

REVISED to remove 17.c. Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8 and AMENDED to add 17.c. Closed Session: Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(4): Initiation of Litigation: One Case, Page 6; 10-31-2024 at approx. 12 pm
AMENDED to add alternate meeting location, Page 1; 10-31-2024 at approx. 4 pm
REVISED Item 7 to change national bus recovery rate of 88.1 percent to 81.7 percent; Page 182; Item 9.b.6, Slide 10, \$282.9M changed to \$281.9M, Page 316 and AMENDED to add Item 9.d.3 presentation, Page 403, 11-5-2024 at approx. 2.45 pm

BOARD OF DIRECTORS 2024

MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO



Agenda

Revised and Amended 11-05-2024

Board of Directors Meeting

November 6, 2024, 2:00 pm

San Mateo County Transit District

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos, CA 94070

**Members of the public also may attend the meeting via teleconference at the following location:
San Bruno City Hall, Conference Room 138, 570 Linden Avenue, San Bruno, CA 94066**

Members of the public may attend in-person or participate remotely via Zoom at: <https://us06web.zoom.us/j/87609824114?pwd=UGhLRjNXb2xWeFM3alBrNUxVbGNmQT09> or by entering Webinar ID: **876 0982 4114**, Passcode: **519746** 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.

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. Wearing of masks is recommended but not required.

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.

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

Wednesday, November 6, 2024

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 Sessions at October 9 Board Meeting

3.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Claim of Lilian Padua

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

Property: 166 N. Rollins Road, Millbrae

Agency Negotiator: April Chan, District General Manager/CEO

Negotiating Party: Peninsula Corridor Joint Powers Board

Under Negotiation: Price and Terms of Lease

4. Consent Calendar

4.a. Approval of Minutes of the Board of Directors Meeting of October 9, 2024 Motion

4.b. Acceptance of Statement of Revenues and Expenses for the Period Ending September 30, 2024 Motion

- 4.c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook Motion
- 4.d. Acceptance of Capital Projects Quarterly Status Report for 1st Quarter Fiscal Year 2025 Motion
- 4.e. Adopting the Amended Conflict of Interest Code Resolution
- 5. Public Comment for Items Not on the Agenda
Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.
- 6. Report of the Chair
 - 6.a. Proclamation Honoring National Native American Heritage Month Motion
 - 6.b. Declaring the Uncertainty of Compensation for the General Manager/CEO as of November 1, 2024 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
B. Esser (Chair), R. Mueller, P. Ratto
 - 9.a.1. Call to Order
 - 9.a.2. Approval of Minutes of the Community Relations Committee Meeting of October 9, 2024 Motion
 - 9.a.3. Accessible Services Update Informational
 - 9.a.4. Citizens Advisory Committee Update Informational
 - 9.a.5. Paratransit Advisory Council Update Informational
 - 9.a.6. Annual State of the Service Report | Fiscal Year 2024 Informational
 - 9.a.7. Monthly State of the Service Report | September 2024 Informational
 - 9.a.8. Adjourn

- 9.b. Finance Committee / Committee of the Whole
M. Chuang (Chair), D. Canepa, J. Powell
 - 9.b.1. Call to Order
 - 9.b.2. Approval of Minutes of the Finance Committee Meeting of October 9, 2024 Motion
 - 9.b.3. Authorizing an Amendment to the Contract with Allied Universal for Security Services to Extend the Term by 18 Months and Increase the Contract Amount by \$4,570,985 Motion
 - 9.b.4. Authorizing an Amendment to Redi-Wheels Paratransit Service Contract to Increase the Amount by \$2,190,021 for the Current Term, and Extend the Contract by One Year at an Additional Cost of \$14,524,291 Motion
 - 9.b.5. Quarterly Financial Report: Fiscal Year 2025, Quarter 1 Informational
 - 9.b.6. Amending to Increase the Fiscal Year 2025 Operating Budget by \$26,665,192 and the Fiscal Year 2025 Capital Budget by \$82,847,997 Motion
 - 9.b.7. Adjourn
- 9.c. Strategic Planning, Development, and Sustainability Committee / Committee of the Whole
D. Canepa (Chair), R. Medina, J. Powell
 - 9.c.1. Call to Order
 - 9.c.2. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of October 9, 2024 Motion
 - 9.c.3. Adopting the San Mateo County Transit District Fiscal Years 2026-2035 Strategic Plan Motion
 - 9.c.4. Adjourn
- 9.d. Legislative Committee / Committee of the Whole
P. Ratto (Chair), J. Gee, R. Medina
 - 9.d.1. Call to Order

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|--|---------------|
| 9.d.2. Approval of Minutes of the Legislative Committee Meeting of October 9, 2024 | Motion |
| 9.d.3. Legislative Update | Informational |
| 9.d.4. Adjourn | |
| 10. Reconvene Board of Directors Meeting | |
| 11. Matters for Board Consideration: Community Relations Committee | |
| 11.a. Accessible Services Update | Informational |
| 11.b. Citizens Advisory Committee Update | Informational |
| 11.c. Paratransit Advisory Council Update | Informational |
| 11.d. Annual State of the Service Report Fiscal Year 2024 | Informational |
| 11.e. Monthly State of the Service Report September 2024 | Informational |
| 12. Matters for Board Consideration: Finance Committee | |
| 12.a. Authorizing an Amendment to the Contract with Allied Universal for Security Services to Extend the Term by 18 Months and Increase the Contract Amount by \$4,570,985 | Resolution |
| 12.b. Authorizing an Amendment to Redi-Wheels Paratransit Service Contract to Increase the Amount by \$2,190,021 for the Current Term, and Extend the Contract by One Year at an Additional Cost of \$14,524,291 | Resolution |
| 12.c. Quarterly Financial Report: Fiscal Year 2025, Quarter 1 | Informational |
| 12.d. Amending to Increase the Fiscal Year 2025 Operating Budget by \$26,665,192 and the Fiscal Year 2025 Capital Budget by \$82,847,997 | Resolution |
| 13. Matters for Board Consideration: Strategic Planning, Development, and Sustainability Committee | |
| 13.a. Adopting the San Mateo County Transit District Fiscal Years 2026-2035 Strategic Plan | Resolution |

14. Matters for Board Consideration: Legislative Committee

14.a. Legislative Update Informational

15. Communications to the Board of Directors Informational

16. Date/Time of Next Regular Meeting - Wednesday, December 4, 2024, at
2:00 pm

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.

17. General Counsel Report

17.a. Closed Session: Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda
Employee Organizations: Amalgamated Transit Union Local 1574 (Bus Operators and Maintenance, and Customer Service Employees)

17.b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): SC Transit Village, LLC, et al. v. San Mateo County Transit District, et al., Superior Court of California, County of San Mateo, Case No. 22-CIV-04642

~~17.c. Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8~~

~~Property: 166 N. Rollins Road, Millbrae
Agency Negotiator: April Chan, District General Manager/CEO
Negotiating Party: SFIII Millbrae, LLC/Swift Real Estate Partners, LLC
Under Negotiation: Price and Terms of Lease~~

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

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

Property: 166 N. Rollins Road, Millbrae
Agency Negotiator: April Chan, District General Manager/CEO
Negotiating Party: Peninsula Corridor Joint Powers Board
Under Negotiation: Price and Terms of Lease

18. Adjourn

Information for the Public

If you have questions on the agenda, please contact the District Secretary at 650-551-6108. 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

This meeting will be held in-person at: San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Members of the public may attend in-person or participate remotely via Zoom 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 may participate remotely or in person. Public comments may be submitted by comment card in person and given to the District Secretary. Prior to the meeting's call to order, 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>.

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 two minutes and one per person PER AGENDA ITEM. Each online commenter will be automatically notified when they are unmuted to speak. The Board Chair shall 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; 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 (District)
1250 San Carlos Avenue, San Carlos, California**

**Minutes of Board of Directors Meeting
October 9, 2024**

Members Present: D. Canepa, M. Chuang (arrived at 2:34 pm), B. Esser, M. Fraser (Chair),
(In Person) J. Gee (Vice Chair), R. Mueller, J. Powell

Members Present: R. Medina
(Via Teleconference)

Members Absent: P. Ratto

Staff Present: A. Chan, K. Jordan Steiner, J. Cassman, S. van Hoften, D. Santoro,
J. Brook, M. Tseng

1. Call to Order/Pledge of Allegiance

Chair Marina Fraser called the meeting to order at 2:01 pm and led the Pledge of Allegiance.

2. Roll Call

Acting District Secretary Margaret Tseng confirmed that a Board quorum was present.

3. General Counsel Report

3.a. Report from Closed Session at September 4 Board Meeting: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8

Property: 166 N. Rollins Road, Millbrae

Agency Negotiator: April Chan, District General Manager/CEO

Negotiating Party: Peninsula Corridor Joint Powers Board

Under Negotiation: Price and Terms of Lease

Joan Cassman, Legal Counsel, said the Board took no reportable action.

3.b. Closed Session: Conference with Labor Negotiators Pursuant to Government Code Section 54957.6

Agency-designated Representatives: Pat Glenn and David Olmeda

Employee Organizations: Amalgamated Transit Union Local 1574 (Bus Operators and Maintenance, and Customer Service Employees) and International Brotherhood of Teamsters Local 856 (All Units)

The Board adjourned to closed session at 2:04 pm and reconvened to open session at 2:31 pm.

Ms. Cassman stated no action was taken with respect to negotiations with the Amalgamated Transit Union. Regarding the International Brotherhood of Teamsters Local 856, the Board agreed to approve the three-year Memoranda of Understanding with the Facility Maintenance

Technicians, Bus Transportation Supervisor, Bus Contract Inspectors, Utility and Maintenance Supervisors, Transit Instructor, and Maintenance Instructors.

Motion/Second: Esser/Gee

Ayes: Canepa, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Chuang, Ratto

4. Consent Calendar

- 4.a. Approval of Minutes of the Board of Directors Meeting of September 4, 2024**
- 4.b. Acceptance of Statement of Revenues and Expenses for the Fiscal Year Ended June 30, 2024**
- 4.c. Acceptance of Statement of Revenues and Expenses for the Period Ending August 31, 2024**
- 4.d. Approval of the 2025 Board of Directors Meeting Calendar**
- 4.e. Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2024-25 – Approved by Resolution No. 2024-31**
- 4.f. Authorizing an Increase in the Contract Contingency Amount for Contract Number 23-S-C-022 for the South Base Switchgear Replacement Project – Approved by Resolution No. 2024-32**

Motion/Second: Powell/Gee

Ayes: Canepa, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Chuang, Ratto

5. Public Comment for Items Not on the Agenda

There were no comments.

6. Report of the Chair

Chair Fraser reported on her attendance at the TRANSForm APTA (American Public Transportation Association) conference and noted that SamTrans won the prestigious 2024 Outstanding Public Transportation System Award. She said colleagues from other agencies were impressed by SamTrans' use of battery electric and hydrogen buses.

6.a. Proclamation Honoring Filipino American History Month

Tasha Bartholomew, Manager, Media Relations, summarized the proclamation.

Motion/Second: Gee/Powell

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Ratto

6.b. Proclamation Declaring October as Cybersecurity Awareness Month

Mehul Kumar, Chief Information and Technology Officer, summarized the proclamation.

Motion/Second: Esser/Chuang

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Ratto

6.c. Announcement of Opening of Board Public Member Recruitment

Chair Fraser announced the public member recruitment for two openings on the SamTrans Board began on October 2 and will close on November 1.

7. Report of the General Manager/CEO

7.a General Manager/CEO Report – October 9, 2024

April Chan, General Manager/CEO, stated her report was in the packet.

Randol White, Public Information Officer, provided a presentation and video on the September 16 Rider Appreciation Day.

Ms. Chan provided the following highlights under her General Manager's report:

- Congratulated Mehul Kumar, Chief Information and Technology Officer, who recently completed the APTA leadership program
- Gave a shout-out to Jamie Vizmanos, Digital Communications Specialist, who was one of the selected presenters on innovation projects at the APTA conference
- Commended the 20 or so staff who volunteered on Rider Appreciation Day
- Noted the success of the various activities to celebrate the launch of the Caltrain's electric service on September 21 and 22
- Noted the unveiling of Karyl Matsumoto Plaza in at the South San Francisco Caltrain Station on September 21
- Noted the City of Redwood City, including Vice Chair Jeff Gee, hosted a delegation of representatives from its sister cities in Mexico at SamTrans South Base where the SamTrans team showcased our zero-emission buses and infrastructure for the attendees
- Briefly summarized the progress on the regional transit measure

7.b. Authorize an Amendment to a Caltrain Safety Personnel Agreement with the Peninsula Corridor Joint Powers Board to Allow Additional Rail Safety Positions to Report Up to the Caltrain Executive Director

Ms. Chan provided a background on the safety function of Caltrain.

Vice Chair Gee said he was supportive of a dedicated safety team, which was good for both Caltrain and SamTrans.

Motion/Second: Gee/Medina

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Ratto

8. Board Member Requests/Comments

Director Josh Powell congratulated the Board and staff on their accomplishments.

Director Gee congratulated staff for their work on welcoming the sister city representatives from Mexico.

9. Recess to Committee Meetings

The Board meeting recessed to Committee meetings at 3:09 pm.

Director Jeff Gee left the meeting at 3:58 pm.

Director Ray Mueller left the meeting at 4:13 pm.

10. Reconvene Board of Directors Meeting

Chair Fraser reconvened the Board meeting at 4:57 pm.

11. Matters for Board Consideration: Community Relations Committee

Chair Fraser reported on the following items:

11.a. Accessible Services Update

11.b. Citizens Advisory Committee Update

11.c. Paratransit Advisory Council Update

11.d. Quarterly State of the Service Report | Quarter 4 Fiscal Year 2024

11.e. Monthly State of the Service Report | August 2024

12. Matters for Board Consideration: Finance Committee

Chair Fraser led the Board in voting on the following items:

12.a. Awarding Contracts to CBRE, Inc. and Century Urban, LLC for On-call General Commercial Real Estate Brokerage Services for an Aggregate Not-to-exceed Amount of \$1,237,500 for a Five-year Base Term, with One Additional Five-year Option Term – Approved by Resolution No. 2024-33

12.b. Authorizing Purchase of Mobile Refueler for Hydrogen Fuel Cell Electric Buses from Plug Project Holding Co., LLC – Approved by Resolution No. 2024-34

Motion/Second: Canepa/Esser

Ayes: Canepa, Chuang, Esser, Fraser, Medina, Powell

Noes: None

Absent: Gee, Mueller, Ratto

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

Chair Fraser reported on the following item:

13.a. Draft Strategic Plan and Update on Capital Improvement Plan and Measure W Ten-year Plan

14. Matters for Board Consideration: Legislative Committee

Chair Fraser reported on the following item:

14.a. State and Federal Legislative Update

15. Communications to the Board of Directors

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

16. Date/Time of Next Regular Meeting

Chair Fraser announced the time and location of the next meeting as Wednesday, November 6, 2024 at 2:00 pm, in person at the SamTrans Auditorium and via Zoom teleconference.

17. General Counsel Report

17.a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Claim of Lilian Padua

17.b. Closed Session: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8

Property: 166 N. Rollins Road, Millbrae

Agency Negotiator: April Chan, District General Manager/CEO

Negotiating Party: Peninsula Corridor Joint Powers Board

Under Negotiation: Price and Terms of Lease

Ms. Cassman announced the closed session and stated she would provide a report-out at the next regular Board meeting on November 6 as no action was anticipated following the closed session.

The Board adjourned to closed session at 5:00 pm.

18. Adjourn

The meeting adjourned at 5:50 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-551-6108 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: Kate Jordan Steiner, Chief Financial Officer
Subject: **Acceptance of Statement of Revenues and Expenses Period Ending
September 30, 2024**

Action

Staff proposes that the Board accepts and enters into the record the Statement of Revenues and Expenses for the FY25 third period ending September 30, 2024, and supplemental information.

This staff report provides a brief discussion of significant items and trends in the attached Statement of Revenues and Expenses through September 30, 2024. The columns have been designed to provide an easy comparison of current year-to-date actuals to information for the year-to-date budget, including dollar and percentage variances.

Revenues:

As of September 30, 2024, revenues were \$86.9 million (M) compared to \$87.2M of the adopted budget, resulting in an unfavorable variance of \$0.3M (0.4%), driven by Operating Grants, which was \$0.5M compared to the adopted budget of \$0.9M, resulting in an unfavorable variance of \$0.4M (46.0%). This variance is driven by timing of C/CAG grants, MOU anticipated to be complete in October.

Expenses:

As of September 30, 2024, expenses were \$85.0M as compared to \$90.3M of the adopted budget, resulting in a favorable variance of \$5.3M (5.9%), driven by Motor Bus, which was \$49.9M as compared to \$51.2M of the adopted budget, resulting in a favorable variance of \$1.3M (2.6%). These savings are mainly due to timing and are expected to resolve by Fiscal Year End. The drivers of these interim savings are legal services, technical services including security and software; and Contracted Urban Bus (CUB).

Other Information:

The Agency accounts for revenues and expenses 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's actual and the budget may show noticeable variances due to the timing of expenses.

Budget Impact

Acceptance of the September 2024 Statement of Revenues and Expenses has no budget impact.

Prepared By:	Kyle Huie	Accountant III	650-551-6180
	Annie To	Director, Accounting	650-622-7890

	SAN MATEO COUNTY TRANSIT DISTRICT SUMMARY OF REVENUES AND EXPENSES FISCAL YEAR 2025 AS OF SEPTEMBER 30, 2024					(In thousands)
	YEAR-TO-DATE SEPTEMBER				ANNUAL	
	BUDGET	ACTUAL	\$ VARIANCE	% VARIANCE	BUDGET	
OPERATING REVENUES						
Operating Revenues						
Passenger Fares	\$ 3,448	\$ 3,521	\$ 72	2.1%	\$ 12,311	
Local TDA and STA Funds	17,389	17,389	-	0.0%	69,556	
Operating Grants	940	507	(432)	(46.0%)	3,759	
SMCTA Measure A	1,209	1,209	-	0.0%	4,703	
Subtotal - Operating Revenues	22,986	22,626	(360)	(1.6%)	90,330	
Other Revenue Sources						
District Sales Tax	29,902	29,902	-	0.0%	117,568	
Measure W Sales Tax	14,930	14,930	-	0.0%	58,784	
Investment Income	2,058	5,534	3,476	168.9%	8,232	
Other Interest, Rent & Other Income	1,607	2,845	1,238	77.1%	9,757	
Due from PCJPB, SMCTA & SAMTR Capital W&B	15,756	11,049	(4,707)	(29.9%)	63,024	
Subtotal - Other Revenues	64,252	64,260	7	0.0%	257,364	
TOTAL REVENUES	\$ 87,239	\$ 86,886	\$ (353)	(0.4%)	\$ 347,694	
OPERATING EXPENSES						
PCJPB, SMCTA & SAMTR Capital W&B	15,756	11,049	4,707	29.9%	63,024	
Motor Bus	51,179	49,854	1,325	2.6%	190,393	
American Disabilities Act Programs	5,376	5,596	(220)	(4.1%)	21,782	
Other Multi-Modal Programs	1,654	2,109	(455)	(27.5%)	6,666	
Total Operating Expenses	73,964	68,608	5,356	7.2%	281,865	
Sales Tax Allocation - Capital Program						
District Sales Tax Capital	3,699	3,699	-	0.0%	14,796	
Measure W Sales Tax Capital	3,504	3,504	-	0.0%	14,016	
Reserves for Future Measure W Capital Allocation	7,486	9,165	(1,679)	(22.4%)	29,944	
Reserves for Future Capital Allocation	-	-	-	0.0%	-	
Total Sales Tax Allocation - Capital Program	14,689	16,368	(1,679)	(11.4%)	58,756	
Total Debt Service	1,687	-	1,687	100.0%	19,138	
TOTAL EXPENSES	\$ 90,340	\$ 84,976	\$ 5,364	5.9%	\$ 359,759	
SURPLUS/(DEFICIT)	(3,102)	1,910	5,012	161.6%	(12,066)	
Draw from Prior Years' Surplus	-	-	-	-	12,066	
ADJUSTED SURPLUS/(DEFICIT)	\$ (3,102)	\$ 1,910	\$ 5,012	161.6%	-	



SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2025
AS OF SEPTEMBER 30, 2024

(In thousands)

REVENUES	YEAR-TO-DATE SEPTEMBER				ANNUAL
	BUDGET	ACTUAL	\$	%	BUDGET
			VARIANCE	VARIANCE	
OPERATING REVENUES - MOTOR BUS					
Passenger Fares	\$ 3,293	\$ 3,361	\$ 68	2.1%	\$ 11,770
Local Transportation Development Act (TDA) Transit Fund	13,532	13,532	-	0.0%	54,130
State Transit Assistance (STA)	2,875	2,875	-	0.0%	11,500
Operating Grants	265	69	(196)	(73.9%)	1,059
Sales Tax Revenue	25,876	22,340	(3,536)	(13.7%)	91,130
Measure W Sales Tax	2,665	987	(1,678)	(63.0%)	10,353
Investment Interest Income	1,858	5,274	3,416	183.8%	7,432
TOTAL OPERATING REVENUES	50,364	48,438	(1,926)	(3.8%)	187,374
OTHER REVENUE SOURCES:					
Rental Income	472	687	215	45.5%	1,888
Advertising Income	252	191	(61)	(24.2%)	770
Other Income	90	538	447	494.8%	362
TOTAL OTHER REVENUES	815	1,416	601	73.8%	3,019
TOTAL REVENUES - MOTOR BUS	\$ 51,179	\$ 49,854	\$ (1,325)	(2.6%)	\$ 190,393
AMERICAN DISABILITIES ACT:					
Passenger Fares Redi-Wheels	155	159	4	2.8%	541
Local Transportation Development Act (TDA) 4.5 Redi-Wheels	712	712	-	0.0%	2,849
Local State Transit Assistance (STA) - Paratransit	269	269	-	0.0%	1,077
Operating Grants	675	438	(237)	(35.1%)	2,700
Sales Tax Revenue - American Disabilities Act	927	1,274	346	37.3%	3,956
Measure W Sales Tax - American Disabilities Act	927	1,274	346	37.3%	3,956
Interest Income - Paratransit Fund	200	260	60	30.0%	800
SMCTA Measure A Redi-Wheels	1,209	1,209	-	0.0%	4,703
Measure M Paratransit	300	-	(300)	(100.0%)	1,200
TOTAL ADA PROGRAMS	\$ 5,376	\$ 5,596	\$ 220	4.1%	\$ 21,782
MULTI-MODAL TRANSIT PROGRAMS:					
Employer SamTrans Shuttle Funds	446	1,178	731	163.9%	5,355
Dumbarton Rental Income	46	116	70	154.4%	182
Sales Tax Revenue - General Operating Assistance	1,162	815	(346)	(29.8%)	1,129
TOTAL MULTI-MODAL PROGRAMS	\$ 1,654	\$ 2,109	\$ 455	27.5%	\$ 6,666
Unapplied Dumbarton Rental Income for Future Dumbarton Maintenance of Way	-	135	135	100.0%	-
Unapplied District Sales Tax	1,937	5,474	3,536	182.5%	21,353
Unapplied Measure W Sales Tax	11,337	12,669	1,332	11.8%	44,476
Due from PCJPB, SMCTA & SAMTR Capital W&B	15,756	11,049	(4,707)	(29.9%)	63,024
TOTAL REVENUES	\$ 87,239	\$ 86,886	\$ (353)	(0.4%)	\$ 347,694

EXPENSES	YEAR-TO-DATE SEPTEMBER				ANNUAL
	BUDGET	ACTUAL	\$	%	BUDGET
			VARIANCE	VARIANCE	
DISTRICT OPERATED BUSES					
Services:					
Motor Bus Wages & Benefits	\$ 29,036	\$ 29,465	\$ (429)	(1.5%)	\$ 99,590
Board of Directors	35	39	(4)	(12.9%)	142
Contracted Vehicle Maintenance	238	138	100	42.0%	952
Property Maintenance	722	411	311	43.1%	2,887
Professional Services	1,288	831	457	35.5%	5,287
Technical Services	2,794	2,307	486	17.4%	12,879
Other Services	1,207	1,056	151	12.5%	4,966
Materials & Supplies:					
Fuel and Electricity*	1,184	1,354	(170)	(14.4%)	4,735
Bus Parts and Materials	891	1,064	(173)	(19.4%)	3,601
Uniforms and Driver Expense	169	24	145	85.6%	851
Timetables and Tickets	44	37	7	16.4%	176
Office Supplies / Printing	214	131	83	38.7%	762
Other Materials and Supplies	47	51	(4)	(9.0%)	188
Utilities:					
Telephone	192	182	10	5.2%	767
Other Utilities	479	378	100	20.9%	1,915
Insurance	904	1,058	(154)	(17.1%)	3,616
Claims Reserves and Payments	200	867	(667)	(333.6%)	800
Workers Compensation	959	774	185	19.3%	3,835
Taxes and License Fees	107	174	(68)	(63.4%)	426
Leases and Rentals	62	26	36	57.6%	242
Promotional and Legal Advertising	244	21	223	91.4%	948
Training and Business Travel	244	65	180	73.5%	958
Dues and Membership	64	53	11	17.5%	263
Postage and Other	57	10	48	83.3%	219
TOTAL DISTRICT OPERATED BUSES	\$ 41,380	\$ 40,518	\$ 862	2.1%	\$ 151,005
CONTRACTED BUS SERVICES					
Contracted Urban Bus Service	7,526	6,902	624	8.3%	30,104
Coastside Services	511	493	18	3.5%	2,045
Redi Coast Non-American Disabilities Act	52	92	(40)	(78.2%)	207
La Honda - Pescadero	13	-	13	100.0%	53
SamCoast - Pescadero	56	104	(48)	(84.8%)	225
Microtransit	830	775	55	6.6%	3,436
Contracted Urban Bus (CUB) Related Wages & Benefits	167	158	9	5.5%	726
Contracted Urban Bus (CUB) Related Other Support	41	45	(4)	(9.6%)	182
Contracted Urban Bus (CUB) Insurance	453	457	(4)	(1.0%)	1,810
Contracted Urban Bus (CUB) Claims Reserves & Payments	150	310	(160)	(106.4%)	600
TOTAL CONTRACTED BUS SERVICE	\$ 9,799	\$ 9,336	\$ 463	4.7%	\$ 39,388
TOTAL EXPENSES - MOTOR BUS	\$ 51,179	\$ 49,854	\$ 1,325	2.6%	\$ 190,393

*Fuel and Electricity costs were increased by a realized loss of \$65,000 from the fuel hedge program.

EXPENSES	YEAR-TO-DATE SEPTEMBER				ANNUAL
	BUDGET	ACTUAL	\$	%	BUDGET
			VARIANCE	VARIANCE	
(In thousands)					
AMERICAN DISABILITY ACT PROGRAMS					
Elderly & Disabled/Redi-Wheels	\$ 2,263	\$ 2,779	\$ (516)	(22.8%)	\$ 9,053
American Disabilities Act Sedans / Taxi Service	646	732	(86)	(13.3%)	2,585
American Disabilities Act Coastside	589	605	(16)	(2.7%)	2,358
American Disabilities Act Related Wages & Benefits	780	642	137	17.6%	3,378
American Disabilities Act Related Other Support	689	452	237	34.4%	2,776
American Disabilities Act Insurance	358	384	(26)	(7.2%)	1,433
American Disabilities Act Claims Reserves & Payments	50	-	50	100.0%	200
TOTAL AMERICAN DISABILITIES ACT PROGRAMS	\$ 5,376	\$ 5,596	\$ (220)	(4.1%)	\$ 21,782
MULTI-MODAL TRANSIT PROGRAMS					
SamTrans Shuttle Service	1,481	1,889	(407)	(27.5%)	5,955
Shuttle Related Wages & Benefits	67	41	25	38.0%	290
Dumbarton Maintenance of Way	46	116	(70)	(154.4%)	182
Maintenance Multimodal Facilities	60	62	(3)	(4.8%)	239
TOTAL MULTI-MODAL PROGRAMS	\$ 1,654	\$ 2,109	\$ (455)	(27.5%)	\$ 6,666
PCJPB, SMCTA & SAMTR Capital W&B	15,756	11,049	4,707	29.9%	63,024
TOTAL OPERATING EXPENSES	\$ 73,964	\$ 68,608	\$ 5,356	7.2%	\$ 281,865
Sales Tax Allocation - Capital Program					
District Sales Tax Capital	3,699	3,699	-	0.0%	14,796
Measure W Sales Tax Capital	3,504	3,504	-	0.0%	14,016
Reserves for Future Measure W Capital Allocation	7,486	9,165	(1,679)	(22.4%)	29,944
Total Sales Tax Allocation - Capital Program	\$ 14,689	\$ 16,368	\$ (1,679)	(11.4%)	\$ 58,756
Total Debt Service	1,687	-	1,687	100.0%	19,138
TOTAL EXPENSES	\$ 90,340	\$ 84,976	\$ 5,364	5.9%	\$ 359,759

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook**

Action

Staff proposes that the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ending September 30, 2024 (FY25Q1).

Significance

The San Mateo County Transit District (District) Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 45 days of the end of the quarter.

Budget Impact

There is no impact on the budget.

Background

The District is required by State law to submit quarterly reports within 45 days of the end of the quarter covered by the report to the Board of Directors. The report is required to include the following information:

1. Type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments, and money held by the local agency;
2. Description of any of the local agency's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. Current market value, as of September 30, 2024 (FY25Q1), for all securities held by the local agency or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund (LAIF), including the source of this information;
4. Statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
5. Statement that the local agency has the ability to meet its expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money may or may not be available.

A schedule, which addresses the requirements of 1, 2, and 3 above, is included in this report on pages 7 through 14. The schedule separates the investments into groups by investment type, and includes:

1. Investment Portfolio managed by PFM Asset Management LLC (PFM).
2. Liquidity funds, managed by District staff.

The Investment Policy governs the management and reporting of the Investment Portfolio and Liquidity funds, while the bond covenants govern the management and reporting of the trust funds.

PFM provides the District a current market valuation of all the assets under its management for each quarter. Generally, PFM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par.

The liquidity funds managed by District staff are considered to be cash equivalents and therefore market value is considered to be equal to book value, (i.e. cost). The shares of beneficial interest generally establish a nominal value per share, because the Net Asset Value is fixed at a nominal value per share, book and market value are equal, and rate of income is recalculated on a daily basis.

The portfolio and this Quarterly Investment Report comply with the Investment Policy and the provisions of California Government Code Sections 53601 and 53646. The District has the ability to meet its expenditure requirements for the next six months (see certification in Attachment A).

Discussion

Market Conditions

The Federal Reserve (the Fed), on September 18, 2024, recognizing the progress in controlling inflation and assessing balanced risks, made its first interest rate cut in four years, after having kept the Fed's fund rate at 20 year highs for an extended period in its battle to bring inflation under control. The Fed reduced the federal funds rate by 0.50 percentage points, bringing it down to a range of 4.75% to 5%. This decision marked the beginning of a rate-cutting cycle aimed at stimulating economic growth as inflation eases. Further reductions are anticipated in 2024, potentially lowering rates by an additional 0.50% by the end of the year, with an additional one percentage point potentially expected by the close of 2025.

As of September 30, 2024, U.S. Treasury yields have seen significant declines. The continued decline of headline inflation and the Fed's decision to lower rates by a half percent in September caused significant declines on rates during the quarter, with the largest declines on the shorter maturities, with over a 1.00% decline. Further out on the yield curve there were notable declines, with maturities beyond five years declining by over 0.50%.

The Fed's updated Summary of Economic Projections, released following their September 2024 meeting, saw consensus that inflation should remain in the 2.0 to 2.4% range through 2025, and that an additional two 0.25% rate cuts may be called for through 2024 with potentially another 1.00% of easing through 2025.

The most recent U.S. unemployment and jobs report for the week ending September 28, 2024, which was released in early October 2024, reveals a strong labor market but comes after August revisions showed job creations were over 800,000 lower than reported earlier in the year. With the unemployment at 4.1% and this latest report showing a strong labor market, further lowering of rates will be heavily dependent on incoming data on employment and inflation.

The most recent GDP data shows that the U.S. economy grew by 3.0% in the second quarter of 2024 according to the U.S. Bureau of Economic Analysis (BEA). This growth was driven primarily by consumer spending, business investment, and inventory investment. Imports also increased during this period, which is factored into the GDP calculation. The Federal Reserve's recent projections for U.S. GDP growth were released in September 2024. According to the Federal Open Market Committee (FOMC), the estimate for real GDP growth in 2024 is around 2.0%, measured as the percentage change from Q4 2023 to Q4 2024. This forecast is based on the central tendency projections, excluding extreme estimates from individual participants.

As for consumer spending, data from the U.S. Bureau of Economic Analysis shows a 0.2% increase in August 2024, following more significant gains in July and May. Consumer spending has been a key driver of GDP growth, contributing to the overall economic expansion.

Recession probability remains low with the biggest risk being persistent inflation that curbs consumer spending. However, elevated geopolitical risks remain, including Ukraine, Israel, China, and U.S. elections. For additional information on markets and commentary, please refer to the attached Investment Report.

Portfolio Balances and Performance

The District divides its \$568.7 million (M) investment portfolio into (a) managed portions (Reserve and Paratransit, \$222.7M, Exhibit A) and (b) liquid portion, including funds invested in short-term vehicles including State of California Local Agency Investment Fund, California Asset Management Program, Bank holdings, and Money Market mutual funds, and fuel hedge assets, all of which are used to maintain adequate liquidity and optimize returns. Managed and liquid portions of the portfolio brought in interest during the quarter and there were modest reductions in the fair market value of the securities managed (see pages 23 and 28 of Attachment A).

The District's investment portfolio is invested solely in fixed-income securities (no stock holdings) that, while earning certain rates of interest, gain in market value when interest rates fall and lose market value when interest rates rise. The portfolio's earnings on a market value basis were positive for the quarter.

The full portfolio had \$5,533,527 in interest earnings recognized during the quarter, including \$1,684,287 from managed holdings. Managed funds are impacted by interest rate changes. Liquid holdings may have their value impacted, the pools they are held in maintain a stable asset value with maturities that are near maturity, meaning we are able to access the funds deposited without loss due to market value changes.

Prepared By:	Kevin Beltz	Manager, Debt and Investments	650-508-6405
	Adela Alicic	Senior Financial Analyst	650-508-7981

INVESTMENT GLOSSARY

Asset Backed Securities - An asset-backed security (ABS) is a financial security backed by a loan, lease or receivables against assets other than real estate and mortgage-backed securities. For investors, asset-backed securities are an alternative to investing in corporate debt.

Certificate of Deposit - A certificate of deposit (CD) is a savings certificate with a fixed maturity date, specified fixed interest rate and can be issued in any denomination aside from minimum investment requirements. A CD restricts access to the funds until the maturity date of the investment. CDs are generally issued by commercial banks and are insured by the FDIC up to \$250,000 per individual.

Collateralized Mortgage Obligation - Collateralized mortgage obligation (CMO) refers to a type of mortgage-backed security that contains a pool of mortgages bundled together and sold as an investment. Organized by maturity and level of risk, CMOs receive cash flows as borrowers repay the mortgages that act as collateral on these securities. In turn, CMOs distribute principal and interest payments to their investors based on predetermined rules and agreements.

Commercial Paper - Commercial paper is an unsecured, short-term debt instrument issued by a corporation, typically for the financing of accounts receivable, inventories and meeting short-term liabilities. Maturities on commercial paper rarely range any longer than 270 days. Commercial paper is usually issued at a discount from face value and reflects prevailing market interest rates.

Credit Spreads - The spread between Treasury securities and non-Treasury securities that are identical in all respects except for quality rating.

Duration - The term duration has a special meaning in the context of bonds. It is a measurement of how long, in years, it takes for the price of a bond to be repaid by its internal cash flows. It is an important measure for investors to consider, as bonds with higher durations carry more risk and have higher price volatility than bonds with lower durations.

Net Asset Value - Net asset value (NAV) is value per share of a mutual fund or an exchange-traded fund (ETF) on a specific date or time. With both security types, the per-share dollar amount of the fund is based on the total value of all the securities in its portfolio, any liabilities the fund has and the number of fund shares outstanding.

Roll-down - A roll-down return is a form of return that arises when the value of a bond converges to par as maturity is approached. The size of the roll-down return varies greatly between long and short-dated bonds. Roll-down is smaller for long-dated bonds that are trading away from par compared to bonds that are short-dated.

Roll-down return works two ways in respect to bonds. The direction depends on if the bond is trading at a premium or at a discount. If the bond is trading at a discount the roll-down effect will be positive. This means the roll-down will pull the price up towards par. If the bond is trading at a premium the opposite will occur. The roll-down return will be negative and pull the price of the bond down back to par.

Volatility - Volatility is a statistical measure of the dispersion of returns for a given security or market index. Volatility can either be measured by using the standard deviation or variance between returns from that same security or market index. Commonly, the higher the volatility, the riskier the security.

Yield Curve - A yield curve is a line that plots the interest rates, at a set point in time, of bonds having equal credit quality but differing maturity dates. The most frequently reported yield curve compares the three-month, two-year, five-year and 30-year U.S. Treasury debt. This yield curve is used as a benchmark for other debt in the market, such as mortgage rates or bank lending rates, and it is also used to predict changes in economic output and growth.

Yield to Maturity - Yield to maturity (YTM) is the total return anticipated on a bond if the bond is held until the end of its lifetime. Yield to maturity is considered a long-term bond yield but is expressed as an annual rate. In other words, it is the internal rate of return of an investment in a bond if the investor holds the bond until maturity and if all payments are made as scheduled.

**EXHIBIT 1
SAN MATEO TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDING SEPTEMBER 30, 2024**

CUSIP	ABS	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
02007NAC2	ALLYA 242 A3	570,000.00	07/16/2029	569,941.06	570,000.00	570,278.03
02007NAC2	ALLYA 242 A3	90,000.00	07/16/2029	89,990.69	90,000.00	90,043.90
02582JJZ4	AMXCA 2023-1 A	680,000.00	05/15/2026	679,939.68	688,126.00	689,597.82
02582JJZ4	AMXCA 2023-1 A	105,000.00	05/15/2026	104,990.69	106,254.75	106,482.02
02582JKH2	AMXCA 2024-1 A	1,610,000.00	04/16/2029	1,609,669.95	1,658,042.40	1,661,784.76
02582JKH2	AMXCA 2024-1 A	245,000.00	04/16/2029	244,949.78	252,310.80	252,880.29
05522RDG0	BACCT 2023-1 A	610,000.00	05/15/2026	609,861.90	616,252.50	617,551.12
05522RDG0	BACCT 2023-1 A	95,000.00	05/15/2026	94,978.49	95,973.75	96,175.99
05522RDH8	BACCT 2023-2 A	640,000.00	11/16/2026	639,914.05	652,896.00	654,312.53
05522RDH8	BACCT 2023-2 A	100,000.00	11/16/2026	99,986.57	102,015.00	102,236.33
05522RDJ4	BACCT 2024-1 A	1,565,000.00	03/15/2029	1,564,912.20	1,601,323.65	1,604,752.74
05522RDJ4	BACCT 2024-1 A	230,000.00	03/15/2029	229,987.10	235,338.30	235,842.26
14041NFY2	COMET 2021-3 A	1,145,000.00	11/15/2024	1,144,842.22	1,139,618.50	1,140,147.74
14041NFY2	COMET 2021-3 A	215,000.00	11/15/2024	214,970.37	213,989.50	214,088.88
14041NGE5	COMET 2024-1 A	1,675,000.00	09/17/2029	1,674,673.04	1,673,224.50	1,674,501.22
14041NGE5	COMET 2024-1 A	265,000.00	09/17/2029	264,948.27	264,719.10	264,921.09
14044CAC6	COPAR 2021-1 A3	149,728.00	09/15/2026	149,725.18	147,449.14	147,500.38
14044CAC6	COPAR 2021-1 A3	26,039.65	09/15/2026	26,039.16	25,643.33	25,652.24
14318MAD1	CARMX 2022-3 A3	932,326.14	04/15/2027	932,304.14	928,084.06	929,729.09
14318MAD1	CARMX 2022-3 A3	147,807.80	04/15/2027	147,804.32	147,135.28	147,396.08
161571HT4	CHAIT 2023-1 A	1,450,000.00	09/15/2028	1,449,598.06	1,481,465.00	1,484,790.33
161571HT4	CHAIT 2023-1 A	220,000.00	09/15/2028	219,939.02	224,774.00	225,278.53
161571HV9	CHAIT 241 A	1,565,000.00	01/16/2029	1,564,761.65	1,584,985.05	1,588,184.61
161571HV9	CHAIT 241 A	240,000.00	01/16/2029	239,963.45	243,064.80	243,555.47
254683CZ6	DCENT 2023-2 A	1,255,000.00	06/15/2028	1,254,830.45	1,270,712.60	1,273,462.44
254683CZ6	DCENT 2023-2 A	190,000.00	06/15/2028	189,974.33	192,378.80	192,795.11
31680EAD3	FITAT 2023-1 A3	1,265,000.00	08/15/2028	1,264,921.57	1,282,925.05	1,286,034.14
31680EAD3	FITAT 2023-1 A3	195,000.00	08/15/2028	194,987.91	197,763.15	198,242.42
344928AD8	FORDO 2023-A A3	470,000.00	02/15/2028	469,950.98	471,156.20	472,127.53
344928AD8	FORDO 2023-A A3	70,000.00	02/15/2028	69,992.70	70,172.20	70,316.87
362554AC1	GMCAR 2021-4 A3	125,529.04	09/16/2026	125,525.84	123,674.97	123,710.54
362554AC1	GMCAR 2021-4 A3	21,193.21	09/16/2026	21,192.67	20,880.19	20,886.20
380140AC7	GMCAR 2021-3 A3	113,547.19	06/16/2026	113,540.18	112,484.39	112,507.10
380140AC7	GMCAR 2021-3 A3	19,545.01	06/16/2026	19,543.80	19,362.07	19,365.98
437918AC9	HAROT 2024-1 A3	1,065,000.00	08/15/2028	1,064,953.67	1,083,850.50	1,086,316.57
437918AC9	HAROT 2024-1 A3	165,000.00	08/15/2028	164,992.82	167,920.50	168,302.57
438123AC5	HAROT 2023-4 A3	310,000.00	06/21/2028	309,945.41	317,204.40	317,692.65
438123AC5	HAROT 2023-4 A3	45,000.00	06/21/2028	44,992.08	46,045.80	46,116.68
43813YAC6	HAROT 2024-3 A3	1,155,000.00	03/21/2029	1,154,818.55	1,166,157.30	1,167,623.51
43813YAC6	HAROT 2024-3 A3	185,000.00	03/21/2029	184,970.94	186,787.10	187,021.95
43815GAC3	HAROT 2021-4 A3	124,921.35	01/21/2026	124,895.02	123,294.88	123,325.41
43815GAC3	HAROT 2021-4 A3	23,083.29	01/21/2026	23,078.43	22,782.75	22,788.39
44935FAD6	HART 2021-C A3	83,483.67	05/15/2026	83,465.04	82,714.79	82,742.24
44935FAD6	HART 2021-C A3	14,109.92	05/15/2026	14,106.77	13,979.96	13,984.60
50117TAC5	KCOT 2021-1 A3	2,263.91	08/15/2025	2,263.45	2,259.81	2,260.44
65479UAD0	NART-24A-A3	1,470,000.00	12/15/2028	1,469,862.70	1,501,516.80	1,504,966.40

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65479UAD0	NART-24A-A3	215,000.00	12/15/2028	214,979.92	219,609.60	219,609.60
65480BAC1	NAROT 2021-A A3	108,427.15	10/15/2025	108,425.32	108,022.72	108,038.62
89237QAD2	TAOT 2024-C A3	755,000.00	03/15/2029	754,999.55	768,152.10	769,789.61
89237QAD2	TAOT 2024-C A3	120,000.00	03/15/2029	119,999.93	122,090.40	122,350.67
92868KAC7	VALET 2021-1 A3	165,157.05	06/22/2026	165,150.58	163,409.69	163,461.16
92868KAC7	VALET 2021-1 A3	27,727.10	06/22/2026	27,726.01	27,433.74	27,442.38
92970QAA3	WFCIT 2024-1 A	1,800,000.00	02/15/2029	1,799,511.48	1,837,782.00	1,841,734.00
92970QAA3	WFCIT 2024-1 A	275,000.00	02/15/2029	274,925.36	280,772.25	281,376.03
98163KAC6	WOART 2021-D A3	166,102.06	10/15/2026	166,079.43	163,946.05	164,005.85
98163KAC6	WOART 2021-D A3	28,178.03	10/15/2026	28,174.19	27,812.28	27,822.42
Total		26,599,169.58	06/03/2028	26,595,468.09	26,937,740.45	26,986,408.07

AGCY BOND

CUSIP	AGCY BOND	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
3130AJHU6	FEDERAL HOME LOAN BANKS	1,000,000.00	04/14/2025	995,040.00	979,780.00	982,099.44
3130AJHU6	FEDERAL HOME LOAN BANKS	275,000.00	04/14/2025	273,636.00	269,439.50	270,077.35
3130AK5E2	FEDERAL HOME LOAN BANKS	550,000.00	09/04/2025	548,350.00	531,916.00	532,070.69
3130AK5E2	FEDERAL HOME LOAN BANKS	115,000.00	09/04/2025	114,655.00	111,218.80	111,251.14
3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,000,000.00	04/22/2025	997,940.00	979,780.00	982,540.42
3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	04/22/2025	274,433.50	269,439.50	270,198.61
3135G04Z3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,000,000.00	06/17/2025	997,930.00	974,330.00	975,774.44
3135G04Z3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	06/17/2025	274,430.75	267,940.75	268,337.97
3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,300,000.00	08/25/2025	1,293,916.00	1,259,245.00	1,259,732.50
3135G05X7	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	08/25/2025	273,713.00	266,378.75	266,481.88
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1,200,000.00	11/07/2025	1,195,704.00	1,154,724.00	1,157,124.00
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION	275,000.00	11/07/2025	274,015.50	264,624.25	265,174.25
3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP	1,600,000.00	07/21/2025	1,592,032.00	1,554,000.00	1,555,166.67
3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP	350,000.00	07/21/2025	348,257.00	339,937.50	340,192.71
3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP	1,300,000.00	09/23/2025	1,296,087.00	1,254,929.00	1,255,037.33
3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP	550,000.00	09/23/2025	548,344.50	530,931.50	530,977.33
Total		11,340,000.00	07/28/2025	11,298,484.25	11,008,614.55	11,022,236.74

CASH

CUSIP	CASH	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
CCYUSD	Receivable	35,825.75	09/30/2024	35,825.75	35,825.75	35,825.75
CCYUSD	Receivable	29,567.22	09/30/2024	29,567.22	29,567.22	29,567.22
CCYUSD	Receivable	6,675.46	09/30/2024	6,675.46	6,675.46	6,675.46
CCYUSD	Bank of America	144,411,480	09/30/2024	144,411,480	144,411,480	144,411,480
Total		144,483,548.43	09/30/2024	144,483,548.43	144,483,548.43	144,483,548.43

CD

CUSIP	CD	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
65558UYF3	Nordea ABP - New York Branch	400,000.00	11/03/2025	400,000.00	406,504.00	415,782.11
89115B6K1	Toronto-Dominion Bank - New York Branch	2,500,000.00	10/27/2025	2,500,000.00	2,542,225.00	2,675,225.00
89115B6K1	Toronto-Dominion Bank - New York Branch	400,000.00	10/27/2025	400,000.00	406,756.00	428,036.00
Total		3,300,000.00	10/28/2025	3,300,000.00	3,355,485.00	3,519,043.11

CORP

CUSIP	CORP	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
009158BH8	AIR PRODUCTS AND CHEMICALS INC	1,225,000.00	02/08/2029	1,223,370.75	1,254,632.75	1,262,928.72
009158BH8	AIR PRODUCTS AND CHEMICALS INC	180,000.00	02/08/2029	179,760.60	184,354.20	185,573.20
023135CE4	AMAZON.COM INC	880,000.00	04/13/2025	878,600.80	872,889.60	885,209.60
023135CE4	AMAZON.COM INC	130,000.00	04/13/2025	129,793.30	128,949.60	130,769.60
02665WFQ9	AMERICAN HONDA FINANCE CORP	1,400,000.00	09/05/2029	1,398,320.00	1,406,006.00	1,410,454.89
02665WFQ9	AMERICAN HONDA FINANCE CORP	225,000.00	09/05/2029	224,730.00	225,965.25	226,680.25
037833DT4	APPLE INC	1,000,000.00	05/11/2025	1,026,120.00	979,770.00	984,145.00
037833DT4	APPLE INC	700,000.00	05/11/2025	718,249.00	685,839.00	688,901.50
037833DT4	APPLE INC	1,000,000.00	05/11/2025	1,002,010.00	979,770.00	984,145.00
037833DT4	APPLE INC	275,000.00	05/11/2025	275,552.75	269,436.75	270,639.88
04636NAF0	ASTRAZENECA FINANCE LLC	1,300,000.00	03/03/2028	1,297,374.00	1,335,854.00	1,340,783.17
04636NAF0	ASTRAZENECA FINANCE LLC	200,000.00	03/03/2028	199,596.00	205,516.00	206,274.33
05565EBW4	BMW US CAPITAL LLC	850,000.00	08/12/2026	849,745.00	806,182.50	807,628.68
05565EBW4	BMW US CAPITAL LLC	150,000.00	08/12/2026	149,955.00	142,267.50	142,522.71
06051GFS3	BANK OF AMERICA CORP	800,000.00	08/01/2025	907,952.00	797,504.00	802,670.67
06051GJD2	BANK OF AMERICA CORP	1,100,000.00	06/19/2026	1,105,049.00	1,072,907.00	1,077,017.88
06051GJD2	BANK OF AMERICA CORP	200,000.00	06/19/2026	200,918.00	195,074.00	195,821.43
06406RBA4	BANK OF NEW YORK MELLON CORP	2,700,000.00	01/26/2027	2,694,006.00	2,585,331.00	2,595,324.75
06406RBA4	BANK OF NEW YORK MELLON CORP	425,000.00	01/26/2027	424,056.50	406,950.25	408,523.34
084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP	2,700,000.00	03/15/2027	2,649,348.00	2,613,357.00	2,616,117.00
084664CZ2	BERKSHIRE HATHAWAY FINANCE CORP	400,000.00	03/15/2027	392,496.00	387,164.00	387,572.89
09290DAA9	BLACKROCK INC	175,000.00	03/14/2029	174,683.25	179,996.25	180,384.65
09290DAA9	BLACKROCK INC	1,675,000.00	03/14/2029	1,675,820.75	1,722,821.25	1,726,538.82
09290DAA9	BLACKROCK INC	25,000.00	03/14/2029	24,954.75	25,713.75	25,769.24
09290DAA9	BLACKROCK INC	250,000.00	03/14/2029	250,122.50	257,137.50	257,692.36
14913R2U0	CATERPILLAR FINANCIAL SERVICES CORP	1,350,000.00	01/08/2027	1,343,182.50	1,285,740.00	1,291,031.25
14913R2U0	CATERPILLAR FINANCIAL SERVICES CORP	200,000.00	01/08/2027	198,990.00	190,480.00	191,263.89
166764BW9	CHEVRON CORP	900,000.00	05/11/2025	934,353.00	884,295.00	889,734.00
17252MAP5	CINTAS NO 2 CORP	390,000.00	05/01/2025	389,914.20	387,149.10	392,755.35
17252MAP5	CINTAS NO 2 CORP	60,000.00	05/01/2025	59,986.80	59,561.40	60,423.90
17275RBR2	CISCO SYSTEMS INC	1,485,000.00	02/26/2029	1,484,480.25	1,535,757.30	1,542,759.49
17275RBR2	CISCO SYSTEMS INC	215,000.00	02/26/2029	214,924.75	222,348.70	223,362.48
17325FBB3	CITIBANK NA	2,600,000.00	09/29/2028	2,587,104.00	2,752,282.00	2,753,120.21
17325FBB3	CITIBANK NA	400,000.00	09/29/2028	398,016.00	423,428.00	423,556.96
24422EXB0	JOHN DEERE CAPITAL CORP	1,300,000.00	07/14/2028	1,309,932.00	1,343,147.00	1,356,910.75
24422EXB0	JOHN DEERE CAPITAL CORP	200,000.00	07/14/2028	201,528.00	206,638.00	208,755.50
437076CM2	HOME DEPOT INC	140,000.00	04/15/2025	139,755.00	138,520.20	140,263.20
437076CM2	HOME DEPOT INC	20,000.00	04/15/2025	19,965.00	19,788.60	20,037.60
459200KS9	INTERNATIONAL BUSINESS MACHINES CORP	1,300,000.00	07/27/2025	1,300,000.00	1,294,384.00	1,303,628.44

459200KS9	INTERNATIONAL BUSINESS MACHINES CORP	200,000.00	07/27/2025	200,000.00	199,136.00	200,558.22
46625HMN7	JPMORGAN CHASE & CO	450,000.00	07/15/2025	509,647.50	448,294.50	451,999.50
46647PCV6	JPMORGAN CHASE & CO	750,000.00	02/24/2026	750,000.00	742,605.00	744,605.31
46647PCV6	JPMORGAN CHASE & CO	100,000.00	02/24/2026	100,000.00	99,014.00	99,280.71
539830BZ1	LOCKHEED MARTIN CORP	205,000.00	05/15/2028	204,631.00	208,310.75	211,757.03
539830BZ1	LOCKHEED MARTIN CORP	30,000.00	05/15/2028	29,946.00	30,484.50	30,988.83
58933YBH7	MERCK & CO INC	515,000.00	05/17/2028	514,582.85	519,336.30	527,099.93
58933YBH7	MERCK & CO INC	80,000.00	05/17/2028	79,935.20	80,673.60	81,879.60
61747YET8	MORGAN STANLEY	1,300,000.00	07/17/2026	1,300,000.00	1,298,167.00	1,310,670.33
61747YET8	MORGAN STANLEY	200,000.00	07/17/2026	200,000.00	199,718.00	201,641.59
63743HFC1	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	390,000.00	02/07/2025	389,988.30	385,881.60	386,978.48
63743HFC1	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	60,000.00	02/07/2025	59,998.20	59,366.40	59,535.15
63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	220,000.00	06/15/2025	219,940.60	218,398.40	220,633.23
63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	35,000.00	06/15/2025	34,990.55	34,745.20	35,100.74
63743HFS6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	540,000.00	06/15/2029	560,919.60	560,449.80	571,342.05
63743HFS6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	860,000.00	06/15/2029	893,763.60	892,568.20	909,915.12
63743HFS6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	80,000.00	06/15/2029	83,099.20	83,029.60	84,643.27
63743HFS6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP	120,000.00	06/15/2029	124,711.20	124,544.40	126,964.90
771196BT8	ROCHE HOLDINGS INC	2,330,000.00	03/10/2025	2,330,000.00	2,304,975.80	2,307,873.54
771196BT8	ROCHE HOLDINGS INC	365,000.00	03/10/2025	365,000.00	361,079.90	361,533.84
857477BR3	STATE STREET CORP	400,000.00	02/06/2026	400,000.00	395,284.00	396,351.00
857477BR3	STATE STREET CORP	60,000.00	02/06/2026	60,000.00	59,292.60	59,452.65
87612EBM7	TARGET CORP	240,000.00	01/15/2027	239,592.00	230,544.00	231,532.00
87612EBM7	TARGET CORP	35,000.00	01/15/2027	34,940.50	33,621.00	33,765.08
89236TLL7	TOYOTA MOTOR CREDIT CORP	575,000.00	01/05/2029	574,241.00	586,862.25	593,249.54
89236TLL7	TOYOTA MOTOR CREDIT CORP	775,000.00	01/05/2029	773,938.25	790,988.25	799,597.21
89236TLL7	TOYOTA MOTOR CREDIT CORP	115,000.00	01/05/2029	114,842.45	117,372.45	118,649.91
89236TLL7	TOYOTA MOTOR CREDIT CORP	85,000.00	01/05/2029	84,887.80	86,753.55	87,697.76
90327QD89	USAA CAPITAL CORP	1,255,000.00	05/01/2025	1,250,896.15	1,245,989.10	1,263,637.54
90327QD89	USAA CAPITAL CORP	200,000.00	05/01/2025	199,346.00	198,564.00	201,376.50
91324PEC2	UNITEDHEALTH GROUP INC	1,150,000.00	05/15/2026	1,147,999.00	1,099,446.00	1,104,442.11
91324PEC2	UNITEDHEALTH GROUP INC	200,000.00	05/15/2026	199,652.00	191,208.00	192,076.89
931142FB4	WALMART INC	930,000.00	04/15/2028	928,288.80	934,529.10	951,253.60
931142FB4	WALMART INC	140,000.00	04/15/2028	139,742.40	140,681.80	143,199.47
Total		45,515,000.00	04/02/2027	45,734,235.60	45,426,823.50	45,698,975.19

CP

CUSIP	CP	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
62479LP41	MUFG Bank, Ltd. - New York Branch	5,500,000.00	02/04/2025	5,391,014.44	5,413,210.00	5,413,210.00
62479LP41	MUFG Bank, Ltd. - New York Branch	850,000.00	02/04/2025	833,156.78	836,587.00	836,587.00
Total		6,350,000.00	02/04/2025	6,224,171.22	6,249,797.00	6,249,797.00

FHLMC

CUSIP	FHLMC	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
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3132CWMM3	FH SB0364	723,632.21	06/01/2035	779,713.71	711,627.15	3,197.75
3132CWMM3	FH SB0364	134,316.88	06/01/2035	144,726.44	132,088.57	132,480.32
3133L7LB1	FH RC1222	820,249.10	12/01/2034	881,767.78	808,166.83	810,559.22
3133L7LB1	FH RC1222	147,644.84	12/01/2034	158,718.20	145,470.03	145,900.66
3133L9AJ2	FH RC2709	877,272.59	09/01/2037	861,372.03	882,606.41	885,896.18
3133L9AJ2	FH RC2709	142,246.39	09/01/2037	139,668.17	143,111.25	143,644.67
3137BGK24	FHMS K-043 A2	579,895.89	12/25/2024	608,618.85	576,584.68	578,064.38
3137BGK24	FHMS K-043 A2	156,125.82	12/25/2024	163,858.92	155,234.34	155,632.72
3137H4RZ5	FHMS K-J36 A1	19,448.76	12/25/2026	19,448.68	19,034.89	19,055.93
3137H4RZ5	FHMS K-J36 A1	3,094.12	12/25/2026	3,094.11	3,028.28	3,031.62
3137H8B42	FHMS K-J40 A1	809,281.80	06/25/2028	809,272.08	797,263.96	799,556.93
3137H8B42	FHMS K-J40 A1	134,880.30	06/25/2028	134,878.68	132,877.33	133,259.49
3137H8H79	FHMS K-J41 A1	1,679,840.69	01/25/2029	1,679,820.54	1,626,052.20	1,630,443.58
3137H8H79	FHMS K-J41 A1	279,973.45	01/25/2029	279,970.09	271,008.70	271,740.60
3137H92N8	FHMS K-J42 A1	982,162.79	07/25/2029	982,125.46	972,989.39	976,183.05
3137H92N8	FHMS K-J42 A1	164,434.49	07/25/2029	164,428.24	162,898.68	163,433.36
3137H9MM8	FHMS K-J43 A1	1,483,972.15	12/25/2028	1,483,946.92	1,495,398.73	1,496,481.29
3137H9MM8	FHMS K-J43 A1	226,717.97	12/25/2028	226,714.11	228,463.70	228,629.09
3137H9QT9	FHMS K-J44 A1	1,769,802.66	01/25/2029	1,769,747.80	1,789,659.85	1,796,382.15
3137H9QT9	FHMS K-J44 A1	270,386.52	01/25/2029	270,378.14	273,420.25	274,447.27
3137HA4K9	FHMS K-J45 A1	1,788,660.61	11/25/2028	1,788,657.03	1,806,851.29	1,813,491.69
3137HA4K9	FHMS K-J45 A1	273,267.59	11/25/2028	273,267.05	276,046.72	277,061.23
3137HACX2	FHMS K-505 A2	1,800,000.00	06/25/2028	1,817,978.40	1,847,106.00	1,854,334.50
3137HACX2	FHMS K-505 A2	275,000.00	06/25/2028	277,746.70	282,196.75	283,301.10
3137HAD45	FHMS K-J46 A1	1,438,296.54	06/25/2028	1,438,260.59	1,461,222.99	1,466,948.61
3137HAD45	FHMS K-J46 A1	223,183.95	06/25/2028	223,178.37	226,741.50	227,629.96
3137HAGY6	FHMS K-752 A1	824,407.67	01/25/2029	800,055.49	828,084.53	831,027.66
3137HAGY6	FHMS K-752 A1	127,586.90	01/25/2029	123,818.11	128,155.94	128,611.42
3137HAMH6	FHMS K-506 A2	1,800,000.00	08/25/2028	1,773,372.60	1,838,142.00	1,845,117.00
3137HAMH6	FHMS K-506 A2	275,000.00	08/25/2028	270,931.93	280,827.25	281,892.88
3137HAMS2	FHMS K-507 A2	1,800,000.00	09/25/2028	1,778,484.60	1,847,106.00	1,854,306.00
3137HAMS2	FHMS K-507 A2	275,000.00	09/25/2028	271,712.93	282,196.75	283,296.75
3137HAQ74	FHMS K-508 A2	1,800,000.00	08/25/2028	1,760,515.20	1,846,026.00	1,853,136.00
3137HAQ74	FHMS K-508 A2	275,000.00	08/25/2028	268,967.60	282,031.75	283,118.00
3137HAST4	FHMS K-509 A2	1,350,000.00	09/25/2028	1,306,957.95	1,388,718.00	1,394,174.25
3137HAST4	FHMS K-509 A2	205,000.00	09/25/2028	198,463.98	210,879.40	211,707.94
3137HB3D4	FHMS K-510 A2	655,000.00	10/25/2028	653,106.40	678,887.85	681,654.68
3137HB3D4	FHMS K-510 A2	100,000.00	10/25/2028	99,710.90	103,647.00	104,069.42
3137HDV56	FHMS K-524 A2	1,520,000.00	05/25/2029	1,529,334.32	1,561,724.00	1,567,702.67
3137HDV56	FHMS K-524 A2	240,000.00	05/25/2029	241,575.76	246,588.00	247,532.00
3137HDXL9	FHMS K-526 A2	1,705,000.00	07/25/2029	1,720,948.57	1,739,901.35	1,746,356.20
3137HDXL9	FHMS K-526 A2	270,000.00	07/25/2029	272,525.58	275,526.90	276,549.08
Total		30,425,782.67	06/21/2029	30,451,839.03	30,765,593.17	30,871,579.29

FHLMC
CMO

CUSIP	FHLMC CMO	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
3133Q5GZ3	FHS 370 A3	704,427.50	09/25/2033	714,388.55	674,482.29	675,069.31

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3137F7DH5	FHR 5048 B	484,854.63	05/25/2033	490,991.07	448,781.45	448,781.45
3137F7DH5	FHR 5048 B	102,565.40	05/25/2033	103,863.50	94,934.54	95,020.01
3137HB3G7	FHMS K-511 A2	1,000,000.00	10/25/2028	997,127.00	1,029,240.00	1,033,290.00
3137HB3G7	FHMS K-511 A2	150,000.00	10/25/2028	149,569.05	154,386.00	154,993.50
3137HDJJ0	FHMS K-522 A2	1,900,000.00	05/25/2029	1,899,994.30	1,957,171.00	1,964,775.75
3137HDJJ0	FHMS K-522 A2	280,000.00	05/25/2029	279,999.16	288,425.20	289,545.90

Total		4,621,847.54	05/06/2030	4,635,932.63	4,647,420.47	4,661,879.96
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FNMA

CUSIP	FNMA	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
3140K7XA6	FN BP0672	791,094.27	03/01/2035	847,706.95	765,660.59	767,638.32
3140K7XA6	FN BP0672	139,604.87	03/01/2035	149,595.35	135,116.57	135,465.59
3140Q9FM0	FN CA1971	937,377.84	06/01/2033	989,080.09	923,795.24	926,529.25
3140Q9FM0	FN CA1971	140,606.68	06/01/2033	148,362.01	138,569.29	138,979.39
3140QGKN6	FN CA8400	792,313.13	12/01/2035	866,840.08	785,990.47	788,301.38
3140QGKN6	FN CA8400	155,079.31	12/01/2035	169,666.46	153,841.78	154,294.09
3140X92C8	FN FM6170	595,645.63	07/01/2035	645,530.95	595,181.03	597,166.51
3140X92C8	FN FM6170	111,683.56	07/01/2035	121,037.06	111,596.44	111,968.72
3140X9K46	FN FM5714	523,197.78	11/01/2035	569,958.58	523,365.20	525,109.20
3140X9K46	FN FM5714	93,428.18	11/01/2035	101,778.32	93,458.07	93,769.50
3140XALC4	FN FM6622	1,003,150.32	02/01/2036	1,054,875.26	942,489.82	944,579.72
3140XALC4	FN FM6622	188,090.69	02/01/2036	197,789.11	176,716.84	177,108.70
3140XC4K1	FN FM8925	958,585.25	08/01/2034	1,039,465.88	958,537.32	961,732.60
3140XC4K1	FN FM8925	179,734.73	08/01/2034	194,899.86	179,725.75	180,324.86
3140XHQQ3	FN FS2262	1,347,773.94	06/01/2037	1,364,831.70	1,353,528.93	1,358,021.51
3140XJHF3	FN FS2929	1,317,087.04	09/01/2037	1,277,780.22	1,313,293.83	1,317,684.12
3140XJHF3	FN FS2929	219,514.51	09/01/2037	212,963.37	218,882.30	219,614.02
3140XJJ87	FN FS2986	1,116,341.06	10/01/2032	1,083,199.69	1,111,551.96	1,115,273.10
3140XJJ87	FN FS2986	158,056.50	10/01/2032	153,364.20	157,378.44	157,905.30

Total		10,768,365.27	07/06/2035	11,188,725.14	10,638,679.87	10,671,465.88
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FNMA CMO

CUSIP	FNMA CMO	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
31394CP22	FNR 2005-33 QE	1,401,259.50	04/25/2035	1,428,244.68	1,436,305.00	1,442,143.58
31394CP22	FNR 2005-33 QE	212,691.17	04/25/2035	216,787.14	218,010.58	218,896.79

Total		1,613,950.67	04/25/2035	1,645,031.83	1,654,315.58	1,661,040.37
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MMFUND

CUSIP	MMFUND	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
31846V534	FIRST AMER:US TRS MM Y	9,237,958.42	09/30/2024	9,237,958.42	9,237,958.42	9,237,958.42
31846V534	FIRST AMER:US TRS MM Y	6,035,108.30	09/30/2024	6,035,108.30	6,035,108.30	6,035,108.30
31846V534	FIRST AMER:US TRS MM Y	1,416,621.58	09/30/2024	1,416,621.58	1,416,621.58	1,416,621.58
SM - LAIF	Local Agency Investment Fund	5,709,740.12	09/30/2024	5,709,740.12	5,709,740.12	5,709,740.12
SM-CAMP	California Asset Management Program	187,578,453.48	09/30/2024	187,578,453.48	187,578,453.48	187,578,453.48

Total		209,977,881.90	09/30/2024	209,977,881.90	209,977,881.90	11/6/2024	209,977,881.90
MUNI							
CUSIP	MUNI	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued	
13077DQD7	CALIFORNIA ST UNIV REV	430,000.00	11/01/2025	430,000.00	414,726.40	416,270.82	
13077DQD7	CALIFORNIA ST UNIV REV	75,000.00	11/01/2025	75,000.00	72,336.00	72,605.38	
341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	350,000.00	07/01/2025	352,320.50	341,642.00	342,742.75	
341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	250,000.00	07/01/2025	251,767.50	244,030.00	244,816.25	
341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	650,000.00	07/01/2025	650,000.00	634,478.00	636,522.25	
341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	75,000.00	07/01/2025	75,497.25	73,209.00	73,444.88	
341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	55,000.00	07/01/2025	55,388.85	53,686.60	53,859.58	
341271AD6	FLORIDA ST BRD ADMIN FIN CORP REV	130,000.00	07/01/2025	130,000.00	126,895.60	127,304.45	
60412AK85	MINNESOTA ST	405,000.00	08/01/2025	405,000.00	393,566.85	393,992.10	
60412AK85	MINNESOTA ST	85,000.00	08/01/2025	85,000.00	82,600.45	82,689.70	
646140DP5	NEW JERSEY ST TPK AUTH TPK REV	330,000.00	01/01/2026	330,000.00	317,941.80	318,805.58	
646140DP5	NEW JERSEY ST TPK AUTH TPK REV	55,000.00	01/01/2026	55,000.00	52,990.30	53,134.26	
650036DT0	NEW YORK ST URBAN DEV CORP REV	1,600,000.00	03/15/2025	1,600,000.00	1,573,104.00	1,573,722.67	
650036DT0	NEW YORK ST URBAN DEV CORP REV	275,000.00	03/15/2025	275,000.00	270,377.25	270,483.58	
Total		4,765,000.00	06/19/2025	4,769,974.10	4,651,584.25	4,660,394.23	

SUPRANATIONAL

CUSIP	SUPRANATIONAL	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued	
459058KJ1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	1,800,000.00	06/15/2027	1,799,064.00	1,776,798.00	1,793,360.50	
459058KJ1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	275,000.00	06/15/2027	274,857.00	271,455.25	273,985.63	
Total		2,075,000.00	06/15/2027	2,073,921.00	2,048,253.25	2,067,346.13	

US GOV

CUSIP	US GOV	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued	
912828U24	UNITED STATES TREASURY	500,000.00	11/15/2026	460,820.31	483,400.00	487,177.17	
912828U24	UNITED STATES TREASURY	2,000,000.00	11/15/2026	1,861,015.63	1,933,600.00	1,948,708.70	
912828U24	UNITED STATES TREASURY	1,550,000.00	11/15/2026	1,442,044.92	1,498,540.00	1,510,249.24	
912828U24	UNITED STATES TREASURY	150,000.00	11/15/2026	138,246.09	145,020.00	146,153.15	
912828U24	UNITED STATES TREASURY	100,000.00	11/15/2026	93,035.16	96,680.00	97,435.43	
912828YY0	UNITED STATES TREASURY	850,000.00	12/31/2024	908,503.91	843,888.50	847,647.67	
912828YY0	UNITED STATES TREASURY	250,000.00	12/31/2024	267,207.03	248,202.50	249,308.14	
912828ZW3	UNITED STATES TREASURY	2,400,000.00	06/30/2025	2,391,187.50	2,331,912.00	2,333,428.30	
91282CBC4	UNITED STATES TREASURY	350,000.00	12/31/2025	344,859.38	335,331.50	335,663.19	
91282CBC4	UNITED STATES TREASURY	1,200,000.00	12/31/2025	1,167,234.38	1,149,708.00	1,150,845.23	
91282CBC4	UNITED STATES TREASURY	7,200,000.00	12/31/2025	6,983,437.50	6,898,248.00	6,905,071.37	
91282CBC4	UNITED STATES TREASURY	50,000.00	12/31/2025	49,101.56	47,904.50	47,951.88	

