	165,134
CAD Technician	1	14	66,432	101,441
Chief of Staff	1	25	201,830	302,745
Chief Officer, Caltrain Modernization Program	1	25	201,830	302,745
Chief Operating Officer, Rail	1	25	201,830	302,745
Construction Liaison Manager	1	17	89,949	134,924
Contract Administrator	2	18	99,511	149,267
Cost Estimator	1	18	99,511	149,267
Cyber Security Analyst	1	18	99,511	149,267
Deputy Chief, Caltrain Planning	1	24	182,437	273,655
Deputy Chief, Rail Business	1	24	99,511	149,267
Deputy Chief, Rail Development	1	24	182,437	273,655
Deputy Chief, Rail Operations	1	24	182,437	273,655
Deputy Director, Caltrain Policy Development	1	22	149,062	223,592
Deputy Director, Capital Program Delivery	1	22	149,062	223,592
Deputy Director, Capital Program Planning	1	22	149,062	223,592
Deputy Director, Program Management and Environmental Compliance	2	22	149,062	223,592
Deputy Director, Project Controls	1	22	149,062	223,592
Deputy Director, Project Delivery	1	22	149,062	223,592
Deputy Director, Quality Assurance & Standards	1	22	149,062	223,592
Deputy Director, Rail Infrastructure Engineering	1	22	149,062	223,592
Deputy Director, Rail Vehicle Maintenance	1	22	149,062	223,592
Deputy Director, Railroad Systems Engineering	1	22	149,062	223,592
Deputy Director, Transit Oriented Development (TOD) & Real Estate	1	22	149,062	223,592
Director, Budgets and Financial Analysis	1	23	164,907	247,361
Director, Capital Program Delivery	1	23	164,907	247,361
Director, Capital Program Management	1	23	164,907	247,361
Director, Engineering	1	23	164,907	247,361
Director, Government and Community Affairs	1	23	164,907	247,361
Director, Grants and Fund Management	1	23	164,907	247,361
Director, Rail Contracts and Budget	1	23	164,907	247,361
Director, Rail Maintenance	1	23	164,907	247,361
Director, Rail Network and Operations Planning	1	23	164,907	247,361
Director, Rail Operations	1	23	164,907	247,361
Director, Rail Program Integration	1	23	164,907	247,361
Director, Real Estate Development	1	23	164,907	247,361
Director, Special Projects and Initiatives	1	23	164,907	247,361
Director, Strategy and Policy	1	23	164,907	247,361
Director, Systemwide Planning and Policy	1	23	164,907	247,361
Document Controls Specialist	2	12	54,279	89,167
DTX Coordinator	1	18	99,511	149,267
Engineer II	5	18	99,511	149,267
Engineer III	19	19	110,089	165,134
Executive Assistant II	1	14	66,432	101,441
Field Inspector/TAM	1	14	66,432	101,441
GIS Administrator/Analyst	1	18	99,511	149,267
Human Resources Business Partner (Rail)	1	19	110,089	165,134
Manager, Budgets	1	20	121,792	182,688
Manager, Caltrain Planning	1	20	121,792	182,688
Manager, Capital Projects and Environmental Planning	1	20	121,792	182,688

Table of Caltrain Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "C"

Job Title	Authorized Positions	Pay Grade	Salary Range	
Manager, Configuration Management	1	20	121,792	182,688
Manager, Construction Services	1	21	134,739	202,108
Manager, Cost Control	1	20	121,792	182,688
Manager, Engineering	3	21	134,739	202,108
Manager, Engineering, Traction and Power	1	20	121,792	182,688
Manager, Facility Engineering	1	20	121,792	182,688
Manager, Maintenance Rail Equipment	1	20	121,792	182,688
Manager, Project Controls	1	20	121,792	182,688
Manager, Project Estimates	1	20	121,792	182,688
Manager, Project Schedules	1	20	121,792	182,688
Manager, PTC	1	20	121,792	182,688
Manager, Quality Control/Auditor	1	20	121,792	182,688
Manager, Rail Compliance	1	20	121,792	182,688
Manager, Rail Contracts and Budget	3	20	121,792	182,688
Manager, Rail Network Engineering	1	20	121,792	182,688
Manager, Rail Operations	2	19	110,089	165,134
Manager, Rail Operations Planning	1	20	121,792	182,688
Manager, Records Management	1	19	110,089	165,134
Manager, Signal and Crossing	1	20	121,792	182,688
Manager, Standards and Procedures	1	20	121,792	182,688
Manager, Stations and Communications Maintenance	1	19	110,089	165,134
Manager, Third Party Projects	1	20	121,792	182,688
Manager, Train Control Systems	1	20	121,792	182,688
Manager, Transportation Communications (Rail)	1	20	121,792	182,688
Manager, Utility	1	20	121,792	182,688
Manager, WAF Technology Research & Development	1	20	121,792	182,688
Network Administrator II, Rail	1	18	99,511	149,267
Operations Contract Analyst	1	16	81,306	121,960
Planning Administrator	10	19	110,089	165,134
Planning Analyst II	1	16	81,306	121,960
Planning Analyst III	1	17	89,949	134,924
Process Coordinator, Standards and Procedure	1	18	99,511	149,267
Program Management Administrator, CalMod	1	18	99,511	149,267
Project Controls Analyst II	3	16	81,306	121,960
Project Manager	5	19	110,089	165,134
Rail Liaison	1	18	99,511	149,267
Rail Operations Analyst III	1	18	99,511	149,267
Rail Safety Coordinator	1	18	99,511	149,267
Rail Vehicle Maintenance Program Administrator	1	19	110,089	165,134
Senior Cost Engineer	1	19	110,089	165,134
Senior Project Manager	5	20	121,792	182,688
Senior Project Specialist	1	18	99,511	149,267
Senior Rail Safety Officer	1	19	110,089	165,134
Utility Coordinator	1	18	99,511	149,267

Table of Represented Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "D"

Job Title	Authorized Positions	Class	Salary Range
Bus Contracts Inspector	3	IBT2	a
Bus Operator (full-time/part-time)(b)	348	ATU1	a
Bus Operator Trainee	as needed	ATU1	\$27.00 hour
Bus Transportation Supervisor	16	IBT1	a
Customer Service Representative 2	2	ATU2	a
Customer Service Representative 1 (extra-help)	8	ATU2	a
Customer Service Representative 1 (full-time)	8	ATU2	a
Customer Service Representative 1 (part-time)	4	ATU2	a
Dispatcher	4	IBT1	a
Facilities Technician	5	IBT5	a
Maintenance Instructor	2	IBT4	a
Maintenance Supervisor	8	IBT4	a
Mechanic "A"	34	ATU1	a
Mechanic "B"	19	ATU1	a
Mechanic "C"	11	ATU1	a
Radio Controller	3	IBT1	a
Receptionist	1	ATU2	a
Storeskeeper	7	ATU1	a
Transit Instructor	7	IBT3	a
Utility Maintenance Supervisor	2	IBT4	a
Utility Worker	29	ATU1	a

Notes:

(a) Wages established in accordance with the Collective Bargaining Agreements with the Amalgamated Transit Union, Local 1574 (ATU1 - Bus Operators and Maintenance Employee Unit and ATU2 - Customer Service Unit) and the International Brotherhood of Teamsters, Local 856 (IBT1 - Bus Transportation Supervisory Unit, IBT2 - Bus Contracts Inspector Unit, IBT3 - Transit Instructor Unit, IBT4 - Utility and Maintenance Supervisor and Maintenance Instructor Unit, and IBT5 - Facilities Technician Unit).

(b) Part-time operators shall not exceed 17 percent of the total number of operators, in accordance with the current Amalgamated Transit Union (ATU1) Collective Bargaining Agreement.

Table of General Manager and Executive Director Position Classifications (Ord. 108 effective 12/07/2022)

Exhibit "E"

Job Title	Authorized Positions	Class	Salary Range
General Manager/CEO	1	GM	350,000
Executive Director, Caltrain	1	ED	352,617

**San Mateo County Transit District
Staff Report**

To: Finance Committee
Through: April Chan, General Manager/CEO
From: Grace Martinez, Acting Chief Financial Officer
Subject: **Adopt a Biennial Budget Policy**

Action

Staff proposes that the Committee recommend the Board of Directors (Board) adopt a Biennial Budget Policy (Policy), set forth in the attached resolution, to:

1. Require appropriation of funds for two-year operating and capital budgets or Biennial Budgets, by June 30; and
2. Authorize the General Manager/CEO to adjust operating budgets by up to an aggregate of 10% before seeking Board approval.

Significance

Over the course of the past year, staff has started planning for and understanding the financial effect of a zero-emission, electrified bus service, which requires long-term financial planning. Staff has determined that instituting a biennial budget cycle for both the operating and capital budgets will allow the agency to focus on multi-year financial planning, taking into account two years of revenues and expenditures, during each budget cycle.

If the Board adopts the proposed Policy, Staff will continue to bring budget amendments to the Board for consideration (a) for any changes to a Board-approved capital budget, and (b) for significant fluctuations in economic conditions, service level changes, or other sizable changes to a Board-approved operating budget.

Budget Impact

There is no budget impact associated with the proposed action. If the Board adopts the proposed Policy, staff will present the Board with draft operating and capital budgets for Fiscal Years (FY) 2024 and 2025 next spring.

Background

The Board does not have an existing budget policy. Historically, the Board has adopted one-year capital and operating budgets. Other transit agencies have adopted biennial budgets, including:

Agency

San Francisco Municipal Transportation Agency
Bay Area Rapid Transit District
Santa Clara Valley Transportation Authority

Most Recent Biennial Budgets

Adopted for FY2023 and FY2024
Adopted for FY2023 and FY2024
Adopted for FY2024 and FY2025

The Peninsula Corridor Joint Powers Board also will consider adopting a Biennial Budget Policy in December 2022. If the policy is adopted, Caltrain's first biennial budgets will cover FY2024 and FY2025.

Prepared by: Ladi Millard-Olmeda, Director Budgets and Financial Analysis 650-508-7755

Resolution No. 2022 –

**Board of Directors, San Mateo County Transit District
State of California**

* * *

Adopting a Biennial Budget Policy

Whereas, staff has started planning for and understanding the financial impact of a zero-emission, electrified bus service, which requires long-term financial planning; and

Whereas, staff has determined that instituting a biennial operating and capital budget cycle will allow the agency to focus on multi-year financial planning by reviewing two years of revenues and expenditures during each cycle; and

Whereas, the staff recommends that the Board of Directors adopt a Biennial Budget Policy to require adoption of biennial operating and capital budgets, and to permit the General Manager/CEO to make certain moderate corrections and adjustments to adopted operating budgets.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District Board hereby adopts a Biennial Budget Policy, as follows:

1. Biennial Budgets. By June 30 of each calendar year (i.e. on a biennial basis), the Board of Directors will adopt operating and capital budgets for the next two fiscal years. (For example, the operating and capital budgets for Fiscal Years 2024 and 2025 must be adopted by June 30, 2023).
2. Operating Budget Revisions. The General Manager/CEO is authorized to (a) make necessary technical and clerical corrections to Board-approved operating budgets, and (b) revise Board-approved operating budgets to allocate additional

revenues made available to the District. However, the General Manager/CEO must seek the Board of Directors' approval of such corrections or adjustments that, in the aggregate, revise a Board-adopted operating budget by more than 10 percent.

Regularly passed and adopted this 7th of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary



BOARD OF DIRECTORS 2022

PETER RATTO, CHAIR
JOSH POWELL, VICE CHAIR
MARINA FRASER
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
RICO E. MEDINA
DAVE PINE
CHARLES STONE

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Strategic Planning, Development, and Sustainability Committee Committee of the Whole

San Mateo County Transit District

Wednesday, December 7, 2022 – 3:00 pm

or immediately following the Finance Committee meeting

- | | | |
|--------|---|--------|
| 9.c.1. | Call to Order | |
| 9.c.2. | Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of November 2, 2022 | Motion |
| 9.c.3. | Authorize Approval of the SamTrans ECR Bus Speed and Reliability Study | Motion |
| 9.c.4. | Authorize Use of Construction Manager General Contractor Project Delivery Method for the South Base Battery Electric Bus Infrastructure Project | Motion |
| 9.c.5. | Acceptance of Capital Projects Quarterly Status Report for 1 st Quarter Fiscal Year 2023 | Motion |
| 9.c.6. | Adjourn | |

Committee Members: Carole Groom (Chair), Jeff Gee, Dave Pine

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 Meeting / Committee of the Whole**

November 2, 2022

Committee Members Present: C. Groom (Chair), J. Gee, D. Pine

Committee Members Absent: None

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

Other Board Members Absent: None

Staff Present: A. Chan, C. Mau, J. Cassman, D. Olmeda, J. Brook, D. Seamans

9.c.1 Call to Order

Committee Chair Carole Groom called the meeting to order at 3:34 pm.

9.c.2 Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of October 12, 2022

Motion/Second: Medina/Fraser

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Pine, Powell, Ratto, Stone

Noes: None

Absent: None

9.c.3 Draft Short Range Transit Plan (SRTP) Fiscal Years 2023 – 2028

Millie Tolleson, Manager, Strategic Planning, provided the initial part of the presentation on how the SRTP provides an overview of an agency's transit services and performance and how it is required by the Metropolitan Transportation Commission (MTC) in order to receive funding.

Ryan Hinchman, Director, Financial Planning and Analysis, provided the portion of the presentation regarding SamTrans-generated projections. Ms. Tolleson provided the next steps to finalize the SRTP and refine internal budget projections.

Director Charles Stone thanked the County voters for approving Measure W. He asked if the District should be prepared to fight harder for available federal and state funds. April Chan, General Manager/CEO, said they have initiated the ICT (Innovative Clean Transit) plan to leverage the funding.

Committee Member Jeff Gee asked where the 1.2 percent per year figure came from. Mr. Hinchman said MTC looked at the 2019 operating expenses and escalated it by 2.2 percent per year, but that that was not consistent with inflation. Committee Member Gee suggested that the SRTP should have a five-year CIP (capital improvement plan) to go with it.

9.c.4 Adjourn

The meeting adjourned at 3:54 pm.

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

DRAFT

San Mateo County Transit District Staff Report

To: Strategic Planning, Development, and Sustainability Committee
Through: April Chan, General Manager/CEO
From: Millie Tolleson, Acting Director of Planning
Subject: **Authorize Approval of the SamTrans ECR Bus Speed and Reliability Study**

Action

Staff proposes that the Committee recommend that the Board of Directors (Board) approve the San Mateo County Transit District (District) El Camino Real Bus Speed & Reliability Study (ECR Study).

Significance

Bus service on El Camino Real, known as Route ECR, is the "trunk route" of SamTrans service, covering the full north-south span of San Mateo County between Daly City and Palo Alto.

The ECR Study sought to improve the speed and reliability of bus transit on El Camino Real. The study identified improvement measures based on expected travel time savings and reliability improvements, rider benefits and impacts, relative costs, and implementation feasibility.

Implementing the full package of recommendations is anticipated to result in a combined 25-30% reduction in travel time for the bus compared to 2019 service schedules. These measures will facilitate an improved driving experience for bus operators, more efficient scheduling, and the ability to reinvest service delivery resources into increased frequency on Route ECR or other routes in the SamTrans system.

The study then developed a proposed approach to pursuing the recommended measures, starting with the most immediate next steps, all as summarized below.

The draft final ECR Study full report may be downloaded for review from the project website at www.samtrans.com/ecrstudy.

Final Recommendations

- Bus stop balancing: Implement a 20% overall reduction in the number of Route ECR stops to balance stop spacing and address pedestrian safety issues.
- Transit signal priority (TSP) optimization: Execute bus stop location changes, integrate technology systems and install TSP technology on more of the SamTrans bus fleet.
- Cashless fare payments: Accelerate adoption of cashless fare payment methods, including Clipper cards and mobile payments, to speed up boarding and reduce delays. Approximately 32% of Route ECR riders pay their fare with cash.
- Transit Capital Improvements Plan: Install bus bulbs at approximately 70 stops, queue jumps at 7 intersections, pedestrian access improvements at 40 stops, traffic signal modifications, and relocation of up to 25% of stops.

- Bus-only lanes: Further analyze bus-only lanes in South San Francisco, San Bruno, Millbrae, San Mateo, and San Carlos (southbound only). Candidate segments were identified based on potential for increased speed, on-board bus passenger loads, and existing available right-of-way.

Implementation Approach

Pursuing the ECR Study recommendations will require a continuous multi-step process that involves coordinating and collaborating; developing and implementing projects (including identifying funding, planning, designing, and building); and maintaining and improving the corridor.

Implementation of the corridor-wide Transit Capital Improvement Plan on El Camino Real is likely to occur using one of two approaches at different segments of the corridor:

1. The District and/or cities can incorporate improvements into Caltrans-led projects
2. The District and/or cities can develop projects via Caltrans' project development process

The total cost to implement the Transit Capital Improvement Plan on the full 25-mile El Camino Real corridor is estimated at \$80 to \$100 million. This total cost is not anticipated to be borne completely by the District, but is presented for an understanding of order of magnitude costs of these recommendations.

Transit Capital Improvement Plan Project Elements	Description	Approximate Cost
Bus Bulbs	Incorporating shelters, near-level boarding, and/or bus boarding islands with bikeway bypasses	\$26 Million
Pedestrian Gap Closures	Crosswalk and sidewalk gap closures adjacent to bus stops	\$9 Million
Traffic Signal Modifications	New pedestrian hybrid beacons, traffic signals, queue jumps, or other signal modifications supporting bus operations and bus stop access	\$4 Million
Bus Lanes	Three priority bus lane segments spanning South San Francisco-northern Burlingame, San Mateo, and San Carlos	\$1 Million
Total Construction Cost		\$40 Million
<i>Soft Costs (Design, Permitting, Construction Management, etc.) & Contingency</i>		<i>\$40-60 Million</i>
Total Cost		\$80-100 Million

Near-Term Implementation Actions

The ECR Study recommends that the District and partner agencies take the following four near-term actions to set up the policy, staffing and funding mechanisms essential to realizing the recommended Transit Capital Improvement Plan.

- Collaborate with agency partners to establish a transit-first policy for El Camino Real, in order to clarify the importance of transit on El Camino Real, establish a coordinated approach to improving transit operations and infrastructure, and create a mechanism by which land use and transportation projects would minimize impacts to public transit.
- Establish an El Camino Real Program Manager at the District, to address inter-jurisdictional coordination needs between cities, the District and Caltrans, while facilitating the implementation of projects.
- Create a Transit Capital Improvement Fund, to serve as a mechanism to incorporate transit improvements into Caltrans-led projects, provide matching funds for grants, address location-specific transit improvements, and advance projects led by the District and cities.
- Commit to regular coordination and project development with partners including Caltrans, cities, and other partner agencies such as C/CAG and SMCTA.

Next Steps

The District will lead implementation of near-term recommendations, including bus stops balancing targeted to be effective in summer 2023. These changes will ideally be aligned with service improvements on Route ECR approved as part of *Reimagine SamTrans* and will be accompanied by robust customer notification efforts.

The District's fiscal year 2024 budget will include respective items to correspond to the four near-term actions, allowing the District to advance the staffing and funding mechanisms to drive further momentum on this work.

Budget Impact

None at this time.

Background

In 2020, the District was awarded \$211,299 in funding through the Caltrans Sustainable Communities Grant Program for the ECR Study, which was matched with \$37,376 of District funds. The study kicked off in January 2021.

The ECR Study analyzed the impact of slowdowns on Route ECR and identified a suite of operational and capital improvements to achieve faster and more reliable bus service. The ECR Study also applied findings from surveys conducted during the Reimagine SamTrans process, which found that riders are willing to walk a little further to catch a bus that is faster, more frequent and more direct.

Prepared By: Millie Tolleson

Acting Director of Planning

650-622-7815

Resolution No. 2022 –

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Approving the San Mateo County Transit District
El Camino Real Bus Speed and Reliability Study**

Whereas, in 2020, the San Mateo County Transit District (District) was awarded funding through the Caltrans Sustainable Communities Grant Program to study the impact of El Camino Real congestion on the speed and reliability of SamTrans bus service; and

Whereas, El Camino Real is the main street and “Grand Boulevard” of San Mateo County, connecting numerous downtowns, businesses, schools, and other community destinations; and

Whereas, as the backbone of the SamTrans network, Route ECR, which runs along El Camino Real, serves 13 cities across 25 miles and accounts for one quarter of SamTrans’ daily bus ridership; and

Whereas, Route ECR riders have disproportionately lower household incomes than San Mateo County residents and SamTrans riders overall, and improving bus speed and reliability on Route ECR represents one of the most effective strategies to advance more equitable transportation outcomes in San Mateo County; and

Whereas, based on a 2018 Route ECR rider survey, both riders and bus operators agree that travel times and reliability on Route ECR should be improved; and

Whereas, the El Camino Real Bus Speed and Reliability Study (ECR Study) establishes a vision that will enhance the experience of existing riders, attract new riders, increase

operational efficiency, and improve the driving experience for SamTrans bus operators responsible for delivering service on El Camino Real; and

Whereas, the ECR Study recommends further action be taken to establish a multi-jurisdictional transit-first policy for El Camino Real and an El Camino Real Program Manager at the District; and

Whereas, the ECR Study recommends a transit capital improvement plan for each city along the corridor, which includes a range of capital improvements to address bus delays and access barriers; and

Whereas, by implementing the operational enhancements and infrastructure improvements recommended in the ECR Study, the District could achieve Route ECR travel time savings of roughly 25 to 30 percent while enabling more reliable operations with a lower risk of delays and travel time variability.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District adopts the El Camino Real Bus Speed and Reliability Study, attached hereto and incorporated herein by this reference.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Strategic Planning, Development, and Sustainability Committee
Through: April Chan, General Manager/CEO
From: David Olmeda, Chief Operating Officer
Subject: **Authorize Use of Construction Manager General Contractor Project Delivery Method for the South Base Battery Electric Bus Infrastructure Project**

Action

Staff and the SamTrans Emission Zero Program Ad Hoc Committee propose the Committee recommend the Board:

1. Make findings supporting and authorize the use of the Construction Manager General Contractor (CMGC) project delivery method for the South Base Battery Electric Bus (BEB) Charging Infrastructure Project (Project).
2. Authorize the General Manager, or designee, to take any actions necessary to give effect to this authorization.

Significance

The Project is a necessary step towards the San Mateo County Transit District's (District) transition to a 100% zero emission fleet by 2040 as mandated by the California Air Resources Board (CARB). The Project will install charging infrastructure at the South Base Maintenance Facility in San Carlos for the 37 BEBs that the District has procured.

To determine which project delivery method would be best suited for construction of the Project, Staff evaluated the pros and cons of the following project delivery methods: Design-Bid-Build (DBB), Design-Build (DB), and CMGC. Staff also obtained feedback about the suitability of the different project delivery methods for the Project by issuing a Request for Information to general contractors and trade partners, and by reaching out to other public agencies that have delivered projects using alternative project delivery methods such as DB and CMGC.

Based on this evaluation, Staff concludes that CMGC is the most advantageous project delivery method for the Project because it will:

- Allow the District to competitively select a contractor based on qualifications and expertise needed to build the Project;
- Enable the District's design consultant, CMGC, and SamTrans Bus Operations staff to work collaboratively during the design phase to resolve constructability concerns;

- Engage the CMGC early in the design phase to minimize design-related change orders and provide opportunities to shorten the construction schedule; and
- Allow the District to retain control of the design.

Moreover, based on the reasons set forth above, Staff encourages the Board to make findings that the CMGC delivery method provides features not achievable through the design-bid-build delivery method.

Proposal(s) submitted in response to this procurement will be evaluated on a best-value basis, considering both technical factors and price. The winning proposer will initially enter into an agreement for pre-construction services with the District. At a mutually-agreed-upon point, the District and the CMGC will negotiate the price for construction. Upon agreement on the price for construction, the District and the CMGC will enter into a construction contract.

Budget Impact

This action will have no impact to the Budget.

Background

The District has procured BEBs to replace 37 end-of-life diesel buses. Diesel buses are major contributors to greenhouse gas emissions (GHG) and are the source of 89% of SamTrans' GHG emissions. The BEBs will help reduce energy consumption, direct carbon emissions, and other harmful emissions. Replacement of the 37 diesel buses is a component of the District's Zero Emission Transition Plan that guides the District's transition from diesel and gasoline-powered vehicles to a zero emission fleet, without early retirement of diesel vehicles.

The BEBs and supporting charging infrastructure will benefit not only those who rely on public transportation, but also help improve air quality while reducing GHG emissions, including in disadvantaged and low-income communities. The transition to zero emission technology represents the District's commitment to providing sustainable public transit services for the communities it serves and supporting the State of California and CARB in leading the reduction of transportation impacts on air quality and the climate.

This item was reviewed by the SamTrans Emission Zero Program Ad Hoc Committee on November 9, 2022.

Prepared By: Liria C. Larano

Deputy Chief, Fleet & Facilities
Infrastructure

650-288-9151

Resolution No. 2022-

**Board of Directors, San Mateo County Transit District
State of California**

* * *

**Authorizing Use of Construction Manager General Contractor Project Delivery Method for the
South Base Battery Electric Bus Charging Infrastructure Project**

Whereas, the San Mateo County District (District) has adopted a Zero Emission Transition Plan (Plan) to guide its transition from diesel and gasoline-powered vehicles to a zero emission bus (ZEB) fleet in compliance with the California Air Resources Board's (CARB) mandate; and

Whereas, diesel buses are major contributors to greenhouse gas (GHG) emissions and are the source of 89% of SamTrans' GHG emissions; and

Whereas, using Zero Emission Buses (ZEB) instead of diesel-powered buses will help the District reduce energy consumption, direct carbon emissions, and other harmful emissions; and

Whereas, the District has procured 37 Battery Electric Buses (BEBs) to replace the same number of end-of-life diesel buses pursuant to the Plan, without early retirement of diesel vehicles; and

Whereas, the South Base Battery Electric Bus Charging Infrastructure Project (Project) will install charging infrastructure at the South Base Maintenance Facility in San Carlos for the District's new BEBs; and

Whereas, Staff has evaluated the pros and cons of the following project delivery methods: Design-Bid-Build (DBB), Design-Build (DB), and Construction Manager General Contractor (CMGC) to determine which project delivery method would be best-suited for construction of the Project; and

Whereas, Staff also obtained feedback about the suitability of the different project delivery methods for the Project by issuing a Request for Information to general contractors and trade partners, and by reaching out to other public agencies that have delivered projects using alternative project delivery methods such as DB and CMGC; and

Whereas, Staff concludes that CMGC is the most advantageous project delivery method for the Project because it will:

- Allow the District to competitively select a contractor based on qualifications and expertise needed to build the Project;
- Enable the design consultant, CMGC, and SamTrans Bus Operations staff to work collaboratively during the design phase to resolve constructability concerns;
- Engage the CMGC early in the design phase to minimize design-related change orders and provide opportunities to shorten the construction schedule; and
- Allow the District to retain control of the design; and

Whereas, based on the reasons set forth above, the General Manager/CEO and two Committees of the Board of Directors (Board) recommend the Board (1) make findings that the CMGC delivery method provides features not achievable through the DBB delivery method, (2) authorize use of the CMGC method for the Project, and (3) authorize the General Manager CEO, or designee, to take any actions that may be required to give effect to this Resolution.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby finds that the Construction Manager General Contractor delivery method provides features not achievable through the Design-Bid-Bid delivery method, and that CMGC is the most advantageous project delivery method for the South Base Battery Electric Bus Charging Infrastructure Project because it will:

- Allow the District to competitively select a contractor based on qualifications and expertise needed to build the Project;
- Enable the design consultant, CMGC, and SamTrans Bus Operations staff to work collaboratively during the design phase to resolve constructability concerns;
- Engage the CMGC early in the design phase to minimize design-related change orders and provide opportunities to shorten the construction schedule; and
- Allow the District to retain control of the design.

Be It Further Resolved that the Board authorizes use of the CMGC Project Delivery Method for the Project.

Be It Further Resolved that the Board authorizes the General Manager/CEO, or designee, to take any actions necessary to give effect to this Resolution.

Regularly passed and adopted this 7th day of December, 2022 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

District Secretary

**San Mateo County Transit District
Staff Report**

To: Strategic Planning, Development, and Sustainability Committee

Through: April Chan, General Manager/CEO

From: David Olmeda, Chief Operations Officer, Bus

Subject: **Acceptance of Capital Projects Quarterly Status Report for 1st Quarter Fiscal Year 2023**

Action

Staff proposes that the Committee recommend the Board accept the Capital Projects Quarterly Status Report.

Significance

The Capital Projects Quarterly Status Report is submitted to keep the board advised as to the scope, budget and progress of current ongoing capital projects.

Budget Impact

There is no impact to the budget.

Background

Staff prepares the Capital Projects Quarterly Status Report for the Board on a quarterly basis. The report is a summary of the scope, budget and progress of capital projects. It is being presented to the Board for informational purposes and is intended to better inform the Board of the capital project status.

Prepared By: Sher Ali Project Controls Analyst 650-622-7854



Capital Program

Quarterly Status Report and DBE Status Report



1st Quarter Fiscal Year 2023 (July to September 2022)

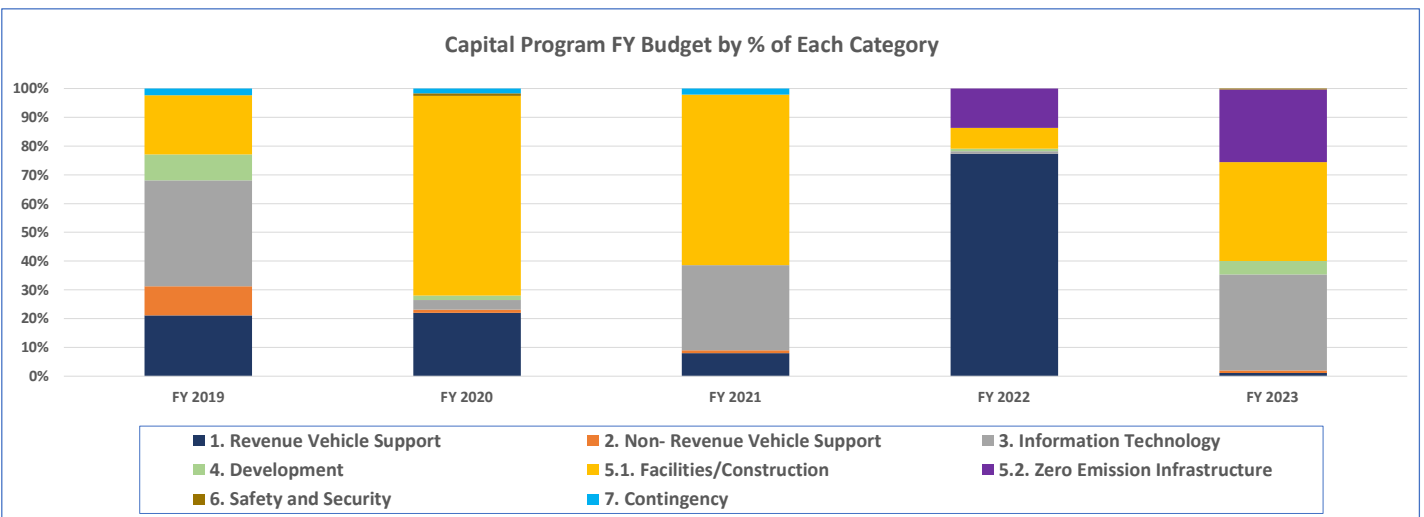
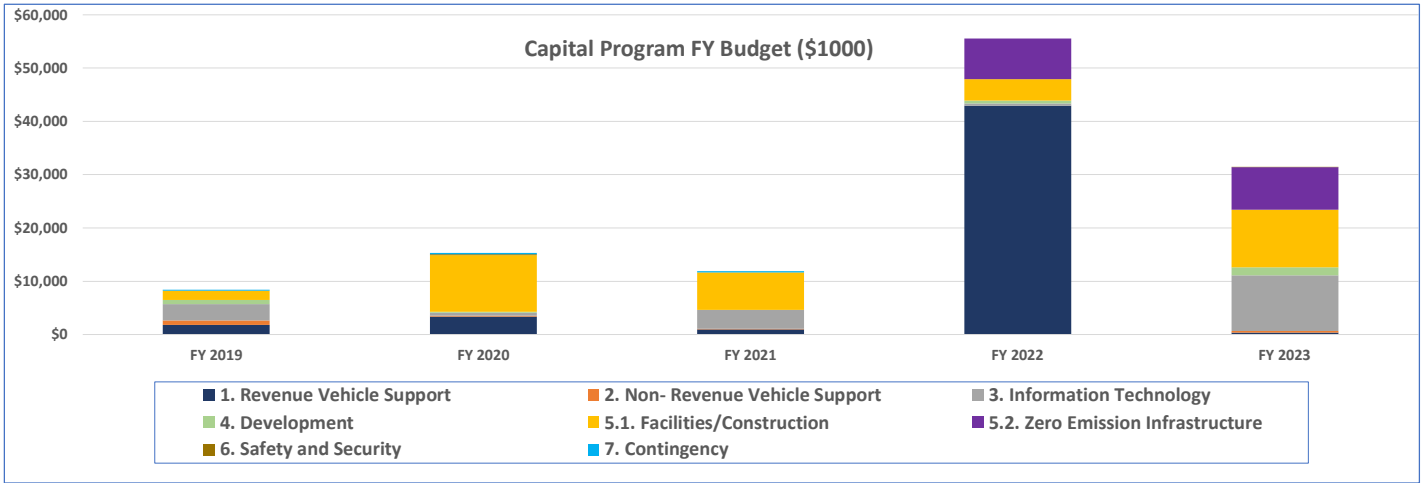
Prepared for the December 07, 2022 SamTrans Board

Budget Summary (\$1000)

Programs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1. Revenue Vehicle Support	\$1,777	\$3,382	\$952	\$42,955	\$359
2. Non- Revenue Vehicle Support	\$847	\$164	\$117	\$0	\$285
3. Information Technology	\$3,100	\$500	\$3,529	\$431	\$10,488
4. Development	\$750	\$250	\$0	\$500	\$1,491
5.1. Facilities/Construction	\$1,730	\$10,612	\$7,052	\$4,007	\$10,782
5.2. Zero Emission Infrastructure	\$0	\$0	\$0	\$7,626	\$7,966
6. Safety and Security	\$0	\$150	\$0	\$0	\$114
7. Contingency	\$200	\$250	\$250	\$0	\$0
Total Board Approved Budget by FY*	\$8,405	\$15,308	\$11,899	\$55,520	\$31,485

Note

* The "Total Board Approved Budget by FY" reflects the annual budget approved by the SamTrans Board of Directors for each fiscal year. This authorizes the amount that can be spent on projects. Unspent budget in a fiscal year may be carried forward to subsequent budget years.



Projects Completed Within FY20 - FY23

Prj. ID	Project Name	Budget
020112	North & South Base IW Line to Brake Pit Replacement	\$ 21,432
021201	Major Bus Components - FY2012	\$ 985,004
021207	Facilities Smaller Projects - FY2012	\$ 562,000
021501	Replacement of 55 - 2002 NABI Buses Project	\$ 48,983,433
100113	Procurement of 10 Electric Buses Project	\$ 2,403,353
100176	SamTrans Visioning	\$ 988,000
100247	FY18 Tech Refresh Project	\$ 887,586
100348	Upgrade District Website	\$ 950,000
100350	Central Office Sanitary Sewer Pump Replacement	\$ 139,388
100354	Purchase a New Bus Simulator	\$ 515,216
100461	Replace 13 Paratransit Cutaway	\$ 1,991,203
100511	South Base Natural Gas Line Replacement	\$ 466,832

Project Performance Status Light Criteria

Sections	On Target (Green)	Moderate Risk (Yellow)	High Risk (Red)
1. Budget*	<p>(a) Estimate at Completion forecast is within plus /minus 3% of the Current Approved Budget,</p> <p>(b) Incurred expenditures during the report period is consistent with the cost baseline (+/- 3%)</p>	<p>(a) Estimate at Completion forecast exceeds Current Approved Budget between 3% to 10%</p> <p>(b) Incurred expenditures during the report period is higher than the cost baseline by 3% to 10%</p>	<p>(a) Estimate at Completion forecast exceeds Current Approved Budget by more than 10%</p> <p>(b) Incurred expenditures during the report period is higher than the cost baseline by more than 10%</p>
2.Schedule**	<p>(a) Project started not later than one year after funded</p> <p>(b) Project milestones/critical path are within plus/minus 5% of the duration of the approved baseline schedule, and less than 15 days late.</p> <p>(c) Physical progress during the report period is consistent with the baseline schedule .</p> <p>(d) Schedule is baselined.</p>	<p>a) Project milestones / critical path show slippage. Critical milestones are late between 5% to 10% of the approved baseline but not more than 30 days late.</p> <p>(b) Physical progress during the report period is not consistent with the baseline schedule .</p> <p>(c) Schedule has not been baselined.</p>	<p>(a) Project started later than one year after funded</p> <p>(b) Project milestones / critical path show slippage. The delay is more than 10% of the baselined schedule or 30 days</p>
3.Funding*	<p>(a) Expenditure is consistent with Available Funding.</p> <p>(b) All funding has been secured or available for scheduled work.</p>	<p>(a) Expenditure reaches 80% of Available Funding, where remaining funding is NOT yet available.</p> <p>(b) NOT all funding is secured or available for scheduled work.</p>	<p>(a) Expenditure reaches 90% of Available Funding, where remaining funding is NOT yet available.</p> <p>(b) No funding is secured or available for scheduled work.</p>

Notes:

* If more than one event is triggered, the worst performing light will be shown.

** Light color is based on the worst performing pending milestone (completed milestones are not considered).

SamTrans Capital Projects Summary Report July - September 2022

Prj. ID	Project Name	Project Manager	Schedule		Budget		Funding		Page
			FY22-Q4	FY23-Q1	FY22-Q4	FY23-Q1	FY22-Q4	FY23-Q1	
Revenue Vehicle Support Projects									
021502	Major Bus Components	Daniel Stewart	●	●	●	●	●	●	8
100353	FY19 Maintenance Support Equipment	David Harbour	●	●	●	●	●	●	10
100585	Purchase 17 Battery Electric Bus	David Harbour	●	●	●	●	●	●	12
100633	Purch (21) Paratransit Cutaway	David Parsons	●	●	●	●	●	●	14
100634	Replace (10) 2017 RW Minivans	David Harbour	●	●	●	●	●	●	16
100635	Replace (135) 2009 Gillig Buses	David Harbour	●	●	●	●	●	●	18
Non-Revenue Vehicle Support Projects									
100462	Replacement Non-Rev Toyota Priuses	Steve Prieto	●	●	●	●	●	●	20
100549	Replacement Non-Rev Vehicles	Steve Prieto	●	●	●	●	●	●	22
Information Technology Projects									
021505	Technology Refresh Project	Michael Salazar	●	●	●	●	●	●	24
100016	Mobile View (Wi-Fi) Enhancement	Karambir Cheema	●	●	●	●	●	●	26
100248	FY18 EPM Replacement	Mike Torres	●	●	●	●	●	●	28
100463	SPEAR System Improvement	David Harbour	●	●	●	●	●	●	30
100477	Intranet Solution Replacement	Mike Torres	●	●	●	●	●	●	32
100534	Onboard Wi-Fi	Karambir Cheema	●	●	●	●	●	●	34
100546	Automating Daily Dispatch	Jonathan Steketee	●	●	●	●	●	●	36
100628	APC Validation	Jonathan Steketee	●	●	●	●	●	●	38
100706	Intelligent Transportation System (ITS)	Karambir Cheema	NA	●	NA	●	NA	●	40
100707	Cybersecurity Program	Michael Salazar	NA	●	NA	●	NA	●	42
100708	Paratransit Scheduling Software	Tina Dubost	NA	●	NA	●	NA	●	44
100715	Multi Platform Upgrades	Michael Salazar	NA	●	NA	●	NA	●	46
Facilities/Construction Projects									
021507	Facilities Smaller Projects	Ron Robertson	●	●	●	●	●	●	48
100018	Lighting Upgrade at North Base	Jeffrey Thomas	●	●	●	●	●	●	50
100058	Facilities Smaller Projects	Ron Robertson	●	●	●	●	●	●	52
100252	FY18 Central Building Roof Replace	Jeffrey Thomas	●	●	●	●	●	●	54
100352	ADA Self Eval Plan	Greg Moyer	●	●	●	●	●	●	56
100466	Remodel NB - SB	Jeffrey Thomas	●	●	●	●	●	●	58
100468	NB SB Bus Vacuum Replacement	Jeffrey Thomas	●	●	●	●	●	●	60
100469	NB Washer Replacement	Jeffrey Thomas	●	●	●	●	●	●	62
100472	Central Building Development Options	Xiaomei Tan	●	●	●	●	●	●	64
100473	Central Building Various Facilities Refresh	Jeffrey Thomas	●	●	●	●	●	●	66
100474	SB Bus Washer Walls	Jeffrey Thomas	●	●	●	●	●	●	68
100475	ADA Study & Phase 1 Retrofits	Greg Moyer	●	●	●	●	●	●	70
100476	North and South Base Exterior Painting	Jeffrey Thomas	●	●	●	●	●	●	72
100538	NB / SB Front Entrance Modifications	Jeffrey Thomas	●	●	●	●	●	●	74
100548	North Base 200 Transportation Bldg.	Yoko Watanabe	●	●	●	●	●	●	76
100629	EV Chargers Non-Rev Vehicles	Jeffrey Thomas	●	●	●	●	●	●	78
100710	South Base Water Utility Lines Replacement	Jeffrey Thomas	NA	●	NA	●	NA	●	80
100711	Bus Shelter Upgrades and Replacements	Jeffrey Thomas	NA	●	NA	●	NA	●	82
Zero Emission Infrastructure Projects									
100547	SB Switchgear Replacement and Charger Installation	Jeffrey Shu	●	●	●	●	●	●	84
100631	ZEB Implementation and Deployment	Liria Larano	●	●	●	●	●	●	86
100723	North Base Maintenance Modifications	Yoko Watanabe	NA	●	NA	●	NA	●	88

Major Bus Components

FY23 Q1

Prj. ID: 021502

Project Manager: Daniel R Stewart

SCOPE Summary

The objective of this project is to maintain a state of good repair for bus transit. Well maintained capital bus components are essential to keep our revenue equipment in service, reliable, and safe for bus patrons. This project provides funding for new parts, rebuilt parts, and major bus components, not accounted for in the operating budget, that exceed \$5,000 in accordance and compliance with FTA guidelines. Parts and major bus components include; engines, transmissions, differentials, ECU (electronic control unit), HVAC units (heating, ventilation and air conditioning) radiator, muffler, air compressor, Digital Video Recorders (DVRs), Automatic Mobile Data Terminals (AMDTs), etc.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 7,221,517	91%	96%	\$ 7,221,517

Schedule

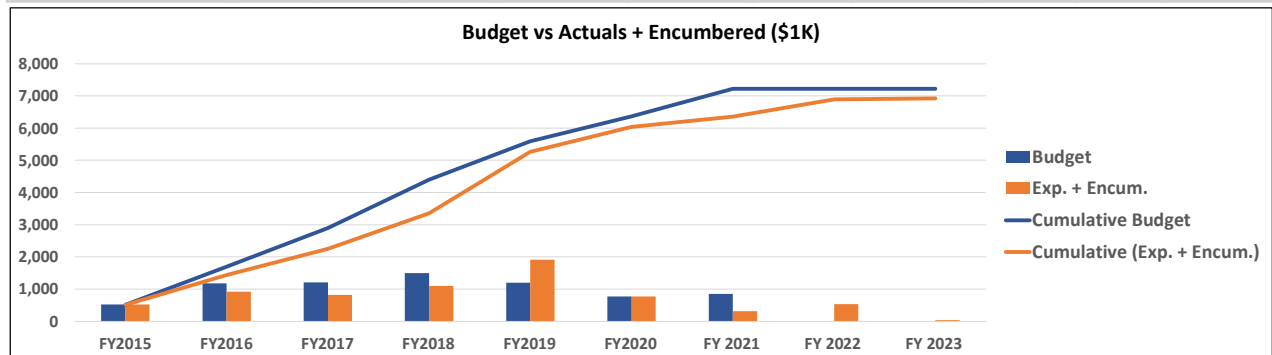
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	07/01/15	07/01/15			0	0	
Project Finish			06/30/23	06/30/23	0	0	Duration is expanded to the end of FY23 with no budget allocation

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
15 - Procurement	7,222		7,222	0	7,222	0	41	6,925	6,925	297
Totals	7,222	0	7,222	0	7,222	0	41	6,925	6,925	297

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
FY2015	517		517	0				517	517	0
FY2016	1,183		1,183	134				786	919	263
FY2017	1,202		1,202	-103				923	821	645
FY2018	1,497		1,497	87				1,011	1,098	1,044
FY2019	1,198		1,198	494				1,416	1,909	332
FY2020	772		772	-499				1,274	775	330
FY 2021	852		852					314	314	868
FY 2022			0	-107				643	536	331
FY 2023			0	-6			41	41	35	296
Totals	7,222	0	7,222	1	7,222	0	41	6,925	6,926	296



Major Bus Components

FY23 Q1

Prj. ID: 021502

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	5,993	0		5,993	5,993	0	During 2015-2018, \$2,170 has been deducted from budget but not from any fund.
FY19 STA-State of Good Repair (03122)	State	1,230	0		1,230	1,230	0	
Totals		7,222	0	0	7,222	7,222	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Continue to purchase major bus components and replacement parts, as needed.

Project Notes

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Maintenance Support Equipment

FY23 Q1

Prj. ID: 100353

Project Manager: David Harbour

SCOPE Summary

Equipment used to support day-to-day shop activities.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,105,146	72.2%	52.4%	\$ 1,105,146

Schedule

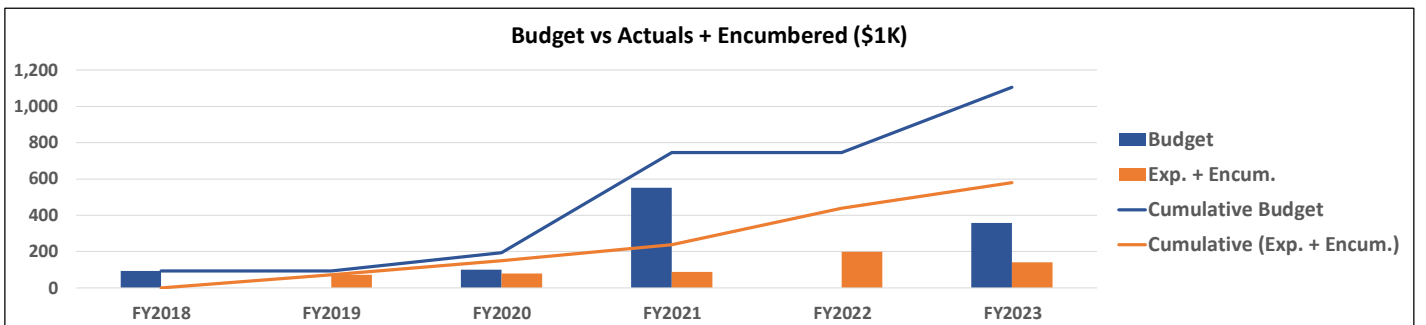
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/19	07/01/19			0	0	
Finish			12/31/23	12/31/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,105		1,105	265	1,105	0	27	314	579	526
Totals	1,105	0	1,105	265	1,105	0	27	314	579	526

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2018	94		94	0				0	0	94
FY2019			0					72	72	22
FY2020	101		101	2				76	79	44
FY2021	551		551	65				23	88	507
FY2022	0		0	83				116	199	308
FY2023	359		359	115			27	27	141	526
Totals	1,105	0	1,105	265	1,105	0	27	314	579	526



Maintenance Support Equipment

FY23 Q1

Prj. ID: 100353

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,105	0		1,105	1,105	0	
Totals		1,105	0	0	1,105	1,105	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

--

Express Bus - BEB (Purchase 17 Battery Electric Bus)

FY23 Q1

Prj. ID: 100585

Project Manager: David Harbour

SCOPE Summary

To purchase 7 battery electric heavy-duty, low-floor, 40-foot buses (BEBs) that will be used for the Express Bus Pilot Program and 10 battery electric buses will be replacing the ten 2003 Gillig that were scheduled for replacements with the initial 10 pilot battery electric buses.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 21,233,918	41%	95%	\$ 21,233,918

Schedule

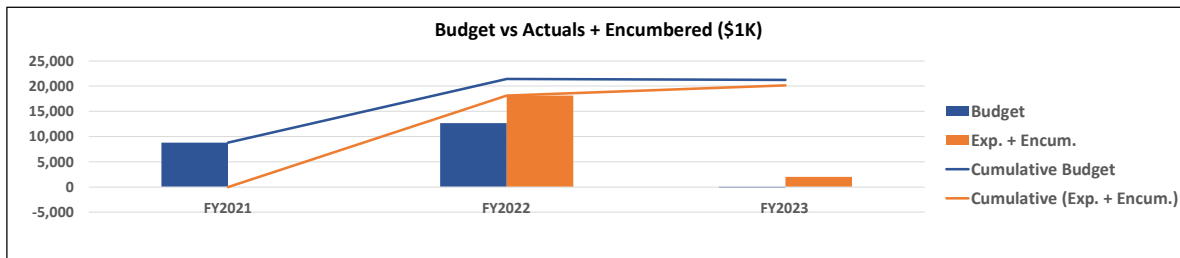
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research bus type and COOP purchasing	01/01/21	01/01/21	03/05/21	03/05/21	0	0	Initial 7 BEB as Expansion; Add 10 BEB to replace Proterras
Procurement: Staff Report/Reso, BOD, Agreement, Amendment, PO	03/05/21	03/05/21	04/20/22	04/20/22	0	0	Agreement signed 6/30/21; Amendment signed 4/20/22
Pre-Production Meetings, Bus Configurations	06/04/21	06/04/21	06/23/22	06/23/22			
Production, Inspection, Quality Control	07/01/22	07/01/22	04/24/23	04/24/23	0	0	Pilot Bus delayed by 2 month. Supply chain caused delay at New Flyer Plant.
1 Pilot Bus: Delivery, Acceptance, In-Service, Payments	09/12/22	11/14/22	10/12/22	12/14/22	-63	-63	Pilot Bus; waiting for commissioning at plant
16 Serial Buses: Delivery, Acceptance, In-Service, Payments	02/10/23	02/10/23	06/09/23	06/09/23	0	0	Serial Buses; expecting delay to production schedule
Post Delivery	06/10/23	06/10/23	05/30/24	05/30/24	0	0	
Close-out	06/03/24	06/03/24	06/28/24	06/28/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 -Procurement	21,234		21,234	18,378	21,234		54	1,748	20,126	1,108
Totals	21,234	0	21,234	18,378	21,234	0	54	1,748	20,126	1,108

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	8,803		8,803					1	1	8,802
FY2022	12,631		12,631	16,431				1,694	18,125	3,309
FY2023	-200		-200	1,947			54	54	2,001	1,108
Totals	21,234	0	21,234	18,378	21,234	0	54	1,748	20,126	1,108



Express Bus - BEB (Purchase 17 Battery Electric Bus)

FY23 Q1

Prj. ID: 100585

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original (A)	Changes (B)					
Measure W Sales Tax (01024)	Local	4,665	0		4,665	4,665	0	
Sec 5307 Grant (02182)	Federal	3,679	0		3,679	3,679	0	
FTA 1671 (02186)	Federal	1,630	0		1,630	1,630	0	
SOGR FY18 (03120)	State	568	0		568	568	0	
Prop 1B PTMISEA (03618)	State	629	0		629	629	0	
LCTOP - FY16 Electric Buses (03933)	State	950	0		950	950	0	
LCTOP - FY17 Electric Buses (03934)	State	309	0		309	309	0	
LCTOP - FY18 Express Buses (03940)	State	1,133	0		1,133	1,133	0	
LCTOP - FY19 Express Buses Pilot (03942)	State	1,717	0		1,717	1,717	0	
LCTOP Program - FY20 (03944)	State	1,703	0		1,703	1,703	0	
SB1 LLP-Express Bus Project (03947)	State	2,000	0		2,000	2,000	0	
AHSC - Express Bus Project (04429)	Local	2,250	0		2,250	2,250	0	
Totals		21,234	0	0	21,234	21,234	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Price increases for bus price	Increase budget
Supply Chain issues affect production of buses	Delayed parts for production and delivery of buses
Delayed Infrastructure: chargers, etc.	Will affect ability to charge buses
Training Delays	Will affect operators/maintenance driving and working on buses; cannot put in service
Post-Delivery support by Manufacturer	Labor shortages: FSRs are not available due to COVID or any other issues

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increased by Mfg.	Negotiating price increase with Mfg.
Supply Chain issues	Delayed parts for production and delivery of pilot bus

KEY ACTIVITIES - Current Reporting Month (top 5)

Production and Inspection of Pilot Bus

KEY ACTIVITIES - Next Reporting Month (top 5)

Review schedule of remaining buses
Go through Acceptance of pilot bus
Prepare DMV documents and make Payment
Post-Delivery Buy America Audit by consultant

Project Notes

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Purch (21) Paratransit Cutaway

FY23 Q1

Prj. ID: 100633

Project Manager: David Parsons

SCOPE Summary

STATUS Summary

Phase: Procurement

This project plan is for the replacement of twenty one (21) Revenue Para Transit Vehicles. This procurement will replace twenty (21) 2015 Eldorado Aerotech Cut-Aways, Units 219 to 239. These vehicles went into revenue service in 2014.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,457,280	12%	0.0%	\$ 3,457,280

Schedule

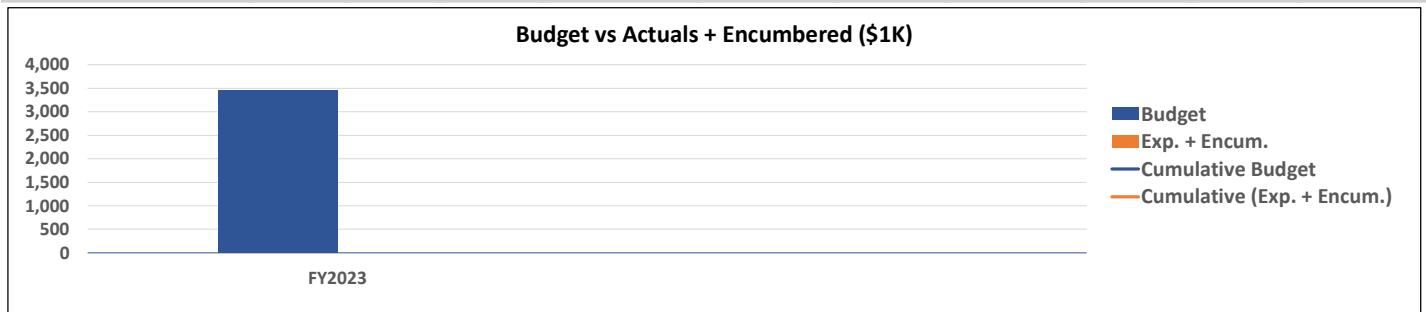
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research bus type and COOP purchasing	11/01/21	11/01/21	10/31/22	10/31/22	0	0	El Dorado Aerotechs are no longer available for purchase; Supply chain delays
Procurement: Staff Report/Reso, BOD, Agreement, PO	11/01/22	10/03/22	05/17/23	05/17/23	29	0	Supply Chain delaying procurement process
Pre-Production Meetings, Bus Configurations	12/07/22	12/07/22	12/07/23	12/07/23	0	0	
Production, Inspection, Quality Control	12/07/23	12/07/23	03/15/24	03/15/24	0	0	
Post-Delivery: Acceptance, In-Service, Payments	03/18/24	03/18/24	11/30/24	11/30/24	0	0	
Close-out	12/02/24	12/02/24	12/31/24	12/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	3,457		3,457		3,457	0			0	3,457
Totals	3,457	0	3,457	0	3,457	0	0	0	0	3,457

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2023	3,457		3,457		3,457				0	3,457
Totals	3,457	0	3,457	0	3,457	0	0	0	0	3,457



Purch (21) Paratransit Cutaway

FY23 Q1

Prj. ID: 100633

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
TBD		3,457	0		3,457		3,457	No fund has been allocated
Totals		3,457	0	0	3,457	0	3,457	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Price increases for bus price	Increase budget
Supply Chain issues affect production of buses	Delayed chassis or parts for production and delivery of buses
Delayed Infrastructure: chargers, etc.	Will affect ability to charge buses
Training Delays	Will affect operators/maintenance driving and working on buses; cannot put in service
Post-Delivery support by Manufacturer	Labor shortages: FSRs are not available due to COVID or any other issues
Lack of Internal Support	C&P, Legal, IT, Budgets, etc.

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increases being reviewed by CalAct	CalAct is close to amending their contract with price increases
Supply Chain issues affecting ability to order buses	Dealers are not providing quotes and if they are there is a contingency on price increase and availability

KEY ACTIVITIES - Current Reporting Month (top 5)

Coordinate demonstrations of available buses for purchase under CalAct
Received CalAct contract price adjustments for bus prices

KEY ACTIVITIES - Next Reporting Month (top 5)

Coordinate demonstrations of available buses for purchase under CalAct
Make decision on bus type to purchase and follow up on order availability

Project Notes

Buy America audits: 1) Required if there is any federal funds and 2) order is 10 quantity or more. Pre-Award must be done before any PO or agreement with Dealer/Mfg.

Replace (10) 2017 RW Minivans

FY23 Q1

Prj. ID: 100634

Project Manager: David Harbour

SCOPE Summary

The purpose of this project is to replace (10) 2017 model year El Dorado Amerivan minivans that will be beyond their useful life in calendar-year 2022. The procurement will replace existing RediWheels minivans with fleet numbers 250-259.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,093,876	44.5%	80%	\$ 1,093,876

Schedule

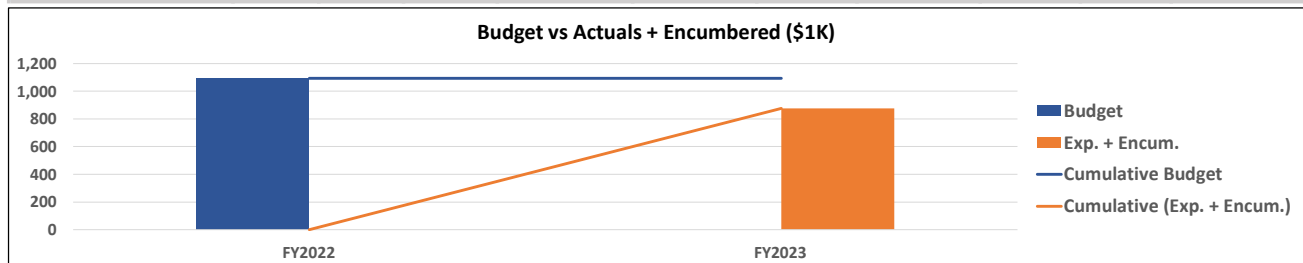
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research bus type and COOP purchasing	11/01/21	11/01/21	04/01/22	04/01/22	0	0	Pending Agreement; PO issued 7/18/22
Procurement: Staff Report/Reso, BOD, Agreement, PO	04/01/22	04/01/22	09/30/22	09/30/22	0	0	
Pre-Production Meetings, Bus Configurations	06/01/22	06/01/22	10/14/22	10/14/22	0	0	Unknown, no schedule yet
Production, Inspection, Quality Control	10/17/22	12/12/22	01/13/23	03/13/23	-56	-59	informal production schedule
Post-Delivery: Acceptance, In-Service, Payments	12/05/22	02/05/23	11/30/23	11/30/23	-62	0	
Close-out	12/01/23	12/01/23	12/29/23	12/29/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,094		1,094	871	1,094	0	4	5	876	218
Totals	1,094	0	1,094	871	1,094	0	4	5	876	218

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2022	1,094		1,094					0.6	1	1,093
FY2023			0	871			4	4.4	876	218
Totals	1,094	0	1,094	871	0	0	4	5	876	218



Replace (10) 2017 RW Minivans

FY23 Q1

Prj. ID: 100634

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	526	0		526	526	0	
Sec5307 Grant -CA-2021-082 (02904)	Federal	568	0		568	568	0	
Totals		1,094	0	0	1,094	1,094	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Price increases for bus price	Increase budget
Supply Chain issues affect production of buses	Delayed chassis or parts for production and delivery of buses
Delayed Infrastructure: chargers, etc.	Will affect ability to charge buses
Training Delays	Will affect operators/maintenance driving and working on buses; cannot put in service
Post-Delivery support by Manufacturer	Labor shortages: FSRs are not available due to COVID or any other issues
Lack of Internal Support	C&P, Legal, IT, Budgets, etc.

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

obtained verbal production schedule, no firm schedule provided - due to seats and materials delays, vans could not start production

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

Buy America audits: 1) Required if there is any federal funds and 2) order is 10 quantity or more. Pre-Award must be done before any PO or agreement with Dealer/Mfg.