91282CBC4	UNITED STATES TREASURY	525,000.00	12/31/2025	510,665.04	502,997.25	513,194.79
91282CBW0	UNITED STATES TREASURY	350,000.00	04/30/2026	341,468.75	334,033.00	335,131.51
91282CCH2	UNITED STATES TREASURY	2,150,000.00	06/30/2028	1,901,826.17	1,975,484.50	1,982,276.28
91282CCH2	UNITED STATES TREASURY	1,650,000.00	06/30/2028	1,456,705.08	1,516,069.50	1,521,281.80
91282CCH2	UNITED STATES TREASURY	2,200,000.00	06/30/2028	1,986,703.13	2,021,426.00	2,028,375.73
91282CCH2	UNITED STATES TREASURY	1,150,000.00	06/30/2028	1,054,720.70	1,056,654.50	1,060,287.31
91282CCH2	UNITED STATES TREASURY	350,000.00	06/30/2028	309,599.61	321,590.50	322,696.14
91282CCH2	UNITED STATES TREASURY	525,000.00	06/30/2028	463,497.07	482,385.75	484,044.21
91282CCH2	UNITED STATES TREASURY	350,000.00	06/30/2028	316,066.41	321,590.50	322,696.14
91282CCH2	UNITED STATES TREASURY	100,000.00	06/30/2028	91,714.84	91,883.00	92,198.90
91282CCP4	UNITED STATES TREASURY	450,000.00	07/31/2026	411,943.36	425,830.50	426,304.35
91282CCP4	UNITED STATES TREASURY	150,000.00	07/31/2026	136,593.75	141,943.50	142,101.45
91282CED9	UNITED STATES TREASURY	8,300,000.00	03/15/2025	8,101,902.34	8,204,799.00	8,211,218.89
91282CEN7	UNITED STATES TREASURY	4,400,000.00	04/30/2027	4,236,546.88	4,309,404.00	4,360,039.87
91282CEN7	UNITED STATES TREASURY	650,000.00	04/30/2027	625,853.52	636,616.50	644,096.80
91282CFB2	UNITED STATES TREASURY	4,950,000.00	07/31/2027	4,782,744.14	4,839,615.00	4,862,549.10
91282CFB2	UNITED STATES TREASURY	1,900,000.00	07/31/2027	1,811,976.56	1,857,630.00	1,866,432.99
91282CFB2	UNITED STATES TREASURY	1,525,000.00	07/31/2027	1,437,669.92	1,490,992.50	1,498,058.06
91282CFB2	UNITED STATES TREASURY	1,600,000.00	07/31/2027	1,498,750.00	1,564,320.00	1,571,733.04
91282CFB2	UNITED STATES TREASURY	875,000.00	07/31/2027	845,434.57	855,487.50	859,541.51
91282CFB2	UNITED STATES TREASURY	300,000.00	07/31/2027	286,101.56	293,310.00	294,699.95
91282CFB2	UNITED STATES TREASURY	225,000.00	07/31/2027	212,115.23	219,982.50	221,024.96
91282CFB2	UNITED STATES TREASURY	250,000.00	07/31/2027	234,179.69	244,425.00	245,583.29
91282CFZ9	UNITED STATES TREASURY	3,100,000.00	11/30/2027	3,058,949.22	3,127,125.00	3,167,494.88
91282CFZ9	UNITED STATES TREASURY	3,100,000.00	11/30/2027	3,088,132.81	3,127,125.00	3,167,494.88
91282CFZ9	UNITED STATES TREASURY	325,000.00	11/30/2027	320,696.29	327,843.75	332,076.08
91282CFZ9	UNITED STATES TREASURY	450,000.00	11/30/2027	448,277.34	453,937.50	459,797.64
91282CGP0	UNITED STATES TREASURY	1,500,000.00	02/29/2028	1,506,269.53	1,520,385.00	1,525,523.12
91282CGP0	UNITED STATES TREASURY	2,100,000.00	02/29/2028	2,066,613.28	2,128,539.00	2,135,732.37
91282CGP0	UNITED STATES TREASURY	2,700,000.00	02/29/2028	2,626,593.75	2,736,693.00	2,745,941.62
91282CGP0	UNITED STATES TREASURY	225,000.00	02/29/2028	225,940.43	228,057.75	228,828.47
91282CGP0	UNITED STATES TREASURY	175,000.00	02/29/2028	172,217.77	177,378.25	177,977.70
91282CGP0	UNITED STATES TREASURY	425,000.00	02/29/2028	413,445.31	430,775.75	432,231.55
Total		65,625,000.00	01/26/2027	63,088,607.42	63,978,765.50	64,288,604.82

YANKEE

CUSIP	YANKEE	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
63254ABD9	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH)	1,395,000.00	06/09/2025	1,395,000.00	1,385,248.95	1,400,438.95
63254ABD9	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH)	250,000.00	06/09/2025	250,000.00	248,252.50	250,974.72
63254ABE7	NATIONAL AUSTRALIA BANK LTD (NEW YORK BRANCH)	1,250,000.00	06/09/2027	1,238,825.00	1,248,525.00	1,263,711.11
Total		2,895,000.00	04/21/2026	2,883,825.00	2,882,026.45	2,915,124.78

Summary

CUSIP	Summary	Current Units	Final Maturity	Original Cost	Market Value	Market Value + Accrued
Total		570,355,546.07	05/23/2026	568,351,645.63	568,706,529.36	569,735,325.91



Attachment A

SAN MATEO COUNTY TRANSIT DISTRICT

Investment Performance Review For the Quarter Ended September 30, 2024

Client Management Team

PFM Asset Management LLC

Monique Spyke, Managing Director
Michael P. Downs, Portfolio Manager

1 California Street Ste. 1000
San Francisco, CA 94111-5411
415-393-7270

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

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Agenda

- Market Update
- Account Summary
- Portfolio Review

Market Update

Current Market Themes



- ▶ The U.S. economy is characterized by:
 - ▶ A labor market that reached better balance and support consumer activity
 - ▶ Inflation that has made meaningful progress towards the Federal Reserve's (Fed) 2% target, although shelter costs remain a headwind
 - ▶ Resilient economic growth and consumer spending that support the 'soft landing' scenario



- ▶ Fed begins the easing cycle
 - ▶ The Fed cut the federal funds target rate by 50 basis points (bps) to 4.75% - 5.00% at its September FOMC meeting
 - ▶ Fed officials note they have gained greater confidence the risks to their dual mandate are "roughly" in balance
 - ▶ The Fed's September "dot plot" implies 50 bps of additional cuts in 2024 and 100 bps through 2025

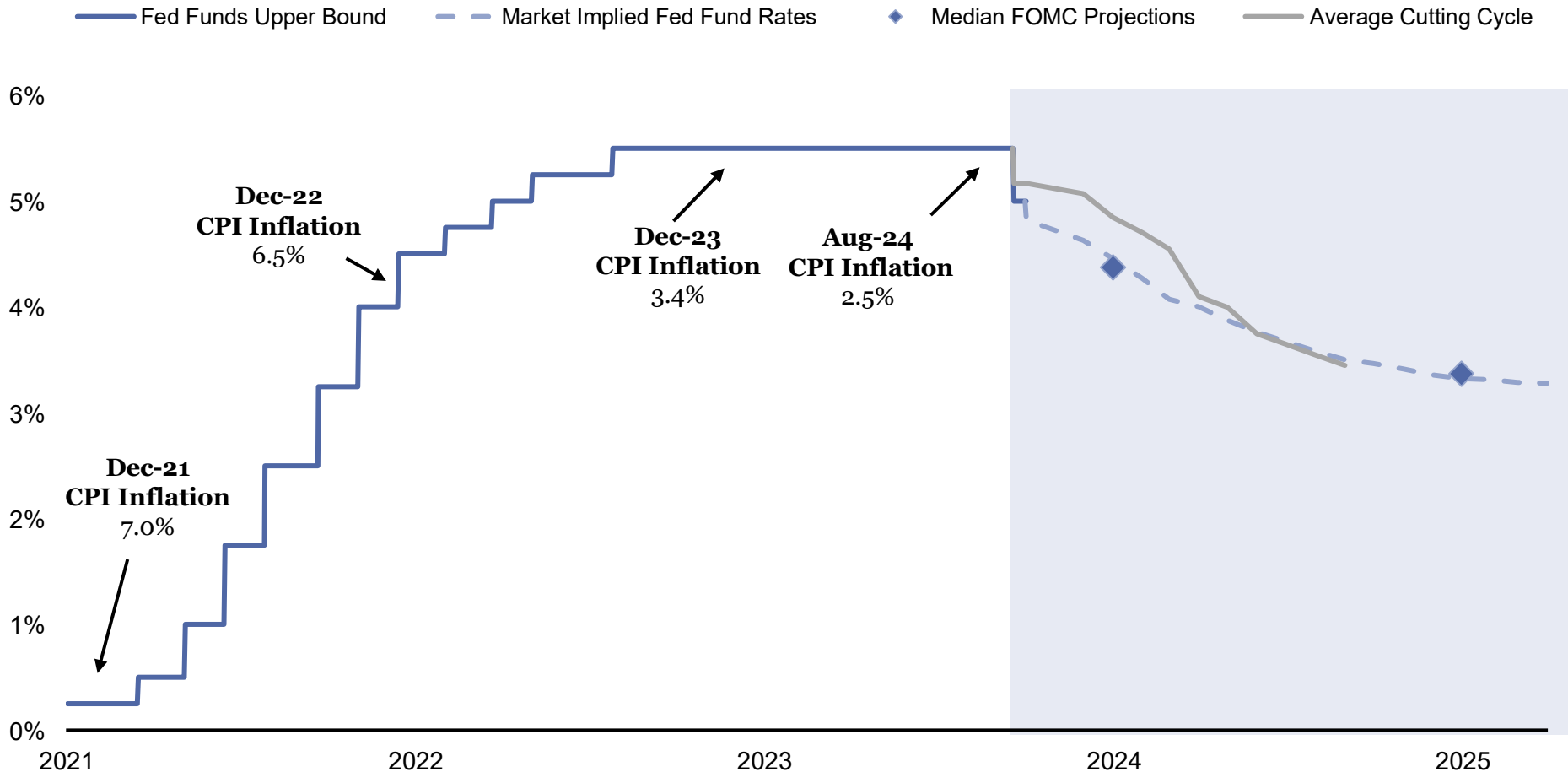


- ▶ Treasury yields continued their descent
 - ▶ Yields on maturities between 3 months and 10 years fell 62-112 bps during the 3rd quarter
 - ▶ The yield curve began to disinvert in the 3rd quarter as the spread between the 2-year and 10-year Treasury reached positive territory for the first time in over 2 years
 - ▶ Despite intra-quarter spread widening, yield spreads across most credit sectors were range bound at tight levels, reflecting the strength of the economy

The Fed Begins the Cutting Cycle With 50bps

Fed Chair Powell: “[I]f we’d have gotten the July [jobs] report before the [July FOMC] meeting would we have cut, well we might have.”

Federal Funds Rate

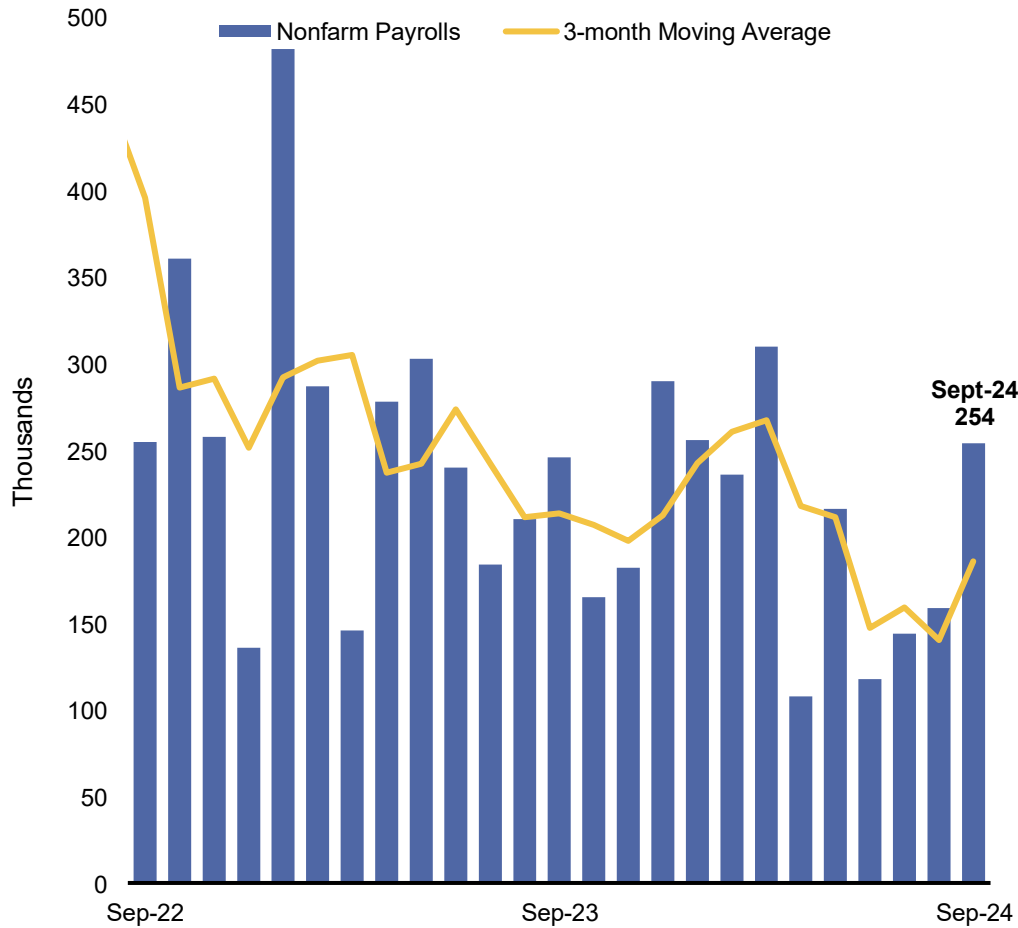


Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Average Cutting Cycle represents the average change in the Fed Funds Rate for the first 10 months of a cutting cycle back to 1988. Market Implied Fed Funds as of September 30, 2024. Bloomberg Finance L.P. CPI inflation and Nonfarm payrolls from Bureau of Labor Statistics and Bloomberg Finance L.P.

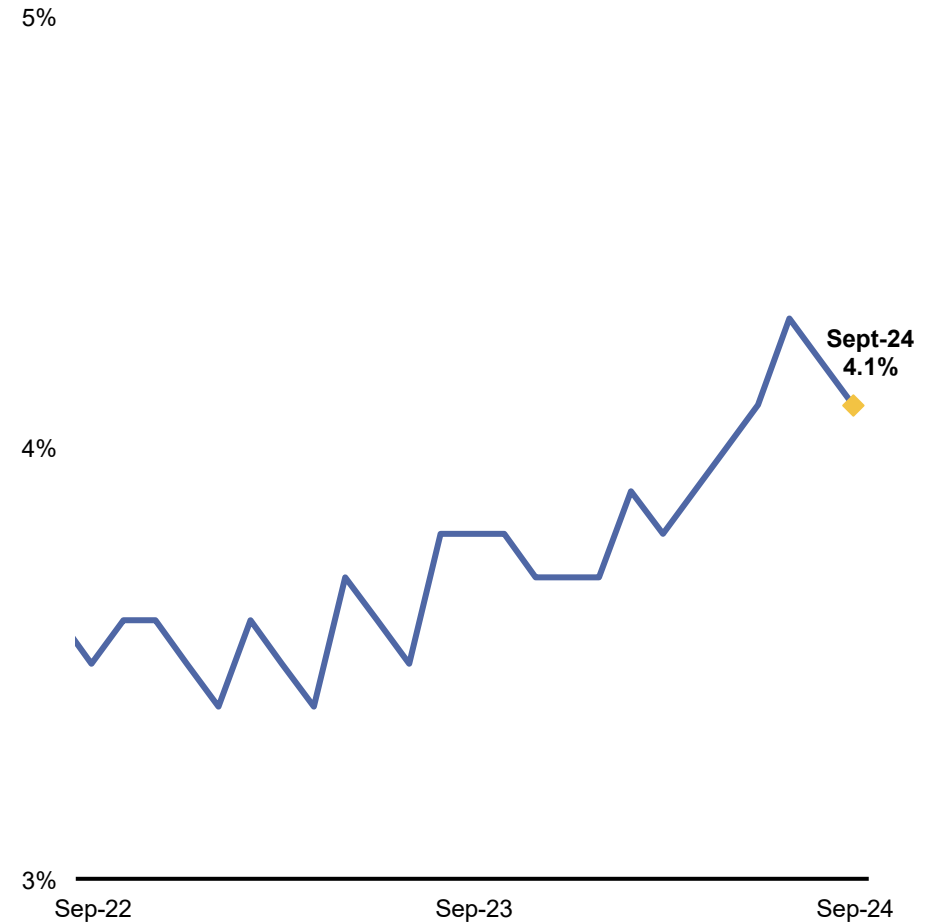
Labor Market Moves Into Better Balance

Fed Chair Powell: "...labor market conditions have cooled off by any measure ... [but] the level of those conditions is actually pretty close to what I would call maximum employment"

Monthly Change In Nonfarm Payrolls



Unemployment Rate



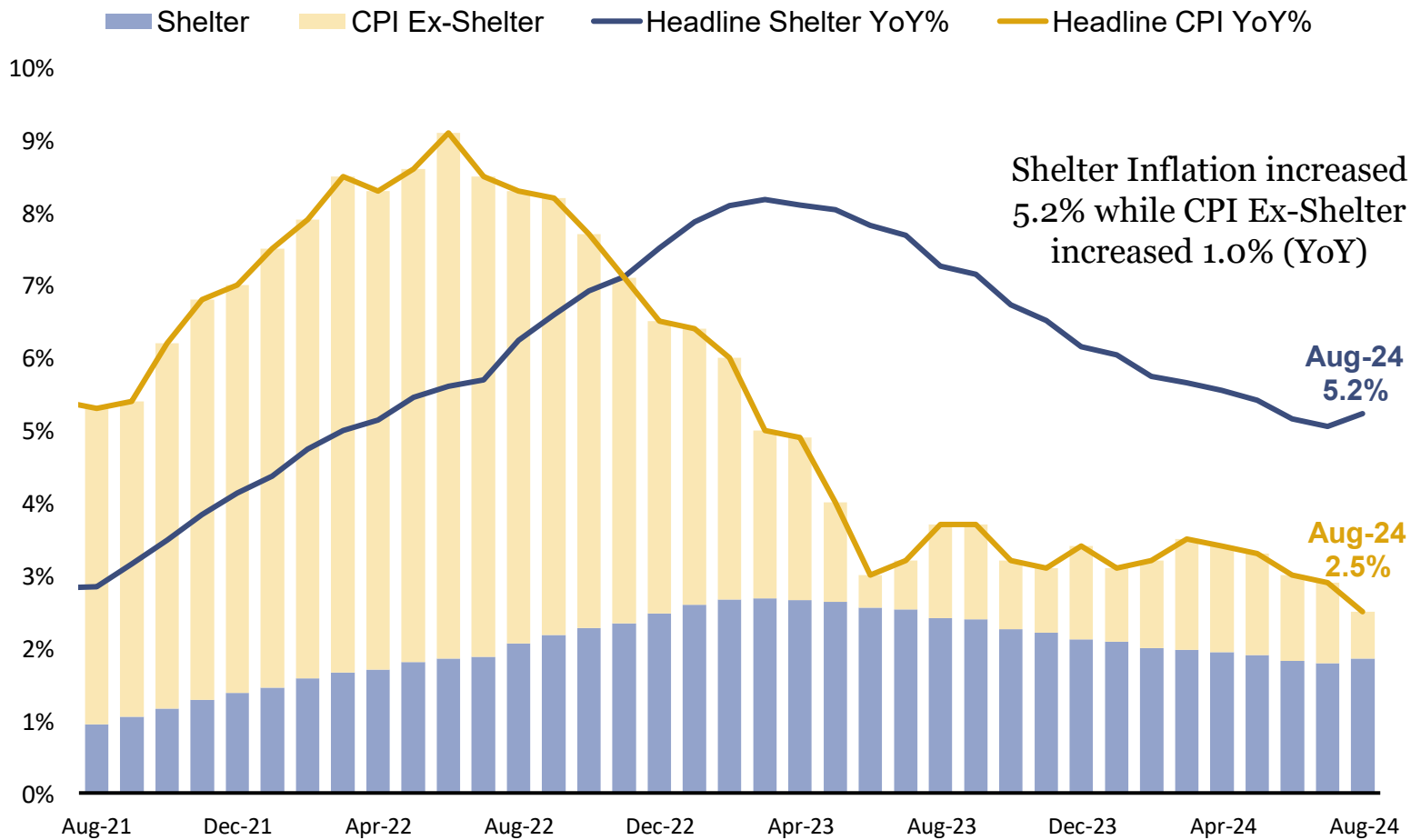
Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Bureau of Labor Statistics and Bloomberg Finance L.P., as of September 2024. Data is seasonally adjusted.

Inflation Trends Lower

Fed Chair Powell: “[H]ousing inflation is the ... one piece that is kind of dragging a bit ... it’s been slower than we expected”

Consumer Price Index (CPI)

Top-Line Contributions, Year-over-Year Changes



The shelter component of CPI continues to remain outsized accounting for 74% of the increase in the headline figure

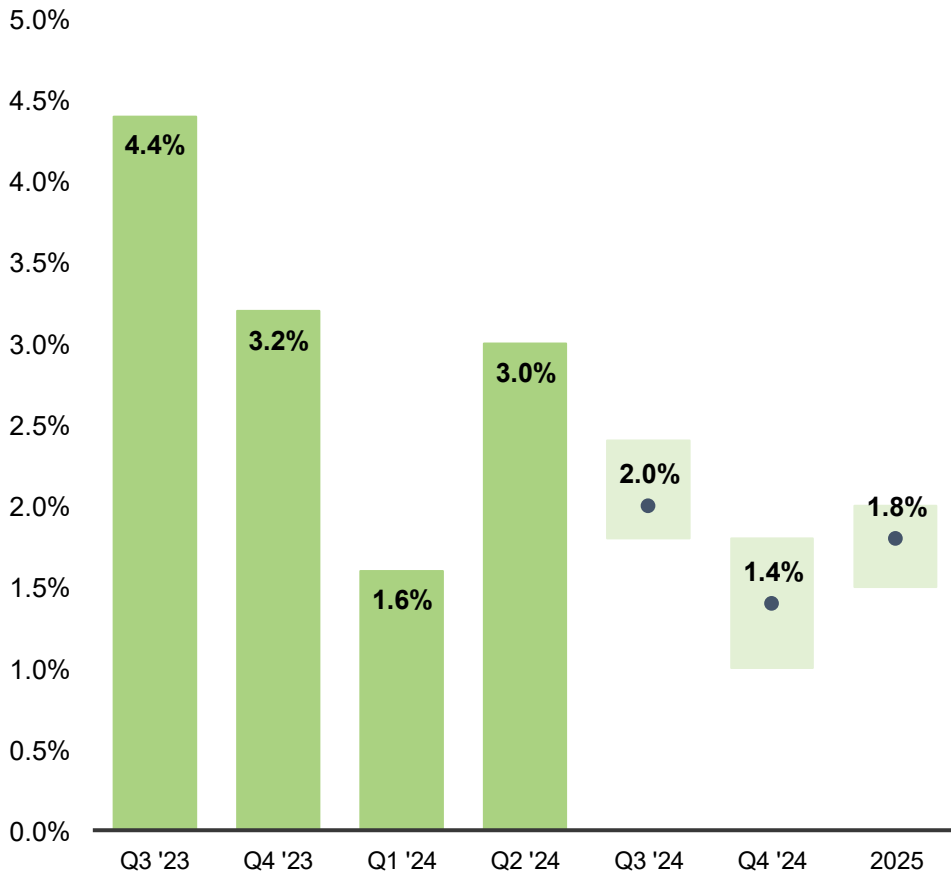
Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Bureau of Labor Statistics and Bloomberg Finance L.P., as of August 2024.

Consumer Activity Remains Solid

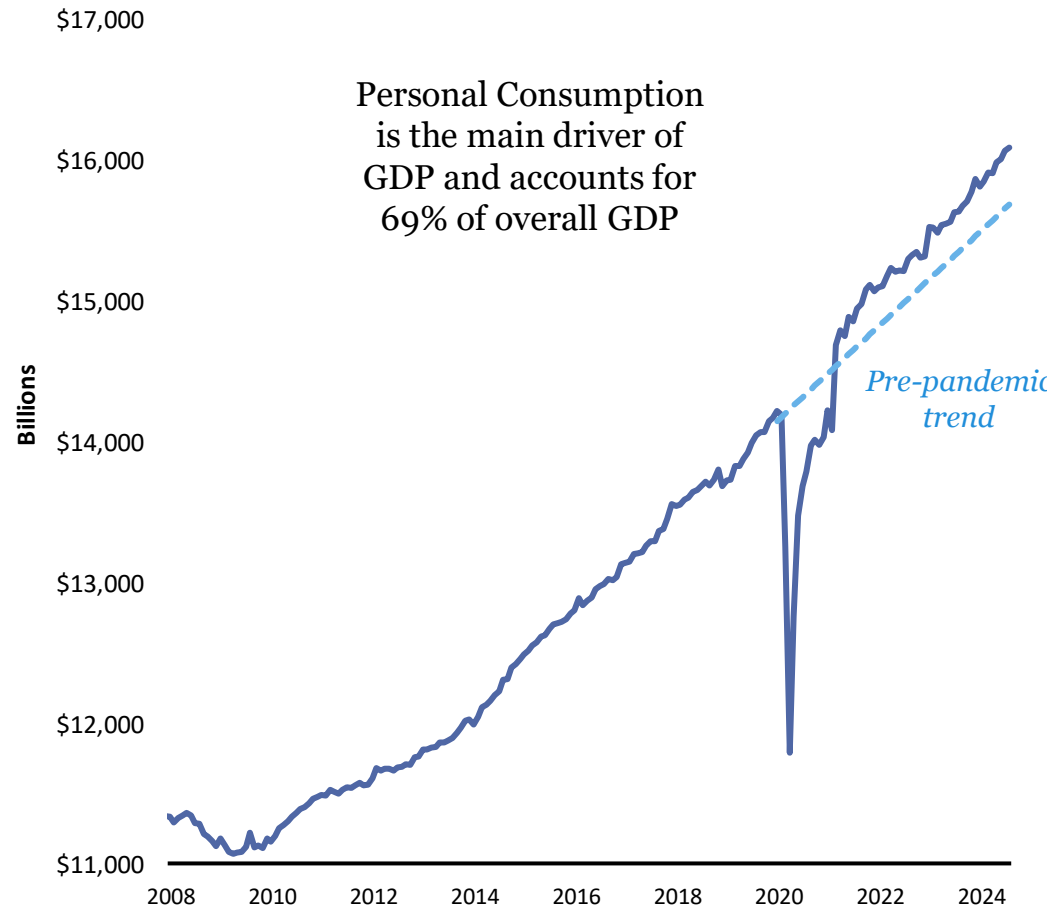
Fed Chair Powell: "...if you look at the growth in economic activity data—the [September] retail sales data [and] second quarter GDP—all of this indicates an economy that is still growing at a solid pace."

U.S. GDP Forecasts Annualized Rate

■ Actual ■ Range ● Median of Forecasts



U.S. Real Personal Consumption Expenditure

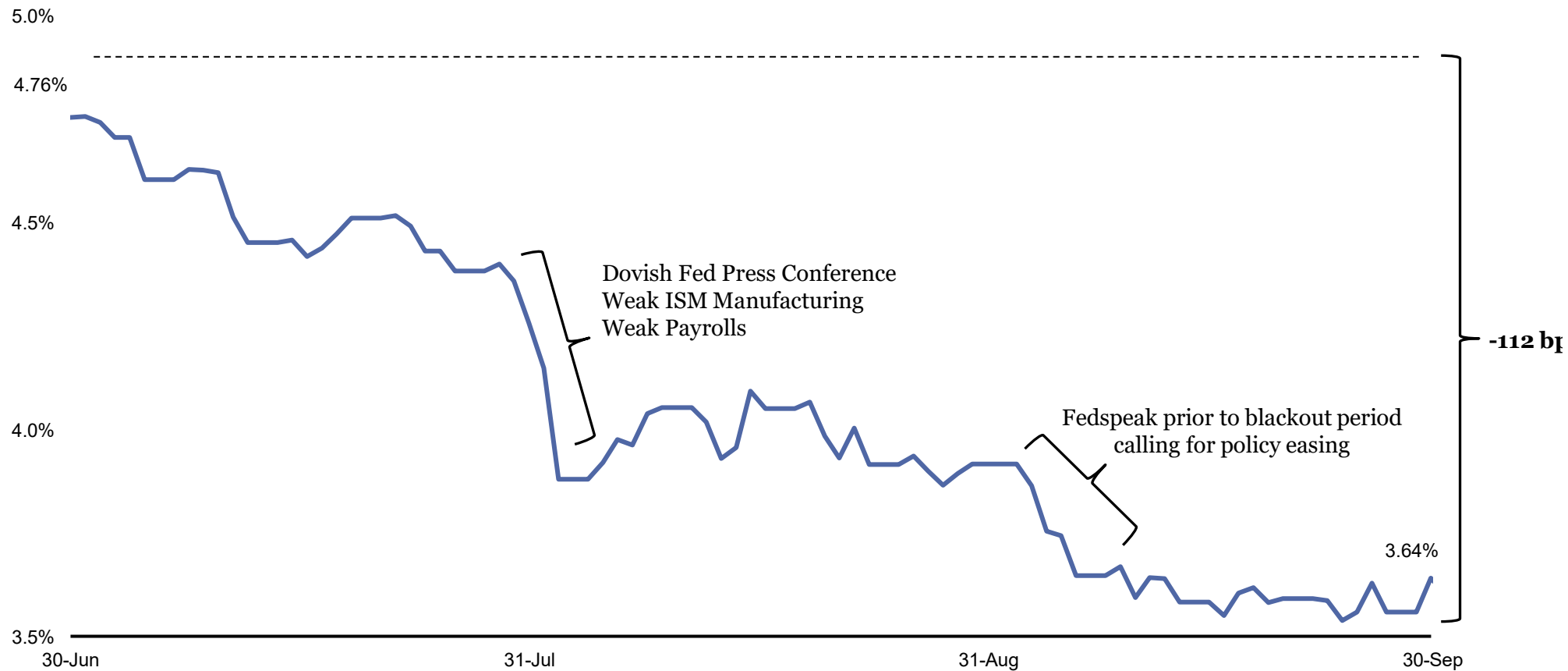


Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; (Left) Bureau of Economic Analysis and Bloomberg Finance L.P. as of September 2024. (Right) U.S. Census Bureau and Bloomberg Finance L.P., as of August 2024.

Yields Reprice Lower In Anticipation of Fed Cuts

Fed Chair Powell: "...we're recalibrating policy down over time to a more neutral level. And we're moving at the pace that we think is appropriate given developments in the economy... The economy can develop in a way that would cause us to go faster or slower..."

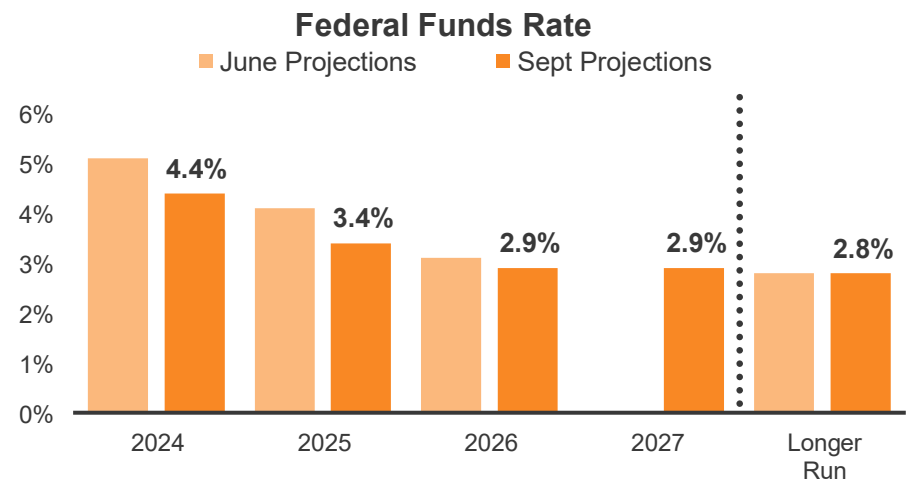
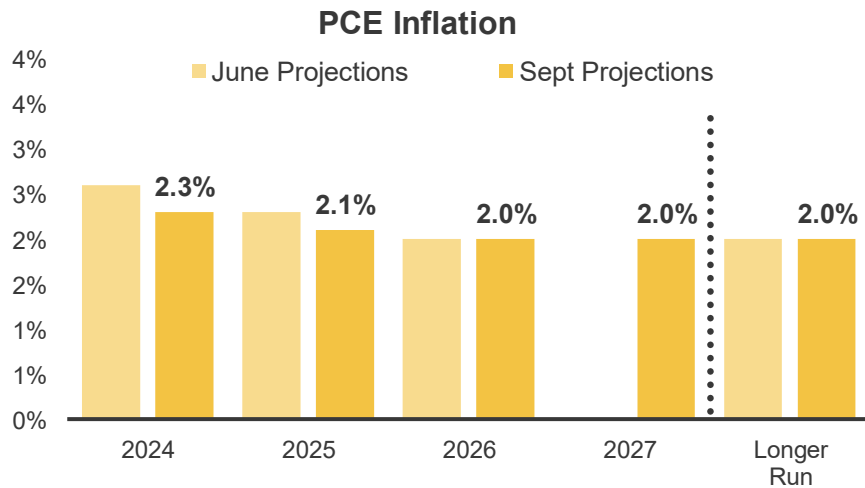
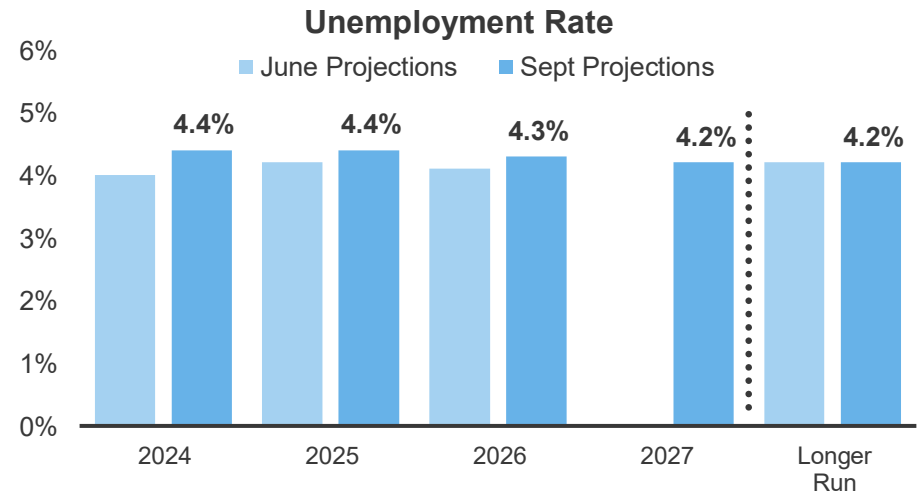
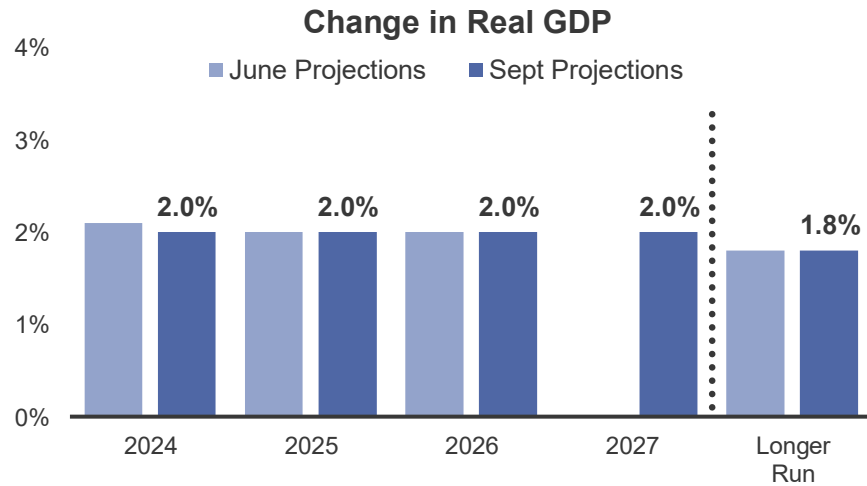
2-Year U.S. Treasury Yield June 30, 2024 – September 30, 2024



Source: Federal Reserve Chair Jerome Powell Press Conference as of September 18, 2024; Bloomberg Finance L.P., as of September 30, 2024.

Fed's Updated Summary of Economic Projections

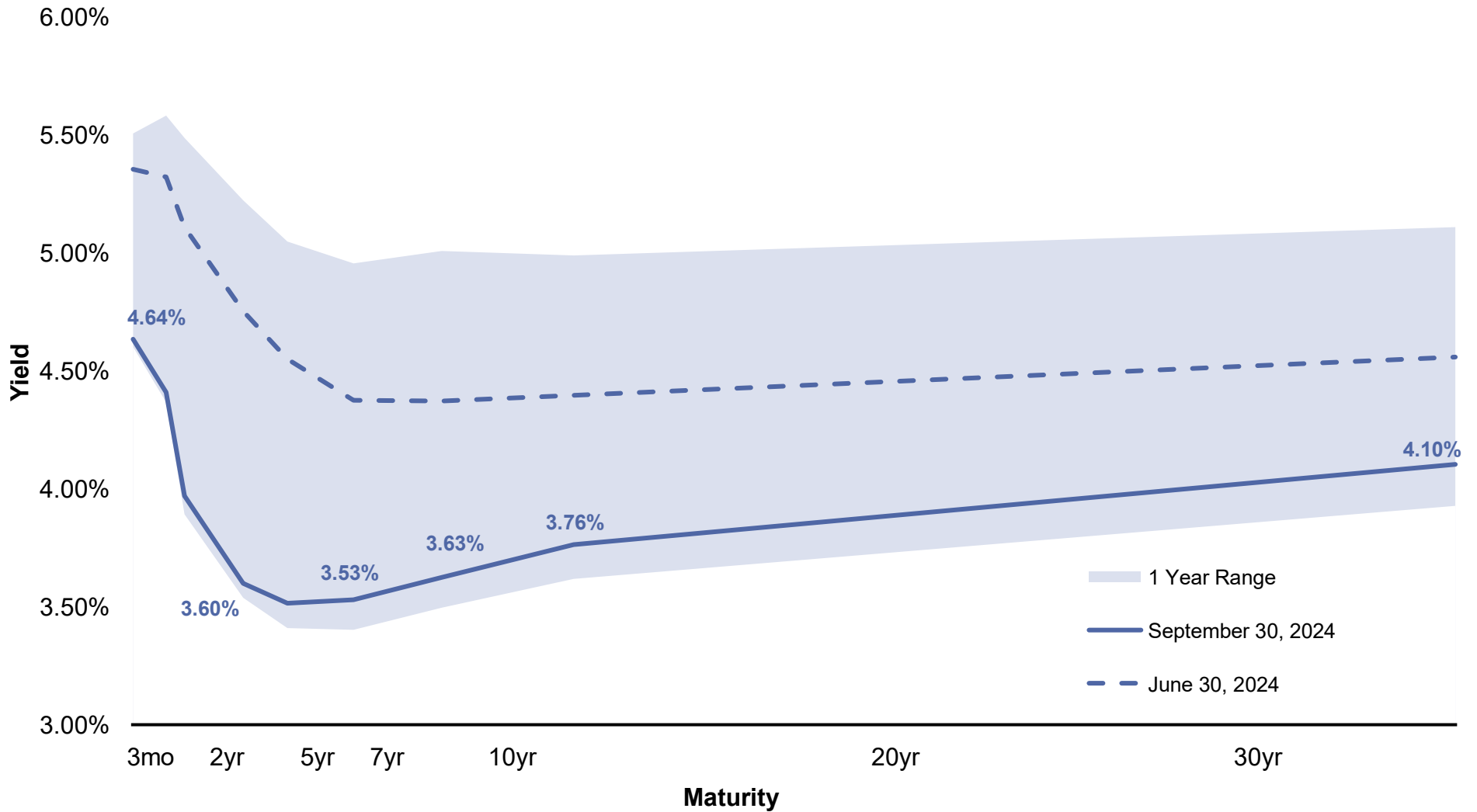
Fed Chair Powell: "These median projections are lower than in June, consistent with projections for lower inflation and higher unemployment, as well as the change to balance of risks."



Source: Federal Reserve Chair Jerome Powell Press Conference; Federal Reserve. As of September 2024.

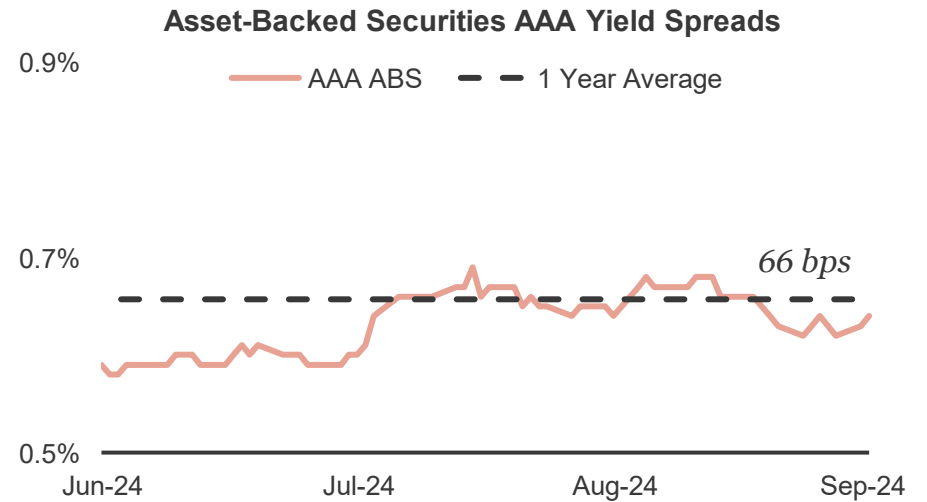
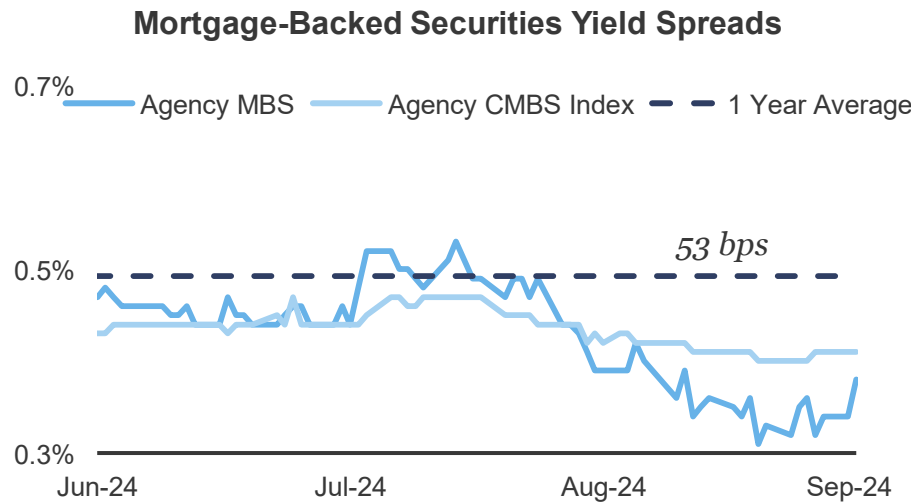
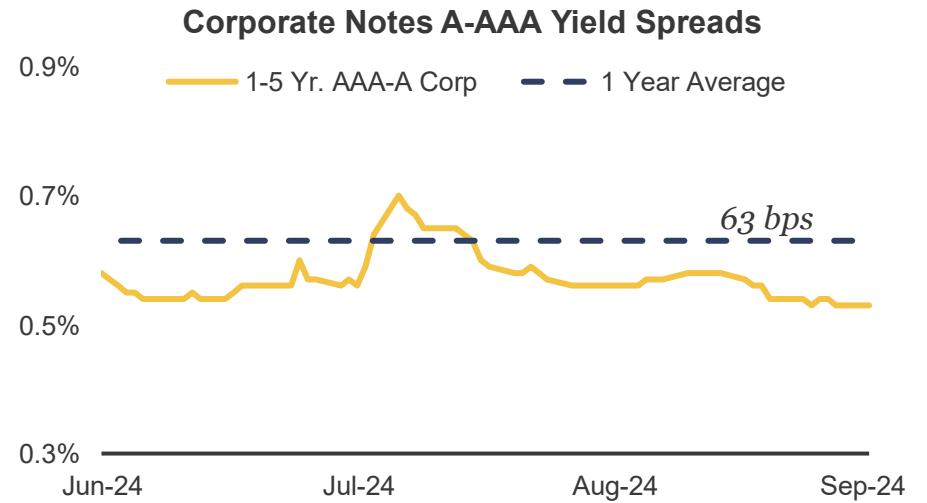
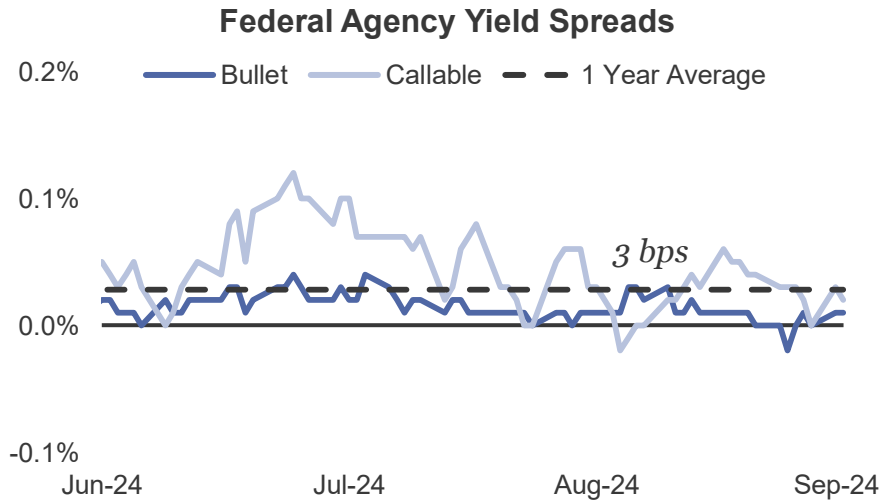
U.S. Treasury Yields Fall as the Yield Curve Begins to Disinvert

U.S. Treasury Yield Curve



Source: Bloomberg Finance L.P., as of September 30, 2024

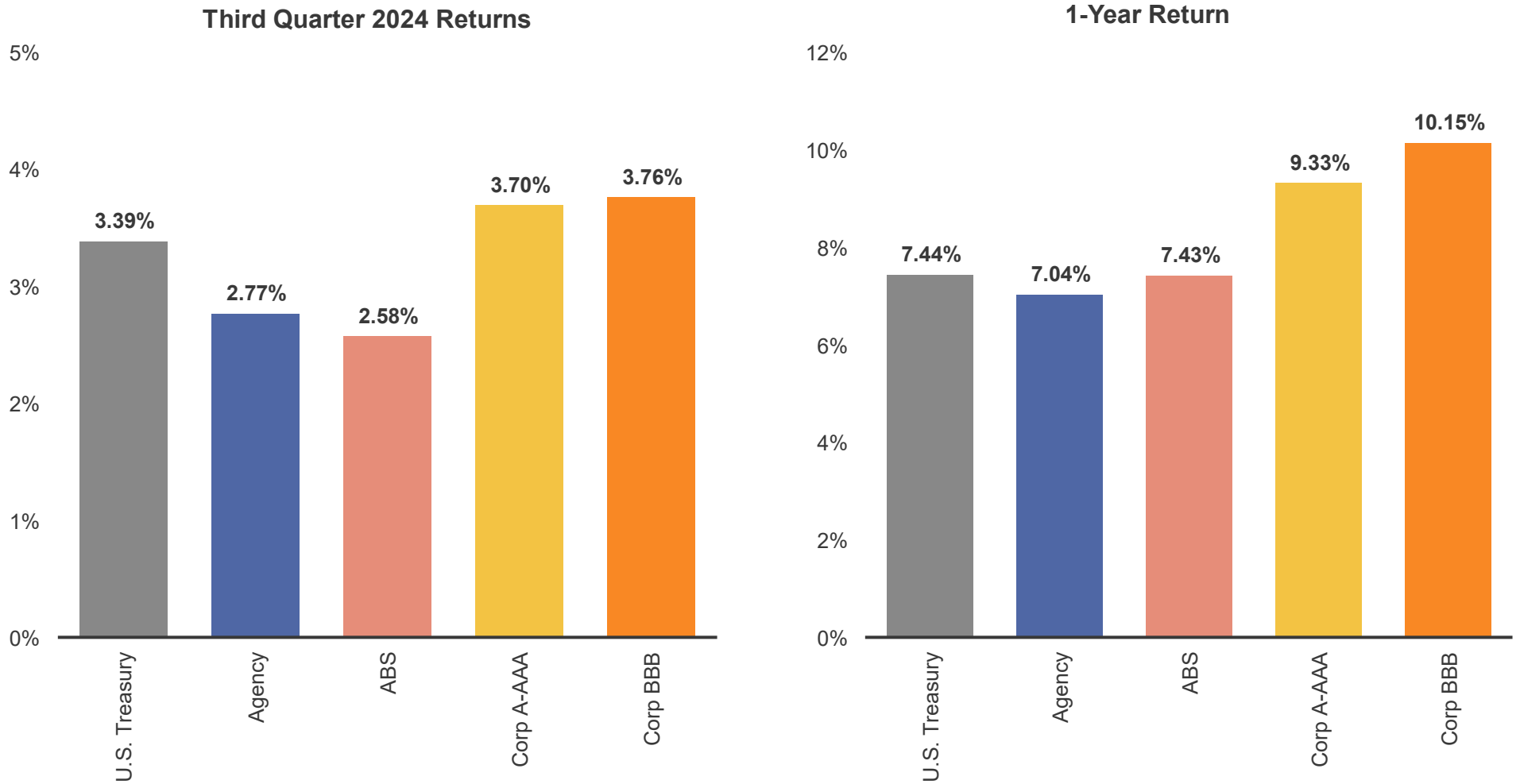
Sector Yield Spreads



Source: ICE BofA 1-5 year Indices via Bloomberg, MarketAxess and PFMAM as of September 30, 2024. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities and represented by the ICE BofA Agency CMBS Index.

Fixed-Income Index Total Returns in 3Q 2024

1-5 Year Indices









Source: ICE BofA Indices. ABS indices are 0-5 year, based on weighted average life. As of September 30, 2024.

Fixed-Income Sector Commentary – 3Q 2024

- ▶ **U.S. Treasury** yields spent most of the quarter preparing for the first Fed rate cut resulting in the 2-year U.S. Treasury yield rallying over 100 bps. The Fed noted in July that the risks to jobs and prices have come into better balance and delivered a much-anticipated interest rate cut at its September meeting, reducing the overnight rate by 50 bps. After spending a record amount of time inverted, the yield curve steepened notably (as measured by the yield difference between the 2- and 10-year U.S. Treasury notes) and dis-inverted for the first time since July 2022. As a result of the Treasury rally, total returns were strong for the period.
- ▶ **Federal Agency & Supranational** spreads remained low and range bound throughout Q3. These sectors produced muted excess returns relative to other investment grade fixed income sectors as issuance has remained quite light and the incremental income from the sectors is near zero.
- ▶ **Investment-Grade (IG) Corporates** posted a strong quarter as sustained high issuance in Q3 was well-absorbed by robust investor demand. As a result, yield spreads ended the quarter very near their two-year lows. From an excess return perspective, lower-quality and longer-duration issuers outperformed in general in Q3. Excess returns of financial and banking issuers once again led most other industries across the majority of the yield curve during the quarter.
- ▶ **Asset-Backed Securities** generated muted excess returns for the quarter as yield spreads widened modestly and remained elevated for both automobile and credit card collateral. Attractive incremental income helped offset the adverse price impact of wider spreads during the quarter.
- ▶ **Mortgage-Backed Securities** were top of class performers during Q3 as spreads continued to test 12-month lows. Regardless of collateral and coupon, agency-backed mortgages rebounded soundly in Q3 following an underwhelming Q2. Declining mortgage rates and positive optimism in the housing market provided a tailwind for the sector during the quarter.
- ▶ **Short-term credit** (commercial paper and negotiable bank CDs) yields fell over the quarter in response to the expected Fed rate cut. Yield spreads continued to tighten relative to similar maturity USTs. However, the sector selectively provided value with incremental yields ranging 17 to 20 basis points in 9- to 12-month maturities.

Factors to Consider for 6-12 Months

<p>Monetary Policy (Global):</p>  <ul style="list-style-type: none"> The Fed has begun its easing cycle with a 50 basis point (bp) cut. The FOMC's September median "dot plot" projection suggests an additional 50 bps in rate cuts by the end of the year "if the economy performs as expected". The projections also calls for an additional full percentage point of cuts in 2025. The global easing cycle is underway with nearly all major central banks (excluding the Bank of Japan) completing multiple rate cuts. 	<p>Economic Growth (Global):</p>  <ul style="list-style-type: none"> U.S. economic growth remains strong reflecting a consumer who continues to spend at elevated levels. Economic growth outside the U.S. remains mixed. China has moved forward with a package of stimulus measures aimed to boost growth. The country remains poised to take additional swift action should it be deemed necessary. 	<p>Inflation (U.S.):</p>  <ul style="list-style-type: none"> Inflation continues its trend lower but has been buoyed by stubborn housing costs. The broad-based inflation cooling helped fuel the Fed's decision to cut by 50 bps but policy makers note they are not declaring victory on price stability.
<p>Financial Conditions (U.S.):</p>  <ul style="list-style-type: none"> The continuation of stable market measures, such as narrow corporate yield spreads, record equity index levels and low volatility, reflect economic confidence. We remain focused on the cooling labor market and effects this might have on the consumer as potential catalysts for a broader slow down, but that is not our base case expectation. 	<p>Consumer Spending (U.S.):</p>  <ul style="list-style-type: none"> The consumer continues to spend and support economic strength. Upward revisions to the personal savings rate paint the consumer in better light than previously thought but the trend of consumers dipping into savings continues. Moderation in the pace of overall spending is expected given slowing wage growth and cooling labor market conditions. 	<p>Labor Markets:</p>  <ul style="list-style-type: none"> The labor market continues to moderate from extremely strong levels seen in prior quarters. The recent downward revisions to nonfarm payrolls through March 2024 further emphasized the cooling. Other labor metrics remain well positioned such as the layoffs and discharge rate pointing towards moderation rather than deterioration.

● Current outlook ○ Outlook one quarter ago



Statements and opinions expressed about the next 6-12 months were developed based on our independent research with information obtained from Bloomberg and FactSet. The views expressed within this material constitute the perspective and judgment of PFM Asset Management LLC at the time of distribution (9/30/2024) and are subject to change. Information is obtained from sources believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness, or suitability.

Account Summary

Certificate of Compliance

During the reporting period for the quarter ended September 30, 2024, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : PFM Asset Management LLC

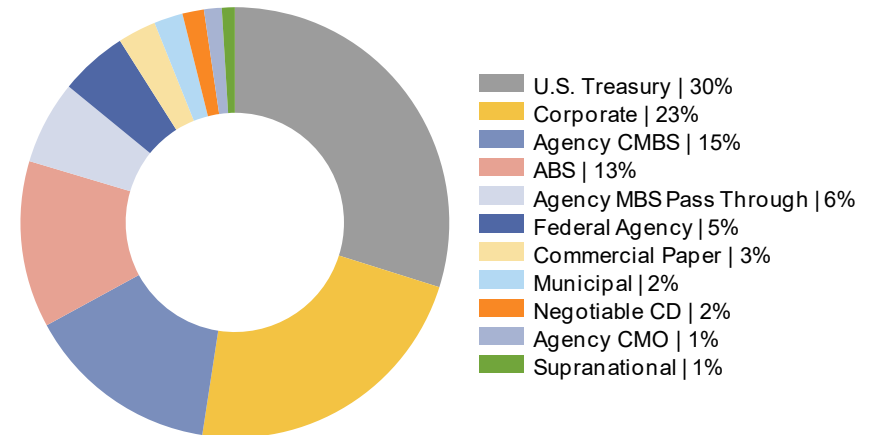
Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Financial LP Asset and Investment Management ("AIM").

Consolidated Summary

Account Summary

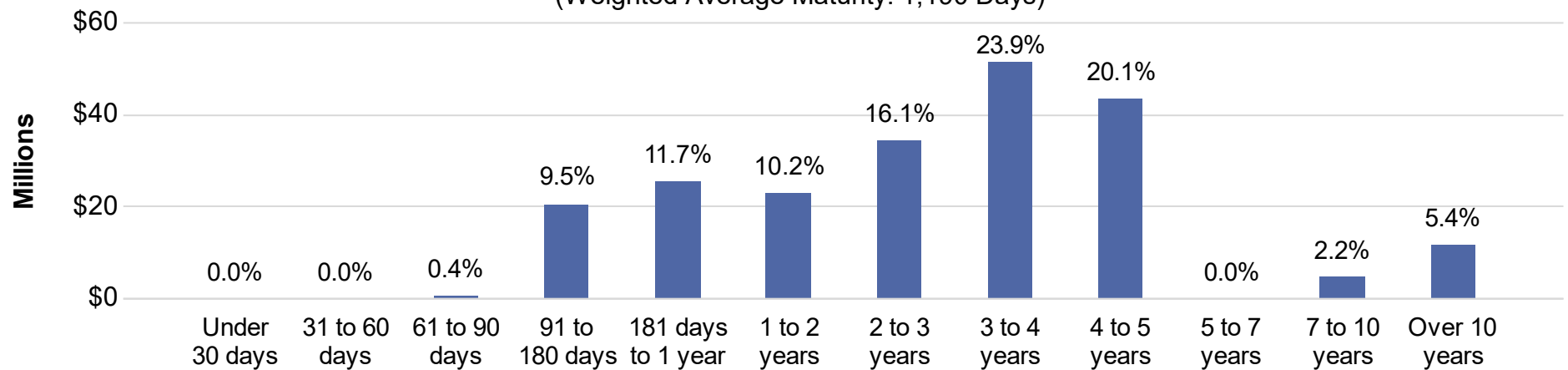
PFMAM Managed Account	\$222,685,517
Total Program	\$222,685,517

Sector Allocation



Maturity Distribution

(Weighted Average Maturity: 1,190 Days)



1. Account summary and sector allocation include market values, accrued interest, and overnight balances. Maturity distribution includes market values and excludes accrued interest and overnight balances

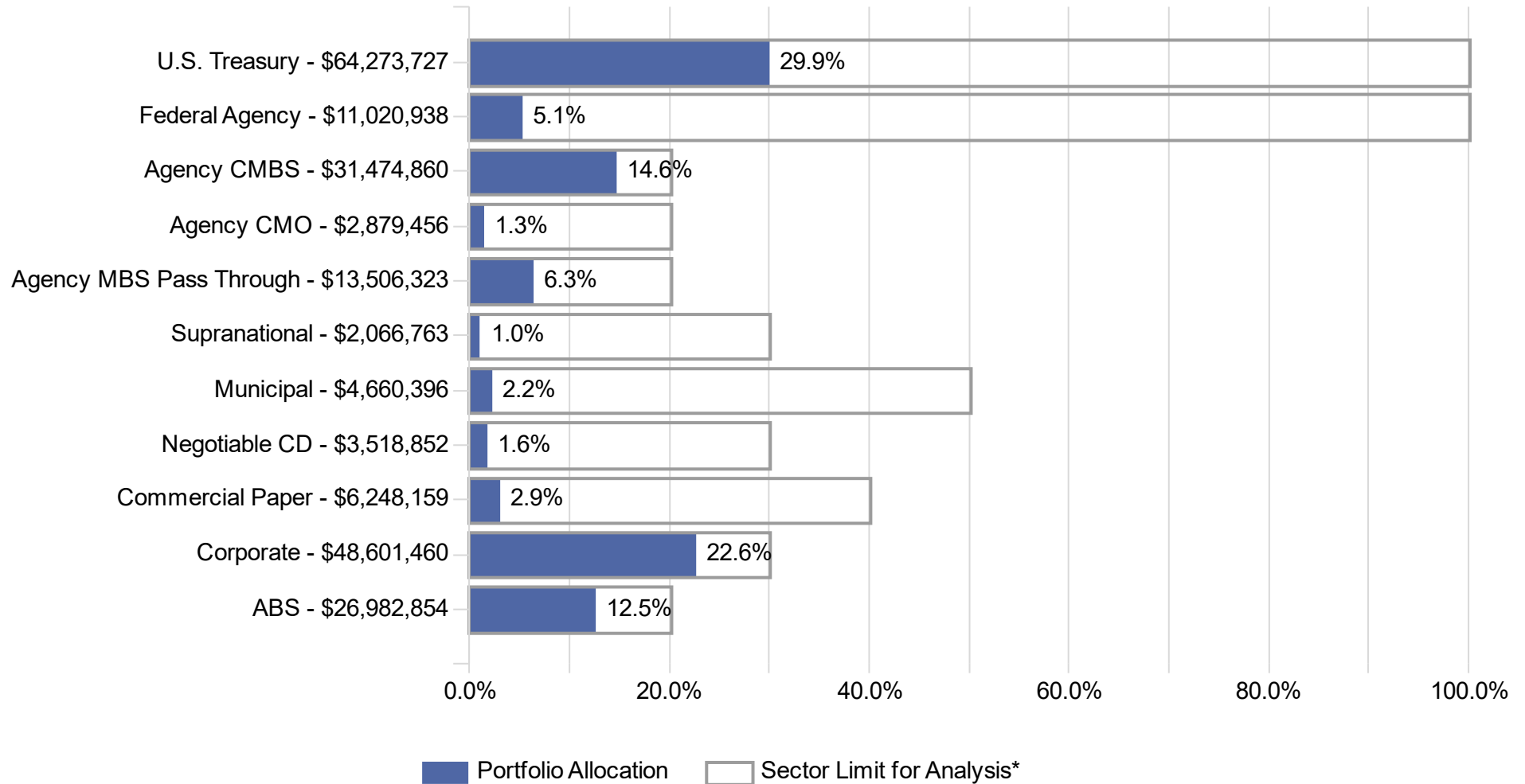
Account Summary

SAN MATEO COUNTY TRANS DIST RESERVE			
Portfolio Values	September 30, 2024	Analytics ¹	September 30, 2024
PFMAM Managed Account	\$186,326,179	Yield at Market	4.06%
Amortized Cost	\$186,384,818	Yield on Cost	3.61%
Market Value	\$186,326,179	Portfolio Duration	2.18
Accrued Interest	\$893,976		
Cash	\$6,035,108		

SAN MATEO COUNTY TRANS DIST PARATRANSIT			
Portfolio Values	September 30, 2024	Analytics ¹	September 30, 2024
PFMAM Managed Account	\$27,874,307	Yield at Market	4.02%
Amortized Cost	\$27,908,012	Yield on Cost	3.52%
Market Value	\$27,874,307	Portfolio Duration	2.22
Accrued Interest	\$139,325		
Cash	\$1,416,622		

1. Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s), excludes balances invested in overnight funds.

Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.

*Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.

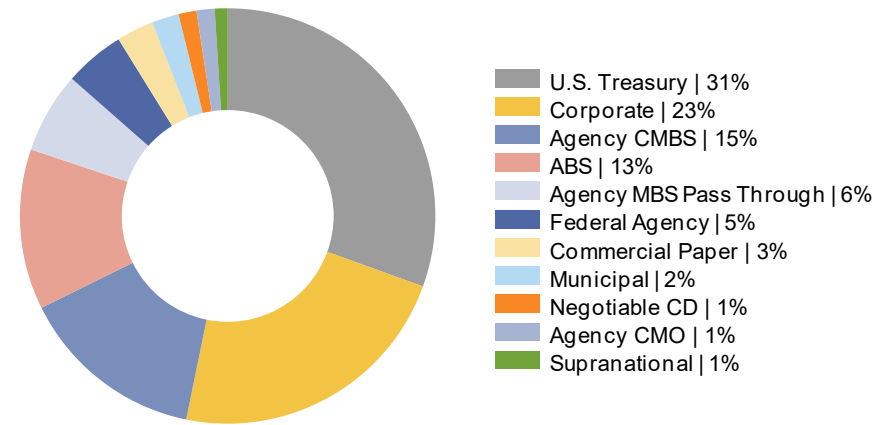
Portfolio Review: SAN MATEO COUNTY TRANS DIST RESERVE

Portfolio Snapshot - SAN MATEO COUNTY TRANS DIST RESERVE¹

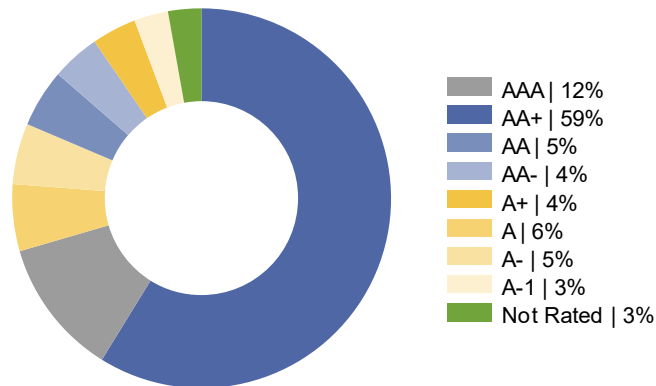
Portfolio Statistics

Total Market Value	\$193,255,263.25
Securities Sub-Total	\$186,326,178.83
Accrued Interest	\$893,976.13
Cash	\$6,035,108.29
Portfolio Effective Duration	2.18 years
Benchmark Effective Duration	2.13 years
Yield At Cost	3.61%
Yield At Market	4.06%
Portfolio Credit Quality	AA

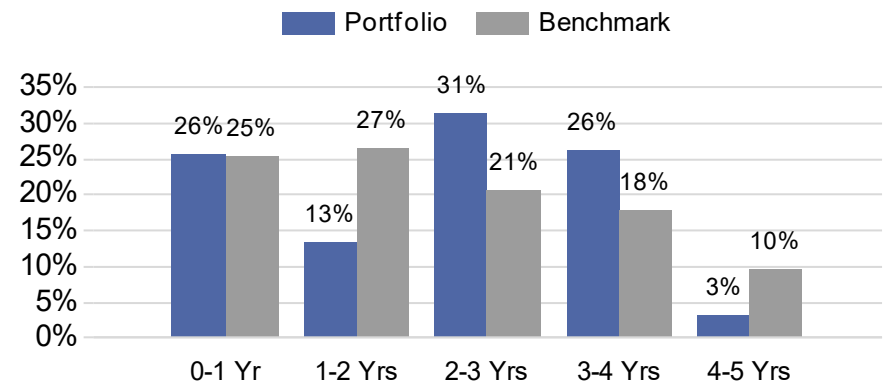
Sector Allocation



Credit Quality - S&P



Duration Distribution



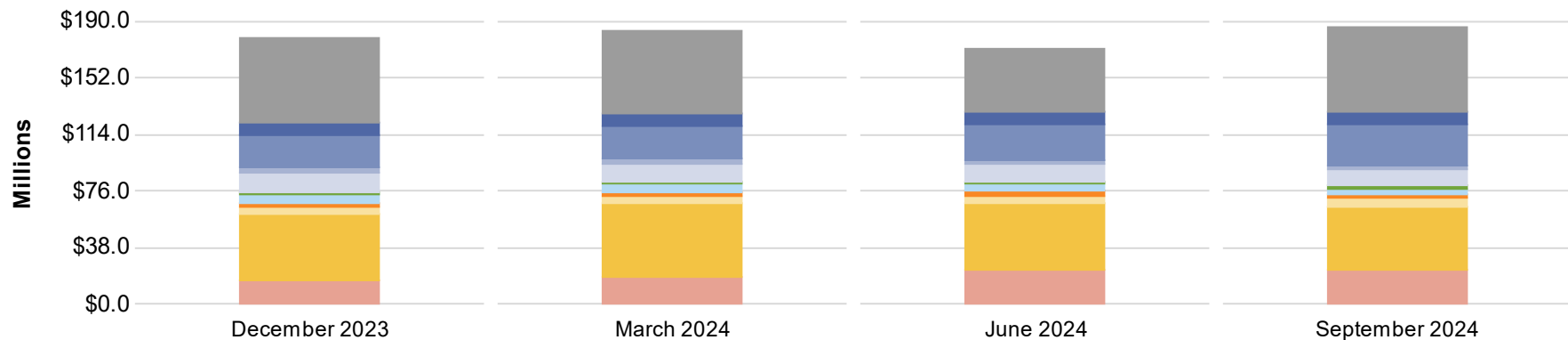
1. Yield and duration calculations exclude cash and cash equivalents. Sector allocation includes market values and accrued interest. The portfolio's benchmark is currently the ICE BofA 0-5 Year U.S Treasury Index. Prior to 6/30/16 it was 40% ICE BofA 1-3 U.S Treasury Index, 10% 1-3 High Grade Corporate Index, 40% ICE BofA 3-5 U.S Treasury Index, 10% ICE BofA 3-5 High Grade Corporate Index. Source: Bloomberg Finance LP. An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

Sector Allocation Review - SAN MATEO COUNTY TRANS DIST RESERVE

Security Type	Dec-23	% of Total	Mar-24	% of Total	Jun-24	% of Total	Sep-24	% of Total
U.S. Treasury	\$56.8	31.6%	\$55.3	30.2%	\$43.0	24.9%	\$56.9	30.5%
Federal Agency	\$8.4	4.7%	\$8.4	4.6%	\$8.5	4.9%	\$8.7	4.7%
Agency CMBS	\$22.2	12.4%	\$21.8	11.9%	\$23.5	13.7%	\$27.1	14.5%
Agency CMO	\$3.0	1.7%	\$2.8	1.5%	\$2.6	1.5%	\$2.6	1.4%
Agency MBS Pass Through	\$13.1	7.3%	\$12.4	6.7%	\$11.8	6.9%	\$11.7	6.3%
Supranational	\$1.7	1.0%	\$1.7	0.9%	\$1.7	1.0%	\$1.8	1.0%
Municipal	\$5.8	3.3%	\$5.9	3.2%	\$5.4	3.1%	\$3.9	2.1%
Negotiable CD	\$2.5	1.4%	\$2.5	1.4%	\$2.5	1.5%	\$2.5	1.4%
Commercial Paper	\$5.2	2.9%	\$5.3	2.9%	\$5.3	3.1%	\$5.4	2.9%
Corporate	\$44.9	25.0%	\$48.4	26.4%	\$45.3	26.3%	\$42.4	22.7%
ABS	\$15.5	8.7%	\$18.9	10.3%	\$22.6	13.1%	\$23.3	12.5%
Total	\$179.2	100.0%	\$183.3	100.0%	\$172.4	100.0%	\$186.3	100.0%

U.S. Treasury
 Agency CMBS
 Agency MBS Pass Through
 Municipal
 Negotiable CD
 Commercial Paper
 Corporate
 ABS

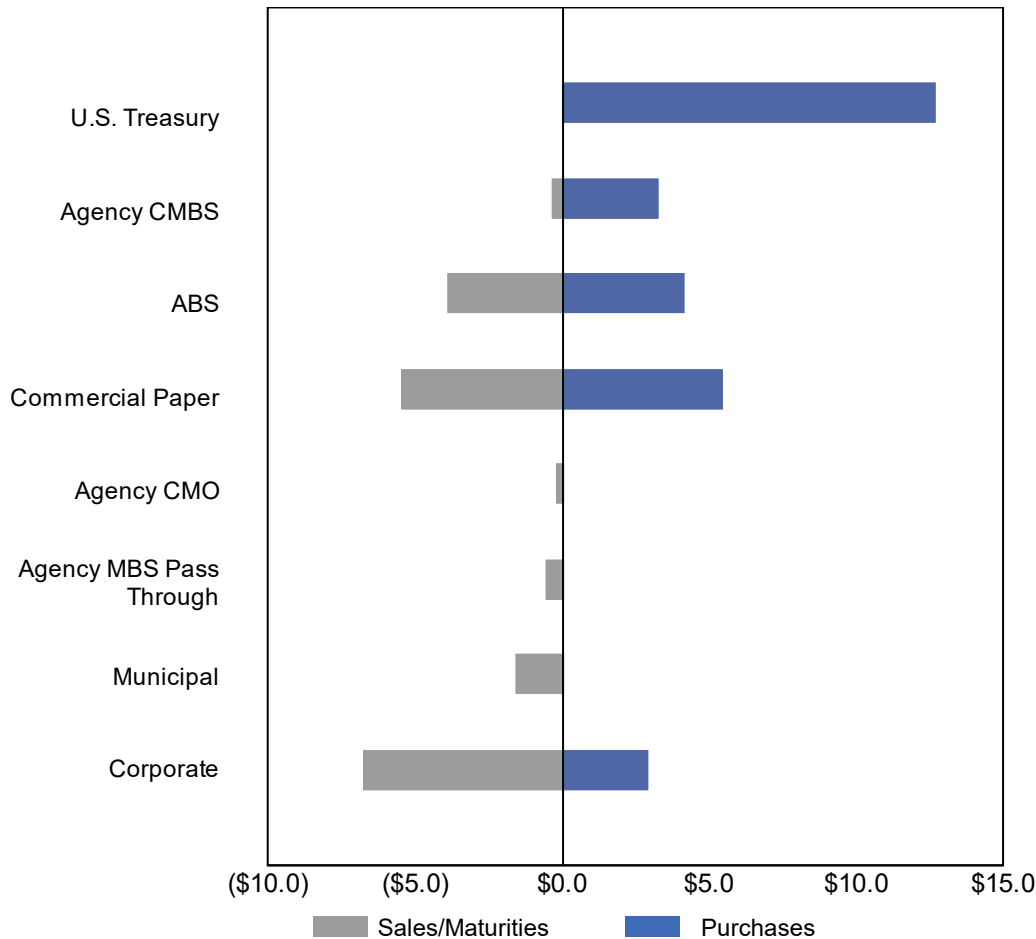
Federal Agency
 Agency CMO
 Supranational



Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM. Detail may not add to total due to rounding.