Replace (135) 2009 Gillig Buses

FY23 Q1

Prj. ID: 100635

Project Manager: David Harbour

SCOPE Summary

STATUS Summary

Phase: Procurement

This project will replace (135) 2009 model-year heavy duty diesel buses that will be beyond their useful, with a combination of Battery Electric buses (BEB) and Hydrogen Fuel Cell buses. There will be multiple phases for this replacement project. Phase 1 will be the purchase of 20 BEB and 10 Hydrogen Fuel Cell buses. Subsequent phases are yet to be determined with the breakdown of type of buses and quantities. Subsequent phases would replace the remaining (105) 2009 diesel buses.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 42,584,078	5.8%	86.2%	\$ 42,584,078

Schedule

Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
PHASE 1: 30 ZERO EMISSION BUSES							
Research bus type and COOP purchasing	04/01/22	04/01/22	05/03/22	05/03/22	0	0	
Procurement: Staff Report/Reso, BOD, Agreement, PO	05/02/22	05/02/22	09/30/22	09/30/22	0	0	Pending agreements for both Gillig and New Flyer
Gillig (20 BEB): Pre-Production Meetings,	10/17/22	10/17/22	07/21/23	07/21/23	0	0	
Gillig (20 BEB): Production, Inspection, Quality Control	07/24/23	07/24/23	11/10/23	11/10/23	0	0	
Gillig (1 Pilot BEB): Delivery, Acceptance, In-Service, Payments	08/01/23	08/01/23	10/02/23	10/02/23	0	0	60 day testing of Pilot Bus
Gillig (19 BEB): Delivery, Acceptance, In-Service, Payments	09/01/23	09/01/23	02/05/24	02/05/24	0	0	30 day testing of Serial Buses
New Flyer (10 FCEB): Pre-Production	11/01/22	11/01/22	07/31/23	07/31/23	0	0	
New Flyer (10 FCEB): Production, Inspection, Quality Control	04/10/23	04/10/23	09/01/23	09/01/23	0	0	
New Flyer (1 Pilot FCEB): Delivery, Acceptance, In-Service, Payments	06/12/23	06/12/23	08/14/23	08/14/23	0	0	60 day testing of Pilot Bus
New Flyer (9 FCEB): Delivery, Acceptance, In-Service, Payments	07/14/23	07/14/23	11/03/23	11/03/23	0	0	30 day testing of Serial Buses
PHASE 2: 105 ZERO EMISSION BUSES							
Research bus type and COOP purchasing	01/09/23	01/09/23	01/31/23	01/31/23	0	0	
Procurement: Staff Report/Reso, BOD, Agreement, PO	02/01/23	02/01/23	06/30/23	06/30/23	0	0	
Pre-Production Meetings, Bus	03/01/23	03/01/23	06/03/24	06/03/24	0	0	
Production, Inspection, Quality Control	06/03/24	06/03/24	06/03/25	06/03/25	0	0	
1 Pilot-Delivery: Acceptance, In-Service, Payments	07/05/24	07/05/24	09/07/24	09/07/24	0	0	60 day testing of Pilot Bus
104-Serial Buses: Delivery: Acceptance, In-Service, Payments	09/05/24	09/05/24	07/03/25	07/03/25	0	0	30 day testing of Serial Buses
Post delivery	07/04/25	07/04/25	05/30/26	05/30/26	0	0	
Close-out	06/01/26	06/01/26	06/30/26	06/30/26	0	0	

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)			E	(F=C-E)		
15 - Procurement	42,584		42,584	36,699	42,584	0	27	28	36,727	5,857
Totals	42,584	0	42,584	36,699	42,584	0	27	28	36,727	5,857

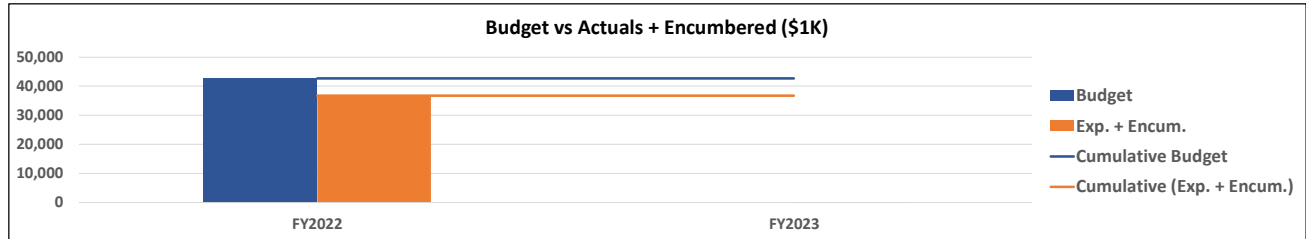
Replace (135) 2009 Gillig Buses

FY23 Q1

Prj. ID: 100635

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance	
	Original	Changes	Current	Encumbered			Period	To Date			
	(A)	(B)	(C=A+B)	(D)							
FY2022	42,659		42,659	36,699				1	36,701	5,958	
FY2023	-75		-75					27	27	5,857	
Totals	42,584	0	42,584	36,699	42,584	0		27	28	36,727	5,857



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - Capital (01024)	Local	1,604	0		1,604	1,604	0	
Sect 5339 Replace 2009 Gillig Bus (02754)	Federal	811	0		811	811	0	
Sec5307 FY 21/22 (02908)	Federal	25,731			25,731	25,731	0	
Sec5307 FY 22/23 (02909)	Federal	5,279			5,279	5,279	0	
Prop 1B PTMISEA FY14 (03954)	State	9,160			9,160	9,160	0	
Totals		42,584	0	0	42,584	42,584	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk Title	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue Title	Status
Price increases for bus price	Increase budget
Supply Chain issues affect production of buses	Delayed chassis or parts for production and delivery of buses
Delayed Infrastructure: chargers, etc.	Will affect ability to charge buses
Training Delays	Will affect operators/maintenance driving and working on buses; cannot put in service
Post-Delivery support by Manufacturer	Labor shortages: FSRs are not available due to COVID or any other issues
Lack of Internal Support	C&P, Legal, IT, Budgets, etc.

KEY ACTIVITIES - Current Reporting Month (top 5)

- Phase 1: Preparing for Preproduction meetings with New Flyer and Gillig
- Phase 2: Review infrastructure timeline for bus purchase/delivery

KEY ACTIVITIES - Next Reporting Month (top 5)

- Phase 1: Complete agreement for both Gillig and New Flyer
- Phase 1: Preproduction bus configuration review for both Gillig and New Flyer orders
- Phase 2: Review infrastructure timeline for bus purchase/delivery

Project Notes

Multiple Phases procurement and different zero emission technology buses

Replace Non-Rev Toyota Priuses

FY23 Q1

Prj. ID: 100462

Project Manager: Steve Prieto

SCOPE Summary

FY19 This project Plan is for the procurement will replace nineteen 2009 Toyota Priuses and back fill one Prius operations pool vehicle that was reassigned as a relief-vehicle, two 2010 Ford Escape hybrid, one 2012 Ford Escape Hybrid and three 2010 Ford Focus. All vehicles have exceeded their useful life expectancy.

FY20 This project plan is for the replacement of twenty-three Non-Revenue Service Support Vehicles. This procurement will replace eighteen 2009 Toyota Priuses and back fill one Prius operations pool vehicle that was reassigned as a relief-vehicle, two 2010 Ford Escape Hybrid, one 2012 Ford Escape Hybrid, and two electric carts. All vehicles have exceeded their useful life expectancy.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 744,455	75%	94%	\$ 744,455

Schedule

Summary Activities		Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
		(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research Available Cooperative Purchasing	FY19 Class 10001	07/01/18	07/01/18	07/01/18	07/01/18	0	0	Availability and Late Delivery
Requisition submission, Issue PO, Place Orders (12 vehicles)	FY19 Class 10001	06/02/20	06/02/20	06/02/20	06/02/20	0	0	
Delivery	FY19 Class 10001	04/09/19	04/09/19	04/09/19	04/09/19	0	0	
Acceptance	FY19 Class 10001	01/02/20	01/02/20	12/10/20	12/10/20	0	0	
Research Available Cooperative Purchasing	FY19 Class 10001	12/11/19	12/11/19	12/11/19	12/11/19	0	0	
Requisition submission, Issue PO, Place Orders (9 vehicles)	FY19 Class 10001	06/02/20	06/02/20	07/14/20	07/14/20	0	0	
Delivery	FY19 Class 10001	12/09/20	12/09/20	12/09/20	12/09/20	0	0	
Acceptance	FY19 Class 10001	12/11/20	12/11/20	12/11/20	12/11/20	0	0	
Close-out	FY19 Class 10001	12/11/20	12/11/20	12/11/20	12/11/20	0	0	
Research Available Cooperative Purchasing	FY20 Class 10020	12/15/21	12/15/21			0	0	
Research Modification/Price Adjustment based on availability	FY20 Class 10020	08/15/22	08/15/22			0	0	
Requisition submission, Issue PO, Place Orders (3 vehicles)	FY20 Class 10020	10/31/22	10/31/22			0	0	
Delivery	FY20 Class 10020	05/01/23	05/01/23			0	0	
Acceptance	FY20 Class 10020	05/15/23	05/15/23			0	0	
Close-out	FY20 Class 10020	05/31/23	05/31/23			0	0	

Replace Non-Rev Toyota Priuses

FY23 Q1

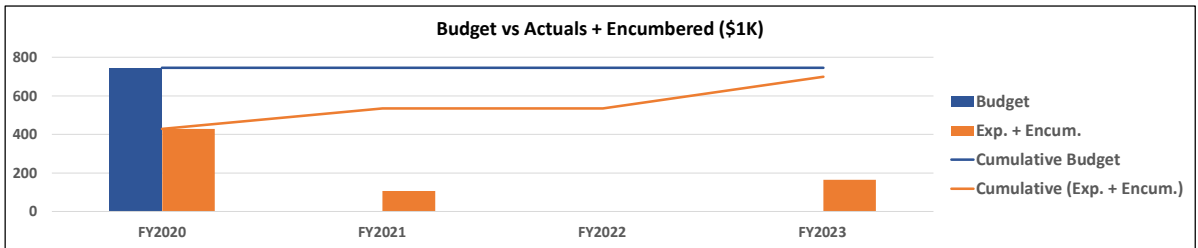
Prj. ID: 100462

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	744		744	166	744	0		533	699	46
Totals	744	0	744	166	744	0	0.0	533	699	46

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	744		744	428				428	316	
FY2021	0		0	-426			533	107	210	
FY2022	0		0					0	210	
FY2023	0		0	164				164	46	
Totals	744	0	744	166	0	0	0	533	699	46



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original (A)	Changes (B)					
General Capital Fund (01050)	Local	744	0		744	744	0	
Totals		744	0	0	744	744	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
No estimated or confirmed delivery dates due to supply chain issues	
Due to Pandemic, Employee/driver home isolation orders leads to LTD miles stops	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increased by Mfg.	
Late deliveries due to supply chain issues	
Order cancelation due to availability	

KEY ACTIVITIES - Current Reporting Month (top 5)

Re-assess vehicle replacement demands
Redistribution of project funds

KEY ACTIVITIES - Next Reporting Month (top 5)

Quote requests
Availability

Project Notes

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Replacement Non-Rev Vehicles

FY23 Q1

Prj. ID: 100549

Project Manager: Steve Prieto

SCOPE Summary

FY21 This Project Plan is for the Procurement of four Non-Revenue District Pool Vehicles. This Procurement will replace two 2010 Ford Escape Hybrid, one 2012 Ford E250 Van, and one 2011 Ford Focus. All vehicles have exceeded their useful life expectancy.

FY23 This Project Plan is for the Procurement of eight Non-Revenue District Pool Vehicles. This Procurement will replace two 2009 Toyota Prius, one 2010 Ford F-150, three 2010 Ford Escape Hybrid and two 2016 Ford Fusions. All vehicles have high mileage and six vehicles have exceeded their useful life expectancy.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 433,006	33.3%	21.1%	\$ 433,006

Schedule

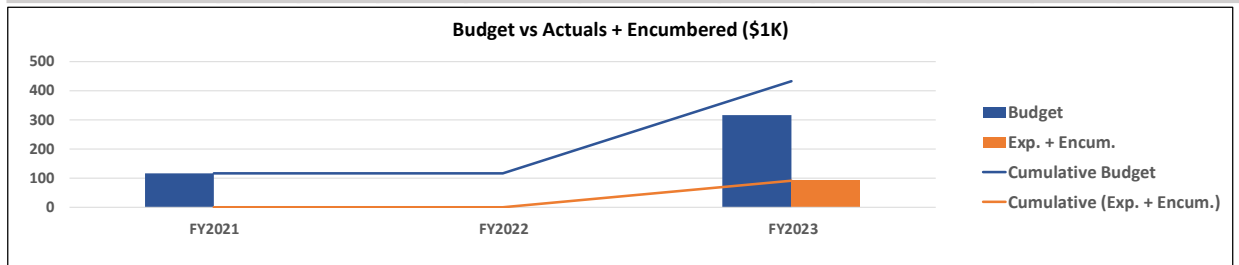
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research Available Cooperative Purchasing - Class 10001	12/15/20	12/15/20	12/31/20	12/31/20	0	0	Availability and Late Delivery
Research Available Cooperative Purchasing - Class 23001	12/15/21	12/15/21	12/31/21	12/31/21	0	0	
Research Modification/Price Adjustment based on availability - Class 10001	08/15/22	08/15/22			0	0	
Research Modification/Price Adjustment based on availability - Class 23001	08/15/22	08/15/22			0	0	
Requisition submission, Issue PO, Place Orders (2 vehicles) - Class 10001	10/31/22	10/31/22			0	0	
Requisition submission, Issue PO, Place Orders (3 vehicles) - Class 23001	10/31/22	10/31/22			0	0	Start of Covid Pandemic
Delivery - Class 10001	05/01/23	05/01/23			0	0	
Delivery - Class 23001	05/01/23	05/01/23			0	0	
Acceptance - Class 10001	05/15/23	05/15/23			0	0	
Acceptance - Class 23001	05/15/23	05/15/23			0	0	
Close-out - Class 10001	05/31/23	05/31/23			0	0	
Close-out - Class 23001	05/31/23	05/31/23			0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	433		433	91	433	0			91	342
Totals	433	0	433	91	433	0	0	0	91	342

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	117		117						0	117
FY2023	317		317	91					91	342
Totals	433	0	433	91	0	0	0	0	91	342



Replacement Non-Rev Vehicles

FY23 Q1

Prj. ID: 100549

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	433	0		433	433	0	
Totals		433	0	0	433	433	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
No estimated or confirmed delivery dates due to supply chain issues	
Partial telecommuting Policy, lower estimated usage, low LTD miles, slower cycle replacement	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increased by Mfg.	
Late deliveries due to supply chain issues	
Order cancelation due to availability	

KEY ACTIVITIES - Current Reporting Month (top 5)

Verify quotes and availability periodically
High mileage and usage life vehicle replacements only
High wear and tear vehicle replacements

KEY ACTIVITIES - Next Reporting Month (top 5)

Quote requests
Availability

Project Notes

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Replace & Upgrade Servers & Out of Warranty Equipment

FY23 Q1

Prj. ID: 021505

Project Manager: Michael Salazar

SCOPE Summary

This project will replace District’s servers and data storage, copiers/printers, routers and switches, AC, UPS and other appliances that are at the end of their expected service life and soon to be out of warranty. The project will procure new equipment to replace old and out of warranty equipment in Central’s Data Center, North Base, and South Base as well as professional services for setup and configuration.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 7,485,420	91.7%	78.1%	\$ 7,485,420

Schedule

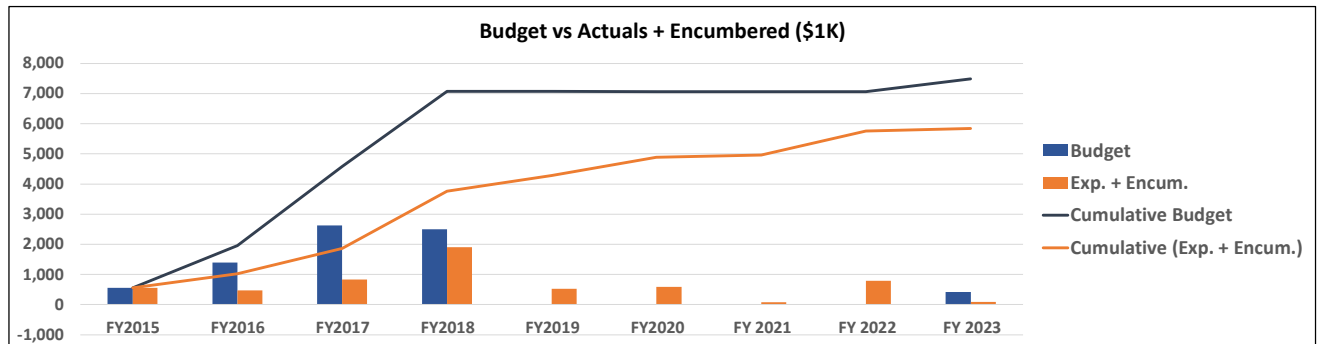
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/14	07/01/14			0	0	This project will span multiple years.
Finish			06/30/23	06/30/23	0	0	The project will very likely be extended beyond the end of FY23.

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	7,485		7,485	432	7,485	0	36	5,413	5,846	1,640
Totals	7,485	0	7,485	432	7,485	0	36	5,413	5,846	1,640

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2015	555		555					555	555	0
FY2016	1,397		1,397	232				238	471	926
FY2017	2,627		2,627	-188				1,023	835	2,718
FY2018	2,500		2,500	652				1,251	1,903	3,316
FY2019	0		0	-304				829	525	2,791
FY2020	-9		-9	-160				755	595	2,187
FY2021	0		0	-109				188	79	2,108
FY2022	0		0	253				539	792	1,316
FY2023	416		416	56			36	36	92	1,640
Totals	7,485	0	7,485	432	7,485	0	36	5,413	5,846	1,640



Replace & Upgrade Servers & Out of Warranty Equipment

FY23 Q1

Prj. ID: 021505

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	7,485	0		7,485	7,485	0	
Totals		7,485	0	0	7,485	7,485	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

1. Continued replacement of District’s IT equipment on an as needed basis.
2. Work with IT management on prioritizing remaining funds.

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Continued replacement of District’s IT equipment on an as needed basis.
2. Continue programming replacement priorities.

Project Notes

This project funds a number of equipment purchases throughout the year. Many of these purchases are not planned as they are for equipment that has failed. There were no purchases made during this reporting period.

Wi-Fi Bases for Video Review

FY23 Q1

Prj. ID: 100016

Project Manager: Karambir Cheema

SCOPE Summary

STATUS Summary

Phase: Procurement

The project scope will primarily be as follows:

1. Install and test Wi-Fi equipment at North Base and South Base.
2. Specify software configuration based on stakeholder consensus.
3. Install, configure, and test servers, including:
 - a. Application server, which serves as the back end for client computers allowing users to request video, initiates communication with buses when they enter the yard, and uploads Digital Video Recorders (DVRs) health data as well as any requested video.
 - b. Database server, which runs Microsoft SQL server and houses data for the server application.
4. Install and configure client application on specified computers.
5. Configure all new Wi-Fi equipped DVRs to communicate with the application server.
6. Purchase, install and test Wi-Fi equipment at MV San Francisco CUB and Brewster locations.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 690,499	83%	91.6%	\$ 690,499

Schedule

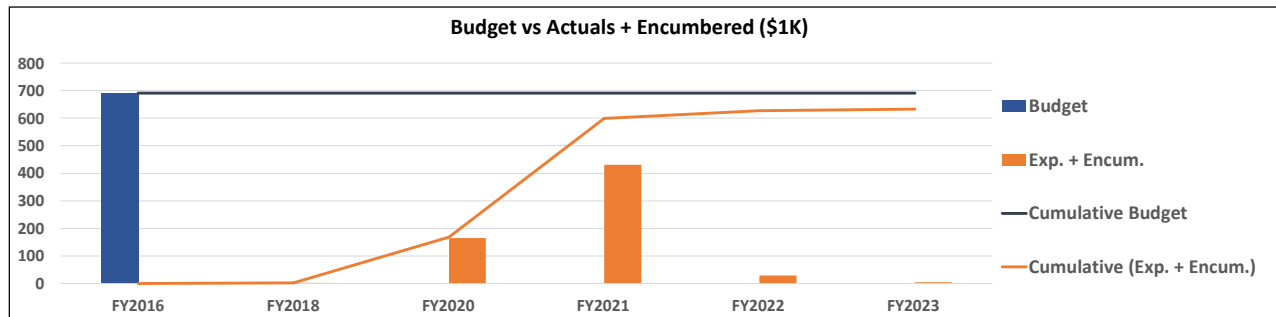
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Funding Released			03/26/17	03/26/18	0	-365	
Procurement of hardware and Base infrastructure installation	03/01/19	03/01/19	12/31/19	12/31/19	0	0	
Integration	08/01/19	08/01/19	12/31/19	12/31/19	0	0	
Testing	01/01/20	01/01/20	12/31/22	12/31/22	0	0	
Finish			12/31/22	12/31/22	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	19		19	0	19	0	0.0	0	0	19
16 - Construction	671		671	5	671	0	7	627	632	39
Totals	690	0	690	5	690	0	7	627	632	58

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2016	690		690	0				0	690	
FY2018	0		0	0				3	688	
FY2020	0		0	153				12	522	
FY2021	0		0	-148				579	92	
FY2022	0		0	2				27	63	
FY2023	0		0	-2			7	7	58	
Totals	690	0	690	5	690	0	7	627	58	



Wi-Fi Bases for Video Review

FY23 Q1

Prj. ID: 100016

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	690	0		690	690	0	
Totals		690	0	0	690	690	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Heat map - coverage in the bus yards	IT is working on fixing the issue
Bandwidth - connectivity (number of vehicles connecting)	Monitoring

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Project Schedule Delay	PM extended the finish date to fund any procurements required to complete the project.

KEY ACTIVITIES - Current Reporting Month (top 5)

1. Receive network equipment.
2. Identify wiring requirements for CUB and Brewster.
3. Obtain quotes from 3 different wiring vendors.
4. Schedule wiring installation.
5. Configure, test, and implement network equipment.

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Vendor Hardware Installation at CUB SF and Brewster Sites
2. IT/ITS schedule to inspect the system
3. Testing CUB/Brewster site performance

Project Notes

1. Project completion is now estimated at December 31, 2022, and keep the funding till the end of FY23. PM is extending the forecasted finish date to fund any procurements required to complete this project.

FY18 Enterprise Performance Management Replacement

FY23 Q1

Prj. ID: 100248

Project Manager: Mike Torres/Jeanne Chen

SCOPE Summary

STATUS Summary

Phase: Procurement

The current functionality of PeopleSoft EPM fails to provide the District with a solution to meet all Budgeting, Planning and Reporting requirements. This project will identify and procure a replacement solution that is supported and meets a minimum of 90% of the districts requirements.

Scope

1. Develop Strategy for Budgets and Planning Tool solution
2. Planning & Needs Assessment
 - A. Define Business Requirements
 - B. Develop high level implementation plan including Staff resources
 - C. Identify COT's applications that meet requirements (A) and to be included as a minimum in RFP (Procurement)
4. Procurement
5. Implementation

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 500,000	30.0%	15.4%	\$ 500,000

Schedule

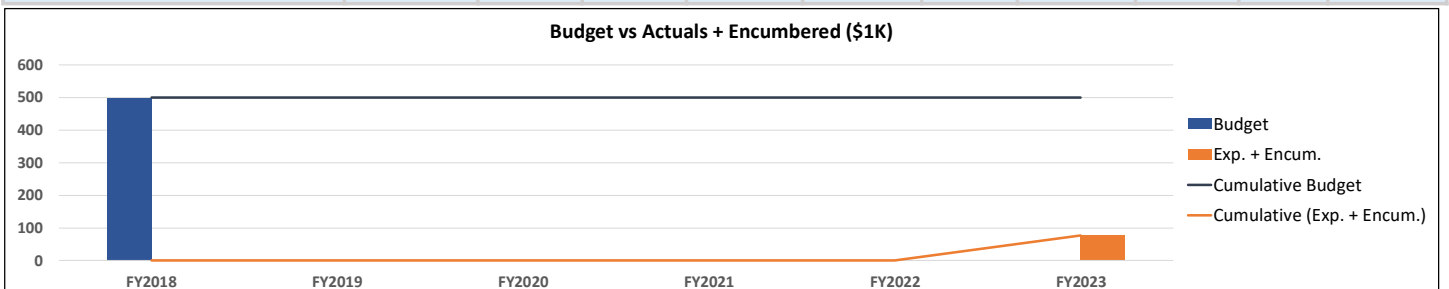
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Phase 0: Project Planning and Management	6/30/2018	7/25/2022	12/9/2022	12/9/2022	-1486	0	
Phase 1: Needs Assessment	8/29/2022	8/29/2022	10/7/2022	10/7/2022	0	0	
Phase 2: Business Process Analysis	9/26/2022	9/26/2022	10/31/2022	10/31/2022	0	0	
Phase 3: Development of RFP	11/1/2022	11/1/2022	12/14/2022	12/14/2022	0	0	
Phase 4: High Level Recommendations	12/15/2022	12/15/2022	12/26/2022	12/26/2022	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	500		500	48	500	0	29	29	77	423
Totals	500	0	500	48	500	0	29	29	77	423

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2018	500		500						0	500
FY2019			0						0	500
FY2020			0						0	500
FY2021			0						0	500
FY2022			0						0	500
FY2023			0	48			29	29	77	423
Totals	500	0	500	48	0	0	29	29	77	423



FY18 Enterprise Performance Management Replacement

FY23 Q1

Prj. ID: 100248

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original (A)	Changes (B)					
		General Capital Fund (01050)	Local					
Totals		500	0	0	500	500	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
The needs Assessment Phase completion will determine a more accurate cost & schedule for actual implementation.	Identified

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Procurement for Needs Assessment completed.

KEY ACTIVITIES - Next Reporting Month (top 5)

Establish a Project Plan
Stakeholder Interviews
As Is Business Process Mapping

Project Notes

The outcome of Phase I of the project will determine the actual cost and schedule for Phase II.

SPEAR System Improvement

FY23 Q1

Prj. ID: 100463

Project Manager: David Harbour

SCOPE Summary

STATUS Summary

Phase: Procurement

The Agency intends to purchase an Enterprise Asset Management (EAM) system to replace its current system, SPEAR. The EAM will be used primarily by Agency's departments to include fleet maintenance, facilities, and infrastructure management. The system will interface into Agency's enterprise applications, including legacy systems, for integrated functionality.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 5,644,352	17%	2.9%	\$ 5,644,352

Schedule

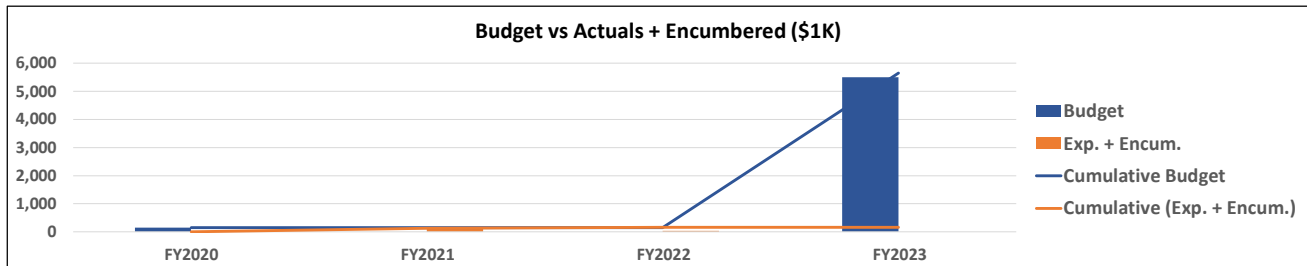
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Procurement	09/01/21	09/01/21	06/01/23	06/01/23	0	0	March '23 BOD; negotiations delay award
Kick-off Implementation	06/02/23	06/02/23			0	0	This could be moved up if no delay in awarding
Complete System Implementation; Go Live	06/02/23	06/02/23	06/02/25	06/02/25	0	0	Est. 2 year implementation
Complete Training	06/02/25	06/02/25	06/01/26	06/01/26	0	0	Estimate only
Transition to IT - First Year Maintenance	06/02/25	06/02/25	06/02/26	06/02/26	0	0	
Close-out (10 Year Project)	06/02/26	06/02/26	07/02/36	07/02/36	0	0	Dependent on C&P

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	5,644		5,644	45	5,644	0	6	119	164	5,481
Totals	5,644	0	5,644	45	5,644	0	6	119	164	5,481

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	150		150	0				0	0	150
FY2021	0		0	53				79	132	18
FY2022	0		0	-3				34	32	-13
FY2023	5,494		5,494	-5			6	6	0	5,481
Totals	5,644	0	5,644	45	5,644	0	6	119	164	5,481



SPEAR System Improvement

FY23 Q1

Prj. ID: 100463

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	150	0		150	150	0	
Measure W Sales Tax (01024)	Local	5,494	0		5,494	5,494	0	
Totals		5,644	0	0	5,644	5,644	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Price increases due to parts shortages or other reasons	Increase budget
Supply chain issues delaying implementation	Delay progress with implementation
Labor shortages supporting implementation	Delay progress with implementation
Labor shortages supporting implementation	C&P, Legal, IT, Budgets, etc.
Vendor gets acquired, dissolved or reorganized	Increase budget and extend schedule

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Procurement progress with RFP - Q&A; Amendments

KEY ACTIVITIES - Next Reporting Month (top 5)

Procurement progress with RFP - Proposals Due; Evaluation meetings

Project Notes

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Intranet Solution Replacement

FY23 Q1

Prj. ID: 100477

Project Manager: Mike Torres

SCOPE Summary

Work with AvePoint the vendor, the four agencies, and the corresponding departments to develop a brand new Intranet.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 131,000	75%	0.0%	\$ 131,000

Schedule

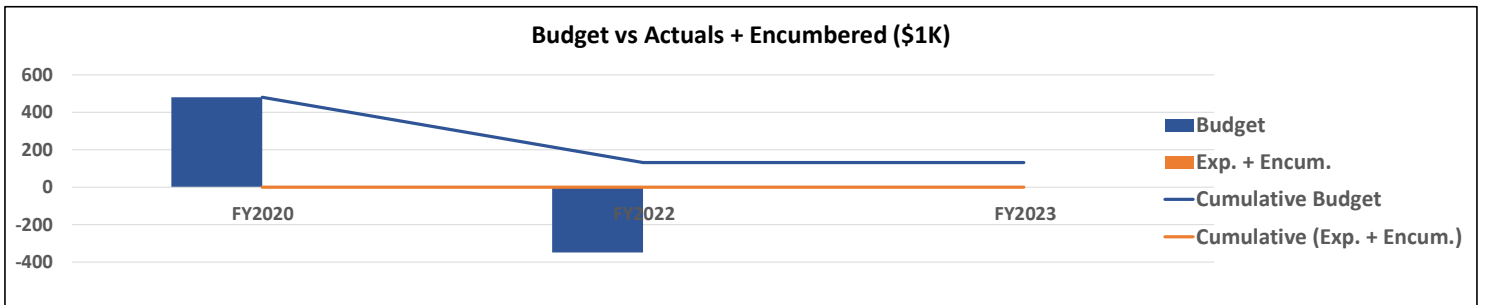
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Development	07/01/20	03/03/22	11/30/22	11/30/22	-610	0	
Verification	03/03/22	03/03/22	11/30/22	11/30/22	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
15- Procurement	131		131	0	131	0	0.0	0	0	131
Totals	131	0	131	0	131	0	0.0	0	0	131