Portfolio Activity - SAN MATEO COUNTY TRANS DIST RESERVE

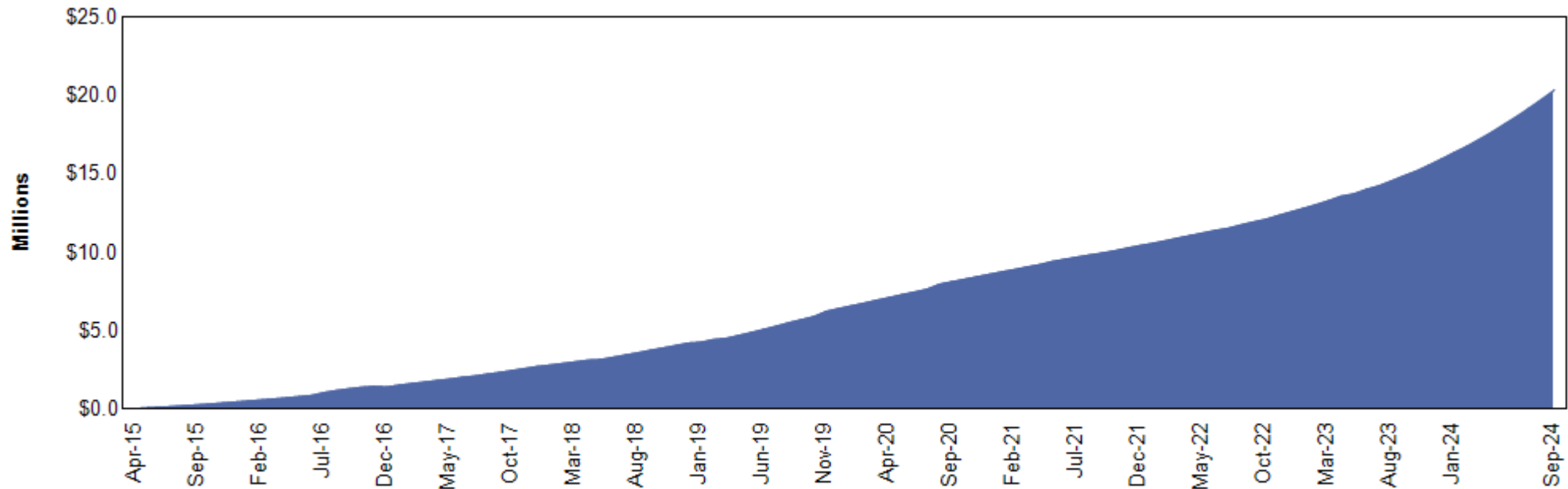
Net Activity by Sector
 (\$ millions)



Sector	Net Activity
U.S. Treasury	\$12,648,963
Agency CMBS	\$2,939,364
ABS	\$293,700
Commercial Paper	(\$8,986)
Agency CMO	(\$163,301)
Agency MBS Pass Through	(\$537,811)
Municipal	(\$1,561,347)
Corporate	(\$3,874,705)
Total Net Activity	\$9,735,877

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

Accrual Basis Earnings - SAN MATEO COUNTY TRANS DIST RESERVE



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	Since Inception ¹
Interest Earned ²	\$1,462,758	\$5,200,258	\$10,824,529	\$14,681,918	\$20,704,569
Realized Gains / (Losses) ³	(\$8,983)	(\$210,122)	(\$563,332)	(\$128,804)	(\$585,059)
Change in Amortized Cost	\$227,530	\$470,435	\$115,834	\$71,166	\$218,829
Total Earnings	\$1,681,304	\$5,460,572	\$10,377,032	\$14,624,280	\$20,338,339

1. The lesser of 10 years or since inception is shown. Performance inception date is March 31, 2015.
 2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
 3. Realized gains / (losses) are shown on an amortized cost basis.

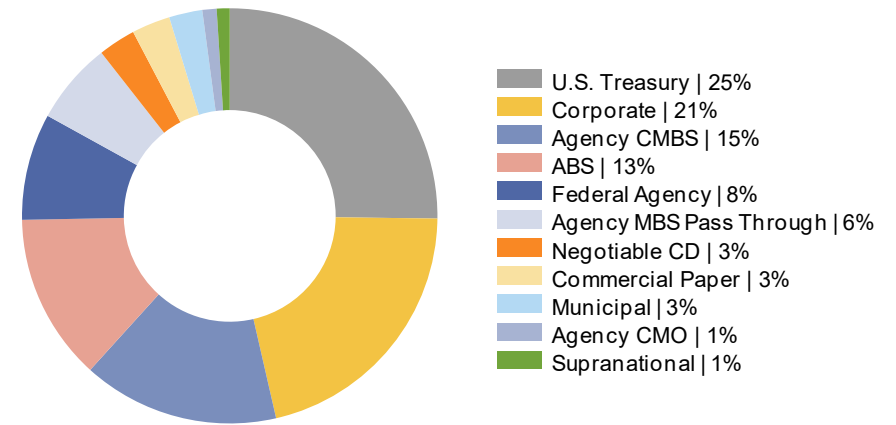
Portfolio Review: SAN MATEO COUNTY TRANS DIST PARATRANSIT

Portfolio Snapshot - SAN MATEO COUNTY TRANS DIST PARATRANSIT¹

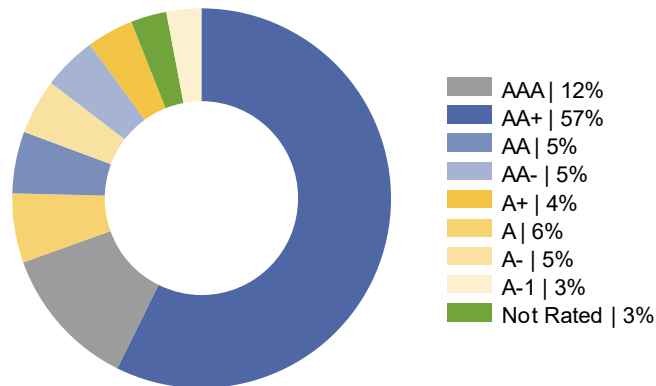
Portfolio Statistics

Total Market Value	\$29,430,253.31
Securities Sub-Total	\$27,874,306.84
Accrued Interest	\$139,324.89
Cash	\$1,416,621.58
Portfolio Effective Duration	2.22 years
Benchmark Effective Duration	2.13 years
Yield At Cost	3.52%
Yield At Market	4.02%
Portfolio Credit Quality	AA

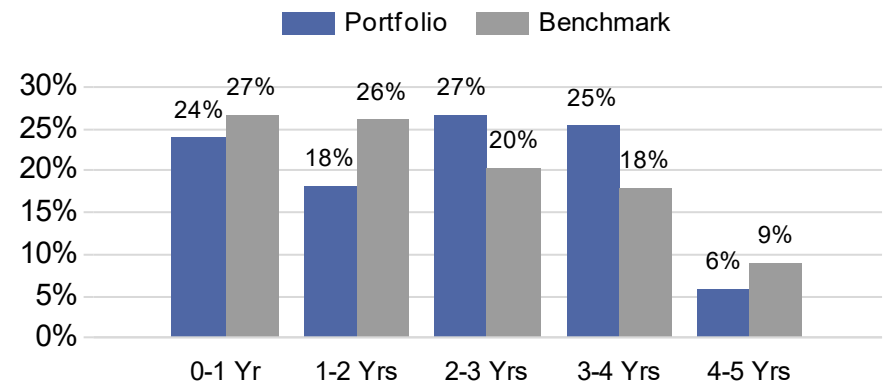
Sector Allocation



Credit Quality - S&P



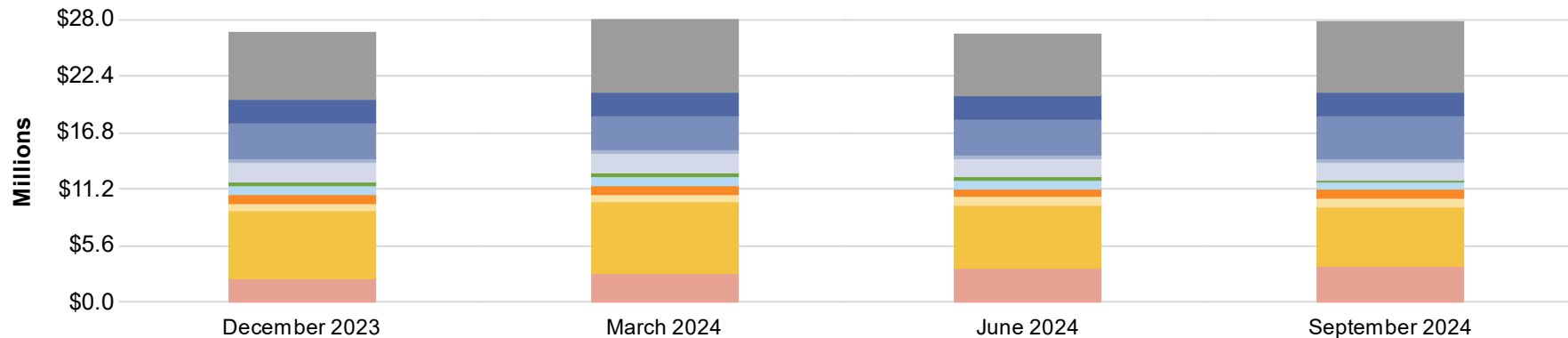
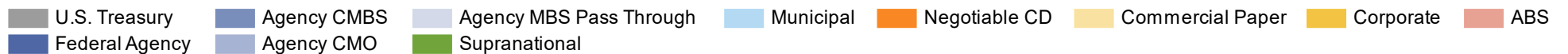
Duration Distribution



1. Yield and duration calculations exclude cash and cash equivalents. Sector allocation includes market values and accrued interest. The portfolio's benchmark is currently the ICE BofA 0-5 Year U.S Treasury Index. Prior to 6/30/16 it was 40% ICE BofA 1-3 U.S Treasury Index, 10% 1-3 High Grade Corporate Index, 40% ICE BofA 3-5 U.S Treasury Index, 10% ICE BofA 3-5 High Grade Corporate Index. Source: Bloomberg Finance LP. An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

Sector Allocation Review - SAN MATEO COUNTY TRANS DIST PARATRANSIT

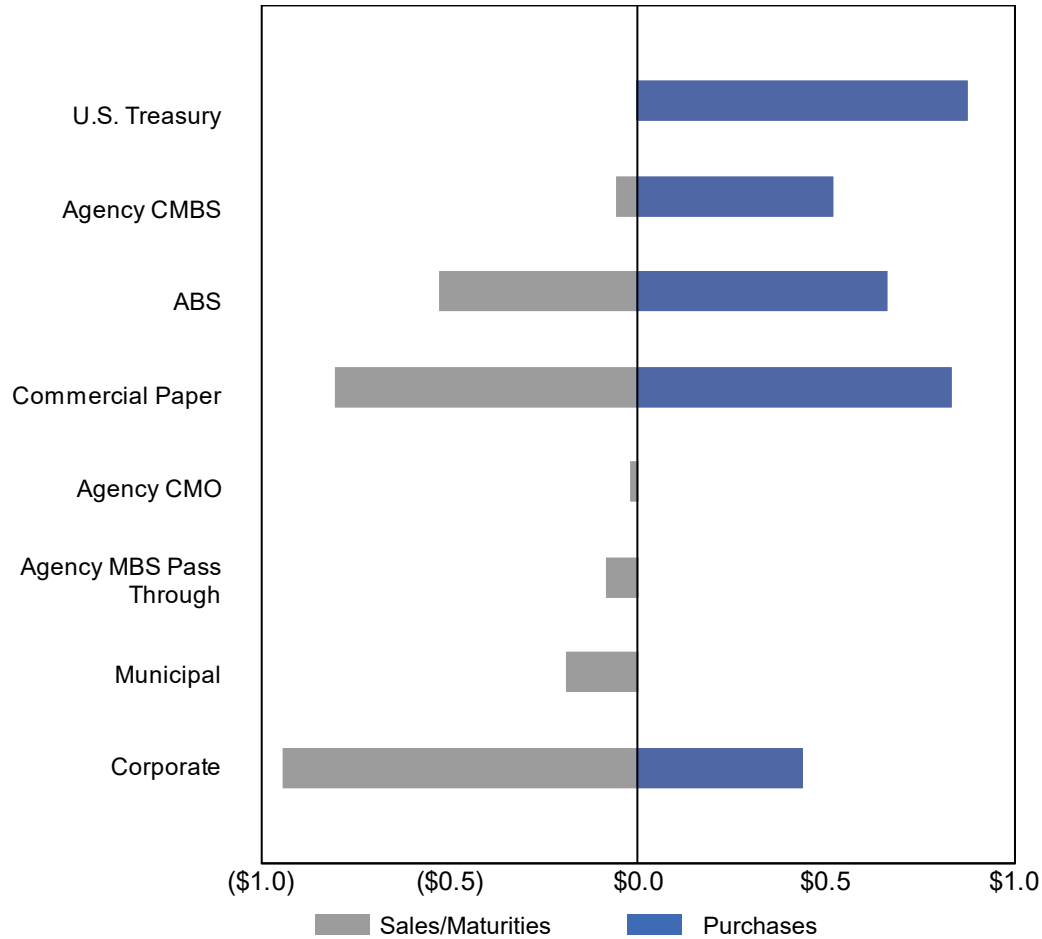
Security Type	Dec-23	% of Total	Mar-24	% of Total	Jun-24	% of Total	Sep-24	% of Total
U.S. Treasury	\$6.6	24.8%	\$7.1	25.5%	\$6.0	22.5%	\$7.0	25.2%
Federal Agency	\$2.2	8.4%	\$2.3	8.1%	\$2.3	8.6%	\$2.3	8.3%
Agency CMBS	\$3.5	13.2%	\$3.5	12.4%	\$3.7	14.0%	\$4.3	15.3%
Agency CMO	\$0.4	1.4%	\$0.3	1.2%	\$0.3	1.2%	\$0.3	1.1%
Agency MBS Pass Through	\$2.0	7.5%	\$1.9	6.8%	\$1.8	6.8%	\$1.8	6.4%
Supranational	\$0.3	1.0%	\$0.3	0.9%	\$0.3	1.0%	\$0.3	1.0%
Municipal	\$1.0	3.7%	\$1.0	3.6%	\$0.9	3.4%	\$0.7	2.6%
Negotiable CD	\$0.8	3.0%	\$0.8	2.9%	\$0.8	3.0%	\$0.8	2.9%
Commercial Paper	\$0.8	2.9%	\$0.8	2.8%	\$0.8	3.0%	\$0.8	3.0%
Corporate	\$6.8	25.4%	\$7.1	25.6%	\$6.3	23.6%	\$5.9	21.2%
ABS	\$2.3	8.7%	\$2.8	10.2%	\$3.4	12.9%	\$3.6	13.0%
Total	\$26.7	100.0%	\$27.9	100.0%	\$26.5	100.0%	\$27.9	100.0%



Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM. Detail may not add to total due to rounding.

Portfolio Activity - SAN MATEO COUNTY TRANS DIST PARATRANSIT

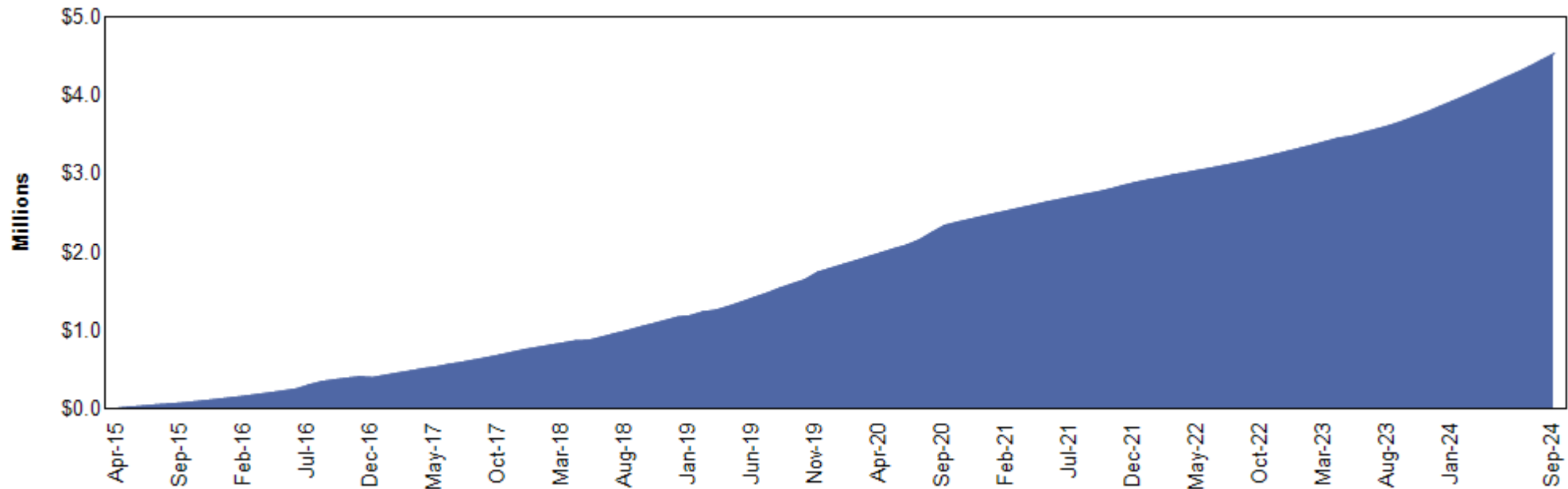
Net Activity by Sector
 (\$ millions)



Sector	Net Activity
U.S. Treasury	\$871,991
Agency CMBS	\$459,999
ABS	\$137,367
Commercial Paper	\$33,157
Agency CMO	(\$17,235)
Agency MBS Pass Through	(\$83,607)
Municipal	(\$186,069)
Corporate	(\$502,261)
Total Net Activity	\$713,341

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

Accrual Basis Earnings - SAN MATEO COUNTY TRANS DIST PARATRANSIT



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	Since Inception ¹
Interest Earned ²	\$221,529	\$816,724	\$1,760,121	\$2,703,477	\$4,403,314
Realized Gains / (Losses) ³	(\$1,628)	(\$22,338)	(\$27,003)	\$151,882	\$19,119
Change in Amortized Cost	\$27,729	\$71,714	\$34,363	\$82,762	\$112,444
Total Earnings	\$247,630	\$866,099	\$1,767,481	\$2,938,121	\$4,534,877

1. The lesser of 10 years or since inception is shown. Performance inception date is March 31, 2015.
 2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
 3. Realized gains / (losses) are shown on an amortized cost basis.

Important Disclosures

This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation, as it was prepared without regard to any specific objectives or financial circumstances.

Investment advisory services are provided by PFM Asset Management LLC ("PFMAM"), an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. The information contained is not an offer to purchase or sell any securities. Additional applicable regulatory information is available upon request.

PFMAM professionals have exercised reasonable professional care in the preparation of this performance report. Information in this report is obtained from sources external to PFMAM and is generally believed to be reliable and available to the public; however, we cannot guarantee its accuracy, completeness or suitability. We rely on the client's custodian for security holdings and market values. Transaction dates reported by the custodian may differ from money manager statements. While efforts are made to ensure the data contained herein is accurate and complete, we disclaim all responsibility for any errors that may occur. References to particular issuers are for illustrative purposes only and are not intended to be recommendations or advice regarding such issuers. Fixed income manager and index characteristics are gathered from external sources. When average credit quality is not available, it is estimated by taking the market value weights of individual credit tiers on the portion of the strategy rated by a NRSRO.

It is not possible to invest directly in an index. The index returns shown throughout this material do not represent the results of actual trading of investor assets. Third-party providers maintain the indices shown and calculate the index levels and performance shown or discussed. Index returns do not reflect payment of any sales charges or fees an investor would pay to purchase the securities they represent. The imposition of these fees and charges would cause investment performance to be lower than the performance shown.

The views expressed within this material constitute the perspective and judgment of PFMAM at the time of distribution and are subject to change. Any forecast, projection, or prediction of the market, the economy, economic trends, and equity or fixed-income markets are based upon certain assumptions and current opinion as of the date of issue and are also subject to change. Some, but not all assumptions are noted in the report. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Opinions and data presented are not necessarily indicative of future events or expected performance.

For more information regarding PFMAM's services or entities, please visit www.pfmam.com.

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Important Disclosures

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield-based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. **Past performance is not indicative of future returns.**
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- **Accrued Interest:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **Agencies:** Federal agency securities and/or Government-sponsored enterprises.
- **Amortized Cost:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **Asset-Backed Security:** A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- **Bankers' Acceptance:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **Commercial Paper:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **Contribution to Total Return:** The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- **Effective Duration:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **Effective Yield:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **Interest Rate:** Interest per year divided by principal amount and expressed as a percentage.
- **Market Value:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable Certificates of Deposit:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **Par Value:** The nominal dollar face amount of a security.
- **Pass-through Security:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- **Repurchase Agreements:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **Settle Date:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **Supranational:** A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- **Trade Date:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **Unsettled Trade:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. Treasury:** The department of the U.S. government that issues Treasury securities.
- **Yield:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM at Cost:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM at Market:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: David Olmeda, Chief Operating Officer, Bus
Subject: **Acceptance of Capital Projects Quarterly Status Report for 1st Quarter Fiscal Year 2025**

Action

The [Capital Projects Quarterly Status Report](#) is submitted to the Board for information only.

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: Nasser Haghtalab Project Controls Manager 650-622-7828



San Mateo County Transit District

Capital Program

Quarterly Status Report and DBE Status Report



1st Quarter Fiscal Year 2025 (July to September 2024)

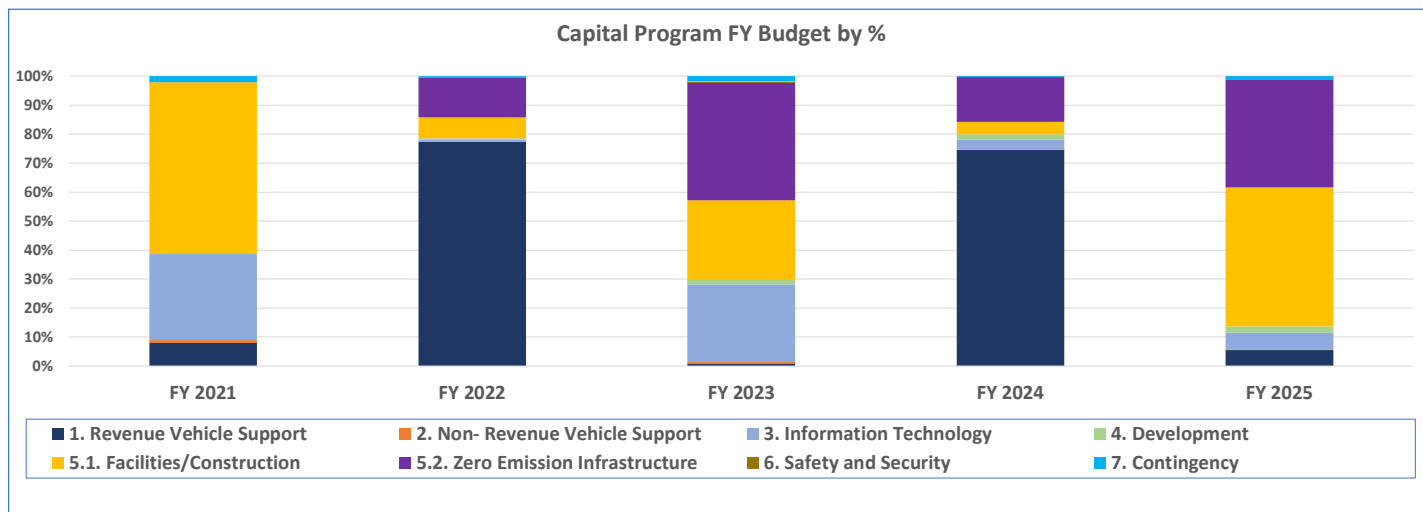
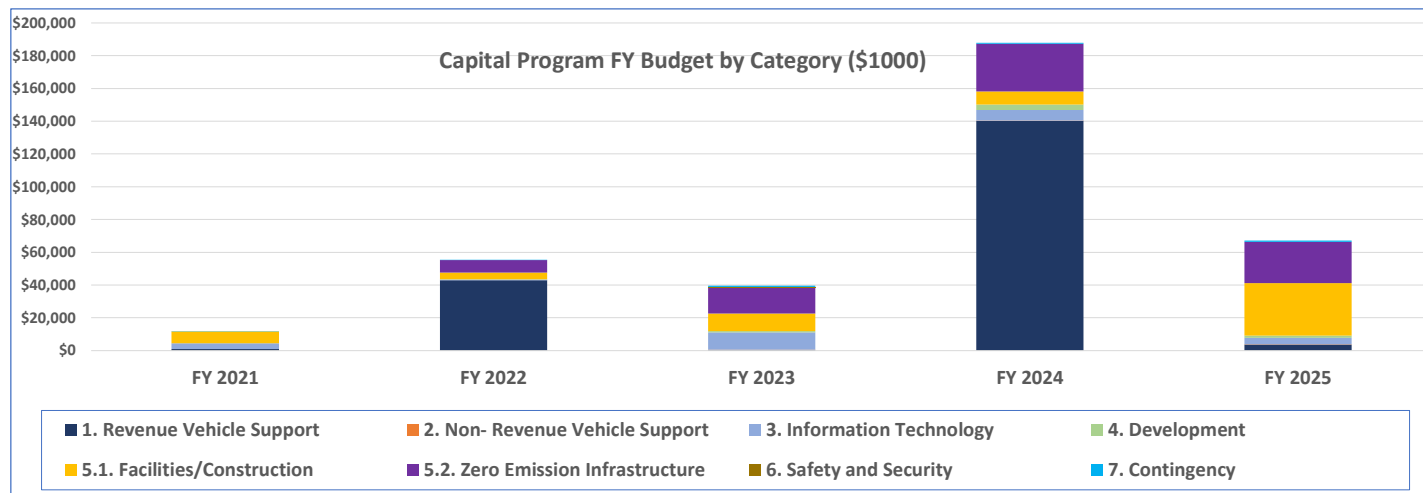
Prepared for the November 06, 2024 SamTrans Board

Capital Program Budget Status Summary (\$1000)

Programs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
1. Revenue Vehicle Support	\$952	\$42,955	\$359	\$140,237	\$3,705
2. Non- Revenue Vehicle Support	\$117	\$0	\$285	\$245	\$156
3. Information Technology	\$3,529	\$431	\$10,488	\$6,388	\$3,872
4. Development	\$0	\$250	\$741	\$3,370	\$1,430
5.1. Facilities/Construction	\$7,052	\$4,007	\$10,782	\$7,959	\$32,137
5.2. Zero Emission Infrastructure	\$0	\$7,626	\$16,070	\$28,977	\$25,050
6. Safety and Security	\$0	\$0	\$114	\$0	\$0
7. Contingency	\$250	\$250	\$750	\$750	\$750
Total Board Approved Budget by FY*	\$11,899	\$55,520	\$39,588	\$187,926	\$67,100

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.



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 This 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 This 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 This 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, or less than 15 days late.</p> <p>(c) Physical progress during the report This 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 This 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 - FY2025Q1									
Project ID	Project Name	Project Manager	Schedule		Budget		Funding		Page
			Jul-24	Sep-24	Jul-24	Sep-24	Jul-24	Sep-24	
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	Purchase (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									
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
100534	Onboard Wi-Fi	Karambir Cheema	●	●	●	●	●	●	32
100546	Automating Daily Dispatch	Jonathan Steketee	●	●	●	●	●	●	34
100628	APC Validation	Jonathan Steketee	●	●	●	●	●	●	36
100706	Intelligent Transportation System (ITS)	Karambir Cheema	●	●	●	●	●	●	38
100707	Cybersecurity Program	Michael Salazar	●	●	●	●	●	●	40
100708	Paratransit Scheduling Software	Tina Dubost	●	●	●	●	●	●	42
100715	Multi Platform Upgrades	Michael Salazar	●	●	●	●	●	●	44
Facilities/Construction Projects									
021507	Facilities Smaller Projects	Ron Robertson	●	●	●	●	●	●	46
100466	Remodel North and South Base Employee Areas	Jeffrey Thomas	●	●	●	●	●	●	48
100468	NB SB Bus Vacuum Replacement	Jeffrey Thomas	●	●	●	●	●	●	50
100472	samTrans HQ Tenant Improvements	kris McGee	●	●	●	●	●	●	53
100473	Central Building Various Site Improvements	Jeffrey Thomas	●	●	●	●	●	●	55
100474	SB Bus Washer Walls	Jeffrey Thomas	●	●	●	●	●	●	57
100475	ADA Study & Phase 1 Retrofits	Jeffrey Thomas	●	●	●	●	●	●	60
100476	North and South Base Exterior Painting	Jeffrey Thomas	●	●	●	●	●	●	62
100538	NB / SB Front Entrance Modifications	Jeffrey Thomas	●	●	●	●	●	●	64
100548	North Base 200 Transportation Bldg.	Yoko Watanabe	●	●	●	●	●	●	66
100629	EV Chargers Non-Rev Vehicles	Jeffrey Thomas	●	●	●	●	●	●	69
100710	South Base Water Utility Lines Replacement	Jeffrey Thomas	●	●	●	●	●	●	71
100711	Bus Shelter Upgrades and Replacements	Jeffrey Thomas	●	●	●	●	●	●	74
100763	Interim Workspace Enhancement	Ron Robertson	●	●	●	●	●	●	75
100768	North Base and South Base Condition & Needs Assessment	Lisha Mai	●	●	●	●	●	●	77
100769	Bus Stop Improvement Plan	George Gamoney	●	●	●	●	●	●	79
100770	Bus Operator Restroom Access Improvements	George Gamoney	●	●	●	●	●	●	81
Zero Emission Infrastructure Projects									
100547	SB Switchgear Replacement and Charger Installation	Jeffrey Shu	●	●	●	●	●	●	83
100631	SB 37 BEB Charger Infrastructure	Anthony Tejada	●	●	●	●	●	●	87
100712	North Base Sea Level Rise and Erosion Mitigation	Lisha Mai	●	●	●	●	●	●	90
100723-02	North Base H2 Fueling Station for 10 FCEBs (Interim Solution)	Liria Larano	●	●	●	●	●	●	92
100723-01	North Base Maintenance Modifications for FCEBs	Yoko Watanabe	●	●	●	●	●	●	95

samTrans **Capital Programs Quarterly Progress Report** **Project Controls**

SamTrans Capital Projects Master Schedule

Legend:	Planning	Final Design	Procurement	Implementation
	Preliminary Design	Right of Way	Construction	Close out

Prj. ID	Project Name	2024												2025												2026												2027											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
North Base Projects																																																	
021502	Major Bus Components (Maintenance)	[Construction]												[Construction]												[Construction]												[Construction]											
100353	FY19 Maintenance Support Equipment (Maintenance)	[Construction]												[Construction]												[Construction]												[Construction]											
100548	North Base 200 Transportation Building	[Preliminary Design]												[Right of Way]												[Procurement]												[Implementation]											
100712	North Base Sea Level Rise and Erosion Mitigation	[Planning]												[Preliminary Design]												[Right of Way]												[Final Design]											
100723-02	North Base Hydrogen Fueling Station for 10 FCEBs	[Construction]												[Construction]												[Construction]												[Construction]											
100723-01	North Base Modifications for FCEBs	[Completed]												[Completed]												[Completed]												[Completed]											
South Base Projects																																																	
100474	SB Bus Washer Walls	[Construction]												[Construction]												[Construction]												[Construction]											
100547	South Base Switchgear Replacement and Charger Installation	[Equipment Delay]												[Construction]												[Construction]												[Construction]											
100631	SB 37 BEB Charger Infrastructure	[Pre-Construction]												[Order Long Lead Items]												[Award Construction Contract]												[Construction]											
100710	South Base Water Utility Lines Replacement	[Construction]												[Construction]												[Construction]												[Construction]											
North Base and South Base Projects																																																	
021507	Facilities Smaller Projects	[Construction]												[Construction]												[Construction]												[Construction]											
100466	Remodel North and South Base Employee Areas	[Construction]												[Construction]												[Construction]												[Construction]											
100468	NB & SB Bus Vacuum Replacement	[On-hold, pending hiring a new project manager due to work loads]																																															
100476	North and South Base Exterior Painting	[Construction]												[Construction]												[Construction]												[Construction]											
100538	NB / SB Front Entrance Modifications	[Construction]												[Construction]												[Construction]												[Construction]											
100546	Automating Daily Dispatch	[Implementation]												[Implementation]												[Implementation]												[Implementation]											
100763	Interim Workspace Enhancement	[Construction]												[Construction]												[Construction]												[Construction]											
100768	North Base and South Base Condition Assessment	[Planning]												[Planning]												[Planning]												[Planning]											
100770	Bus Operator Restroom Access Improvements	[Construction]												[Construction]												[Construction]												[Construction]											
Central Building Projects																																																	
100472	samTrans HQ Tenant Improvements	[Construction]												[Construction]												[Construction]												[Construction]											
100473	Central Building Various Site Improvements	[Construction]												[Construction]												[Construction]												[Construction]											
100629	EV Chargers Non-Rev Vehicles at Central Garage	[Construction]												[Construction]												[Construction]												[Construction]											
System Wide Information Technology Projects																																																	
021505	Technology Refresh Project	[Construction]												[Construction]												[Construction]												[Construction]											
100248	FY18 Enterprise Performance Management Replacement	[Construction]												[Construction]												[Construction]												[Construction]											
100707	Cybersecurity Program	[Implementation]												[Implementation]												[Implementation]												[Implementation]											
100708	Paratransit Scheduling Software	[Implementation]												[Implementation]												[Implementation]												[Implementation]											
100715	Multi Platform Upgrades	[Implementation]												[Implementation]												[Implementation]												[Implementation]											
System Wide Development and Study																																																	
100628	APC Validation	[Implementation]												[Implementation]												[Implementation]												[Implementation]											
Vehicle Procurement Projects																																																	
100462	Replace Non-Rev Toyota Priuses	[Construction]												[Construction]												[Construction]												[Construction]											
100549	Replacement Non-Rev Vehicles	[Construction]												[Delivery of Vehicles]												[Construction]												[Construction]											
100585	Purchase 17 Battery Electric Bus	[17 BEBs delivered]												[SB 10 ABB Chargers Commissioning]												[Construction]												[Construction]											
100633	Purchase (21) Paratransit Cutaway	[Construction]												[Construction]												[Construction]												[Construction]											
100634	Replace (10) 2017 RW Minivans	[Construction]												[Completed]												[Construction]												[Construction]											
100635	Replace (135) 2009 Gillig Buses	[20 BEBs Pilot Serial Testin]												[108 ZEBs Pilot Serial]												[Construction]												[Construction]											
Vehicle Support Projects																																																	
100016	Mobile View (Wi-Fi) Enhancement	[Construction]												[Construction]												[Construction]												[Construction]											
100463	SPEAR System Improvement	[Implementation]												[Implementation]												[Implementation]												[Implementation]											
100534	Onboard Wi-Fi	[Construction]												[Construction]												[Construction]												[Construction]											
100706	Intelligent Transportation System (ITS)	[Construction]												[Construction]												[Construction]												[Construction]											
Location Projects within Cities of San Mateo County																																																	
100475	ADA Study & Phase 1 Retrofits	[Construction]												[Construction]												[Construction]												[Construction]											
100769	Bus Stop Improvement Plan	[Construction]												[Construction]												[Construction]												[Construction]											
100711	Bus Shelter Upgrades and Replacements	[Construction]												[Construction]												[Construction]												[Construction]											

Projects Completed Within FY21 - FY25

Prj. ID	Project Name	Budget
020112	North & South Base IW Line to Brake Pit Replacement	\$ 21,432
100511	South Base Natural Gas Line Replacement	\$ 466,832
100354	Purchase a New Bus Simulator	\$ 515,216
100461	Replace 13 Paratransit Cutaway	\$ 1,991,203
100176	SamTrans Visioning	\$ 988,000
100350	Central Office Sanitary Sewer Pump Replacement	\$ 139,388
100247	FY18 Tech Refresh Project	\$ 887,586
021201	Major Bus Components - FY2012	\$ 985,004
021501	Replacement of 55 - 2002 NABI Buses Project	\$ 48,983,433
100113	Procurement of 10 Electric Buses Project	\$ 2,403,353
100348	Upgrade District Website	\$ 950,000
100058	FY16 Facilities Smaller Projects	\$ 2,924,125
100477	Intranet Solution Replacement	\$ 131,000
100630	TAM Maturity and Develop Assess	\$ 67,343
100631-01	North Base Interim Charger Installation	\$ 784,000
100469	NB Washer Replacement	\$ 935,000
100018	LED Lighting Upgrade, Phase-2 at North Base & South Base Facilities	\$ 3,209,701
100723-01	North Base Facility Modifications for FCEBs (Interim Modifications)	\$ 2,180,000
100634	Replacement (10) 2017 RW Minivans	\$ 1,093,876

Major Bus Components

Period: FY25Q1

Prj. ID: 021502

Project Manager:

Joe Almondia

SCOPE Summary

STATUS Summary

Phase: Procurement

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.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 7,954,887	103%	91.9%	\$ 7,954,887

Schedule

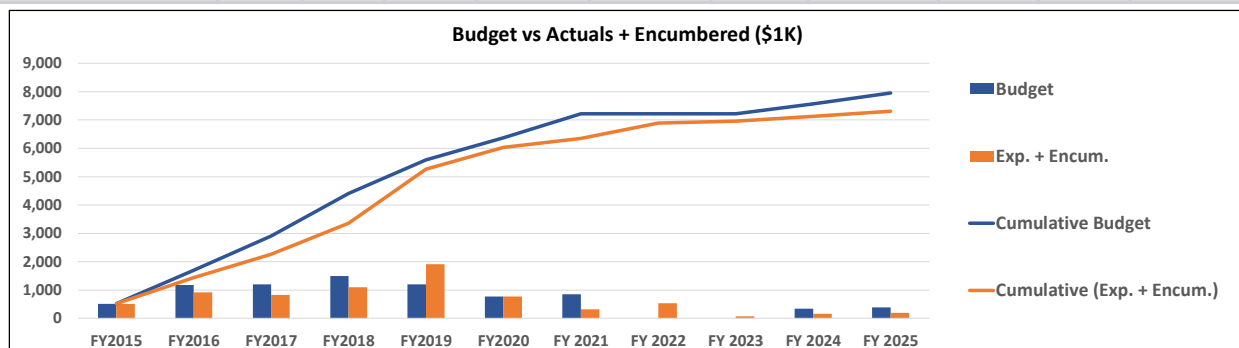
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Project Start	07/01/15	07/01/15			0	0	
Project Finish			06/30/24	06/30/25	0	-365	Duration is expanded to the end of FY24

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	7,955		7,955	127	7,955	0	138	7,185	7,312	643
Totals	7,955	0	7,955	127	7,955	0	138	7,185	7,312	643

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2015	517		517					517	517	0
FY2016	1,183		1,183	133				786	919	264
FY2017	1,202		1,202	-103				923	821	646
FY2018	1,497		1,497	87				1,011	1,098	1,044
FY2019	1,198		1,198	494				1,416	1,909	333
FY2020	772		772	-499				1,274	775	331
FY 2021	852		852					314	314	868
FY 2022			0	-107				643	536	332
FY 2023			0	-6				74	68	264
FY 2024	341		341	74				89	163	442
FY 2025	392		392	53			138	138	191	643
Totals	7,955	0	7,955	127	7,955	0	138	7,185	7,312	643



Major Bus Components

Period: FY25Q1

Project ID: 021502

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)
		Original	Changes				
		(A)	(B)				
Undefined		-2	0		-2	-2	0
General Capital Fund (01050)	Local	6,727	0		6,727	6,727	0
FY19 STA-State of Good Repair (03122)	State	1,230	0		1,230	1,230	0
Totals		7,955	0	0	7,955	7,955	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

Period: FY25Q1

Prj. ID: 100353

Project Manager: Steven Prieto

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
\$ 1,524,246	87.5%	45.7%	\$ 1,524,246

Schedule

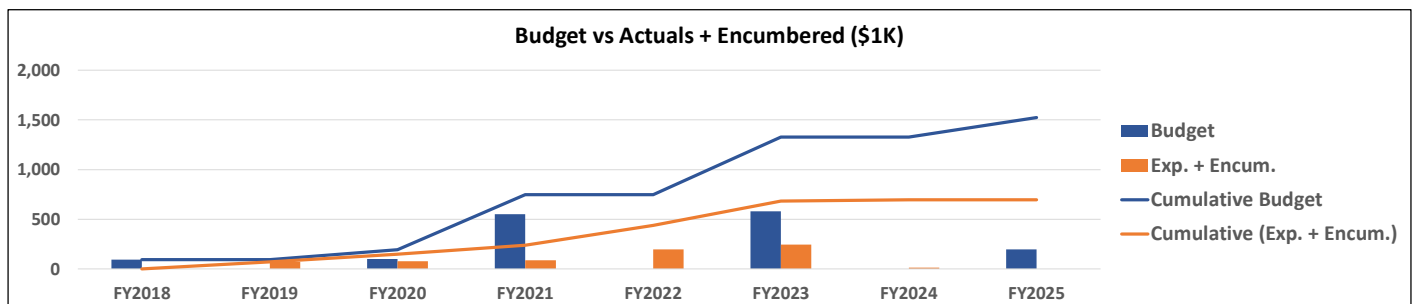
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/19	07/01/19			0	0	
Finish			06/30/25	06/30/25	0	0	

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E					
15 - Procurement	1,524		1,524	8	1,524	0		690	697	827
Totals	1,524	0	1,524	8	1,524	0	0	690	697	827

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E					
FY2018	94		94					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	580		580	-66				312	246	642
FY2024			0	-77				90	13	629
FY2025	198		198						0	827
Totals	1,524	0	1,524	8	1,524	0	0	690	697	827



Maintenance Support Equipment

Period: FY25Q1

Prj. ID: 100353

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,524	0		1,524	1,524	0	
Totals		1,524	0	0	1,524	1,524	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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Express Bus - BEB (Purchase 17 Battery Electr Bus)

Period: FY25Q1

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. There will also be 20 ABB depot chargers included in this procurement.

STATUS Summary

Phase:

Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 23,244,374	98%	91.2%	\$ 23,244,374

Project Manager: David Harbour

Schedule

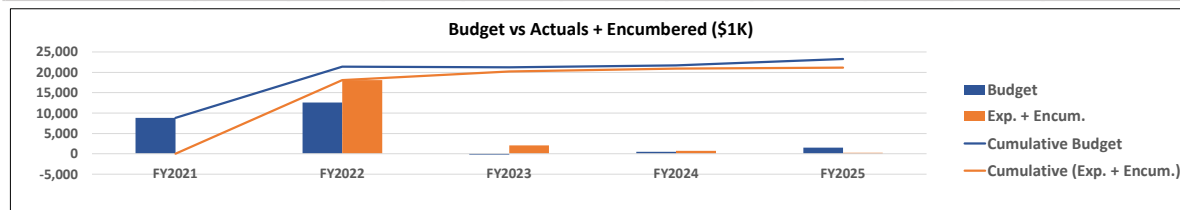
Summary Activities	Baseline Start (A)	Est. or Act. Start (B)	Baseline Completion (C)	Est. or Act. Completion (D)	Start Variance (E= A-B)	Completion Variance (F= C-D)	Comments
Research bus type and COOP purchasing	01/01/21	01/01/21	03/05/21	03/05/21	0	0	Initial 7 BEB as Expansion; Add 10 BEB to replace Proterra
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.
NB 2 ABB Temporary Chargers: Delivery to North Base; Payment; Commissioning	08/08/22	08/08/22	09/15/22	12/12/22	0	-88	2 Temp Chargers delivered 8/8/22; started commissioning 11/29/22 and completed 12/12/22.
1 Pilot Bus: Delivery, Acceptance, Payments, In-Service	09/12/22	11/14/22	10/12/22	01/13/23	-63	-93	Pilot Bus delivered on 11/14/22; conditional acceptance 1/13/23
NB 8 ABB Chargers: Delivery to North Base; Payment; Commissioning	11/28/22	12/23/22	12/28/22	06/30/23	-25	-184	8 NB chargers delivered 12/21/22; ancillary parts received and ready for installation; 2 NB chargers de-energized for installation at permanent location with the other 8 chargers. 9 chargers fully commissioned in May. #6 charger is defective, needs part replacement; pending service.
16 Serial Buses: Delivery, Acceptance, Payments, In-Service	02/10/23	07/21/23	06/09/23	01/30/24	-161	-235	Serial Buses; expecting delay to production schedule with door controller/annunciator shortages; ESS recall retrofit
SB 10 ABB Chargers: Delivery to South Base; Payment; Commissioning	09/15/23	09/15/23	10/15/23	12/01/24	0	-413	Received 10/11/23; Commissioning will be 1 year later Est. 11/1/2024
Post Delivery	10/16/23	12/02/24	05/30/24	05/30/25	-413	-365	Drive Motor Retrofit; requires estimated 1 year for completion
Close-out	06/03/24	06/03/24	06/28/24	06/28/25	0	-365	

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)	Committed (D)			This Period	To Date		
15 -Procurement	23,244		23,244	1,205	23,244		1,557	19,994	21,199	2,046
Totals	23,244	0	23,244	1,205	23,244	0	1,557	19,994	21,199	2,046

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)	Committed (D)			This Period	To Date		
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	1,088				979	2,067	1,042
FY2024	474		474	-15,037				15,764	728	788
FY2025	1,536		1,536	-1,278			1,557	1,557	279	2,046
Totals	23,244	0	23,244	1,205	23,244	0	1,557	19,994	21,199	2,046



Express Bus - BEB (Purchase 17 Battery Electr Bus)

Period: FY25Q1

Prj. ID: 100585

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original (A)	Changes (B)					
Measure W Sales Tax (01024)	Local	5,571	0		5,571	5,571	0	
Sec 5307 Grant (02182)	Federal	4,939	0		4,939	4,939	0	
FTA 1671 (02186)	Federal	1,976	0		1,976	1,976	0	
SOGR FY18 (03120)	State	117	0		117	117	0	
Prop 1B PTMISEA (03618)	State		0		0	0	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)	Federal	2,250	0		2,250	2,250	0	
BAAQMD - 16HDZ005 Electric Bus (04209)	Federal	474	0		474	474	0	
FY17 AB664 (04116)	Federal	106	0		106	106	0	
Totals		23,244	0	0	23,244	23,244	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
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays; Will affect operators/maintenance driving and working on buses, cannot put in service	Delay in service is expected
Post-Delivery support by Manufacturer; Labor shortages: FSRs are not available due to COVID or any other issues	Delay in service is expected

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increased by Mfg.	Negotiated price increase with Mfg.; signed Amendment 2
Supply Chain issues: Vapor controller and voice annunciator	Delayed parts for production and delivery of buses: Parts delayed until mid-2023
Delayed production of buses	Received revised schedule from New Flyer regarding remaining 16 BEB on 5/19/23

KEY ACTIVITIES - Current Reporting Month (top 5)

In-Service Buses: All buses in service
PEM22 Retrofit: Amendment 5 fully executed 6/28/24; Estimated time frame for the retrofit to begin taking place is aprox 7 – 8 months
North Base - 10 chargers ready for use
South Base - 10 ABB chargers delivery in March 2024; purchased extended warranty; Amendment 3 signed 8/24/23; install July 2024, commissioning March 2025
Prepare for disposition of ten replacement 2003 Gillig Buses.

KEY ACTIVITIES - Next Reporting Month (top 5)

PEM22 Retrofit: Estimated time frame for the retrofit to begin taking place is aprox 7 – 8 months
North Base - 10 chargers ready for use
South Base - 10 ABB chargers delivery in March 2024; purchased extended warranty; Amendment 3 signed 8/24/23; install July 2024, commissioning March 2025
Prepare for disposition of ten replacement 2003 Gillig Buses.

Project Notes

Purchase (21) Paratransit Cutaway

Period: FY25Q1

Prj. ID: 100633

Project Manager: David Harbour

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
\$ 4,806,900	46%	59.2%	\$ 4,806,900

Schedule

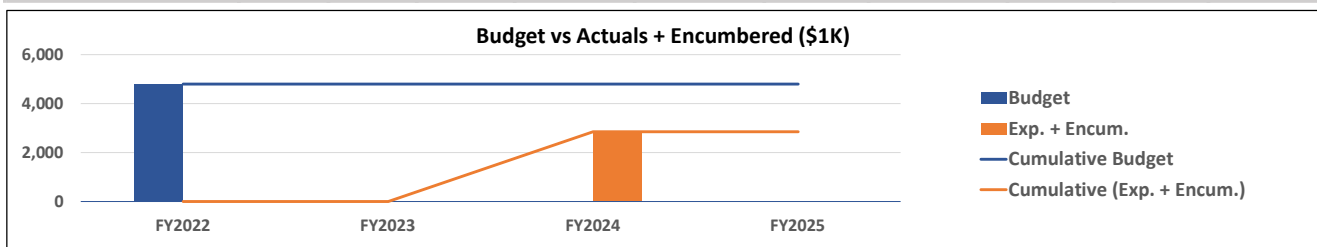
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research bus type and COOP purchasing	11/01/21	11/01/21	10/31/22	01/30/23	0	-91	El Dorado Aerotechs are no longer available for purchase; Supply chain delays
Procurement: Staff Report/Reso, BOD, Agreement, PO	11/01/22	02/01/23	05/17/23	12/30/23	-92	-227	Supply Chain and increased chassis costs delaying procurement process; start date unknown
Pre-Production Meetings, Bus Configurations	12/07/22	06/07/23	12/07/23	10/08/24	-182	-306	Requested BOM list to verify specifications on vans
Production, Inspection, Quality Control	12/07/23	10/01/24	03/15/24	12/30/24	-299	-290	
Post-Delivery: Acceptance, Payments, In-Service	03/18/24	10/30/24	11/30/24	02/28/25	-226	-90	
Close-out	12/02/24	12/02/24	12/31/24	12/31/25	0	-365	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	4,807		4,807	2,845	4,807	0		2	2,847	1,959
Totals	4,807	0	4,807	2,845	4,807	0	0	2	2,847	1,959

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2022	4,807		4,807						0	4,807
FY2023			0						0	4,807
FY2024			0	2,845				2	2,847	1,959
FY2025			0				0		0	4,807
Totals	4,807	0	4,807	2,845	4,807	0	0	2	2,847	1,959



Purchase (21) Paratransit Cutaway

Period: FY25Q1

Prj. ID: 100633

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	101	0		101	101	0	
Sec5307 FY 21/22 (03639)	Fed	3,846	0		3,846	3,846	0	
Prob-1B-FY11 PTMISAE SAMTR (03618)	State	178	0		178	178	0	
Prop 1B PTMISEA FY14 (03639)	State	211	0		211	211	0	
FY22 MTC AB664 Brdg Toll SAMTR (04126)	Local	471	0		471	471	0	
Totals		4,807	0	0	4,807	4,807	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
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays	Service delay is expected
Post-Delivery support by Manufacturer; Labor shortages: FSRs are not available due to COVID or any other issues	Service delay is expected
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for management support

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Price increases being reviewed by CalAct	CalAct amended their contract with price increases
Supply Chain issues affecting ability to order buses	Dealers are slow providing quotes due to price increase and availability

KEY ACTIVITIES - Current Reporting Month (top 5)

Prepare Work Directives for Inspection Services and Post-Delivery Buy America Audit
Modification Schedule estimated Oct - Dec 2024

KEY ACTIVITIES - Next Reporting Month (top 5)

Award Work Directive for Inspection Services and Post-Delivery Buy America Audit
Modification Schedule estimated Oct - Dec 2024
Prepare to receive, inspect, accept transit vans

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.

Replacement (10) 2017 RW Minivans

Period: FY25Q1

Prj. ID: 100634

Project Manager: David Harbour

SCOPE Summary

Completed

STATUS Summary

Phase:

Procurement

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.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,093,876	100.0%	84.4%	\$ 1,093,876

Schedule

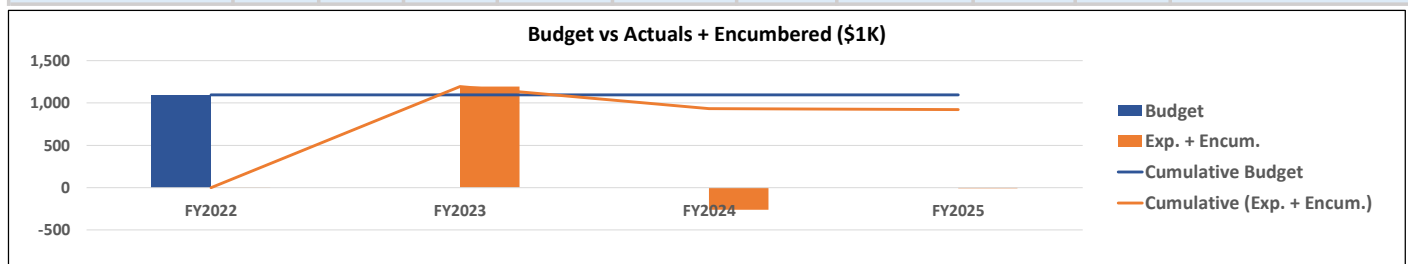
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Research bus type and COOP purchasing	11/01/21	11/01/21	04/01/22	04/01/22	0	0	
Procurement: Staff Report/Reso, BOD, Agreement, PO	04/01/22	04/01/22	09/30/22	09/30/22	0	0	Agreement fully executed 8/31/22; PO issued 7/18/22
Pre-Production Meetings, Bus Configurations	06/01/22	06/01/22	10/14/22	02/12/23	0	-121	
Production, Inspection, Quality Control	10/17/22	02/20/23	12/05/22	05/15/23	-126	-161	Production started 2/20/23
Post-Delivery: Acceptance, Payments, In-Service	12/05/22	05/01/23	01/13/23	09/15/23	-147	-245	Received 10 vans 7/11/23
Close-out	12/01/23	12/01/23	12/29/23	08/30/24	0	-245	Project Completed

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,094		1,094	0	1,094	0		923	923	171
Totals	1,094	0	1,094	0	1,094	0	0	923	923	171

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2022	1,094		1,094					1	1	1,093
FY2023			0	276				918	1,194	-100
FY2024				-266				5	-261	161
FY2025				-10			0		-10	171
Totals	1,094	0	1,094	0	0	0	0	923	923	171



Repl (10) 2017 RW Minivans

Period: FY25Q1

Prj. ID: 100634

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	438	0		438	438	0	
Sec5307 Grant -CA-2021-082 (02904)	Federal	568	0		568	568	0	
FY20 AB664 Bridge Toll Funds (04124)	Local	60	0		60	60	0	
FY21 MTC AB664 Bridge Toll-SAM (04127)	Federal	28	0		28	28	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
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays	Service delay is expected
Post-Delivery support by Manufacturer; Labor shortages:	Service delay is expected
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for management support

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Labor shortages and availability of chassis and components for vans causing delays	Delaying vans being built with ADA components at plant

KEY ACTIVITIES - Current Reporting Month (top 5)

Close-out project after minivans are sold at auction

KEY ACTIVITIES - Next Reporting Month (top 5)

Close-out project after minivans are sold at auction; 9/6/24

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

Period: FY25Q1

Prj. ID: 100635

Project Manager: David Harbour

SCOPE Summary

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.

STATUS Summary

Phase:

Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 181,451,500	54.5%	112.7%	\$ 181,451,500

Schedule

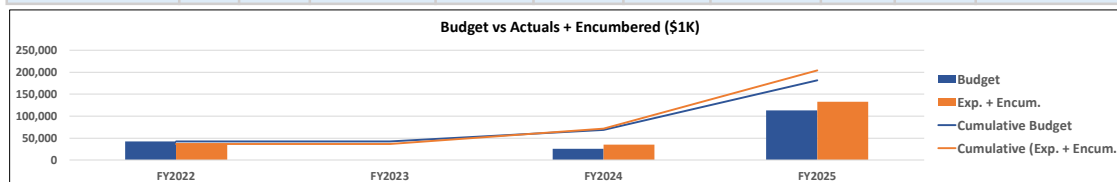
Summary Activities	Baseline Start (A)	Est. or Act. Start (B)	Baseline Completion (C)	Est. or Act. Completion (D)	Start Variance (Days) (E= A-B)	Completion Variance (Days) (F= C-D)	Comments
PHASE 1: 30 ZERO EMISSION BUSES							
Research bus type and COOP purchasing	04/01/22	04/01/22	05/03/22	05/03/22	0	0	
Procurement: Staff Report/Reso, BOD, Agreement, PO	05/02/22	05/02/22	09/30/22	09/30/22	0	0	
Gillig (20 BEB): Pre-Production Meetings, Bus Configurations	10/17/22	10/24/22	07/21/23	07/21/23	-7	0	
Gillig (20 BEB): Production, Inspection, Quality Control	07/24/23	05/10/24	11/10/23	11/24/24	-291	-380	
Gillig (1 Pilot BEB): Delivery, Acceptance, Payments, In-Service	08/01/23	06/27/24	10/02/23	07/15/24	-331	-287	Schedule changed; supply chain delay; 60 day testing of Pilot Bus
Gillig (19 BEB): Delivery, Acceptance, Payments, In-Service	09/01/23	08/26/24	02/05/24	02/26/25	-360	-387	30 day testing of Serial Buses
New Flyer (10 FCEB): Pre-Production Meetings, Bus Configurations	11/01/22	10/12/22	07/31/23	07/31/23	20	0	
New Flyer (10 FCEB): Production, Inspection, Quality Control	04/10/23	04/17/23	09/01/23	01/15/24	-7	-136	
New Flyer (1 Pilot FCEB): Delivery, Acceptance, Payments, In-Service	06/12/23	09/08/23	08/14/23	10/09/23	-88	-56	Pilot delivered 9/08/23; 60 day testing of Pilot Bus; Conditionally accepted 3/28/24; Not in-service
New Flyer (9 FCEB): Delivery, Acceptance, Payments, In-Service	07/14/23	12/29/23	11/03/23	12/31/24	-168	-424	30 day testing of Serial Buses
PHASE 2: 108 ZERO EMISSION BUSES							
Research bus type and COOP purchasing	01/09/23	01/09/23	01/31/23	09/28/23	0	-240	Completed selection analysis 9/28/23
Procurement: Staff Report/Reso, BOD, Agreement, PO	02/01/23	02/01/23	06/30/23	06/30/24	0	-366	Board in December 2023; LOI issued 12/19/23; Agreement signed 6/26/24
Pre-Production Meetings, Bus Configurations	07/01/24	09/04/24	03/01/27	03/01/27	-65	0	
Production, Inspection, Quality Control	09/01/25	03/17/24	04/01/27	04/01/27	533	0	
1 Pilot-Delivery: Acceptance, Payments, In-Service	10/01/25	05/23/24	12/30/25	12/30/25	496	0	60 day testing of Pilot Bus
107-Serial Buses: Delivery: Acceptance, Payments, In-Service	01/30/26	12/05/25	04/01/27	04/01/27	56	0	30 day testing of Serial Buses
Post delivery	04/02/27	04/02/27	12/30/27	12/30/27	0	0	
Project Close-out	06/01/28	06/01/28	06/01/28	06/01/28	0	0	Project Close-out of 100635 (All Phases)

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion (E)	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original (A)	Changes (B)	Current (C=A+B)	Committed (D)			This Period	To Date		
	15 - Procurement	181,452		181,452			191,575	181,452		
Totals	181,452	0	181,452	191,575	181,452	0	1,542	12,861	204,436	-22,985

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)	Committed (D)			This Period	To Date		
	FY2022	42,584		42,584			36,540			
FY2023			0	-11				116	105	5,938
FY2024	25,998		25,998	24,009				11,202	35,211	-3,275
FY2025	112,870		112,870	131,038			1,542	1,542	132,579	-22,985
Totals	181,452	0	181,452	191,575	181,452	0	1,542	12,861	204,436	-22,985



Replace (135) 2009 Gillig Buses

Period: FY25Q1

Prj. ID: 100635

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	3,261	0		3,261	3,261	0	
Sect 5339 Repl 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	46,502			46,502	46,502	0	
Prop 1B PTMISEA FY14 (03954)	State	9,160			9,160	9,160	0	
AHSC FCEBs and Route 251 (04442)	Federal	3,000			3,000	3,000	0	
FY24 STA SOGR SamTrans (03142)	State	929			929	929	0	
SAMTR - FY21 LCTOP (03955)	State	1,043			1,043	1,043	0	
SAMTR FY22 LCTOP (03955)	State	2,448			2,448	2,448	0	
SAMTR FY23 LCTOP (03964)	State	2,450			2,450	2,450	0	
FY24 LCTOP SAMTR Fuel Cell Bu (03970)	State	2,627			2,627	2,627	0	
FY24 FTA Sec 5307 SamTrans (02911)	Federal	66,976			66,976	66,976	0	
FY23/24 TIRCP SamTrans Bus Rep (03969)	State	15,000			15,000	15,000	0	
State SB1 LPP-F SamTrans (03971)	State	1,515			1,515	1,515	0	
Totals		#####	0	0	179,937	179,937	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk Title	Mitigation
Price increases for bus price	Increase budget
Delayed Infrastructure: chargers, etc.	Service delay is expected
Training Delays	Service delay is expected
Post-Delivery support by Manufacturer; Labor shortages: FSRs are not	Service delay is expected
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for management support

ISSUES (Risks that are materialized, in order of priority)

Issue Title	Status
Delayed production of buses	Received revised schedule from New Flyer regarding FCEB on 5/29/23
Delayed production of buses	Received revised schedule from Gillig regarding BEB on 3/3/23

KEY ACTIVITIES - Current Reporting Month (top 5)

Phase 1 (10 NF FCEB): Gradeability issue identified for New Flyer FCEB; solution found; retrofit 1 pilot completed; swap 9 on production line; Amendment #1
Phase 1 (10 NF FCEB): Amendment 1 signed 8/24/23; Amendment 2 signed 12/7/23; Amendment 3 pending
Phase 1 (10 NF FCEB): Delivered 10 Buses-3000 - 3009; Conditionally Accepted 10 Buses; Invoice Paid
Phase 1 (10 NF FCEB): Pending Refueler to fully commissioned; Pending in-service of buses
Phase 1 (20 Gillig BEB): Delivered pilot bus 6/27/24; pilot bus accepted 9/25/24; production of remaining 19 BEBs to start 9/16/24 through 11/25/24
Phase 1 (20 Gillig BEB): Amendment 1 signed 5/11/23
Phase 2 (108 NF FCEB): Agreement for Purchase of up to 108 FCEB to New Flyer FE 6/26/24; PO issued for all 108 buses
Phase 2 (108 NF FCEB): PreProduction for Anniston, AL - week of 9/23/24; continue bus configurations/specifications
Phase 2 (108 NF FCEB): Tentative schedule: Pilot Line Entry - March 17, 2025; Pilot Delivery - May 23, 2025; Serial Buses Line Entry - Oct. 6, 2025; Delivery - Dec 5, 2025 through Jan 29, 2027
Phase 2 (108 NF FCEB): Pending RFP for Inspection Services/Post Delivery Buy America Audit

KEY ACTIVITIES - Next Reporting Month (top 5)

Phase 1 (10 NF FCEB): Gradeability issue identified for New Flyer FCEB; solution found; retrofit 1 pilot completed; swap 9 on production line; Amendment #1
Phase 1 (10 NF FCEB): Amendment 1 signed 8/24/23; Amendment 2 signed 12/7/23; Amendment 3 signed 8/2/24
Phase 1 (10 NF FCEB): Delivered 10 Buses-3000 - 3009; Conditionally Accepted 10 Buses; Invoice Paid
Phase 1 (10 NF FCEB): Pending Refueler to fully commissioned; Pending in-service of buses
Phase 1 (20 Gillig BEB): Delivered pilot bus 6/27/24; pilot bus accepted 9/25/24; production of remaining 19 BEBs to start 9/16/24 through 11/25/24
Phase 1 (20 Gillig BEB): Amendment 1 signed 5/11/23
Phase 2 (108 NF FCEB): Agreement for Purchase of up to 108 FCEB to New Flyer FE 6/26/24; PO issued for all 108 buses
Phase 2 (108 NF FCEB): continue bus configurations/specifications
Phase 2 (108 NF FCEB): Tentative schedule: Pilot Line Entry - March 17, 2025; Pilot Delivery - May 23, 2025; Serial Buses Line Entry - Oct. 6, 2025; Delivery - Dec 5, 2025 through Jan 29, 2027
Phase 2 (108 NF FCEB): Pending RFP for Inspection Services/Post Delivery Buy America Audit

Project Notes

Multiple Phases procurement and different zero emission technology buses

Replace Non-Rev Toyota Priuses

Period: FY25Q1

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%	91%	\$ 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	12/31/23			-244	0	
Acceptance	FY20 Class 10020	05/15/23	01/15/24			-245	0	
Close-out	FY20 Class 10020	05/31/23	03/31/25			-670	0	

Replace Non-Rev Toyota Priuses

Period: FY25Q1

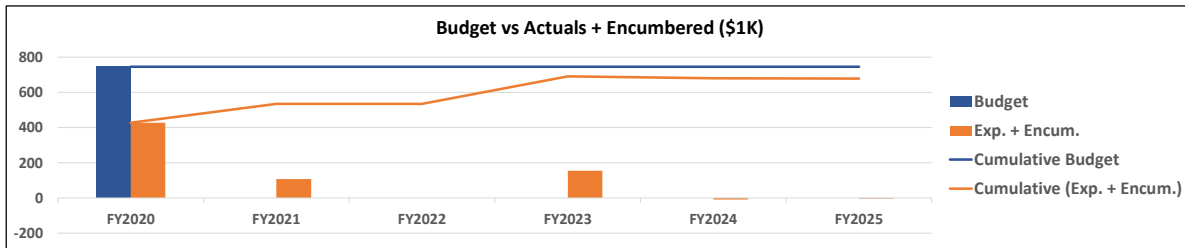
Prj. ID: 100462

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	744		744	1	744	0		677	678	67
Totals	744	0	744	1	744	0	0	677	678	67

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	744		744	428				0	428	316
FY2021	0		0	-426				533	107	210
FY2022	0		0						0	210
FY2023	0		0	76				79	155	55
FY2024	0		0	-74				65	-9	64
FY2025	0		0	-3				0	-3	67
Totals	744	0	744	1	744	0	0	677	678	67



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(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 cancellation 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

Period: FY25Q1

Prj. ID: 100549

Project Manager: Steve Prieto

SCOPE Summary

STATUS Summary

Phase: Procurement

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.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 856,200	56.7%	48.2%	\$ 856,200

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)	
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	06/30/24			-426	0	
Delivery - Class 23001	05/01/23	06/30/24			-426	0	
Acceptance - Class 10001	05/15/23	06/30/24			-412	0	
Acceptance - Class 23001	05/15/23	06/30/24			-412	0	
Close-out - Class 10001	05/31/23	06/30/24			-396	0	
Close-out - Class 23001	05/31/23	06/30/25			-761	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
15 - Procurement	856		856		856	0		412	412	444
Totals	856	0	856	0	856	0	0	412	412	444

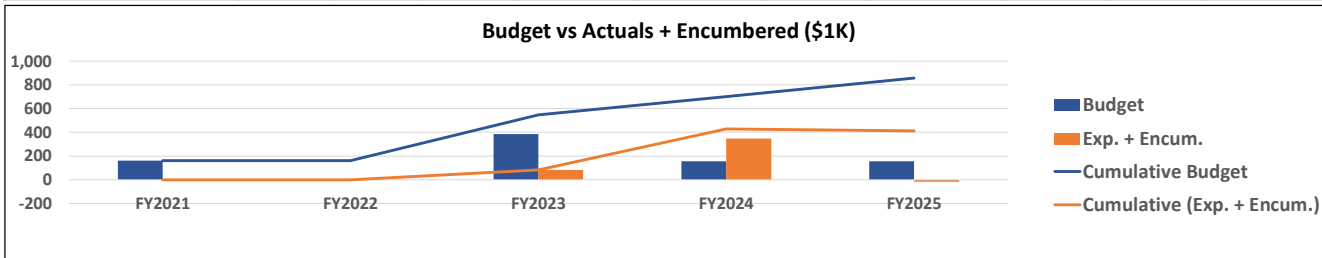
Replacement Non-Rev Vehicles

Period: FY25Q1

Prj. ID: 100549

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)	Committed (D)			This Period	To Date		
FY2021	162		162						0	162
FY2023	385		385	42				40	82	465
FY2024	154		154	-25				372	347	272
FY2025	156		156	-16			0		-16	444
Totals	856	0	856	0	856	0	0	412	412	444



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original (A)	Changes (B)					
General Capital Fund (01050)	Local	856	0		856	856	0	
Totals		856	0	0	856	856	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 This 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

Period: FY25Q1

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
\$ 7,485,421	97.6%	81.5%	\$ 7,485,421

Schedule

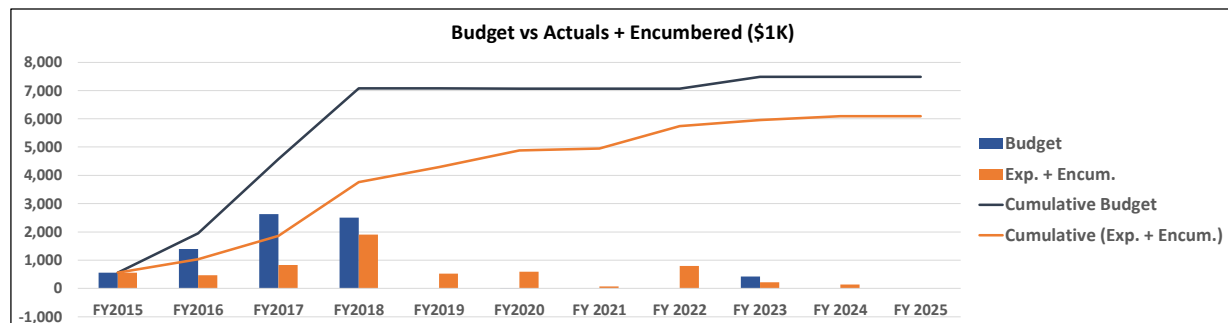
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/14	07/01/14			0	0	This project will span multiple years. Procurements will occur as needed throughout the project lifecycle.
Finish			12/31/24	12/31/24	0	0	The project will very likely be extended beyond the end of FY24.