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
FY2020	481		481	0				0	0	481
FY2022	-350		-350	0				0	0	131
FY2023			0	0				0	0	131
Totals	131	0	131	0	131	0	0	0	0	131



Intranet Solution Replacement

FY23 Q1

Prj. ID: 100477

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	131	0		131	131	0	
Totals		131	0	0	131	131	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Import all Consultants into PeopleSoft	Waiting on HR Official Decision
Lack of Business Departments Bandwidth to populate their pages on the new Intranet	2 depts to finish by end of Oct.
Non-Employees will not be listed on the Org. Chart	Waiting on HR Official Decision

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Org Charts will not be updated if the Consultants are not added to the new Intranet	Waiting on HR Decision
HR would like job descriptions lined to each FTE. We do not have job descriptions for all.	Waiting on HR Decision
Lack of Business Departments Bandwidth to populate their pages on the new Intranet	Waiting on certain departments to update content

KEY ACTIVITIES - Current Reporting Month (top 5)

Finish importation of documents from Depot
Synch AD with PeopleSoft
Finish populating all Business subsites
Import Consultants into the new Intranet via PeopleSoft and AD
Districtwide contest to name new Intranet

KEY ACTIVITIES - Next Reporting Month (top 5)

2 final departments should have subsites populated
Synch AD with PeopleSoft which hopefully will have all Consultants loaded
New Intranet name to be decided upon

Project Notes

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Onboard Wi-Fi Equipment Retrofit for 225 buses

FY23 Q1

Prj. ID: 100534

Project Manager: Cheema Karambir

STATUS Summary

Phase: Implementation

SCOPE Summary

This project will include the cost of procuring and installing onboard Wi-Fi equipment on 225 buses. This project will also cover the cost of the CAD/AVL backend configuration, hardware installation and a patch for the buses that will allow for the cellular connection to provide a real-time feed.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,765,991	98%	69%	\$ 1,765,991

Schedule

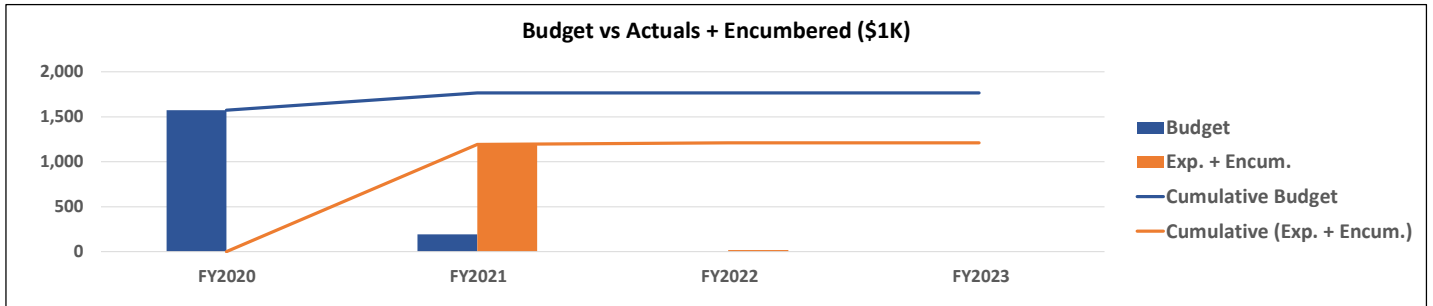
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Assigned to ITS			01/01/21	01/01/21	0	0	
Procurement of hardware	01/01/21	01/01/21	02/28/21	02/28/21	0	0	
Installation	05/01/21	05/01/21	06/14/21	06/14/21	0	0	
Testing	02/01/22	02/01/22	03/10/22	03/10/22	0	0	
Close out	03/11/22	08/30/22	08/30/22	12/31/22	-172	-123	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,766		1,766	3	1,766	0	0.0	1,209	1,212	554
Totals	1,766	0	1,766	3	1,766	0	0	1,209	1,212	554

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	1,572		1,572	0				0	1,572	
FY2021	194		194	153			1,040	1,193	573	
FY2022	0		0	-149			169	20	554	
FY2023	0		0				0	0	554	
Totals	1,766	0	1,766	3	1,766	0	0.0	1,209	1,212	554



Onboard Wi-Fi Equipment Retrofit for 225 buses

FY23 Q1

Prj. ID: 100534

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	267	0		267	267	0	
FY21 STA -SOGR (03130)	State	1,499			1,499	1,499		
Totals		1,766	0	0	1,766	1,766	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Router configuration, integration with back end CAD system	Monitoring firewall issues
SIM card network coverage	Monitoring

ISSUES (Risks that are materialized, in order of priority)

Issue	
Interface with CVAD/AVL configuration	CVAD/AVL which is tied to this project due to configuration and using one SIM card

KEY ACTIVITIES - Current Reporting Month (top 5)

1. Inspect, configure and test the routers for connectivity and uploading data to the central server.
2. Passenger Wi-Fi Connectivity to monitor uptime/downtime
3. Passenger Wi-Fi Security to monitor blocked sites/activities

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Cradle Point Router operating system update (version 7.22.40)

Project Notes

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Automating Daily Dispatch

FY23 Q1

Prj. ID: 100546

Project Manager: Jonathan Steketee

SCOPE Summary

Procure and implement HastusDaily and BidWeb and move Hastus software suite to Cloud Services. The two programs are additional modules to our planning software HastusScheduling. With implementation, scheduling, operations, and back end process (payroll, etc.) will be integrated together to make a seamless transition from plan to daily operation.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,750,424	8%	0.0%	\$ 1,750,424

Schedule

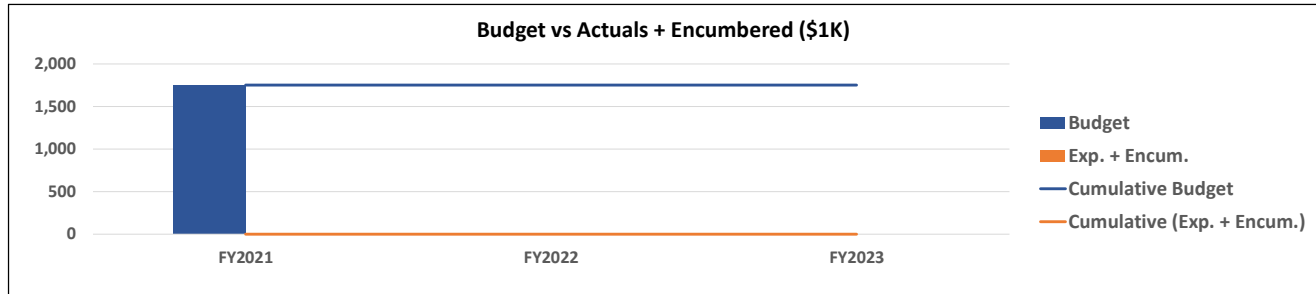
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Scope operational needs for software	06/01/20	06/01/20	01/30/21	12/15/20	0	46	
Determine Cloud best location	10/01/20	10/01/20	01/01/21	09/30/22	0	-637	Determine whether we or software provider should host cloud services.
Software Procurement	12/15/21	12/15/21	04/01/21	12/01/22	0	-609	
Software Implementation	04/01/21	12/01/22	04/01/23	12/01/24	-609	-610	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	418		418		418	0			0	418
13 - Final Design	279		279		279	0			0	279
14 - ROW	279		279		279	0			0	279
15 - Procurement	635		635		635	0			0	635
19 - Closeout	139		139		139	0			0	139
Totals	1,750	0	1,750	0	1,750	0	0	0	0	1,750

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	1,750		1,750	0				0	0	1,750
FY2022			0	0				0	0	1,750
FY2023			0	0				0	0	1,750
Totals	1,750	0	1,750	0	1,750	0	0	0	0	1,750



Automating Daily Dispatch

FY23 Q1

Prj. ID: 100546

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	1,750	0		1,750	1,750	0	
Totals		1,750	0	0	1,750	1,750	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
May have to do a full procurement for software	Evaluating

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Delay in choice for who should host software	Complete

KEY ACTIVITIES - Current Reporting Month (top 5)

Started to migrate system to the cloud.
Overview of upgrade to Hastus '22 from '17

KEY ACTIVITIES - Next Reporting Month (top 5)

Review upgrade system
Build out custom reports to be transferred

Project Notes

The project has been stalled several times. The good news is that we are ramping back up the process. The system will be moved to the cloud hosted by SamTrans. Transition has begun. Additionally planning for the transition from Hastus Planning '22 to Hastus Planning '17 is in process. We are also working with C&P to determine if we can forego a full procurement because we already use the Hastus planning software and instead procure as a single-source. Once these two challenges are overcome we will be able to move forward with procurement and implementation.

APC Validation

FY23 Q1

Prj. ID: 100628

Project Manager: Jonathan Steketee

SCOPE Summary

The purpose of this project is to procure a system that can aggregate, verify, summarize, and report data collected by Automatic Passenger Counter (APC) units on 322 bus vehicles for analysis. Currently, the Federal Transit Administration (FTA) requires the agency to conduct ride checks (physically riding the bus) in order to spot-check the data produced by the APC units. A new system could replace the manual process of riding the bus, increasing staff productivity and saving the agency time and money. Approximately 7 hours per week are

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 431,250	16.7%	0.0%	\$ 431,250

Schedule

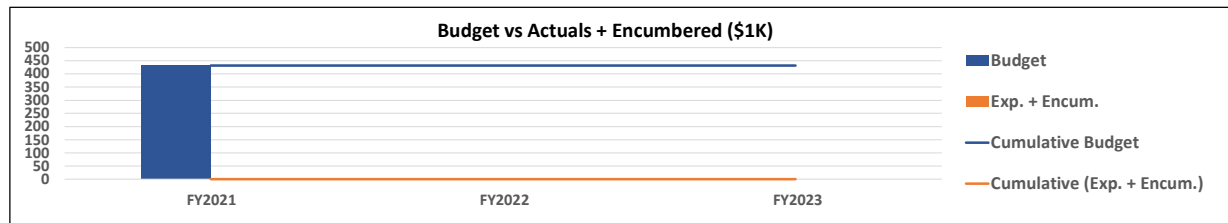
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Conduct Initial Ride Checks	04/01/22	04/01/22	06/30/22	05/28/22	0	33	
Analysis Initial Ride Checks	07/01/22	07/01/22	09/30/22	09/30/22	0	0	
Conduct Secondary Ride Checks	10/01/22	10/01/22	01/30/23	01/30/23	0	0	
Analysis Secondary Ride Checks	02/01/23	02/01/23	04/30/23	04/30/23	0	0	
Development of Parameters for Data Cleansing software	05/01/23	05/01/23	05/30/23	05/30/23	0	0	
Issue RFP	08/01/23	08/01/23			0	0	
Procure Software	10/01/23	10/01/23	12/30/23	12/30/23	0	0	
Implement Software	01/01/24	01/01/24	06/30/24	06/30/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	431		431		431	0			0	431
Totals	431	0	431	0	431	0	0	0	0	431

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	431		431					0	431	
Totals	431	0	431	0	0	0	0	0.0%	0	



APC Validation

FY23 Q1

Prj. ID: 100628

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original (A)	Changes (B)					
		Measure W Sales Tax (01024)	Local	431	0		431	
Totals		431	0	0	431	431	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Poor result from second ride checks	
Trouble finding software meeting our parameters	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Service Change Effective November 6. Will start ride checks with the service change.

KEY ACTIVITIES - Next Reporting Month (top 5)

Continuation of ride checks.

Project Notes

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Intelligent Transportation System (ITS)

FY23 Q1

Prj. ID: 100706

Project Manager: Karambir Cheema

SCOPE Summary

The objective of this project is to seek subject matter expertise, and qualified consulting and guidance in order to develop a detailed scope for replacement or refresh of the current Intelligent Transportation System (ITS) which includes, but not limited to, ACS/Orbital CAD/AVL system and Automated Passenger Counter (APC) on District's current fleet.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 228,000	0.00%	0.0%	\$ 228,000

Schedule

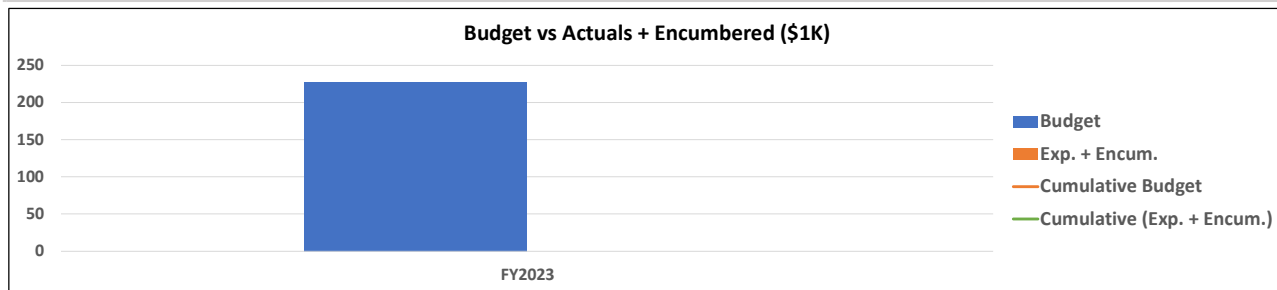
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Internal discussion to evaluate the current system and identify areas of improvement	12/01/22	12/01/22	12/31/23	12/31/23	0	0	
Reviewing the scope with stake holders and inter-department discussions	01/01/24	01/01/24	06/30/24	06/30/24	0	0	
Finding a consulting service or upgrade the ITS systems	07/01/24	07/01/24	06/30/25	06/30/25	0	0	
Implementation	07/01/25	07/01/25	12/31/25	12/31/25	0	0	
Testing & Closing	01/01/26	01/01/26	06/30/26	06/30/26			

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15- Procurement	228		228		228	0	0	0	0	228
Totals	228	0	228	0	228	0	0	0	0	228

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2023	228		228					0	228	
Totals	228	0	228	0	228	0	0	0	228	



Intelligent Transportation System (ITS)

FY23 Q1

Prj. ID: 100706

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	228	0		228	228	0	
Totals		228	0	0	228	228	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Current contract with the OrbCAD system	The new contract will expire 12/31/2027

KEY ACTIVITIES - Current Reporting Month (top 5)

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

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Cybersecurity Program

FY23 Q1

Prj. ID: 100707

Project Manager: Michael Salazar

SCOPE Summary

STATUS Summary

Phase: Planning

The funds will cover the development of mandated policies, assessments, initial scoping of needed improvements, acquisition and implementation of several cybersecurity tools including hardware, software and professional services.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,111,500	8.3%	1.4%	\$ 1,111,500

Schedule

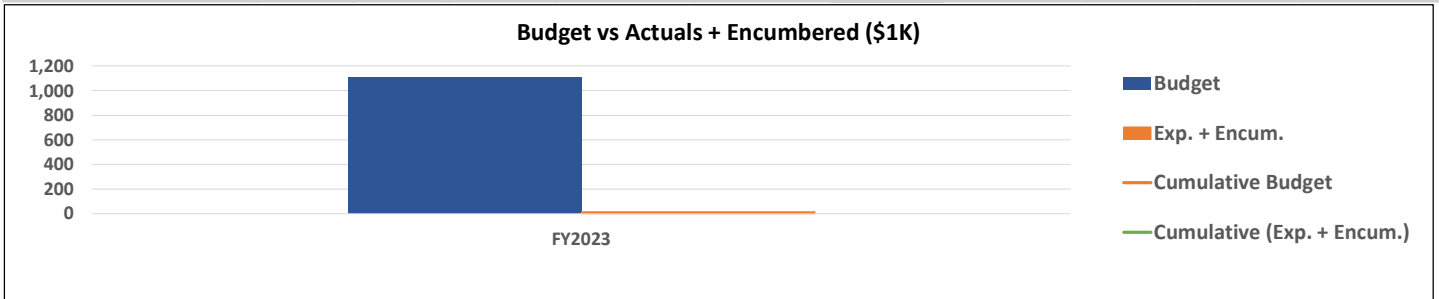
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Cybersecurity Program	07/01/22	07/01/22	06/30/25	06/30/25	0	0	This is a multi-year program

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)			E	F		
11 - Planning	1,112		1,112		1,112	0	15	15	15	1,096
Totals	1,112	0	1,112	0	1,112	0	15	15	15	1,096

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)			E	F		
FY2023	1,112		1,112		1,112	0	15	15	15	1,096
Totals	1,112	0	1,112	0	1,112	0	15	15	15	1,096



Cybersecurity Program

FY23 Q1

Prj. ID: 100707

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	1,112	0		1,112	1,112	0	
Totals		1,112	0	0	1,112	1,112	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
None	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
None	

KEY ACTIVITIES - Current Reporting Month (top 5)

1. Continue the planning process for the FY activities.
2. Continue work on the spending plan for FY23.
3. Initiated a contract for an Incident Response Playbook to address cyber incidents. (\$5,250)

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Finalize the activity planning for the year.
2. Finalize the spending plan for the year.

Project Notes

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Paratransit Scheduling Software

FY23 Q1

Prj. ID: 100708

Project Manager: Tina Dubost

SCOPE Summary

New paratransit scheduling software will improve the efficiency of paratransit service and will allow new service features.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 570,000	0.0%	0.0%	\$ 570,000

Schedule

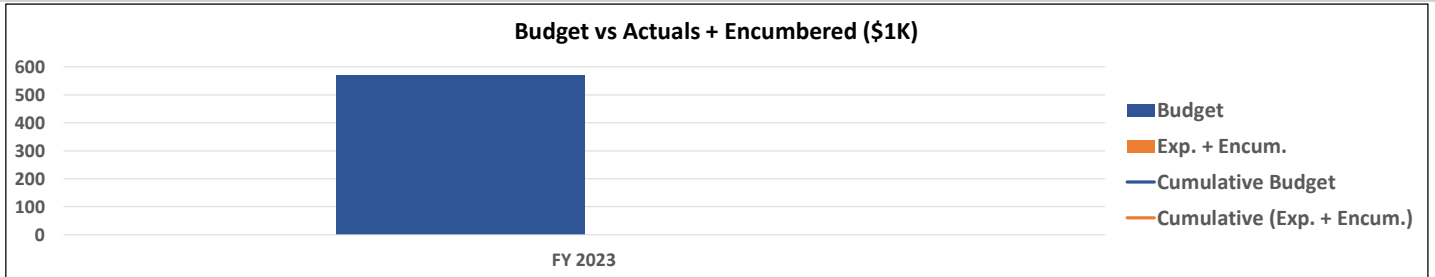
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Design/customize software	09/28/22	09/28/22	04/01/23	04/01/23	0	0	
User acceptance testing	04/02/23	04/02/23	08/30/23	08/30/23	0	0	
Phase 1 Install & implement	01/09/23	01/09/23	05/01/23	05/01/23	0	0	
Phase 2 - adding more functionalities	05/15/23	05/15/23	10/31/23	10/31/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
15 - Procurement	570		570		570	0			0	570
Totals	570	0	570	0	570	0	0	0	0	570

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY 2023	570		570		570				0	570
Totals	570	0	570	0	570	0	0	0	0	570



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
Measure W Sales Tax - Capital (01024)	Local	570	0		570	570	0	
Totals		570	0	0	570	570	0	

Paratransit Scheduling Software

FY23 Q1

Prj. ID: 100708

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Vendor delays	Continuing to work with the vendor

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Contract approval
Kick off meeting

KEY ACTIVITIES - Next Reporting Month (top 5)

Review design details and customization

Project Notes

None

Multi Platform Upgrades

FY23 Q1

Prj. ID: 100715

Project Manager: Michael Salazar

SCOPE Summary

STATUS Summary

Phase: Planning

The project will fund the needs assessment, evaluation, planning and implementation of several aging systems throughout the district. The projects will span 18 to 24 months in durations and address the following systems: Service Management, Disaster Recovery, Telephony, Learning Management, SharePoint, CAD-AVL, Resource Planning, Contact Management and Enterprise Software purchases.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,083,700	11.1%	16.4%	\$ 3,083,700

Schedule

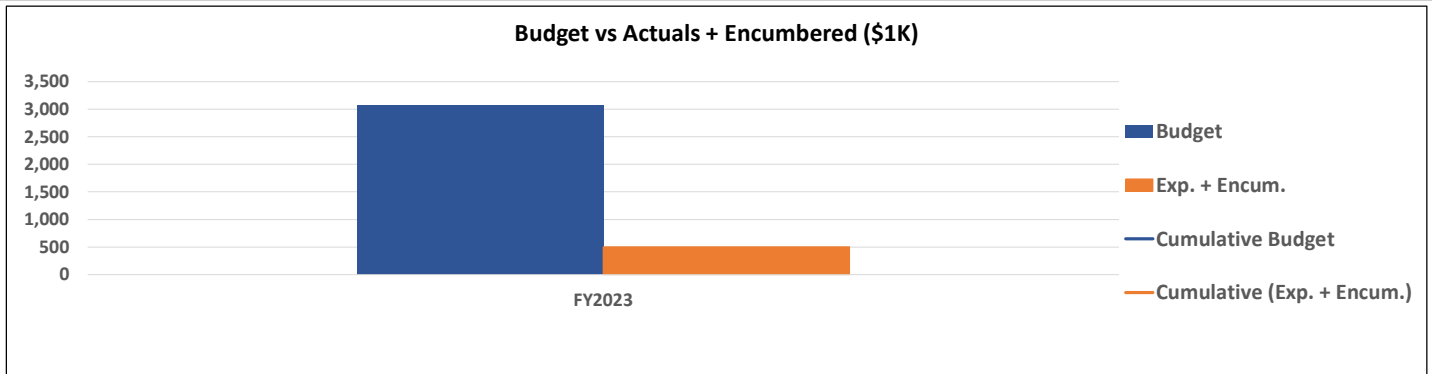
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
ITSM	07/01/22	07/01/22	12/30/22	12/30/22	0	0	
SharePoint	07/01/22	07/01/22	06/30/23	06/30/23	0	0	

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11 - Planning	3,084		3,084	226	3,084	0	280	280	505	2,578
Totals	3,084	0	3,084	226	3,084	0	280	280	505	2,578

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2023	3,084		3,084	226			280	280	505	2,578
Totals	3,084	0	3,084	226	3,084	0	280	280	505	2,578



Multi Platform Upgrades

FY23 Q1

Prj. ID: 100715

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	3,084	0		3,084	3,084	0	
Totals		3,084	0	0	3,084	3,084	0	
Risk								Mitigation
None								

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
None	

KEY ACTIVITIES - Current Reporting Month (top 5)

- Continued implementation of ITSM solution.
- Work continued on the SharePoint migration activities.
- Continue prioritizing other project tasks.

KEY ACTIVITIES - Next Reporting Month (top 5)

- Continue implementing ITSM.
- Continue work on SharePoint.
- Continue prioritizing remaining project tasks.

Project Notes

Facility Smaller Projects

FY23 Q1

Prj. ID: 021507

Project Manager: Ron Robertson

SCOPE Summary

This project will maintain a state of good repair (SOGR) for the District’s infrastructure, shops and facilities. This project will maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement, e.g. carpets.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,870,442	91%	73.4%	\$ 3,870,442

Schedule

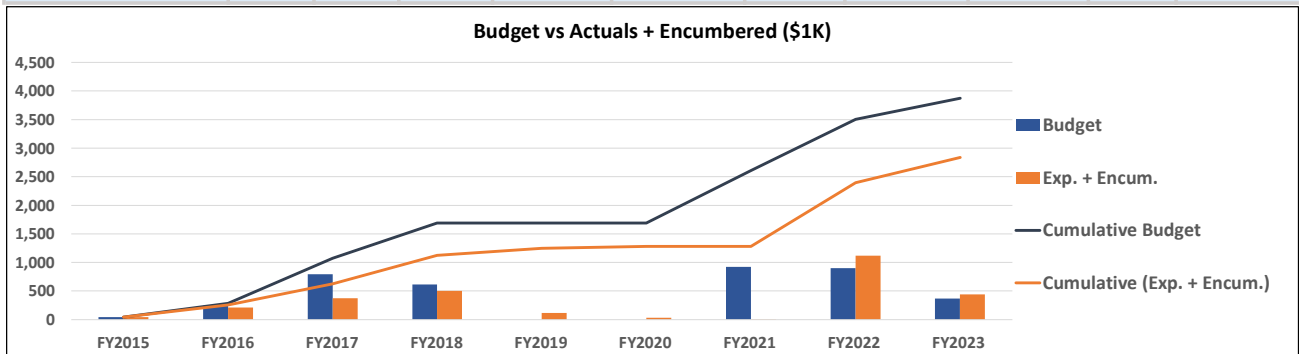
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/15	07/01/15			0	0	
Finish			06/30/23	06/30/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,687		1,687	31	1,687	0		1,243	1,275	413
16 - Construction	2,183		2,183	369	2,183	0	228	1,195	1,564	619
Totals	3,870	0	3,870	401	3,870	0	228	2,438	2,839	1,031

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2015	41		41	0				41	41	0
FY2016	241		241	79				135	214	28
FY2017	790		790	28				344	372	446
FY2018	615		615	68				432	500	561
FY2019			0	-117				236	119	442
FY2020			0	-22				55	33	409
FY2021	920		920	0				2	2	1,328
FY2022	898		898	150				966	1,117	1,108
FY2023	366		366	214			228	228	443	1,031
Totals	3,870	0	3,870	401	3,870	0	228	2,438	2,839	1,031



Facility Smaller Projects

FY23 Q1

Prj. ID: 021507

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	3,870	0		3,870	3,870	0	
Totals		3,870	0	0	3,870	3,870	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

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LED Lighting Upgrade, Phase-2 at North Base & South Base Facilities

FY23 Q1

Prj. ID: 100018

Project Manager: Jeffrey Thomas

SCOPE Summary

Phase 2 of 2: Replacing lighting fixtures in favor of more energy efficient, environmentally friendlier LED lights. Phase One budget approved FY2016 for shops, building perimeters, bus parking areas. Phase Two extends lighting upgrades for interior lighting, related controls at District's North Base and South Base facilities. Design work-cost estimates for Phase Two fully completed.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,209,702	32.95%	52.0%	\$ 3,209,702

Schedule

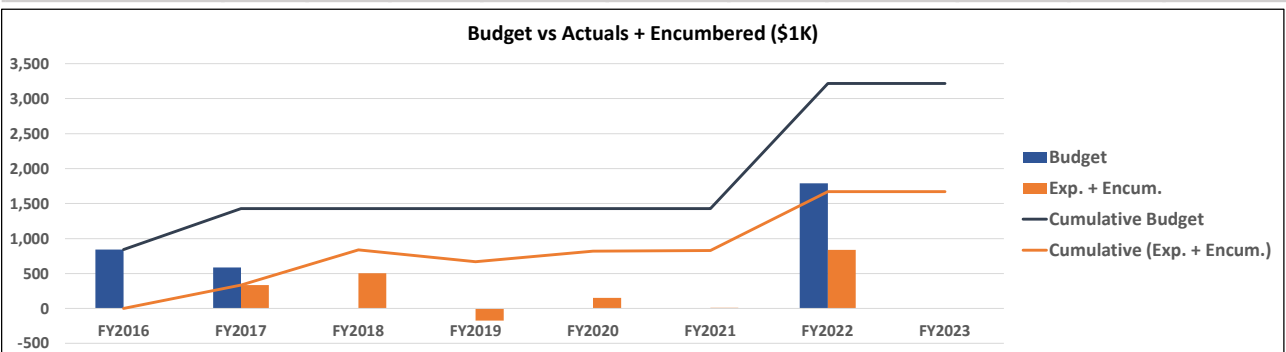
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/15	07/01/15			0	0	
Procurement	06/28/21	06/28/21	03/03/22	03/03/22	0	0	
Construction	03/04/22	03/04/22	08/31/22	10/31/22	0	-61	
Close out	11/01/22	11/01/22	12/31/22	12/31/22	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	84		84		84	0	0	82	82	2
16 - Construction	3,126		3,126	788	3,126	0	0	800	1,588	1,538
Totals	3,210	0	3,210	788	3,210	0	0	882	1,670	1,540

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2016	844		844	0				0	844	
FY2017	585		585	334				334	1,094	
FY2018	0		0	-245			750	505	589	
FY2019	0		0	-73			-100	-173	762	
FY2020	0		0	74			80	153	609	
FY2021	0		0	-73			83	11	598	
FY2022	1,790		1,790	781			59	840	1,548	
FY2023	-8		-8	-10			0	10	0	1,540
Totals	3,210	0	3,210	788	3,210	0	0	882	1,670	1,540



LED Lighting Upgrade, Phase-2 at North Base & South Base Facilities

FY23 Q1

Prj. ID: 100018

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,463	0		1,463	1,463	0	
SOGR FY20 (03126)	State	258			258	258		
SOGR FY20 (03134)	State	1,488			1,488	1,488		
Totals		3,210	0	0	3,210	3,210	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Pre-construction submittals were completed and NTP became effective on 9/16/2022.
 NB-100 construction is approx. 25% complete at the end of September.

KEY ACTIVITIES - Next Reporting Month (top 5)

NB-100 continues as Work in Progress in October 2022
 Both NB-100 and NB-500 should reach substantial completion in November 2022
 Lighting Upgrade work at South Base is anticipated in Nov-Dec 2022.

Project Notes

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Facility Smaller Projects

FY23 Q1

Prj. ID: 100058

Project Manager: Ron Robertson

SCOPE Summary

This project will maintain a state of good repair (SOGR) for the District’s infrastructure, shops and facilities. This project will maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement, e.g. carpets.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,924,125	93%	90.3%	\$ 2,924,125

Schedule

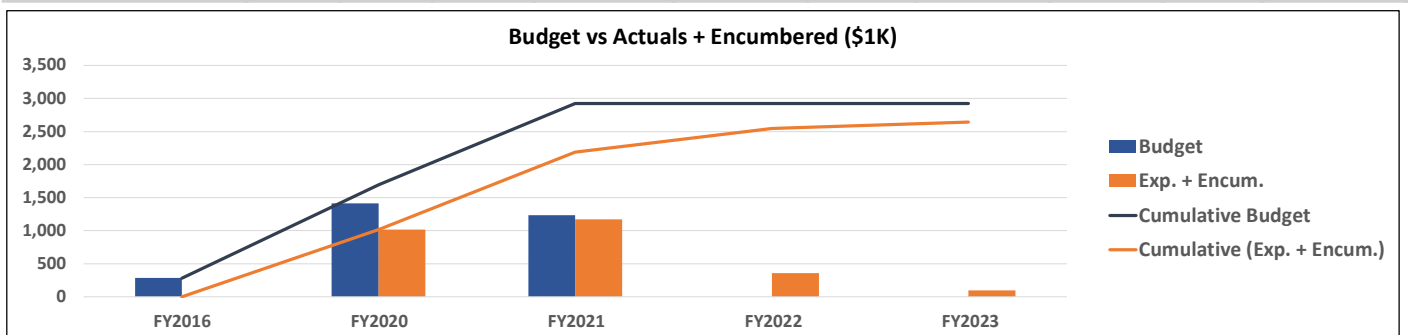
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/19	07/01/19			0	0	
Finish			12/31/22	12/31/22	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,392		1,392	103	1,392	0		1,023	1,125	267
16 - Construction	1,532		1,532	143	1,532	0	53	1,372	1,515	17
Totals	2,924	0	2,924	246	2,924	0	53	2,395	2,640	284

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2016	282		282	0				0	0	282
FY2020	1,410		1,410	381				633	1,014	678
FY2021	1,232		1,232	246				926	1,172	738
FY2022	0		0	-423				783	359	378
FY2023	0		0	42			53	53	95	284
Totals	2,924	0	2,924	246	2,924	0	53	2,395	2,640	284



Facility Smaller Projects

FY23 Q1

Prj. ID: 100058

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	2,924	0		2,924	2,924	0	
Totals		2,924	0	0	2,924	2,924	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

1. Performed maintenance or repairs work, as needed.

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Continue with maintenance and repairs work, as needed.