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)	Committed (D)			This Period	To Date		
15 - Procurement	7,485		7,485	256	7,485	0	12	5,844	6,100	1,385
Totals	7,485	0	7,485	256	7,485	0	12	5,844	6,100	1,385

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)	Committed (D)			This Period	To Date		
FY2015	555		555	0				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	-118				188	69	2,118
FY2022	0		0	253				539	792	1,325
FY2023	416		416	-31				242	212	1,530
FY2024			0	-73				212	139	1,391
FY2025			0	-7			12	12	5	1,385
Totals	7,485	0	7,485	256	7,485	0	12	5,844	6,100	1,385



Replace & Upgrade Servers & Out of Warranty Equipment

Period: FY25Q1

Prj. ID: 021505

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
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.
3. End date adjusted to end of FY 24 as need will continue in the current fiscal year.

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 This Period.

Wi-Fi Bases for Video Review

Period: FY25Q1

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%	94.4%	\$ 690,499

Schedule

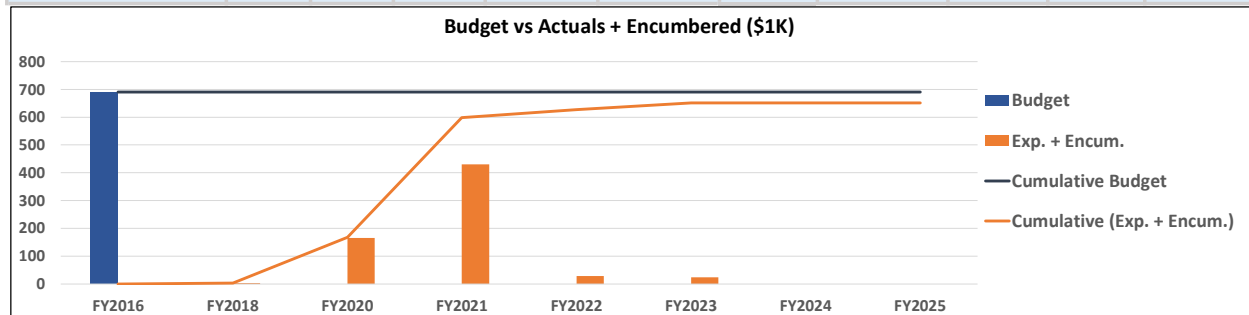
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Funding Released			03/26/17	03/26/18	0	-365	
Procurement of hardware and Base infrastructure installation	03/01/19	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	12/31/24	0	-731	

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)	Committed (D)			This Period	To Date		
11 - Planning	19		19	0	19	0		0	19	
16 - Construction	671		671	5	671	0		646	652	
Totals	690	0	690	5	690	0	0	646	652	

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)	Committed (D)			This Period	To Date		
FY2016	690		690	0				0	690	
FY2018	0		0	0				3	688	
FY2020	0		0	153				12	522	
FY2021	0		0	-148				579	430	
FY2022	0		0	2				27	63	
FY2023	0		0	-2				26	39	
FY2024			0					0	39	
FY2025			0					0	39	
Totals	690	0	690	5	690	0	0	646	39	



Wi-Fi Bases for Video Review

Period: FY25Q1

Prj. ID: 100016

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	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. Configure, test, and implement network equipment.

KEY ACTIVITIES - Next Reporting Month (top 5)

1. IT/ITS schedule to continue inspecting the system
2. Testing CUB/Brewster site performance

Project Notes

1. PM is extending the forecasted finish date to fund any procurements required to complete this project. Project completion is now estimated at June 30, 2024.

FY18 EPM Replacement

Period: FY25Q1

Prj. ID: 100248

Project Manager: Jeannie Chen/Mike Torres

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
\$ 2,300,000	30.0%	5.1%	\$ 2,300,000

Schedule

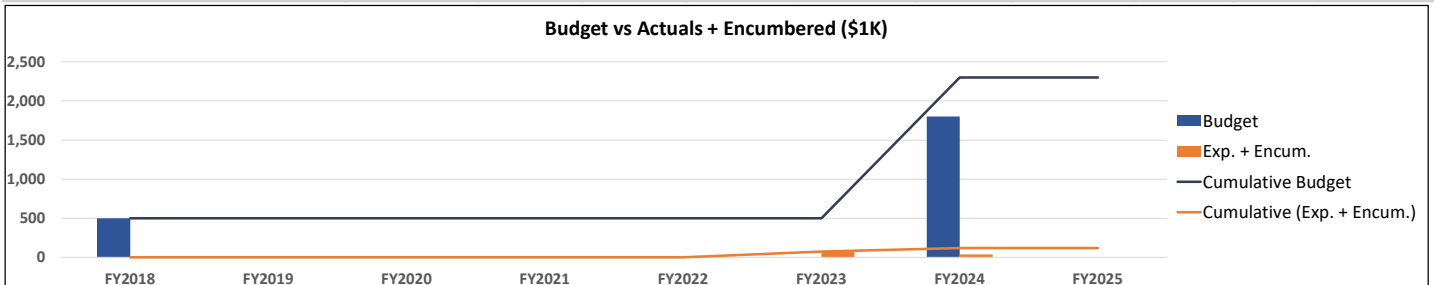
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Phase 0: Project Planning and Management	7/1/2019	7/25/2022	12/9/2022	12/9/2022	-1120	0	
Phase 1: Needs Assessment	8/29/2022	8/29/2022	8/29/2022	11/4/2022	0	-67	
Phase 2: Business Process Analysis	9/26/2022	9/26/2022	9/26/2022	1/13/2023	0	-109	
Phase 3: Development of RFP	11/1/2022	11/1/2022	11/11/2022	3/9/2023	0	-118	
Phase 4: High Level Recommendations	12/15/2022	12/15/2022	2/10/2023	2/22/2023	0	-12	
Phase 5: Issue RFP , Select Vendor			02/28/24	02/28/24	0	0	
Phase 6: Select Vendor	02/29/24	02/29/24	02/28/25	02/28/25	0	0	
Phase 7: Implementation	03/01/25	03/01/25	12/31/25	12/31/25	0	0	
Phase 5: Issue RFP					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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	2,300		2,300	16	2,300	0		103	118	2,182
Totals	2,300	0	2,300	16	2,300	0	0	103	118	2,182

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	Committed			This 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					78	78	422
FY2024	1,800		1,800	16				25	41	2,259
FY2025			0					0	0	422
Totals	2,300	0	2,300	16	2,300	0	0	103	118	2,182



FY18 EPM Replacement

Period: FY25Q1

Prj. ID: 100248

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original (A)	Changes (B)					
		General Capital Fund (01050)	Local					
Totals		2,300	0	0	2,300	2,300	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
Lack of IT resources	Identified
Competing projects such as HCM, Trapeze, EAM, New Intranet, Hastus, Training, Shared Drives Migration	Identified

KEY ACTIVITIES - Current Reporting Month (top 5)

Procurement for Needs Assessment completed.

KEY ACTIVITIES - Next Reporting Month (top 5)

Project Notes

The outcome of Phase I of the project will determine the actual cost and schedule for Phase II.

SPEAR System Improvement

Period: FY25Q1

Prj. ID: 100463

Project Manager: David Harbour

SCOPE Summary

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.

STATUS Summary

Phase: Procurement

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 5,644,352	36%	57.7%	\$ 5,644,352

Schedule

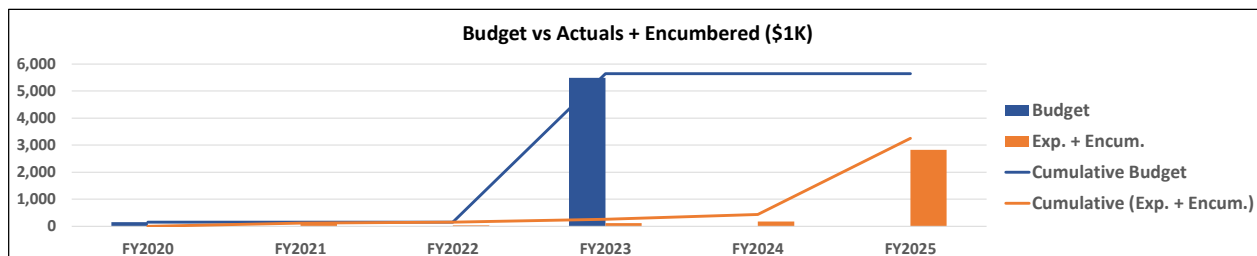
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Procurement	09/01/21	09/01/21	06/01/23	07/01/24	0	-396	April '24 BOD; negotiations delay award
Kick-off Implementation	06/02/23	04/01/24	06/02/23	08/06/24	-304	-431	This could be moved up if no delay in awarding
Complete System Implementation; Go Live	06/02/23	10/01/26	06/02/25	11/01/26	-1217	-517	Est. 2 year implementation
Complete Training	06/02/25	08/01/26	06/01/26	11/01/26	-425	-153	Estimate only
Transition to IT - First Year Maintenance	06/02/25	11/01/26	06/02/26	12/01/26	-517	-182	
Close-out (10 Year Project)	12/01/26	12/01/26	12/01/26	12/01/26	0	0	Once Transitioned over to IT as Maintenance then can close out project.

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	5,644		5,644	2,790	5,644	0	37	465	3,254	2,390
Totals	5,644	0	5,644	2,790	5,644	0	37	465	3,254	2,390

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	150		150	0				0	0	150
FY2021	0		0	39				79	118	32
FY2022	0		0	-3				34	32	0
FY2023	5,494		5,494	-27				137	110	5,385
FY2024			0	-8				177	170	-170
FY2025			0	2,788			37	37	2,825	2,560
Totals	5,644	0	5,644	2,790	0	0	37	465	3,254	2,390



SPEAR System Improvement

Period: FY25Q1

Prj. ID: 100463

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	5,337	0		5,337	5,337	0	
Measure W Sales Tax (01024)	Local	308	0		308	308	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
Lack of Internal Support; C&P, Legal, IT, Budgets, etc.	Ask for Management support
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)

Trapeze EAM overview and training for core team, 9/23 - 9/27

KEY ACTIVITIES - Next Reporting Month (top 5)

Future State Business Process Assessment coordination

Project Notes

Agreement executed 8/5/24, Kick-off 8/6/24, Implementation will take 28 months to system Go-Live
--

Onboard Wi-Fi Equipment Retrofit for 225 buses

Period: FY25Q1

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

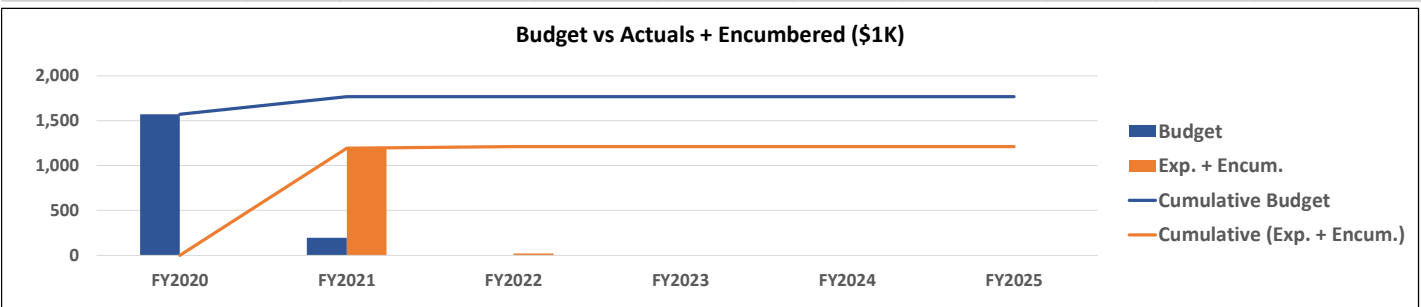
Schedule

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	12/31/24	-172	-854	

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,766		1,766	3	1,766	0		1,209	1,212	554
Totals	1,766	0	1,766	3	1,766	0	0	1,209	1,212	554

FY	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This 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	
FY2022			0	-149				169	20	
FY2023			0						0	
FY2024			0						0	
FY2025			0				0		0	
Totals	1,766	0	1,766	3	1,766	0	0	1,209	1,212	



Onboard Wi-Fi Equipment Retrofit for 225 buses

Period: FY25Q1

Prj. ID: 100534

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-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 for

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

Project close out extended to June 30, 2024.

Automating Daily Dispatch

Period: FY25Q1

Prj. ID: 100546

Project Manager: Jonathan Stekete

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	40%	67.6%	\$ 1,750,424

Schedule

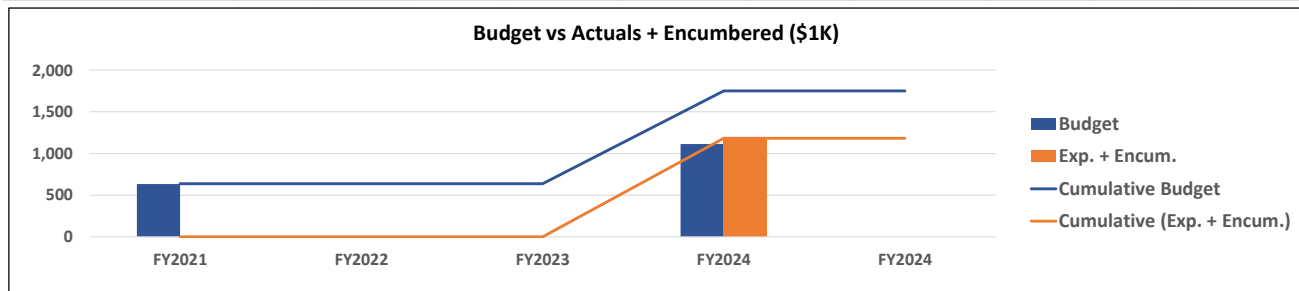
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Scope operational needs for software	06/01/20	06/01/20	01/30/21	12/15/20	0	46	Complete
Determine Cloud best location	10/01/20	10/01/20	01/01/21	09/30/22	0	-637	Complete
Software Procurement	12/15/21	12/15/21	04/01/21	12/01/22	0	-609	Complete
Software Implementation	06/01/24	06/01/24	06/01/25	06/01/25	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,750		1,750	489	1,750	0	261	695	1,183	567
Totals	1,750	0	1,750	489	1,750	0	261	695	1,183	567

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	635		635	0				0	0	635
FY2022			0	0				0	0	635
FY2023			0	0				0	0	635
FY2024	1,115		1,115	489				695	1,183	567
FY2025			0				261		0	567
Totals	1,750	0	1,750	489	1,750	0	261	695	1,183	567



Automating Daily Dispatch

Period: FY25Q1

Prj. ID: 100546

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
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
Payroll not being able to complete testing until Thanksgiving	Discussing with dept.

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)

Installed BidWeb & Hastus Daily Base (Vanilla release) does not include site customizations
Site visit from software provider to go over operational specifications and customizations

KEY ACTIVITIES - Next Reporting Month (top 5)

Site Visit for payroll customizations
Training for end users for BidWeb
Vanilla version testing

Project Notes

Project is moving smoothly with addition of project manager from IT, Barjinder.

APC Validation

Period: FY25Q1

Prj. ID: 100628

Project Manager: Jonathan Stekete

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

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 431,250	33.3%	0.0%	\$ 431,250

Schedule

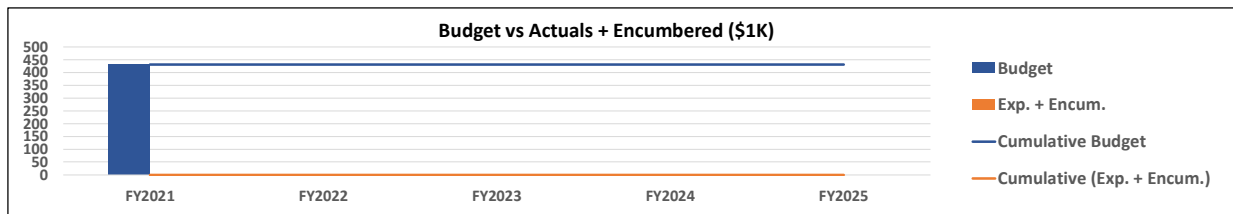
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Conduct Initial Ride Checks	04/01/22	04/01/22	06/30/22	05/28/22	0	33	
Analysis Initial Ride Checks	07/01/22	07/01/22	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	12/30/24	0	-183	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
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	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2021	431		431						0	431
FY2022			0						0	431
FY2023			0						0	431
FY2024			0						0	431
FY2025			0				0		0	431
Totals	431	0	431	0	431	0	0	0	0	431



APC Validation

Period: FY25Q1

Prj. ID: 100628

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(F=E-D)	
General Capital Fund (01050)	Local	431	0		431	431	0	
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)

Random ride check schedule created for January.

KEY ACTIVITIES - Next Reporting Month (top 5)

Ride check schedule will be created.

Project Notes

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Intelligent Transportation System (ITS)

Period: FY25Q1

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	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 228,000	1%	0.0%	\$ 228,000

Schedule

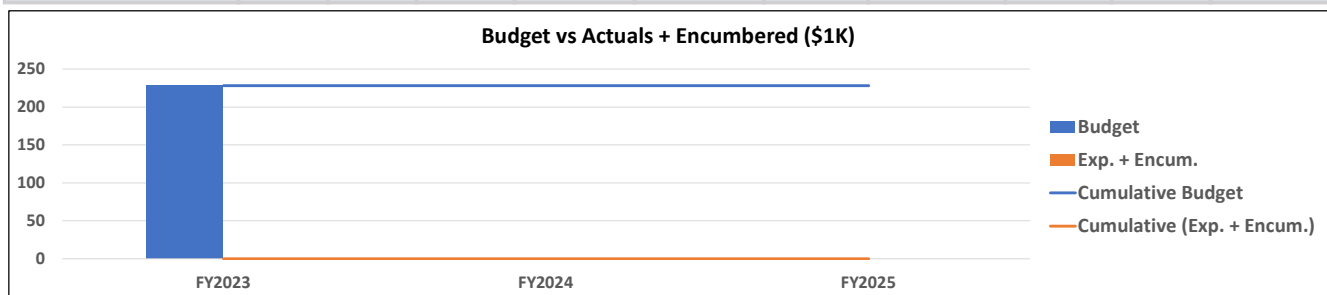
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Internal discussion to evaluate the current system and identify areas of improvement	12/01/22	12/01/22	12/31/23	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	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15- Procurement	228		228		228	0	0	0	228	
Totals	228	0	228	0	228	0	0	0	228	

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2023	228		228					0	228	
FY2024			0					0	228	
FY2025							0	0	228	
Totals	228	0	228	0	228	0	0	0	228	



Intelligent Transportation System (ITS)

Period: FY25Q1

Prj. ID: 100706

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	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
Finding the experienced consulting service	

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

Period: FY25Q1

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	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,311,500	75.1%	13.4%	\$ 2,311,500

Schedule

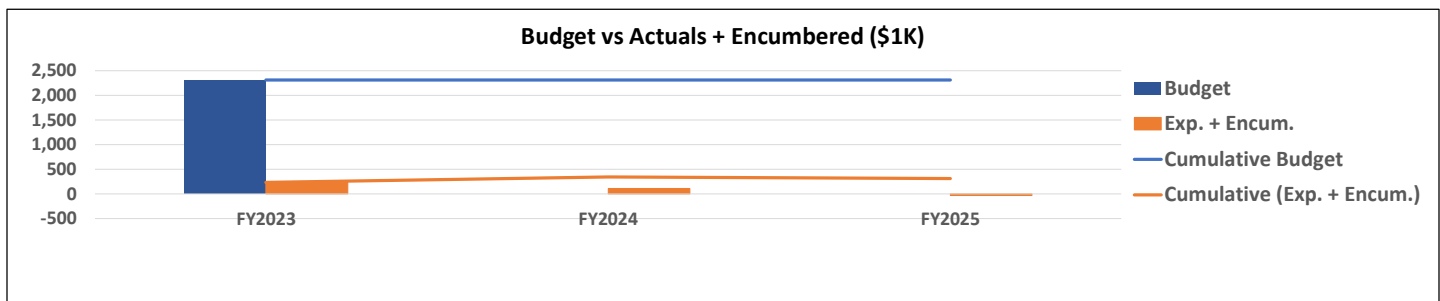
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Cybersecurity Program	07/01/22	07/01/22	06/30/25	06/30/25	0	0	This is a multi-year program

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	2,312		2,312	4	2,312	0	0	306.20	310	2,001
Totals	2,312	0	2,312	4	2,312	0	0	306	310	2,001

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2023	2,312		2,312					232	232	2,079
FY2024			0	30				80	110	1,969
FY2025			0	-26			0	-6	-32	2,001
Totals	2,312	0	2,312	4	2,312	0	0	306	310	2,001



Cybersecurity Program

Period: FY25Q1

Prj. ID: 100707

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	92	0		92	92	0	
General Capital Fund (01050)	Local	2,220	0		2,220	2,220	0	
Totals		2,312	0	0	2,312	2,312	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 planning of remediation work. (no change this period)
2. Continue work on finalizing the spending plan for the year.

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Continue planning of remediation work.
2. Continue work on finalizing the spending plan for the year.

Project Notes

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Paratransit Scheduling Software

Period: FY25Q1

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	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 570,000	51.3%	82.0%	\$ 570,000

Schedule

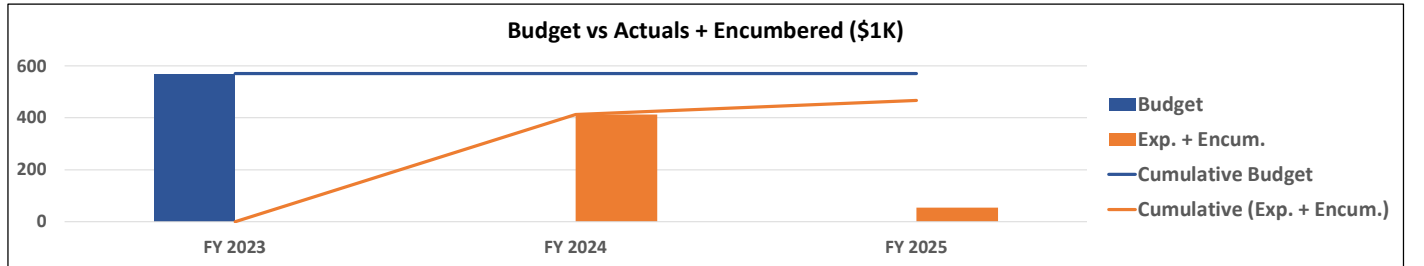
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Design/customize software	09/28/22	09/28/22	04/01/23	04/01/23	0	0	
User acceptance testing	04/02/23	04/02/23	08/30/23	08/30/23	0	0	
Phase 1 Install & implement	01/09/23	01/09/23	07/01/23	07/01/23	0	0	
Phase 2 - adding more functionalities	05/15/23	05/15/23	10/31/23	12/31/24	0	-427	

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	570		570	165	570	0	25	302	467	103
Totals	570	0	570	165	570	0	25	302	467	103

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	570		570						0	570
FY 2024			0	136				277	413	157
FY 2025			0	29			25	25	54	103
Totals	570	0	570	165	570	0	25	302	467	103



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - Capital (01024)	Local	570	0		570	570	0	
Totals		570	0	0	570	570	0	

Paratransit Scheduling Software

Period: FY25Q1

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
Difficulty getting software to interface with other products	In process

KEY ACTIVITIES - Current Reporting Month (top 5)

Continuing to test Driver Mate.
Continuing testing with interface with other systems

KEY ACTIVITIES - Next Reporting Month (top 5)

Continuing testing with interface with other systems

Project Notes

None

Multi-Platform Upgrades

Period: FY25Q1

Prj. ID: 100715

Project Manager: Michael Salazar

SCOPE Summary

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.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 3,083,700	48.8%	50.9%	\$ 3,083,700

Schedule

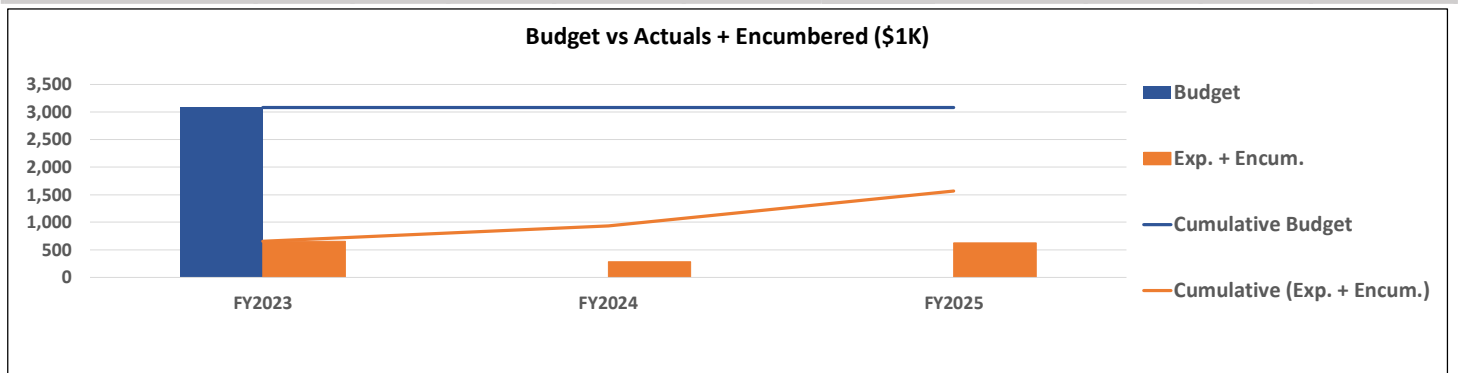
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
ITSM	07/01/22	07/01/22	12/30/22	08/30/23	0	-243	Several delays due to resource
SharePoint	07/01/22	07/01/22	06/30/23	06/30/23	0	0	
Others	07/01/22	07/01/22	06/30/24	06/30/24	0	0	

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	3,084		3,084	407	3,084	0	342	1,161	1,568	1,515
Totals	3,084	0	3,084	407	3,084	0	342	1,161	1,568	1,515

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2023	3,084		3,084	109				548	657	2,427
FY2024			0	38				242	281	-281
FY2025			0	260			342	370	630	1,796
Totals	3,084	0	3,084	407	3,084	0	342	1,161	1,568	1,515



Multi-Platform Upgrades

Period: FY25Q1

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	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
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)

1. Continue prioritizing other project tasks. (no change this period)

KEY ACTIVITIES - Next Reporting Month (top 5)

1. Continue prioritizing remaining project tasks.

2

Project Notes

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Facility Smaller Projects

Period: FY25Q1

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
\$ 4,356,607	97%	90.6%	\$ 4,356,607

Schedule

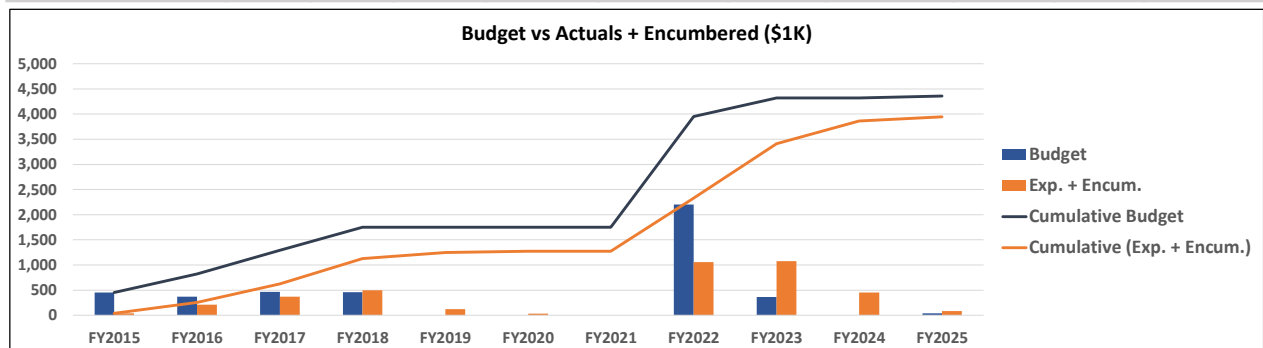
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/15	07/01/15			0	0	
Finish			12/31/24	12/31/24	0	0	

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
15 - Procurement	1,691		1,691	22	1,691	0		1,269	1,291	400
16 - Construction	2,666		2,666	105	2,666	0	84	2,553	2,657	8
Totals	4,357	0	4,357	127	4,357	0	84	3,821	3,948	408

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2015	454.47		454	0				41	41	414
FY2016	368.91		369	79				135	214	569
FY2017	467.81		468	28				344	372	665
FY2018	459.65		460	67				432	499	625
FY2019			0	-117				236	119	506
FY2020			0	-25				55	30	476
FY2021			0	0				2	2	474
FY2022	2,202		2,202	88				966	1,055	1,622
FY2023	366		366	75				1,004	1,080	908
FY2024			0	-69				524	455	453
FY2025	39		39	-1			84	84	83	408
Totals	4,357	0	4,357	127	4,357	0	84	3,821	3,948	408



Facility Smaller Projects

Period: FY25Q1

Prj. ID: 021507

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original (A)	Changes (B)					
		General Capital Fund (01050)	Local					
Totals		4,318	0	0	4,318	4,318	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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Remodel North and South Base Employee Areas

Period: FY25Q1

Prj. ID: 100466

Project Manager: Jeffrey Thomas

SCOPE Summary

This project will reconfigure and modernize four (4) existing employee breakrooms at North/South Bases. The project will remove worn cabinets/carpeting and fixtures after 30+ years usage. Improvements will include staff/users participating in new room layout and equipment selection; increased seating capacity and greater comfort to users.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 520,000	20.8%	42.9%	\$ 520,000

Schedule

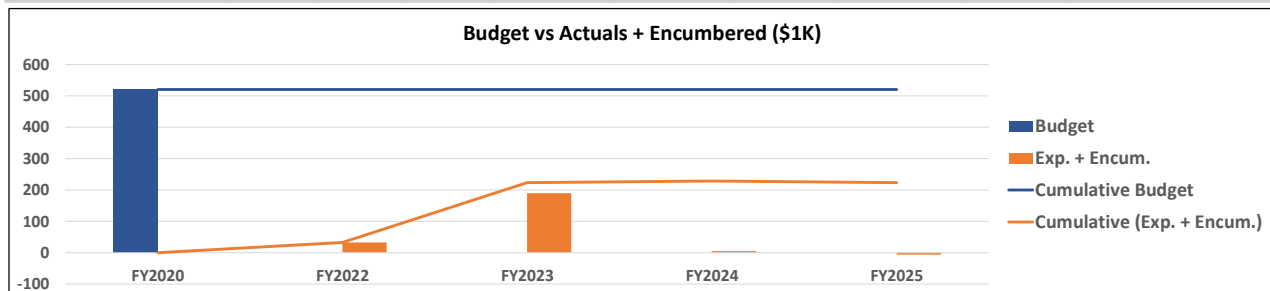
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	07/01/20	06/01/22	10/31/22	10/31/22	-700	0	Schedule re-baselined in March 2024
PE/Env/PSE (Preliminary Design)	08/01/22	08/01/22	04/30/23	04/30/23	0	0	
Final Design	05/01/23	05/01/23	08/30/24	08/30/24	0	0	
Procurement	10/01/24	10/01/24	05/31/25	05/31/25	0	0	
Construction	07/01/25	07/01/25	03/31/26	03/31/26	0	0	
Close out	04/01/26	04/01/26	08/01/26	08/01/26	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	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	40		40	1	40	0	5	36	37	3
12- PE/Env/PSE	50		50	1	50	0	8	47	48	2
13 - Final Design	100		100	1	100	0	5	39	39	61
15 - Procurement	20		20	0	20	0		1	1	19
16 - Construction	300		300	0	300	0	4	97	98	202
19 - Closeout	10		10	0	10	0			0	10
Totals	520	0	520	2	520	0	22	221	223	297

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	520		520	0				0	520	
FY2022			0	0				33	487	
FY2023			0	80				109	297	
FY2024			0	-50				55	291	
FY2025			0	-28			22	22	297	
Totals	520	0	520	2	520	0	22	221	297	



Remodel North and South Base Employee Areas

Period: FY25Q1

Prj. ID: 100466

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)	(C)	(D=A+B+C)	(E)	(F=E-D)	
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
Conflicting interests by stakeholders	Stakeholders and Design Team have assessed and prioritized for usable space
Space constraints within existing floorspace	Stakeholders and Design Team will operate within existing building structure

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 long-term structural consideration. Facilities will propose an FY24 Capital Project to address these larger issues.
Cost forecast exceeds current project budget	Project Team is seeking potential savings and additional funds

KEY ACTIVITIES - Current Reporting Month (top 5)

Design modifications were proposed and are yet under review by Facilities; presentation to stakeholders to follow in Oct.

KEY ACTIVITIES - Next Reporting Month (top 5)

Design team and Facilities will discuss latest plans in October with stakeholders for their feedback
There are sample materials and color swatches will be shared with stakeholders

Project Notes

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NB SB Bus Vacuum Replacement

Period: FY25Q1

Prj. ID: 100468

Project Manager: Jeffrey Thomas

SCOPE Summary

On-hold, pending hiring a new project manager due to work loads

STATUS Summary

Phase: Planning

This project is focused to assess/design viable methods of bus interior vacuuming/cleaning. The existing North Base cyclonic vacuum is 35-yrs worn and non-functional. South Base uses mixed cleaning methods. Initially cyclonic vacuums were assessed but found lacking in performance; Backpack vacuums were tested by staff/users in late 2022 and also found insufficient. The project will refocus on compressed air technology as the best and most viable cleaning method. Plans will now include both a technical design and a safety assessment for users.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 150,000	45%	4.5%	\$ 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					0	0	
					0	0	
					0	0	
					0	0	

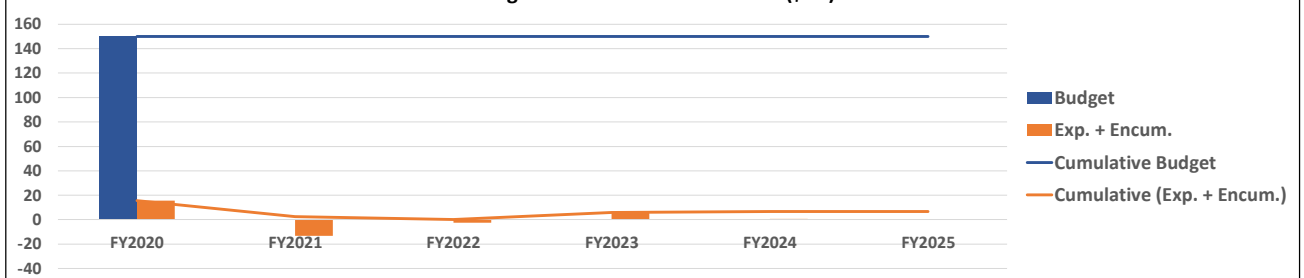
PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Variance (F=C-E)	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
12 - PE/Env/PSE	150		150		150	0		7	7	143
Totals	150	0	150	0	150	0	0	7	7	143

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	150		150	16					16	134
FY2021	0		0	-13					-13	148
FY2022	0		0	-2					-2	150
FY2023			0					6	6	144
FY2024			0					1	1	143
FY2025							0			143
Totals	150	0	150	0	150	0	0	7	7	143

Budget vs Actuals + Encumbered (\$1K)



NB SB Bus Vacuum Replacement

Period: FY25Q1

Prj. ID: 100468

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
SOG 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 cleaning technology	Consultants advise that heavy vacuum system infrastructure is no longer practical
Evolving cleaning technology	Staff tested backpack vacuums for 60 days but found performance lacking.

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
New alternative -- compressed air lines	Bases have used compress air lines for cleaning and report favorably
Safety issues for compress air line usage	Design will proceed with parallel input by a Safety Engineer or Industrial Hygienist

KEY ACTIVITIES - Current Reporting Month (top 5)

Project team is reviewing compressed air as a third approach for interior cleaning in conjunction with safety analysis/review
A request was sent to the Design consultant for their formal proposal

KEY ACTIVITIES - Next Reporting Month (top 5)

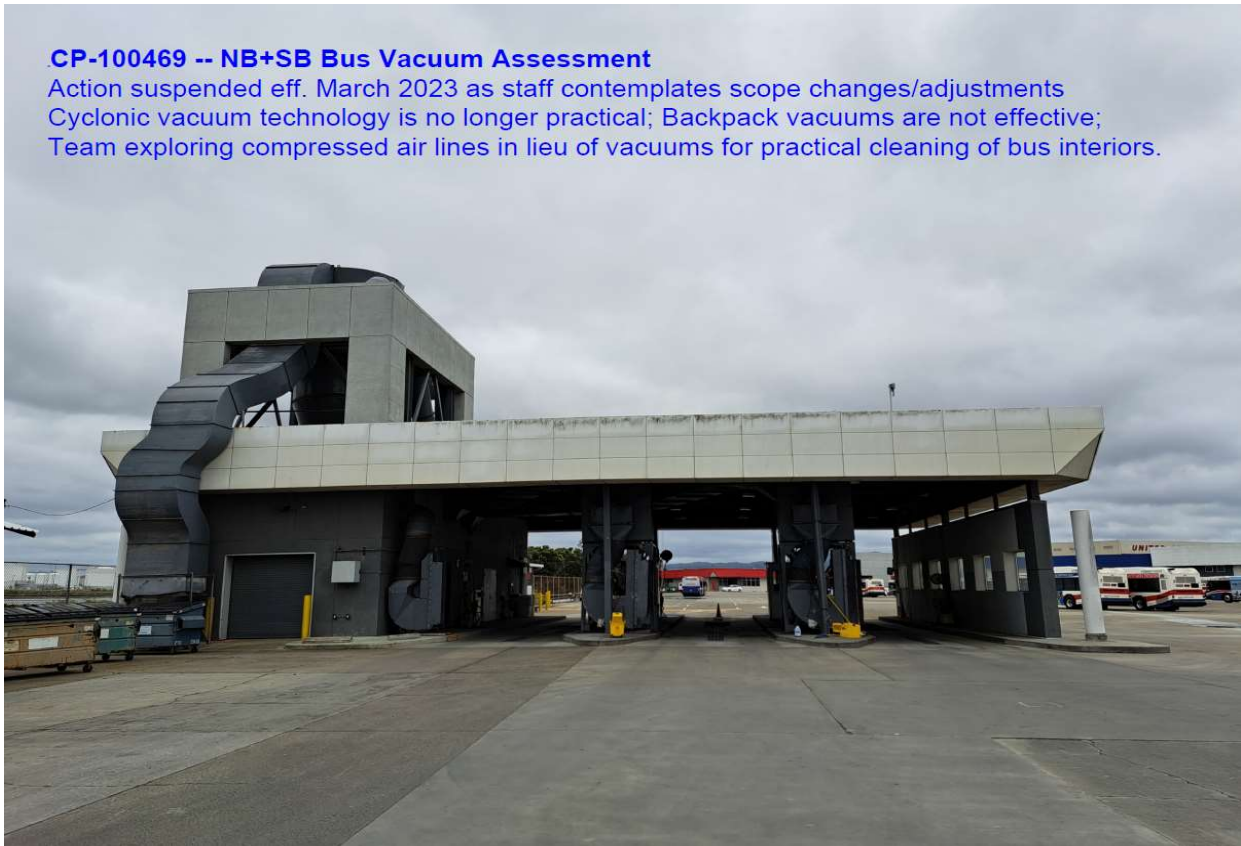
Project Team will engage a design team for compressed air methods along with a parallel safety analysis.
Facilities anticipates a proposal from the Design team in Oct.

Project Notes

A new baseline for schedule and budget are forthcoming
--

CP-100469 -- NB+SB Bus Vacuum Assessment

Action suspended eff. March 2023 as staff contemplates scope changes/adjustments
Cyclonic vacuum technology is no longer practical; Backpack vacuums are not effective;
Team exploring compressed air lines in lieu of vacuums for practical cleaning of bus interiors.



samTrans HQ Tenant Improvement

Period: FY25Q1

Prj. ID: 100472

Project Manager: Kris McGee

STATUS Summary

Phase: Planning

SCOPE Summary

On December 18, 2023, through a lease-to-purchase agreement, the SamTrans Board of Directors approved the acquisition of a 180,000-square-foot (SF) "cold" Core & Shell structure located in Millbrae, CA (next to Millbrae BART and Caltrain Stations) to serve as its new headquarters office building. The Tenant Improvement (TI) Build-Out of this Core & Shell structure will unfold over the next 12-15 months; all SamTrans, TA, and shared services employees will be relocated to the new headquarters office building.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,730,000	11%	88.9%	\$ 2,730,000

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	12/31/23	12/31/23	0	0	
CM Contract Solicitation	01/01/24	01/01/24	03/31/24	03/31/24	0	0	
Test Fit Plan / Space Planning Coordination	04/01/24	04/01/24	06/30/24	06/30/24	0	0	
"Warm" Core & Shell and Tenant Improvement Design Oversight	07/01/24	07/01/24	10/30/24	10/30/24	0	0	
Furniture, Fixtures & Equipment (FF&E) Vendor Oversight	10/01/24	10/01/24	02/28/25	02/28/25	0	0	
Move Coordination and Management	10/01/24	10/01/24	12/31/25	12/31/25	0	0	
Document Digitization and Disposal	10/01/24	10/01/24	12/31/25	12/31/25	0	0	
Commissioning and Closeout Coordination	01/07/25	01/07/25	12/31/25	12/31/25	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
11- Planning/CD/Env	2,730		2,730	1,027	2730		83	1,399	2,427	303
Totals	2,730	0	2,730	1,027	2,730	0	83	1,399	2,427	303

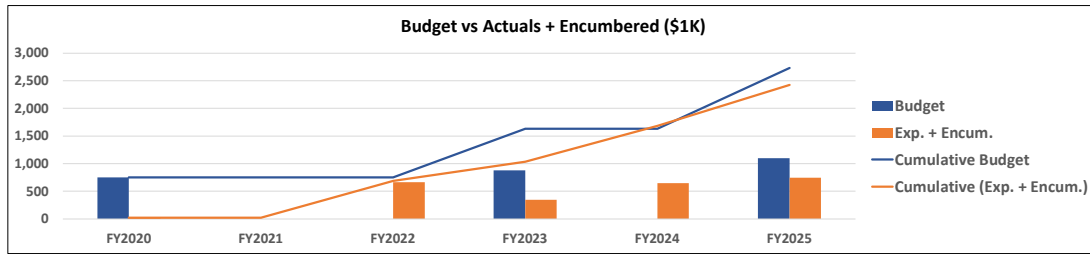
PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY2020	750		750					23	23	727
FY2021			0	-209				209	0	727
FY2022			0	575				92	667	60
FY2023	880		880	63				280	343	597
FY2024			0	-64				712	648	-51
FY2025	1,100		1,100	662			83	83	745	303
Totals	2,730	0	2,730	1,027	2,730	0	83	1,399	2,427	303

samTrans HQ Tenant Improvement

Period: FY25Q1

Prj. ID: 100472



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original (A)	Changes (B)					
General Capital Fund (01050)	Local	1,630	0		1,630	1,630	0	
Totals		1,630	0	0	1,630	1,630	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Budget and Schedule: Landlord issues a Pricing Schedule that SamTrans cannot agree to, causing multiple review periods and potential delayed release of the Contractor	Transparent communication with the Landlord regarding the level of design SamTrans deems necessary for developing the Pricing Schedule.
Budget and Schedule: Landlord will not carry non-TI contractors on behalf of SamTrans (ie. Communications/Cabling, Signage & Branding)	Ongoing efforts are focused on streamlining the engagement of these trades for the Landlord's consideration and approval.
Schedule & Budget: Caltrain opts to co-locate with SamTrans at the new Millbrae HQ. Further Design Detailing and Suite Modifications are required to accommodate their unknown business needs	SamTrans to continue open communications with Caltrain during the decision-making process.
Schedule: Furniture Design selection takes longer to formalize and gain SamTrans' approval.	Both Urban Hive and Form4 are assisting Stantec to provide cohesive Design Schematics for SamTrans milestone reviews and approvals.
Schedule & Budget: Delayed Comments from SME's to design	Having SME's review Design Drawings at milestones and conduct 1:1s with each of them to extract comments known to date. Meetings between drawing issuances with SMEs & Form 4, as needed
Schedule & Budget: Division Head Changes to Space Plans (All Divisions)	Communicating to Division Heads the importance of review of the Progress documents as issued through the design process.

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Budget: Skyline's pricing to 50%CDs came in higher than originally budgeted	Team is reviewing in detail the 50%CD pricing, determining what has changed since the 100%DD estimate, going through Value Engineering efforts, and reviewing any scope that may be decreased or removed from the project.
Schedule & Budget: Stantec's ICT design schedule differs from Project Design Schedule	Working with Stantec/Form 4 to develop an ICT Design approach that minimizes the impacts to the overall Project Design Schedule
Schedule & Budget: Mechanical, Electrical, Plumbing, and Fire Protection (MEPF) Changes to Accommodate ICT & Furniture Needs	Form 4/Integral is developing a list of MEPF priorities for ICT/Stantec to work from.
Schedule: Blach's Contract does not get signed	Resolved: Schedule impact. Skyline has been engaged by Landlord for Pre-Construction services of the T.I. Work Schedule is pending from Landlord.
Schedule & Budget: 72-Hour Generator is required. Displacement of Ticket Fares Storage Room impacted and additional MEP Design required.	Resolved: Budget impact only. Generator has been removed from the scope of the project, however, costs were incurred to complete a Design Study. Ticket Fares Storage will be temporary located on Level 4, requiring additional hard wall construction and door addition.
Schedule & Budget: Finance is revisiting the Space Plan to layout their departments and confirm storage needs are met, post Space Planning sign-off.	Resolved. No further changes were requested that could not easily be accommodated.

Tenant Improvement	Move management
KEY ACTIVITIES - Current Reporting Month (top 5)	
Tenant Response to 50% Construction Drawings	Developed Move Matrix fields
100% DD Drawings issued for ICT / Stantec	Developed IT Questionnaire
Furniture Schematics presented to SamTrans by Stantec	Developed workstation numbering
Landlord issued Work Schedule for SamTrans' review	Refreshed Program Block coloring into 50% CDs
Ongoing coordination with Arch, MEP, Furniture, IT, and A/V Design	Exported all room numbers from 50% CDs into Move Matrix
Release of Stantec for Radio Frequency Design (Add Services) & Form4	
Additional Design for SME Comments/Generator	
KEY ACTIVITIES - Next Reporting Month (top 5)	
Detailed Review of Skyline's 50%CD Pricing	Meeting with HR
Value Engineering efforts, both design and pricing	Meeting with IT
90% CDs priced by Skyline and provided by Landlord	Complete IT Questionnaire
Full project budget review for preparation to the Board	Build out Move Matrix per individual
Landlord to Issue Work Schedule for SamTrans' review	Develop Move RFP
Project Notes	

Central Building Various Site Improvements

Period: FY25Q1

Prj. ID: 100473

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Design

This project includes 20+ building improvements of various size/nature for the Central Office and Garage. Work in 2020-22 focused on office painting, carpeting, window blinds and water fountains. Effective in 2022, project work was directed toward refurbishing 4 elevators that are worn beyond their expected life -- 3 lobby elevators and 1 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.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,849,200	10%	37%	\$ 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	03/01/23	03/01/23	04/30/24	04/30/24	0	0	Initial elevator design began March'23
Procurement	06/17/24	06/17/24	02/10/25	02/10/25	0	0	
Construction	02/11/25	02/11/25	03/02/26	03/02/26	0	0	Units 2 and 1 in non-overlapping sequence
Closing	03/03/26	03/03/26	06/30/26	06/30/26	0	0	

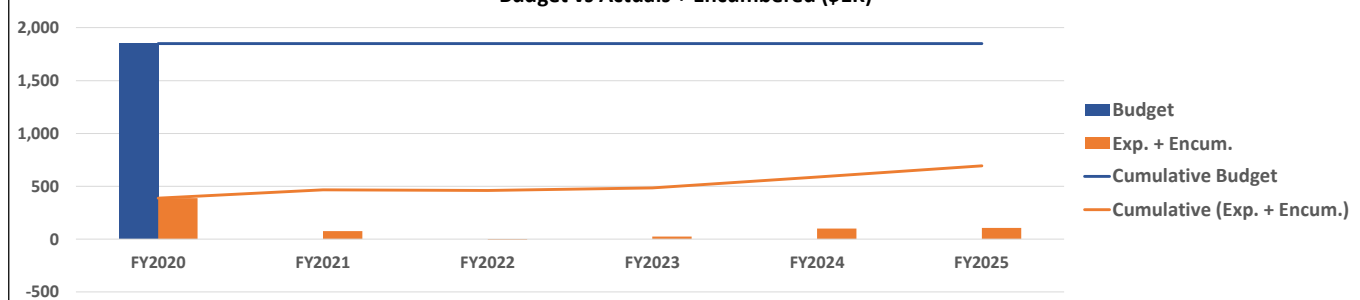
PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
16 - Construction	1,849		1,849	146	1,849		546	692	1,157	
Totals	1,849	0	1,849	146	1,849	0	546	692	1,157	

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	Committed			This 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	1,389	
FY2023	0		0	16			9	26	1,364	
FY2024	0		0	27			74	102	1,288	
FY2025	0		0	102			0	4	1,258	
Totals	1,849	0	1,849	146	0	0	546	692	1,157	

Budget vs Actuals + Encumbered (\$1K)



Central Building Various Site Improvements

Period: FY25Q1

Prj. ID: 100473

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated 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
Project work is focused to rehab of existing elevator motors	Reuse of elevator motors required specialty skills by the design team
Project may encounter delay for specialized OEM parts/services	Project planning will provide for lead time and adjustment over the project lifecycle

ISSUES (Risks that are materialized, in order of priority)

Issue Title	Status
Rehab work must carry minimum impact to building occupants	Rebuild of motor will occur in sequence, not simultaneously

KEY ACTIVITIES - Current Reporting Month (top 5)

A licensed Contractor is current working on interim repairs in advance of modernization.
District's long-term elevator modernization proceeded into Contracts & Procurement in June and is proceeding through the bid/proposal process.

KEY ACTIVITIES - Next Reporting Month (top 5)

Contracts & Procurement anticipate their draft bid package to reach Facilities within early Oct.

Project Notes

A new baseline for schedule and budget is provided above.

South Base Bus Washer Walls Rehab
Project Manager: Jeffrey Thomas

Period: FY25Q1 **Prj. ID:** 100474

SCOPE Summary

The project will replace the structural walls of the South Base bus washer. Extensive water damage has caused the walls to become unstable and require replacement. Significant section of the walls will be reconstructed and the new design will include waterproofing and/or drainage features. The new wall structure will include 'load capacity' to allow for a future rain canopy (NIC).

STATUS Summary

Phase: Final Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 358,613	27.9%	64.5%	\$ 358,613

Schedule

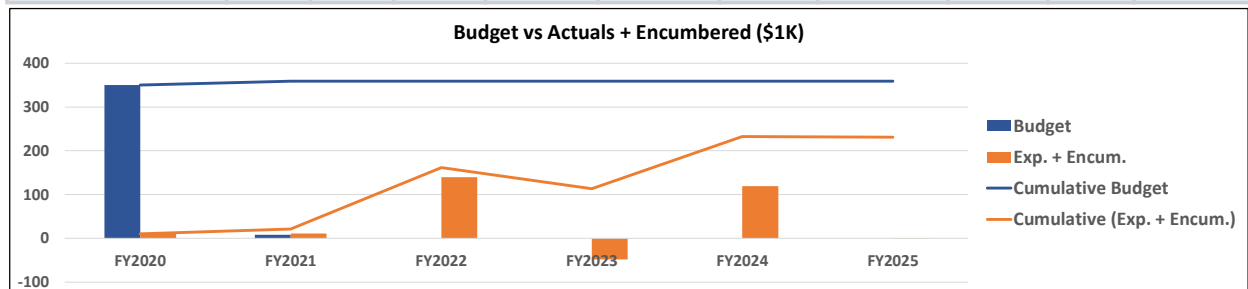
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	11/01/20	11/01/20	03/31/21	03/31/21	0	0	Schedule is re-baselined in March 2024
Final Design	12/01/21	12/01/21	05/31/24	05/31/24	0	0	Design #2 is 95% complete
Procurement	06/01/24	06/01/24	01/31/25	01/31/25	0	0	
Construction	02/01/25	02/01/25	07/30/25	07/30/25	0	0	
Closing	08/01/25	08/01/25	11/31/2025	11/31/2025	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning	20		20		20		10	10	10	
12- PE/Env/PSE	50		50	4	50		35	39	11	
13 - Final Design	83		83	8	83		107	115	-32	
15 -Procurement	20		20		20		0	0	20	
16 - Construction	166		166	30	166		22	52	114	
19 - Closeout	20		20	4	20		12	15	5	
Totals	359	0	359	45	359	0	0	187	231	127

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	Committed			This 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	-89			41	-48	246	
FY2024	0		0	45			74	119	126	
FY2025	0		0	-1			0	-1	127	
Totals	359	0	359	45	359	0	0	187	231	127



South Base Bus Washer Walls Rehab

Period: FY25Q1

Prj. ID: 100474

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	50	0		50	50	0	
SOGR 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
Unforeseen damage	Project Team has inspected work area to the extent feasible for assessment of damages
Hidden damage upon subsequent discovery	District will identify add/alternate bid items to address events upon demolition

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Facilities staff has completed final review of the plans and specifications.
Facilities staff has assembled plans, specifications, cost estimate and funding data

KEY ACTIVITIES - Next Reporting Month (top 5)

Final design, construction plans and cost estimates will proceed into the Procurement cycle in mid-Oct'24

Project Notes

A new baseline for schedule and budget are forthcoming
--



ADA Study & Phase 1 Retrofits

Period: FY25Q1

Prj. ID: 100475

Project Manager: Jeff Thomas

STATUS Summary

Phase: Planning

SCOPE Summary

This project is 'interim' ADA site improvements while the Title II ADA self-evaluation and Transition plan/policy are developed and formally adopted by the Board. This project facilitates interim planning and construction work to remove/improve access to/around District facilities and bus stops as prioritized by staff/Counsel.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,225,000	6.7%	40.3%	\$ 1,225,000

Schedule

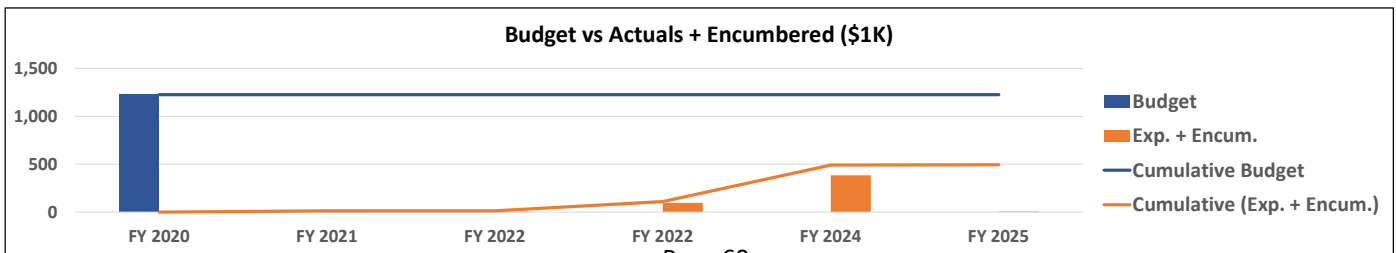
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Planning & Development	07/01/22	10/01/22	06/30/28	06/30/28	-92	0	Schedule re-baselined
Final Design	03/01/23	03/01/23	08/31/27	08/31/27			
Procurement	07/01/23	07/01/23	11/31/27	11/31/27			
Construction	09/20/23	09/20/23	03/30/28	03/30/28			
Close out	04/01/28	04/01/28	08/31/28	08/31/28	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	200		200	5	200	0	129	134	66	
13 - Final Design	100		100	37	100	0	52	89	11	
15 - Procurement	25		25	0	25	0	0	0	25	
16 - Construction	900		900	30	900	0	37	240	630	
Totals	1,225	0	1,225	72	1,225	0	37	422	731	

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	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2020	1,225		1,225				0	0	1,225	
FY 2021			0	11			0	11	1,214	
FY 2022			0	-11			12	1	1,212	
FY 2023			0	22			72	94	1,118	
FY 2024			0	82			300	383	830	
FY 2025			0	-33			37	37	1,114	
Totals	1,225	0	1,225	72	1,225	0	37	422	731	



ADA Self Eval Plan

Period: FY25Q1

Prj. ID: 100475

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	1,225	0		1,225	1,225	0	
Totals		1,225	0	0	1,225	1,225	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Active and potential litigation from site construction prior to ADA standards	Ongoing site work to c. 1,800 existing bus stops/buildings

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
District will conduct public hearing on the draft ADA Transition Plan before implementation	District staff are currently reviewing the Draft ADA Transition Plan
Phased construction work herein is collaborative with SamTrans/Caltrain staff, Counsel and 20+ local agencies	Construction work is incremental in nature; as 1-4 individual sites are designed and construction in phases.

KEY ACTIVITIES - Current Reporting Month (top 5)

ADA Transition Plan allows for select construction during plan development/implementation
Bidding & construction of select bus stop improvements at various sites will be recurrent throughout this program.
Work is recurring and cyclical to design, bid and construct in progressive phases;
City tree permits for one site were pending for 30+ days; Contractor to re-mobilize in October.

KEY ACTIVITIES - Next Reporting Month (top 5)

District has recently hired an ADA Administrator in addition to the current annuitant; Project timelines will be under subsequent review.

Project Notes

Note that ADA improvements may occur by separate action for site-specific work; see also CP-100711
This is summary data only; specific job sites are not identified herein as they pertain to potential/pending/active litigation.
A new baseline for schedule and budget are forthcoming

North and South Base Exterior Painting

Period: FY25Q1

Prj. ID: 100476

Project Manager: Jeff Thomas

STATUS Summary

Phase: Planning

SCOPE Summary

This is a State of Good Repair project to paint the building exteriors at North and South Base facilities; 14 buildings total. Scope include pressure washing, priming and painting of stucco surfaces, bay roll-up doors, pedestrian/safety doors and red/blue fascia panels.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 1,140,000	1%	5%	\$ 1,140,000

Schedule

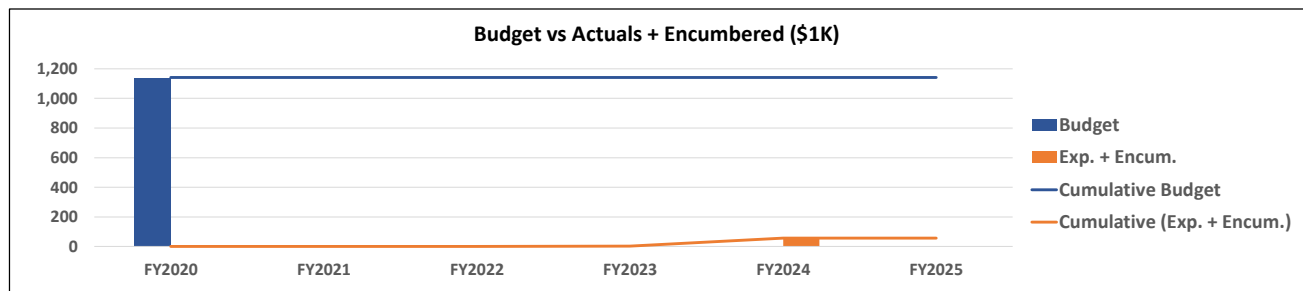
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	02/01/24	02/01/24	07/31/24	07/31/24	0	0	Schedule re-baselined
Preliminary Plans	03/15/24	03/15/24	07/31/24	07/31/24	0	0	
Final Plans	08/01/24	08/01/24	10/31/24	10/31/24	0	0	
Procurement	11/01/24	11/01/24	05/31/25	05/31/25	0	0	
Construction	06/01/25	06/01/25	11/31/2025	11/31/2025	0	0	
Closing	12/01/25	12/01/25	01/31/26	01/31/26	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11- Planning	10		10	5	10		0	3	8	2
13 - Final Design	50		50	41	50			7	48	2
15 -Procurement	20		20	0	20				0	20
16 - Construction	1,060		1,060	0	1,060				0	1,060
Totals	1,140	0	1,140	46	1,140	0	0	10	56	1,084

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	1,140		1,140					0	0	1,140
FY2021								1	1	1,139
FY2022								0	0	1,139
FY2023								1	1	1,137
FY2024				46				7	53	1,085
FY2025							0		0	1,137
Totals	1,140	0	1,140	46	1,140	0	0	10	56	1,084



North and South Base Exterior Painting

Period: FY25Q1

Prj. ID: 100476

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	1	0		1	1	0	
General Capital Fund (01050)	Local	1,139	0		1,139	1,139	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
Painting will uncover 'hidden' defects	Plans will include allowance for differing site conditions

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Staff addressed site issues with the design team and modified scope to focus in key features of painting building stucco.
A revised scope of work was provided to design team to allow definitive planning and bid documents

KEY ACTIVITIES - Next Reporting Month (top 5)

Design team to furnish updated plans and designs in Oct'24

Project Notes

A new baseline for schedule and budget are provided above.
--

NB / SB Front Entrance Modification

Period: FY25Q1

PR. ID: 100538

Project Manager: Jeffrey Thomas

STATUS Summary

Phase: Planning

SCOPE Summary

This project is 'design only' to modify the front entrances to North Base and South Base facilities. Both designs will feature new/larger guard shelters of modular, all-weather construction. The South Base guard shelter will relocate onto newly acquired Pico property. Design elements include controlled gate arms for vehicle entry/exit, the main gates becomes motor-driven and concrete/fencing work will improve vehicle/pedestrian traffic flow. Guard shelters will accommodate CCTV equipment which is authorized by a separate project fund. Upon design completion such plans will return for separate action to fund construction.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 313,500	2.3%	84%	\$ 313,500

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)	
Start	11/30/23	11/30/23	11/30/23	11/30/23	0	0	Schedule re-baselined
Final Design	12/01/23	12/01/23	09/30/24	09/30/24	0	0	Added Scope per multiple departments

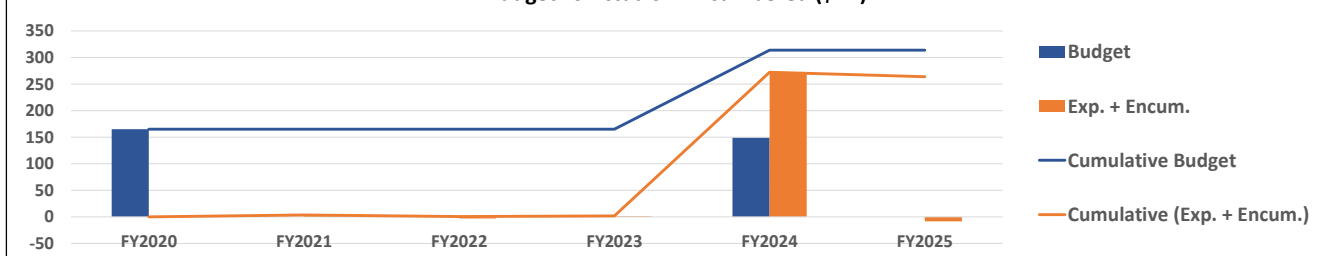
PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning/CD/Env	125		125	109	125	0		11	120	5
13 - Final Design	189		189	133	189	0		10	143	45
Totals	314	0	314	242	314	0	0	22	263	50

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2020	165		165	0				0	165	
FY2021	0		0	3				3	162	
FY2022	0		0	-3			0	-3	165	
FY2023	0		0				1	1	164	
FY2024	149		149	250			20	271	43	
FY2025			0	-9			0	-9	172	
Totals	314	0	314	242	314	0	0	22	263	50

Budget vs Actuals + Encumbered (\$1K)



NB / SB Front Entrance Mod

Period: FY25Q1

PR. ID: 100538

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	314	0		314	314	0	
Totals		314	0	0	314	314	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Impact to other projects within the construction zone	This project is 'design only' at present

ISSUES (Risks that are materialized, in order of priority)

Issue	Status

KEY ACTIVITIES - Current Reporting Month (top 5)

Key stakeholders in other department have reviewed and accepted conceptual plans in prior months
New scope includes heightened security standards and perimeter gates/fencings
Conceptual plans for NB + SB were reviewed by stakeholder departments in Aug'24 and feedback provided to design team.

KEY ACTIVITIES - Next Reporting Month (top 5)

Design team to develop plans to the 35% benchmark and such plans are due later in Oct'24.

Project Notes

Note this CP is 'design only' by Facilities and subsequent construction funds as sponsored by Security will appear in FY25 Capital Budget.
--

North Base Building 200 Replacement

Period: FY25Q1

Prj. ID: 100548

Project Manager: Yoko Watanabe

SCOPE Summary

STATUS Summary

Phase: Planning

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

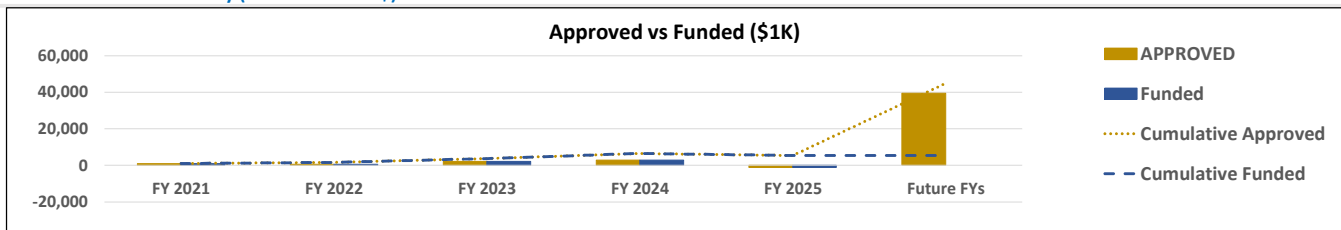
Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Original Budget	Approved Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$45,999,800	\$6,514,133	4.8%	5.5%	\$ 45,999,800

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	02/20/23	0	-1	The work is moving forward on time according to the update schedule. The geotechnical laboratory test results are expected in January 2023.
Concept Design	02/20/23	02/21/23	05/14/23	03/30/23	-1	45	
PE/Env	05/15/23	05/15/23	03/30/24	03/30/24	0	0	
Final Design	04/01/24	04/01/24	04/30/25	04/30/25	0	0	
Procurement	04/01/24	04/01/24	07/31/25	07/31/25	0	0	
Trailers Installation	10/01/25	10/01/25	10/15/25	10/15/25	0	0	
Trailer hookups, FF&E, and Commissioning	10/16/25	10/16/25	12/30/25	12/30/25	0	0	
Building 800 Construction	06/01/25	06/01/25	03/02/26	03/02/26	0	0	
Building 200 Procurement	05/01/25	05/01/25	10/01/25	10/01/25	0	0	
Building 200 Construction	11/01/25	11/01/25	01/30/28	01/30/28	0	0	
Closeout	02/01/28	02/01/28	09/30/28	09/30/28	0		

PROJECT BUDGET Summary (in thousands of \$)



PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Inactivated Funding (F=C-B)	Expended		Exp. + Encum.	Available Funds
	Original (A)	Approved (B)	Funded (C)	Committed (D)			This Period	To Date		
11 - Planning	946	946	896	6	946	(50)	42	796	802	94
12 - PE/Env/PSE	2,739	2,739	2,789	744	2,739	50	102	833	1,578	1,212
13 - Final Design	1,200	575	575		1,200	(625)	3	130	130	445
15 - Procurement	1,254	1,254	154		1,254	(1,100)			0	154
16 - Construction	39,861	1,000	1,000		39,861	(38,861)			0	1,000
Totals	46,000	6,514	5,414	750	46,000	(40,586)	147	1,759	2,509	2,905

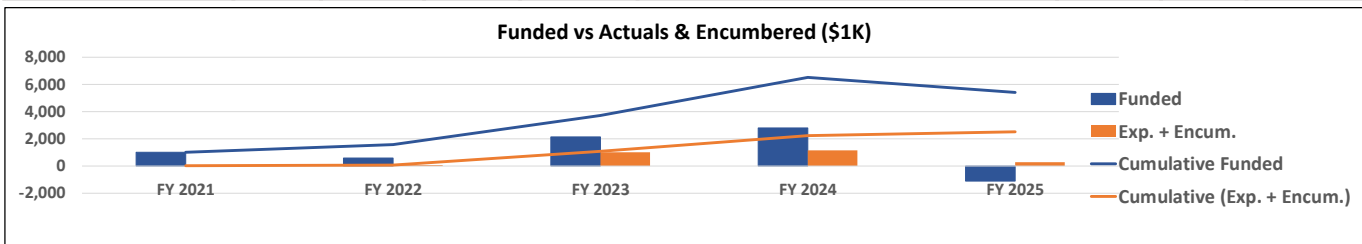
North Base Building 200 Replacement

Period: FY25Q1

Prj. ID: 100548

PROJECT BUDGET vs Actuals & Encumbrance

Activity	Budget				Estimate at Completion E	Inactivated Funding F=C-B	Expended		Exp. + Encum.	Cumulative Available Funds
	Original	Approved	Funded	Committed			This Period	To Date		
	(A)	(B)	(C)	(D)						
FY 2021	1,000	1,000	1,000	7				7	993	
FY 2022	575	575	575	-7				71	64	1,504
FY 2023	2,143	2,143	2,143	463				543	1,006	2,641
FY 2024	2,796	2,796	2,796	151				998	1,149	4,287
FY 2025	-1,100	-1,100	-1,100	135			147	147	283	2,905
Future FYs	39,486									2,905
Totals	44,900	5,414	5,414	750	46,000	(40,586)	147	1,759	2,509	2,905



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)
		Original	Changes				
		(A)	(B)				
Measure W Sales Tax - Capital (01024)	Local	495	0		495	495	0
General Capital Fund (01050)	Local	6,019			6,019	6,019	0
Totals		6,514	0	0	6,514	6,514	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. Draft 35% Design package was completed and the review process commenced.
2. Design of the Temporary Accommodation is completed at 90%.

KEY ACTIVITIES - Next Reporting Month (top 5)

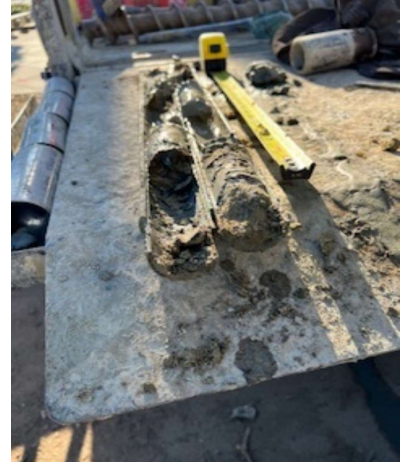
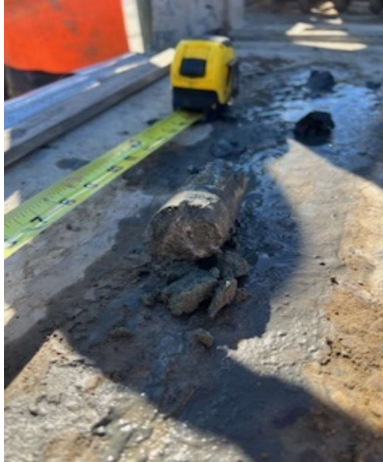
1. Design of North Base Building 200 - Temporary Accommodation Program will be completed, and the tender documents will be prepared.
2. North Base Building 200 Monitoring #2 - Floor-level and structural surveys will be conducted.
3. North Base Building 200 - 35% Design Package will be completed.
4. North Base Building 200 - Final Design Package will commence.

Project Notes

North Base Building 200 Replacement

Period: FY25Q1

Prj. ID: 100548



North Base Building 200 Replacement - Geotechnical Investigations - Boring Test and variety of samples

EV Chargers Non-Rev Vehicles at Central Garage

Period: FY25Q1

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 design and installation of EV type-2 charging stations at North Base, South Base and the Central Garage. These Type-2 chargers will connect to existing electrical infrastructure and provide charging service to battery-electric and/or plug-in non-revenue vehicles.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 861,000	12.7%	9%	\$ 861,000

Schedule

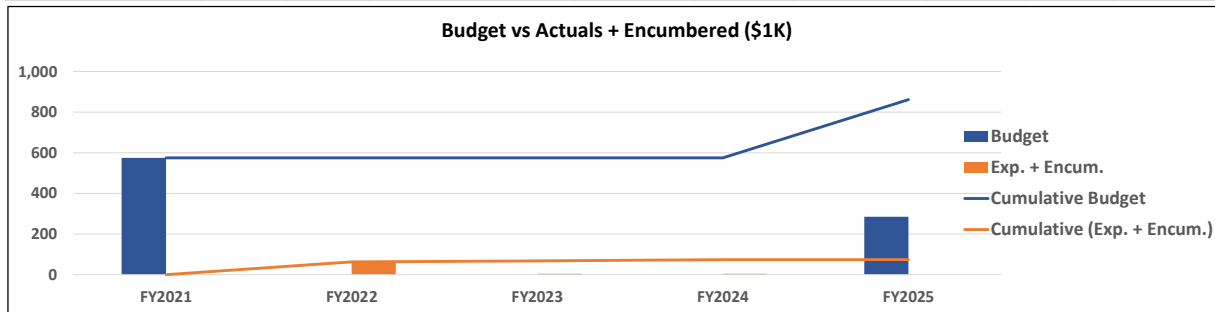
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Start	11/01/21	11/01/21			0	0	Design #1 was Central
Final Design	08/01/23	08/01/23	06/30/24	06/30/24	0	0	Design #2 is for NB+SB
Procurement	07/01/24	07/01/24	12/31/24	12/31/24	0	0	
Construction	01/01/25	01/01/25	05/31/25	05/31/25	0	0	
Close out	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
12- PE/Env/PSE	81		81	24	81	0		50	74	7
15 - Procurement	303		303	0	303	0			0	303
16 - Construction	460		460	0	460	0			0	460
19 - Closeout	17		17	0	17	0			0	17
Totals	861	0	861	24	861	0	0	50	74	787

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Variance (F=E-D)	Expended		Exp. + Encum.	Cumulative Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY2021	575		575					0	575	
FY2022	0		0	60				2	63	
FY2023	0		0	-16				21	6	
FY2024	0		0	-21				27	6	
FY2025	286		286				0	0	793	
Totals	861	0	861	24	861	0	0	50	787	



EV Chargers Non-Rev Vehicles

Period: FY25Q1

Prj. ID: 100629

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original (A)	Changes (B)					
General Capital Fund (01050)	Local	573	0		573	573	0	
Measure W Sales Tax (01024)	Local	2	0		2	2	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
District's increased need for Type-2 chargers	Design will allow for phased additional capacity.
Impact of ADA codes to charger location/placement	Include ADA assessment for Central, NB and SB

KEY ACTIVITIES - Current Reporting Month (top 5)

Baseline design is six (6) chargers at North Base and six (6) chargers at South Base; these are Design #2
Suspend design at Central pending future use/development of the site; this was Design #1.
Design firm provided a set of plans at 35% for District's review and feedback
District has simplified scope and consolidated elements to expedite delivery

KEY ACTIVITIES - Next Reporting Month (top 5)

Facilities had revises Scope for a turn-key commercial off-the-shelf solution to meet current needs.
Design team to provide an updated proposal to address scope/schedule changes for expediting project completion.

Project Notes

A new baseline for schedule and budget are provided above.
--

South Base Water Utility Lines Replacement

Period: FY25Q1

Prj. ID: 100710

Project Manager: Jeffrey Thomas

SCOPE Summary

STATUS Summary

Phase: Planning

District staff have determined that existing water utility/distribution lines at the South Base 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.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,946,900	0.0%	0.0%	\$ 2,964,000

Schedule

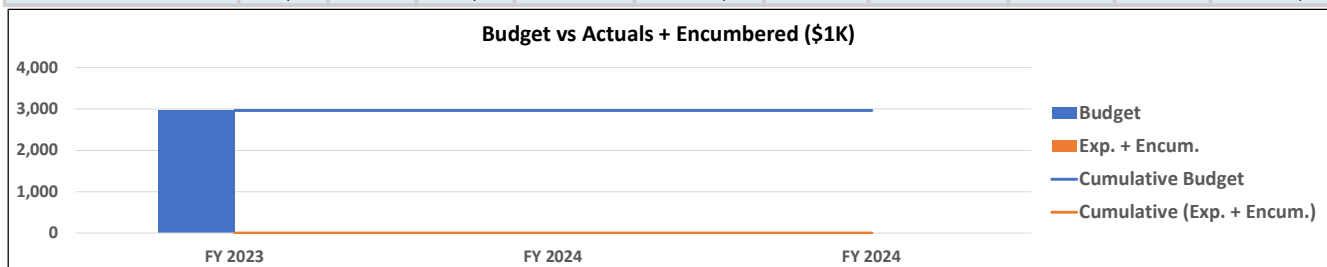
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11- Planning	06/01/24	06/01/24	08/30/24	08/30/24	0	0	Schedule re-baselined
12- Preliminary Design	08/01/24	08/01/24	01/31/25	01/31/25	0	0	
13- Final Design	02/01/25	02/01/25	06/30/25	06/30/25	0	0	
15- Procurement	07/01/25	07/01/25	02/28/26	02/28/26	0	0	
16- Construction	03/01/26	03/01/26	09/30/26	09/30/26	0	0	
19- Close out	10/01/26	10/01/26	01/30/27	01/30/27	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	Committed			This 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	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	2,964		2,964		2,964			0	2,964	
FY 2024			0		0		0	0	0	
FY 2025			0		0		0	0	0	
Totals	2,964	0	2,964	0	2,964	0	0	0	2,964	



South Base Water Utility Lines Replacement

Period: FY25Q1

Prj. ID: 100710

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	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
South Base water utility lines are largely original construction; there is potential for hidden damage	Allow for contingency

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
South Base must remain fully functional during construction	Plans to allow for non-interruption

KEY ACTIVITIES - Current Reporting Month (top 5)

Facilities issued a request to the Design team for their proposal in Aug'24.

KEY ACTIVITIES - Next Reporting Month (top 5)

Design team's proposal is yet outstanding with follow-up by Facilities to expedite services.

Project Notes

A new baseline for schedule and budget are shown above.

Bus Shelter Upgrades and Replacements

Period: FY25Q1

Prj. ID: 100711

Project Manager: Jeff Thomas

SCOPE Summary

This is a State of Good Repair project where District will systematically remove and replace 52 bus stop shelters that are worn and beyond their useful life. This project will also provide site improvements to applicable standards of the Americans with Disabilities Act (ADA). Such improvements will be identified to and coordinated with specific City/County agencies for mutual

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,946,900	2.1%	4.1%	\$ 2,946,900

Schedule

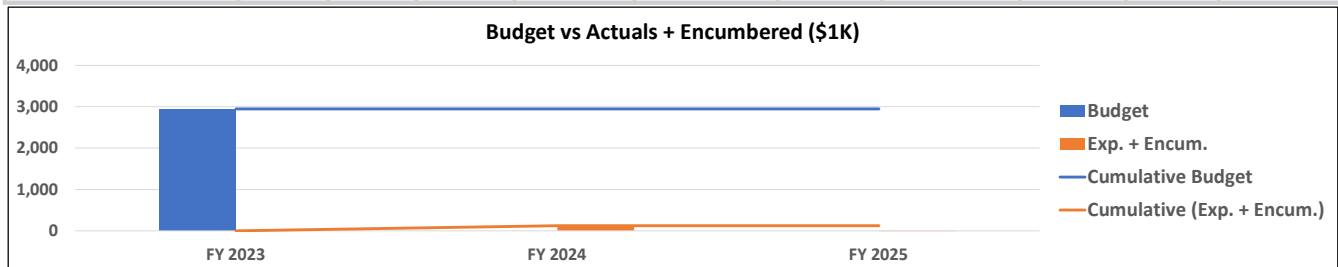
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11- Planning	10/01/22	10/01/22	03/30/24	03/30/24	0	0	Schedule Re-baselined
12- Preliminary Design	07/01/23	07/01/23	12/31/24	12/31/24	0	0	
13- Final Design	07/01/23	07/01/23	12/31/24	12/31/24	0	0	
15- Procurement	01/01/25	01/01/25	08/30/25	08/30/25	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)	Committed (D)			This Period	To Date		
	11- Planning	103		103			36	103		
12- Preliminary Design	103		103	38	103	0		2	40	62
13- Final Design	137		137	39	137	0		1	40	97
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	112	2,947	0	0	8	121	2,826

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)	Committed (D)			This Period	To Date		
	FY 2023	2,947		2,947				2,947		
FY 2024			0	116	0			9	125	2,822
FY 2025			0	-4	0		0	-4	2,826	
Totals	2,947	0	2,947	112	2,947	0	0	9	121	2,826



Bus Shelter Upgrades and Replacements

Period: FY25Q1

Prj. ID: 100711

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-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
Plans and requirements of ADA program and Reimagine/BSIP program are not yet aligned to one another	Staff from both programs are holding joint meeting to find commonality and to avoid cross purposes

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)

Facilities is developing site plans from existing staff/resources to complete timely work on prioritized sites.
Facilities has provided plans/specifications to Contracts &Procurement for four (4) shelters in July-Aug'24

KEY ACTIVITIES - Next Reporting Month (top 5)

Facilities will proceed with Bus Shelter replacements based on the 2005 'media shelter' design standards
Facilities will incorporate applicable ADA criteria into new bus shelter layout/construction.
Shipment of the initial shelters from the manufacturer is anticipated in Oct'24

Project Notes

A new baseline for schedule and budget are provided above.
--

Interim Workspace Enhancement

Period: FY25Q1

Project ID: 100763

Project Manager: Ron Robertson

SCOPE Summary

Replace carpet as needed, repaint as needed, re-arrange and or replace cubicles as needed at District buildings.

STATUS Summary

Phase: Planning

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule Progress	Expended %	Estimate At Completion
\$ 1,500,000	125.2%	14.7%	\$ 1,500,000

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)	
16- Construction	7/1/2023	7/1/2023	6/30/2024	6/30/2024	0	0	

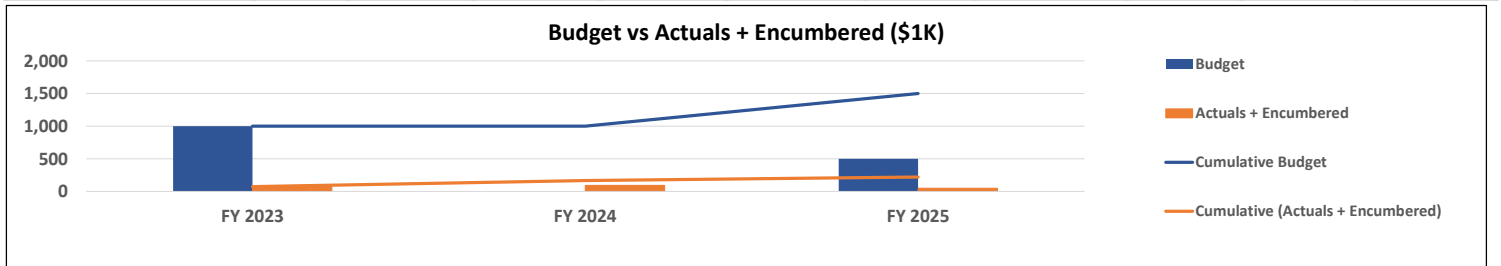
PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
16 - Construction	1,500		1,500	95	1,500	0	1	126	221	1,279
Totals	1,500	0	1,500	95	1,500	0	1	126	221	1,279

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)	E	(F=C-E)				
FY 2023	1,000		1,000	35				38	72	928
FY 2024			0	10				87	96	831
FY 2025	500		500	51			1	1	52	1,279
Totals	1,500	0	1,500	95	1,500	0	1	126	221	1,279

Budget vs Actuals + Encumbered (\$1K)



Interim Workspace Enhancement

Period: FY25Q1

Project ID: 100763

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,000			1,000	1,000	0	
Totals		1,000	0	0	1,000	1,000	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Status

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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North Base and South Base Condition & Needs Assessment

Period: FY25Q1

Project ID: 100768

Project Manager: Lisha Mai

SCOPE Summary

Evaluate the current physical conditions of operations and maintenance facilities at North Base and South Base to plan and develop recommendations for repair, modification, and/or replacement of facilities based on their condition and the District's requirements. Recommendations will account for assessment results of current and future operating needs and requirements related to ridership and service growth, perform by the Planning Department.

STATUS Summary

Phase: Planning

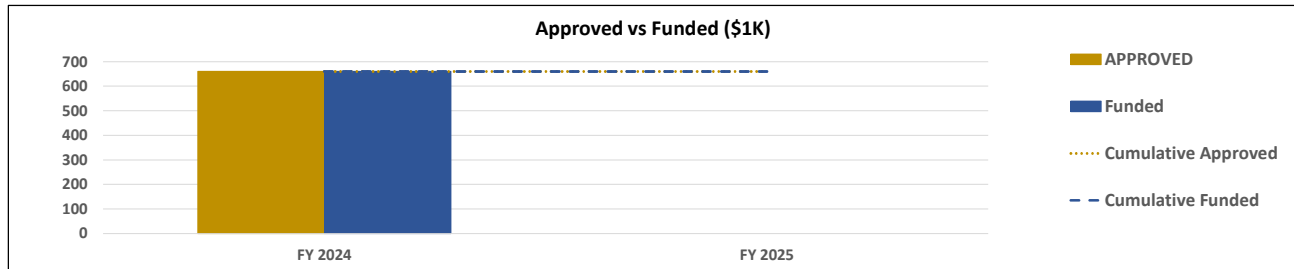
Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Original Budget	Approved Budget	Schedule Progress	Expended %	Estimate At Completion
\$660,000	\$ 660,000	0.0%	3.9%	\$ 1,100,000

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)	
Stakeholder Collaboration	3/1/2024	3/1/2024	6/30/2026	6/30/2026	0	0	
Baseline Condition	11/4/2024	11/4/2024	6/30/2025	6/30/2025	0	0	Baseline reassessed and adjusted.
Needs Assessment	7/1/2025	7/1/2025	12/31/2025	12/31/2025	0	0	
Recommendations	1/1/2026	1/1/2026	9/30/2026	9/30/2026	0	0	

PROJECT BUDGET Summary (in thousands of \$)



PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Inactivated Funding (F=C-B)	Expended		Exp. + Encum.	Available Funds
	Original (A)	Approved (B)	Funded (C)	Committed (D)			This Period	To Date		
11 - Planning	1,100	1,100	468	17	1,100	(633)	13	26	43	425
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	176		0	176			0	176
19 - Closeout		0	17		0	17			0	17
Totals	1,100	1,100	660	17	1,100	(440)	13	26	43	617

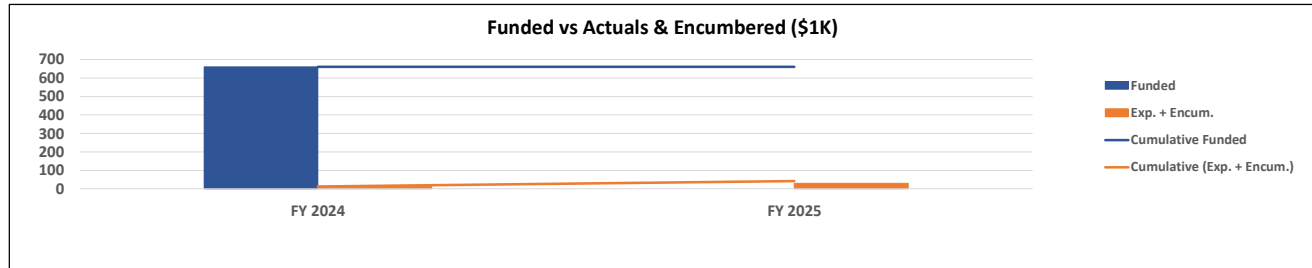
North Base and South Base Condition & Needs Assessment

Period: FY25Q1

Project ID: 100768

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

Activity	Budget				Estimate at Completion E	Inactivated Funding F=C-B	Expended		Exp. + Encum.	Cumulative Available Funds
	Original	Approved	Funded	Committed			This Period	To Date		
	(A)	(B)	(C)	(D)						
FY 2024	660	660	660					13	13	647
FY 2025		0	0	17				13	13	617
Totals	660	660	660	17	660	(440)		13	26	617



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	1,100			1,100	660	(440)	
Totals		1,100	0	0	1,100	660	(440)	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

None at this time

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
None at this time	

KEY ACTIVITIES - Current Reporting Month (top 5)

Issued Work Directive Proposal Request for consultant support.
Continue to engage and take part in internal stakeholder discussions.

KEY ACTIVITIES - Next Reporting Month (top 5)

Address questions regarding WDPR. Review WD proposals.

Project Notes

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Bus Stop Improvement Plan

Month: Sep-24

Project ID: 100769

Project Manager: George Gamoney

SCOPE Summary

District has launched the Bus Stop Improvement Plan (BSIP) in 2022 with the goal of improving the bus stop experience for all SamTrans customers through enhanced bus stop amenities and facilities. The total number of bus stops is approx. 1,866 sites, of which 225 bus stop locations are prioritized to get “near term improvements” and implemented in four Phase . These planned improvements will be designed and constructed in multiple phases as prioritized by District staff. The first phase of the project will focus on 22 bus stop locations identified as Near Term with priority 7 score (Phase BSIP-01). Improvements can include new bus shelters, new benches, new shades, Paper cast display panels, Bus Pulls/Loading islands, Marquee Real Time Display and a QR Code feature.

STATUS Summary

Phase: Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule Progress	Expended %	Estimate At Completion
\$ 770,000	8.0%	10%	\$ 770,000

Schedule

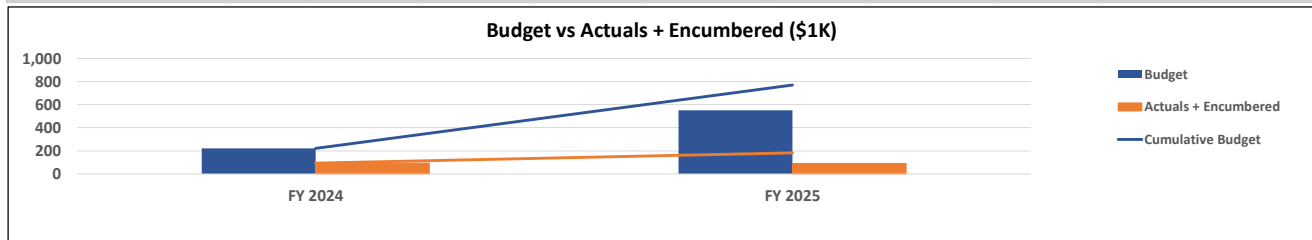
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11 - Planning/Funding	9/1/2022	9/1/2022	4/30/2024	4/30/2024	0	0	
13 - Final Design (4 Phases)	5/1/2024	5/1/2024	7/14/2026	7/14/2026	0	0	Design will be implemented in Phases
15 - Procurement	2/26/2025	2/26/2025	1/26/2027	1/26/2027	0	0	Procurement in Phases
16 - Construction	9/10/2025	9/10/2025	7/13/2027	7/13/2027			Construction in Phases
19 - Closeout	2/25/2026	2/25/2026	9/7/2027	9/7/2027	0	0	Closeout for each Phase

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Variance	Expended		Exp. + Encum.	Available Balance
	Original	Changes	Current	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
13 - Final Design	420		420	102	420	0		81	183	237
15 - Procurement	50		50		50	0			0	50
16 - Construction	300		300		300	0			0	300
Totals	770	0	770	102	770	0	0	81	183	587

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2024	220		220	12				81	93	127
FY 2025	550		550	90			0		90	587
Totals	770	0	770	102	770	0	0	81	183	587



Bus Stop Improvement Plan

Month: Sep-24

Project ID: 100769

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (E=C-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - Capital (01024)	Local	220			220	220	0	
Totals		220	0	0	220	220	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Status
Current District design guidelines need to be updated	Facilities team is conducting collaboration meetings with Strategic Planning

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Facilities was short-staffed up to May'24	Facilities is developing site plans from existing staff/resources to complete timely work on prioritized sites.

KEY ACTIVITIES - Current Reporting Month (top 5)

Design team submitted 10% Design package to Facilities team for review
Facilities team reviewed the 10% Design package and returned it to the Design team for corrections and updated cleaner package

KEY ACTIVITIES - Next Reporting Month (top 5)

Design team to submit the updated 10% package for Facilities & Stakeholders team review by Oct'24

Project Notes

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Bus Operator Restroom Access Improvements

Month: Sep-24

Project ID: 100770

Project Manager: George Gamoney

SCOPE Summary

The project is to design and construct dedicated bus operator restroom facilities, as recommended in the SamTrans Operator Restroom Facility & Site Assessments Study (2023).
 FY24 funds are requested to design and construct 2 initial restroom facilities at priority layover or end of line locations, as recommended by the 2023 study referenced above. FY25 funds requested are to design and construct an additional 4 restroom facilities as a Pilot project.
 The restrooms will be located at Daly City BART upper parking lot, near El Camino Real/ University Avenue ramp on Stanford University Property, and at San Mateo Hillsdale Mall overflow parking lot and at Wells Fargo bank parking lot.

STATUS Summary

Phase: Design

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	NA	NA	NA

Budget	Schedule Progress	Expended %	Estimate At Completion
\$ 2,937,000	8.0%	3.1%	\$ 2,937,000

Schedule

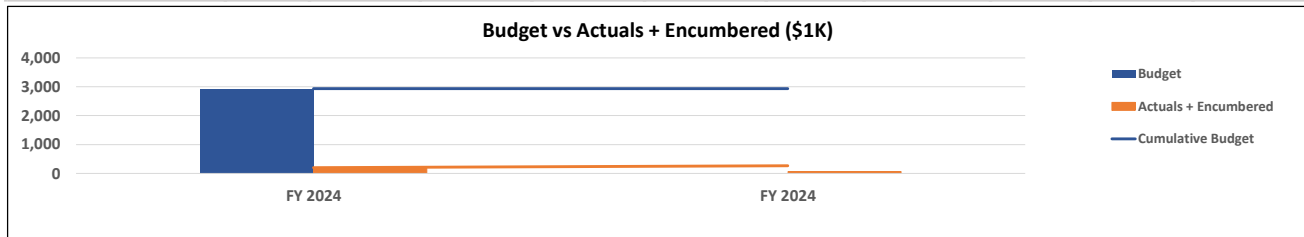
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
11 - Planning/ Funding	7/1/2021	7/1/2021	1/31/2024	1/31/2024	0	0	
13 - Final Design	2/2/2024	2/2/2024	1/23/2025	1/23/2025	0	0	
15 - Procurement	1/24/2025	1/24/2025	8/21/2025	8/21/2025	0	0	
16 - Construction	8/22/2025	8/22/2025	7/9/2026	7/9/2026	0	0	
19 - Closeout	7/10/2026	7/10/2026	8/20/2026	8/20/2026	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
12 - PE/Env/PSE	149		149	83	149	0		18	101	47
13 - Final Design	149		149	91	149	0		12	104	45
15 - Procurement	1,320		1,320		1,320	0			0	1,320
16 - Construction	1,320		1,320		1,320	0		60	60	1,260
Totals	2,937	0	2,937	174	2,937	0	0	91	265	2,672

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2024	2,937		2,937	107				91	197	2,740
FY 2025			0	67			0	0	67	2,672
Totals	2,937	0	2,937	174	2,937	0	0	91	265	2,672



Bus Operator Restroom Access Improvements

Month: Sep-24

Project ID: 100770

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - Capital (01024)	Local	2,937			2,937	2,937	0	
Totals		2,937	0	0	2,937	2,937	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Status
District is yet to confirm property owner acceptance	Facilities team is collaborating with Strategic Planning and Real Estate to address ASAP
Permanent Power from PG&E could delay the Project	Facilities team to address with the design team in future coordination meetings

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Restrooms will require permanent utility hook up for water, sewer and power.	Facilities team will review design plans and address with the design team

KEY ACTIVITIES - Current Reporting Month (top 5)

Project staff are assessing resources for 4 pilot sites in the first phase
Staff from Facilities, Planning and Real Estate to strategize our approach to property owners for District's goals

KEY ACTIVITIES - Next Reporting Month (top 5)

Facilities team to proceed from subsequent negotiations with stakeholders and property owners to further develop constructability
Design team to proceed with 35% plans based on Facilities direction and issue the 35% package for District's review in early Nov'24

Project Notes

Project is in the early design phase

South Base Switchgear Replacement & BEB Chargers Installation

Period: FY25Q1

Prj. ID: 100547

Project Manager: Jeffrey Shu

STATUS Summary

Phase: Construction

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

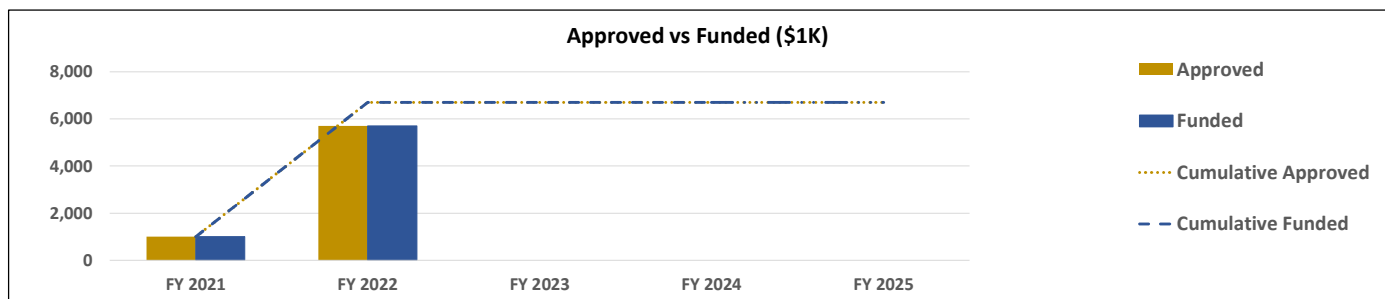
Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Original Budget	Approved Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$6,700,000	\$ 6,699,999	76.7%	76.1%	\$ 6,699,999

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	10/20/22	0	-51	completed
15 - Procurement	09/01/22	10/20/22	12/31/22	03/20/23	-49	-79	completed
16 - Construction	01/02/23	01/23/23	03/31/24	07/20/25	-21	-476	ABB Bus duct is being accelerated. ABB Bus Duct shop drawings are in progress Escalation within ABB&PGE are in-progress to accelerate their work
19 - Closeout	04/01/24	07/21/25	10/30/24	10/19/25	-476	-354	

PROJECT BUDGET Summary (in thousands of \$)



PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Nonactivated Funding (F=C-B)	Expended		Exp. + Encum.	Available Funds
	Original (A)	Approved (B)	Funded (C)	Committed (D)			This Period	To Date		
12 - PE/Env, PSE Preliminary Design	131	131	122		122	-8		122	122	0
13- Final Design	268	268	254		254	-14		254	254	0
15 - Procurement	120	120	142		142	22	1	121	121	21
16 - Construction	5,981	5,981	5,981	1,334	5,981	0	490	3,266	4,600	1,381
19 - Closeout	200	200	200		200	0			0	200
Totals	6,700	6,700	6,700	1,334	6,700	0	492	3,764	5,098	1,602

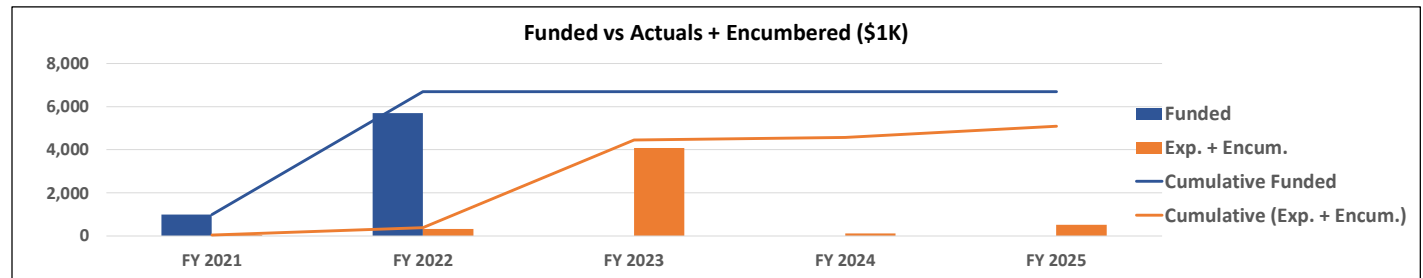
South Base Switchgear Replacement & BEB Chargers Installation

Period: FY25Q1

Prj. ID: 100547

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

FY	Budget				Estimate at Completion E	Nonactivated Funding (F=C-B)	Expended		Exp. + Encum.	Cumulative Available Funds
	Original	Approved	Funded	Committed			This Period	To Date		
	(A)	(B)	(C)	(D)						
FY 2021	1,000	1,000	1,000	25			24	49	951	
FY 2022	5,700	5,700	5,700	140			193	333	6,318	
FY 2023			0	3,305			770	4,075	2,243	
FY 2024			0	-2,171			2,285	115	6,204	
FY 2025			0	35			492	527	1,717	
Totals	6,700	6,700	6,700	1,334	6,700	0	492	3,764	5,098	



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax -(01024)	Local	5,917	0		5,917	5,917	0	
General Capital Fund (01050)	Local	783	0		783	783	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
The Contractor-furnished electrical equipment may delay the critical path again.	-SamTrans PM to include Engineer of Record on technical issues that impact the procurement or installation of contractor-furnished "MDPO-2" switchboard, "EBD" switchboard, or the bus duct. Prioritize these issues for quick resolution. -Escalate within ABB to accelerate the bus duct delivery date.
PGE's work dates may cause an additional delay to the project	Resident Engineer and Contractor shall keep PGE informed of status. Resident Engineer and Contractor shall notify PG&E of the updated target energization date and schedule all required inspections. -Escalate within PG&E to accelerate their work date
Defective components within the ABB chargers may cause delay of substantial completion	-Resident Engineer to have Contractor address known issues, in-advance of ABB commissioning -Resident Engineer to prioritize communications and quickly respond to ABB-related troubleshooting -Resident Engineer to prepare the "State-of-Readiness" report in real-time and engage ABB to start their review.
Mobile Generator unavailability will delay substantial completion	-analyze alternatives for procuring this mobile generator -escalate internally and work with the stakeholders to have the mobile generator delivered to South Base by the cutover date
Mobile Generator issues will leave the base without power during the power cutover	-establish an emergency backup plan in the event of a mobile generator malfunction. Include emergency contacts, technicians, backup sources of power.

South Base Switchgear Replacement & BEB Chargers Installation

Period: FY25Q1

Prj. ID: 100547

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
The Bus Duct does not connect to the Switchgear MDPO-1	-the bus duct is being accelerated. -shop drawings are in progress. The Engineer of Record will expedite his review upon receipt
An additional delay to the Final Acceptance date actualized due to the bus duct issue	-Anvil Builder's schedule shows the delay to the substantial completion date from January 26 2025 to March 7, 2025, and was not accepted -Escalation is in-progress within the Anvil and SamTrans executive team, ABB, and PGE, in order to accelerate each partries' work, so that the substantial completion date can be earlier.

KEY ACTIVITIES - Current Reporting Month (top 5)

Anvil Builders confirmed that the ABB bus duct is being accelerated
The Construction Progress Schedule (May 2024 through August 2024) was received
Megger Testing and Torquing completed for items already installed
Negotiations between SamTrans and Anvil Builders executives

KEY ACTIVITIES - Next Reporting Month (top 5)

Escalate within PG&E, ABB, and Anvil Builders so that acceleration of each parties' work is possible.
Anvil to submit the ABB Bus Duct shop drawing (for production) submittal. Engineer of Record to Expedite the review
Short Circuit Coordination Study to be finalized and sent to Anvil Builders
Finish installing conduit and cables between MDPO-1, MDPO-2, EBD, and the chargers

Project Notes

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Anvil Power received materials and prepared to install the conduit between MDPO-1 and Building 700.

ZEB Implementation and Deployment

Period: FY25Q1

Prj. ID: 100631

Project Manager: Anthony Tejada

SCOPE Summary

STATUS Summary

Phase: Design

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 embus Infrastructure Upgrade plus asphalt replaced with engineered concrete for South Base (critical for the Master Infrastructure).

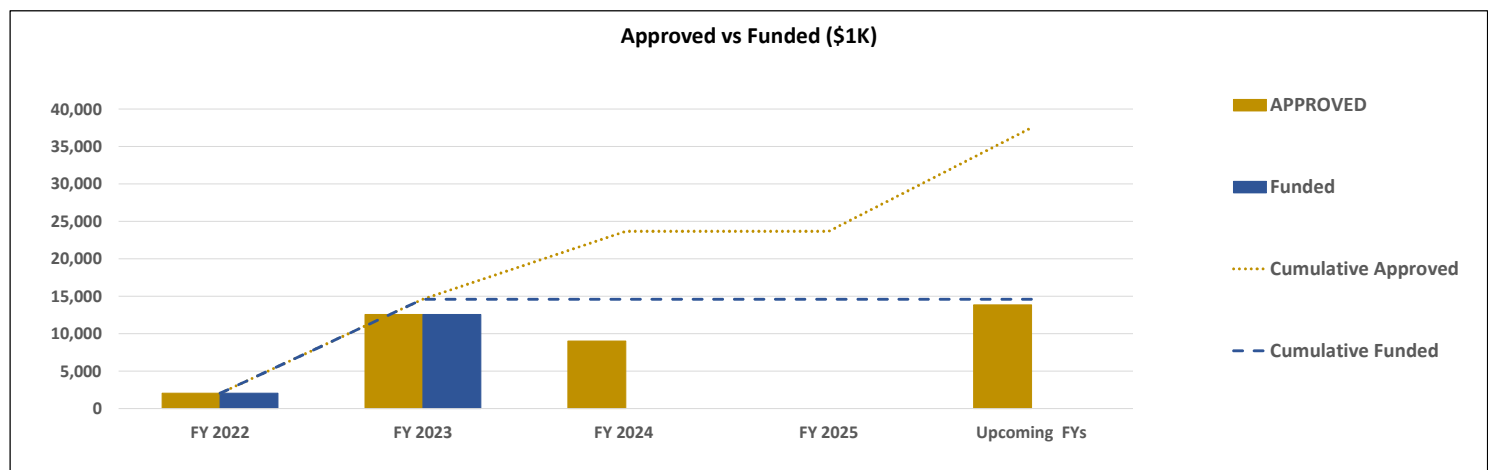
Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Original Budget	Approved Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$37,506,970	\$ 37,506,970	16.5%	22.1%	\$ 37,506,970

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	
30% Design	07/01/21	07/01/21	04/30/22	04/30/22	0	0	Completed
End Environmental Phase			01/31/23	05/30/23	0	-119	CEQA obtained in Dec 2022- NEPA obtained allows to proceed with Final Design
Solicitation for Final Design for Charging Infrastructure in SB	07/01/23	07/01/23	10/30/23	02/23/24	0	-116	Selected STV.
Final Design for Permanent Charging Infrastructure in SB	11/01/23	02/28/24	09/30/24	09/30/24	-119	0	
CMGC Solicitation	09/01/23	09/01/23	04/30/24	04/03/24	0	27	Award of contract 4/3/24. NTP 4/22/2024
Grant Requirements	02/01/24	02/01/24	09/30/25	09/30/25	0	0	
Pre Construction Phase for Charging Infrastructure in SB	06/01/24	06/01/24	03/30/25	03/30/25	0	0	
Long Lead Equipment Procurement for Charging Infrastructure in SB	08/01/24	08/01/24	01/31/26	01/31/26	0	0	
Construction of Permanent Charging Infrastructure in SB	04/01/25	04/01/25	03/31/27	03/31/27	0	0	
Close out	04/01/27	04/01/27	09/30/27	09/30/27	0	0	

PROJECT BUDGET Summary (in thousands of \$)



ZEB Implementation and Deployment

Period: FY25Q1

Prj. ID: 100631

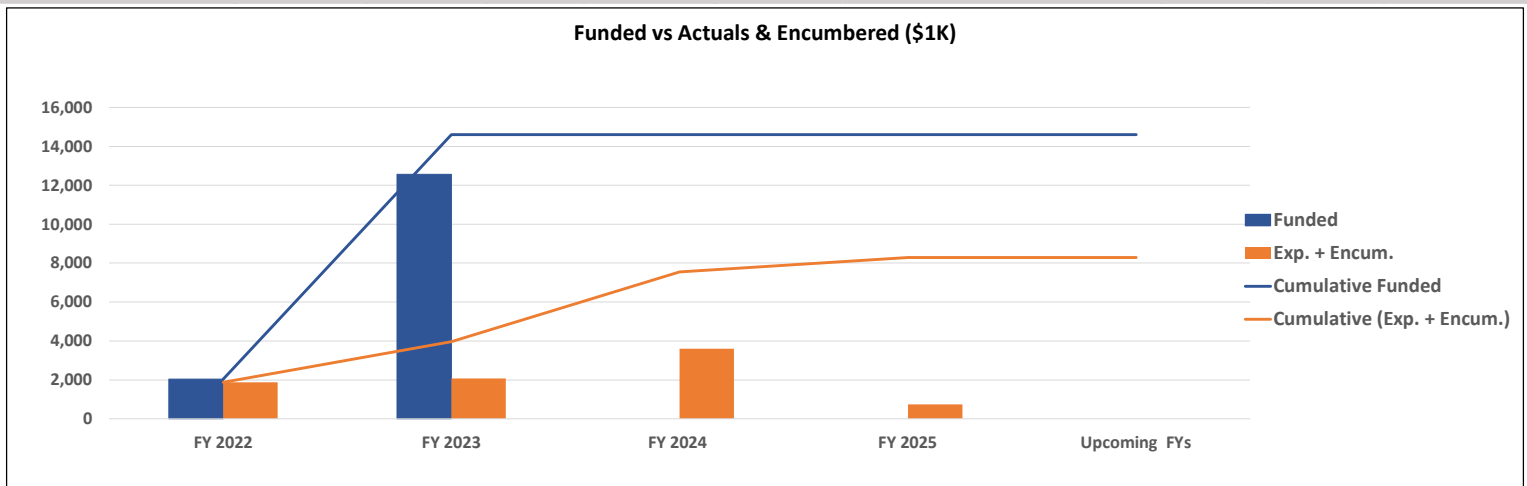
PROJECT Approved BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion E	Nonactivated Funding F=C-B	Expended		Exp. + Encum.	Available Funds
	Original	Approved	Funded	Committed			This Period	To Date		
	(A)	(B)	(C)	(D)						
11 - Planning/CD/Env	1,007	1,007	1,007	21	1,007	0	1	920	941	66
12 - PE/Env/PSE	3,687	3,687	3,667	1,240	3,687	(20)	511	1,772	3,012	655
13 - Final Design	4,042	4,042	4,054	1,383	4,042	12	129	1,856	3,239	815
15 - Procurement	99	99	119	0	99	20		98	98	20
16 - Construction	28,308	28,308	5,743	210	28,308	(22,565)		783	993	4,750
19 - Closeout	365	365	23	0	365	(342)		0	0	23
Totals	37,507	37,507	14,612	2,854	37,507	-22,895	642	5,429	8,283	6,329

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

Activity	Budget				Estimate at Completion E	Nonactivated Funding F=C-B	Expended		Exp. + Encum.	Cumulative Available Funds
	Original	Approved	Funded	Committed			This Period	To Date		
	(A)	(B)	(C)	(D)						
FY 2022	2,046	2,046	2,046	869				1,009	1,878	168
FY 2023	12,566	12,566	12,566	-126				2,201	2,076	10,658
FY 2024	9,052	9,052		2,020				1,577	3,598	7,061
FY 2025		0		90			642	641	732	6,329
Upcoming FYs	13,843	13,843							0	6,329
Totals	37,507	37,507	14,612	2,854	37,507	-22,895	642	5,429	8,283	6,329

Funded vs Actuals & Encumbered (\$1K)



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax - (01024)	Local	8,674	0		8,674	8,674	0	
FY22-71 ROW Repayment LCTOP (03958)	Fed.	4,600			4,600	4,600		
Prop 1B PTMISEA Interest (03636)	State	229			229	229	0	
Prop 1B PTMISEA FY14 (03639)	State	840			840	840	0	
Prob-1B- PTMISAE FY15 (03643)	State	223			223	223	0	
Lifeline PTMISEA for NAB (03646)	State	46			46	46	0	
TBD	TBD	22,895	0	0	22,895	22,895	22,895	Pending Grant
Totals		37,507	0	0	37,507	14,612	22,895	

ZEB Implementation and Deployment

Period: FY25Q1

Prj. ID: 100631

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
PG&E design schedule is unknown and could impact the overall delivery of the project.	Contact made with PG&E's assigned service planner for the project. PG&E's schedule for completing the large load study has been established at 11/28/24, however, their overall design schedule for the project is unknown - pending completion of the large load study. Provide PG&E with the Final 100% PS&E Design Set for Phase 1 on 10/25/24. Advance Pico Blvd. infrastructure optioneering analysis discussions with PG&E thereafter - final 100% PS&E Design for Phase 1 will depict the most conservative approach, and will be priced as such by Clark.
The lead times for manufacturing electrical equipment has increased significantly and could impact the project schedule.	Decision dealt to combine the Early Works Package (long-lead items) with the overall Project Design for Phase 1. The final 95% PS&E Design for Phase 1 was issued on 9/12/24 and is being used as the basis for developing the Total Contract Price (TCP) - this approach aligns with Caltrans' funding allocation parameters. Clark is obtaining vendor 'premium' pricing quotes to hold to original lead-times for electrical equipment, while also developing a revised project schedule reflecting current market-driven lead times.

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
PG&E to initiate a large load study, to determine how much power they can supply to the site for Phase 2 Improvements.	PG&E confirmed that payment was processed end of June 2024 for the large load study; PG&E service planner stated that the Large Load Study is tracking to complete by 11/28/24 - they're exploring the potential to advance this date in light of back-end analysis needing to be performed by SamTrans.
Overhead fire suppression design and approach to putting out a bus fire - a concern that surfaced post STV and Clark contract awards.	A secondary fire flow test was performed considering an adjacent fire hydrant to support the most efficient and economical design option selected. STV is readying design documents and actively seeking to schedule a final design review session with the Fire Department / Fire Marshal.
The project PLA must be established prior to start of construction.	Clark met with SamTrans' PLA attorney to review project scope and details. Interim to the PLA being finalized by SamTrans' attorney, Clark will build in the requirement for union subcontractors as part of their solicitation process and reference a PLA to be provided at a future date.
Caltrans funding changed from a dual allocation to a single allocation.	Decision dealt to align the project schedule such that the Early Works Procurement Package is consolidated within the overall Project Design for Phase 1, to support a single allocation approach.

KEY ACTIVITIES - Current Reporting Month (top 5)

The initiation of virtual coordination meetings with PG&E's service planner commenced in September, a two-week cadence has been established to maintain project dialogue with PG&E. 11/28/24 is the deliverable date relayed to the project team by PG&E for completion of their Phase 2 Large Load Study.
A second constructability review workshop against the 95% design was held on 9/6/24. Clark and SamTrans constructability comments carrying 95% Total Contract Price (TCP) cost implications were prioritized for resolution via issuance of the 95% PS&E Design Set for Phase 1 on 9/12/24.
Final 95% PS&E Design Set for Phase 1 issued by STV on 9/12/24 - includes Early Works Package details (long-lead items) embedded within.
Weekly scope and quantity estimating discussions scheduled. An in-person all-day Total Contract Price (TCP) quantity reconciliation meeting was held on 9/25/24 amongst all estimating parties: STV c/o Krebs (Engineers Estimate), Jacobs (Independent Cost Estimate), Clark (CMGC Estimate).
To supplement their active solicitation, Clark hosted in-person and virtual pre-bid meetings along with orchestrating a project site tour for the at large subcontractor community bidding on trade-specific components of the project (Phase 1).

KEY ACTIVITIES - Next Reporting Month (top 5)

Final 100% PS&E Design Set for Phase 1 tracking for design deliverable issuance on 10/25/24.
All parties reaching alignment on 95% TCP estimate(s) by end of October '24; begin scope and quantity leveling against the final 100% PS&E Design Set for Phase 1 tracking for issuance on 10/25/24.
Finalize content for Div. 0 Supplemental GC's and Div. 01 Special Provisions sections and process forward for SamTrans legal review, on route to issuance to Clark.
Final PLA review and agreement anticipated on 10/17/24 by way of a scheduled meeting with Union Representative(s), SamTrans Legal Counsel plus Owner's PM/CM Representative, and Clark Construction - PLA needed for transmission to the at large bidding subcontractor community.

Project Notes

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North Base - Sea Level Rise and Erosion Mitigation

Period: FY25Q1

Project ID: 100712

Project Manager: Lisha Mai

SCOPE Summary

The project will perform a feasibility study of long-term sea level rise adaptation and erosion mitigation alternatives for North Base. The project will conduct the necessary planning and pre-design to develop mitigation solutions to protect North Base and SamTrans' ability to operate from the impacts of intensifying sea level rise and erosion. Alternatives to be evaluated under the feasibility study include a flexible levee and a tide gate barrier. Evaluation of recommended alternatives will involve collaboration and coordination with internal and external stakeholders. The feasibility study will recommend a preferred alternative to advance for environmental clearance, design, and construction.

STATUS Summary

Phase: Planning

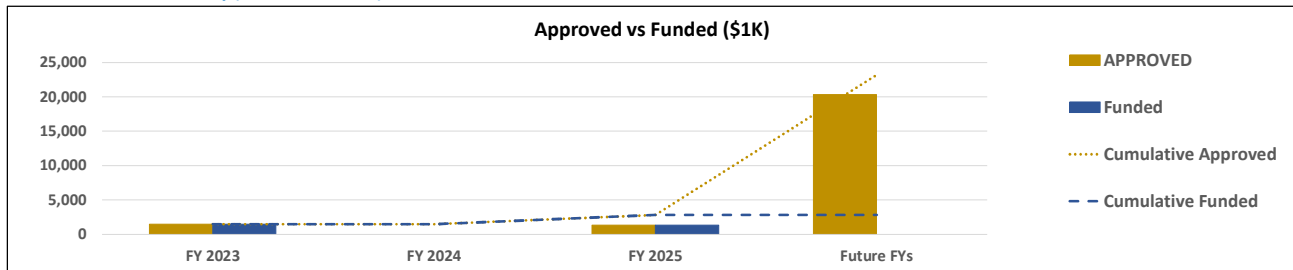
Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Original Budget	Approved Budget	Schedule Progress	Expended %	Estimate At Completion
\$1,482,000	\$ 2,825,100	5.5%	7.9%	\$ 23,183,400

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)	
Stakeholder and Public Engagement and Alternatives Analysis	7/1/2023	7/1/2023	12/31/2023	12/31/2023	0	0	Established communication with key stakeholders such as SSF, OneShoreline, SFO, Army Corp, BCDC. Developed process for ongoing communication
PEL Study and Selection of Preferred Alternative	1/1/2024	1/1/2024	12/31/2024	12/31/2024	0	0	
35% Design for the Preferred Alternative	1/1/2025	1/1/2025	6/30/2025	6/30/2025	0	0	
Detailed Impact and Mitigation Analysis Based on the 35% Design	7/1/2025	7/1/2025	12/31/2025	12/31/2025	0	0	
NEPA and CEQA Clearance	1/1/2026	1/1/2026	12/31/2026	12/31/2026	0	0	

PROJECT BUDGET Summary (in thousands of \$)



PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Details (in thousands of \$)

Activity	Budget				Estimate at Completion	Inactivated Funding	Expended		Exp. + Encum.	Available Funds
	Original (A)	Approved (B)	Funded (C)	Committed (D)			This Period	To Date		
11 - Planning	1,482	1,482	1,482	183	1,482	0	163	725	908	574
12 - PE/Env/PSE	1,343	1,343	1,343	913	1,343	0			913	430
13 - Final Design	1,379	1,379			1,379	(1,379)			0	0
15 - Procurement	829	829			829	(829)			0	0
16 - Construction	18,150	18,150			18,150	(18,150)			0	0
Totals	23,183	23,183	2,825	1,096	23,183	(20,358)	163	725	1,821	1,004

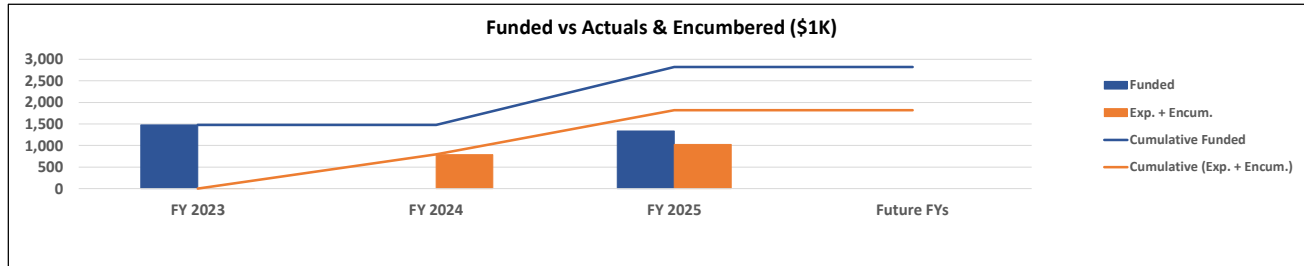
North Base - Sea Level Rise and Erosion Mitigation

Period: FY25Q1

Project ID: 100712

PROJECT BUDGET / ESTIMATE AT COMPLETION / COSTS Summary (in thousands of \$)

Activity	Budget				Estimate at Completion E	Inactivated Funding F=C-B	Expended		Exp. + Encum.	Cumulative Available Funds
	Original	Approved	Funded	Committed			This Period	To Date		
	(A)	(B)	(C)	(D)						
FY 2023	1,482	1,482	1,482					6	6	1,476
FY 2024	0	0	0	234				557	791	686
FY 2025	1,343	1,343	1,343	862			163	163	1,024	1,004
Future FYs	20,358	20,358	0						0	1,004
Totals	23,183	23,183	2,825	1,096	23,183	(20,358)	163	725	1,821	1,004



FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	2,825			2,825	2,825	0	
TBD		20,358			20,358		20,358	
Totals		23,184	0	0	23,184	2,825	20,358	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Status
None at this phase	

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
None at this phase	

KEY ACTIVITIES - Current Reporting Month (top 5)

Received draft 10% design of perimeter protection and regional barrier alternatives.
Received draft preliminary cost and timeline for both alternatives.
Continue communication with key stakeholders such as SSF, OneShoreline, SFO, Army Corp, BCDC.
Continue to coordinate with Government Affairs on outreach to stakeholders that would benefit from a regional solution.

KEY ACTIVITIES - Next Reporting Month (top 5)

Continue coordination with BCDC on near-term shoreline erosion mitigation.
Finalize preliminary cost and timeline and initiate discussion with benefitting stakeholders
Continue development of alternative assessment report.
Ongoing outreach to stakeholders that would benefit from a regional solution that mitigates the impact of sea level rise.

Project Notes

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NB H2 Fueling Station for 10 FCEBs

Period: FY25Q1

Prj. ID: 100723-02

Project Manager: Liria Larano

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 provide hydrogen fuel (Services) and/or design and construction services for the Interim Hydrogen Fueling Solution.*
* The cost of Hydrogen Fuel will be part of Operations budget

STATUS Summary

Phase: Construction

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,866,463	90.5%	97.0%	\$2,866,463

Schedule

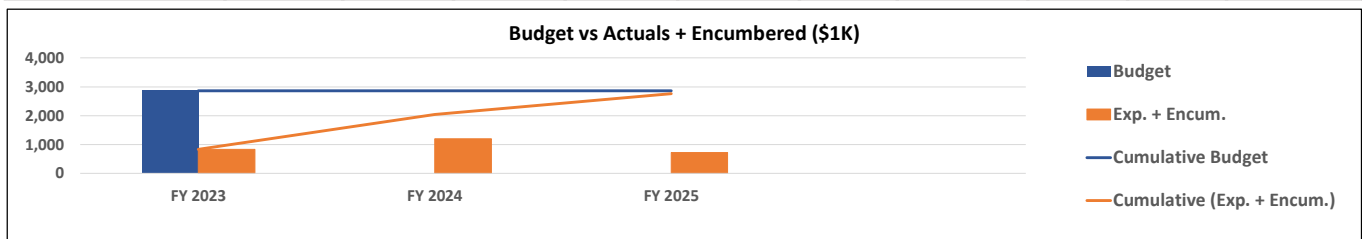
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Solicitation for H2 services contract	10/1/2022	10/1/2022	5/15/2023	5/15/2023	0	0	Contract awarded to Plug Power
Design Manufacturing H2 mobile station	5/16/2023	5/16/2023	1/31/2024	1/31/2024	0	0	
Testing and Commissioning	2/1/2024	2/1/2024	3/1/2024	7/31/2024	0	-152	Refueler delivery week of 6/17, testing and commissioning will take 2 months.
Training	2/1/2024	2/1/2024	8/1/2024	9/1/2024	0	-31	Tiers 1-3 for staff, first responder training will be with tier 1 staff.
Closeout	9/1/2024	9/1/2024	11/1/2024	11/1/2024	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	58		58		58	0		58	58	0
12 - PE/Env/PSE	10		10		10	0		10	10	0
13 - Final Design	222		222	161	222	0		59	220	2
15 - Procurement	12		12		12	0	16	30	30	-18
16 - Construction	2,564		2,564	594	2,564	0	708	1,870	2,463	101
Totals	2,866	0	2,866	755	2,866	0	724	2,027	2,782	85

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	2,866		2,866	755			80	835	2,032	
FY 2024			0				1,202	1,202	830	
FY 2025							724	724	106	
Totals	2,866	0	2,866	755	2,866	0	724	2,006	106	



NB H2 Fueling Station for 10 FCEBs

Period: FY25Q1

Prj. ID: 100723-02

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred (C)	Current (D=A+B+C)	Activated Funding (E)	Nonactivated Funding (F=E-D)	Comments
		Original	Changes					
		(A)	(B)					
Measure W Sales Tax (01024)	Local	2,866			2,866	2,866	0	
Totals		2,866	0	0	2,866	2,866	0	

RISKS (events that could happen and have a negative impact on the project cost/schedule, in order of priority)

Risk	Mitigation
Delay in delivering the Mobile Hydrogen Refueler from Houston to SamTrans	Ongoing coordination with manufacturer
Commissioning may take longer than anticipated	Advanced planning of commissioning activities

ISSUES (Risks that are materialized, in order of priority)

Issue	Status
Refueler arrived at SamTrans Maintenance Yard on 3/8/24. A leak was discovered and a screen was damaged in route, so the refueler had to be sent back to Houston for repair	Delivery of refueler expected the week of June 17, 2024
Commissioning for second nozzle on the refueler (not originally part of the approved design) is required.	SamTrans will pay for the commissioning of the extra nozzle.
MGFH2 terminated fueler lease agreement with SamTrans and Plug Power	Working with legal and finance to sign a contract with Plug Power for buying the Fueler from them.

KEY ACTIVITIES - Current Reporting Month (top 5)

Refueler installation completed.
Hydrogen Purity test completed successfully.
Test and Commissioning is ongoing due to a communication problem between Refueler and FCEB. Refueler issue has been resolved, the bus side issue will be resolved with a software update in October.
Safety training conducted with First Responders.
Workforce training conducted with Agency staff.

KEY ACTIVITIES - Next Reporting Month (top 5)

Test and Commissioning to be resumed.
Safety and Workforce training to be continued.
Purchase of the Mobile Refueler will be requested in the October Board meeting.

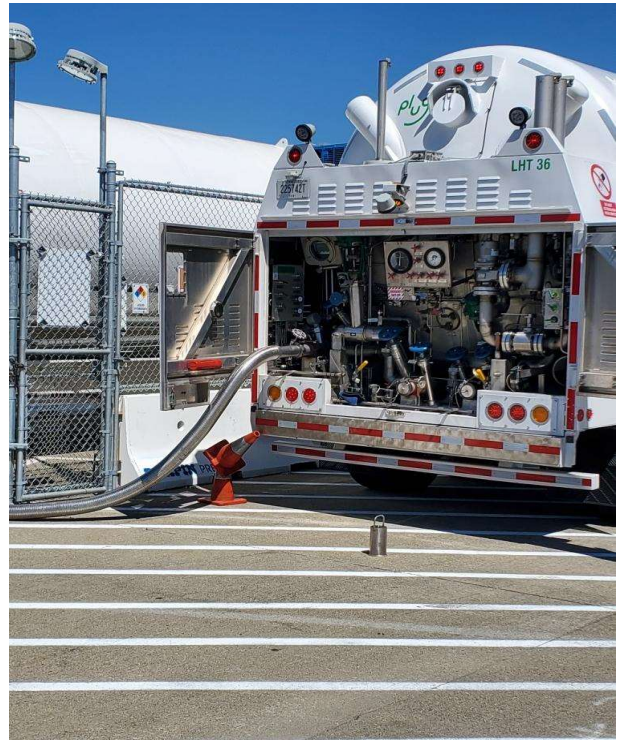
Project Notes

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NB H2 Fueling Station for 10 FCEBs

Period: FY25Q1

Prj. ID: 100723-02



North Base Facility Modifications for FCEBs

Period: FY25Q1

Prj. ID: 100723-01

Project Manager: Yoko Watanabe

SCOPE Summary

Project Completed

STATUS Summary

Phase:

Closeout

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.

Month	Schedule	Budget	Funding
Current	●	●	●
Previous	●	●	●

Budget	Schedule % Compl.	Exp. + Encum. (%)	Estimate At Completion
\$ 2,199,511	100.0%	98.8%	\$2,199,511

Schedule

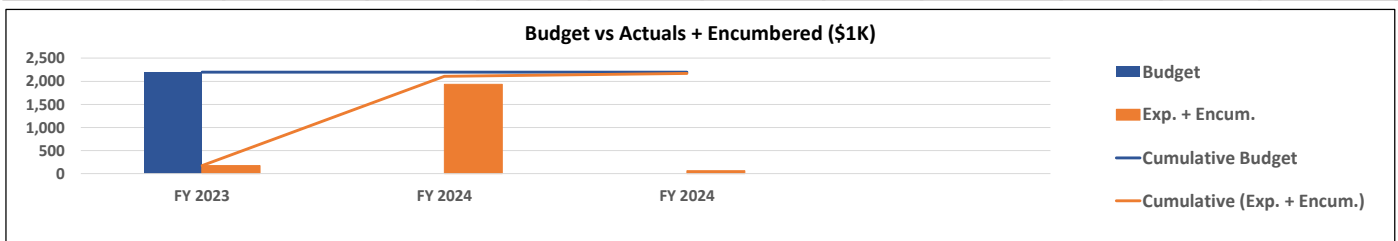
Summary Activities	Baseline Start	Est. or Act. Start	Baseline Completion	Est. or Act. Completion	Start Variance (Days)	Completion Variance (Days)	Comments
	(A)	(B)	(C)	(D)	(E= A-B)	(F= C-D)	
Kick Off Meeting and Work Program	9/1/2022	9/1/2022	9/9/2022	9/9/2022	0	0	On time
Off-site Assessment & review CTRC 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	11/3/2022	11/3/2022	0	0	Moving forward according to the schedule
35% Design Development	10/4/2022	10/4/2022	11/4/2022	11/4/2022	0	0	Completed
95% Design Development	11/5/2022	11/5/2022	12/23/2022	1/24/2023	0	-32	Change in submission date to 6 January 2023
IFB Design Development	12/24/2022	1/25/2023	1/19/2023	1/31/2023	-32	-12	Completed in time
Procurement	1/20/2023	2/1/2023	7/19/2023	7/31/2023	-12	-12	Completed in time
Construction	07/20/23	07/20/23	01/31/24	01/31/24	0	0	
Closeout	01/31/24	01/31/24	04/30/24	04/30/24	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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
11 - Planning	28		28		28	0		28	28	0
12 - PE/Env/PSE	0		0		0	0		0	0	0
13 - Final Design	55		55		55	0	64	61	61	-6
15 - Procurement	23		23		23	0		23	23	0
16 - Construction	2,093		2,093	34	2,093	0		2,035	2,069	24
Totals	2,200	0	2,200	34	2,200	0	64	2,147	2,181	19

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	Committed			This Period	To Date		
	(A)	(B)	(C=A+B)	(D)						
FY 2023	2,200		2,200					177	177	2,023
FY 2024			0	34				1,899	1,933	89
FY 2025			0				64	64	64	26
Totals	2,200	0	2,200	34	2,200	0	64	2,140	2,174	26



North Base Facility Modifications for FCEBs

Period: FY25Q1

Prj. ID: 100723-01

FUNDING (in thousands of \$)

Fund Source	Type	Board Approved		Transferred	Current	Activated Funding	Nonactivated Funding	Comments
		Original	Changes					
		(A)	(B)					
General Capital Fund (01050)	Local	300			300	300	0	
Measure W Sales Tax (01024)	Local	1,900			1,900	1,900	0	
Totals		2,200	0	0	2,200	2,200	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	

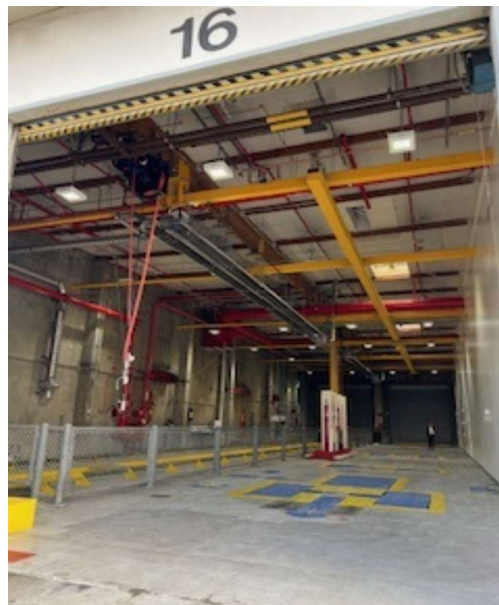
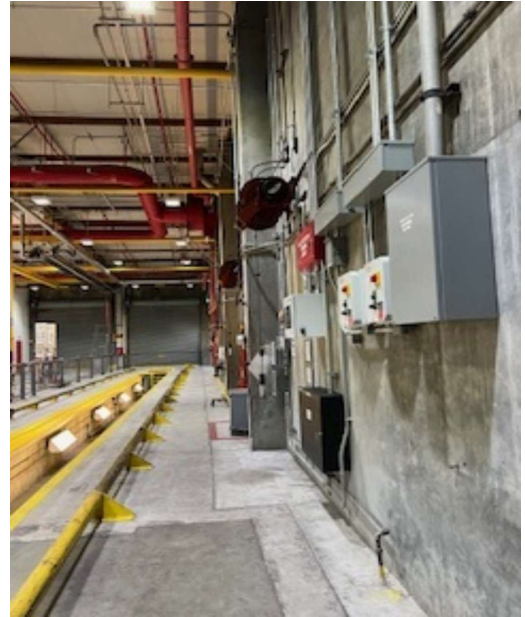
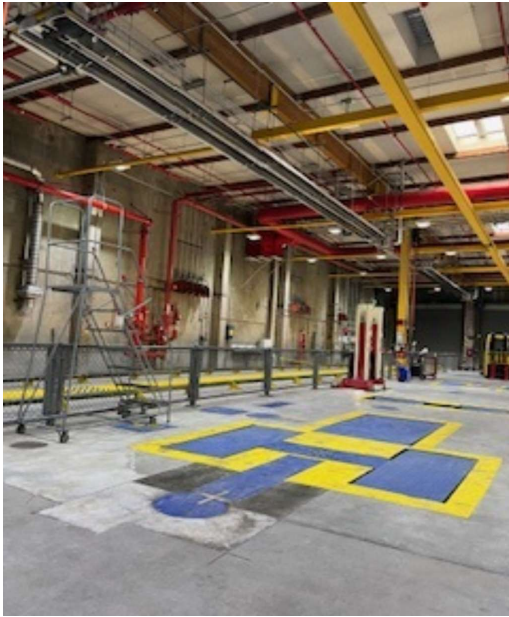
KEY ACTIVITIES - Current Reporting Month (top 5)

- Paperwork needed to close out the Project is 99.5% completed.
- Deployment of Flame Detection System was evaluated, and as a result, the system is not beneficial, hence, it is concluded not to be installed.