Project Notes

1. Schedule was re-baselined in Q4 22.
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Central Roof Replacement

FY23 Q1

Prj. ID: 100252

Project Manager: Greg Moyer

SCOPE Summary

Involves the rehabilitation of the Central office roof, from the east end of the tennis courts to the east side of the building. The roof is a 20+ years old "foam roof", which needs extensive rehabilitation. The current roof allows leaks into the 4th floor of the building, which are contained by garbage cans in heavy rains. The most cost effective approach to rehab the roof will be determined during the design phase. The cost estimate for this project is based on the assumption that this part of the roof will be replaced with a new foam roof.

It is also assumed that walkways for foot traffic will also be added to extend the life of the new roof. This proposal does not include rehab of the tennis courts nor the facilities west of the tennis courts. This project would promote the District's goal of a reliable system in a state of good repair.

Project scope is for rebuilding applicable roof surfaces in distinct areas; the West section will allow for a 'playable surface' sufficient for casual recreational purposes but not to regulation tennis/basketball standards.

STATUS Summary

Phase: Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,275,000	4.3%	0.0%	\$ 1,275,000

Schedule

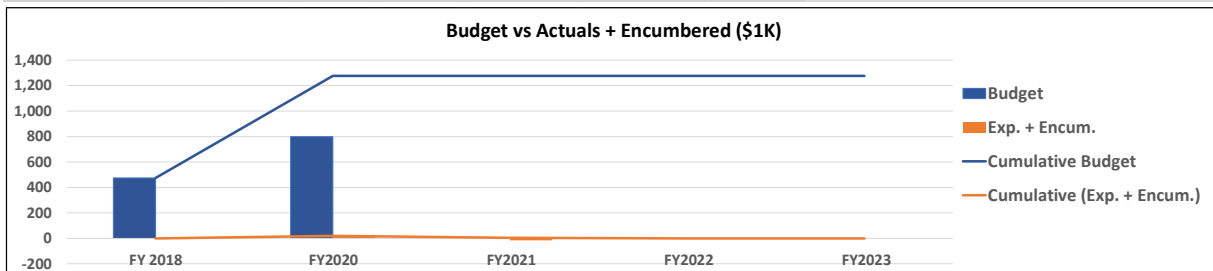
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	09/01/19	08/30/22			-1094	0	
Design	09/30/22	09/30/22	01/31/23	01/31/23	0	0	
Procurement	02/01/23	02/01/23	09/30/23	09/30/23	0	0	
Construction	10/01/23	10/01/23	10/30/24	10/30/24	0	0	Existing roofing is mixed types; Construction will be multi-phased for each section/type
Closing	11/01/24	11/01/24	12/31/24	12/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
11 - Planning/CD/Env	50		50		50	0			0	50
12 - PE/Env/PSE	80		80	0	80	0			0	80
13 - Final Design	100		100	0	100	0			0	100
15 -Procurement	50		50		50	0			0	50
16 - Construction	975		975		975	0			0	975
19 - Closeout	20		20		20	0			0	20
Totals	1,275	0	1,275	0	1,275	0	0.0	0.0	0	1,275

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
FY 2018	475		475	0				0	475	
FY2020	800		800	20				20	1,256	
FY2021				-16				-16	1,272	
FY2022				-3				-3	1,275	
FY2023								0	1,275	
Totals	1,275	0	1,275	0	1,275	0	0.0	0.0	1,275	



Central Roof Replacement

FY23 Q1

Prj. ID: 100252

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,275	0		1,275	1,275	0	
Totals		1,275	0	0	1,275	1,275	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Plans remains fluid as past construction details are yet in discovery	Consultants are reaching for 'roofing specialists' to assist analysis and design details
Construction phasing may run long due to mixed types of roof	Project team will seek optimal balance for progress of work within weather constraints.

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

1. GEC/Design consultant engages preliminary plans/schedules with specialty firms.

KEY ACTIVITIES - Next Reporting Month (top 5)

On-boarding of design specialists

Project Notes

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ADA Self Eval Plan

FY23 Q1

Prj. ID: 100352

Project Manager: Greg Moyer

SCOPE Summary

STATUS Summary

Phase: Planning

Title II of the Americans with Disabilities Act (ADA) requires public agencies to have a self-evaluation plan to identify architectural and administrative barriers to programs and to develop a transition plan to become compliant. SamTrans and Caltrain must develop one. This project will pay for a consultant to develop a self-evaluation plan and ADA transition plan. The plan will evaluate all District-owned buildings and all Caltrain stations. The costs will be split equally between SamTrans and Caltrain. Staff expects that the plan will identify changes that are needed. The cost for these changes are not included in this request. In addition to complying with the law, ensuring program access is part of a reliable system in a state of good repair and promotes the District's role as a mobility manager. No assets will be removed or destroyed as a result of this project.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 200,000	10.0%	0.0%	\$ 200,000

Schedule

Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Planning & Development	07/01/18	07/01/21	06/30/24	06/30/24	-1096	0	
Close out	07/01/24	07/01/24	06/30/25	06/30/25	0	0	

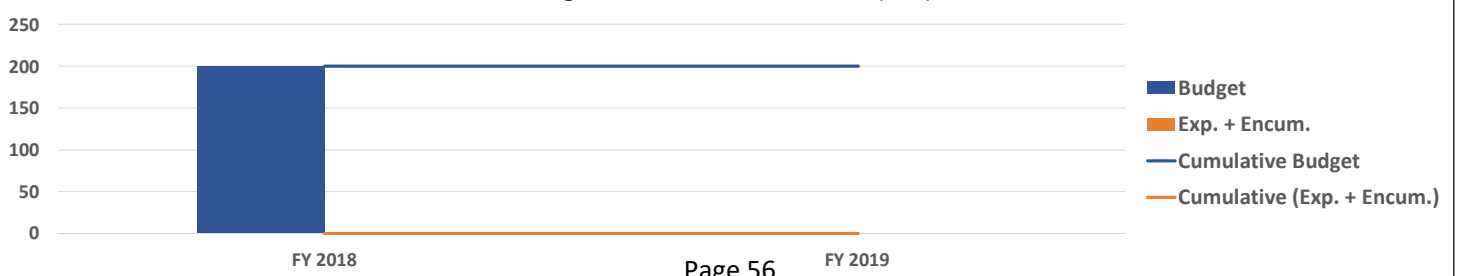
PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	200		200	0	200	0			0	200
Totals	200	0	200	0	200	0	0	0	0.0%	0

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2018	200		200		200			0	200	
FY 2019			0		0			0	200	
FY 2020			0		0			0	200	
FY 2021			0		0			0	200	
FY 2022			0		0			0	200	
FY 2023			0		0			0	200	
Totals	200	0	200	0	200	0	0	0	200	

Budget vs Actuals + Encumbered (\$1K)



ADA Self Eval Plan

FY23 Q1

Prj. ID: 100352

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - Capital (01024)	Local	1,406	0		1,406	1,406	0	
STA SOGR FY23 - Bus Shelters (03139)	State	-1,206			-1,206	-1,206	0	
					0		0	
					0		0	
					0		0	
					0		0	
Totals		200	0	0	200	200	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
ADA Self-Evaluation is a planning tool for public outreach and feedback within a 2-3 year span. Implementation will follow in separate work plans as incremental funds develop over the next 15-20 years.	Planning & development work yet continues
Select work is prioritized by District staff and Counsel	Planning work in progress

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
This program seeks a comprehensive and long-term plan for District buildings and 2000+ bus stops	Planning work in progress
Work herein is collaborative with Samtrans/Caltrain staff, Counsel and 20+ local agencies	Planning work in progress

KEY ACTIVITIES - Current Reporting Month (top 5)

Staff identified 52 existing bus shelters that are 20+ years old; shelter replacement and ADA site improvements are proceeding as a separate dedicated project; reference CP-100711

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

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Remodel North and South Base Employee Areas

FY23 Q1

Prj. ID: 100466

Project Manager: Jeffrey Thomas

SCOPE Summary

Remodel and update the Maintenance Employees and Operations Areas in North and South Base. This project would promote District's role as a desirable employer by providing a more comfortable and appropriate work environment for all employees. Project focus is to update employee areas (30+ years wear) within the existing building envelope.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 520,000	2.7%	37.4%	\$ 520,000

Schedule

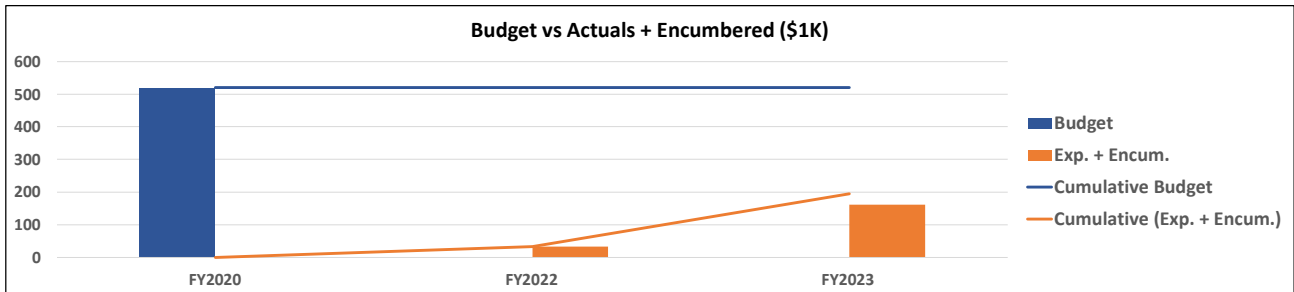
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	06/01/20	06/01/22	10/31/22	10/31/22	-730	0	
PE/Env/PSE (Preliminary Design)	08/01/22	08/01/22	01/31/23	01/31/23	0	0	
Final Design	02/01/22	02/01/22	04/30/23	04/30/23	0	0	
Procurement	05/01/23	05/01/23	12/31/23	12/31/23	0	0	
Construction	01/01/24	01/01/24	06/30/24	06/30/24	0	0	
Close out	07/01/24	07/01/24	08/31/24	08/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	35		35	29	35	0	3	3	32	3
12- PE/Env/PSE	45		45	42	45	0		0	42	3
13 - Final Design	35		35	29	35	0		4	33	2
15 - Procurement	20		20	0	20	0		1	1	19
16 - Construction	375		375	20	375	0	39	67	87	288
19 - Closeout	10		10	0	10	0			0	10
Totals	520	0	520	119	520	0	42	75	195	325

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	520		520	0				0	520	
FY2022	0		0	0				33	487	
FY2023	0		0	119			42	42	325	
Totals	520	0	520	119	520	0	42	75	325	



Remodel North and South Base Employee Areas

FY23 Q1

Prj. ID: 100466

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original (A)	Changes (B)					
General Capital Fund (01050)	Local	520	0		520	520	0	
Totals		520	0	0	520	520	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Work elements expanding beyond current scope and budget	Select building improvements as requested present large-scale and long0term structural consideration. Facilities will propose an FY24 Capital Project to address these larger issues.

KEY ACTIVITIES - Current Reporting Month (top 5)

Stakeholder/user group and design consultants met in September to identify and prioritize itemized goals

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Team, stakeholders and design team will define prioritized goals and a tentative project framework in October 2022.

Project Notes

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NB SB Bus Vacuum Replacement

FY23 Q1

Prj. ID: 100468

Project Manager: Jeffrey Thomas

SCOPE Summary

This is a State of Good Repair project to service bus vacuum systems at both North Base and South Base. The North Base Bus Vacuum system was installed in 1988. Due to age and a vigorous duty cycle, this unit has reached the end of its useful life and needs replacement. Meanwhile, a prior bus vacuum system was installed at South Base in 1985 which utilized "underground" tubes and pipes. Due to systemic design errors, water intrusion to buried tubes/pipes was extensive and the unit was abandoned in its second year. South Base has relied on manual operations to vacuum bus interiors since then.

In this initial phase, the District will have an experienced engineering/design consultant analyze the vacuuming and interior cleaning activities at both bases. Such evaluation will provide District with the needed plans and design details which feature current technologies for effective cleaning and energy efficiency. Plans for such unit will include: vacuum pumps, filter assemblies, above-ground piping, hose drops and related system controls. Actual vacuum equipment purchases and construction labor/services to install will follow as a separate project once the overall design is finalized.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 150,000	15%	3.7%	\$ 150,000

Schedule

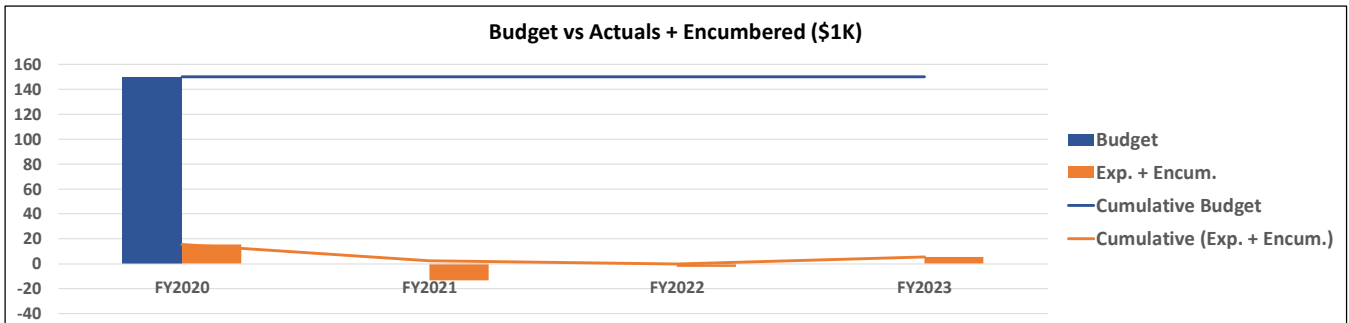
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Preliminary Design	05/01/22	05/01/22	05/01/23	05/01/23	0	0	
					0	0	
					0	0	
					0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
12 - PE/Env/PSE	150		150		150	0	6	6	6	144
Totals	150	0	150	0	150	0	6	6	6	144

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
FY2020	150		150	16					16	134
FY2021	0		0	-13					-13	148
FY2022	0		0	-2					-2	150
FY2023			0				6	6	6	144
Totals	150	0	150	0	150	0	6	6	6	144



NB SB Bus Vacuum Replacement

FY23 Q1

Prj. ID: 100468

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
SOGR FY20 (03126)	State	150	0		150	150	0	
Totals		150	0	0	150	150	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Evolving technology	CP Scope is under review by the Project Team for better alignment to District's long-term needs/objectives

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Bus Maintenance staff (users) have determined that back-pack vacuums are viable in the long-term for future bus interior cleaning. Staff is currently reviewing OEM literature of select models for field testing and evaluation.

KEY ACTIVITIES - Next Reporting Month (top 5)

Bus Maintenance staff (users) will identify 2-3 models of back-pack vacuums for field test and evaluation.

Once identified, such models will be ordered in October and testing shall occur Oct-Dec'22.

Project Notes

North Base Bus Washer Replacement

FY23 Q1

Prj. ID: 100469

Project Manager: Jeffrey Thomas

SCOPE Summary

The scope of this project is to replace the existing North Base bus washer, which was installed in 1995 and has reached the end of its useful life. The existing bus washer will be demolished and removed and the new replacement unit will include: new controls, new motors and pumps, new piping, new brushes and supports, new spray arches and supports, new water recycling equipment. District will reuse select components as best possible – drainage/collection pits, water storage tanks and utility connections within the existing structure. The new unit will use less water, use less soap/chemicals and to recover more gray water and better interface with District’s height/width requirements, 3-bike rack capacity and extended mirror assemblies.

STATUS Summary

Phase: Construction

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 935,000	16.2%	78.7%	\$ 935,000

Schedule

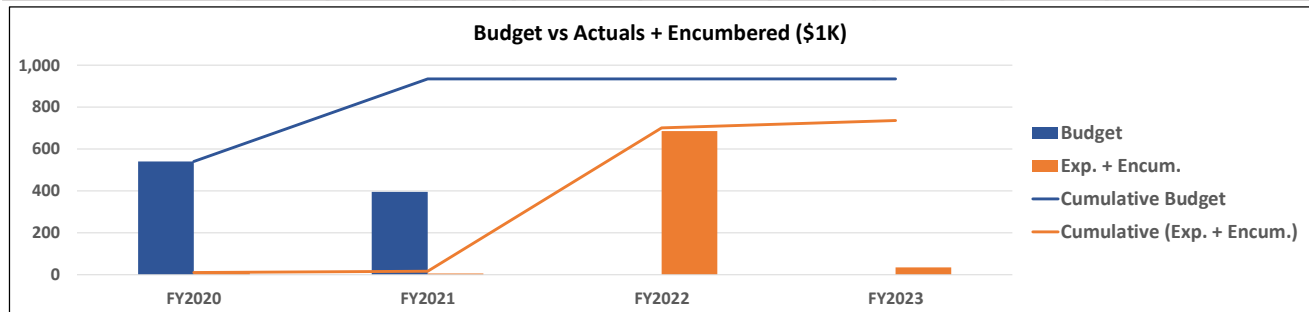
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	08/01/20	08/01/20	06/23/21	06/23/21	0	0	
Procurement	06/24/21	06/24/21	03/18/22	03/18/22	0	0	
Construction	03/25/22	03/25/22	09/25/22	11/30/22	0	-66	
Close out	01/01/23	01/01/23	02/28/23	02/28/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
12- PE/Env/PSE	50		50		50		1	17	17	33
15 - Procurement	10		10		10		11	11	11	-1
16 - Construction	660		660	581	660		34	84	665	-5
19 - Closeout	215		215	44	215				44	171
Totals	935	0	935	625	935	0	46	112	736	199

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	540		540	10				0	10	530
FY2021	395		395	-5				12	6	919
FY2022	0		0	620				65	685	234
FY2023	0		0	0			46	35	35	199
Totals	935	0	935	625	935	0	46	112	736	199



North Base Bus Washer Replacement

FY23 Q1

Prj. ID: 100469

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	395	0		395	395	0	
SOGR FY20 (03126)	State	540	0		540	540	0	
Totals		935	0	0	935	935	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Supply line issues on select components	GC/District have reviewed supply line issues and provided for 90 additional days for project completion

KEY ACTIVITIES - Current Reporting Month (top 5)

Contractor has increased efforts on pre-construction submittals and is 95% complete at the end of Sept'22
Change order request under review for material delays by manufacturers and suppliers

KEY ACTIVITIES - Next Reporting Month (top 5)

Project team anticipates a Notice to Proceed to be issued and preliminary site work to begin in October 2022.

Project Notes

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Central Building Development Options

FY23 Q1

Prj. ID: 100472

Project Manager: Xiaomei Tan

SCOPE Summary

STATUS Summary

Phase: Planning

The central building is more than 40 years old with significant deferred maintenance and functional inefficiencies. It is anticipated that a number of significant capital improvement will need to be made over the next few years to address deferred maintenance, more suitable for office use and to bring the building to a state of good repair. Additionally, the agency's studies indicate that the age of the building makes it significantly more expensive to operate, as it is less environmentally efficient than newer buildings. Therefore, the agency decided to demolish the existing building and replace it with a new and up-to-standard building.

The agency seeks to enter into a public-private partnership with a development entity to maximize the value of its real estate assets and to contribute to a sustainable and thriving community in downtown San Carlos. It is expected that the partnership will enable the agency to modernize its office space, right size its facilities to accommodate potential future growth, and significantly reduce its operating costs.

Task 1 - Strategic development of project scope
 Task 2 - Development of procurement strategy and documents
 Task 3 - Implementation
 Task 4 - Additional service

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,630,000	24%	58.8%	\$ 1,630,000

Schedule

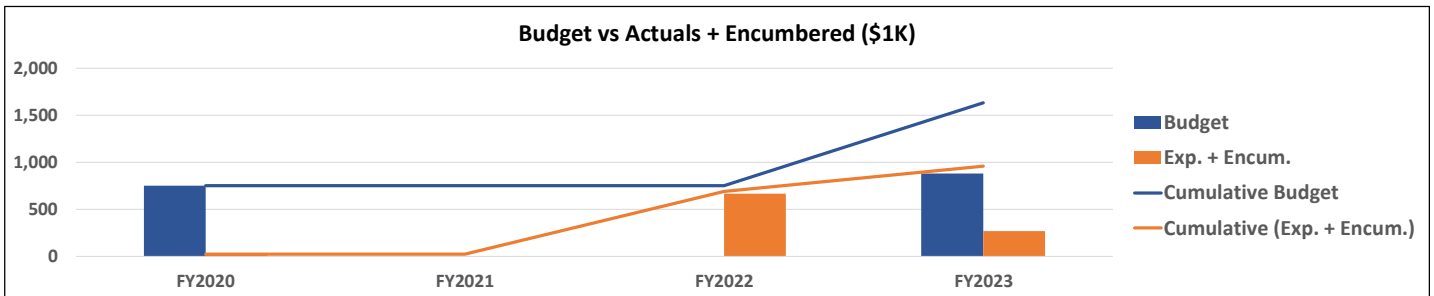
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	01/01/21	01/01/21			0	0	
Development of project scope	01/01/21	01/01/21	09/30/23	09/30/23	0	0	
Development of procurement strategy and documents	10/01/23	10/01/23	09/30/24	09/30/24	0	0	
Implementation of procurement	10/01/25	10/01/25	09/30/27	09/30/27	0	0	
Finish			01/30/30	01/30/30	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning/CD/Env	1,630		1,630	623	1630		11	335	958	672
Totals	1,630	0	1,630	623	1,630	0	11	335	958	672

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	750		750					23	23	727
FY2021			0	-209				209	0	727
FY2022	0		0	575				92	667	60
FY2023	880		880	257			11	11	268	672
Totals	1,630	0	1,630	623	1,630	0	11	335	958	672



Central Building

FY23 Q1

Prj. ID: 100472

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	750	0		750	750	0	
TBD		880	0		880		880	
Totals		1,630	0	0	1,630	750	880	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
1. there are variety of perspectives on retaining the existing marking garage. While retaining it is financially accretive to the project, the small site means it will provide more flexibility to accommodate housing if it is demolished and replaced.	The first phase of the garage assessment is complete.
2. Including housing in the project will increase risk, complexity, and cost on a per-square-foot basis. Affordable housing would be a community benefit to the project and not accretive to the land value, especially given the current high cost of construction.	Workforce housing survey and analysis is complete.

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Thus far, the project has led to several unexpected tasks, including 1) workforce housing studies, 2) garage structural assessment and 3) public communication with the City of San Carlos	All three additional projects are on-going as scheduled.

KEY ACTIVITIES - Current Reporting Month (top 5)

Prepared materials for SamTrans Board workshop.
Presented the project updates, P3 risk analysis to the Board.
Developed the Structural Screening and Evaluation for SamTrans parking structure.
Laid out a plan on how to bring on a communication firm to support the project’s engagement with the City of San Carlos.
Distribute the workforce housing survey and collected the road testers’ response.

KEY ACTIVITIES - Next Reporting Month (top 5)

Develop contract work for the communication firm to be onboard.
Close and analyze the survey.
Continue engagement with the board.

Project Notes

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Central Building Improvements

FY23 Q1

Prj. ID: 100473

Project Manager: Jeffrey Thomas

SCOPE Summary

This project is for Central Building improvements. It includes 20+ building improvements of various size/nature for Central Office and Garage.

Effective in BY21 subsequent work is focused on refurbishing 4 Central elevators -- three lobby elevators and one in the parking garage. Plans are to upgrade elevator motor assemblies (office units), hydraulic system (garage) and related controllers, control switches, door operators/locks, brake pads, clutches, motion sensors and safety features.

Scope details are subject to change as the engineering study is completed.

STATUS Summary

Phase: Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,849,200	6.0%	25.2%	\$ 1,849,200

Schedule

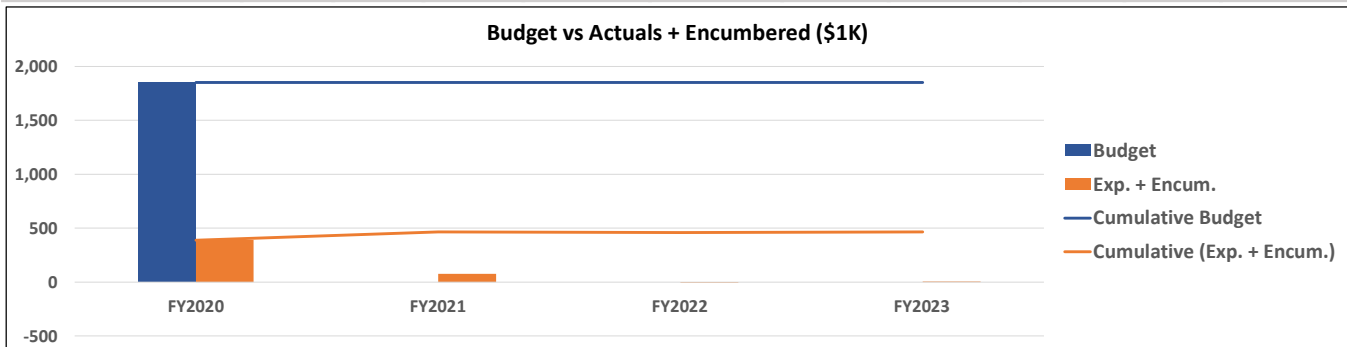
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/20	07/01/20			0	0	Initial work for carpets, blinds, ceiling tile, modular furniture
Design	10/01/20	10/01/20	03/31/23	03/31/23	0	0	Initial elevator report completed in May'20
Procurement	04/01/23	04/01/23	12/31/23	12/31/23	0	0	
Construction	01/01/24	01/01/24	05/31/25	05/31/25	0	0	Motor replacements in phased sequence
Closing	06/01/25	06/01/25	08/31/25	08/31/25	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
16 - Construction	1,849		1,849	0	1,849		7	466	466	1,383
Totals	1,849	0	1,849	0	1,849	0	7	466	466	1,383

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	1,849		1,849	247				142	389	1,460
FY2021			0	-207				284	77	1,383
FY2022	0		0	-39				32	-7	7
FY2023	0		0	-1			7	7	6	0
Totals	1,849	0	1,849	0	0	0	7	466	466	1,383



Central Building Refresh

FY23 Q1

Prj. ID: 100473

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,849	0		1,849	1,849	0	
Totals		1,849	0	0	1,849	1,849	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk Title	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue Title	Status
Project is comprehensive of mixed small-large tasks; carpets, winddown blinds, modular furniture, building repairs.	Collective tasks were burdened by staff shortages and Covid impact. Projects were re-assessed for District impact/criticality with elevator motors as single remaining focus
Work yet remaining is to replace four (4) elevator motors at Central.	Elevator motor replacement was assessed at a preliminary phase and is now moving into active design phase.

KEY ACTIVITIES - Current Reporting Month (top 5)

1. GEC/Design consultant to develop plans, specifications and estimates with District’s review.

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

None.

South Base Bus Washer Walls Rehab

FY23 Q1

Prj. ID: 100474

Project Manager: Jeffrey Thomas

SCOPE Summary

This project will replace the structural walls of the South Base bus washer. Extensive water damage have caused the walls to become unstable and require replacement. Significant sections of the walls will be reconstructed and the new design will include waterproofing and/or drainage features.