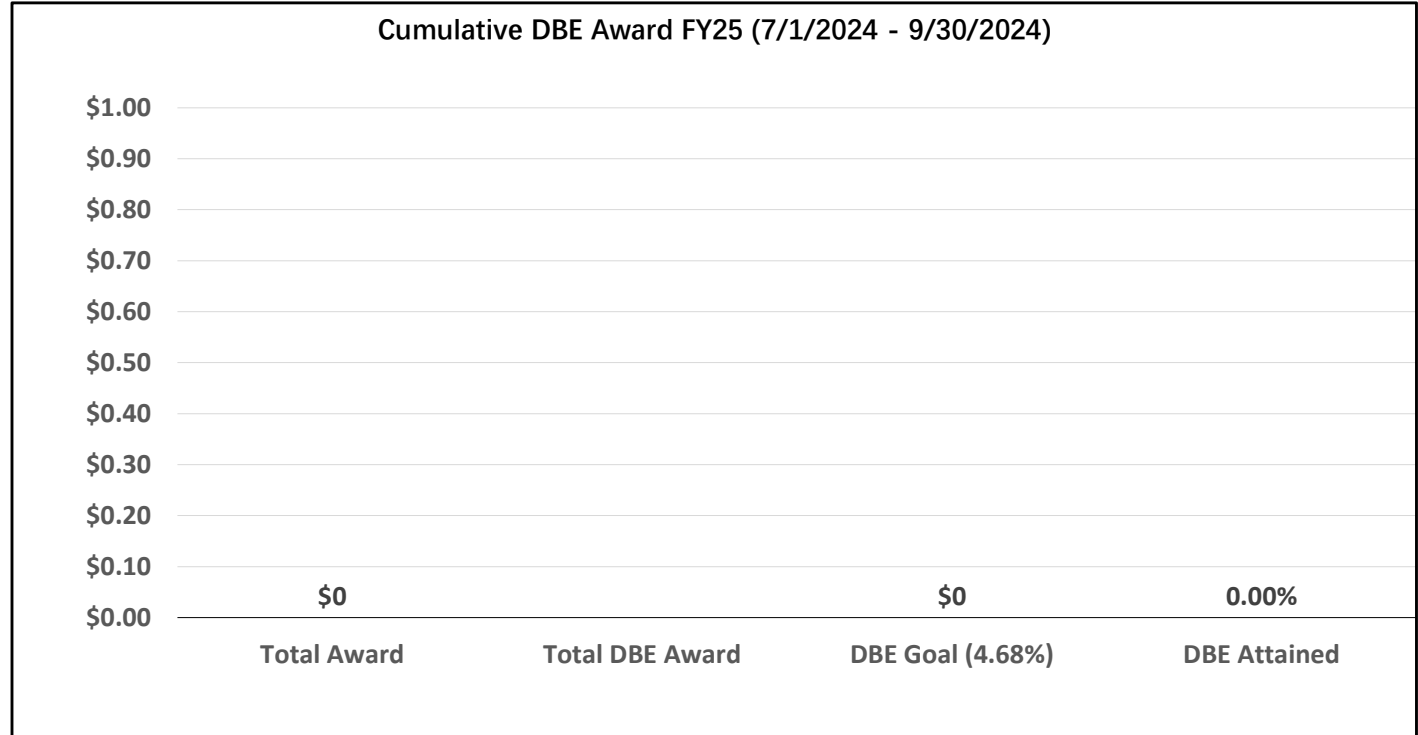
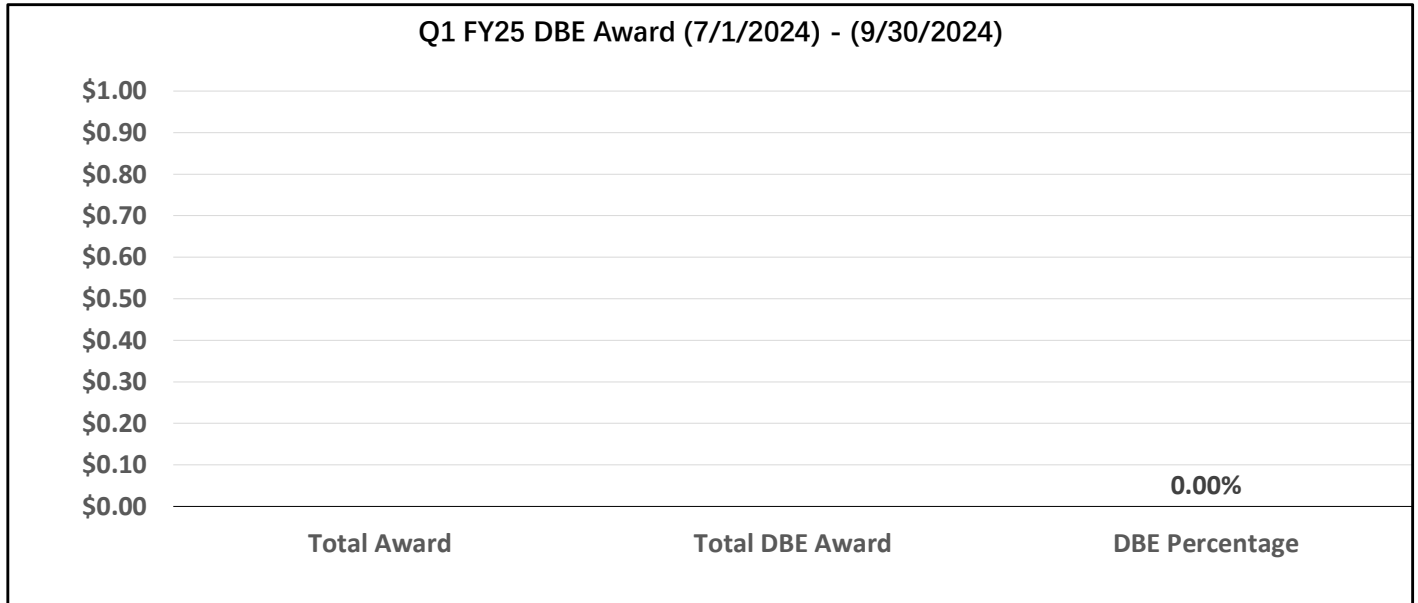
KEY ACTIVITIES - Next Reporting Month (top 5)

- The Final Acceptance Letter will be issued to RMS and the retention will be released to mark the Construction Closeout.
- Flame Detection System will be evaluated for beneficial employment in the modified bays.

Project Notes



SamTrans Award



Note: The overall triennial DBE goal for Federal Fiscal Year 2023-25 is 4.68%
There were no reportable Federal award for FY2025 Q1.

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.

**San Mateo County Transit District
Staff Report**

To: Board of Directors
Through: April Chan, General Manager/CEO
From: Margaret Tseng, Acting Executive Officer/District Secretary Juliet Nogales-DeGuzman, Director, Human Resources
Subject: **Adopting the Amended Conflict of Interest Code**

Action

Staff proposes that the Board of Directors (Board) adopt the Conflict of Interest Code, Attachment A, which has been revised to reflect current staff positions and responsibilities.

Significance

The California Political Reform Act, at Government Code Section 87306.5, requires public agencies to review their Conflict of Interest Codes every even-numbered year to ensure they are up to date and meet current legal requirements. Staff and legal counsel have reviewed the District's Code and have determined that it should be updated to reflect current job titles and responsibilities of positions listed in the Appendix to the Code as "Designated Positions." These positions are required to file an annual "Form 700" as required by the Fair Political Practices Commission.

Once the Conflict of Interest Code has been amended, it will be sent to the County of San Mateo Board of Supervisors for approval.

Budget Impact

There is no impact to the budget.

Background

1. The list of Designated Positions has been updated to include the following new positions, which are involved in the making of decisions or participate in the making of decisions that could foreseeably have a material effect on employees' financial interests, as defined in the Political Reform Act:

Assistant Manager, Systems Communication
Assistant Manager, Treasury Operations
Billing Manager
Claims Administrative Assistant
Deputy Chief, Bus Fleet and Facilities

Deputy Director, Bus Maintenance
Deputy Director, Bus Transportation
Deputy Director, Employee Relations, Training, and Engagement
Deputy Director, Office of Civil Rights
Director, Customer Experience
Director, Information Technology and Telecommunications
Director, Infrastructure (Bus)
Director, Project Delivery
Environmental Compliance Coordinator
Executive Officer, Transportation Authority
Facilities Contract Administrator
Manager, Accounting
Manager, Ad Revenue
Manager, Environmental Compliance
Manager, Information Technology Infrastructure Cybersecurity
Manager, Major Corridors Program
Manager, Marketing and Creative Services
Manager, Organizational Development and Talent Management
Manager, Quality Control/Auditor
Manager, Social Equity Programs
Manager, Strategic Planning
Principal Grants Analyst
Principal Planner
Program Coordinator, Senior & Mobility
Program Manager, Infrastructure (Bus)
Public Information Officer
Quality Assurance Engineer
Safety Engineer
Senior Grants Analyst
Senior Safety Coordinator
Supervisor, Fare Program Operations
Surveyor
Transit Asset Management Analyst
Transportation Authority (TA) Financial Program Manager

2. The list of Designated Positions also has been updated to reflect changes to the disclosure categories for the following positions due to changes in job descriptions:

Chief Information and Technology Officer
DBE Administrator
Deputy Director, Quality Assurance & Standards
Director, Contracts and Procurement
Director, Real Estate and Development

Insurance and Claims Administrator
Manager, Creative Services

3. The list of Designated Positions also has been updated to reflect changes to titles of the following positions. (Former positions are listed in parentheses):

ADA Administrator (ADA Coordinator)
Contract Compliance Administrator (Labor Compliance Administrator)
Deputy Director, Real Estate Management & Development (Deputy Director, Transit Oriented Development (TOD) & Real Estate)
Director, Facilities Maintenance (Director, Facilities)
Director, Planning and Fund Management (Manager, TA Fund Programming and Monitoring)
EEO Administrator (EEO Program Administrator)
Executive Officer, District Secretary, Executive Administration (Executive Officer, District Secretary)
Executive Officer, Planning and Development (Chief Officer, Planning, Grants, Real Estate, and Transportation Authority)
Manager, Stations and Communications Maintenance (Manager, Stations and Communications)
Manager, Transit Oriented Development and Real Estate (Manager, Transit Oriented Development)
Manager, Treasury Debt and Investments (Manager, Treasury Operations)
Title VI Administrator (Title VI Social Equity Administrator)

Attachment A: Conflict of Interest Code

Prepared by:	Margaret Tseng	Acting Executive Officer/District Secretary	650-551-6108
	Juliet Nogales-DeGuzman	Director, Human Resources	650-508-6236

Resolution No. 2024-

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

* * *

Adopting the Amended Conflict of Interest Code

Whereas, pursuant to Resolution No. 1976-81, dated November 23, 1976, the San Mateo County Transit District (District) adopted a Conflict of Interest Code (Code) as required by the Political Reform Act of 1974; and

Whereas, California Government Code Section 87306.5 requires the District to review its Code every even-numbered year and revise it if necessary; and

Whereas, legal counsel and staff have reviewed the current Code, last amended in 2022, and have determined the Code and its Appendices, listing the designated positions who must disclose their economic interests on an annual basis and disclosure categories for such positions, should be updated to reflect current staffing positions and organization; and

Whereas, legal counsel and staff recommend adopting the amendments as reflected in the attached Code.

Now, Therefore, Be It Resolved by the Board of Directors of the San Mateo County Transit District the amended Conflict of Interest Code is hereby adopted, in the form presented to the Board of Directors; and

Be It Further Resolved the District Secretary is directed to transmit a copy of the amended Conflict of Interest Code to the San Mateo County Board of Supervisors for its review and approval, and to make any revisions that may be required by the County for approval of the Code.

Regularly passed and adopted this 6th day of November, 2024, by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary

**CONFLICT OF INTEREST CODE
SAN MATEO COUNTY TRANSIT DISTRICT**

Adopted on November 23, 1976 by Resolution No. 1976-81

Approved by the San Mateo County Board of Supervisors on August 15, 1978

Amended on November 16, 1992 by Resolution No. 1992-102

Amended on September 14, 1994 by Resolution No. 1994-73

Amended on September 16, 1996 by Resolution No. 1996-53

Amended on September 22, 1998 by Resolution No. 1998-66

Amended on October 12, 2000 by Resolution No. 2000-78

Amended on November 13, 2002 by Resolution No. 2002-72

Amended on October 20, 2004 by Resolution No. 2004-38

Amended on October 11, 2006 by Resolution No. 2006-41

Amended on November 12, 2008 by Resolution No. 2008-64

Amended on November 10, 2010 by Resolution No. 2010-70

Amended on November 14, 2012 by Resolution No. 2012-50

Amended on November 5, 2014 by Resolution No. 2014-47

Amended on November 2, 2016 by Resolution No. 2016-55

Amended on December 5, 2018 by Resolution No. 2018-58

Amended on August 5, 2020 by Resolution No. 2020-34

Amended on October 12, 2022 by Resolution No. 2022-64

Amended on November 6, 2024 by Resolution No. 2024-__

SAN MATEO COUNTY TRANSIT DISTRICT

CONFLICT OF INTEREST CODE

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transit District (District).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) The District Secretary, on behalf of the District, shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Accessibility Coordinator	5
ADA Administrator	5
Assistant Manager, Systems Communication	5
Assistant Manager, Transit Operations Training	5
Assistant Manager, Treasury Operations	5
Billing Manager	5
Business Intelligence Analyst III	3, 5
Chief Communications Officer	1, 2, 3
Chief Information and Technology Officer	1, 2
Chief Operating Officer, Bus	1, 2, 3
Chief People Officer	3, 5
Claims Administrative Assistant	3
Contract Administrator	2
Contract Compliance Administrator	3
DBE Administrator	2, 3, 5
Deputy Chief, Bus Fleet and Facilities	1, 2, 3
Deputy Chief, Communications	1, 2, 3
Deputy Director, Bus Maintenance	2
Deputy Director, Bus Transportation	1, 5
Deputy Director, Employee Relations, Training, and Engagement	3, 5
Deputy Director, Intelligent Transportation Systems (ITS)	2
Deputy Director, Office of Civil Rights	3, 5
Deputy Director, Quality Assurance & Standards	2
Deputy Director, Real Estate Management & Development	1, 2
Deputy Director, Safety and Security	2, 3
Deputy District Secretary	1, 2, 3
Deputy General Manager/CEO	1, 2, 3
Director, Accounting	2
Director, Budgets and Financial Analysis	2
Director, Bus Maintenance	2
Director, Bus Transportation	1, 5
Director, Capital Program Delivery	1, 2, 3
Director, Capital Program Management	1, 2, 3
Director, Contracts and Procurement	1, 2, 3
Director, Customer Experience	2
Director, Engineering	1, 2, 3
Director, Facilities Maintenance	2
Director, Government and Community Affairs	2
Director, Grants and Fund Management	5
Director, Human Resources	3, 5
Director, Information Technology and Telecommunications	1, 2

Director, Infrastructure (Bus)	1, 2, 3
Director, Maintenance	2
Director, Marketing and Market Research	4
Director, Planning	1, 4
Director, Planning and Fund Management	1, 4
Director, Project Delivery	1, 2, 3
Director, Real Estate and Development	1, 2
Director, Safety and Security	2, 3
EEO Administrator	3, 5
Engineer II	1, 5
Engineer III	1, 2
Employee Relations Administrator	3
Environmental Compliance Coordinator	1, 4
Executive Officer, District Secretary, Executive Administration	1, 2, 3
Executive Officer, Planning and Development	1, 2, 3
Executive Officer, Transportation Authority	1, 2, 3
Facilities Contract Administrator	2
Facilities Project Engineer	2
Government and Community Relations Coordinator	5
Insurance and Claims Administrator	3
Maintenance Contract Administrator	2
Manager, Accessible Transit Services	3, 5
Manager, Accounting	5
Manager, Ad Revenue	4
Manager, Budgets	5
Manager, Bus Contracts	5
Manager, Bus Maintenance	5
Manager, Bus Transportation	2
Manager, Civil Rights Programs	3, 5
Manager, Communications	2
Manager, Creative Services	2
Manager, Customer Service	5
Manager, Digital Communications	2
Manager, Employee Relations	3, 5
Manager, Engineering	1, 2
Manager, Environmental Compliance	1, 4
Manager, Facilities Maintenance	2
Manager, Fare Programs Operations	1, 2, 4
Manager, Financial Planning and Analysis	3, 5
Manager, Financial Reporting	5
Manager, Government and Community Affairs	2
Manager, Human Resources	3, 5
Manager, Information Technology and Telecommunications	2
Manager, Information Technology Infrastructure Cybersecurity	2

Manager, Major Corridors Program	1, 4
Manager, Market Research and Development	4
Manager, Marketing and Creative Services	4
Manager, Marketing Outreach	4
Manager, Materials and Inventory Control	5
Manager, Operations Planning, Bus	1, 4
Manager, Organizational Development and Talent Management	3, 5
Manager, Procurement	1, 2
Manager, Quality Control/Auditor	2
Manager, Real Estate - Capital Project Support	1, 5
Manager, Revenue Management	5
Manager, Social Equity Programs	3, 5
Manager, Standards and Procedures	5
Manager, Stations and Communications Maintenance	5
Manager, Strategic Planning	1, 4
Manager, Third Party Projects	1, 2
Manager, Transit Operations Training	5
Manager, Transit Oriented Development and Real Estate	1, 5
Manager, Treasury Debt and Investments	5
Planning Administrator	1, 4
Planning Analyst II	1, 4
Planning Analyst III	1, 4
Principal Grants Analyst	5
Principal Planner	1, 4
Procurement Administrator I	2
Procurement Administrator II	2
Procurement Administrator III	2
Procurement Specialist	2
Program Coordinator, Senior & Mobility	5
Program Manager, Infrastructure (Bus)	1, 2, 3
Project Manager	5
Public Information Officer	2
Quality Assurance Engineer	2
Real Estate Administrator	1, 5
Safety Engineer	1, 5
Scheduling Analyst III	4
Senior Grants Analyst	5
Senior Project Manager	2
Senior Safety Coordinator	5
Supervisor, Fare Program Operations	1, 2, 4
Surveyor	1, 5
Title VI Administrator	3

Transit Asset Management Analyst	2
Transportation Authority (TA) Financial Program Manager	4
Consultants/New Positions	*

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager/CEO may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- General Manager/CEO
- Board of Directors
- Chief Financial Officer/Treasurer
- Deputy Chief Financial Officer
- Director, Treasury

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

APPENDIX B: DISCLOSURE CATEGORIES

DISCLOSURE CATEGORIES

- Category 1. Interests in real property located within the District and/or within a two-mile radius of any land owned or used by the District.
- Category 2. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, material, machinery, or equipment utilized by the District or in projects funded by the District. Such sources include, but are not limited to, buses, insurance and information technology, telecommunications, public utilities, consultants, transportation companies, and manufacturers.
- Category 3. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim with or against the District within the last two years or have a claim pending with or against the District.
- Category 4. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- Category 5. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide supplies, services, material, machinery, or equipment utilized by the designated position's division.

Proclamation

Honoring National Native American Heritage Month

Whereas, the San Mateo County Transit District Board of Directors pays tribute to the many contributions Native Americans have made to our country over the centuries; and

Whereas, the month of November is an appropriate time to reflect on Native American history and culture to provide all Americans with the opportunity to hear about and appreciate the many contributions of Native Americans; and

Whereas, Native Americans have bravely served under the American flag in every conflict in this nation's history, and continue to serve in greater numbers per capita than any other group in the United States; and

Whereas, Native Americans maintain diverse and vibrant cultures and traditions, and hold a deeply rooted sense of community; and

Whereas, the contributions of Native Americans to our shared culture are too many to name, including the names of places across our country, contributions to art, cuisine, and popular culture, and fundamental concepts we hold central in our government including checks and balances and freedom of speech; and

Whereas, the District believes every person has the freedom to feel valued and respected, and condemns racism in rhetoric or action.

Now, Therefore, Be It Resolved that the San Mateo County Transit District Board of Directors does hereby recognize November as National Native American Heritage Month and celebrates the countless contributions that Native Americans have made in the United States.

Regularly passed and adopted this 6th day of November, 2024 by the following vote:



Chair, San Mateo County Transit District

Resolution No. 2024-

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

**Declaring the Uncertainty of Compensation for the General Manager/CEO
as of November 1, 2024**

Whereas, the San Mateo County Transit District (District) Board of Directors (Board) promoted and appointed April Chan to be General Manager/CEO, effective November 1, 2022, pursuant to Resolution 2022-26; and

Whereas, Section 3.1 of Ms. Chan’s Employment Agreement, as amended on February 7, 2024, provides for annual performance evaluations, at or near the anniversary of her promotion to the General Manager/CEO position, during which her salary is subject to increases based on “performance of her duties and obligations in a manner that exceeds satisfactory as the Board may reasonably determine”; and

Whereas, the Board Chair has convened a Performance Evaluation Ad Hoc Advisory Committee (Committee) to conduct Ms. Chan’s second annual performance evaluation; and

Whereas, the Committee has commenced but not yet completed its work due to competing Board and Committee member priorities over the past several months in addressing significant District projects as well as the desire to devote the time necessary to assure a meaningful annual performance evaluation for Ms. Chan; and

Whereas, the Committee recommends that the Board determine that an adjustment in compensation of the General Manager/CEO may be in order upon completion of her performance evaluation, which adjustment would be effective as of the anniversary date of her promotion.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby finds that, as of November 1, 2024, the compensation of the General Manager/CEO is uncertain and undetermined; and

Be It Further Resolved, that the Performance Evaluation Ad Hoc Advisory Committee shall make a report to the full Board upon completion of its work regarding Ms. Chan's eligibility for an annual increase to her compensation, with the understanding that any new compensation may be applied effective as of November 1, 2024 in consideration of services to be provided by the General Manager/CEO going forward.

Regularly passed and adopted this 6th day of November, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary

BOARD OF DIRECTORS 2024

MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO



Memorandum

Date: October 30, 2024
To: SamTrans Board of Directors
From: April Chan, General Manager/CEO
Subject: General Manager/CEO Report

SamTrans fixed-route bus ridership achieved a 97.1 percent recovery rate for the two months ending August 2024 compared to the two months ending August 2019. This is well above the national bus recovery rate of ~~88.1~~81.7 percent comparing pre- and post-COVID ridership figures. The local rail ridership recovery continues to be slow.

	2 Months Ended August 2019	2 Months Ended August 2024	Ridership Recovery Rate
SamTrans	1,765,260	1,714,901	97.1%
AC Transit	9,021,219	6,504,661	72.1%
SFMTA	35,900,620	27,610,151	76.9%
VTA	4,495,021	3,987,118	88.7%
Dallas	6,366,218	5,068,010	79.6%
Seattle - King	20,592,132	14,136,617	68.7%
Chicago	39,844,628	30,841,485	77.4%
Atlanta	9,055,775	6,091,950	67.3%
New York MTA	118,659,186	104,344,336	87.9%
National Bus	750,652,015	613,205,173	81.7%
Caltrain	3,403,000	1,528,972	44.9%
BART Extension	2,401,639	1,053,582	43.9%
BART System	22,088,608	9,237,176	41.8%
National Rail	820,296,621	553,196,033	67.4%
Total NTD Trips	1,661,753,186	1,230,375,835	74.0%

Bus Operator Staffing

	Approved FTEs	Trainees	No. Bus Operators*
Bus Operators	348	6	353

* This number excludes the 6 Bus Operator Trainees.

Miles Between Preventable Accidents

Below is a table illustrating the miles between accidents performance by mode and location during September 2024.

	Total Miles	Preventable Accidents	Miles Between Preventable Accidents
North Base	348,729	3	116,243
South Base	242,750	5	48,550
CUB	225,762	3	75,254
Fixed Route Tot.	817,241	11	74,295
ADA	154,095	5	30,819
Micro Transit	10,469	0	N/M

Safety Campaign

The new Safety Campaign focuses on “Drowsy Driving” awareness and prevention. The change in season and daylight savings time can disrupt internal clocks and increase drowsiness in drivers. Driving while drowsy decreases attention, increases the risk of an accident, and could impact reaction time, judgement, and vision. To prevent drowsy driving, we remind the bus operators to get seven to nine hours of sleep each night, stay hydrated to maintain energy levels, and recognize the signs of drowsiness.

Grand Boulevard Initiative Relaunch – Fall Kickoff

SamTrans, with support from San Mateo County Transportation Authority (SMCTA) staff, is relaunching the Grand Boulevard Initiative (GBI). GBI was originally organized in 2006 as a coalition of 19 municipal and regional agencies from Daly City to San Jose with a vision for “El Camino Real [to] achieve its full potential as a place for residents to work, live, shop and play, creating links between communities that promote walking and transit and an improved and meaningful quality of life.” On Tuesday, October 29, 2024, staff kicked off the GBI relaunch with 50-plus agency staff and stakeholders, including representatives from the various cities in San Mateo County, Caltrans, other regional and local transportation agencies, and advocacy organizations.

The new chapter of GBI will focus on envisioning and implementing coordinated multimodal corridor improvements along El Camino Real in San Mateo County, delivering projects that improve mobility and build upon recent and planned development projects. The goal of GBI over the next two years is to develop a corridor-wide vision and implementation action plan as well as to collaborate with cities on a joint Project Initiation Document, sponsored by the District, which will reduce jurisdictional barriers to the Caltrans project delivery process and help streamline streetscape improvements along El Camino Real.

Regional/MTC Matters

The MTC Transportation Revenue Measure Select Committee met on October 21 to consider updated scenarios for a revenue measure in 2026 and beyond. The parallel Executive Group composed of Bay Area transit agency General Managers and other transportation agency Executives met prior to the Select Committee on October 17 to discuss these revised proposals and provide feedback to the MTC Select Committee. The revised proposals included a new proposal by SFMTA that looked at imposing parcel taxes for a five or a nine-county revenue measure.

At the October 21 meeting, the MTC Select Committee members reached agreement on several policy areas for a possible future revenue measure. Some of the areas of agreement included investing 10 percent of future revenues for transit transformation, funding for transit agencies to meet their operation deficits.

The MTC Select Committee recommendations will now move to the MTC Legislation Committee on November 8 as an informational item, and the full Commission may get an update at their November 20 meeting. MTC currently had scheduled a special meeting to take action on sponsoring a bill in early 2025 and determining the legislation's key components.

SamTrans Mobile App Update for Q1 FY2025

The SamTrans mobile app was launched in September 2018 and sells digitally paratransit and most fixed-route bus service products except monthly passes. In the first quarter of FY 2025 (July 2024 – September 2024), the app was downloaded 3,602 times, reflecting a 6 percent increase compared to the same quarter last year.

During the same quarter, 44,139 tickets were sold, a 3 percent increase from the same period last year, generating \$96,665 in revenue, which is a 4 percent increase. This growth aligns with rising overall SamTrans ridership. The app's revenue contribution has consistently remained approximately 3 percent of total farebox revenue for the past few quarters.

Employee of the Month (EOM) Recognitions, September 2024

Bus Operator EOM for North Base is **Trinidad Ramirez**. This is Trinidad's second EOM Award during his 36 years of service with the District.

Bus Operator EOM for South Base is **Albert Oville**. This is Albert's fourth EOM Award during his 22 years of service with the District.

Bus Maintenance EOM for North Base is **Mechanic B Tuvae Misa**. This is Tuvae's seventh EOM Award during his 24+ years of service with the District.

Bus Maintenance EOM for South Base **Mechanic A Edward Shum**. This is Edward's third EOM Award during his 27 years of service with the District.



Agenda

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

San Mateo County Transit District

Wednesday, November 6, 2024 – 2:30 pm

- | | | |
|--------|---|---------------|
| 9.a.1. | Call to Order | |
| 9.a.2. | Approval of Minutes of the Community Relations Committee Meeting of October 9, 2024 | Motion |
| 9.a.3. | Accessible Services Update | Informational |
| 9.a.4. | Citizens Advisory Committee Update | Informational |
| 9.a.5. | Paratransit Advisory Council Update | Informational |
| 9.a.6. | Annual State of the Service Report Fiscal Year 2024 | Informational |
| 9.a.7. | Monthly State of the Service Report September 2024 | Informational |
| 9.a.8. | Adjourn | |

Committee Members: Brooks Esser (Chair), Ray Mueller, Peter Ratto

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**

October 9, 2024

Committee Members Present: B. Esser (Chair), R. Mueller

Committee Members Absent: P. Ratto

Other Board Members Present Constituting Committee of the Whole: D. Canepa, M. Chuang, M. Fraser, J. Gee, R. Medina, J. Powell

Other Board Members Absent: None

Staff Present: A. Chan, K. Jordan Steiner, S. van Hoften, D. Santoro, J. Brook, M. Tseng

9.a.1. Call to Order

Committee Chair Brooks Esser called the meeting to order at 3:09 pm.

9.a.2. Approval of Minutes of the Community Relations Committee Meeting of September 4, 2024

Motion/Second: Chuang/Canepa

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Ratto

9.a.3. Accessible Services Update

Tina Dubost, Manager, Accessible Services, stated the program coordinator for senior and veteran services is educating seniors and veterans about paratransit services. Ms. Dubost stated the program coordinator and mobility ambassadors will conduct a bus trip for interested persons to frequently requested destinations such as the airport. She thanked the Board for Rider Appreciation Day.

9.a.4 Citizens Advisory Committee Update

John Baker provided a report on the meeting of September 25 which included a presentation on accessibility.

Mr. Baker expressed his support of the regional transit measure and agencies working cooperatively rather than in opposition to one another.

9.a.5. Paratransit Advisory Council Update

Ben McMullan, PAC Chair, stated the PAC had gained two new members and they are still in the process of recruiting.

9.a.6. Quarterly State of the Service Report | Quarter 4 Fiscal Year 2024

Kate Christopherson, Planning Administrator, Operations Planning, reviewed trends from the April through June quarter. Ms. Christopherson stated on-time performance was under the 85 percent goal systemwide but increased 4.6 percent year over year. She noted the team is working to reduce the number of preventable accidents per 100,000 fleet miles and DNOs (Did Not Operate) decreased by 54 percent year over year.

9.a.7. Monthly State of the Service Report | August 2024

Ms. Christopherson provided the latest performance statistics and employees of the month. She stated the average weekday ridership across all four modes increased by 10.5 percent over the past year and total fixed-route bus ridership recovery reached 97.7 percent of pre-pandemic bus total ridership. She stated the agency had 0.82 service calls which meets the goal of having one or fewer service calls per 25,000 miles.

9.a.6. Adjourn

The meeting adjourned at 3:20 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-551-6108 or by email to board@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Community Relations Committee
Through: April Chan, General Manager/CEO
From: David Olmeda, Chief Operating Officer, Tina Dubost, Manager, Accessible
Bus Transit Services
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 Advisory Council (PAC) provides a forum for consumer input on paratransit issues. The Policy Advocacy and Legislative Committee (PAL-Committee) is the advocacy arm of the PAC.

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

Minutes from the September 2024 PAL and PAC 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

SAN MATEO COUNTY
PARATRANSIT ADVISORY COUNCIL (PAC)
Minutes of September 10, 2024, Meeting

ATTENDANCE:

Members in person:

Benjamin McMullan, Chair, CID; Tina Dubost, SamTrans; Sandra Lang, Community Member; Kathy Uhl, CoA; Marie Violet, Dignity Health. (Member attendance = 5/8, Quorum = Yes)

Members on Zoom:

Susan Capeloto, Dept. of Rehabilitation

Guests:

Marvin Ranaldson, Nelson\Nygaard (Zoom); Jane Stahl, PAC Staff (Zoom); Lynn Spicer, SamTrans (Zoom); Kenneth Richardson, TransDev/Redi-Wheels; Vicky Churchill, TransDev/Redi-Wheels; Larisa Vaserman, Consumer; Mikaela Wright-Patrick, SamTrans Communications.

Absent:

Carmen Santiago, Catholic Charities; Dao Do, Rosener House

WELCOME/INTRODUCTIONS:

The meeting was held in person and via Zoom conference call. Introductions were made.

APPROVAL OF JULY MINUTES:

Tina Dubost moved to approve the July meeting minutes; Sandra Lang seconded the motion. The minutes were approved.

PUBLIC COMMENTS:

Sandra Lang reported receiving a great compliment on the Redi-Wheels service from a worker at Safeway who said she wouldn't be able to maintain her job there if it wasn't for the service.

PRESENTATION: Legislative Update, Mikaela Wright Patrick, SamTrans Communications

(See Attachment A)

COMMITTEE REPORTS:

Policy/Advocacy/Legislative (PAL) – Ben McMullan, Chair

See page 9.

Education – Jane Stahl

They met on September 3rd. The following items were discussed:

- The Inclusion Festival on Thursday, July 25th, went well but the audience were already familiar with SamTrans and the PAC.
- Jane will work on a new brochure.
- The possibility of showing the “How to Use Redi-Wheels” video at events or senior centers. Kathy will ask at the Burlingame center. Tina will add a link to this video on the Redi-Wheels page.
- Distribution strategy for the new brochure once it’s available. It will be sent to agencies who work with Redi-Wheels, Age Forward, other meetings that members attend, Behavioral Health and Recovery, Villages, men’s and women’s clubs, Burlingame Adult Day Health Care Center, Senior Focus, etc.

The next meeting is on November 5th at 2pm. A committee chair is still needed.

Executive – Ben McMullan

The committee met on September 3rd.

- Materials are gradually being revised to reflect the name change.
- Reviewed the list of presentations for upcoming PAC meetings; open to suggestions on what the board would like to hear in future meetings.
- Updating the PAC membership application and it will be placed on the SamTrans table at the Burlingame Senior Showcase, outreach to senior centers, etc.
- A Facebook page is being worked on.
- Heard a brief report on same day service.

Sandra suggested having an update on the ADA at a future meeting as it relates to transportation. possibly on the legislation’s anniversary.

Lynn reported that the [paratransit application](#) is now available on the SamTrans website as an editable document. She is working on allowing the document to be uploaded directly.

The next meeting will be on September 3, at 1pm.

OPERATIONAL REPORTS

Council members were pleased to learn that SamTrans received an award from the American Public Transit Association for an outstanding public transit system providing between 3-15 million trips per years. To celebrate this award, all SamTrans services will be free on Monday, September 16th.

To celebrate the electrification of Caltrain, there will be events held at several stations on September 21 and 22. More information at: <https://www.caltrain.com/launchparty>. An RSVP may be needed.

The San Francisco paratransit will have a fare increase on January 1, 2025, from \$2.50 to \$2.75.

PERFORMANCE REPORT

Total ridership increased by 9.6%, average weekday ridership increased by 5% compared to last year.

Subscription trips are 23%; agency trips around 7%; 8% of rides were sent to taxis. Work continues on putting more passengers on the branded service.

The number of individuals riding increased when compared to last year. Productivity is 1.4 passengers per hour. On time performance was 89.5%.

COMMENT STATISTICS REPORT

They are continuing to receive fewer comments compared to pre-COVID months. Most of the reports are consumer reports rather than comment cards. Consumer reports are calls, emails and letters. The cards are primarily complimentary. The most common concern is late vehicles. There is a slight increase in comments related to no-shows. Tina reminded customers to call the number on the letter to explain a no-show.

SAFETY REPORT

Kenneth Richardson reported that taxi utilization is down from 14.2% last year. They are still recruiting drivers.

For August, there were 3 preventable and 4 non-preventable incidents due to an increased traffic. Drivers receive training after a preventable incident and increased observation.

Larisa reported that, many times, the bus will stop suddenly at a light, etc. This causes pain and discomfort to the passengers. Kenneth said they would investigate this, and riders should report this issue so that it can be addressed.

LIAISON REPORTS

Agencies – Dao Do & Marie Violet

No report.

Commission on Disabilities (CoD) – Ben McMullan

Giving an annual update this month to the County Board of Supervisors.

Commission on Aging – Kathy Uhl

No report.

Center for Independence (CID) – Ben McMullan

They have a vacancy for a program manager; the job description will be on the CID website. Also, they are looking for an executive director.

Coastside Transportation Committee (CTC) – Tina Dubost

A new contract has been approved with MV Transportation for the Coastside service.

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

The committee met on September 3rd. Items of interest:

- Acceptance of revenue and expenditures for 7/1/24.
- Acceptance of an allocation of \$250K of new Measure A funds to the County Association of Governments of San Mateo County, for a consultant to work on long term vision and goals for the County transportation system in general.
- They received a quarterly update on the Highway 101 toll lanes.

The next meeting is on October 8th

Department of Rehabilitation – Susan Capeloto

They have a new contract called Fortitude, that provides employment services for youth with disabilities aged 17-24. The first cohort was 6 with 10 currently in the program. They hope to start a similar program for job development with adults who are already trained.

Other Business

Larissa asked if the District would consider purchasing buses such as those used by The Atria. She finds riding in the current vehicles to be very painful and felt that if the buses were more comfortable, more people would use them. Tina responded that SamTrans keeps buses for a certain amount of time (“useful life of the vehicle”) and they always ask the PAC for input when purchasing new vehicles. She stated that cutaway buses are commonly used in the industry but are not as smooth as a car; they are willing to consider suggestions for other vehicles.

The meeting ended at 3:06pm.

The next meeting is on October 8th, in person and remotely via Zoom.

Minutes of Policy/Advocacy/Legislative (PAL) Meeting – Ben McMullan

The minutes from the July PAL meeting were included in the meeting packet. Tina moved to approve the minutes; Sandra seconded the motion. The minutes were approved by roll call.

Advocacy

No report.

Legislative

See Attachment A.

Policy Issues

Tina gave an update on same-day transit pilot program that started in December 2023.

- There have been 617 one-way trips so far.
- On August 12, the SamTrans board approved changes to the service, eliminating the zones and extending the service hours to 6pm.
- There is an increase in the number of trips per day; people are limiting their use of the service to unexpected trip needs.
- There are slightly fewer no shows and late cancellations.
- The average trip distance has increased.
- 9% of the trips are in the last two hours of the day.
- About 39% of the trips were medically related; the remainder were social events, errands, etc.
- The number of trips by fare assistance riders is similar to the regular service. This implies that cost is not a deterrent.
- Wheelchair riders are a larger percentage than for regular service; this may be because other services are not as wheelchair accessible.
- It's unusual for a trip to be denied.

Larissa reported that same day service information is incorrect on the on-hold message.

Tina will give a detailed presentation on same-day transition at the November PAC and asked the PAC to let her know if there was specific information that was needed. In December, she anticipates asking the SamTrans Board to make the service permanent. This new service makes more efficient use of the existing service, so the cost is not substantial.

Tina reminded the Council that customers who do not pay their fare on same-day trips are not allowed to continue in the program. There is a "no strand" policy, e.g. if a trip is booked in advance, but is delayed for some reason. Riders should call the dispatcher as soon as possible to put the trip on "will call." The next available vehicle will be sent.

The next PAL meeting will be on October 8, 2024.

Attachment A

Legislative Update – Michaela Wright Petrik, SamTrans

Federal

August is a slow month. The House and Senate returned from recess this week and September 30 is the government funding deadline. Presidential politics are expected to dominate as election day is on November 5. The focus is on passing a Continuing Resolution (CR) to fund the government. Congress left Washington after making slight progress on appropriations. The House only passed 5 out of the 12 appropriations bills; the Senate marked up all bills except Homeland Security. No bills were passed by the full Chamber. There will most likely be a continuing resolution to extend funding at the current level until Thanksgiving. Once this is passed, Congress is expected to recess until after the election. The election outcome will affect how the budget process continues.

State

The legislative session ended on Saturday, August 31. Gov. Newsom normally has 12 days to sign or veto a measure once it passes; for the large number of measures were pushed through at the end of the session, this is extended to September 30.

Last week, the Governor called lawmakers back for a special session on gas prices. The Assembly speaker, Robert Rivas, agreed to convene that chamber. The Senate speaker pro-tem, Mike McGuire, refused, stating that the legislature should have tackled the issue during the regular session.

After the election, the legislature will convene on December 2nd for the swearing in of newly elected members, then return to their districts and reconvene on January 2nd.

Regional

Many of the region's transportation agencies and operators are facing significant financial challenges stemming from low ridership due to COVID and changes in how people work and travel. BART, Muni and Caltrain are facing large fiscal cliffs.

A regional transportation measure is underway to address these challenges. MTC formed a Transportation Revenue Measure Select Committee that includes MTC commissioners, stakeholder group leaders, and staff from legislative offices. At the end of August, they discussed a variety of scenarios for such a measure. There's also a parallel group made up of Bay Area transit agencies general managers and executives discussing this. MTC has put forward 3 options for a potential ballot measure:

1. A 4-county measure that would be mandatory for San Mateo, San Francisco, Alameda, and Contra Costa counties with an opt in for other counties
2. A 9-county measure
3. Coordinated local measures

SamTrans and the Transportation Authority (TA) are working with Caltrain and the other operators to understand the needs and evaluate options. The Regional Measure working

groups will continue to meet with the goal of putting an approved expenditure plan and policy provisions into a measure and determining the funding mechanisms and the geographic scope. This will then be put forward as state legislature when the session begins in the winter.

Question:

What is the timeline for the session on gas prices?

The Assembly has been meeting trying to come to a consensus to present to the Senate.

**San Mateo County Transit District
Staff Report**

To: Community Relations Committee

Through: April Chan, General Manager/CEO

From: Josh Mello, Executive Officer, Planning and Development David Olmeda, Chief Operating Officer, Bus

Subject: **Annual State of the Service Report | Fiscal Year 2024**

Action

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

Significance

The annual report provides an overview of key performance indicators, including ridership, on-time performance, fares, workforce composition, safety, fleet, and customer experience for the period of July 2023 through June 2024 (Fiscal Year 2024).

Fiscal Year 2024 included service changes included in Runbooks 142, 143, 144, 145, and 146. In addition to the typical schedule adjustments for improved on-time performance and pausing school-oriented routes during summer when schools are out of session, there were major service changes in Runbook 145 (implemented on February 11, 2024). Runbook 145 (Reimagine SamTrans Phase 3) included the discontinuation of Route 398, launch of Route EPX, and enhancements to midday frequency on Route 110 and weekend frequency on Route ECR.

Fiscal Year 2024 (FY24) Summary (compared to FY23):

- 16.8 percent increase in total ridership
- 18.3 percent increase in ridership on equity priority routes
- 4.6 percent increase in on-time performance
- 2.6 percent increase in subsidy per passenger on fixed route services
- 36.3 percent increase in Clipper START users

Ridership

Average weekday ridership (AWR) on SamTrans was 31,781 in Fiscal Year 2024, which is an increase of 16.1 percent compared to Fiscal Year 2023. Total ridership was 10,012,186, which is an increase of 16.8 percent compared to Fiscal Year 2023. For the year, the SamTrans fixed-route bus network recovered 89.4 percent of total ridership compared to pre-pandemic ridership. Ridership details are included in **Table 1**.

TABLE 1. AVERAGE WEEKDAY RIDERSHIP & TOTAL RIDERSHIP

Ridership Type	FY24	FY23	%Δ
Average Weekday Ridership	31,781	27,381	16.1%
Total Ridership	10,012,186	8,574,867	16.8%

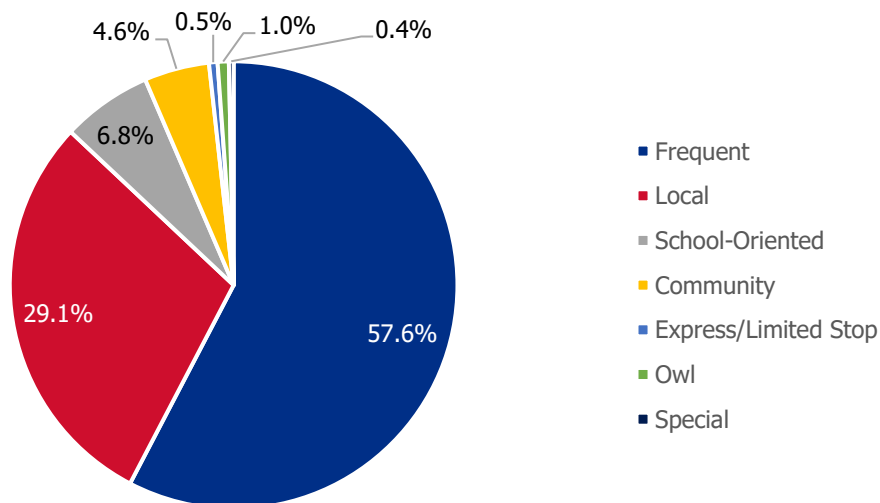
Note:

Does not include Route 713 or Dumbarton Express.

Ridership values in this report include Special routes. FY23 Q4 ridership values in this report do not match ridership values in the FY23 Q4 report because the FY23 Q4 report did not include Special routes.

By service category, 57.6 percent of total ridership was on Frequent routes¹, 29.1 percent was on Local routes², 4.6 percent was on Community routes³, 6.8 percent was on School-Oriented routes⁴, 0.5 percent was on Express/Limited Stop routes⁵, 1.0 percent was on Owl⁶ routes, and 0.4 percent was on Special⁷ routes (see **Figure 1**).

FIGURE 1. RIDERSHIP SHARE BY SERVICE CATEGORY



Note: Does not include Route 713 or Dumbarton Express.

¹ Routes with 15 minutes or better frequency, seven days a week. Routes include 120, 130, 296, and ECR.

² Routes with 30 minutes or better frequency, seven days a week. Routes include 110, 121, 122, 141, 250, 276, 278, 281, and 292.

³ Routes with 60 minutes or better frequency, five days a week. Routes include 112, 117, 142, 251, 260, 270, 280, 294, and 295.

⁴ Routes operating with very few trips a day and are scheduled to align with school schedules and bell times. All two-digit routes are School-Oriented routes.

⁵ Routes providing limited-stop service to or from major destinations and are typically longer in length. Routes include EPX and FCX.

⁶ Routes operating overnight after regular transit service has ended. Routes include 296 Owl, 397, and ECR Owl.

⁷ Routes serving a unique purpose that do not fit into other categories but should still be monitored for their performance to ensure that they are effectively serving the purpose of the service. Routes include 138 and Ride Plus.

All service categories saw ridership increases compared to last year except Community and Express & Limited Stop routes. Ridership details by service category are included in **Table 2**.

TABLE 2. TOTAL RIDERSHIP BY SERVICE CATEGORY

Service Category	FY24	FY23	%Δ
Frequent	5,766,882	5,046,214	14.3%
Local	2,914,203	2,338,531	24.6%
School-Oriented	683,597	443,339	54.2%
Community	461,517	607,960	-24.1%
Express & Limited Stop	52,453	52,593	-0.3%
Owl	95,254	85,274	11.7%
Special	38,280	956	3,904.2% ⁸

Note: Does not include Route 713 or Dumbarton Express.

Standard productivity measures include boardings by vehicle revenue hour⁹, boardings by vehicle revenue mile¹⁰, and boardings by trip¹¹. All three measures saw increased systemwide productivity in Fiscal Year 2024 compared to Fiscal Year 2023. Ridership productivity measures are included in **Table 3**.

The fixed route bus network generated 16.3 boardings per vehicle revenue hour in FY24, a 3.6 percent increase over the previous year. School-oriented routes had the highest boardings per vehicle revenue hour with 49.3, and Owl routes had the lowest with 6.2.

SamTrans had 1.6 boardings per revenue mile in FY24, a 11.9 percent increase over the previous year. Again, School-Oriented routes had the highest boardings per vehicle revenue mile with 4.1. Express/Limited Stop routes had the lowest with 0.4.

Finally, SamTrans generated 21.0 boardings per revenue trip in FY24, an 8.5 percent increase over the previous year. Frequent routes had the highest with 33.9 boardings per trip. Community routes had the lowest with 6.1 boardings per trip.

Express/Limited Stop service saw the largest decrease in productivity, likely due to the discontinuation of Route 398. Riders that used Route 398 could shift to alternate routes such as routes ECR, EPX, FCX, and 292 or may have shifted to other modes serving similar destinations like BART or Caltrain.

⁸ The large increase in Service Category Special is due to Demand Response Service Ride Plus becoming part of the service.

⁹ Boardings by vehicle revenue hour normalizes ridership to the amount of service being provided by calculating the number of customers that board the service per the revenue hours operated.

¹⁰ Boardings per vehicle revenue mile normalizes ridership to the amount of service being provided by calculating the number of customers that board the service per the revenue miles operated.

¹¹ Boardings per trip normalizes ridership to the amount of service being provided by calculating the number of customers that board the service per trip operated by the service.

TABLE 3. SYSTEMWIDE RIDERSHIP PRODUCTIVITY MEASURES & SERVICE CATEGORY BREAKDOWN

Productivity Measure	FY24 Q4	FY23 Q4	%Δ
Systemwide Boardings per Vehicle Revenue Hour	16.3	15.7	3.6%
Frequent	21.0	19.4	8.1%
Local	12.3	11.1	10.4%
School-Oriented	49.3	45.9	7.6%
Community	7.1	6.5	9.4%
Express/Limited Stop	6.9	6.9	0.0%
Owl	6.2	6.3	-1.2%
Systemwide Boardings per Vehicle Revenue Mile	1.6	1.5	11.9%
Frequent	2.3	1.9	17.5%
Local	1.3	1.1	14.7%
School-Oriented	4.1	3.7	11.7%
Community	0.6	0.5	17.9%
Express/Limited Stop	0.4	0.4	-6.5%
Owl	0.5	0.5	13.0%
Systemwide Boardings per Trip	21.0	19.4	8.5%
Frequent	33.9	28.8	17.9%
Local	15.7	14.4	9.1%
School-Oriented	27.0	24.0	12.6%
Community	6.1	5.7	6.5%
Express/Limited Stop	11.2	12.3	-8.9%
Owl	9.3	8.6	8.3%

Note: Does not include Route 713 or Dumbarton Express.

In FY24, Ride Plus had 1.6 boardings per revenue hours, 0.3 boardings per revenue mile, 9.8 percent pooled trips, and a load factor of 1.2 (**Table 4**).¹² Since Ride Plus launched in June 2023, there is only one full fiscal year of data available at this time. A year-over-year comparison will be provided in the FY25 report.

¹² For Ride Plus on-demand service, similar productivity measures are provided; however, the definitions used are different from fixed-route bus service. For boardings per revenue hour, revenue hour is defined as any time passengers have an opportunity to use the service (total hours minus time to/from the depot). For boardings per revenue mile, revenue miles are defined as distance traveled in the service area (total miles minus miles to/from the depot). Percent pooled trips and load factor show how many passengers are using the service per trip. Percent pooled trips is the share of total trips where multiple trips were taken simultaneously in the same vehicle. Load factor represents the average number of passengers in a vehicle. It is calculated by dividing the total number of passengers by the number of trips in service.

TABLE 4. RIDE PLUS PRODUCTIVITY MEASURES

Productivity Measure	FY24
Boardings per Vehicle Revenue Hour	1.6
East Palo Alto	1.7
Half Moon Bay	1.6
Boardings per Vehicle Revenue Mile	0.3
East Palo Alto	0.4
Half Moon Bay	0.2
Percent Pooled Trips	9.8%
East Palo Alto	6.6%
Half Moon Bay	13.0%
Load Factor	1.2
East Palo Alto	1.3
Half Moon Bay	1.1

Total ridership on Equity Priority Routes¹³ was 7,466,097 in FY24, accounting for 74.6 percent of total ridership (see **Table 5**). Equity Priority Routes are defined as routes where more than one-third of a route’s alignment is operated in an Equity Priority Area. Equity Priority Areas are neighborhoods where residents are more likely to lack access to a car, work low-wage jobs, and/or identify as people of color.

TABLE 5. RIDERSHIP IN EQUITY PRIORITY AREAS

Service Category	FY24	FY23	%Δ
Boardings on Equity Priority Routes	7,466,097	6,309,285	18.3%
% of Total Boardings	74.6%	73.6%	1.3%

On-Time-Performance

Average systemwide on-time performance (OTP) for FY24 was below SamTrans’ OTP goal of 85.0 percent at 80.5 percent; however, this represents a 4.6 percent increase from the previous year. Broken down by fixed route service category¹⁴, Frequent routes had the highest average OTP at 81.2 percent. Owl routes had the lowest average OTP of 70.3 percent. Ride Plus, SamTrans’ microtransit service, had an OTP¹⁵ of 88.7 percent. All service categories saw on-time

¹³ Equity Priority Routes include 24, 25, 28, 29, 30, 35, 37, 41, 62, 68, 72, 79, 81, 120, 121, 122, 130, 138, 141, 142, 270, 276, 280, 281, 294, 296, 296 Owl, ECR, and ECR Owl.

¹⁴ Note: Based on revenue hours, Frequent routes were 44.4 percent of service, Local routes were 37.8 percent, Community routes were 10.2 percent, Express & Limited Stop routes were 2.8 percent, School-Oriented routes were 2.52percent, Owl routes were 2.5 percent, and Special routes were 0.1 percent. Special routes only include route 138 for this report. Future reports will include Ride Plus in this category.

¹⁵ Ride Plus is on time if a vehicle arrives up to five minutes from estimated pick-up time.

performance improve in FY24 compared to the previous year. Staff will continue to pursue resource-neutral ways to improve on-time performance. Details are included in **Table 6**.

TABLE 6. ON-TIME PERFORMANCE BY SERVICE CATEGORY

Service Category	Goal	FY24	FY23	%Δ
Systemwide	85%	80.5%	77.0%	4.6%
Frequent	85%	81.2%	76.3%	6.5%
Local	85%	80.7%	78.0%	3.4%
Community	85%	80.1%	78.1%	2.6%
Owl	85%	70.3%	59.1%	18.9%
Ride Plus	85%	88.7%	--	--
Express/Limited Stop	90%	78.4%	78.3%	0.1%
School-Oriented	90%	78.4%	75.0%	4.6%

Note: Ride Plus was launched on June 18, 2023.

Fares

In FY24, total fixed route fare revenue was \$12,124,943, a 13.4 percent increase from the previous year. Of the fares collected, 61.8 percent were Adult fares, 21.9 percent were Eligible Discount fares, and 16.3 percent were Youth fares. As for how passengers paid, 12.2 percent used one-way tickets (e.g., cash, free rides), 46.6 percent used Clipper, and 41.2 percent used a pass (e.g., day, month, Youth Unlimited). There is a decline in cash payment of one-way fares and an increase in Clipper usage compared to last year, likely due to SamTrans' active promotion of Clipper and participation in additional regional Clipper-based fare programs such as the BayPass. Details are included in **Table 7** and **Table 8**.

TABLE 7. TOTAL FARES COLLECTED BY TYPE

Fare Type	FY24	FY23	%Δ
Adult	\$6,167,154	\$5,315,546	16.0%
Eligible Discount	\$2,183,653	\$1,887,235	15.7%
Youth	\$1,627,820	\$1,346,309	20.9%

TABLE 8. FARES BY PAYMENT METHOD

Payment Method	FY24	FY23	%Δ
One-Way Ticket	\$1,216,600	\$1,573,012	-22.7%
Clipper	\$4,652,052	\$3,736,110	24.5%
<i>Clipper START</i>	\$107,581	\$78,905	36.3%
Pass	\$4,112,868	\$3,243,820	26.8%

Notes:

Free fares on Ride Plus were not integrated into the reporting system and therefore not included in this data. Preliminary data as of September 16, 2024.

Total operational cost in FY24 was \$183,923,277, a 19.1 percent increase from the previous year. The cost per passenger was \$17.16, and the subsidy per passenger was \$15.95. Farebox recovery was 6.6 percent of operating costs, a 4.8 percent decrease compared to the previous year. The average fare per passenger was \$1.21, a 2.9 percent decrease to the previous year's average fare per passenger of \$1.25. Details are included in **Table 9**.

TABLE 9. OPERATING COSTS AND FAREBOX RECOVERY METRICS

Metric	FY24	FY23	%Δ
Farebox Revenue	\$12,124,943	\$10,696,283	13.4%
Average Fare per Passenger	\$1.21	\$1.25	-2.9%
Operational Costs	\$183,923,277	\$154,474,958	19.1%
Cost per Passenger	\$17.16	\$16.79	2.2%
Subsidy per Passenger	\$15.95	\$15.54	2.6%
Farebox Recovery Rate	6.6%	6.9%	-4.8%

Notes:

Cost figures use both accrual and cash-based accounting methods depending on expenditure. Financial data is preliminary as of September 11, 2024.

Operator Count

During FY24, the District and Contracted Services (Contracted Urban Bus Service [CUBS] and Coastside) employed a combined total of 504 total fixed route operators, a 16.3 percent increase compared to the previous year. Of the total fixed route operators, 64.8 percent were District operators, 30.1 percent were CUBS operators, and 5.1 percent were Coastside operators. The District's goal, as part of delivery of *Reimagine SamTrans*, is to increase District operator head count to 348. In FY24 Quarter 4, the District was at 99.1 percent of its goal. For details, see **Table 10**.

TABLE 10. AVERAGE TOTAL OPERATORS

Operators	FY24	FY23	%Δ
Total	504	433	16.3%
District	326	297	9.8%
CUBS	152	122	24.4%
Coastside	26	14	82.1%

Note: Quarterly employment statistics were provided by the District's People & Culture team and by MV Transportation for CUBS and Coastside services.

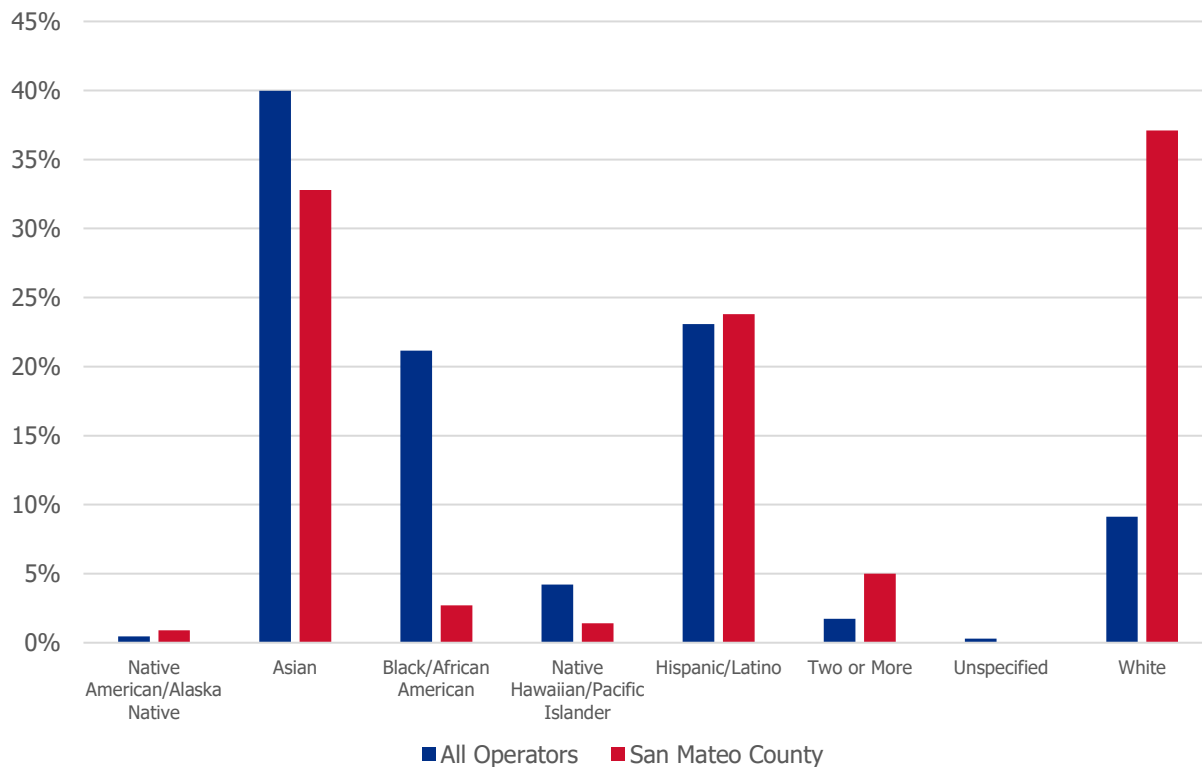
Of the District and Contracted Services, 17.0 percent identified as women, 82.8 percent identified as men, and 0.2 percent preferred not to specify.

For race and ethnicity, 90.6 percent of operators identify as persons of color and/or Hispanic/Latino. Broken down, 40.0 percent identify as Asian, 23.1 percent identify as Hispanic/Latino, 21.2 percent identify as Black/African American, 1.7 percent identify as Two or More Races, 4.2 percent identify as Native Hawaiian/Pacific Islander, 0.4 percent identify as

American Indian/Alaska Native. There were 9.1 percent of operators that identified as White, and 0.3 percent preferred not to specify. See **Figure 2** for details on operator race and ethnicity.

The District monitors this data to see how closely the SamTrans operator’s demographics reflect the demographics of San Mateo County which it serves. Compared to San Mateo County Census demographics, operators identifying as Asian, Black/African American, and Native Hawaiian/Pacific Islander are overrepresented, while those identifying as Hispanic/Latino, White, Two or More Races, and Native American/Alaska Native are underrepresented.

FIGURE 2. OPERATORS BY RACE & ETHNICITY



Note: Demographic statistics may add up to more than 100 percent because people may identify as one race and one ethnicity (e.g., Black/ African American and Hispanic).

Preventable Accidents

In FY24, there were 178 preventable accidents. The goal is to have one or fewer preventable accidents per 100,000 miles; this fiscal year, SamTrans did not meet its goal with 2.0 accidents per 100,000 miles. Preventable accidents per 100,000 miles decreased 2.4 percent when compared to the previous year. Details are included in **Table 11**.

TABLE 11. PREVENTABLE ACCIDENTS

	FY24	FY23	%Δ
Preventable Accidents	178	169	5.3%
Accident Frequency Ratio (per 100,000 miles)	1.95	2.00	-2.4%

Note: Of total revenue miles, the District operates approximately 70 percent and MV Transportation provides 30 percent.

Service Calls

There were 341 service calls in FY24, a 16.0 percent increase from the previous year. The goal is to have one or fewer service calls per every 25,000 miles. SamTrans met its goal with 0.9 service call per 25,000 miles. For details, see **Table 12**.

TABLE 12. SERVICE CALLS

	FY24	FY23	%Δ
Service Calls	341	294	16.0%
Service Call Frequency Ratio (per 25,000 miles)	0.94	0.87	7.4%

Fleet in Operation

The latest quarter of the fiscal year is used to represent the latest data on fleet in operation. In FY24 Quarter 4, 312 buses were in operation out of North and South Base, a 5.1 percent increase from FY23 Quarter 4. Approximately 86.6 percent were diesel buses, 8.0 percent were diesel-hybrid, and 5.4 percent were battery electric. For details, see **Table 13**.

TABLE 13. FLEET IN OPERATION

	FY24 Q4	FY23 Q4	%Δ
Total	312	297	5.1%
Diesel	270	272	-0.7%
Diesel-Hybrid	25	25	0.0%
Battery Electric	17	0	100.0%

Trips That Did Not Operate

In FY24, there were 88 trips that did not operate (DNO). The goal is to have 20 or fewer DNOs per every 100,000 trips. This fiscal year, SamTrans met its goal with 18.5 DNOs per 100,000 trips, which is a 74.0 percent decrease compared to FY23. For details, see **Table 14**.

TABLE 14. TRIPS THAT DID NOT OPERATE

	FY24	FY23	%Δ
DNOs	88	315	-72.1%
DNOs Frequency Ratio (per 100,000 trips)	18.5	71.0	-74.0%

Customer Experience

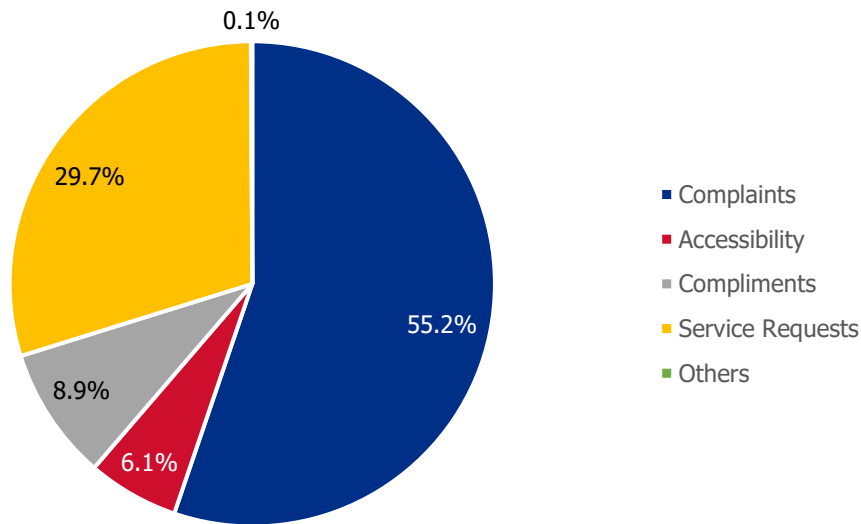
In FY24, SamTrans Customer Service received 2,070 public comments, which breaks down to 2.1 comments per 10,000 boardings. This is a 16.2 percent decrease from the previous year. Details can be seen in **Table 15**.

TABLE 15. CUSTOMER FEEDBACK DETAILS

	FY24	FY23	%Δ
Total	2,070	2,114	-2.1%
Complaints	1,143	992	15.2%
Accessibility	126	118	6.8%
Compliments	184	232	-20.7%
Service Requests	615	772	-20.3%
Others	2	0	--
Comments per 10,000 boardings	2.1	2.5	-16.2%

Of the public comments in FY24, 55.2 percent were complaints, 6.1 percent were about accessibility, 8.9 percent were compliments, and 29.7 percent were service requests (see **Figure 3**).

FIGURE 3. CUSTOMER FEEDBACK BY TYPE



Overall, the most common themes of public comments were operator feedback (30.3 percent), pass-up (13.9 percent), and bus stop/shelter service requests (12.6 percent). See **Table 16** for a comparison to the previous year.

TABLE 16. MOST COMMON PUBLIC COMMENT THEMES

FY24 Q4			FY23 Q4		
Category	Comment Type	% of Total Comments	Category	Comment Type	% of Total Comments
Operator	Complaint	30.3%	Operator	Complaint	23.9%
Pass-Up	Complaint	13.9%	Schedule Request	Service Request	19.9%
Bus Stop/ Shelter	Service Request	12.6%	Pass-Up	Complaint	12.3%

Most people continue to use phone and email to leave comments. 48.5 percent of comments were received by phone, 50.2 percent by email, 0.5 percent by comment card, 0.2 percent by social media, 0.4 percent by letter, and 0.2 by walk-in. Details are included in **Table 17**.

TABLE 17. REPORTING METHOD

Method	FY24 Q4	FY23 Q4	%Δ
Phone	1,003	1,080	-7.1%
Email	1,040	1,000	4.0%
Comment Card	11	20	-45.0%
Social Media	3	12	-75.0%
Letter	9	2	350.0%
Walk-In	4	0	100.0%

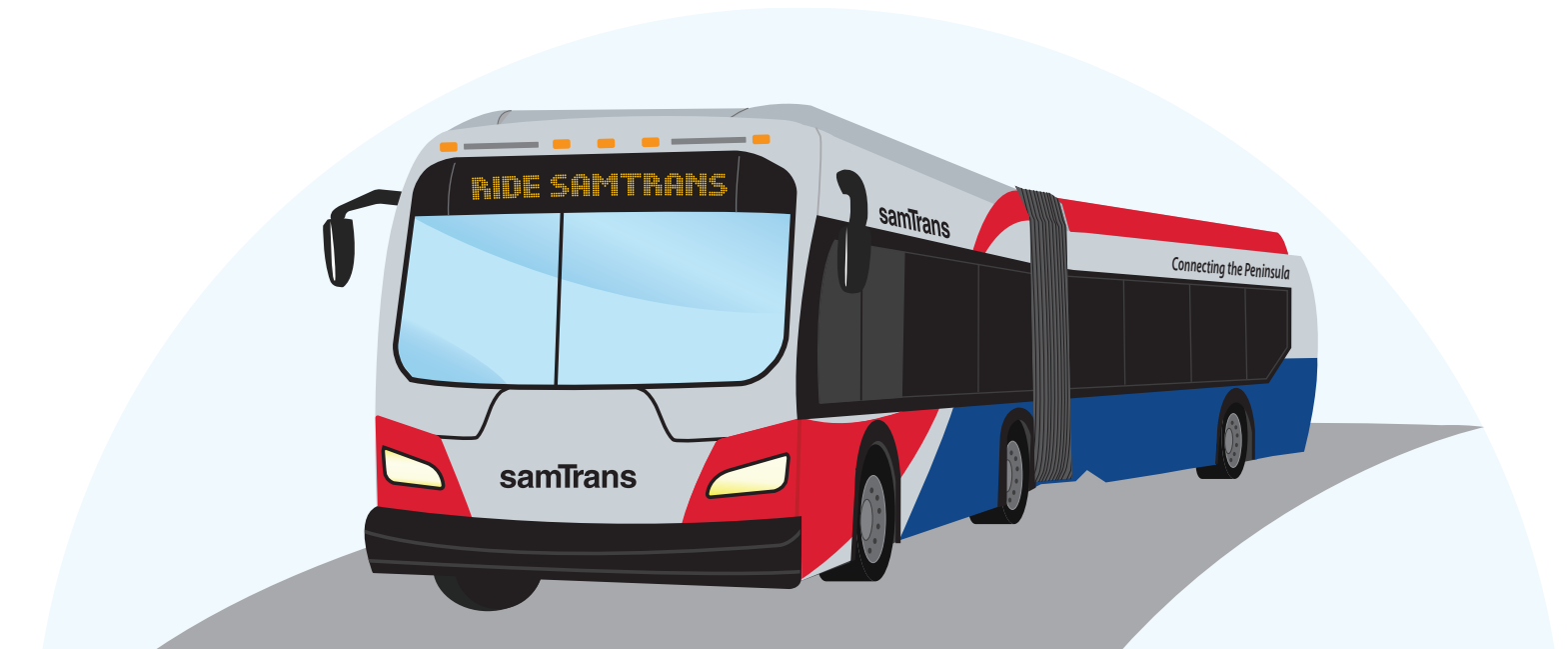
Data shown in this report is current as of September 16, 2024.

Prepared By: Emily Chen Senior Planner, Operations Planning

650-551-6127

ANNUAL DASHBOARD

July 2023 - June 2024 (FY24)



RIDERSHIP, SERVICE, & ON-TIME PERFORMANCE

Systemwide Overview



10,012,186

Boardings (+16.8%¹)

71
Routes

6.1M
Revenue Miles

Service Categories

What types of service are available?

15 min	Frequent 15-minute or better frequency, 7 days/week
30 min	Local 30-minute or better frequency, 7 days/week
60 min	Community 60-minute or better frequency, 5-7 days/week
School-Oriented	Routes aligned with school bell times, 5 days/week
Express & Limited Stop	Peak-only routes with few stops, 5 days/week
Night	Overnight routes, 7 days/week
Special	Unique purpose routes, 7 days/week

Revenue Hours

How much service is available?

45%
38%
11%
2%
2%
2%
<1%

Avg Weekday Ridership

How many people ride?

56%
29%
5%
9%
<1%
<1%
<1%

On-Time Performance²

How often is the bus on time?

81%	85% Target
81%	
80%	
78%	
78%	
70%	
89%	

614.7K Total Revenue Hours

31.8K Systemwide Average

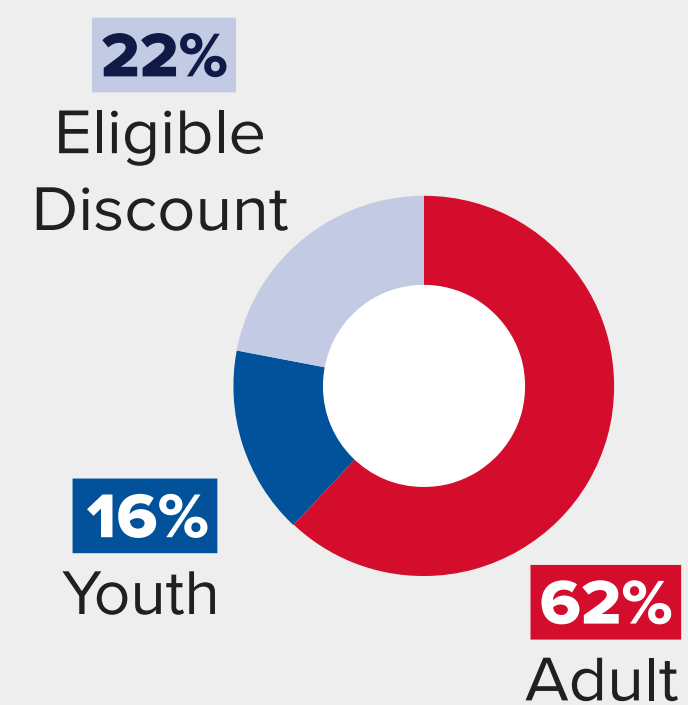
80.5% Systemwide Average

FARES

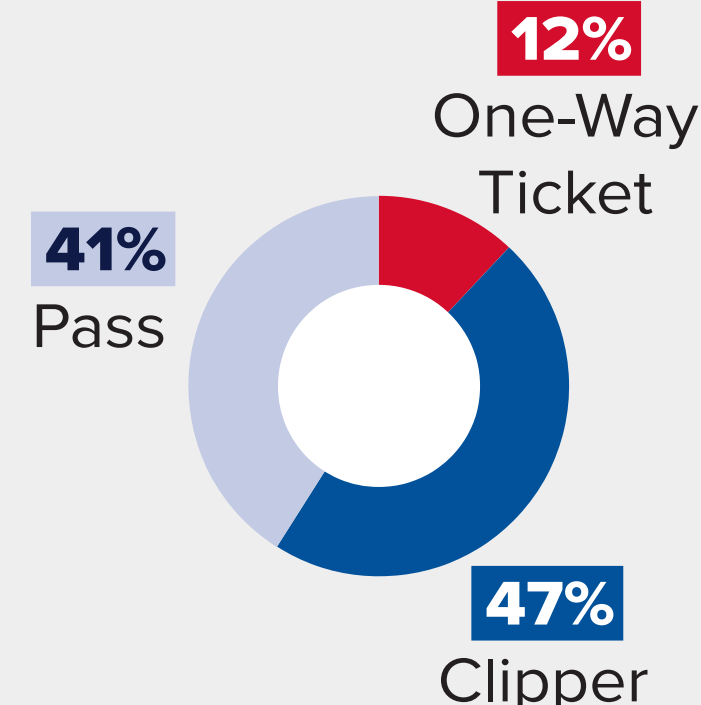
\$12.12M Total Fare Revenue

\$15.95 Subsidy per Passenger

Fare Type



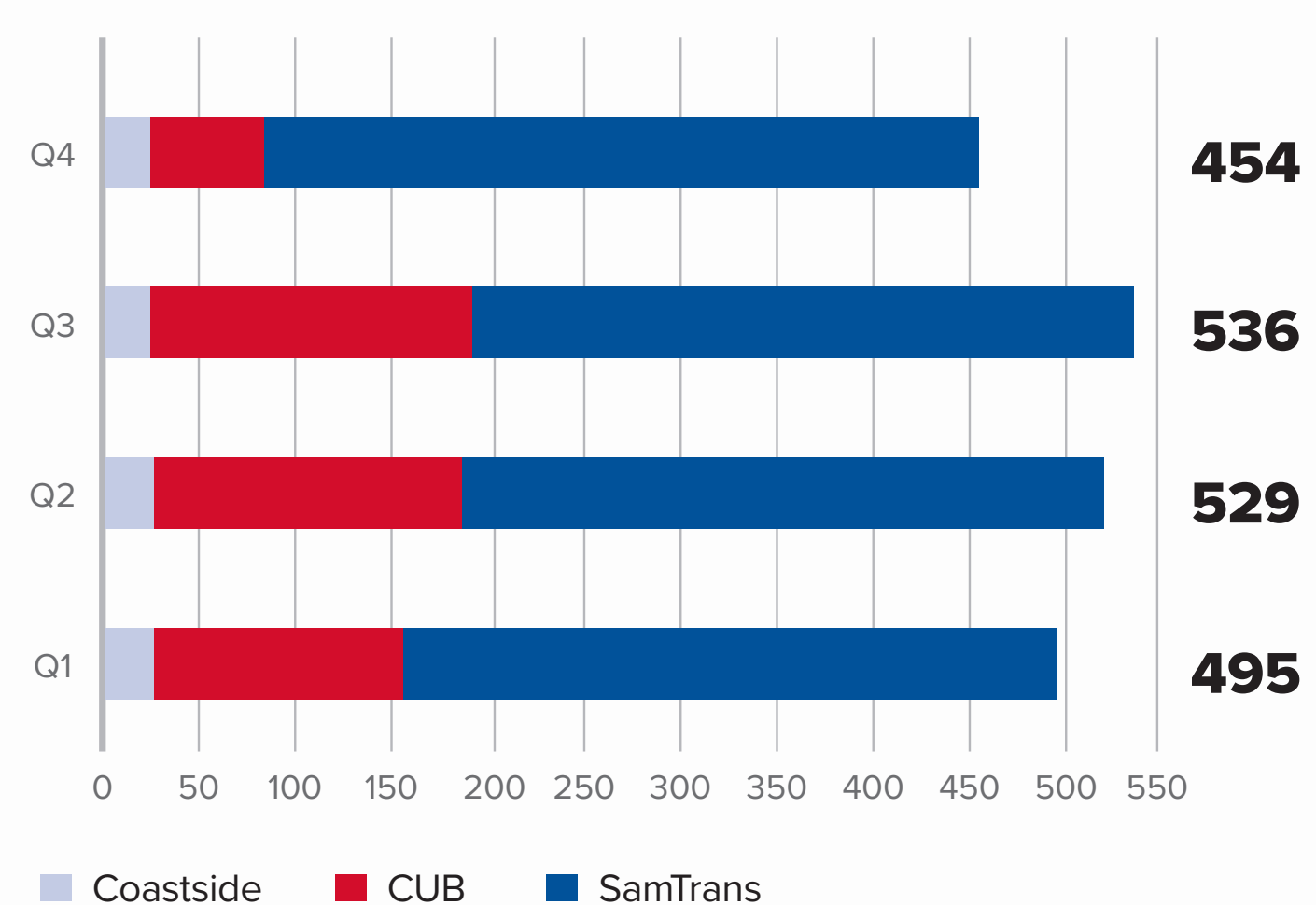
Payment Method



OPERATORS

Average Number of Operators

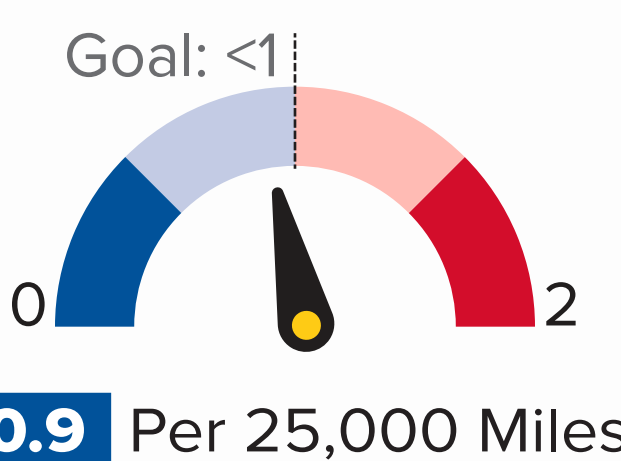
by Quarter & Provider³



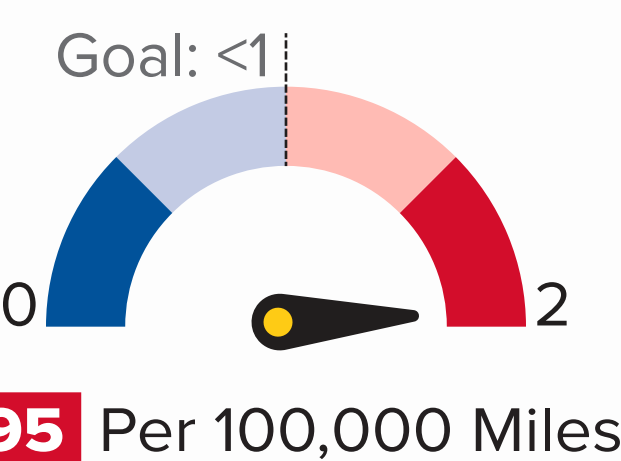
16% Women
83% Men
<1% Unspecified

ENVIRONMENT & SAFETY

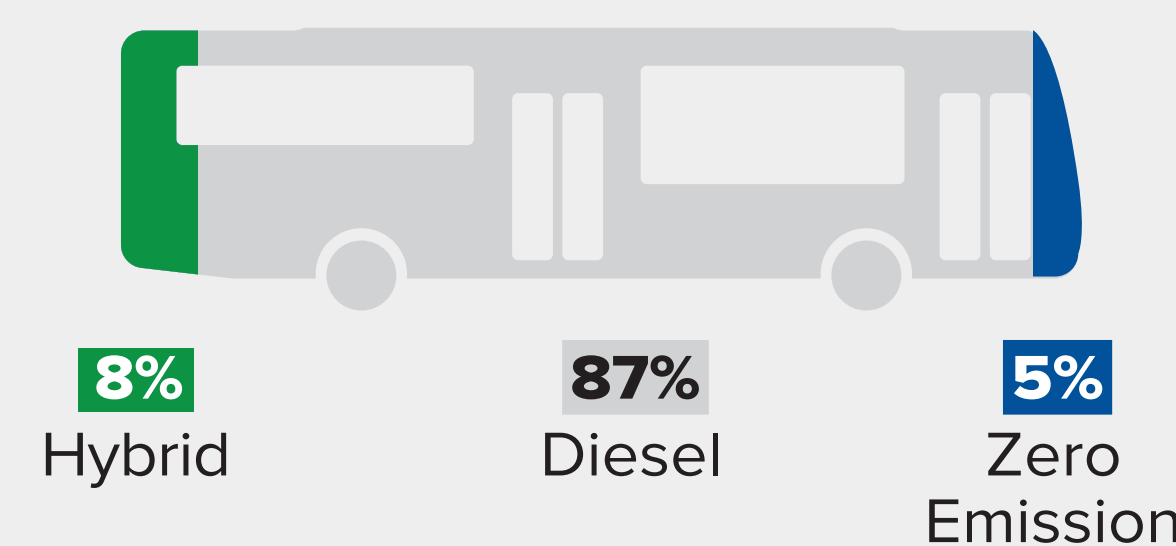
Service Calls



Preventable Accidents



Fleet in Operation



RIDER EXPERIENCE

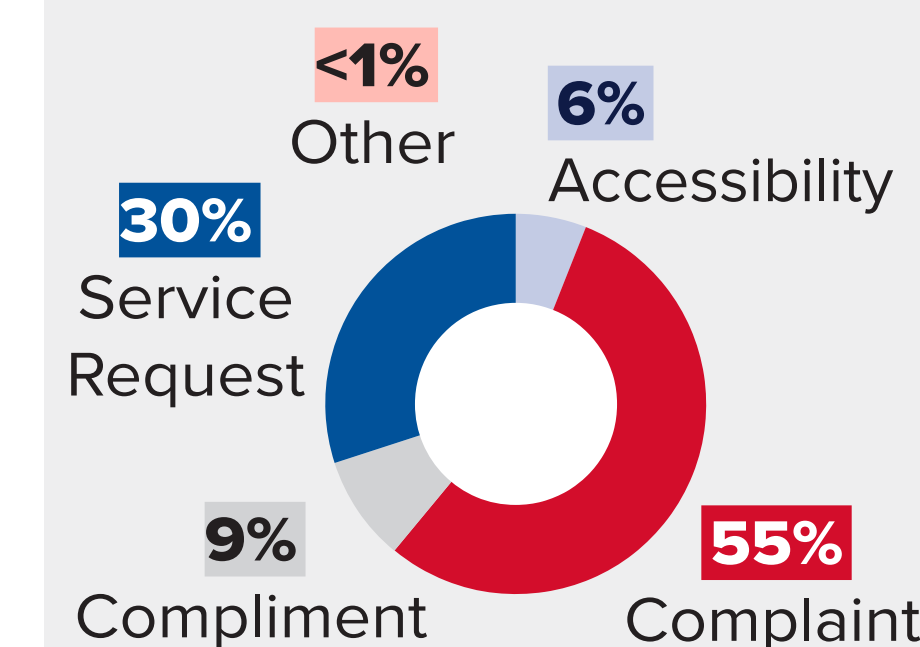
18.5

Trips Not Operated Per 100,000 Trips

2.1

Comments Per 10,000 Boardings

Comment Type



Trending Themes

30% Operators
14% Pass Up
13% Bus Stop/Shelter

¹ Percent change from July 2022 - Jun 2023 (FY23)

² Buses are on-time if they depart a timepoint within 59 seconds before schedule or 4 minutes and 59 seconds after schedule

³ The number of CUB operators reduced significantly in Q4 due to a different counting method. Q1, Q2, and Q3 included full-time and part-time CUB operators and Q4 only included full-time CUB operators.



State of the Service FY 2024

Item #9.a.6.
11/6/2024



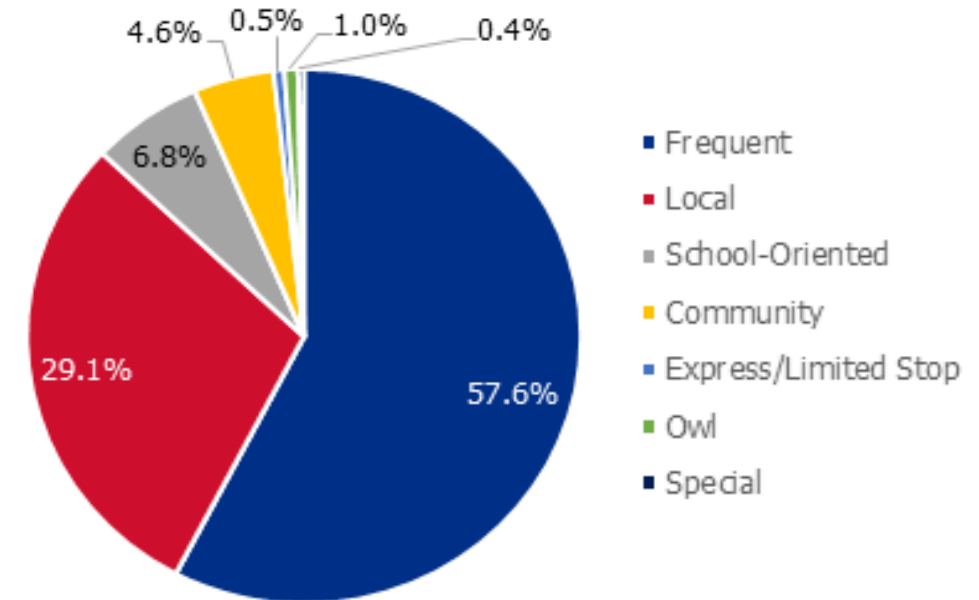
Summary of Service Performance FY24

Compared to FY2023, FY2024 saw:

- 16.8% increase in total fixed route bus ridership
- 18.3% increase in ridership on equity priority routes
- 4.6% increase in on-time performance
- 2.6% increase in subsidy per passenger on fixed route services
- 36.3% increase in Clipper START users
- 9.8% increase in District operator workforce, allowing for full delivery of Reimagine SamTrans network
- 72.1% decrease in missed trips/schedule trips that did not operate (DNOs)

Ridership by Service Category

- *Reimagine SamTrans* directed most service expansion to Frequent and Local routes
 - As a result, ridership increased by 14% on Frequent routes and 25% on Local routes
- School-oriented service makes up 6.8% of the year's ridership (+54% compared to FY23)



Systemwide Productivity

- Productivity measured in boardings per trip, vehicle hour, vehicle mile
- In all metrics, boardings increased on all route categories except express/limited stop routes compared to FY23

SERVICE CATEGORY	FY24	FY23	%Δ
Systemwide Boardings per Trip	21.0	19.4	8.5%
Frequent	33.9	28.8	17.9%
Local	15.7	14.4	9.1%
School-Oriented	27.0	24.0	12.6%
Community	6.1	5.7	6.5%
Express/Limited Stop	11.2	12.3	-8.9%
Owl	9.3	8.6	8.3%

On-Time Performance

- Average systemwide on-time performance (OTP) for FY24 was 80.5% (below goal of 85%)
 - +4.6% compared to FY23
- Frequent routes had the highest average OTP at 81.2%
- Owl routes had the lowest average OTP of 70.3%; however, biggest improvement compared to FY23
- Staff continues to pursue cost-neutral schedule adjustments and operational practices to improve OTP, while pursuing transit priority treatments that support enhanced bus speed performance

SERVICE CATEGORY	GOAL	FY24	FY23	%Δ
Systemwide	85%	80.5%	77.0%	4.6%
Frequent	85%	81.2%	76.3%	6.5%
Local	85%	80.7%	78.0%	3.4%
Community	85%	80.1%	78.1%	2.6%
Owl	85%	70.3%	59.1%	18.9%
Ride Plus	85%	88.7%	--	--
Express/Limited Stop	90%	78.4%	78.3%	0.1%
School-Oriented	90%	78.4%	75.0%	4.6%

Fares & Farebox Recovery

- Total fixed route fare revenue was \$12,124,943, a 13.4 percent increase from the previous year.
 - 61.8% were Adult fares, 21.9% were Eligible Discount fares, and 16.3% were Youth fares.
- Operational costs also increased in FY24 by 19.1%, leading to a reduced farebox recovery rate of -4.8%
- Customers continued to adopt Clipper-based payment methods and use of SamTrans Youth Unlimited in FY24.
 - Clipper usage increased by 24.5% while use of one-way tickets (e.g., cash payments) decreased by 22.7%
 - Clipper START payments increased by 36.3%
 - Pass payments increased by 26.8%

PAYMENT METHOD	FY24	FY23	%Δ
One-Way Ticket	\$1,216,600	\$1,573,012	-22.7%
Clipper	\$4,652,052	\$3,736,110	24.5%
<i>Clipper START</i>	\$107,581	\$78,905	36.3%
Pass	\$4,112,868	\$3,243,820	26.8%

Bus Operations Statistics

- SamTrans did not meet its goal for **preventable accidents** with 2.0 accidents per 100,000 miles (goal <1)
- SamTrans met its goal for service calls with 0.9 service call per 25,000 miles (goal <1)
- SamTrans had 88 total DNOs in FY24, a 72% reduction from FY23

	FY24	FY23	%Δ
Preventable Accidents	178	169	5.3%
Accident Frequency Ratio (per 100,000 miles)	1.95	2.00	-2.4%
Service Calls	341	294	16%
Service Calls Frequency Ratio (per 25,000 miles)	0.94	0.87	7.4%
Scheduled Trips that Did not Operate (DNOs)	88	315	-72.1%



Staffing – Bus Operators

- Increase in District bus operator workforce of about 10% required to deliver *Reimagine SamTrans*
- Creative tactics employed by Marketing, Training, HR, Planning
 - West Training Facility in Colma

OPERATORS	FY24	FY23	%Δ
Total	504	433	16.3%
District	326	297	9.8%
CUBS	152	122	24.4%
Coastside	26	14	82.1%



Staffing – Maintenance

CURRENT STATUS		NB	SB	Diff.
MECHANIC A	32	17	15	-3
MECHANIC B	15	8	7	-6
MECHANIC C	10	7	3	2
UTILITY WORKER	28	17	11	-3
STORESKEEPER	7	4	3	0
TOTAL	92	53	39	-10

- Recruitment & Training turning attention to shoring up Maintenance staff
- Critical to ensuring fleet is ready to provide reliable bus service, alongside transition to zero emission fleet

Operations and Safety & Security

- Expanded Safety Campaigns
- Pull-out safe driving exercises at the bases
- In-person safety talks
 - Focus on new operators
 - Safety campaigns
- DashCam installation on CUBS and Coastside vehicles to aid in reducing accidents and encourage safer driving habits



Other Notable Accomplishments

- Continued delivery and installation of Zero-Emission Buses and associated charging infrastructure
- APTA Transit Agency of the Year (3-10 Million Annual Passengers)



**San Mateo County Transit District
Staff Report**

To: Community Relations Committee

Through: April Chan, General Manager/CEO

From: Josh Mello, Executive Officer, Planning and Development David Olmeda, Chief Operating Officer, Bus

Subject: **Monthly State of the Service Report | September 2024**

Action

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

Significance

SamTrans: Average weekday ridership across all four modes (Bus, Paratransit, Shuttles, and Ride Plus) increased by 10.1 percent in September 2024 compared to September 2023. The total monthly ridership increased by 9.1 percent in September 2024 compared to September 2023.

Post-pandemic SamTrans total fixed-route bus ridership recovery in September 2024 reached 93.9 percent of pre-pandemic total bus ridership in September 2019.

Ride Plus: Average weekday ridership was 118 trips, and total ridership was 3,055 trips. The average weekday ridership increased 17.2 percent compared to September 2023, and the total ridership increased 9.4 percent compared to September 2023. Of the total ridership, 70.8 percent of trips were taken in East Palo Alto/Belle Haven and 29.2 percent were taken in Half Moon Bay/El Granada.

Youth Unlimited Pass: For September 2024, Youth Unlimited Pass usage increased 22.1 percent compared to September 2023.

Other SamTrans Key Performance Indicators (includes Contracted Urban Bus Service [CUBS]):

- **Preventable Accidents** – There were 11 preventable accidents in September 2024 (8 from SamTrans and 3 from contracted services). The goal is to have one or fewer preventable accidents per 100,000 miles; SamTrans did not meet its goal with 1.4 accidents per 100,000 miles.
- **Miles Between Service Calls (MBSC)** – There were 36 service calls in September 2024 (18 from SamTrans and 18 from contracted services). The goal is to have one or fewer service calls per every 25,000 miles. Fixed-route service did not meet its goal with 1.1 service calls per 25,000 miles.
- **On-Time-Performance (OTP)** – September 2024 systemwide OTP was 78.7 percent and is below the goal of 85.0 percent. This is an improvement compared to 77.8 percent in September 2023.
- **Did Not Operate (DNOs)** – In September 2024, there were 685 DNOs. This is a sizeable increase compared to 1 DNO in September 2023. The unusually high number is due to a high volume of operator sick calls in early September.

RIDERSHIP (ALL MODES)

SAMTRANS Average Weekday Ridership								
Mode	Sep-22	Sep-23	Sep-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Bus	29,719	33,739	37,323	10.6%	25,611	29,962	33,235	10.9%
Paratransit	682	758	791	4.4%	642	724	767	5.9%
Shuttles	1,923	1,938	1,977	2.0%	1,851	1,833	1,802	-1.7%
Ride Plus	--	101	118	17.2%	--	98	107	9.8%
Total	32,324	36,536	40,209	10.1%	28,104	32,616	35,910	10.1%

SAMTRANS Total Ridership								
Mode	Sep-22	Sep-23	Sep-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Bus	760,402	857,406	939,492	9.6%	2,043,004	2,397,005	2,655,560	10.8%
Paratransit	17,125	18,828	19,385	3.0%	49,633	55,524	59,207	6.6%
Shuttles	40,487	38,718	39,562	2.2%	117,796	114,742	113,933	-0.7%
Ride Plus	--	2,793	3,055	9.4%	--	8,225	8,776	6.7%
Total	818,014	917,745	1,001,494	9.1%	2,210,433	2,567,271	2,837,476	10.5%

CALTRAIN Average Weekday Ridership								
Mode	Sep-22	Sep-23	Sep-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Caltrain	18,709	21,366	26,046	21.9%	18,083	20,661	24,691	19.5%

CALTRAIN Total Ridership								
Mode	Sep-22	Sep-23	Sep-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Caltrain	468,852	505,078	686,614	35.9%	1,406,590	1,506,540	1,933,227	28.3%

OTHER MODES in San Mateo County Average Weekday Ridership								
Mode	Sep-22	Sep-23	Sep-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Dumbarton	84	102	100	-2.3%	82	102	101	-0.5%
BART (San Mateo County)	19,353	19,070	20,483	7.4%	17,961	19,032	19,514	2.5%

OTHER MODES in San Mateo County Total Ridership								
Mode	Sep-22	Sep-23	Sep-24	%Δ ¹	YTD FY23	YTD FY24	YTD FY25	%Δ ²
Dumbarton	1,754	2,048	2,009	-1.9%	5,296	6,425	6,493	1.1%
BART (San Mateo County)	526,448	506,109	537,879	6.3%	1,471,962	1,550,765	1,591,461	2.6%

IMPORTANT NOTES:

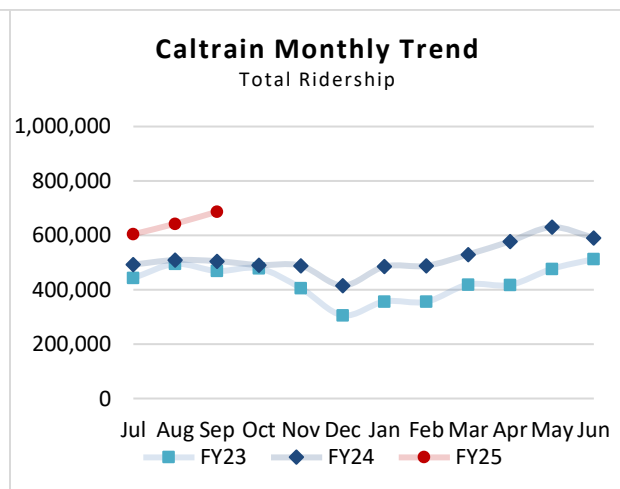
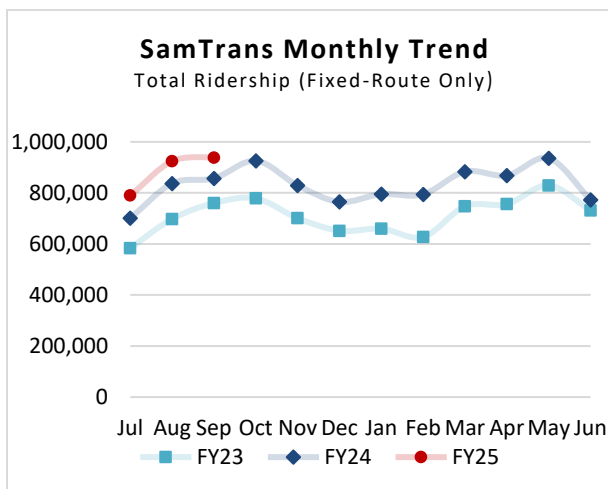
SamTrans (Bus) ridership includes Fixed-Route service, Coastside 5311, and SamCoast.

Shuttle ridership includes SamTrans shuttles, JPB Caltrain shuttles, and other Transportation Authority 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.



KEY PERFORMANCE INDICATORS

SAMTRANS (BUS) Operations Key Performance Indicators			
KPI	Sep-22	Sep-23	Sep-24
On-Time Performance	69.9%	77.8%	78.7%
Preventable Accidents	8	18	11
--- District	5	9	8
--- Contracted Services	3	9	3
Service Calls	26	29	36
--- District	19	19	18
--- Contracted Services	7	10	18
Trips Scheduled	36,677	38,694	47,508
Did Not Operate DNOs	79	1	685

SAMTRANS (BUS) Ride Plus Key Performance Indicators			
KPI	Sep-22	Sep-23	Sep-24
Total Ridership	--	2,793	3,055
--- East Palo Alto Trips	--	1,959	2,163
--- Half Moon Bay Trips	--	834	892
Active Users	--	386	382
New Registrations	--	315	171
Total Downloads	--	406	380
--- iOS Downloads	--	317	355
--- Android Downloads	--	89	25
Load Factor	--	1.27	1.32

SAMTRANS (BUS) Fleet Key Performance Indicators			
KPI	Sep-22	Sep-23	Sep-24
Revenue Hours (Sched.)	42,959	47,838	58,262
Revenue Miles (Sched.)	478,905	488,623	577,150
Total Fleet Miles (Actual)	692,889	724,829	817,240

PARATRANSIT Operations Key Performance Indicators			
KPI	Sep-22	Sep-23	Sep-24
On-Time Performance (RW)	90.1%	89.2%	89.2%
On-Time Performance (RC)	94.0%	93.0%	93.0%
Preventable Accidents (RW)	5	2	5
Preventable Accidents (RC)	0	0	0
Service Calls (RW)	4	4	4
Service Calls (RC)	0	0	0

PARATRANSIT Fleet Key Performance Indicators			
KPI	Sep-22	Sep-23	Sep-24
Revenue Miles (RW)	139,448	159,697	161,919
Revenue Miles (RC)	17,181	18,959	22,579
Fleet Miles (RW)	154,992	177,083	179,582
Fleet Miles (RC)	20,841	25,909	28,398

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' Miles between Preventable Accidents goal is 100,000 miles. There were 74,295 miles between Preventable Accidents this month.

SamTrans' Miles between Service Calls goal is 25,000 miles. There were 22,701 miles between Service Calls this month.

Ride Plus started in June 2023.

The **load factor** represents the average number of passengers in a vehicle. It is calculated by dividing the total number of passengers by the number of trips in service.

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

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

RW = Redi-Wheels

RC = RediCoast

PRE-PANDEMIC RIDERSHIP COMPARISON

SAMTRANS Average Weekday Ridership					
Mode	Sep-19	Sep-22	Sep-23	Sep-24	% ³
Bus	41,110	29,719	33,739	37,323	90.8%
Paratransit	1,185	682	758	791	66.8%
Shuttles	12,004	1,923	1,938	1,977	16.5%
Ride Plus	-	-	101	118	-
Total	54,299	32,324	36,536	40,209	74.1%

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 (FY2025) to pre-pandemic year (FY2019). For example, SamTrans Bus Average Weekday Ridership hit 90.8 percent of pre-pandemic levels (2019) for this month of September 2024.

SAMTRANS Total Ridership					
Mode	Sep-19	Sep-22	Sep-23	Sep-24	% ³
Bus	1,000,616	760,402	857,406	939,492	93.9%
Paratransit	28,096	17,125	18,828	19,385	69.0%
Shuttles	247,061	40,487	38,718	39,562	16.0%
Ride Plus	-	--	2,793	3,055	-
Total	1,275,773	818,014	917,745	1,001,494	78.5%

CALTRAIN Average Weekday Ridership					
Mode	Sep-19	Sep-22	Sep-23	Sep-24	% ³
Caltrain	72,387	18,709	21,366	26,046	36.0%

CALTRAIN Total Ridership					
Mode	Sep-19	Sep-22	Sep-23	Sep-24	% ³
Caltrain	1,584,833	468,852	505,078	686,614	43.3%

OTHER MODES in San Mateo County Average Weekday Ridership					
Mode	Sep-19	Sep-22	Sep-23	Sep-24	% ³
Dumbarton	147	84	102	100	67.8%
BART (San Mateo County)	47,015	19,353	19,070	20,483	43.6%

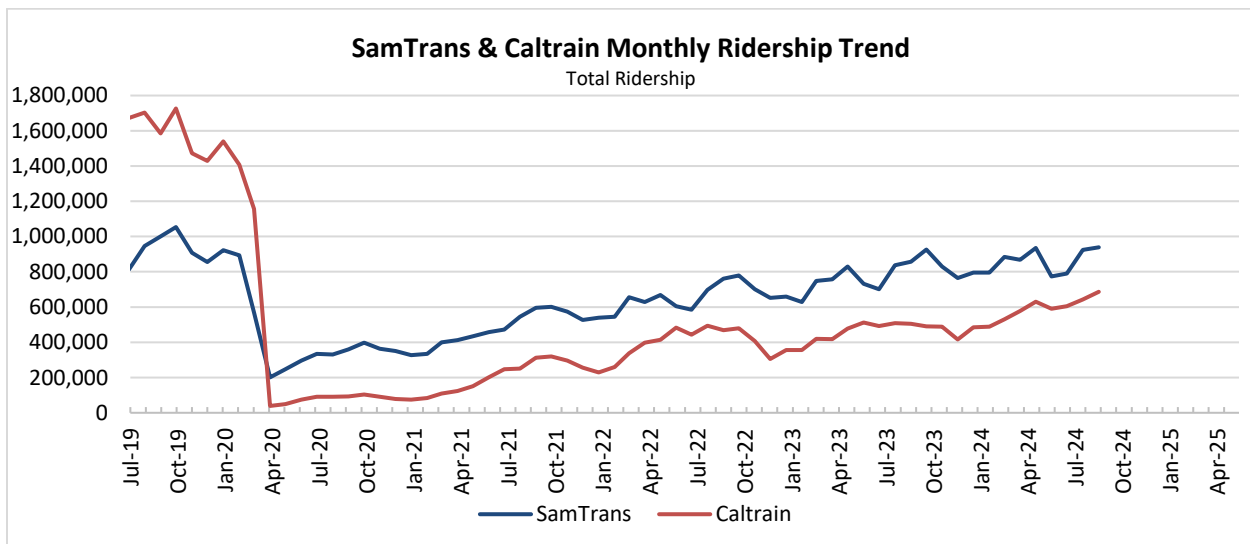
OTHER MODES in San Mateo County Total Ridership					
Mode	Sep-19	Sep-22	Sep-23	Sep-24	% ³
Dumbarton	2,948	1,754	2,048	2,009	68.2%
BART (San Mateo County)	1,119,931	526,448	506,109	537,879	48.0%

PRE-PANDEMIC FARES COMPARISON

SAMTRANS (BUS) Fare Usage					
Fare Type	Sep-19	Sep-22	Sep-23	Sep-24	% ³
Adult	515,748	449,325	524,647	599,134	116.2%
Youth	234,142	142,842	150,795	157,932	67.5%
Eligible Discount	250,219	168,066	181,699	181,979	72.7%
Total	1,000,109	760,233	857,141	939,045	93.9%

%³ indicates the rate of ridership recovery, current year (FY2025) to pre-pandemic year (FY2019).

Dumbarton and demand-response service are excluded.



CUSTOMER EXPERIENCE

SAMTRANS (BUS) Customer Experience			
KPI	Sep-22	Sep-23	Sep-24
Complaints	96	91	103
Accessibility	8	11	8
Compliments	16	16	22
Service Requests	78	17	49
Reports Total	198	135	182

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

The total number of reports for SamTrans increased 34.8% from 135 reports in September 2023 to 182 reports in September 2024.

COMMUNICATIONS & MARKETING

The following is a list of the Communications Division’s marketing and promotional efforts in September.

Press Releases and Blogs:

- Reimagine SamTrans marks significant milestone as agency continues efforts to enhance bus service
- SamTrans bus operations return to full service
- Free fares for everyone on SamTrans Rider Appreciation Day - Sept. 16
- Have a say in the future of San Mateo County transportation as part of a citizen’s oversight committee



Earned Media:

- Bus operator sick-out disrupts SamTrans service
 - NBC Bay Area
 - KQED
 - KRON4
 - KTVU
 - KPIX
 - ABC7
 - San Mateo Daily Journal
 - Redwood City Pulse
 - Mercury News
 - The Almanac
 - Half Moon Bay Review
 - NBC Bay Area
 - Palo Alto Online
 - Telemundo

Digital Marketing Report:

- SamTrans was honored for Outstanding Public Transportation System Achievement Award from the American Public Transportation Association (APTA).



SamTrans team at APTA.

- Rider Appreciation Day occurred on September 16 and SamTrans hosted a free fare day that allowed riders to hop on and try the new Reimagine SamTrans system at no cost.
 - There were ambassadors at three primary locations - Millbrae Transit Center, Redwood City Transit Center, and Daly City BART. Throughout the day (split into three shifts), we had staff handing out goodies and flyers explaining our new award, the events, and our new and improved system. Live content was pushed out to provide perspectives from all areas.

- Due to Labor Negotiations with ATU Local 1574, a sick-out occurred at the beginning of the month, with one-third of our staff not being available. With this, the recruitment campaigns that are always recurring posts (Drive With Us Bus Operator Recruitment and Gear Up Mechanic Recruitment Campaigns) were halted for the month of September.
 - Messaging was pushed throughout the month to constantly provide riders with service messaging as soon as possible to allow them to find alternative methods of transportation if necessary.
- Reimagine SamTrans messaging was pushed out alongside the APTA/Rider Appreciation Day posts, as the first day of the APTA conference closed out the month of September.

Digital Marketing Highlights

- Transit Month
- Rider Appreciation/Free Fare Day
- APTA 2024 Outstanding Public Transit System Award
- Reimagine SamTrans
- Route PCX / CSM / SKY Promotion
- Class 192 Graduation
- Caltrain EMU Launch
- Bus Friday
- Throwback Thursday
- Ride Plus Microtransit

Social Metrics: (Year to Year)

An impression is anytime our content (post, webpage, Instagram photo) is seen in a user’s feed or browser. Engagement is any action taken, such as a click, like, retweet or comment.

	September 2024	September 2023
Impressions	470,635	181,949
Engagements	5,831	5,651
Post Link Clicks	2,238	2,160

**Please note this does not include any web metrics.*

Prepared By:	Emily Chen	Senior Planner, Operations Planning	650-551-6127
	Tasha Bartholomew	Manager, Media Relations	650-508-7927
	Robert Casumbal	Director, Marketing	650-508-6280
	Jamie Vizmanos	Digital Communications Specialist	650-508-7704



MARINA FRASER, CHAIR
JEFF GEE, VICE CHAIR
DAVID J. CANEPA
MARIE CHUANG
BROOKS ESSER
RICO E. MEDINA
RAY MUELLER
JOSH POWELL
PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda
Finance Committee
Committee of the Whole
San Mateo County Transit District

Wednesday, November 6, 2024 – 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 October 9, 2024 | Motion |
| 9.b.3. | Authorizing an Amendment to the Contract with Allied Universal for Security Services to Extend the Term by 18 Months and Increase the Contract Amount by \$4,570,985 | Motion |
| 9.b.4. | Authorizing an Amendment to Redi-Wheels Paratransit Service Contract to Increase the Amount by \$2,190,021 for the Current Term, and Extend the Contract by One Year at an Additional Cost of \$14,524,291 | Motion |
| 9.b.5. | Quarterly Financial Report: Fiscal Year 2025, Quarter 1 | Informational |
| 9.b.6. | Amending to Increase the Fiscal Year 2025 Operating Budget by \$26,665,192 and the Fiscal Year 2025 Capital Budget by \$82,847,997 | Motion |
| 9.b.7. | Adjourn | |

Committee Members: Marie Chuang (Chair), David J. Canepa, Josh Powell

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**

October 9, 2024

Committee Members Present: M. Chuang (Chair), D. Canepa, J. Powell

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: B. Esser, M. Fraser, J. Gee, R. Medina, R. Mueller

Other Board Members Absent: P. Ratto

Staff Present: A. Chan, K. Jordan Steiner, S. van Hoften, D. Santoro, J. Brook, M. Tseng

9.b.1. Call to Order

Committee Chair Marie Chuang called the meeting to order at 3:20 pm.

9.b.2. Approval of Minutes of the Finance Committee Meeting of September 4, 2024

Motion/Second: Esser/Canepa

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Powell

Noes: None

Absent: Mueller, Ratto

9.b.3. Awarding Contracts to CBRE, Inc. and Century Urban, LLC for On-call General Commercial Real Estate Brokerage Services for an Aggregate Not-to-exceed Amount of \$1,237,500 for a Five-year Base Term, with One Additional Five-year Option Term

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

Committee Chair Chuang inquired about the request for additional brokers. Mr. Yin stated the agency wanted to have three brokers, but only two brokers responded to the RFP (Request for Proposals). Director Chuang inquired if JPB and the TA were also sharing the contract with SamTrans. Mr. Yin stated all three agencies are sharing the same firms and each agency has their own contract. He noted that the \$1.2 million figure is only for SamTrans.

Motion/Second: Esser/Powell

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Powell

Noes: None

Absent: Mueller, Ratto

9.b.4. Authorizing Purchase of Mobile Refueler for Hydrogen Fuel Cell Electric Buses from Plug Project Holding Co., LLC

Liria Larano, Deputy Chief, Bus Fleet and Facilities, provided the presentation which she also presented to the Sustainability Ad Hoc Committee in September. Ms. Larano stated the agency wants to purchase the mobile unit for the flexibility of being able to move the unit between bases. The Directors discussed topics including the lifespan of the refueler, any problems experienced, and fire protection. Ms. Larano stated staff determined it is best to perform refueling in the evening when the unit has cooled down.

Motion/Second: Canepa/Mueller

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Ratto

9.b.5. Adjourn

The meeting adjourned at 3:38 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-551-6108 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: Tabby Davenport, Director, Safety and Security
Subject: **Authorizing an Amendment to the Contract with Allied Universal for Security Services to Extend the Term by 18 Months and Increase the Contract Amount by \$4,570,985**

Action

Staff recommends that the Board of Directors (Board) authorize an amendment to the current security services contract with Allied Universal to extend the term for a period of 18 months through June 30, 2026, provide for additional levels of contracted security needed at certain District facilities and reflect increased wage and benefit costs, and increase the contract amount by \$4,570,985, for a new total not-to-exceed contract amount of \$21,570,985.

Significance

The proposed contract amendment would ensure continuity of security services for the San Mateo County Transit District (District) at both the existing and new headquarters facilities, as well as other significant sites, including operating and maintenance facilities.

The recommendation to extend the contract by 18 months, through June 30, 2026 is based on factors including:

- The headquarters move: The proposed extension would help ensure there is no disruption or gap in security coverage during the District's move to its new headquarters, which is likely to involve phased relocation efforts.
- The District's need for flexibility: The extended contract period would provide flexibility for the District to adapt to changing security needs, particularly leading up to and immediately following its anticipated headquarters relocation.
- An anticipated need to still protect some assets at the current headquarters: Even after the District substantially vacates the current headquarters, the facility will continue to house valuable equipment and sensitive information. These assets and the building itself must still be protected against potential theft, vandalism, and liability claims until a long-term plan for the site is established.
- The need to adjust the Scope of Service for the next contract: The proposed extension would provide the District with ample time to understand the scope of security services needed under the next security services contract, as well as time to prepare associated solicitation documents for the next contract.

As part of the proposed amendment, Allied Universal will provide an additional "Relief Rover" position to supplement services at the District's North and South Base operations and maintenance facilities, and bolster security during breaks between nightshift and dayshift coverage.

The proposed amendment also provides for rate increases during the extended contract term due to higher employment costs for Allied Universal. From 2019 to 2022, Allied Universal charged the District a flat rate with no adjustments for rising payroll, medical cost, vacation, and tax-related expenses associated with personnel assigned the District contract. The proposed new rates reflect increased costs related to contract performance.

Budget Impact

Funds for the requested contract amendment are included in the District's Fiscal Year 2025 Operating Budget and will be included in future year operating budgets.

Background

On November 1, 2017, the Board awarded a contract to Allied Universal to provide unarmed security services for a five-year term, with one two-year option, for a not-to-exceed amount of \$11,500,000. The District exercised the option at the end of the base term, thereby increasing the contract amount to a not-to-exceed amount of \$17 million. The contract currently ends on December 31, 2024.

The Peninsula Corridor Joint Powers Board (JPB) holds a separate contract with Allied Universal for unarmed security guard services at various Caltrain facilities. The JPB will consider a complementary action on November 7, 2024, to amend and extend its contract for similar reasons as those set forth above, but specific to the JPB (including the need for the JPB to determine the location of its future headquarters and Security Operations Center, which may be co-located with the District, which would allow for some continued consolidation of security services). As the District's contract with Allied Universal covers the current headquarters facility utilized by both agencies, a portion of costs for services under the District's contract are shared between the District, the JPB and the other agencies supported in the building.

Prepared By: Scott Kirkpatrick Deputy Director, Safety and Security 650-622-8045

Resolution No. 2024-

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

* * *

Authorizing an Amendment to the Contract with Allied Universal Security Services for Security Services to Extend the Term by 18 Months and Increase the Contract Amount by \$4,570,985

Whereas, pursuant to Resolution No. 2017-77, the Board of Directors (Board) for the San Mateo County Transit District (District) awarded a Contract to Allied Universal Security Services (Allied Universal) for unarmed security guard services; and

Whereas, the Board awarded the Contract for \$11,500,000 over a five-year base term with one two-year option for a not-to-exceed amount of \$5,500,000; and

Whereas, the District now desires to extend the services for an additional 18 months, until June 30, 2026, in order to maintain security coverage during the District's move into a new headquarters building, while providing security at the current headquarters building and allowing for additional time to solicit a new security guard services contract; and

Whereas, the District further desires for Allied Universal to provide additional security guard coverage at North and South Bases during breaks between existing day and night shift coverage; and

Whereas, staff recommends that the Board authorize an amendment to increase the Contract amount by \$4,570,985 to provide for an additional 18 months of security guard services, for a new total Contract amount of \$21,570,985.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO, or designee, to execute an amendment to Contract Number 18-S-S-007, Security Guard Services, to extend the contract by 18 months, until June 30, 2026, and increase the Contract amount by \$4,570,985, for a new not-to-exceed total of \$\$21,570,985, in a form acceptable to Legal Counsel; and

Be It Further Resolved that the General Manager/CEO or designee is authorized to take further actions as may be necessary to give effect to this Resolution.

Regularly passed and adopted this 6th day of November 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary



Amendment to Contract with Allied Universal for Security Services

Item #9.b.3.
11/6/2024



SamTrans Board of Directors | November 6, 2024

Background

- **In 2017, Samtrans entered into a contract with Allied Universal Security to provide security services.**
- **This contract provides security at locations determined to be at higher risk for security breaches as well as monitoring of CCTV cameras at the SamTrans Bases and Headquarters building and is scheduled to expire on December 31, 2024.**

Single Source Amendment Process

- **Staff is seeking to amend the current contract with Allied Universal Security to extend the contract term by 18 months, through June 30, 2026.**
- **This extension will ensure continued security service in order to maintain security coverage during SamTrans' pending move into a new headquarters building. The extension will also allow the establishment of a new Security Operations Center, while providing security at the current headquarters building and allowing for additional time to solicit a new security guard services contract.**
- **SamTrans further desires for Allied Universal to provide 1 (one) additional security guard per day to provide breaks to the gate guards to ensure coverage at the bus base entry points without interruption.**

Budget Impact

Funds for the requested contract extension are included in the SamTrans Fiscal Year 2025 Operating Budget and will be included in future year operating budgets.

Proposed Motion

- 1. Authorizes the General Manager/CEO, or designee, to execute an amendment Contract Number 18-S-S-007, Security Guard Services, to extend the contract by 18 months and increase the Contract amount by \$4,570,985, for a new not-to-exceed total of \$21,570,985, in a form acceptable to Legal Counsel.**
- 2. Authorize the General Manager/CEO or designee to execute the contract amendment, and any related documents necessary to implement the terms of the contract, as amended, in a form approved by Legal Counsel.**

Questions?

**San Mateo County Transit District
Staff Report**

To: Finance Committee

Through: April Chan, General Manager/CEO

From: Dave Covarrubias, Deputy Chief David Olmeda, Chief Operating Officer, Bus
Financial Officer

Subject: **Authorizing an Amendment to Redi-Wheels Paratransit Service Contract to Increase the Amount by \$2,190,021 for the Current Term, and Extend the Term by One Year at an Additional Cost of \$14,524,291**

Action

Staff proposes that the Finance Committee recommend that the Board of Directors (Board) of the San Mateo County Transit District (District) authorize:

1. An increase to the Agreement with First Transit, Inc. of Cincinnati, Ohio (First Transit) to provide Redi-Wheels Paratransit Service (Service) by \$2,190,021 from the current not-to-exceed Contract amount of \$102,600,861 to a new total Contract amount of \$104,790,882 to cover estimated expenses through December 31, 2024.
2. An extension to the Agreement with First Transit for one additional year, from January 1, 2025 through December 31, 2025, and increase the total not-to-exceed Contract amount by \$14,524,291, from \$104,790,882 to \$119,315,173, for the additional year of service.
3. The General Manager/CEO or designee to execute the Sixth Amendment to the Agreement with First Transit, in a form approved by legal counsel.

Significance

Pursuant to Resolution No. 2014-44, the Board awarded a five-year base term contract with up to five, one-year option terms to First Transit to provide the Service to eligible seniors and persons with disabilities eligible for paratransit in San Mateo County (County). The District is currently in the fifth and final option year available under the contract.

Since 1977, the Service has played an important role in improving the quality of life for seniors and people with disabilities in the County. The Service's mission is to enhance the mobility and activities of daily living for those persons who depend on the paratransit system as the "mobility lifeline" to their communities.

The proposed Sixth Amendment to the contract with First Transit will extend the term through December 31, 2025 to ensure the continued provision of paratransit services to provide accessible transportation for vital Services, including rides to health and supportive services in the County.

Budget Impact

Funds for the requested contract amendment are included in the proposed Fiscal Year 2025 Revised Operating Budget being considered at this November 6 Board meeting and will be included in future operating budgets.

Background

On August 3, 2023, the District amended the First Transit contract to exercise the last year of the five options terms. The fifth option year will expire on December 31, 2024. Staff determined that the estimated operating costs for the Service will exceed the current Board approved contract amount and have proposed increasing the total contract amount by \$2,190,021 to cover pending and expected expenses through the end of the year. If approved by the Board, the contract value will increase from \$102,600,861 to \$104,790,882.

In addition, staff proposes to extend the contract with First Transit for one year through December 31, 2025 due to the near-simultaneous expiration of several major contracts for Bus Operations, specifically the contracts for Contracted Urban Bus Transportation Services (CUB), Coastside Transportation Services (Coastside), Contracted Shuttle Services, and this contract with First Transit. All four contracts will require significant updates and concentrated pre-solicitation work before the District issues new solicitations for the subject services. The District's most recent experiences soliciting contracts for the CUB and Coastside services, in which MV was the sole proposer for both services, highlight the complexities involved in developing contract transportation service solicitation packages.

Staff requested a cost proposal from First Transit for the proposed one-year extension of the contract. The Project Manager and the District's Financial Planning & Analysis team reviewed First Transit's proposal and requested additional information to clarify and justify proposed cost increases and decreases compared to the current year's costs.

The analysis revealed the following:

- Wages for dispatcher, reservationist, and clerical positions decreased, but their benefits increased.
- Wages and benefits for paratransit operators increased.
- Costs for recruitment and training increased.
- Use of the Services has grown, with 70,000 more miles operated in the past year compared to the previous year.
- Service hours increased, resulting in higher total variable costs.
- Costs for insurance increased.
- Management fees/profit increased in total dollars, though profit and overhead percentages remained the same.

Following a price analysis, staff determined that the negotiated prices with First Transit are fair and reasonable.

First Transit has provided the Service for the District for the past 10 years since the solicitation was issued in 2014. The District plans to issue a new solicitation for the Service in the coming months.

Prepared By:	Nita Vigil	Procurement Administrator III	650-508-7731
	Kelley Shanks	Project Manager, Bus Contracts	650-508-6252

Resolution No. 2024-

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

* * *

Authorizing an Amendment to Redi-Wheels Paratransit Service Contract to Increase the Amount by \$2,190,021 for the Current Term, and Extend the Term by One Year at an Additional Cost of \$14,524,291

Whereas, First Transit, Inc. of Cincinnati, Ohio (First Transit) has provided accessible paratransit services (Services) to eligible seniors and persons with disabilities in San Mateo County pursuant to San Mateo County Transit District (District) Contract 14-SAMTR-S-030 (Contract) for the past ten years; and

Whereas, pursuant to Resolution Nos. 2014-44 and 2019-43, the District entered into the Contract for a five-year base term with up to five, one-year options terms, for a total not-to-exceed amount of \$102,600,861; and

Whereas, on August 3, 2023, the District amended the Contract to exercise the last of the five one-year options terms to the Contract; and

Whereas, in September 2024, staff determined that the estimated operating costs for the Services will exceed the current Board approved contract amount and have proposed increasing the total contract amount by \$2,190,021 to cover pending and expected expenses through December 31, 2024, for a new total contract amount of \$104,790,882; and

Whereas, staff also recommends that the Board extend the Redi-Wheels Contract by one year, through December 31, 2025, to provide staff additional time to prepare and issue a solicitation for the Services; and

Whereas, staff requested a cost proposal from First Transit for a one-year Contract extension; and

Whereas, staff reviewed First Transit's submitted cost proposal, conducted a price analysis, and determined that First Transit's negotiated prices are fair and reasonable; and

Whereas, staff recommends that the Board authorize the following changes to the Redi-Wheels Contract with First Transit:

1. Increase the current not-to-exceed contract amount by \$2,190,021 from \$102,600,861 to \$104,790,882 to cover estimated expenses through December 31, 2024; and
2. Extend the term of the contract by one year, from January 1, 2025 through December 31, 2025, and increase the total not-to-exceed contract amount by \$14,524,291, from \$104,790,882 to \$119,315,173, for the additional year of service.

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

1. An increase to the Agreement with First Transit, Inc. by \$2,190,021 from the current not-to-exceed Contract amount of \$102,600,861 to a new total Contract amount of \$104,790,882 to cover estimated expenses through December 31, 2024; and
2. An extension to the Agreement with First Transit for one additional year, from January 1, 2025 through December 31, 2025, and increase the total not-to-exceed Contract amount by \$14,524,291, from \$104,790,882 to \$119,315,173; and

Be It Further Resolved that the Board hereby authorizes the General Manager/CEO or designee to execute the Sixth Amendment to the Agreement with First Transit, Inc., in a form approved by legal counsel.

Regularly passed and adopted this 6th day of November, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary

**San Mateo County Transit District
Staff Report**

To: SamTrans Board of Directors
Through: April Chan, General Manager/CEO
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Quarterly Financial Report: Fiscal Year 2025, Quarter 1**

Action

This is an informational item.

Significance

The Board will receive an update on the financial result for and Fiscal Year 2025 (FY25) Quarter 1 (Q1), and a preliminary outlook for the remainder of FY25.

Background

Fiscal Year 2025, Quarter 1 (FY25Q1)

SamTrans ended FY25Q1 with a positive net result of \$1.9M, mainly driven by one-time favorable sources and delays in expense timing which are expected to resolve by FY25 Year End. As of FY25Q1 (July 1, 2024 – September 30, 2024):

Revenue and Sources were \$86.9M, \$0.4M (0.4%) unfavorable to the FY25Q1 budget of \$87.2M. This was driven by:

- \$0.4M (46%) unfavorable operating grants due to timing of C/CAG grants that will resolve as we move through the Fiscal Year
- \$4.7M (30%) unfavorable for managing agency staffing due to vacancies (noted below, no net fiscal impact)

These unfavorable lines were offset by

- \$3.5M (169%) favorable investment income
- \$1.2M (77%) favorable other income, mainly due to new leases and a CBRE referral fee for HQ

Expenses were \$84.9M, \$5.4M (5.9%) favorable to the FY25Q1 budget of \$90.3M, primarily due to:

- \$4.7M (30%) favorable due to managing agency staffing vacancies (noted above, no net fiscal impact)
- \$1.3M (3%) favorable due to normal timing delays in invoicing for Motor Bus, expected to resolve by Year End

Offset by

- \$0.5M (28%) unfavorable in Other Multi-Modal Programs, primarily driven by a September update to the District's ten-year old shuttle contract payment structure.

Fiscal Year 2025 Budget Amendments

FY25 is the second year of our first biennial budget. Staff is presenting a proposed operating and capital budget amendment at the November 7, 2024 Board meeting to address certain items discussed above, plus items such as the Coastside and Redi-Wheels contract amendments, claims reserve, legal and software maintenance costs, 4% global wage increase for International Brotherhood of Teamsters (effective 10/1/24) plus the same 4% global wage increase for administrative non-represented staff (effective 6/30/24). Budget amendment will also be requested to reflect increased sources from Transit Development Act (TDA) and State Transit Assistance (STA) funds, investment income, and operating grants.

When there is a ratification of the ATU Collective Bargaining Agreement (CBA), staff will return to the Board with an amendment to the FY25 Operating Budget to incorporate funding to support the cost increases.

The major capital budget proposed changes include funding for the Replacement of Zero Emission Buses and Paratransit minivans, along with funding for the Dumbarton Busway Feasibility Study, the bus stop improvement plan and the North Base and South Base Hardening.

The Capital Reserve Policy is forthcoming, subsequent to the Board's approval of the Capital Improvement Plan, which is expected in early 2025.

Fiscal Year 2025 Year End Outlook

The FY25 Operating Budget Amendment will increase sources from the Adopted FY25 Budget by approx. \$17.4M (5%), from \$347.7M to \$365.1M.

Operating expenses are increasing by approx. \$26.7M (9.5%) from \$281.9M to \$308.5M. Allocations to Capital are increasing by \$10.2M (17.3%) and reserves are increasing by \$0.6M to ensure levels of operating reserve and sales tax stabilization funds are in compliance with Board approved policies.

Generally, uses are outpacing sources. The FY25 Budget Amendment includes the latest and most accurate information how we expect to end the Fiscal Year. We will provide a Midyear and Quarter 3 Forecast as we move through the Fiscal Year, with updated information on how we expect the year to close.

Budget Impact

This is an informational item. There is no budget impact.



Quarterly Financial Report: Item #9.b.5. 11/6/2024 FY25 Quarter 1



Agenda

1. FY25

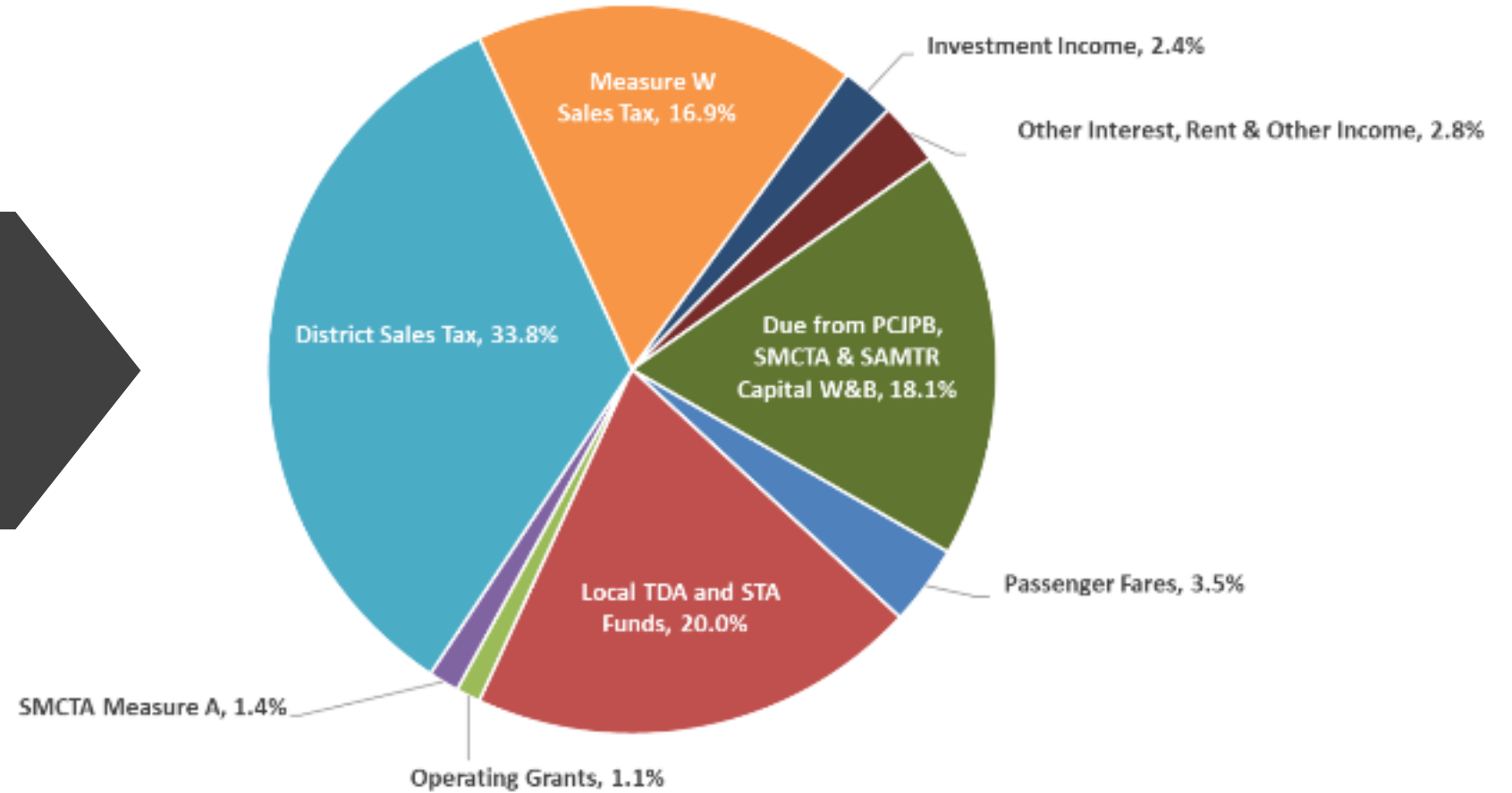
a. Budget Overview

b. Q1 Net Results

2. Next Steps

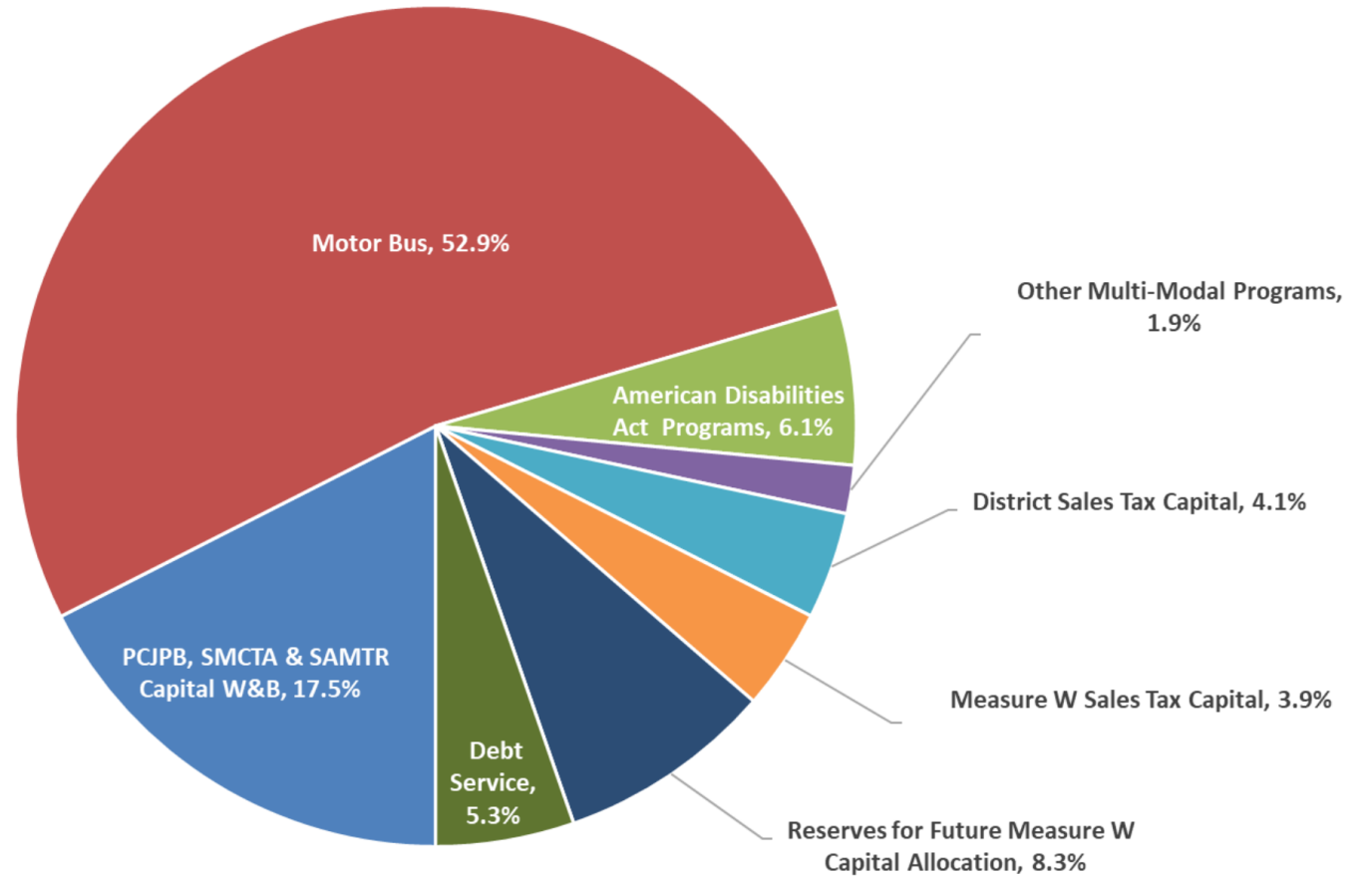
FY25 Budget Overview – Sources

Total Sources
\$347.7M



FY25 Budget Overview – Uses

Total Uses
\$359.8M



FY25 Q1 Actuals – Sources

FY25Q1 (in \$000's)	Budget	Actuals	Variance from Budget	% Variance from Budget
Sources & Revenue				
Passenger Fares	3,448	3,521	72	2.1%
Local TDA and STA Funds	17,389	17,389	-	0.0%
Operating Grants	940	507	(432)	-46.0%
SMCTA Measure A	1,209	1,209	-	0.0%
District Sales Tax	29,902	29,902	-	0.0%
Measure W Sales Tax	14,930	14,930	-	0.0%
Investment Income	2,058	5,534	3,476	168.9%
Other Interest, Rent & Other Income	1,607	2,845	1,238	77.1%
Due from PCJPB, SMCTA & SAMTR Capital W&B	15,756	11,049	(4,707)	-29.9%
Total Sources & Revenue	87,239	86,886	(353)	-0.4%

FY25 Q1 Actuals – Uses

FY25Q1 (in \$000's)	Budget	Actuals	Variance from Budget	% Variance from Budget
Uses				
PCJPB, SMCTA & SAMTR Capital W&B	15,756	11,049	4,707	29.9%
Motor Bus	51,179	49,854	1,325	2.6%
American Disabilities Act Programs	5,376	5,596	(220)	-4.1%
Other Multi-Modal Programs	1,654	2,109	(455)	-27.5%
District Sales Tax Capital	3,699	3,699	-	0.0%
Measure W Sales Tax Capital	3,504	3,504	-	0.0%
Reserves for Future Measure W Capital Allocation	7,486	9,165	(1,679)	-22.4%
Reserves for Future Capital Allocation	-	-	-	0.0%
Debt Service	1,687	-	1,687	100.0%
Total Uses & Expense	90,340	84,976	5,364	5.9%

FY25 Q1 Actuals – Net Result

- FY25 Q1 operating results are favorable to budget
- FY25 year end Forecast will be shared at the FY25 Q3 Report

	FY25 Q1 Budget in \$M	FY25 Q1 Actuals in \$M	Variance from Budget in \$M
Sources	87.2	86.9	(0.3)
Uses	90.3	85.0	5.3
Surplus/(Deficit)	(3.1)	1.9	5.0

Next Steps

November

- FY25 Operating and Capital Budget Amendment

December

- FY24 Annual Comprehensive Financial Report (ACFR)
- FY25 STHQ Budget Amendment
- Annual Salary Ordinance

March

- FY25 Forecast

May

- FY26/27 Preliminary Biennial Operating and Capital Budgets
- FY25 Q3 Forecast

June

- FY26/27 Adopted Biennial Operating and Capital Budgets



- Due from Peninsula Corridor Joint Powers Board (PCJPB), San Mateo County Transportation Authority (SMCTA), San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) and wages and benefits for the District's capital program (SAMTR Capital W&B): an increase of \$2.5M, resulting from additional new Full-time Equivalents (FTEs)
- Operating Uses – increase of \$26.7M
 - PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B: an increase of \$2.5M (see offsetting line item above in operating sources)
 - Motor Bus: an increase of \$19.2M, mostly attributed to increases in:
 - Wages & Benefits of \$7.3M, primarily due to increases in Unrepresented employees and International Brotherhood of Teamsters (IBT) salaries and overhead of \$4.2M, new FTEs of \$2.1M and CalPERS Pension of \$1.0M
 - Professional Services of \$2.6M; Technical Services of \$1.9M; Insurance, Claims Reserve and Payments of \$3.1M; Contract Urban Bus Services of \$1.1M, Coastside Services of \$0.8M and Fuel and Electricity of \$0.8M; and
 - ADA Program: increase of \$3.0M primarily due to increase of \$1.9M for a contract amendment with First Transit, Inc. of Cincinnati, Ohio (First Transit) for the provision of Redi-Wheels Paratransit Service. In addition, there is an increase of \$0.9M for the Coastside Service contract with MV Transportation as well as increases for the new Brewster Property lease of \$87 thousand (K) and Gasoline of \$105K, offset by a slight reduction in Insurance Claims & Payments.
 - Multi-Modal Program: an increase of \$2.0M, including
 - \$1.6M to amend the contract for the shuttle service with MV Transportation for a rate adjustment and includes \$0.3M for performance incentives
 - \$0.4M for various services related to the Colma training center.

Capital Budget: an overall increase of \$82.8M, consisting of:

- Revenue Vehicle Replacement: an increase of \$64.7M to replace vehicles in the District's fleet that will reach the end of their 5- or 12-year life cycles in 2025;
- Non-Revenue Vehicle Replacement: an increase of \$0.4M for the purchase of nine non-revenue District vehicles;
- Facilities and Construction: an increase of \$8.1M for the District's Bus Stop Improvement Program; North and South Base Hardening; accessibility improvements; North Base and South Base Employee Breakrooms improvements, and smaller facilities and construction projects;
- Safety and Security: an increase of \$2.2M, mainly due to needs for assessment and design for the Closed-circuit Television (CCTV) systems for District facilities;

- Infrastructure: an increase of \$1.8M for North Base Shoreline Erosion Control Mitigation and the South Base Levee System Assessment;
- Information Technology: an increase of \$0.8M to upgrade the safety incident management system by transitioning to a new software-as-a-service (SaaS) platform that meets the District’s current requirements and also can scale to meet future needs; and
- Planning and Development: an increase of \$4.8M, primarily for the Dumbarton Busway Feasibility Study, which includes both a feasibility study and initial design for a busway and multimodal connections within the Dumbarton Rail Corridor (DRC) within San Mateo County.