STATUS Summary

Phase: Final Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 358,613	29.1%	40.2%	\$ 358,613

Schedule

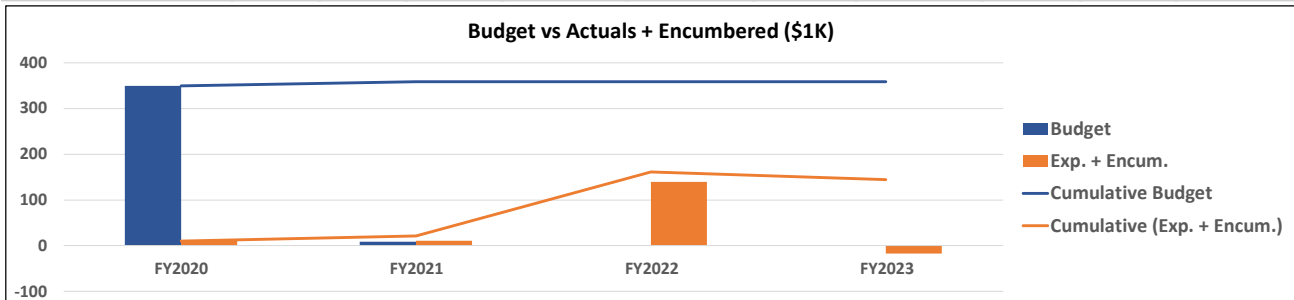
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	11/01/20	11/01/20	03/31/21	03/31/21	0	0	Initial engineering assessment/report
Final Design	12/01/21	12/01/21	10/31/22	10/31/22	0	0	Design is 95% complete
Procurement	11/01/22	11/01/22	07/31/23	07/31/23	0	0	
Construction	08/01/23	08/01/23	02/28/24	02/28/24	0	0	
Closing	04/01/24	04/01/24	05/31/24	05/31/24	0	0	

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning	20		20	11	20		0	9	20	0
12- PE/Env/PSE	50		50	26	50		0	25	50	0
13 - Final Design	48		48	17	48		2	26	43	5
15 -Procurement	20		20		20		0	0	0	20
16 - Construction	201		201	4	201		0	6	11	190
19 - Closeout	20		20	11	20		0	9	20	0
Totals	359	0	359	70	359	0	2	74	144	214

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	350		350	10				0	10	340
FY2021	9		9	0				11	11	337
FY2022	0		0	79				61	140	197
FY2023	0		0	-20			2	2	-17	214
Totals	359	0	359	70	359	0	2	74	144	214



South Base Bus Washer Walls Rehab

FY23 Q1

Prj. ID: 100474

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	50	0		50	50	0	
SOGF FY20 (03126)	State	309	0		309	309	0	
Totals		359	0	0	359	359	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Facilities staff is currently reviewing the 95% design

KEY ACTIVITIES - Next Reporting Month (top 5)

District to provide feedback and comments to the 95% Design for consults to incorporate to final plans, specifications and cost estimates

Project Notes

None

ADA Study & Phase 1 Retrofits

FY23 Q1

Prj. ID: 100475

Project Manager: Greg Moyer

SCOPE Summary

Title II of the Americans with Disabilities Act (ADA) requires public agencies to have a self-evaluation plan to identify architectural and administrative barriers to programs and to develop a transition plan to become compliant. SamTrans and Caltrain must develop one. This project will pay for a consultant to develop a self-evaluation plan and ADA transition plan. The plan will evaluate all District-owned buildings and all Caltrain stations. The costs will be split equally between SamTrans and Caltrain. Staff expects that the plan will identify changes that are needed. The cost for these changes are not included in this request. In addition to complying with the law, ensuring program access is part of a reliable system in a state of good repair and promotes the District's role as a mobility manager. No assets will be removed or destroyed as a result of this project.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,225,000	31.2%	4.6%	\$ 1,225,000

Schedule

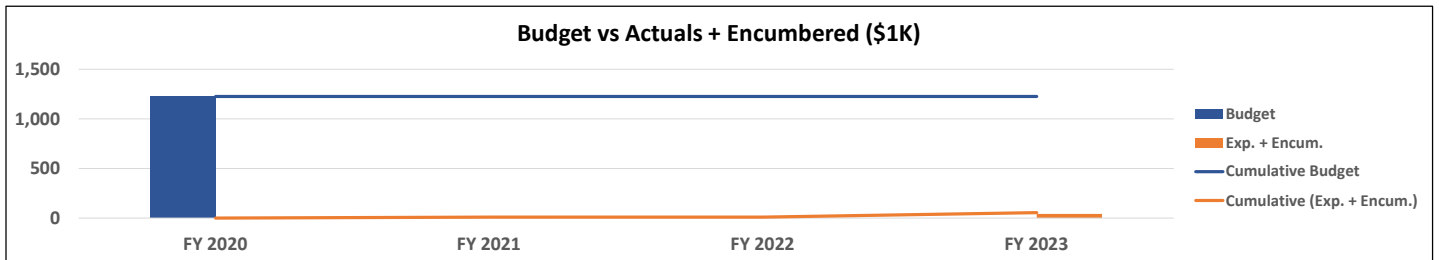
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Planning & Development	07/01/20	07/01/21	06/30/24	06/30/24	-365	0	
Close out	07/01/24	07/01/24	06/30/25	06/30/25	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
11 - Planning/CD/Env	100		100	28	100	0	16	25	54	46
13 - Final Design	100		100	0	100	0		3	3	97
15 - Procurement	25		25	0	25	0			0	25
16 - Construction	1,000		1,000	0	1,000	0			0	1,000
Totals	1,225	0	1,225	28	1,225	0	16	28	57	1,168

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
FY 2020	1,225		1,225						0	1,225
FY 2021			0	11				0	11	1,214
FY 2022			0	-11				12	1	1,212
FY 2023			0	28			16	16	44	1,168
Totals	1,225	0	1,225	28	1,225	0	16	28	57	1,168



ADA Self Eval Plan

FY23 Q1

Prj. ID: 100475

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	1,225	0		1,225	200	1,025	
Totals		1,225	0	0	1,225	200	1025	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
ADA Self-Evaluation is a planning tool for public outreach and feedback within a 2-3 year span. Implementation will follow in separate work plans as incremental funds develop over the next 15-20 years.	Planning & development work yet continues
Select work is prioritized by District staff and Counsel	Planning work in progress

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
This program seeks a comprehensive and long-term plan for District buildings and 2000+ bus stops	Planning work in progress
Work herein is collaborative with Samtrans/Caltrain staff, Counsel and 20+ local agencies	Planning work in progress

KEY ACTIVITIES - Current Reporting Month (top 5)

Staff identified 52 existing bus shelters that are 20+ years old; shelter replacement and ADA site improvements are proceeding as a separate dedicated project; reference CP-100711

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

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North and South Base Exterior Painting

FY23 Q1

Prj. ID: 100476

Project Manager: Greg Moyer

SCOPE Summary

This project is to paint the building exteriors at North and South Base facilities; 14 buildings total. Scope includes pressure washing, priming and painting of stucco surfaces, bay roll-up doors, pedestrian/safety doors and red/blue fascia panels.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,140,000	1%	0%	\$ 1,140,000

Schedule

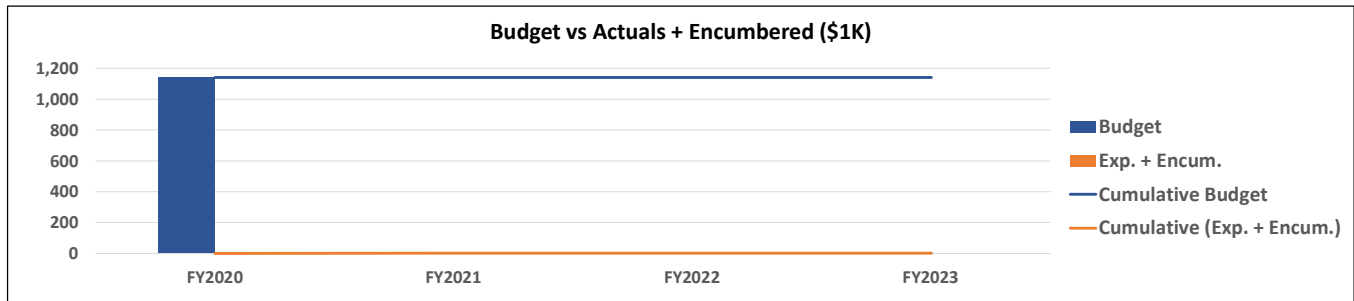
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	06/30/20	03/01/21			-244	0	
Preliminary Plans	04/01/22	04/01/22	07/31/22	07/31/22	0	0	
Final Plans	08/01/22	08/01/22	11/30/22	11/30/22	0	0	
Procurement	12/01/22	12/01/22	07/31/23	07/31/23	0	0	
Construction	08/01/23	08/01/23	05/31/24	05/31/24	0	0	
Closing	06/01/24	06/01/24	07/31/24	07/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning	10		10	0	10		1	2.2	2	8
13 - Final Design	10		10	0	10			0	0	10
15 -Procurement	20		20	0	20			0	0	20
16 - Construction	1,100		1,100	0	1,100				0	1,100
Totals	1,140	0	1,140	0	1,140	0	1	2.2	2	1,138

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	1,140		1,140					0	0	1,140
FY2021								1.1	1	1,139
FY2022								0.3	0	1,139
FY2023							1	0.8	1	1,138
Totals	1,140	0	1,140	0	1,140	0	1	2.2	2	1,138



North and South Base Exterior Painting

FY23 Q1

Prj. ID: 100476

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	1,140	0		1,140	1,140	0	
Totals		1,140	0	0	1,140	1,140	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Potential delays for rain/weather	Plans will allow for phased completion of work

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Project team reviews work specifications, rough calculations of square footage.

KEY ACTIVITIES - Next Reporting Month (top 5)

Final specifications and cost estimated are compiled and sent to Procurement.

Project Notes

None

NB / SB Front Entrance Modification

FY23 Q1

Prj. ID: 100538

Project Manager: Jeffrey Thomas

SCOPE Summary

This work plan is intended to modify the front entrances to the North and South Base Campuses. North Base front entrance modifications will include relocating the existing guard shelter to the middle of the entrance road, installation of bollards around the guard shelter, modifications to the guard shelter power, and installation of center arm gates for entrance and exit outlets. In addition, South Base front entrance modifications will include minor upgrades to the guard shelter and installation of entrance and exit arm gates. The scope of this project will have District staff use the on call General Engineering Contractors (GEC's) Consultants and Project Management Oversight (PMO) Consultant to provide 35%, 65%, 95%, 100% Design, Plans and Specifications for the subject project.

Mitigation Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 165,000	1.5%	0%	\$ 165,000

Schedule

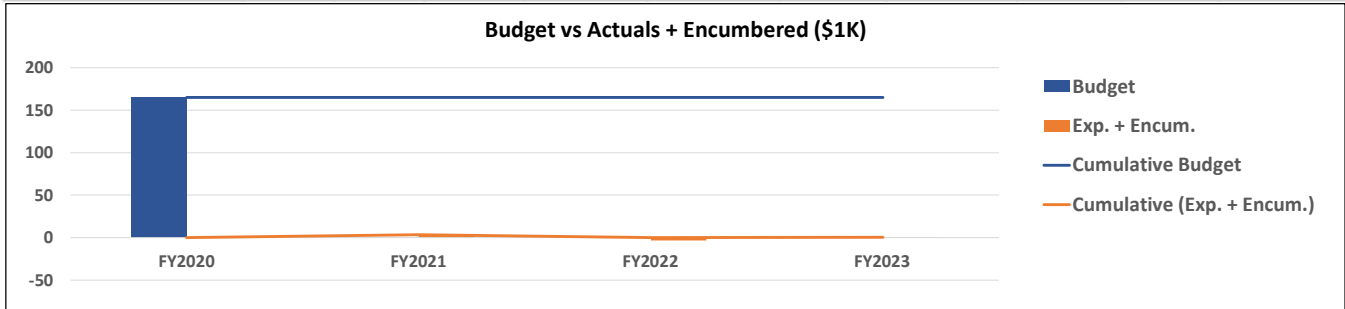
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/21	10/31/22			-487	0	
Final Design	11/01/22	11/01/22	04/30/23	04/30/23	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11 - Planning/CD/Env	125		125	0	125	0	0	0	0	125
13 - Final Design	40		40	0	40	0			0	40
Totals	165	0	165	0	165	0	0	0	0	165

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2020	165		165	0				0	165	
FY2021	0		0	3				3	162	
FY2022	0		0	-3				-3	165	
FY2023	0		0				0	0	165	
Totals	165	0	165	0	165	0	0	0	165	



NB / SB Front Entrance Mod

FY23 Q1

Prj. ID: 100538

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	165	0		165	165	0	
Totals		165	0	0	165	165	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

August'22 -- Project is in conceptual planning

KEY ACTIVITIES - Next Reporting Month (top 5)

September'22 -- Conceptual planning continues
October'22 -- Project Team engages GEC/Design consultant on preliminary proposal/design

Project Notes

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North Base Building 200 Replacement

FY23 Q1

Prj. ID: 100548

Project Manager: Yoko Watanabe

SCOPE Summary

The scope includes geotechnical site analysis and front-end design services for NB Bldg-200.
 A separate budget request, tentative for FY24, will seek demolition and new construction, as warranted, for total building replacement. This project will provide geotechnical assessment, functional design solutions, phased scheduling and cost estimates for construction and interim work spaces.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,718,200	6.4%	19.3%	\$ 3,718,200

Schedule

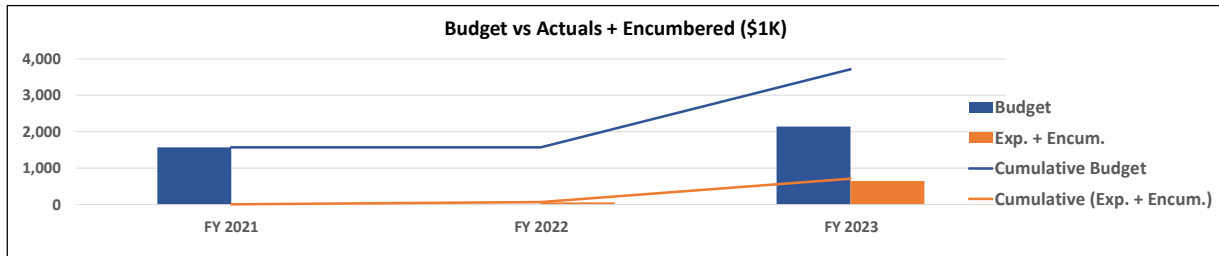
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	07/01/20	07/01/20			0	0	Initial part of the planning work was done prior to the starting date of the Planning Phase.
11.1- Planning	04/11/22	04/11/22	02/19/23	03/25/23	0	-34	WDPR was issued to G4 WDP was submitted and approved by SamTrans. NTP dated 4 October 2022
11.2 - Concept Design	02/20/23	03/26/23	05/14/23	05/14/23	-34	0	
12 - PE/Env	05/15/23	05/15/23	10/29/23	10/29/23	0	0	
13 - Final Design	10/30/23	10/30/23	01/21/24	01/21/24	0	0	
15- Procurement	01/21/24	01/21/24	04/07/24	04/07/24	0	0	
16- Construction	04/08/24	04/08/24	09/15/24	09/15/24	0	0	
16.1 - Commissioning	09/16/24	09/16/24	10/13/24	10/13/24	0	0	
19- Closeout	10/14/24	10/14/24	01/05/25	01/05/25	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	946		946	345	946	0	132	132	478	469
12 - PE/Env/PSE	1,158		1,158	70	1,158	0	2	2	72	1,086
13 - Final Design	575		575	80	575	0	16	87	167	408
15 - Procurement	39		39	0	39	0		0	0	39
16 - Construction	1,000		1,000		1,000	0		0	0	1,000
Totals	3,718	0	3,718	495	3,718	0	150	221	716	3,002

PROJECT BUDGET vs Actuals & Encumbrance

FY	Budget				Estimate at Completion	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2021	1,575		1,575	7				7	1,568	
FY 2022			0	-7				71	1,504	
FY 2023	2,143		2,143	495			150	150	3,002	
Totals	3,718	0	3,718	495	3,718	0	150	221	3,002	



North Base Building 200 Replacement

FY23 Q1

Prj. ID: 100548

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding
		Original	Changes				
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)
Measure W Sales Tax - Capital (01024)	Local	3,143	0		3,143	3,143	0
General Capital Fund (01050)	Local	575			575	575	0
Totals		3,718	0	0	3,718	3,718	0

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

WDP was submitted by G4 and approved by SamTrans.
NTP is set for 4 October 2022.

KEY ACTIVITIES - Next Reporting Month (top 5)

The study will commence.
Site investigations (Plane survey and geotechnical survey) will take place at North Base per scope of work.

Project Notes

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EV Chargers Non-Rev Vehicles at Central Garage

FY23 Q1

Prj. ID: 100629

Project Manager: Jeffrey Thomas

SCOPE Summary

This project follows on the District's move toward a fully, zero-emission, electric vehicle fleet. The project will allow for turn-key installation of six (6) EV type-2 charging stations at the Central Garage. These type-2 chargers will connect to existing electrical infrastructure and provide charging services to battery-electric and/or plug-in, hybrid, non-revenue vehicles. Note that North Base and South Base EV chargers will move to their BEB site-specific plans for each facility.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 575,000	12.7%	11%	\$ 575,000

Schedule

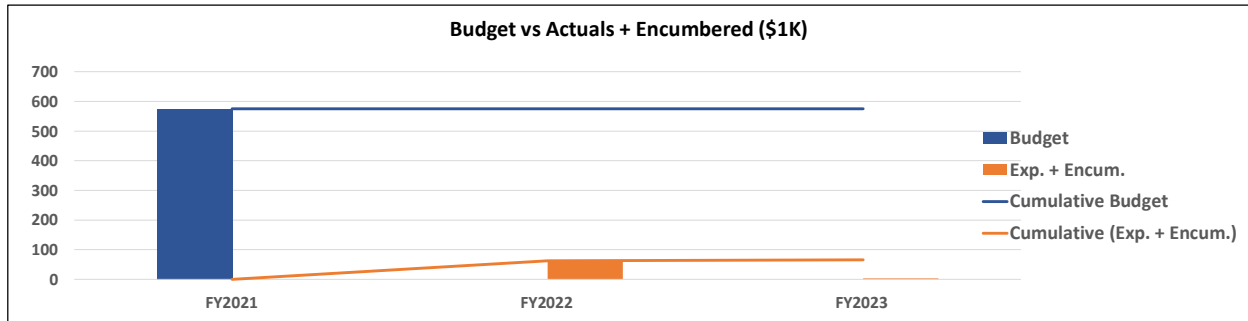
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	11/01/21	11/01/21			0	0	
Final Design	05/01/22	05/01/22	10/31/22	10/31/22	0	0	
Procurement	11/01/22	11/01/22	07/31/23	07/31/23	0	0	
Construction	08/01/23	08/01/23	01/31/24	01/31/24	0	0	
Close out	02/01/24	02/01/24	03/31/24	03/31/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
12- PE/Env/PSE	81		81	46	81	0	18	20	66	14
15 - Procurement	17		17	0	17	0			0	17
16 - Construction	460		460	0	460	0			0	460
19 - Closeout	17		17	0	17	0			0	17
Totals	575	0	575	46	575	0	18	20	66	509

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2021	575		575						0	575
FY2022	0		0	60				2	63	512
FY2023	0		0	-14			18	18	4	509
Totals	575	0	575	46	575	0	18	20	66	509



EV Chargers Non-Rev Vehicles

FY23 Q1

Prj. ID: 100629

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
General Capital Fund (01050)	Local	575	0		575	575	0	
Totals		575	0	0	575	575	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

July-Aug'22 -- Design consultant has provided line drawing; proceeding to construction drawings

KEY ACTIVITIES - Next Reporting Month (top 5)

Sept-Oct'22 -- GEC/Designer to complete plans to 95% benchmark for District review

Project Notes

None

South Base Water Utility Lines Replacement

FY23 Q1

Prj. ID: 100710

Project Manager: Jeffrey Thomas

SCOPE Summary

District staff have determined that existing water utility/distribution lines at the South Base maintenance facility have aged/worn beyond their useful life and must be replaced entirely. These utility lines furnish in-coming clean water to support daily operational needs, maintain public health standards and further support fire protection.

Design scope and subsequent construction will replace pipes, pumps, valves, meters and related fittings from in-coming city connections up to and including the service connections at six (6) South Base buildings.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,946,900	0.0%	0.0%	\$ 2,964,000

Schedule

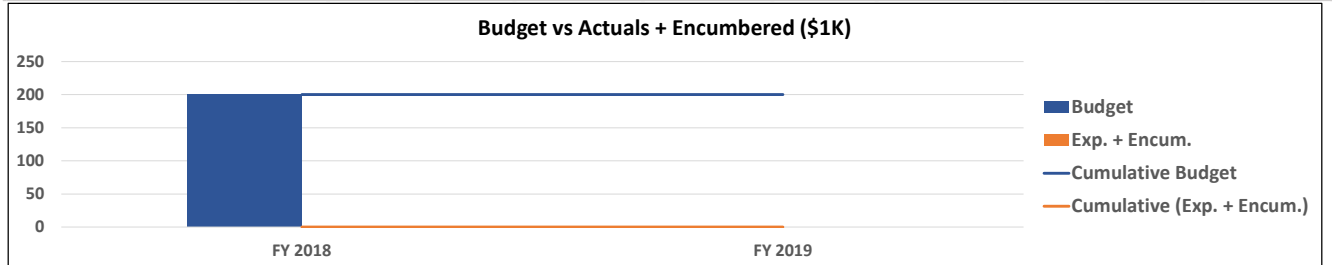
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11- Planning	09/01/22	09/01/22	11/30/22	11/30/22	0	0	
12- Preliminary Design	12/01/22	12/01/22	03/31/23	03/31/23	0	0	
13- Final Design	04/01/23	04/01/23	07/31/23	07/31/23	0	0	
15- Procurement	07/31/23	07/31/23	02/29/24	02/29/24	0	0	
16- Construction	03/01/24	03/01/24	09/30/24	09/30/24	0	0	
19- Close out	09/30/24	09/30/24	11/30/24	11/30/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning	6		6	0	6	0			0	6
12- Preliminary Design	6		6	0	6	0			0	6
13- Final Design	57		57	0	57	0			0	57
15- Procurement	11		11	0	11	0			0	11
16- Construction	2,850		2,850	0	2,850	0			0	2,850
19- Close out	34		34	0	34	0			0	34
Totals	2,964	0	2,964	0	2,964	0	0	0	0	2,964

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	2,964		2,964		2,964			0	2,964	
Totals	2,964	0	2,964	0	2,964	0	0	0	2,964	



South Base Water Utility Lines Replacement

FY23 Q1

Prj. ID: 100710

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
Measure W Sales Tax - Capital (01024)	Local	2,964	0		2,964	2,964	0	
Totals		2,964	0	0	2,964	2,964	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

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Bus Shelter Upgrades and Replacements

FY23 Q1

Prj. ID: 100711

Project Manager: Greg Moyer

SCOPE Summary

District has inspected and evaluated existing bus stop shelters for site conditions and compliance with current accessibility standards mandated by the Americans with Disabilities Act (ADA). This project will systematically remove 52 bus stop shelters that are beyond their useful life, complete site improvements and re-install new bus shelters to comply with ADA standards. ADA compliance requires improvements such as construction of concrete pads within existing landscape corridors and removal of existing barriers to meet slope/access criteria stated in the ADA.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,946,900	0.2%	0.0%	\$ 2,946,900

Schedule

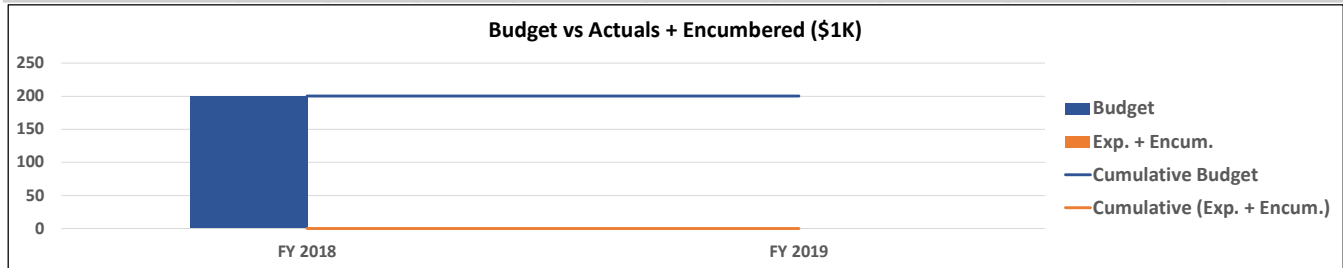
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11- Planning	10/01/22	10/01/22	12/30/22	12/30/22	0	0	
12- Preliminary Design	01/01/23	01/01/23	05/30/23	05/30/23	0	0	
13- Final Design	06/01/23	06/01/23	01/30/24	01/30/24	0	0	
15- Procurement	02/01/24	02/01/24	08/30/24	08/30/24	0	0	
16- Construction	09/01/24	09/01/24	09/01/26	09/01/26	0	0	Construction occurs in multiple phases
19- Close out	10/01/26	10/01/26	12/30/26	12/30/26	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion (E)	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
	11- Planning	103		103			0	103		
12- Preliminary Design	103		103	0	103	0		0	103	
13- Final Design	137		137	0	137	0		0	137	
15- Procurement	40		40	0	40	0		0	40	
16- Construction	2,508		2,508	0	2,508	0		0	2,508	
19- Close out	57		57	0	57	0		0	57	
Totals	2,947	0	2,947	0	2,947	0	0	0	2,947	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion (E)	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
	FY 2023	2,947		2,947				2,947		
Totals	2,947	0	2,947	0	2,947	0	0	0	2,947	



Bus Shelter Upgrades and Replacements

FY23 Q1

Prj. ID: 100711

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
STA State of Good Repair-Capital (03139)	State	1,541	0		1,541	1,541	0	
Measure W Sales Tax - Capital (01024)	Local	1,406	0		1,406	1,406	0	
Totals		2,947	0	0	2,947	2,947	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Staffing resources are diverted from fixed project goals to address on-going litigation and new priorities	

KEY ACTIVITIES - Current Reporting Month (top 5)

Work continues with input from multiple departments; priorities follow from Facilities, Counsel and Executive staff

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

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South Base Switchgear Replacement & BEB Chargers Installation

FY23 Q1

Prj. ID: 100547

Project Manager: Jeffrey Shu

SCOPE Summary

FY2021- The scope of the project is to replace the following:
 1) Primary 1200 A (existing) switchgear replacement
 2) Replacement of three (3) building switchboards
 3) Replacement of conduit and feeders serving the switchgear

FY2022- The scope of the Project was expanded to support the additional work required for BEB charging infrastructure and power delivery for the new BEBs. The additional scope includes:

- 1) Increasing the capacity of the existing switchgear from 1200 to 3000 Amps,
- 2) Installation of power distribution infrastructure, power cable networks, and concrete islands,
- 3) Installation of new BEB chargers that the District will procure through a separate

STATUS Summary

Phase: Final Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 6,700,000	6.3%	16%	\$ 6,700,000

Schedule

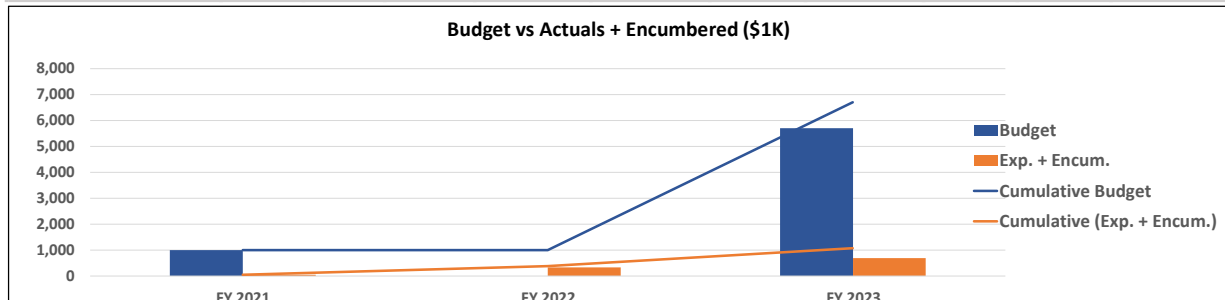
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	10/01/19	10/01/19	10/01/19	10/01/19	0	0	
13 - Final Design	04/01/22	04/01/22	08/30/22	10/14/22	0	-45	Final technical design could not be finalized by 9/26/22. Additional round of revisions needed.
15 - Procurement	09/01/22	09/26/22	12/31/22	01/20/23	-25	-20	impacted by technical specs not being ready
16 - Construction	01/02/23	01/20/23	03/31/24	05/31/24	-18	-61	construction phase will be baselined after NTP
19 - Closeout	04/01/24	05/01/24	10/30/24	11/30/24	-30	-31	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
12 - PE/Env, PSE Preliminary Design	131		131		131	0	120	120	120	10
13- Final Design	268		268	50	268	0	202	202	252	16
15 - Procurement	120		120	52	120	0	-27	34	86	34
16 - Construction	5,981		5,981	541	5,981	0	-90	67	608	5,374
19 - Closeout	200		200		200	0			0	200
Totals	6,700	0	6,700	643	6,700	0	205	423	1,066	5,634

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY 2021	1,000		1,000	25				24	49	951
FY 2022			0	140				193	333	618
FY 2023	5,700		5,700	479			205	206	685	5,634
Totals	6,700	0	6,700	643	6,700	0	205	423	1,066	5,634



South Base Switchgear Replacement & BEB Chargers Installation

FY23 Q1

Prj. ID: 100547

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax -(01024)	Local	6,700	0		6,700	6,700	0	
Totals		6,700	0	0	6,700	6,700	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
January 4 2023 Board Meeting Date could not be met	On track for January 4 2023 Board meeting
critical errors or omissions in the technical drawings and specs could impact design phase's actual completion date	plan checks are in progress with input from facilities. Responses are being returned promptly.
The switchgear might not be delivered on time because of supply chain delays	The switchgear will be procured through a separate contract, before the construction contract is awarded, to get a head start on manufacturing of the switchgear
Risk of encountering hazardous materials during excavation	construction has not started
Testing, commissioning, and integration of the BEB buses with the new charging system is impacted by a delay in the bus delivery schedule	construction has not started

ISSUES (Risks that are materialized, in order of priority)

Issue	Mitigation
The technical drawings and specifications were not finalized by 9/21/22	The Design Consultant is revising and resubmitting the IFB documents. Technical Specifications (critical path) are targeted for 9/26/22 so that they may be sent to C&P. Drawings are scheduled to be finalized ASAP soon after. The completion of the Final Design phase is on track for October.
A 9/26/22 IFB advertisement could not be met	C&P & Infrastructure are finalizing the IFB Package and are on track for an October advertisement
Awarding the Contract at the District Board meeting on 12/7/22 could not be met	New target date for Board Meeting is 1/4/2022.

KEY ACTIVITIES - Current Reporting Month (top 5)

Infrastructure Group reviews the IFB resubmittals by G4, various dates, and provides comments promptly (in progress)
Infrastructure Group finalizes Division 1 Specs (in progress)
IMEG finalizes technical specs (critical path) (in progress)
C&P Public Works Construction Contracts sends Division 0, Division 1, and Technical Specs to Legal (pending Tech Spec finalization)
Legal returns comments for the Switchgear Procurement RFQ (in progress)

KEY ACTIVITIES - Next Reporting Month (top 5)

IMEG finalizes the technical drawings in early October 2022
C&P Small Purchases Group advertises the RFQ for the standalone switchgear manufacturing package, target date October 2022
C&P Public Works Construction Contracts advertises the Switchgear Replacement Package by 10/20/22
SamTrans reviews, signs, and issues check to PGE for the PGE Service Agreement

Project Notes

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ZEB Implementation and Deployment

FY23 Q1

Prj. ID: 100631

Project Manager: Liria Larano

SCOPE Summary

This FY22 Budget Request will provide comprehensive site analysis/design work to plan detailed construction documents for subsequent bidding. Construction of power infrastructure in phases to coincide w/bus deliveries through 2038; the front-end design must anticipate for system-wide new power feeds (PG&E substation), master control panels, smart energy management, excavation, cabling for power distribution, concrete islands for charging units, overhead canopies for final power delivery and panels for solar collection.

The FY22 Budget requests reflects the Design Phase only. Total estimated Project reflects design and construction for the overall eBus Infrastructure Upgrade plus asphalt replaced with engineered concrete for South Base (critical for the Master Infrastructure).

STATUS Summary

Phase: Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 10,012,093	34.9%	23.0%	\$ 10,012,093

Schedule

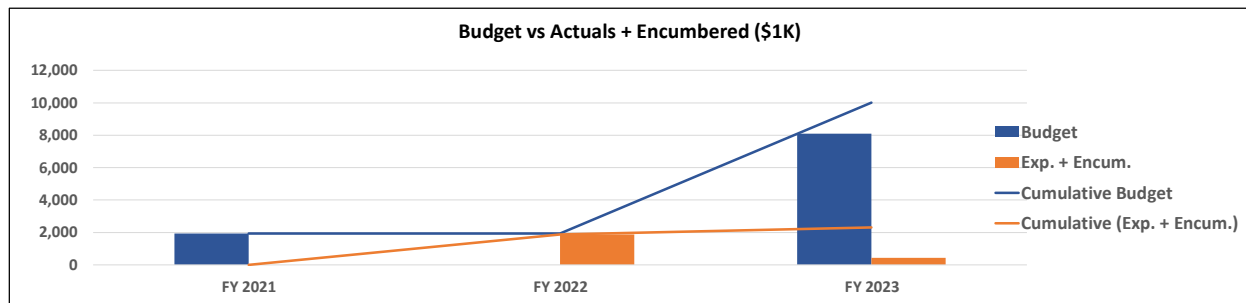
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	7/1/2021	07/01/21			0	0	Completed
30% Design	07/01/21	07/01/21	04/30/22	04/30/22	0	0	Completed
65% Design for NB Interim Chargers	05/01/22	05/01/22	06/30/22	06/30/22	0	0	Completed
Final Design for NB Interim Chargers	07/01/22	07/01/22	07/20/22	07/20/22	0	0	Completed
65% Design for Permanent Chargers	01/15/23	01/15/23	07/31/23	07/31/23	0	0	On-time
Final Design for Permanent Chargers	08/01/23	08/01/23	10/31/23	10/31/23	0	0	On-time

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11 - Planning/CD/Env	1,072		1,072	129	1,072	0	106	669	798	274
12 - PE/Env/PSE	3,687		3,687	100	3,687	0	48	48	148	3,539
13 - Final Design	4,037		4,037	691	4,037	0	124	562	1,254	2,783
15 - Procurement	96		96	0	96	0	10	18	18	78
16 - Construction	1,086		1,086	87	1,086	0	3	3	90	996
19 - Closeout	34		34	0	34	0		0	0	34
Totals	10,012	0	10,012	1,008	10,012	0	290	1,300	2,307	7,705

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Encumbered			Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY 2021	1,926		1,926						0	1,926
FY 2022			0	869				1,009	1,878	48
FY 2023	8,086		8,086	139			290	290	429	7,705
Totals	10,012	0	10,012	1,008	10,012	0	290	1,300	2,307	7,705



ZEB Implementation and Deployment

FY23 Q1

Prj. ID: 100631

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Un-activated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(E=C-D)	
Measure W Sales Tax - (01024)	Local	10,012	0		10,012	10,012	0	
Totals		10,012	0	0	10,012	10,012	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Confirmed lowest bid for NB Charger Installation contract (Bhogal Brothers)
Issued RFI about alternative delivery methods to potential bidders for the permanent charger infrastructure for the 37 BEBs
Received responses to the RFI from 11 potential bidders

KEY ACTIVITIES - Next Reporting Month (top 5)

Prepare for award of NB charger contract
Recommend an alternative delivery method for construction of SB Chargers for 37 BEBs

Project Notes

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North Base Facility Modifications for 10FCEBs

FY23 Q1

Prj. ID: 100723

Project Manager: Yoko Watanabe

SCOPE Summary

The District is working towards transitioning the SamTrans fleet of 319 fixed-route vehicles to zero-emission technologies by 2034. In pursuit of this goal, SamTrans developed a transition plan that replaces diesel buses with battery-electric buses (BEBs). As the zero-emission bus (ZEB) market has matured, hydrogen fuel cell electric buses (FCEBs) have become more prevalent in the industry because FCEBs have longer driving ranges and shorter fueling times than the range and charging time of BEBs. Because of the operational advantages of FCEBs, SamTrans has purchased ten FCEBs for a demonstration program. This Project will design and construct the modifications to the existing facility at the maintenance Bays 13, 14, 15, and 16 in North Base Building 100 and other associated facilities in North Base that can cater to FCEBs and ensure the safety of the maintenance personnel.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 300,000	10.0%	4.1%	\$ 300,000

Schedule

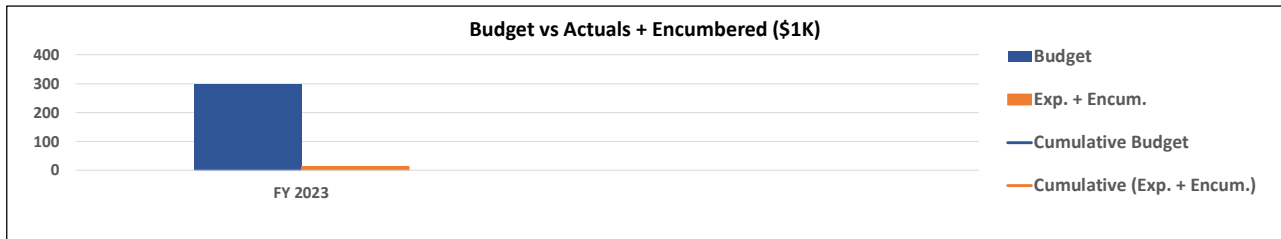
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Kick Off Meeting and Work Program	9/1/2022	9/1/2022	9/9/2022	9/9/2022	0	0	On time
On-Site Assessment & Review CTEs Recommendations	9/12/2022	9/12/2022	9/20/2022	9/20/2022	0	0	On time
Develop a List of Modifications	9/21/2022	9/21/2022	10/3/2022	10/3/2022	0	0	Started on time
35% Design Development	10/4/2022	10/4/2022	11/4/2022	11/4/2022	0	0	
95% Design Development	11/5/2022	11/5/2022	12/23/2022	12/23/2022	0	0	
IFB Design Development	12/24/2022	12/24/2022	1/19/2023	1/19/2023	0	0	
Procurement	1/20/2023	1/20/2023	7/19/2023	7/19/2023	0	0	To be scheduled
Construction	07/20/23	07/20/23	07/19/24	07/19/24	0	0	
Closeout	07/19/24	07/19/24	10/17/24	10/17/24	0	0	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
11 - Planning	300		300		300	0	12	12	12	288
12 - PE/Env/PSE			0		0	0			0	0
13 - Final Design			0		0	0			0	0
15 - Procurement			0		0	0			0	0
16 - Construction			0		0	0			0	0
Totals	300	0	300	0	300	0	12	12	12	288

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Encumbered (D)			Period	To Date		
FY 2023	300		300				12	12	12	288
Totals	300	0	300	0	300	0	12	12	12	288



North Base Facility Modifications for 10FCEBs

FY23 Q1

Prj. ID: 100723

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Un-activated Funding (E=C-D)	Comments
		Original (A)	Changes (B)					
		General Capital Fund (01050)	Local					
Totals		300	0	0	300	300	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
No risk at this point	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
No issue at this point	

KEY ACTIVITIES - Current Reporting Month (top 5)

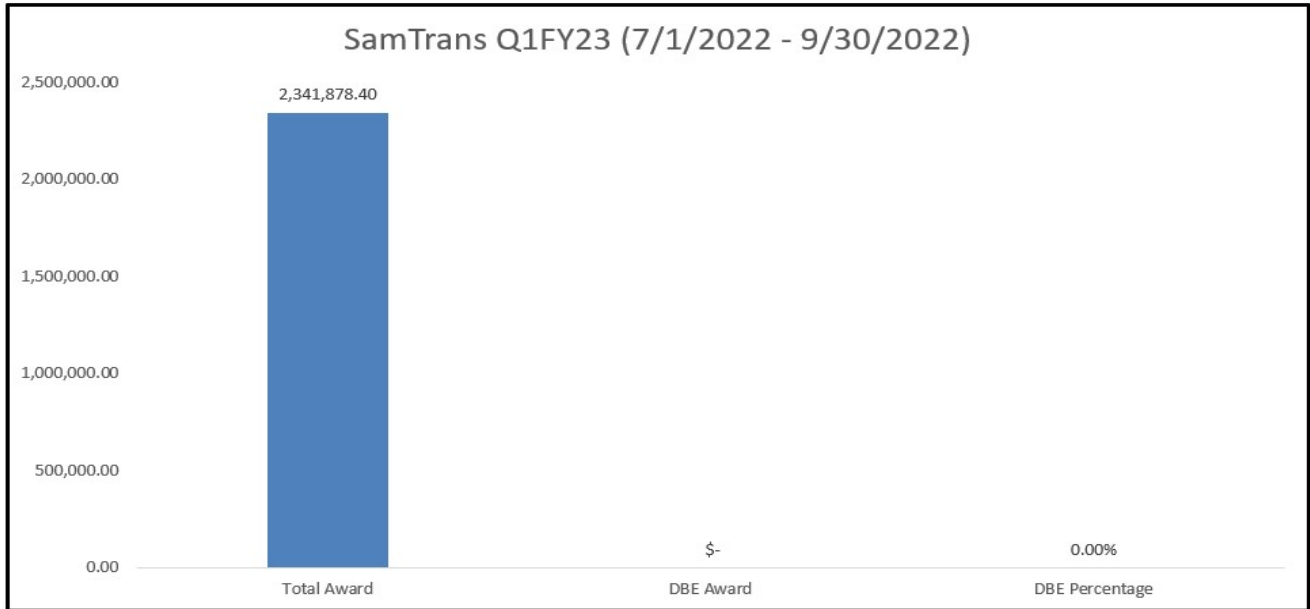
KEY ACTIVITIES - Next Reporting Month (top 5)

The Consultant, HDR will commence the work.

Project Notes

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SamTrans Award



Note: The overall triennial DBE goal for Federal Fiscal Year 2020-22 is 3%. There was no DBE award for Q1FY23.

Appendix B - Definition of Terms

Accruals

An estimated or known cost for the work performed, equipment, or materials received, through the current reporting period that hasn't been recorded in the financial system as expended.

Activated Funding (in Funding)

The portion of the total approved project funding that is available and ready to be expended. See Un-activated Amount and Board Approved.

Allocated Contingency

Portion of the project contingency budget allocated to contracts or specific types of work for identified project risks. See Contingency and Unallocated Contingency.

Baseline

The currently approved plan that includes the project scope, budget and schedule. Performance indicators are calculated by comparing the current progress against the planned progress according to the baseline.

Baseline Completion (in Milestone Schedule)

The milestone planned date of completion in the currently assigned project baseline.

Board Approved (in Funding)

The funding approved by the Board for the completion of the project. It includes approved current and previous years capital budgets and capital budget amendments.

Board Authorized (in Major Contracts)

The budget amount approved by the Board of Directors for a particular contract. Includes contingency.

Budget Changes (in Project Budget/Estimate at Completion)

Changes to the original budget that have been approved by management through the change management process.

Budget Original (in Project Budget/Estimate at Completion)

The budget approved in the first or original project baseline.

Committed

The amount of authorized contracts, P.O.s, agreements, settlements, or other instruments that obligate the District to expend project funds.

Completion (in Milestone Schedule)

The current estimated or actual date of completion for a milestone.

Contingency

An estimated amount based on the uncertainty and risk to cover unforeseen events during the course of the project. See Unallocated and Allocated Contingency.

Contract Change Orders (CCOs)

Contract budget changes approved through the change management process.

Current Contract Amount

This is the original contract amount plus any approved Contract Change Orders (CCOs). The current contract amount is the approved obligation to the construction contractor. Does not include any contingency approved for the contract.

Expended + Accruals

The project or contract costs that have been recorded in the financial system plus the accrual cost for the work performed through the current period. See Accruals.

High Likelihood Risks (in Contingency)

Project risks that have a high likelihood to result in changes.

In-Process CCOs (In-Process Contract Change Orders)

Contract Change Orders pending approval.

In-Process Changes

Project Change Orders pending approval. Includes CCOs.

Interfaces

Refers to points of connection to other projects, programs, or other entities that if not managed may lead to conflicts and issues.

Issues

Events that are occurring or have already occurred that have negative consequences for a project, that are recoverable or can be mitigated in some way.

Key Activities

Lists activities performed in the current month and activities anticipated for next month.

Milestone Schedule

Lists the project's significant events or important achievements in the project lifecycle. It is considered a high level summary schedule for the project.

Notable Issues

Most important project issues that are currently affecting the objectives, scope, schedule, budget and/or the adequate funding of the project.

Notable Risks

Most important project risks that may impact the objectives, scope, schedule, budget and/or the adequate funding of the project.

Phase

Refers to the current project phase. For the Capital Program, the project phases are: Planning, Preliminary Design, Final Design, Procurement, Construction, Closing, Closed.

Potential and In-Process Changes

Change Orders where impacts are being evaluated or determined, or Change Orders in process for approval. Includes Contract Change Orders.

Resolution Date (in Notable Issues)

The latest date an issue needs to be resolved before it begins to affect the objectives, scope, schedule, budget and/or the adequate funding of the project.

Risks

Events or uncertain conditions that, if they occur, have a negative or positive impact in the project's objectives.

Safety Incidents

Reported safety incidents related to the execution of project work, that occurred during the reporting period.

Scope Summary

High level description of the objectives and principal deliverables of the project.

Type I Incidents (in Safety)

Near Miss or incident requiring written report based on contract requirements.

Type II Incidents (in Safety)

Injury of worker or passenger requiring a report to the Federal Railroad Administration.

Type of Work

Categories defined for classifying project costs.

Un-activated Amount (in Funding)

Portion of the Board Approved funding for the project that has not been Activated. See Activated Funding.

Unallocated Contingency

Portion of total project contingency budget to account for Unknown Risks.

Unknown Risks

Unidentified risks that have not been accounted for and are included in the Unallocated Contingency budget.



BOARD OF DIRECTORS 2022

PETER RATTO, CHAIR
JOSH POWELL, VICE CHAIR
MARINA FRASER
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
RICO E. MEDINA
DAVE PINE
CHARLES STONE

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Legislative Committee Committee of the Whole

San Mateo County Transit District

Wednesday, December 7, 2022 – 3:15 pm

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

- | | | |
|--------|--|---------------|
| 9.d.1. | Call to Order | |
| 9.d.2. | Approval of Minutes of the Legislative Committee Meeting of November 2, 2022 | Motion |
| 9.d.3. | 2023 Draft Legislative Program | Informational |
| 9.d.4. | State and Federal Legislative Update | Informational |
| 9.d.5. | Adjourn | |

Committee Members: Rico E. Medina (Chair), Carole Groom, Charles Stone

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**

November 2, 2022

Committee Members Present: R. Medina (Chair), C. Groom, C. Stone

Committee Members Absent: None

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

Other Board Members Absent: None

Staff Present: A. Chan, C. Mau, J. Cassman, D. Olmeda, J. Brook, D. Seamans

9.d.1 Call to Order

Committee Chair Rico Medina called the meeting to order at 3:54 pm.

9.d.2 Approval of Minutes of the Legislative Committee Meeting of October 12, 2022

Motion/Second: Guilbault/Fraser

Ayes: Fraser, Gee, Groom, Guilbault, Medina, Pine, Powell, Ratto, Stone

Noes: None

Absent: None

9.d.3 State and Federal Legislative Update

Casey Fromson, Chief Communications Officer, provided a brief overview of recent federal and state legislative activity. She said at the federal level, Congress recessed until November 14. She said they have a CR (continuing resolution) that runs through mid-December.

She said at the state level, the legislature was in recess currently and that the District's legislative advocates would come to the Board in the near future with an update on bills of interest. She noted the priorities of the CTA (California Transit Association)'s legislative program for next year.

9.d.4 Adjourn

The meeting adjourned at 3:59 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac>. 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: April Chan, General Manager/CEO
From: Casey Fromson, Chief Communications Officer
Subject: **2023 Draft Legislative Program**

Action

Staff proposes the Committee recommend the Board receive the attached 2023 Draft Legislative Program for the San Mateo County Transit District.

Significance

Legislative and regulatory actions have the potential to significantly benefit San Mateo County Transit District (Agency) programs and services. They also have the potential to present serious challenges that threaten the Agency's ability to meet the county's most critical transportation demands.

The 2023 Legislative Program establishes the principles that will guide the Agency's legislative and regulatory advocacy efforts through the 2023 calendar year, including the first half of the 2023-24 State legislative session and first session of the 118th Congress. The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the Agency to respond swiftly and effectively to unanticipated developments.

Objectives

The 2023 Legislative Program is organized to guide the Agency's actions and positions in support of three primary objectives:

- Maintain and enhance funding opportunities to support the Agency's programs and services;
- Seek a regulatory environment that streamlines project delivery and maximizes the Agency's ability to meet transportation service demands; and
- Reinforce and expand programs that build and incentivize public transportation ridership, improve quality transportation choices, and better incorporate SamTrans services and Transportation Authority programs with other agencies in the Bay Area.

Advocacy Process

Staff actively monitors legislative and regulatory activity and will seek Board positions on selected bills as appropriate to further SamTrans' legislative objectives and to provide support for our advocacy efforts.

Staff will supply updated reports summarizing relevant legislative and regulatory activities, allowing the Board to track legislative developments and providing opportunities to take appropriate action on pending legislation. Staff will indicate on each monthly legislative update recommended positions for pending bills.

Once the Board has an opportunity to review the recommended position, staff will communicate the position to the relevant entity (such as the bill author, agency, or coalition). In rare circumstances, should a position on a bill be needed in advance of a Board meeting, staff will confer with the Board Chair. If legislation falls outside of the scope of the Board's adopted Legislative Program, Board approval will be required prior to the Agency taking a position.

Public Engagement Strategies

Staff, led by the Communications Division and its legislative consultants, will employ a variety of public engagement strategies to support the 2023 Legislative Program, including:

- Direct Engagement

Engage policymakers at the federal, state, regional and local levels directly and sponsor legislation, submit correspondence and provide public testimony that communicates and advances the Agency's legislative priorities and positions.

- Coalition-based Engagement

Engage stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the 2023 Legislative Program.

- Media Engagement

Build public awareness and communicate the Agency's legislative priorities by issuing press releases, organizing media events, and through the use of social media.

Budget Impact

There is no impact on the budget.

Prepared By:	Jessica Epstein	Government and Community Affairs Manager	650-400-6451
	Michaela Wright Petrik	Government and Community Affairs Officer	650-730-4951

San Mateo County Transit District **DRAFT 2023** Legislative Program

Purpose

Legislative and regulatory actions have the potential to significantly benefit San Mateo County Transit District (Agency) programs and services. They also have the potential to present serious challenges that threaten the Agency's ability to meet the county's most critical transportation demands.

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- Seek a regulatory environment that streamlines project delivery and maximizes the Agency's ability to meet transportation service demands; and
- Reinforce and expand programs that build and incentivize public transportation ridership, improve quality transportation choices, and better incorporate SamTrans service with other agencies in the Bay Area.

Issues

The Legislative Program is structured to apply these core objectives to a series of State and Federal issues falling in these categories:

- Budget and Transportation Funding Opportunities
- Transportation Projects Funding Requests and Needs
- Regulatory, Legislative, and Administrative Issues

Within these categories are a detailed list of specific legislative initiatives and corresponding set of policy strategies.

Should other issues surface that require the Board's attention, actions will be guided by the three policy objectives listed above. If needed, potential action on issues that are unrelated to these policy goals will be brought to the Board for consideration.

Advocacy Process

Staff will indicate on each monthly legislative update recommended positions for pending bills. Once the Board has an opportunity to review the recommended position, staff will communicate the position to the relevant entity (such as the bill author, agency, or coalition). In rare circumstances, should a position on a bill be needed in advance of a Board meeting, staff will confer with the Board Chair. If legislation falls outside of the scope of the Board's adopted Legislative Program, Board approval will be required prior to the Agency taking a position.

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Engage policymakers directly, sponsor legislation, submit correspondence and provide public testimony that communicates and advances the Agency's legislative priorities and positions.
- Coalition-based Engagement
Engage stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the Legislative Program.
- Media Engagement
Build public awareness and communicate the Agency's legislative priorities by issuing press releases, organizing media events, and through the use of social media.

The adopted legislative program will guide the Agency's legislative advocacy efforts until approval of the next program.

State and Regional	
Funding Opportunities and Challenges	
<i>Issue / Background</i>	<i>Strategy</i>
<p>General Funding Transit agencies continue to suffer from a loss of ridership and revenue as a result of the COVID-19 pandemic. Additional funding is needed to mitigate the pandemic’s impact for transit agencies.</p> <p style="color: red;">In 2022, the state budget included significant new funding for transportation, with additional funds (\$4 billion) proposed for FYs 2023-24 and 2024-25. These funds are for capital projects and flow through the Transit and Intercity Rail Capital Program (TIRCP).</p>	<ul style="list-style-type: none"> ● Direct advocacy for additional resources to secure state funding for transit systems and work to ensure committed funds materialize in the FY 2023-24 State Budget. ● Work with other transit agencies and stakeholders to secure a new source of operations funding for transit. ● Ensure that any new COVID relief funding suballocated through the region is based primarily on revenue losses, balanced with the needs of transit dependent riders. ● Protect against the elimination or diversion of any State or regional funds that support the Agency’s transportation needs. ● Support State funding allocation requests for investments that benefit the Agency’s transportation programs and services. ● Work with legislative delegation, regional agencies, transit systems and transit associations to identify and advance opportunities for funding that would support the Agency’s transportation priorities. ● Support efforts to provide funding for the deployment of zero emission transit vehicles and infrastructure, including working with the California State Transportation Agency (CalSTA), the California Air Resources Board (CARB), and the California Energy Commission (CEC) on funding program requirements.
<p>Formula Funding In 2022, transit formula funding began to rebound from the lows of the COVID-19 pandemic, seeing new highs by some estimates. However, a potential recession may impact core transit funding.</p> <p>After years of diversion to support the State’s General Fund, funding for the State Transit Assistance (STA) program has remained stable over the last few budget cycles thanks to successful legal, legislative and political efforts on</p>	<ul style="list-style-type: none"> ● Support the full funding of the STA program at levels called for in the 2011 reenactment of the 2010 gas-tax swap legislation. ● Support full and timely allocation of the Agency’s State Transportation Improvement Program (STIP) share. ● Participate in the CTA’s TDA taskforce and support CTA efforts to engage the Legislature on TDA reform, the review of performance measures for transit, and efforts to extend temporary relief.

<p>behalf of the transportation community. Still, more revenue is needed in order to meet the demand of increased ridership, reduce highway congestion and adhere to the State’s mandate of reducing greenhouse gas emissions, and creating livable communities.</p> <p>In 2019, the California Transit Association convened a working group at the request of the Senate and Assembly Transportation Committees to review and provide potential changes to the Transportation Development Act (TDA). The CTA effort resulted in temporary relief in meeting farebox recovery ratio requirements to access LTF, STA, LCTOP and SOGR funds as well as several more significant and permanent changes to TDA such as adding additional exemptions for on-demand service, cost of security, transitioning to zero-emission operations, and more. In 2023, the TDA conversation will continue to assess more holistic changes to TDA to maximize flexibility for maintaining and expanding service. The Agency is part of the working group.</p>	
<p>Cap-and-Trade Revenues In 2012, the State began implementing the cap-and-trade market-based compliance system approved as a part of the California Global Warming Solutions Act of 2006 (AB 32). Since the program began selling allowances, it has generated billions of dollars. In 2014, legislation was enacted creating a long-term funding plan for cap-and-trade, which dedicates 60 percent of cap-and-trade revenues to transportation. The remaining 40 percent is subject to annual appropriation through the state</p>	<ul style="list-style-type: none"> ● Work with the Administration and like-minded coalitions to secure the appropriation of additional cap-and-trade revenues to support the Agency’s transportation needs. ● Support legislation and regional action that makes a broad array of the Agency’s emissions-reducing transportation projects, programs and services eligible for investment. ● Work to explore Cap and Trade as a potential source for additional operating funds. ● Support efforts to further extend the program. ● Protect existing cap-and-trade appropriations for transit operations, capital projects and sustainable communities strategy implementation.

<p>budget process. In 2017, the legislature extended the program from 2020 to 2030.</p> <p>The programs require a certain percentage of funds be expended in state defined “disadvantaged communities” (as defined by CalEnviroScreen). This can prove difficult in jurisdictions with a small number of disadvantaged communities.</p>	<ul style="list-style-type: none"> • Support efforts to revise the State’s definition on “equity priority communities” to encompass a larger proportion of disadvantaged communities on the Peninsula
<p>Voter Threshold In recent years, the Agency has supported legislation that would provide a framework for lowering the thresholds for the State or a city, county, special JPB or regional public agency to impose a special tax.</p>	<ul style="list-style-type: none"> • Support efforts to amend the State Constitution to reduce the voter threshold required for the State or a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs. Monitor efforts to use the initiative process to place measures on the ballot with lower voter thresholds.
<p>Other State or Local Funding Options Local and regional governments continue to seek methods for funding new infrastructure, facility needs, sustainability initiatives, and projects that will support ridership growth through a variety of methods such as managed lanes and local ballot measures.</p> <p>In 2020, there was the potential for a regional transportation measure (called FASTER Bay Area), led by the Bay Area Council, Silicon Valley Leadership Group and SPUR. MTC is kicking off a listening tour regarding a potential future regional ballot. Many details about the timing, funding mechanism and expenditure plan are still being discussed.</p> <p>In 2014, the Federal Aviation Administration’s (FAA) issued a rule called the “Policy and Procedures</p>	<ul style="list-style-type: none"> • Advocate for legislation that would create new local funding tools to support transportation infrastructure and services. • Support innovative local and regional funding options that will provide financial support for the Agency. • Support legislation that works to ensure revenues generated through express lane projects remain in the County of origin. • Advocate for funding sources that would assist transit agencies in obtaining funds for sustainability initiatives including water conservation, waste reduction, long-term resource efficiency of facilities and equipment, and greenhouse gas reductions. • Support funding for workforce development, retention, and housing to attract and retain quality personnel. • Support efforts that allow for public private partnerships that benefit the implementation of capital projects, efficient operation of transit services, or enhanced access to a broad range of mobility options that reduce traffic congestion. • Work to ensure the Agency is at the table and appropriately funded as part of any potential regional funding measure.

<p>Concerning the Use of Airport Revenue, proceeds from Taxes on Aviation Fuel.” The rule would require that local taxes on aviation fuels must be spent on airports is contrary to states’ rights to control their general application sales tax measures. The State of California has been active in addressing this issue.</p>	<ul style="list-style-type: none"> • Support efforts to ensure sales tax revenues generated from aviation fuel continue to fund planned transportation projects. Support the State of California in its efforts to respond and address FAA’s requests.
<p>Transportation & Housing Connection Given the housing shortage crisis, there have been efforts at the State and regional level to link housing and zoning with transportation funding. The Surplus Lands Act which governs the disposition of government owned property is likely to be amended in the next legislative cycle.</p>	<ul style="list-style-type: none"> • Evaluate state or regional efforts that directly link transportation funding to housing and provide for higher density housing projects near transit stations. • Advocate for solutions that appropriately match decision making authority with funding (i.e. – An agency shouldn’t be financially penalized for decisions that are outside the authority of the agency). • Advocate where necessary for the Agency to be able to develop its property in the manner most beneficial to Agency needs and goals.
<p>Transportation Projects</p>	
<p>General Pre-pandemic, as the Bay Area’s population continued to grow, the region’s transportation infrastructure was strained. Although transit ridership remains below pre-pandemic levels, we expect riders to return to public transit over time. We are seeing heavy congestion on highways, local streets and roads. and the demand for housing with easy access to public transit continues to grow.</p>	<ul style="list-style-type: none"> • Work with partners in the region to bring business, community, and transportation stakeholders together to enhance, support and advocate for equitable transportation and mobility in the Bay Area. • Support legislation that assists the Agency in its efforts to recruit and retain employees.
<p>Dumbarton Rail Corridor In 2018, the Agency kicked off a process with Cross Bay Transit Partners (Facebook and Plenary Americas) to evaluate the technical and financial feasibility of a transit project along the Dumbarton rail bridge. In Spring 2020, the project was put on hold due to the global</p>	<ul style="list-style-type: none"> • Support funding opportunities at regional, state and federal levels that will help the project move through the different stages of planning, environmental, and construction phases. • Support policies that will allow for effective public private partnerships. • Support policies that will promote long-term transit use and access in the Dumbarton Corridor.

<p>pandemic. In fall 2020, the project was restarted through a partnership with Facebook to compile and document pre-environmental work of the alignment and technology options under consideration. This information was provided to the Agency in Spring of 2021. The 2018 agreement with Cross Bay Transit Partners also ended in late Spring 2021.</p> <p>While Facebook has since ended its involvement in the project, the Agency is continuing to seek new opportunities to secure regional support to advance the project with regional and East Bay partners. In parallel, MTC is leading the “Dumbarton Forward” effort, which includes near-term strategies to improve efficiency and reduce delays on and near the Dumbarton Bridge.</p> <p>These bodies of work are building on the 2017 San Mateo County Transit District “Dumbarton Transportation Corridor Study” that looked at short- and long-term strategies that reduce traffic congestion and improve mobility between Alameda, San Mateo and Santa Clara counties. The Agency is currently evaluating the best next steps for this project.</p>	
<p>The Grand Boulevard Initiative (GBI) The GBI is a collaboration of 19 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at Daly City and ending near the Diridon Caltrain Station in central San Jose, the initiative brings together for the first time all of the</p>	<ul style="list-style-type: none"> • Support funding for GBI projects such as those that improve bus speed, complete streets, bike and pedestrian projects, parking improvements, signal improvements, sustainability features like storm water capture, and transportation demand management features.

<p>agencies having responsibility for the condition, use and performance of the street.</p>	
<p>101 Managed Lanes and Multimodal Projects There are several Managed and Express Lanes projects in San Mateo County including the 101 Express Lanes from the San Mateo/Santa Clara County line to I-380 in South San Francisco (Phase 1); North of 380 to San Francisco (Phase 2); and the 101/92 Interchange Area Improvement and Direct Connector projects. Phase 1 (of Express Lanes is expected to be fully operational in early 2023 and Phase 2 began environmental efforts in 2021 with a draft EIR expected to be available for public comment in winter 2023/24. The 101/92 Area Improvement project is construction ready and the Direct Connect project starts environmental efforts in 2023.</p>	<ul style="list-style-type: none"> • Support funding opportunities that will help the project move through the different stages of planning, environmental, and construction phases. • Support policies that will allow for effective public private partnerships. • Participate in future workshops held by the California Transportation Commission to ensure eligibility for all projects. • Support funding and regulations that complement the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) adopted 101 equity program.
<p>Transit-Oriented Development / First and Last Mile First and last mile projects, as well as transit-oriented development projects, are an important part of the broad transit ecosystem that will help support robust ridership in the corridor.</p>	<ul style="list-style-type: none"> • Support efforts to provide commuters with easy and convenient options to travel to and from major transit centers to their final destination. • Support the development of new, innovative, and equitable first and last mile options. • Support increased funding opportunities for first and last mile projects. • Advocate for policies that promote transit-oriented developments in ways that with compliment transit services. • Support state funding incentives and streamlining processes for transit-oriented development.
<p>Grade Separations are an important safety and quality of life feature for the cities in San Mateo County. These projects improve safety for people walking, biking, and driving when crossing the railroad, and help to relieve congestion on local our streets. Unfortunately, with the average grade separation cost over \$200 million, there continue</p>	<ul style="list-style-type: none"> • Advocate for funding and policies to support grade separation projects.

<p>to be limited federal, state and local resources available to help finance these projects.</p>	
<p>Transportation Demand Management (TDM) TDM is the application of strategies and policies to reduce travel demand of single-occupancy vehicles or to redistribute this demand in space or time.</p>	<ul style="list-style-type: none"> • Support efforts that provide more TDM tools and funding opportunities. • Support policies that encourage use of TDM.
<p>Electrification Project In 2012, the State Legislature appropriated Prop 1A high-speed rail funds to modernize the Caltrain corridor and lay the foundation for future high-speed rail service. Under a multi-party regional funding agreement, this investment was matched with a variety of local, regional, state and federal funding sources to electrify the corridor, install an advanced signaling system and replace 75% of Caltrain’s aging diesel trains with electric trains that will dramatically improve service between San Francisco and San Jose. The Project has a funding gap that requires additional financial resources.</p> <p>The Electrification Project is a transformational first step in the realization of a larger future for Caltrain that will be guided by the Caltrain 2040 Business Plan efforts.</p>	<ul style="list-style-type: none"> • Direct advocacy to support allocation of one-time general fund money, TIRCP, cap-and-trade, or other State funding, to fill the funding gap for the Electrification project to ensure timely completion of the project by 2024. • Work with state, local and regional partners to advance policies and actions that will help secure funding needed to fulfill local, regional and state commitments to the Electrification Project.
<p>Legislative, Regulatory and Administrative Issues</p>	
<p>General Every year, lawmakers pursue a variety of legislation or regulatory actions that would affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, there are</p>	<ul style="list-style-type: none"> • Support opportunities to remove barriers to, and improve the ability to conduct, safe, efficient transportation operations, administration, planning and project delivery efforts, including alternative project delivery methods that provide flexibility to the Agency.

<p>opportunities to reform or update existing regulations that are outdated or can be improved to address potential burdens on transportation agencies without affecting regulatory goals. Recently, there have been calls for a more coordinated and streamlined transit system in the Bay Area.</p>	<ul style="list-style-type: none"> • Oppose efforts to impose unjustified and burdensome regulations or restrictions on the Agency’s ability to conduct efficient transportation operations, administration, planning and project delivery efforts. • Engage with MTC, the Legislature, and stakeholders on policies stemming from MTC’s Blue Ribbon Transit Recovery Task Force’s Bay Area Transit Transformation Action Plan, and the “Seamless” Bay Area efforts. • Ensure that new requirements impacting transit agencies support improved connections with other transit system and don’t result in tradeoffs that have unintended consequences for key transit riders and stakeholders. • Work with the Administration to ensure guidance considers impacts on transit operations and the ability to meet transit rider mobility needs. • Support efforts that assist the Agency in its efforts to recruit and retain employees.
<p>California Environmental Quality Act (CEQA) Several regional and statewide transportation organizations continue working to modernize CEQA and minimize unnecessary delays during the environmental review process. In 2020, legislation was passed (SB 288) providing a series of statutory exemptions for transit and active transportation projects under CEQA. In 2022, lawmakers passed SB 922 to extend these exemptions through 2030.</p>	<ul style="list-style-type: none"> • Closely monitor efforts to modernize CEQA. Without compromising CEQA’s effectiveness as an environmental protection policy, support proposals that advantage transportation projects, including bicycle, pedestrian and transit-oriented development projects. • Monitor the implementation and opportunities related to SB 922 (Wiener).
<p>Public Employees’ Pension Reform Act (PEPRA) In 2021, the United States Department of Labor issued new policy asserting that the implementation of PEPRA by California transit agencies precludes the department from certifying federal transit grants owed to California transit agencies. This policy, if implemented fully by USDOL, would lead to the withholding of potentially billions of dollars in federal funding to California transit agencies, including the Agency.</p>	<ul style="list-style-type: none"> • Engage the State of California, delegation, sister agencies and transportation associations to prevent the withholding of the certification of federal transit grants owed to the Agency due to the implementation of PEPRA by transit agencies.

<p>Sustainable Communities Strategies Implementation In conjunction with AB 32 and SB 32 implementation, the Sustainable Communities and Climate Protection Act (SB 375) requires regions to develop Sustainable Communities Strategies (SCS) with integrated housing, land use and transportation policies that will accommodate population growth and reduce regional greenhouse gas emissions by specific amounts. In 2017, regional authorities in the Bay Area approved the update to Plan Bay Area. The final Plan Bay Area 2050 was adopted in 2021.</p>	<ul style="list-style-type: none"> • Advocate for policies that provide adequate and equitable funding to support increased demand and dependence on the Agency’s transportation services associated with the implementation of SB 375 and Plan Bay Area. • Ensure any planning, development, or policy proposals are consistent with the Agency’s policies and planning. • Support efforts to provide ensure transit agencies are eligible for climate resiliency program funding.
<p>Transit Bus Electrification Zero-Emission Bus In December 2018, the California Air Resources Board (CARB) adopted the Innovative Clean Transit regulation. This regulation, which aims to transition all transit buses operating in California to zero-emission bus technologies by 2040, presents transit agencies with new funding and operational challenges. Addressing these challenges requires ongoing engagement with regulatory bodies, including CARB, the California Energy Commission and the California Public Utilities Commission, to unlock new funding and to design programs supportive of compliance with the regulation.</p>	<ul style="list-style-type: none"> • Advocate for priority funding from the State Legislature, CARB, CEC and CPUC for zero-emission buses and charging/refueling infrastructure to facilitate compliance with the Innovative Clean Transit (ICT) regulation. • Continue to educate State Legislature, CARB, CEC and CPUC on any challenges to implement the ICT regulation. • Continue to monitor implementation of Pacific Gas & Electric’s Commercial Electric Vehicle Rate, determine whether further refinements to the rate are necessary.
<p>Executive Orders Related to GHG Emissions Since taking office, Governor Newsom has issued two Executive Orders – N-19-19 and N-79-20 – calling for reduced emissions from the transportation sector and larger, coordinated investments in transit, active transportation and land use. The</p>	<ul style="list-style-type: none"> • Work to ensure state and federal funds are made available to achieve the goals outlined in the orders. • Engage in the State’s effort to address the transit-specific goals outlined in the executive orders. • Protect transit agencies from any negative impacts stemming from the executive orders (e.g. additional mandates without funding, changes to funding guidelines that might disadvantage transit projects).

<p>executive orders highlight the need for expanding clean transportation options.</p> <p>Building on the executive orders above, in 2021, CalSTA adopted the Climate Action Plan for Transportation Infrastructure (CAPTI), which details how the state recommends investing billions of discretionary transportation dollars annually to aggressively combat and adapt to climate change while supporting public health, safety and equity.</p>	<ul style="list-style-type: none"> • Work to ensure state regulations related to the reduction of greenhouse gas emissions (GHG) and the implementation of the Climate Action Plan for Transportation Infrastructure (CAPTI) align with the goals of The Agency.
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Federal	
Funding Opportunities and Challenges	
<i>Issue / Background</i>	<i>Strategy</i>
<p>Federal Appropriations Transit agencies continue to be impacted by the loss of ridership and revenue due to the COVID-19 pandemic. We expect the same in 2023. While federal emergency relief funding has provided some relief in the near-term, significant additional funding is needed to mitigate the pandemic’s long-term impact.</p> <p>Every year, Congress adopts appropriations bills that cover 12 major issue areas, including the Transportation, Housing and Urban Development bill. These measures provide the funding for federal agencies to spend money during the</p>	<ul style="list-style-type: none"> • Seek funding opportunities for Zero Emission Bus infrastructure from the Low or No Emission Vehicle Grant and the Bus and Bus Facilities grant programs or the FY 2024 Department of Transportation appropriations bill. • Partner with local, regional, State and national coalitions to advocate appropriation of the maximum authorized amount for programs that benefit the Agency’s transportation services and needs. • Work with local and regional coalitions to support requests for funding from discretionary programs, • Communicate frequently with the Agency’s federal delegation and key appropriators on the needs or concerns of pending appropriation bills.

<p>upcoming fiscal year for the programs they administer.</p> <p>In September, as Congress debated FY 2023 spending bills, members passed a continuing resolution (CR) to keep federal agencies funded at the same level as the previous fiscal year, through December 16, 2022.</p> <p>Similar to FY 2022, the FY 2023 appropriations process is expected to be completed with an Omnibus appropriations bill.</p>	
<p>Tax and Finance Congress considers legislation that governs tax and finance issues that impact transit agencies.</p>	<ul style="list-style-type: none"> • Support efforts to ensure tax provisions that benefit the Agency’s priorities are included in any tax or finance proposal. • Protect against the elimination or diversion of any tax policies that support the Agency’s transportation needs.
<p>Transportation Projects</p>	
<p>General Support Agency projects and the efforts of partnering agencies to obtain federal funding for the Agency’s related transit projects.</p>	<ul style="list-style-type: none"> • Work with federal delegation members, as well as local, regional, and state coalitions to support the federal funding requests for Agency projects and for our partner transit agencies on projects that provide complimentary services for the Agency. • Support the allocation of federal funding to advance implementation of transportation projects in San Mateo County.
<p>Grade Separations are an important safety and quality of life feature for the cities in San Mateo County. These projects improve safety for people walking, biking, and driving when crossing the railroad, and help to relieve congestion on local our streets. While the IJJA authorized additional funding for Grade Separation projects, the average grade separation cost over \$200 million and there continues to be limited resources available to help advance these projects.</p>	<ul style="list-style-type: none"> • Advocate for funding and policies to support grade separation projects. • Support the allocation of federal funding to advance implementation of grade separation projects.

<p>Electrification Project The current funding plan includes funding from several federal funding sources including the FTA Capital Investments Grant Core Capacity Program.</p> <p>The Project currently has a funding gap that we are working to close through State and federal funding sources. The Electrification Project is a transformational first step in the realization of a larger future for Caltrain that will be guided by the Caltrain 2040 Business Plan efforts.</p>	<ul style="list-style-type: none"> • Work with federal delegation members, as well as local, regional, and state coalitions to fill the Electrification Project funding gap. • Support the implementation of the Caltrain Business Plan associated projects and policies. • Support funding and regulations that are consistent with Caltrain’s equity and growth policy, business plan. Consistent with existing agreements between JPB and CHSRA, support efforts to plan, engage stakeholders, and implement the Blended System project on the Caltrain corridor.
<p>Dumbarton Rail Corridor In 2018, the Agency kicked off a process with Cross Bay Transit Partners (Facebook and Plenary Americas) to evaluate the technical and financial feasibility of a transit project along the Dumbarton rail bridge. In Spring 2020, the project was put on hold due to the global pandemic. In fall 2020, the project was restarted through a partnership with Facebook to compile and document pre-environmental work of the alignment and technology options under consideration. The Agency is also maintaining a partnership with CBTP, now owned by Plenary Americas. Continuation of pre-environmental work is expected through 2021. MTC is leading an effort related to the Dumbarton Highway called Dumbarton Forward.</p> <p>These efforts are building on the 2017 San Mateo County Transit District “Dumbarton</p>	<ul style="list-style-type: none"> • Support funding opportunities that will help the project move through the different stages of planning, environmental, and construction phases.

<p>Transportation Corridor Study” that looked at short- and long-term strategies that reduce traffic congestion and improve mobility between Alameda, San Mateo and Santa Clara counties.</p> <p>While Facebook has since ended its involvement in the project, the Agency is currently evaluating the best next steps for this project.</p>	
<p>101 Managed Lanes and Multimodal Projects There are several Managed and Express Lanes projects in San Mateo County including the 101 Express Lanes from the San Mateo/Santa Clara County border to I-380 in South San Francisco (Phase 1); North of 380 to San Francisco (Phase 2); and the 101/92 interchange Area Improvement and Direct Connector projects. Phase 1 is expected to be fully operational in early 2023 and Phase 2 began environmental efforts in 2021 with a draft EIR expected to be available for public comment in fall 2023. The 101/92 Area Improvement project is construction ready and the Direct Connect project starts environmental efforts in 2023.</p>	<ul style="list-style-type: none"> • Support funding opportunities that will help the project move through the different stages of planning, environmental, and construction phases. • Support policies that will allow for effective public private partnerships.
<p>Legislative, Regulatory and Administrative Issues</p>	
<p>General Every year lawmakers pursue legislation or regulatory action that would affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, there are opportunities to reform or update existing regulations that are outdated, or can be improved to address</p>	<ul style="list-style-type: none"> • Support opportunities to remove barriers to, and improve the ability to conduct, safe, efficient transportation operations, administration, planning and project delivery efforts, including alternative project delivery methods that provide flexibility to the Agency. • Oppose efforts to impose unjustified and burdensome regulations or restrictions on the Agency’s ability to conduct efficient transportation operations, administration, planning and project delivery efforts.

<p>potential burdens on transportation agencies without affecting regulatory goals.</p>	<ul style="list-style-type: none"> • Support efforts that assist the Agency in its efforts to recruit and retain employees.
<p>Infrastructure Investment and Jobs Act (IIJA) implementation In November 2021, Congress approved, and the President signed into law the IIJA, which includes \$550 billion in new funding, and \$1.2 trillion in total, for infrastructure investment, including for roads and bridges, rail systems, bus systems, drinking water and clean water, the electric grid, and other programs. MTC estimates that the Bay Area will receive at least \$3.4 billion in formula funding from the IIJA.</p>	<ul style="list-style-type: none"> • Support efforts to seek federal funds through IIJA for Agency projects and plans. • Monitor and review guidance and rulemaking proposals affecting IIJA implementation and other transportation issues. • Collaborate with local, regional, state and national transportation advocacy groups to coordinate comments and advocacy efforts that support regulations that maximize benefits for transportation programs, services and users. • Collaborate with local, regional, state and national transportation advocacy groups to coordinate proposals and advocacy efforts for IIJA funding and implementation • Evaluate DOT funding announcements as they open and seek direct funding from RAISE, INFRA/MEGA, Reconnecting Communities, and other relevant funding programs.
<p>Inflation Reduction Act (IRA) After the passage of the IRA, federal agencies will be tasked with program implementation, granting them broad authority over the deployment of funding. While focusing mainly on energy production, tax, and healthcare, the IRA provides some funding for low-emission transportation technologies.</p>	<ul style="list-style-type: none"> • Monitor closely and take action as needed during Administration implementation of provisions that may have a significant impact on transit / transportation projects and programs. • Advocate for funding for the Agency’s projects and needs.
<p>FAA Rule In 2014, the Federal Aviation Administration’s (FAA) issued a rule called the “Policy and Procedures Concerning the Use of Airport Revenue, proceeds from Taxes on Aviation Fuel.” The rule would require that local taxes on aviation fuels must be spent on airports</p>	<ul style="list-style-type: none"> • Support efforts to protect the ability of local and state governments to determine how general sales tax measures are allocated. • Continue to advocate for report language in the annual appropriations bills and support legislative changes that would permanently clarify the issue. • Support the State of California in its efforts to respond and address FAA’s requests

<p>is contrary to states' rights to control their general application sales tax measures.</p> <p>The final FY 2021 Omnibus Appropriations bill includes report language encouraging the Department of Transportation "to continue working with State and local governments and the FAA to develop a path forward to allow the use of local sales tax revenues generated on the sale of aviation fuel to be used in a manner consistent with their enactment."</p>	
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**San Mateo County Transit District
Staff Report**

To: Legislative Committee
Through: April Chan, General Manager/CEO
From: Casey Fromson, Chief Communications Officer
Subject: **State and Federal Legislative Update**

Action

Staff proposes the Committee recommend the Board receive the attached Federal and State Legislative Updates.

Significance

The 2022 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, and specifies those bills on which staff proposes that the District take a formal position.

Prepared By:	Jessica Epstein	Government and Community Affairs Manager	650-400-6451
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SamTrans Federal Report As of November 17, 2022

Midterm Election Recap

- The 2022 midterm elections results are still being finalized in a number of states. Democrats defied historical trends by holding numerous toss-up seats in the House, limiting GOP momentum and shrinking their potential majority. Significant youth turnout contributed towards a relatively successful night for Democrats and President Joe Biden. Nevertheless, as of November 14, Republicans appear poised to take the majority in the House of Representatives by a slim margin, as they currently lead 212 - 204 among all races called. Republicans' projected small majority in the 118th Congress and ideological differences between members may make it difficult for the GOP conference to find agreement on many issues, complicating current House Minority Leader Kevin McCarthy (R-CA)'s future policy agenda.
- In the Senate, Democrats maintained their slim majority. Pennsylvania Democrat John Fetterman defeated Mehmet Oz, flipping former Republican Senator Pat Toomey's seat. In Nevada and Arizona, Senators Catherine Cortez Masto (D-NV) and Mark Kelly (D-AZ) earned late victories over their opponents, securing at least a 50-seat Senate majority for Democrats with Vice President Kamala Harris able to break tie votes, if necessary. Democrats will likely focus on judicial confirmations in the Senate, a key priority of President Joe Biden.
- In Georgia, Democratic Senator Raphael Warnock and Republican nominee Herschel Walker failed to reach above 50% of the vote, leading to a runoff election in December. Despite Republican Governor Brian Kemp's convincing victory in Georgia, Walker did not receive similar support. If Warnock wins, Democrats will end the midterm elections with a net gain of one seat in the Senate.

Lame Duck Session Begins

- Members returned to Washington, D.C., on November 15 week to begin the final legislative session of the 117th Congress. Congressional leadership intends to pass several significant bills before the start of the 118th Congress and a change in House leadership.
- House and Senate Appropriations Committee leadership is expected to work hard to pass a FY 2023 federal funding bill before government funding expires on December 16. Without an agreement, Congress must pass an additional continuing resolution (CR) to retain government funding at its current level. The Senate must also consider the House-passed annual National Defense Authorization Act (NDAA). Leadership has yet to announce a date for a floor vote but aims to enact the final bill by December 31.
- Congress may attempt to pass the Electoral Count Reform and Presidential Transition Improvement Act of 2022 ([S. 4573](#)). If passed, the bill would clarify the Vice President's role in certifying presidential elections and make other revisions to the electoral count process. Following the events of January 6, there is broad bipartisan support for the measure.

FTA Discontinues Buy America Waiver for Construction Materials

- On November 7, the Federal Transit Administration (FTA) announced it would discontinue its Buy America waiver for construction materials. At the onset of Infrastructure Investment and Jobs Act (IIJA) implementation, FTA issued a waiver allowing grant recipients to source materials from other nondomestic sources due to cost and supply chain concerns.
- The new Buy America requirements took effect on November 10, mandating that construction materials for federally-funded transit projects be manufactured in America. FTA recommends affected parties reference the Office of Management and Budget (OMB)'s [Initial Implementation Guidance](#) on the Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure to assist with the transition to the new Buy America Preference.
- The new preference will apply to grant funding obligated after November 10. Projects that received funding while the original waiver was active will not be required to abide by the new rule. FTA encourages interested parties to reach out with questions regarding the transition to the Buy America preference for transit.

DOT Releases Application Checklist for Transportation Workforce and Labor Plan

- The Department of Transportation (DOT) released a new [checklist](#) for grant applicants' use while developing a transportation workforce and labor plan. A strong workforce plan is a top priority of the Biden Administration; and, therefore, should be reflected in grant applications sent to DOT.
- The new checklist outlines several criteria for applicants' to consider while drafting their plan. The checklist has three main components:
 - Creating good-paying jobs with a free and fair choice to join a union.
 - Expanding high-quality training and education programs to help train and place people in good-paying jobs, with a focus on populations facing systemic barriers to employment.
 - Implementing policies both during procurement and during project implementation that will promote the hiring and retention of underrepresented workers.
- DOT has made clear that projects that include workforce concerns will be viewed favorably for grant awards. While workforce development requirements among DOT grants are not universal, grant administrators expect high-quality proposals to address workforce concerns

White House Releases Action Plan For Accelerating Infrastructure

- On October 13, the White House released its [Action Plan for Accelerating Infrastructure](#). The plan outlines the federal government's strategy to accelerate infrastructure projects through new and current initiatives.
- The Action Plan to Accelerate Infrastructure is a whole-of-government approach to delivering infrastructure projects on time. The comprehensive document lists measures several federal agencies took on IIJA implementation. In the Action Plan, the Federal Highway Administration (FHWA) announced the expansion of its [Every Day Counts Program](#) to include transit. Every Day Counts is a partnership between the federal and state governments to streamline

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infrastructure projects by introducing underutilized innovations, such as including multiple projects under one contract.

- DOT will launch a Project Delivery Center of Excellence to enhance project capacity. The Center will work to educate localities on best practices associated with all stages of project implementation. Information on best practices will be centralized within the Center, including webinars and other materials to assist localities.

DOT Releases Public Involvement Guide

- On October 13, DOT released a [public involvement guide](#) to assist communities with implementing infrastructure projects. The guide provides best practices for engagement with communities impacted by infrastructure projects. DOT released the guide to foster new cooperation between grant recipients and the affected areas throughout the project implementation cycle.
- The guide outlines several features of meaningful public engagement for readers to consider. Understanding community demographics, ensuring community representation, and proper documentation are critical to DOT's public engagement strategy. In addition, DOT notes that awardees should be mindful of community-preferred engagement techniques. This includes options for virtual discussions to assist community members who may have a disability or be without transportation.
- Public engagement is a crucial requirement of DOT's selection criteria for grant programs. This initiative emphasizes correspondence with historically underserved communities. DOT hopes that the public engagement guide will enable local communities to have a meaningful impact on infrastructure projects.

Thriving Communities Program Released

- On October 6, the Department of Housing and Urban Development (HUD) and DOT announced a joint effort to assist underserved communities with accessing and implementing federal infrastructure funds. Funded at \$25 million through the FY 2022 omnibus, the program provides technical assistance and other aid to accomplish program goals.
- The Thriving Communities Program will provide technical assistance to eligible recipients, such as transit agencies, that require support with infrastructure planning, applications, and implementation. The technical assistance is free, and the federal government will select entities that [submit a letter of interest](#) by December 6.
- Funding is also available for those who wish to provide technical assistance through the program. The federal government will award cooperative agreements to organizations, local governments, and other bodies. Applicants can submit proposals through the [notice of funding opportunity](#) until November 22.

FTA Announces 2021 National Transit Database Report

- On November 1, the FTA announced the [2021 Federal Transit Database Report](#). The NTD collects information from FTA-funded transit agencies, displaying trends and other information that stakeholders can analyze.
- Along with raw data, FTA published a [2021 National Transit Summaries and Trends document](#) that provides a high-level analysis of transit in the United States. While ridership for transit bus, heavy rail, and other modes declined by 80% in 2020, the FTA reported that 2021 ridership rebounded to about 50% of pre-pandemic ridership.
- The report also stated that in 2021, federal aid accounted for 36% of transit funding. The FTA specified that transit agencies spent approximately \$13.1 in federal aid through the Coronavirus Aid, Relief and Economic Security Act (CARES), Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), and the American Rescue Plan (ARP).

Round-Up of Open Grant Opportunities

- [Strengthening Mobility and Revolutionizing Transportation \(SMART\) Grants Program](#). \$100 million available. All applications due by November 18, 2022.
- [Advanced Transportation Technologies and Innovative Mobility Deployment \(ATTIMD\) Program](#). \$60 million available. All applications due by November 18, 2022.
- [Notice of Funding Opportunity to Establish Cooperative Agreements with Technical Assistance Providers for the Fiscal Year 2022 Thriving Communities Program](#). \$21 million available. All applications due by November 29, 2022.
- [FY 22 Consolidated Rail Infrastructure and Safety Improvements Grant Program](#). \$1.4 billion available. All applications due by December 1, 2022.
- [FY 2022 and FY 2023 Competitive Funding Opportunity: Competitive Grants for Rail Vehicle Replacement Program \(Rail Program\)](#). \$600 million available. All applications due by January 5, 2023.



November 14, 2022

TO: Board of Directors, San Mateo County Transit District

FM: Joshua W. Shaw, Matt Robinson & Michael Pimentel, Shaw Yoder Antwih Schmelzer & Lange
Mike Robson & Bridget McGowan, Edelstein Gilbert Robson & Smith LLC

RE: **STATE LEGISLATIVE UPDATE – December 2022**

General Update

The Legislature is currently on recess and will formally adjourn the 2021-22 Legislative Session on November 30. The 2023-24 Legislative Session will convene on December 5 for the one day organizing session, with members returning to their districts until January 4. Shortly after the Legislature reconvenes in January, the Governor will release the Fiscal Year 2023-24 Proposed Budget on, or around, January 10. The Legislative Calendar, which sets the deadlines for the year, is now out and can be viewed [here](#). Importantly, February 17 marks the last day to introduce bills.

November General Election

The 2022 General Election took place on Tuesday, November 8. On the ballot were all eight of California's constitutional officers. As of this report the current leaders for these offices include: Gavin Newsom, Governor; Eleni Kounalakis, Lieutenant Governor; Shirley Weber, Secretary of State; and Rob Bonta, Attorney General. The races for the remaining constitutional offices (Treasurer, Controller, Insurance Commissioner, and Superintendent of Public Instruction) also show commanding leads for the Democratic candidates.

In the California State Legislature, 100 of the 120 seats were up for election or re-election, including 20 Senate seats (10 seats open, 10 incumbents running for re-election) and 80 Assembly seats (24 seats open, 56 incumbents running for re-election). Democrats in both houses are poised to maintain super-majorities, if not add to their ranks. In San Mateo County, Diane Papan currently leads her opponent and will likely take the Assembly seat vacated by Assembly Member Mullin as he appears headed to Congress. While we don't expect much to change in San Mateo County, election results will not be official until December 16. To view current results, please visit the Secretary of State's [website](#).

Assembly Leadership Change

Shortly after election night, the Assembly Democrats met informally in Sacramento to discuss who will lead the Caucus in 2023 and beyond. For months, it's been no secret that Assembly Member Robert Rivas (D-Salinas) was vying for the Speakership, while current Speaker Anthony Rendon (D-Lakewood) worked to hold the Assembly's top spot. On November 10, after a Caucus meeting that lasted close to six hours, it was [revealed](#) that an agreement had been reached which would allow Speaker Rendon to maintain his role until June 30, 2023, at which point "Speaker-elect" Rivas would assume the leadership post. It is not clear what this means for the selection of other Assembly leadership posts or the selection of committee chairs and members. However, these details should emerge in the month ahead.

Transit and Intercity Rail Capital Program

On September 30, the California State Transportation Agency (CalSTA) released [the formal draft guidelines for the Transit and Intercity Rail Capital Program \(TIRCP\) Cycle 6](#) for public and legislative review. Comments on the draft guidelines were due November 7, 2022. CalSTA expects to release final program guidelines and a call for projects on November 15. SamTrans worked with the California Transit Association in crafting a [comment letter](#) for CalSTA's consideration and is considering submitting a project for consideration in the "New Projects" pot, which will have somewhere between \$148.5 million to \$598.5 million, depending on how much money is awarded to existing mega-projects and for project development.

Grants for Zero-Emission Buses and Infrastructure

On Friday, November 18, the California Air Resources Board will consider the [Fiscal Year 2022-23 Funding Plan for Clean Transportation Incentives](#). The plan includes \$340 million, which can be accessed by transit agencies through the Hybrid and Zero Emission Truck and Bus Voucher Incentive Project, inclusive of \$70 million earmarked specifically for transit agencies. The California Air Resources Board is expected to approve the funding plan at the hearing.

On Monday, November 15, the California Energy Commission approved the [2021-2023 Investment Plan Update for the Clean Transportation Program](#). The plan includes \$88.5 million for transit bus infrastructure and \$282 million for medium- and heavy-duty vehicles and infrastructure for fiscal years 2021-22 through 2023-23. A portion of the funding for medium- and heavy-duty vehicles and infrastructure will also be available to transit agencies; however, the exact amount is unknown at this time. A revised [draft 2022-2023 Investment Plan](#) was released on September 29.

More details on these grant opportunities are below.

Vehicles:

Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project – Transit Set-Aside (\$70 million in FY 2021-22) – The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) provides point-of-sale discount vouchers to fleet owners to reduce the purchase cost of zero- and near-zero emission trucks and buses operated in California on a first-come/first-served basis. HVIP is funded through the state's Greenhouse Gas Reduction Fund and State General Fund.

Current Guidelines: Found [here](#)

Status: [Funding cycle for FY 2021-22 remains open](#)

Infrastructure:

Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles Project (\$50 million in FY 2021-22) – The Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles Project is intended to accelerate the deployment of infrastructure needed to fuel zero-emission trucks, buses, and equipment. The project will use a concierge-like model working directly with eligible applicants to help plan and fund the purchase of charging and hydrogen fueling infrastructure.

Current Guidelines: Found [here](#)

Status: [Initial funding cycle for FY 2021-22 is now closed; second funding cycle for FY 2021-22 focused on hydrogen opened on June 30](#)

Vehicles and Infrastructure:

Volkswagen Environmental Mitigation Trust (\$130 million total)- The Volkswagen (VW) Mitigation Trust provides \$130 million in incentives to transit agencies, shuttle bus companies and school districts for the purchase of zero-emission buses and the installation of charging and/or refueling infrastructure on a first-come/first-served basis. The VW Environmental Mitigation Trust is a one-time funding opportunity resulting from a consent decree between the United States Environmental Protection Agency, ARB and VW. Funding from the Trust will be released to transit agencies, shuttle bus companies and school districts in two tranches. The first tranche of \$65 million is still being drawn down; the second tranche is expected to be released in late 2021.

Current Guidelines: See Beneficiary Mitigation Plan found [here](#) and certifications found [here](#)

Status: [Funding cycle open](#)

Carl Moyer (Projected \$40 million in FY 2021-22) - The Carl Moyer Memorial Air Quality Standards Attainment Program (Carl Moyer) offers grants to owners of heavy-duty vehicles and equipment to reduce emissions from heavy-duty engines on a first-come/first-served basis. Carl Moyer is funded through tire fees, smog abatement vehicle registration fees and AB 617 investments.

Current Guidelines: Found [here](#)

Status: Funding for FY 2021-22 not yet available

Cybersecurity and Transit Security

Transit Security Grant (\$93 million in FY 2022) – The Transit Security Grant Program provides funding to eligible public transportation systems (which include intra-city bus, ferries and all forms of passenger rail) to protect critical transportation infrastructure and the travelling public from terrorism, and to increase transportation infrastructure resilience.

Current Guidelines: Found [here](#)

Status: Funding for FY 2022 awarded; funding for FY 2023 expected Q2 2023.

SB 1 Grant Program

The CTC oversees three SB 1 programs – the [Solutions for Congested Corridors Program \(SCCP\)](#), [Local Partnership Program \(LPP\)](#), and the [Trade Corridor Enhancement Program \(TCEP\)](#). Guidelines for the programs have been finalized. Applications for the next round of funding are due in November/December 2022 and the CTC will announce project awards in June 2023.