PROPOSED FY25 REVISED OPERATING BUDGET NARRATIVE

The total sources of funds for FY25 Revised Budget are \$365.1M and total uses of funds are \$397.3M, which leaves a deficit of \$32.2M in FY25 Revised budget. Staff is proposing to draw from prior years’ surpluses to balance the revised budget.

	FY25 Adopted Budget	FY25 Revised Budget
Total Sources	\$347.7	\$365.1
Total Uses	359.8	397.3
Projected Surplus / (Deficit)	(12.1)	(32.2)
Draw from Prior Years’ Surpluses	12.1	32.2
Adjusted Projected Surplus / (Deficit)	-	-

The following narrative describes the Proposed FY25 Revised Operating Budget as compared to the FY25 Adopted Budget. Each section has a reference to a page number and line item that correspond to the Financial Statement as shown on Attachment A.

SOURCES OF FUNDS

The District’s Operating Revenues are derived from transit passenger fares and various federal, state, and local funding sources. Some state and federal funds are discretionary, whereas others are based on formula allocations. The District competes for discretionary funds on a project-by-project basis; formula-based funds are allocated by the federal, state, or regional legislatures.

SOURCES OF FUNDS: OPERATING REVENUE SUMMARY (Page 1, Attachment A)

SOURCES OF FUNDS: \$ In Millions	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u> <u>BUDGET</u>	<u>REVISED</u> <u>BUDGET</u>		
	A	B	C	D
			C = B - A	D = C / A
Operating Revenues				
1 Passenger Fares	\$ 12.3	\$ 13.3	\$ 0.9	7.6%
2 Local TDA and STA Funds	69.6	76.3	6.7	9.7%
3 Pass Through to Other Agencies	-	-	-	0.0%
4 CARES ACT and CRRSAA and ARPA	-	-	-	0.0%
5 Operating Grants	3.8	5.0	1.3	33.4%
6 SMCTA Measure A	4.7	4.7	0.0	0.4%
7 AB434, TA Funded Shuttles & Other	-	-	-	0.0%
8 Subtotal - Operating Revenues	\$ 90.3	\$ 99.3	\$ 8.9	9.9%

The following section provides a summary description of Sources of Funds as referenced on page 1 of Attachment A.

PASSENGER FARES (Summary Page 1, line 1)

Passenger Fares include farebox receipts for both Motor Bus fixed route and Paratransit programs (also referred to as "ADA Programs"). Passenger Fares for the Proposed FY25 Revised Budget are estimated at \$13.3M, which is higher than the FY25 Adopted Budget by \$0.9M (7.6%). This increase is based on the FY24 actual revenue receipts trend and the full implementation of Reimagine SamTrans. For further details on Passenger Fare Revenue, please reference Motor Bus Passenger Fares on page 2, line 1 of Attachment A and ADA Program Passenger Fares on page 2, line 24 of Attachment A.

\$ In Millions	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u> <u>BUDGET</u>	<u>REVISED</u> <u>BUDGET</u>		
1 Passenger Fares	\$ 12.3	\$ 13.3	\$ 0.9	7.6%

LOCAL TDA and STA FUNDS (Summary Page 1, line 2)

Transportation Development Act (TDA) funds are derived from a ¼ cent general sales tax collected statewide for the improvement of public transportation services with allocation based on estimates provided by the MTC on a population-based formula. TDA revenues have traditionally funded a substantial portion of the motor bus operations, and up to 5% are allocated for community and paratransit agencies. State Transit Assistance (STA) funds are derived from a tax on diesel fuel and allocated based on the availability of funds for eligible transit operators. The MTC apportions these funds based on two formulas: a Revenue Based Formula and a Population Based Formula.

The FY25 Adopted Budget is based on MTC’s February 2023 estimates and the Proposed FY25 Revised Budget is based on MTC’s February 2024 estimates with carryforwards from prior years. Revenues in the Proposed FY25 Revised Budget are \$76.3M, which is an increase of \$6.7M (9.7%) compared to the FY25 Adopted Budget. This increase is due to prior years’ TDA and STA carryforward balances. These funds are broken out in further detail as referenced on page 2 of Attachment A, lines 3 and 5 for Motor Bus, and lines 25 and 26 for ADA in the Appendix.

\$ In Millions	FY2025 ADOPTED BUDGET	FY2025 REVISED BUDGET	(\$) CHANGE	(%) CHANGE
2 Local TDA and STA Funds	\$ 69.6	\$ 76.3	\$ 6.7	9.7%

OPERATING GRANTS (Summary Page 1, line 5)

Operating Grants include funding from the FTA, state, and local agencies for funding specific projects. The FY25 Revised Budget includes funds from FTA Operating Grants, various state sources, and Regional Measure 2, which is funding derived from regional bridge toll revenues. Operating Grants are typically earmarked for specific Motor Bus and ADA Program-related project expenses. Operating Grants for the Proposed FY25 Revised Budget are \$5.0M, 33.4% higher than the FY25 Adopted Budget. The increase is due to additional FTA Section 5307 grant funding for the ADA Program, a Transit Performance Initiative grant for the El Camino Real Mid-County Transit and Multimodal Plan, and a Lifeline grant for Way2Go passes. These additional funds are partially offset by a reduction in FTA section 5311 grant funds. Details of these grants are further broken out under the Operating Revenue section, page 2 of Attachment A (see line 7 for Motor Bus Operating Grants and line 27 for ADA Operating Grants in the Appendix).

\$ In Millions	FY2025 ADOPTED BUDGET	FY2025 REVISED BUDGET	(\$) CHANGE	(%) CHANGE
5 Operating Grants	\$ 3.8	\$ 5.0	\$ 1.3	33.4%

SMCTA MEASURE A (Summary Page 1, line 6)

The San Mateo County Transportation Authority (TA) provides 4% of its Measure A tax revenues to the District for Paratransit operating expenses.

TA Measure A funds are projected to be \$4.7M for the Proposed FY25 Revised budget, which do not significantly differ from the FY25 Adopted Budget. Further details are broken out in the Appendix with reference to Operating Revenue: SMCTA Measure A Redi-Wheels (page 2, line 31 of Attachment A).

\$ In Millions	FY2025 ADOPTED BUDGET	FY2025 REVISED BUDGET	(\$) CHANGE	(%) CHANGE
6 SMCTA Measure A	\$ 4.7	\$ 4.7	\$ 0.0	0.4%

SOURCES OF FUNDS: OTHER REVENUE SOURCES (Page 1, Attachment A)

Other Revenue Sources include sales tax revenues from the ½ cent District Sales Tax implemented in 1982 and the District’s Measure W ½ cent Sales Tax, which was approved by San Mateo County voters in November 2018. These two sales tax revenue sources make up a majority of the District’s overall revenues. In the Proposed FY25 Revised Budget, they total \$176.7M (47.6%) of the District’s total Sources of Funds. Other Revenue Sources for the District include, but are not limited to, Investment Interest Income, Rental Income and Advertising Income, as described in further detail in the Appendix.

SOURCES OF FUNDS: \$ In Millions	FY2025		FY2025	
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
	A	B	C	D
			C = B - A	D = C / A
9 Other Revenue Sources				
10 District Sales Tax	\$ 117.6	\$ 117.8	\$ 0.3	0.2%
11 Measure W Sales Tax	58.8	58.9	0.1	0.2%
12 Investment Interest Income	8.2	14.3	6.1	74.1%
13 Other Interest, Rent & Other Income	9.8	9.3	(0.5)	-4.9%
14 Due from PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	63.0	65.5	2.5	3.9%
15 Subtotal - Other Revenues	\$ 257.4	\$ 265.8	\$ 8.5	3.3%
16				
17 TOTAL SOURCES OF FUNDS	\$ 347.7	\$ 365.1	\$ 17.4	5.0%

DISTRICT SALES TAX REVENUE (Summary Page 1, line 10)

The District’s original ½ cent sales tax was authorized by San Mateo County voters at the November 1974 election when the Measure to form the San Mateo County Transit District was approved. Pursuant to this authority, the District’s Board of Directors acted to impose the sales tax in 1981. These funds have been collected since July 1, 1982 and provide operating revenues to cover the annual shortfall in operating revenues, local match for federal operating grants, capital programs, and debt service.

The District Sales Tax Revenues in the Proposed FY25 Revised Budget is \$117.8M, which is \$0.3M (0.2%) higher than in the FY25 Adopted Budget based on the latest estimates from the District’s tax consultant, HDL.

\$ In Millions	FY2025 <u>ADOPTED BUDGET</u>	FY2025 <u>REVISED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
10 District Sales Tax	\$ 117.6	\$ 117.8	\$ 0.3	0.2%

MEASURE W SALES TAX REVENUE (Summary Page 1, line 11)

The District’s Measure W, approved by County voters in November 2018, authorized a ½ cent sales tax for a 30-year term, to be collected from July 1, 2019 through June 30, 2049. As with the District Sales Tax, Measure W Sales Tax revenue for the Proposed FY25 Revised Budget is

\$58.9M, which is 0.2% or \$0.1M higher than the FY25 Adopted Budget based on the latest HDL estimates. (Note: Though the District Sales Tax and Measure W each are ½-cent sales taxes, one half of the Measure W revenues flow directly to the TA for administration in accordance with the Measure W Congestion Relief Plan, without appearing as District revenues or expenses.)

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>		
11 Measure W Sales Tax	\$ 58.8	\$ 58.9	\$ 0.1	0.2%

INVESTMENT INTEREST INCOME (Summary Page 1, line 12)

The District’s investable fund balances are invested by the District’s investment manager according to the District’s approved investment policy for government funds and under oversight of the Chief Financial Officer. Investment interest income for the Proposed FY25 Revised Budget is projected at \$14.3M, which is \$6.1M (74.1%) higher than the FY25 Adopted Budget due to projected increases in interest rates. The \$14.3M projected interest income is based on higher than projected balances at an interest rate of 3.3%.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>		
12 Investment Interest Income	\$ 8.2	\$ 14.3	\$ 6.1	74.1%

OTHER INTEREST, RENT & OTHER INCOME (Summary Page 1, line 13)

This line includes Motor Bus Rental Income, Advertising Income, County Measure M revenues provided to the District for paratransit, Employer Shuttle Funds, Dumbarton Corridor Rentals, and Other Income such as funding specifically for SamTrans’ Late-Night Owl service to San Francisco International Airport. The Proposed FY25 Revised Budget of \$9.3M reflects a decrease of \$0.5M (4.9%) compared to the FY25 Adopted Budget, primarily due to a decrease in Employer Shuttle Funds. Details are further explained in the Appendix with reference to Attachment A, Other Revenue Sources (page 2, lines 15-19), Measure M Paratransit (page 2, line 32), and Multi-Modal programs (page 2, lines 37 and 38).

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>		
13 Other Interest, Rent & Other Income	\$ 9.8	\$ 9.3	\$ (0.5)	-4.9%

DUE FROM PCJPB, SMCTA, SMCEL-JPA & SAMTR CAPITAL Wages & Benefits (W&B) (Summary Page 1, line 14)

This line item accounts for the recovery of costs associated with the District’s managing agency role. Though the JPB, TA, and SMCEL-JPA are legally separate and independent entities from each other and from the District, the District serves as the managing agency for the JPB and TA, and provides shared services for the JPB, TA and SMCEL-JPA. Federal rules and regulations

permit the recovery of overhead expenses and indirect costs if they are part of an approved Cost Allocation Plan. The FTA approved the District's current plan and overhead amounts to address support functions that benefit the other agencies, such as Human Resources and Payroll. Accordingly, the District's Proposed FY25 Revised Budget identifies costs for staff members' wages and benefits (W&B), as well as their associated CalPERS and Retiree Medical Benefits that are wholly or partially attributable to the JPB, TA, SMCEL-JPA and the District's Capital program. Such costs are subject to full reimbursement from the JPB, TA and SMCEL-JPA, and the District's Capital Program.

The Proposed FY25 Revised Budget for these cost reimbursements is \$65.5M, which is \$2.5M or 3.9% higher than the FY25 Adopted Budget, due to additional new FTEs and 4% increase for unrepresented employees.

\$ In Millions	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	ADOPTED BUDGET	REVISED BUDGET		
14 Due from PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	\$ 63.0	\$ 65.5	\$ 2.5	3.9%

USES OF FUNDS

The following section provides a summary description of Operating Budget Uses of Funds as referenced on page 1 of Attachment A.

USES OF FUNDS: OPERATING EXPENSE SUMMARY (Page 1, Attachment A)

USES OF FUNDS: \$ In Millions	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	ADOPTED BUDGET	REVISED BUDGET		
	A	B	C = B - A	D = C / A
20 PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	\$ 63.0	\$ 65.5	\$ 2.5	3.9%
21 Motor Bus	190.4	209.6	19.2	10.1%
22 A.D.A. Programs	21.8	24.8	3.0	13.6%
23 Multi-Modal Programs	6.7	8.7	2.0	30.5%
24 Pass Through to Other Agencies	-	-	-	0.0%
25 Total Operating Expenses	\$ 281.9	\$ 308.5	\$ 26.7	9.5%

PCJPB, SMCTA, SMCEL-JPA & SAMTR CAPITAL W&B (Summary Page 1, line 20)

Connected to Sources of Funds, as discussed above relative to line item 14, this expense reflects the costs incurred by the District on behalf of the JPB, TA, SMCEL-JPA, and District's Capital program wages and benefits. The FY25 Adopted and Proposed Revised Budgets have accounted for all staff members' W&B that are wholly or partially attributable to the JPB, TA, SMCEL-JPA and the District's Capital Program. Those costs are subject to full reimbursement, and are equal to line 14 on the summary, page 1, of Attachment A.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
20 PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	\$ 63.0	\$ 65.5	\$ 2.5	3.9%

MOTOR BUS (Summary Page 1, line 21)

Total funding required for the District’s Motor Bus Operations reflected in the Proposed FY25 Revised Budget is \$209.6M, which is \$19.2M (10.1%) higher than projected expenses in the FY25 Adopted Budget. Each line item that comprises the Motor Bus operating expense is broken down in more detail in the Appendix and referenced on page 3 of Attachment A.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
21 Motor Bus	\$ 190.4	\$ 209.6	\$ 19.2	10.1%

ADA PROGRAMS (Summary Page 1, line 22)

Total funding required for the District’s ADA Programs in the is \$24.8M, which is \$3.0M (13.6%) higher compared to the FY25 Adopted Budget. The increase is primarily due to a \$1.9M amendment to the Redi-Wheels Paratransit Services contract for increase in operators’ wages and benefits, insurance, service hours, management fees and recruitment and training cost. In addition, the Coastside contract was amended for a rate adjustment costing \$0.9M. Each line item comprising the ADA Programs is broken down in more detail in the Appendix and referenced on page 4 of Attachment A.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
22 A.D.A. Programs	\$ 21.8	\$ 24.8	\$ 3.0	13.6%

MULTI- MODAL PROGRAMS (Summary Page 1, line 23)

Multi-Modal Programs include the Dumbarton Inter-County Corridor, the District shuttle services, station support for multi-modal transit in San Mateo County, and other Multi-Modal Programs. Total funding required for the District’s Multi-Modal Programs in the Proposed Revised FY25 Budget is \$8.7M, an increase of \$2.0M compared to the FY25 Adopted Budget. This increase is due to a \$1.6M amendment to the contract with MV Transportation for District shuttle services to provide a rate adjustment and includes \$0.3M for additional performance incentives. In addition, there is an increase of \$0.4M to expenses associated with various services required for the Colma training center. Each line item comprising the Multi-Modal Program is broken down in more detail in the Appendix and referenced on page 4 of Attachment A.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
23 Multi-Modal Programs	\$ 6.7	\$ 8.7	\$ 2.0	30.5%

OPERATING BUDGET PROJECTED SURPLUS / (DEFICIT)

The following section provides a summary description of the District’s projected operating surplus/(deficit), including allocations for the District’s Capital Program, debt service costs, contributions to reserves, and remaining projected Operating Surplus/(Deficit), as referenced on page 1 of Attachment A.

As shown below, when the FY 25 Operating Budget was adopted, the Total Operating Surplus (Operating Revenues minus Operating Expenses) was projected to be \$65.8M; it is now projected to be \$56.6M. Following the contributions/debt service payments listed above, the FY25 Adopted Budget included a projected deficit of \$12.1M, to be drawn from prior years’ surpluses. The Proposed FY25 Revised Budget includes a projected deficit of \$32.2M, also to be drawn from prior years’ surpluses.

PROJECTED SURPLUS / (DEFICIT): SUMMARY (Page 1, Attachment A)

PROJECTED SURPLUS/(DEFICIT) \$ In Millions	FY2025	FY2025	(\$)	CHANGE	(%)	CHANGE
	ADOPTED BUDGET	REVISED BUDGET				
	A	B		C = B - A		D = C / A
27 Total Operating Surplus/(Deficit)	\$ 65.8	\$ 56.6	\$	(9.3)		-14.1%
28						
29 District Sales Tax Capital	14.8	25.9		11.1		75.1%
30 Measure W Sales Tax Capital	14.0	26.5		12.4		88.7%
31 Reserves for Future Measure W Capital Allocation	29.9	16.6		(13.4)		-44.6%
32 Sales Tax Allocation - Capital Programs	\$ 58.8	\$ 68.9	\$	10.2		17.3%
33						
34 Total Debt Service	\$ 19.1	\$ 19.1	\$	-		0.0%
35						
36 Operating Reserve	-	0.5		0.5		
37 Sales Tax Stabilization Fund	-	0.1		0.1		
40 Total Reserves	-	0.6		0.6		
41						
42 TOTAL USES OF FUNDS	\$ 359.8	\$ 397.3	\$	37.5		10.4%
43						
44 PROJECTED SURPLUS/(DEFICIT)	(12.1)	(32.2)		(20.1)		
45 Draw from Prior Years' Surpluses	12.1	32.2		20.1		
46 ADJUSTED PROJECTED SURPLUS/(DEFICIT)	\$ -	\$ -	\$	-		

SALES TAX ALLOCATIONS - CAPITAL PROGRAM (Summary Page 1, line 29, 30, 31 & 32)

The Proposed FY25 Revised Capital Budget includes funding for battery electric and hydrogen fuel cell bus purchases and infrastructure development that will require \$25.9M of District Sales Tax and \$26.5M of Measure W Sales Tax revenues. There are corresponding increases to Operating Budget contributions to the Capital Budget of \$11.1M and \$12.4M, respectively, compared to the FY25 Adopted Operating Budget. The Proposed FY25 Revised Operating Budget also includes an offsetting decrease of \$13.4M for the Reserve for Future Measure W

Capital Allocations primarily due to an increase in Measure W Sales Tax for capital projects in the FY25 Revised Budget.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	ADOPTED BUDGET	REVISED BUDGET		
29 District Sales Tax Capital	\$ 14.8	\$ 25.9	\$ 11.1	75.1%
30 Measure W Sales Tax Capital	14.0	26.5	12.4	88.7%
31 Reserves for Future Measure W Capital Allocation	29.9	16.6	(13.4)	-44.6%
32 Sales Tax Allocation - Capital Programs	\$ 58.8	\$ 68.9	\$ 10.2	17.3%

OPERATING RESERVE, SALES TAX STABILIZATION FUND, PENSION AND RESERVES FOR FUTURE CAPITAL ALLOCATION- HEADQUARTERS (Summary Page 1, lines 36, 37, 38 & 39)

This portion of the Proposed FY25 Revised Operating Budget details assets in the District’s Operating Reserve, Sales Tax Stabilization Fund and Pension Pre-funding Trust, each of which reflect policy decisions made by the Board to mitigate volatility in revenues and expenses.

The Financial Reserve Policy adopted by the Board on June 2, 2021 (Resolution 2021-24) ensures the District will maintain a prudent level of reserves to ensure sufficient funds are available in the event of either an unanticipated revenue shortfall or an unavoidable, needed expenditure.

The purpose of the Operating Reserve is to accommodate normal fluctuations in the timing of revenues and unforeseen operating expenses, and the District’s Policy requires that the agency maintain a minimum of three months’ (25% of annual) budgeted operating expenses. If the Operating Reserve balance falls below the established level, replenishment will be budgeted in the following fiscal year. The Proposed FY25 Revised Operating Budget’s Operating Reserve contribution is projected at \$0.5M, in compliance with the Board-approved reserve policy, for a new projected FY2025 ending balance of \$60.8M.

The Sales Tax Stabilization Fund was created in FY21 to set aside additional reserves to mitigate the potential impacts of volatility in sales tax revenues in recognition of the District’s reliance on sales tax to support service levels and the District’s Operating and Capital Budgets. Compliance with the related policy required a gradual increase in the amount allocated to the fund, until reaching a maximum amount of the greater of 35% of annual tax revenue or “an amount equal to the highest sales tax revenue decrease measured over a two-year period from the preceding revenue peak.” The Proposed FY25 Revised Operating Budget contribution to the Sales Tax Stabilization Fund is projected at \$0.1M, in compliance with the Board-approved reserve policy for a total reserve of \$61.9M.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	ADOPTED	REVISED		
	BUDGET	BUDGET		
36 Operating Reserve	\$ -	\$ 0.5	\$ 0.5	
37 Sales Tax Stabilization Fund	-	0.1	0.1	
40 Total Reserves	\$ -	\$ 0.6	\$ 0.6	

TOTAL USES OF FUNDS (SUMMARY PAGE 1, LINE 42)

This line equals the sum of Total Operating Expense, Sales Tax Allocation - Capital Programs, Debt Service, and Funding of Reserves.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	ADOPTED	REVISED		
	BUDGET	BUDGET		
42 TOTAL USES OF FUNDS	\$ 359.8	\$ 397.3	\$ 37.5	10.4%

PROJECTED SURPLUS/(DEFICIT) (SUMMARY PAGE 1, LINES 44, 45 & 46)

The remaining projected deficit for the Proposed FY25 Revised Operating Budget is \$32.2M. Staff is proposing to draw from prior years' surpluses to balance the revised budget.

\$ In Millions	FY2025		(\$) CHANGE	(%) CHANGE
	ADOPTED	REVISED		
	BUDGET	BUDGET		
44 PROJECTED SURPLUS/(DEFICIT)	\$ (12.1)	\$ (32.2)	\$ (20.1)	
45 Draw from Prior Years' Surpluses	12.1	32.2	20.1	
46 ADJUSTED PROJECTED SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	

The detailed descriptions of Pages 2, 3, and 4 of Attachment A can be referenced in the Appendix.

PROPOSED FY2025 REVISED CAPITAL BUDGET NARRATIVE

The total adopted budget for the District's Capital Projects for FY25 is \$67.1 million. The total proposed increase of \$82.8M (also known as "Amendment 1") would result in a new FY25 Capital Budget of \$149.9M.

Capital Categories (in millions)	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
REVENUE VEHICLE REPLACEMENT / SUPPORT	\$3.5	\$64.7	\$68.2
NON-REVENUE VEHICLE PURCHASE / SUPPORT	0.4	0.4	0.8
SAFETY AND SECURITY	-	2.2	2.2
FACILITIES / CONSTRUCTION	30.8	8.1	38.9
INFRASTRUCTURE	26.4	1.8	28.2
INFORMATION TECHNOLOGY / ITS	3.9	0.8	4.7
PLANNING / DEVELOPMENT	2.2	4.8	7.0
TOTAL	\$67.1	\$82.8	\$149.9

The Proposed Amendment 1 funding sources are listed below. FTA Formula Grants are primarily allocated for the purchase of Hydrogen Fuel Cell Electric Buses (FCEBs). Construction supporting the North Base Bus Transportation building are subject for grant applications. Measure W Sales Tax will be used primarily to fund the purchase of FCEBs and related infrastructure improvements, as well as infrastructure improvements required for the expanding fleet of battery electric buses. In the FY25 Adopted, funding for the infrastructure of the FCEB had initially planned to utilize the Low or No emission vehicle program grant. This grant is no longer available and has been replaced with California’s Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) grant in the FY25 Revised Budget. Staff may come back to the Board to request additional sales tax to fund the project if grant applications are unsuccessful.

Capital Sources of Funds (in millions)	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
FTA FORMULA GRANTS	\$5.3	\$48.9	\$54.2
STS - STATE OF GOOD REPAIR	-	1.6	1.6
DISTRICT SALES TAX	14.8	11.1	25.9
MEASURE W SALES TAX	14.0	12.4	26.4
OTHER - LPP	5.2	1.5	6.7
OTHER - LOW-NO	4.6	(4.6)	-
OTHER - ARCHES		6.0	6.0
OTHER - AB664 NET BRIDGE TOLL REVENUE	-	0.5	0.5
OTHER - FTA FORMULA GRANTS FOR CONSTRUCTION	23.2	(23.2)	-
OTHER - C/CAG LIFELINE GRANT	-	1.3	1.3
OTHER - REGIONAL MEASURE 3	-	4.1	4.1
OTHER - POTENTIAL EXTERNAL FUNDING		23.2	23.2
TOTAL	\$67.1	\$82.8	\$149.9

As was the case during development of the original Capital Budget, Amendment 1 reflects capital project requests submitted by various divisions for review and prioritization based on District policy directives. In keeping with the District’s ongoing need to conserve financial resources, the proposed Amendment 1 reflects expenditures on the District’s most critical projects. The full Proposed FY25 Revised Capital Budget is set forth in Attachment B.

REVENUE VEHICLE REPLACEMENT / SUPPORT: Proposed increase of \$64,709,239 for a new total of \$68,216,621

Major Bus Components:

This project consists of purchases of new and rebuilt parts. Major Bus Components with unit prices of \$5,000 or more are included in the Capital Budgets. The additional funds will be used to purchase a Hybrid Drivetrain as well as glass for the 2019 New Flyer Artic fleet.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
1	Major Bus Components	\$392,370	\$150,000	\$542,370

Purchase of 14 Gasoline Low Floor Paratransit Minivans for \$2,368,958:

The District will replace fourteen 2020 Paratransit Braun Gasoline Minivans, which have a replacement life cycle of 5 years and will reach end-of-life in 2025.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
20	Purchase of (14) Gasoline Low Floor Paratransit Minivans	-	\$2,368,958	\$2,368,958

Purchase of 29 Hydrogen Fuel Cell Electric Buses for \$62,190,281:

Buses in the District's fleet have a replacement life cycle of 12 years. There District has 29 model year 2013 Gillig buses (25 Gillig Hybrid 40' buses and 4 Gillig Diesel 29' buses) that will reach end-of-life in 2025.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
21	Purchase of (29) Hydrogen Fuel Cell	-	\$62,190,281	\$62,190,281

NON-REVENUE VEHICLE REPLACEMENT / SUPPORT: Proposed increase of \$432,801 for a new total of \$786,451

Replacement Non-Rev Svc Support Vehicles - SamTrans for \$432,801:

This project consists of purchasing nine non-revenue District vehicles: three sport utility vehicles and six hybrid/electric models. One sport utility vehicle will be assigned to the Training

Department and two will be assigned to the Safety Department. Two electric/hybrid vehicles will be for transit supervisors and four will be for general business use by District staff.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
4	Replacement Non-Rev Svc Support Vehicles	\$155,650	\$432,801	\$588,451

SAFETY AND SECURITY: Proposed increase of \$2,241,000 for a new total of \$2,241,000

Closed-Circuit Television (CCTV) Assessment for District Facilities for \$1,500,000:

This project is for the research and design of a new CCTV system, which will enable operational monitoring of specific transit terminals, base facilities, and at the District headquarters, promoting public safety. This effort has a projected total cost of \$3M, which will be shared between the District and the PCJPB.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
22	Closed-Circuit Television (CCTV) Assessment for District Facilities	-	\$1,500,000	\$1,500,000

Concrete Replacement – District Facilities for \$741,000:

This project will assess damaged/failed concrete at District facilities (i.e. North Base, South Base, Sequoia, Central and Brewster) and implement scheduled replacements.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
23	Concrete Replacement-District Facilities	-	\$741,000	\$741,000

FACILITIES / CONSTRUCTION: Increase of \$8,055,277 for a new total of \$38,848,790

Bus Stop Improvement Plan for \$3,078,000:

This project will begin design and construction work to implement the District's Bus Stop Improvement Plan (BSIP). Scope includes site surveys, fixtures/equipment for bulk storage of bus stop parts and related tools/equipment, design services, and subsequent equipment/construction for approximately 225 prioritized bus stop locations in the next three to five years.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
10	Bus Stop Improvement Plan	\$550,000	\$3,078,000	\$3,628,000

Construction Funds for Americans with Disabilities Act (ADA) Retrofits for \$912,000:

This project is for construction and retrofits to address accessibility barriers at public bus stops and District buildings, allowing continued implementation of the District’s ADA Transition Plan, as mandated by federal/state codes.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
24	Construction Funds for Americans with Disabilities Act (ADA) Retrofits	-	\$912,000	\$912,000

Rehab North Base (NB) and South Base (SB) Steam Bay Equipment for \$114,000:

Both the NB and SB facilities use in-ground hydraulic bus lifts to raise/lower buses in their steam bays. Components of the lift equipment, including hydraulic pumps, cylinders, and high-pressure hoses, have exceeded their useful lives due to their heavy usage and constant exposure to high pressure/temperature steam. This project will assess the viability of surface-mount scissors lifts to replace approximately eight in-ground lifts at the NB and SB facilities. It will also repair/replace metal bi-fold doors at the NB steam bay.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
25	Rehab North Base and South Base Steam Bay Equipment	-	\$114,000	\$114,000

Facilities Smaller Projects for \$741,000:

This project is intended to maintain a state of good repair for District facilities, shops, and existing infrastructure to support employees in performing their duties. This also serves as a contingency allowance for unforeseen/unforeseeable events that impact vital services. Work is anticipated to include common repairs and replacements of water heaters, fire suppression equipment, sewer pumps, circuit breakers, roll-up doors at bases, rain gutters, etc.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
26	Facilities Smaller Projects	-	\$741,000	\$741,000

Construction Funds for North Base (NB) and South Base (SB) Employee Breakrooms for \$741,000:

The District engaged an engineering design consultant for modifications of employee breakrooms in four buildings at NB and SB. Design has reached the 65% benchmark and cost estimates indicate that supplemental funds are needed for the construction phase.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
27	Construction Funds for North Base and South Base Employee Breakrooms	-	\$741,000	\$741,000

Bus Shelter Assets for \$469,277:

The District’s contract with its vendor for outdoor advertising on bus stops expired in February 2024. Before the contract expired, the vendor had been installing and maintaining the included bus stops. This project will allow the District to pay the vendor for the remaining useful life value of existing bus shelters.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
28	Bus Shelter Assets	-	\$469,277	\$469,277

North Base and South Base Hardening for \$2,000,000:

This project will install new vandal and climb resistant perimeter fencing at North and South Bases over the next 3 to 4 years depending on funding availability. It will also install turnstile entry gates for pedestrians and control vehicular gate arms at entries into North and South Bases. These security hardening measures will deter trespassing and prevent security breaches.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
29	North Base and South Base Hardening	-	\$2,000,000	\$2,000,000

INFRASTRUCTURE: Increase of \$1,844,520 for a new total of \$28,237,489

North Base Shoreline Erosion Control Mitigation for \$1,160,520:

This project aims to implement near-term erosion control mitigation and shoreline slope stabilization along the North Base shoreline in accordance with an updated Erosion Assessment Report. Early implementation involves development of design plans and obtaining environmental clearance and permits from various permitting agencies for areas at high risk of failure.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
30	North Base Shoreline Erosion Control Mitigation	-	\$1,160,520	\$1,160,520

South Base Levee System Assessment for \$684,000:

This project will implement recommendations by the Federal Emergency Management Agency (FEMA) and perform studies in collaboration with Redwood City, San Carlos, and OneShoreline

to address deficiencies in the existing levee system at South Base, and its effects on the next FEMA map revision that could de-accredit the existing Redwood Shore levee system. It also includes review of proposed design for future flood protection to meet certification requirements and long-term sea level rise protection.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
31	South Base Levee System Assessment	-	\$684,000	\$684,000

INFORMATION TECHNOLOGY: Increase of \$791,160 for a new total of \$4,663,160

Safety Incident Management System for \$791,160:

This project will upgrade the District’s Safety Incident Management System by transitioning to a new SaaS platform that meets current requirements and can scale to meet future needs. This will enhance the District’s safety processes and data for alignment with the essential pillars of transit safety, and meet evolving needs and regulatory compliance targets.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
32	Safety Incident Management System	-	\$791,160	\$791,160

PLANNING / DEVELOPMENT: Increase of \$4,774,000 for a new total of \$6,954,000

Operating Facilities Needs Assessment for \$100,000:

The purpose of this project is to evaluate the District’s future operating facility needs considering upcoming operational, fleet, and development activities, including the Emission Zero fleet transition, potential structural changes to the District’s Contracted Urban Bus program, and the potential sale of the Brewster operational facility in Redwood City. This project will result in a Facilities Master Plan for the District, which will include a roadmap for the development and upkeep of needed facilities to operate bus service for the next 10-15 years.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
33	Operating Facilities Needs Assessment	-	\$100,000	\$100,000

Dumbarton Busway Feasibility Study for \$4,674,000:

The Dumbarton Busway Feasibility Study will conduct the necessary planning feasibility study, environmental and partner agency approvals, and initial design for a busway and multimodal connections within the Dumbarton Rail Corridor in San Mateo County.

Item No.	Project Title	FY2025 Adopted Budget	Amendment 1	FY2025 Revised Budget
34	Dumbarton Busway Feasibility Study	-	\$4,674,000	\$4,674,000

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Appendix

**San Mateo County Transit District
Fiscal Year 2025 Revised Operating Budget
Additional Detail on Sources and Uses of Funds**

The Financial Statement included as Attachment A to the San Mateo County Transit District’s Revised Operating Budget divides (I) sources of funds and (II) uses of funds for major activities and programs into three categories: (A) Motor Bus Operations, (B) Americans with Disabilities Act (ADA) Programs, and (C) Multi-Modal Transit Programs. Within each category, major elements and programs are clearly identified to maintain comparability with prior years. This Addendum 1 provides additional narrative and detail on the revised sources and uses of funds for Fiscal Year 2024-25 (FY25) for the three categories.

I. SOURCES OF FUNDS (Page 2, Attachment A)

A. OPERATING REVENUES – MOTOR BUS: REVENUE DETAIL

PASSENGER FARES (Summary Page 2, line 1)

The FY25 Adopted Budget of \$11.8 million (M) assumes 76% of pre-pandemic levels. The FY25 Revised Budget of \$12.7M or 7.5% higher than the FY25 Adopted Budget. The increase is based on FY2024 (FY24) actual expenditures trend and the result of the full implementation of Reimagine SamTrans.

\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	ADOPTED BUDGET	REVISED BUDGET		
1 PASSENGER FARES	\$ 11,770.0	\$ 12,653.0	\$ 883.0	7.5%

TRANSPORTATION DEVELOPMENT ACT (TDA) (Page 2, line 3)

The Adopted Budget for FY25 reflects the Metropolitan Transportation Commission’s (MTC) February 2023 estimate, including carryforwards from prior years and continued improvement given high levels of consumer spending and increased inflation. The FY25 Revised Budget of \$57.7M is \$3.6M or 6.6% higher than the FY25 Adopted budget due to prior years’ carryforward balances becomes available on the MTC’s February 2024 estimate.

\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	ADOPTED BUDGET	REVISED BUDGET		
3 TRANSPORTATION DEVELOPMENT ACT (TDA)	\$ 54,129.7	\$ 57,722.0	\$ 3,592.3	6.6%

Appendix

STATE TRANSIT ASSISTANCE (STA) (Page 2, line 5)

Issued in February 2023, MTC estimates for FY25 reflect a stronger-than-expected economy. These estimated revenues, together with available carryforwards, result in a FY25 Revised Budget for STA revenues of \$14.2M, which is \$2.7M or 23.1% higher than the FY25 Adopted due to prior years' carryforward balances becomes available on the MTC's February 2024 estimate.

\$ In Thousands	FY2025 <u>ADOPTED</u> <u>BUDGET</u>	FY2025 <u>REVISED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
5 STATE TRANSIT ASSISTANCE (STA)	\$ 11,500.5	\$ 14,159.7	\$ 2,659.3	23.1%

OPERATING GRANTS (Page 2, line 7)

FY25 Revised Motor Bus Operating Grants are \$1.3M, which is \$0.2M or 20.8% higher than the FY25 Adopted budget due to an increase in fundings from Caltrans' Transit Performance Initiative (TPI) Grant of \$0.1M and Way2Go passes of \$0.3M which offset by a reduction of \$0.2M on FTA Section 5311 Grant.

\$ In Thousands	FY2025 <u>ADOPTED</u> <u>BUDGET</u>	FY2025 <u>REVISED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
7 OPERATING GRANTS	\$ 1,059.0	\$ 1,279.6	\$ 220.6	20.8%

DISTRICT SALES TAX REVENUES (Page 2, line 9)

Revenue from the District's ½ cent sales tax implemented in 1982 provides funds to cover the annual shortfall in operating revenues, as well as the local match for Federal operating grants and other sources.

The total District Sales Tax revenue needed to fund motor bus operations for the FY25 Revised Budget is \$95.8M, which is \$5.2M or 5.7% higher than the FY25 Adopted budget.

\$ In Thousands	FY2025 <u>ADOPTED</u> <u>BUDGET</u>	FY2025 <u>REVISED</u> <u>BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
9 DISTRICT SALES TAX REVENUE	\$ 90,615.1	\$ 95,797.7	\$ 5,182.6	5.7%

MEASURE W SALES TAX (Page 2, line 11)

The District retains 50% of the revenues from the voter-approved Measure W sales tax, passed in 2018, to support District needs while the other 50% is administered by the San Mateo County Transportation Authority on the District's behalf.

The total Measure W Sales Tax revenue needed to fund motor bus operations is \$11.3M for the FY25 Revised Budget. This funding is designated for Measure W-eligible operating expenses such as school related services, implementation of Reimagine SamTrans, and planning and studies.

Appendix

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
11 MEASURE W SALES TAX	\$ 10,867.5	\$ 11,301.5	\$ 434.0	4.0%

INVESTMENT INTEREST INCOME (Page 2, line13)

To curb high inflation, the Federal Reserve has been increasing interest rates, which benefits District investments. Investment interest income for the FY25 Revised Budget is \$13.4M, which is \$6.0M or 80.3% higher than the FY25 Adopted budget due to increase in interest rates. The \$13.4M projected interest income is based on higher than projected balances at an interest rate of 3.3%.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
13 INVESTMENT INTEREST INCOME	\$ 7,431.8	\$ 13,401.2	\$ 5,969.4	80.3%

OTHER INCOME (Page 2, line 18)

Motor Bus Other Income for the FY25 Revised is \$0.6M or 74.3% higher than the FY25 Adopted budget. This increase is primarily due to the bus bridge for BART Early Bird Express Route 713 from Millbrae Bart station to Temporary Terminal via SFO in the amount of \$0.3M.

Other Income consists of:

1. Financial support from the San Francisco Airport for Owl late-night airport bus service; and
2. Parking Revenues – BART Stations; and
3. Proceeds from the sale of District assets such as revenue vehicles, non-revenue vehicles, and paratransit vans.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
18 Other Income	\$ 361.6	\$ 630.4	\$ 268.8	74.3%

B. OPERATING REVENUES – ADA PROGRAMS: REVENUE DETAIL

PASSENGER FARES – REDI-WHEELS (Page 2, line 24)

The FY25 Adopted Budget of \$0.5M assumes 63% of pre-pandemic. The FY25 Revised Budget is projected at \$0.6M or 10.5% higher than the FY25 Adopted budget reflecting strong demand and continued recovery in line with FY2024 actual expenditures.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
24 Passenger Fares Redi-Wheels	\$ 541.4	\$ 598.0	\$ 56.6	10.5%

Appendix

LOCAL TDA 4.5 – REDI-WHEELS (Page 2, line 25)

The FY25 Revised Budget reflect \$3.1M in Transportation Development Act (TDA) funds for paratransit based on MTC’s February 2024 estimate, with carryforwards, which is an increase of \$0.2M or 7.6% compared to the FY25 Adopted budget due to prior years’ carryforward balances becomes available on the MTC’s February 2024 estimate.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
25 Local TDA 4.5 Redi Wheels	\$ 2,848.9	\$ 3,064.1	\$ 215.2	7.6%

LOCAL STA - PARATRANSIT (Page 2, line 26)

State Transit Assistance (STA) of \$1.3M is included in the FY25 Revised Budget based on MTC’s February 2024 estimate, with carryforwards, which is an increase of \$0.3M or 24.5% compared to the FY25 Adopted budget due to prior years’ carryforward balances becomes available on the MTC’s February 2024 estimates.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
26 Local STA - Paratransit	\$ 1,077.4	\$ 1,341.3	\$ 263.9	24.5%

OPERATING GRANTS (Page 2, line 27)

Operating Grants for paratransit in the FY25 Revised Budget are \$3.7M, which is an increase of \$1.0M or 38.4% compared to the FY25 Adopted budget due to increase on the FTA Section 5307 ADA subsidy grant.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
27 Operating Grants	\$ 2,700.0	\$ 3,736.8	\$ 1,036.8	38.4%

DISTRICT SALES TAX REVENUE – ADA (PAGE 2, LINE 28)

Total District Sales Tax revenue needed to fund paratransit activities for the FY25 Revised Budget is \$4.6M, which is \$0.6M or 15.7% higher than the FY25 Adopted Budget. The increase on the use of District’s Sales tax is primarily due to the contract amendment with First Transit, Inc. of Cincinnati, Ohio (First Transit) for the provision of Redi-Wheels Paratransit Service.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
28 District Sales Tax Revenue - ADA	\$ 3,956.0	\$ 4,578.2	\$ 622.2	15.7%

Appendix

MEASURE W SALES TAX – ADA (PAGE 2, LINE 29)

Measure W Sales Tax revenue will support 50% of annual shortfall in operating revenues along with District Sales Tax Revenue (page 2, line 28). The FY25 Revised Budget is \$4.6M. The increase on the use of Measure W Sales Tax is primarily due to the contract amendment with First Transit for the provision of Redi-Wheels Paratransit Service.

\$ In Thousands	FY2025 <u>ADOPTED</u> BUDGET	FY2025 <u>REVISED</u> BUDGET	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
29 Measure W Sales Tax - ADA	\$ 3,956.0	\$ 4,578.2	\$ 622.2	15.7%

INTEREST INCOME – PARATRANSIT FUND (Page 2, line 30)

The FY25 Revised Budget is \$0.9M, which is \$0.1M or 16.7% higher than FY25 Adopted budget. The higher budget is consistent with the Federal interest rate increases.

\$ In Thousands	FY2025 <u>ADOPTED</u> BUDGET	FY2025 <u>REVISED</u> BUDGET	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
30 Interest Income-Paratransit Fund	\$ 800.0	\$ 934.0	\$ 134.0	16.7%

SMCTA MEASURE A – REDI-WHEELS (Page 2, line 31)

The voters of San Mateo County approved a ballot measure known as Measure A and approved a ½ cent sales tax to fund local transportation projects. In accordance with the Measure A Transportation Expenditure Plan approved by the voters, the TA contributes 4% of its Measure A sales tax revenues for projects assisting people with special mobility needs. The FY25 Revised Budget is projected at \$4.7M, this is a minor change compared to the FY25 Adopted budget.

\$ In Thousands	FY2025 <u>ADOPTED</u> BUDGET	FY2025 <u>REVISED</u> BUDGET	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
31 SMCTA Measure A Redi-Wheels	\$ 4,702.7	\$ 4,720.0	\$ 17.3	0.4%

C. OPERATING REVENUES – MULTI-MODAL TRANSIT PROGRAMS: REVENUE DETAIL

Multi-Modal funding includes the TA’s Measure A funds for Shuttle, employers’ share of Shuttle program costs, and Dumbarton Right-of-Way rental income.

EMPLOYER SHUTTLE FUNDS (Page 2, line 38)

The District Shuttle program provides free rides to employees from BART and Caltrain stations to local employer facilities during commute hours. The employer share of shuttle costs for the FY25 Revised Budget is \$4.6M, which is \$0.8M or 14.0% lower than the FY25 Adopted. This reduction is due to low ridership and uncertainty surrounding service schedules.

\$ In Thousands	FY2025 <u>ADOPTED</u> BUDGET	FY2025 <u>REVISED</u> BUDGET	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
38 Employer Shuttle Funds	\$ 5,354.8	\$ 4,603.8	\$ (751.0)	-14.0%

Appendix

DISTRICT SALES TAX – OTHER MULTI-MODAL (Page 2, line 40)

Total District Sales Tax revenue needed to fund Multi-Modal program activities for the FY25 Revised Budget is \$3.9M, which is \$2.8M or 246.4% higher than FY25 Adopted budget. The increase is primarily due to a reduction in Employer Shuttle Funds which requires additional District sales tax to fund the program. In addition, there is an increase of \$1.6M in shuttle contract services with MV Transportation for a rate adjustment and performance incentives. In addition, there is an increase of \$0.4M for various services related to the Colma training center that include generator fuel, water and sewer services, trailer rental, fence rental, landscaping, maintenance supplies and an air quality permit.

\$ In Thousands	FY2025 <u>ADOPTED</u> <u>BUDGET</u>	FY2025 <u>REVISED</u> <u>BUDGET</u>	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
40 District Sales Tax - Other Multi-Modal	\$ 1,128.9	\$ 3,909.9	\$ 2,781.0	246.4%

Appendix

II. USES OF FUNDS (Pages 3 and 4, Attachment A)

This second section of the Appendix provides a detailed description of Uses of Funds, broken down by mode (Motor Bus, ADA, and Multi-Modal Programs), as referenced on pages 3 and 4 of Attachment A.

A. OPERATING EXPENSE – MOTOR BUS: EXPENSES DETAIL (Page 3, Attachment A)

The FY25 Revised Budget for Motor Bus Operating Expense is \$209.6M, up by \$19.2M or 10.1% compared to the FY25 Adopted budget. Motor Bus operations include District-operated bus service, mainline routes operated under contract by MV Transportation, and certain Coastside routes operated under contract.

Wages & Benefits (Page 3, line 1)

Wages and benefits are calculated based on the approved Salary Ordinance positions and current salary levels. The following are key assumptions used for the FY25 Proposed Revised Budgets:

- 4% increase in wages for unrepresented positions effective June 30, 2024.
- Increase in wages of \$0.8M for The International Brotherhood of Teamsters (IBT) union contract.
- Fringe benefit costs are increase as wages increase due to contractual increases and increases in staffing costs. Fringe benefit costs are applied to actual staff wages as a rate. The District aggregates all estimated annual fringe benefit costs (payroll taxes; pension contributions; medical, dental and vision premiums; life insurance, long-term disability unemployment contributions, and paid time off) and then divides that amount by the total projected wages for the upcoming year to arrive at a fringe benefit rate. These costs are then shared with JPB, TA and SMCEL-JPA.
- The FY25 Proposed Budgets for Unfunded Retiree Medical and CalPERS liability payments have increased by \$1.0M compared to the FY25 Adopted budget.
- Agency Indirect Administration (AIA) is projected to increase by \$1.7M per the FY25 Internal Cost Allocation Plan (ICAP) methodology.

Below is a Summary of Full Time Equivalent (FTE) staff positions for FY25.

Appendix

FY2025 FTE's	FY2025 FTEs									
	Finance	Planning	Executive	Comm	Safety*	IT*	PCG*	Bus	Rail	Total
Represented										
Bus Operators (Full & Part-time)								328.0		328.0
Bus Transportation Supervisors								16.0		16.0
Mechanics								61.0		61.0
Utility Workers								33.8		33.8
Storekeepers								7.0		7.0
Dispatch								6.0		6.0
Radio Controller								3.0		3.0
Bus Contract Inspector								3.0		3.0
Maintenance Supervisors								6.7		6.7
Maintenance Instructors								2.9		2.9
Transit Instructors								10.0		10.0
Utility Maintenance Supervisors								2.0		2.0
Facilities Technician								5.0		5.0
Customer Service Reps					7.6					7.6
Receptionist					0.6					0.6
Existing Represented Existing Operating FTE's	-	-	-	8.2				484.4	-	492.6
Existing Non Repes Existing Operating FTE's	49.9	19.1	4.6	20.8	6.4	41.8	30.1	59.4	0.0	232.0
New Represented Operating FTE's								3.0		3.0
New Non Represented Operating FTE's	2.3	0.3	-	1.3	0.4	1.5	1.5	1.8		9.1
Total Operating FTE's	52.1	19.5	4.6	30.3	6.8	43.3	31.6	548.5	0.0	736.6
Existing Capital FTE's	9.0	1.9	0.3	0.3	-	3.0	-	10.9	0.1	25.5
New Capital FTE's	0.8	-	-	0.2	-	-	-	1.9	-	2.8
Total Capital FTE's	9.7	1.9	0.3	0.5	-	3.0	-	12.7	0.1	28.3
Total FTE's	61.9	21.4	4.9	30.7	6.8	46.3	31.6	561.3	0.1	764.9

*Safety--> Safety and Security
*IT--> Information technology
*PCG--> People and Culture Group

Wages & Benefits for the FY25 Revised Budget is \$107.0M, which is \$7.3M or 7.3% higher than the FY25 Adopted budget primarily due to increases of 12.1 new operating FTEs resulting from the full implementation of Reimagine SamTrans, CalPERS Pension of \$1.0M and Managing AIA costs of \$1.7M.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	ADOPTED BUDGET	REVISED BUDGET		
1 Motor Bus Wages and Benefits	\$ 99,721.3	\$ 107,018.7	\$ 7,297.4	7.3%

Contracted Vehicle Maintenance (Page 3, line 4)

This budget line item relates to maintenance of vehicles includes towing, contracted welding work, contracted seat repair, contracted oil analysis, rolling stock repairs, state and federal mandated bus services, and other contracted services. This line also includes a Heating, Ventilation and Air Conditioning (HVAC) maintenance contract. The FY25 Revised Budget is \$1.4M, an increase of \$0.4M or 42.0% compared to the FY25 Adopted Budget mainly due to a one-time cost to repaint 36 of the 2017 Gillig buses.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	ADOPTED BUDGET	REVISED BUDGET		
4 Contracted Vehicle Maintenance	\$ 952.2	\$ 1,352.1	\$ 399.9	42.0%

Appendix

Property Maintenance (Page 3, line 5)

The line item includes costs for maintaining the District’s North and South Base buildings, as well as the Central administrative building. North and South Base maintenance expenses include repair of shop equipment, preventive maintenance, repairs to mobile wheel lifts, and removal of hazardous materials (i.e., bus washer sludge, waste oil, steam cleaner sludge, used oil filters, etc.). Also included are pest control services and other general repairs for the three facilities. The FY25 Revised Budget is \$3.0M, which is \$0.2M or 5.2% higher than FY25 Adopted budget primarily due to the increased maintenance for bus stops and shelters.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
5 Property Maintenance	\$ 2,886.9	\$ 3,038.4	\$ 151.5	5.2%

Professional Services (Page 3, line 6)

Professional Services includes legal and professional consulting services for:

- Executive Legal Services, including the contract with Hanson Bridgett
- Legislative Advocacy Services for Federal and State legislative efforts
- Planning initiatives, including project management for implementation of Reimagine SamTrans as well as development of the Bus Stop Improvement Plan, Measure W Strategic Plan, El Camino Real Mid-County Transit and Multimodal Plan, Environmental Management System Plan, and Sustainability Strategic Plan.
- Financial Services, including the annual audit, required actuarial reporting for Other Post-Employment Benefits (OPEB), systems contract services, and on-call support
- Administrative issues related to mandated grievance and arbitration hearings, substance abuse professionals, and court reporter services

The FY25 Revised Budget is \$7.8M, an increase of \$2.6M or 49.1% compared to the FY25 Adopted budget primarily due to an increase in Planning Operating projects of \$1.5M (\$0.3M externally grant funded) and Legal Services of \$0.8M.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
6 Professional Services	\$ 5,254.6	\$ 7,836.3	\$ 2,581.7	49.1%

Technical Services (Page 3, line 7)

Technical Services includes expenses associated with the District’s Law Enforcement contract and other expenses such as:

- Bus Operators' mandated drug and alcohol testing and DMV special driver licenses
- Licensing and service agreements for District-wide systems applications
- Office related equipment, i.e., desktop computers, printers, and repairs
- Temporary Staff services for projects not currently have vacancies

Appendix

The Revised FY25 Budget is \$14.7M, which is \$1.9M or 15.0% higher than the FY25 Adopted budget, reflecting increases for Information Technology (IT) software maintenance for \$0.9M, a Commute Stipend for Bargaining unit employees at the bases for \$0.6M and an increase in Closed-Circuit Television (CCTV) contract for \$0.3M.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> <u>BUDGET</u>	<u>REVISED</u> <u>BUDGET</u>		
7 Technical Services	\$ 12,776.2	\$ 14,697.3	\$ 1,921.1	15.0%

Other Services (Page 3, line 8)

Other Services includes:

- WIPRO Hosting and Support Contract for PeopleSoft
- Clipper® Operator Charges
- Investment and Bank Fees
- Bus Operator Radio Dispatching System Maintenance

The FY25 Revised Budgets is \$5.4M, which is \$0.4M or 8.7% higher compared to the FY25 Adopted budget primarily due to an increase in Peoplesoft 9.2 Hosting and Application services of \$0.2M, Clipper Operator charge of \$0.1M and a new creative service for the Communications Division of \$62.5k.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> <u>BUDGET</u>	<u>REVISED</u> <u>BUDGET</u>		
8 Other Services	\$ 4,995.2	\$ 5,430.3	\$ 435.1	8.7%

Fuel & Electricity (Page 3, line 11)

Fuel and Electricity for motor bus includes diesel, hydrogen, and electricity expenses for District-owned and operated buses and gasoline for non-revenue support vehicles such as shop trucks and relief cars for bus operators. Also included in this line item are expenses for oil and lubricants, which are determined by the estimated quantities delivered for the fiscal year.

The FY25 Revised Budget is \$5.6M, which is \$0.8M or 17.4% higher than the FY25 Adopted budget as there was an increase in fuel gallons from 1.27M to 1.36M and a price per gallon increase from \$2.68 to \$3.12 resulting from the full implementation of Reimagine SamTrans.

Appendix

	FY2025 Adopted Budget	FY2025 Revised Budget
Price/ Gallon	\$ 2.68	\$ 3.12
Projected Fuel Consumption - Total Gallons	1,270,508	1,356,297
Diesel Fuel Cost	\$ 3,405,500	\$ 4,227,763
Hedging	10,000	10,000
CAR/ GHG Tax	-	-
Total Diesel Cost	\$ 3,415,500	\$ 4,237,763
Projected Miles	281,263	281,263
Projected Miles/kg	8.07	8.07
Projected Price/kg	\$ 8.75	\$ 8.75
Total Hydrogen Cost	\$ 305,000	\$ 305,000
Miles	908,202	908,202
kWh/miles	2.3	2.3
Price/kWh	\$ 0.29	\$ 0.29
Total Electricity Cost	\$ 595,600	\$ 595,600
Gasoline	\$ 149,350	\$ 149,350
Oil and Lubricants	\$ 269,700	\$ 269,700
Total Fuel and Electricity Cost	\$ 4,735,150	\$ 5,557,413

\$ In Thousands	FY2025 <u>ADOPTED</u> BUDGET	FY2025 <u>REVISED</u> BUDGET	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
11 Fuel and Electricity	\$ 4,735.2	\$ 5,557.4	\$ 822.3	17.4%

Bus Parts and Materials (Page 3, line 12)

This expense line includes bus repair and replacement parts, bus maintenance tires, disposition of obsolete inventory, service and repairs for non-revenue vehicles, small tools, and freight costs. The FY25 Revised Budget is \$3.6M, which is not significantly different from FY25 Adopted budget.

\$ In Thousands	FY2025 <u>ADOPTED</u> BUDGET	FY2025 <u>REVISED</u> BUDGET	<u>(\$)</u> CHANGE	<u>(%)</u> CHANGE
12 Bus Parts and Materials	\$ 3,600.7	\$ 3,649.1	\$ 48.4	1.3%

Office Supplies / Printing (Page 3, line 15)

This includes office furniture, computer equipment including laptops, monitors and tablets; printing, materials to support training programs, books and reference materials, paycheck stock and envelopes, and other office supplies, i.e., paper, letterhead, and business cards. The FY25 Revised Budget is \$0.7M, which is not significantly different from FY25 Adopted budget.

Appendix

\$ In Thousands	FY2025		(\$ CHANGE	(% CHANGE
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>		
15 Office Supplies/Printing	\$ 737.9	\$ 738.5	\$ 0.6	0.1%

Other Materials and Supply (Page 3, line 16)

This line includes costs for bus operations related activities that include shop and cleaning supplies, engine coolant, refrigerant, welding supplies and miscellaneous consumables used for repairs and preventive maintenance. It also includes packaging, shipping, and banding materials, storage bins, component bags and related supplies, and other items that are required to keep a clean and safe stockroom. FY25 Revised Budget is \$0.2M, which is not significantly different compared to the FY25 Adopted budget.

\$ In Thousands	FY2025		(\$ CHANGE	(% CHANGE
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>		
16 Other Materials and Supply	\$ 187.6	\$ 188.4	\$ 0.8	0.4%

Other utilities (Page 3, line 20)

This line includes costs for gas and electricity, water, sewer, and trash/refuse services. The FY25 Revised Budget is \$2.0M, an increase of 3.6% compared to the FY25 Adopted budget. This is due to an increase in energy costs plus PG&E rate increases along with an increase in water and sewer rates.

\$ In Thousands	FY2025		(\$ CHANGE	(% CHANGE
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>		
20 Other Utilities	\$ 1,914.6	\$ 1,982.9	\$ 68.3	3.6%

Insurance (Page 3, line 21)

This line covers general insurance costs for motor bus including premiums, deductibles, adjustor fees, broker fees, and other insurance costs. The FY25 Revised Budget is \$3.9M, which reflects an 8.0% increase compared to the FY25 Adopted budget based on the FY25 insurance program. This increase is due to the recent hardening of both liability and property insurance markets resulting in increased premiums.

\$ In Thousands	FY2025		(\$ CHANGE	(% CHANGE
	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>		
21 Insurance	\$ 3,615.8	\$ 3,906.0	\$ 290.2	8.0%

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Claims Reserves and Payments (Page 3, line 22)

This line includes claim reserves and associated legal fees. The FY25 Revised Budget is \$3.6M, an increase of \$2.8M to match with the self-insured retention balance of \$3.0M and \$0.6M for legal expenses.

\$ In Thousands	FY2025	FY2025	(\$)	CHANGE	(%)	CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>				
	<u>BUDGET</u>	<u>BUDGET</u>				
22 Claims Reserves and Payments	\$ 800.0	\$ 3,600.0	\$	2,800.0		350.0%

Taxes & License Fees (Page 3, line 24)

As noted above, this item covers fuel and lubricant tax expenses, including the Leaking Underground Storage Tank (LUST) tax on diesel fuel. These costs change with fluctuations in fuel consumption. The FY25 Revised Budget is \$0.6M, which is higher by \$0.2M or 36.4% than the FY25 Adopted budget. This increase is related to the increase in fuel gallons and price per gallon on line 11.

\$ In Thousands	FY2025	FY2025	(\$)	CHANGE	(%)	CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>				
	<u>BUDGET</u>	<u>BUDGET</u>				
24 Taxes and License Fees	\$ 426.2	\$ 581.4	\$	155.1		36.4%

Promotional & Legal Advertising (Page 3, line 26)

This item includes recruitment advertising, promotional advertising for District services and social media campaigns. The FY25 Revised Budget is \$1.1M or \$0.2M higher than FY25 Adopted budget due to a promotion on bus wrap of 10 buses at \$15k each.

\$ In Thousands	FY2025	FY2025	(\$)	CHANGE	(%)	CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>				
	<u>BUDGET</u>	<u>BUDGET</u>				
26 Promotional and Legal Advertising	\$ 953.5	\$ 1,103.5	\$	150.0		15.7%

Training and Business Travel (Page 3, line 27)

This item includes seminars and training, business travel expenses, and employee development classes. It also includes professional development expenses for American Public Transportation Association (APTA), Leadership Programs, and 360-degree employee assessments. The FY25 Revised Budget is \$1.4M, which is \$0.4M or 42.1% higher compared to the FY25 Adopted budget primarily due to increase in PeopleSoft 9.2 and SharePoint training.

\$ In Thousands	FY2025	FY2025	(\$)	CHANGE	(%)	CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>				
	<u>BUDGET</u>	<u>BUDGET</u>				
27 Training & Business Travel	\$ 951.6	\$ 1,352.0	\$	400.4		42.1%

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Dues and Membership (Page 3, line 28)

Dues and subscriptions include memberships with American Planning Association (APA), American Public Transportation Association (APTA), San Francisco Bay Area Planning and Urban Research (SPUR), Women’s Transportation Seminar (WTS), International Right of Way Association (IRWA), and National Safety Council (NSC). The FY25 Revised Budget is \$0.3M, which is an increase of 15.6% compared to the FY25 Adopted budget primarily due to increase in memberships for staff and subscription for Streetlight Data which provides on-demand mobility analytics for different modes of transportation.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
28 Dues & Membership	\$ 263.0	\$ 304.0	\$ 41.0	15.6%

Postage and Other (Page 3, line 29)

Postage expenses cover various mailing activities for the District. This line also includes relocation expenses, and costs related to mandated translation services. The FY25 Revised Budgets is \$0.2M, which does not significantly differ from the FY25 Adopted budget.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
29 Postage and Other	\$ 219.3	\$ 225.1	\$ 5.7	2.6%

CONTRACTED BUS SERVICES EXPENSE DETAIL

Contracted Urban Bus (CUB) (Page 3, line 34)

This line reflects the cost of the CUB service, which MV Transportation is the current contractor that provides fixed route services. The FY25 Revised Budget of \$31.2M represents an increase of \$1.1M or 3.7% compared to the FY25 Adopted budget due to an increase in vehicle miles from 1.75M to 1.84M resulting from the full implementation of Reimagine SamTrans.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
34 Contracted Urban Bus Service	\$ 30,103.8	\$ 31,225.9	\$ 1,122.1	3.7%

Coastside Services (Page 3, line 35)

Contracted services for Coastal communities are budgeted separately and includes Routes 17 and 18 services provided to residents from Pescadero to Pacifica. The FY25 Revised Budget is \$2.9M, which is higher by \$0.8M or 41.2% compared to the FY25 Adopted budget. This increase is due to MV Transportation contract amendment that was approved in the September 2024 Board meeting. Award of the contract will provide the District with all bus operations,

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maintenance, management, customer service, operating, and supervisory staff required for the Service; a facility suitable for bus repair and parking needed for the Service; and fuel, lubricants, and other supplies and equipment related to operating the Service.

\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
35 Coastside Services	\$ 2,045.2	\$ 2,887.7	\$ 842.5	41.2%

Redi Coast Non-ADA (Page 3, line 36)

The District separately accounts for costs of rural non-ADA-required paratransit services from La Honda and Pescadero along the Coastside to Montara for those who do not qualify for ADA services and have no access to fixed-route service. The FY25 Revised Budget is \$0.4M, an increase of \$0.2M or 102.7% compared to the FY25 Adopted budget. This increase is due to MV Transportation contract amendment that was approved in the September 2024 Board meeting. Award of the contract will provide the District with all bus operations, maintenance, management, customer service, operating, and supervisory staff required for the Service; a facility suitable for bus repair and parking needed for the Service; and fuel, lubricants, and other supplies and equipment related to operating the Service.

\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
36 Redi Coast Non-ADA	\$ 207.2	\$ 419.9	\$ 212.7	102.7%

SamCoast - Pescadero (Page 3, line 38)

The District's contracted service to rural Pescadero includes expanded service to bayside medical facilities (over-the-hill trips), family social service centers, and educational centers. The FY25 Revised Budget has been combined with Redi Coast Non-ADA based on the recent approved MV Transportation contract.

\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
38 SamCoast - Pescadero	\$ 225.1	\$ -	\$ (225.1)	-100.0%

CUB Related Wage & Benefits (Page 3, line 40)

This line reflects Wage & Benefits for staff managing services including:

- Time for managing the contracts required to provide CUB fixed route service and non-ADA Services for Pacifica and San Mateo for Service on the Coastside and Bayside.
- Wage & Benefits for staff managing Coastside service for rural farming communities.

The FY25 Revised budget is \$0.9M, an increase of \$0.1M or 17.6% compared to the FY25 Adopted budget due to increase in labor costs. This increase is a shift in releveling of service

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from other mode of services resulting from the full implementation of Reimagine SamTrans, specifically on the Microtransit.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>PROPOSED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
40 CUB Related Wages & Benefits	\$ 725.6	\$ 853.6	\$ 128.0	17.6%

CUB Related Other Support (Page 3, line 41)

Additional costs related to the CUB contract include:

- Quarterly inspections for District-owned vehicles operated by the CUB contractor
- CUB-related building maintenance necessary for janitorial, pest control, preventive maintenance, and repairs
- CUB-related utilities including gas and electric, water, sewer, trash, and refuse
- Wheelchair lifts on fixed-route vehicles
- Expanded service for Coastside residents to Bayside medical facilities (over-the-hill trips), and to family social service centers and educational centers

The FY25 Revised budget is \$0.3M, an increase of \$0.1M or 60.5% compared to the FY25 Adopted budget due to new cost for the Perry Street Lease in Redwood City.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
41 CUB Related Other Support	\$ 182.3	\$ 292.6	\$ 110.3	60.5%

CUB Insurance (Page 3, line 42)

Insurance costs include premiums, deductibles, adjustor fees, broker fees, and other insurance costs. The FY25 Revised Budget of \$1.9M is expected to increase by 2.8% compared to the FY25 Adopted budget. This increase is based on the final FY25 insurance program.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
42 CUB Insurance	\$ 1,810.1	\$ 1,860.0	\$ 49.9	2.8%

CUB Claims, Reserves & Payments (Page 3, line 43)

This includes claim reserves and associated legal fees. The FY25 Revised budget has been reduced to zero as the contractor carries the liability for the first \$5.0M.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
43 CUB Claims Reserves & Payments	\$ 600.0	\$ -	\$ (600.0)	-100.0%

Appendix

B. OPERATING EXPENSE – ADA PROGRAMS: EXPENSES DETAIL (Page 4, Attachment A)

The Paratransit/ADA program includes Redi-Wheels service, Sedans and Taxi service, District administration of these program, support for paratransit services on the Coastside, and a contribution for administration costs to the Paratransit Advisory Council (PAC).

Elderly & Disabled/Redi-Wheels (Page 4, line 47)

This line reflects contracted Paratransit service using District-owned cutaways and minivan vehicles. The FY25 Revised Budget is \$10.5M, an increase of \$1.5M or 16.0% compared to the FY25 Adopted Budget. This increase is attributed to the contract amendment with First Transit. This will include an increase in Paratransit operator wages and benefits, recruitment and training costs and service hours.

	<u>ADOPTED BUDGET</u>	<u>REVISED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
47 Elderly & Disabled/Redi-Wheels	\$ 9,053.5	\$ 10,506.4	\$ 1,452.9	16.0%

ADA Sedan / Taxi Service (Page 4, line 48)

This line is for Coastside service that provides ADA service along the coast, from Pacifica, Montara, Half Moon Bay, Pescadero, and rural southern San Mateo County using contracted taxis and sedans. The FY25 Revised Budget is \$3.0 million, an increase for \$0.4M or 16.0% compared to the FY25 Adopted Budget. This increase is attributed to the contract amendment with First Transit. This will include an increase in Paratransit operator wages and benefits, recruitment and training costs and service hours.

<u>\$ In Thousands</u>	<u>FY2025 ADOPTED BUDGET</u>	<u>FY2025 REVISED BUDGET</u>	<u>(\$) CHANGE</u>	<u>(%) CHANGE</u>
48 ADA Sedan/Taxi Service	\$ 2,585.0	\$ 2,999.8	\$ 414.8	16.0%

Coastside ADA (Page 4, line 49)

Contracted Coastside Service provides ADA service along the Coast, from Pacifica, Montara, Half Moon Bay, Pescadero, and rural southern San Mateo County. The FY25 Revised Budget is \$3.3M, an increase of \$0.9M compared to the FY25 Adopted budget. This increase is due to MV Transportation contract amendment that was approved by the September Board meeting. Award of the contract will provide the District with all bus operations, maintenance, management, customer service, operating, and supervisory staff required for the Service; a facility suitable for bus repair and parking needed for the Service; and fuel, lubricants, and other supplies and equipment related to operating the Service.

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\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
49 Coastside ADA	\$ 2,357.7	\$ 3,256.5	\$ 898.8	38.1%

ADA Related Wages & Benefits (Page 4, line 50)

Costs include wages & benefits for staff managing the Redi-Wheels contract and service, accessibility support for senior mobility, and veteran assistant services.

The FY25 Revised Budget of \$3.4M represents a minor increase of 1.0% compared to the FY25 Adopted. This reduction is a shift in releveling of service to other mode of services resulting from the full implementation of Reimagine SamTrans.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>PROPOSED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
50 ADA Related Wages & Benefits	\$ 3,377.9	\$ 3,410.2	\$ 32.4	1.0%

ADA Related Other Support (Page 4, line 51)

Redi-Wheels services costs on this line includes the following costs specific to cutaways, minivans, and service providers:

- Fuel and related taxes, oil & lubricants
- Maintenance expenses for parts, tires, and tools
- Employee uniforms
- Telecommunications services
- Consultants for disability awareness and training

The FY25 Revised Budget of \$3.0M represents an increase of \$0.2M or 6.9% compared to the FY25 Adopted budget due to new cost for the Brewster property lease in Redwood City for \$87k previously paid by MV transportation and gasoline increase of \$105k.

\$ In Thousands	FY2025	FY2025	(\$) CHANGE	(%) CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
51 ADA Related Other Support	\$ 2,775.5	\$ 2,967.6	\$ 192.1	6.9%

ADA Insurance (Page 4, line 52)

This line covers general insurance costs (deductibles, adjustor fees, broker fees and other insurance costs) specific to ADA-required services. The FY25 Revised Budget is \$1.6M, which is \$0.2M or 12.4% higher than FY25 Adopted budget. This increase is based on the final FY25 insurance program.

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\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
52 ADA Insurance	\$ 1,432.9	\$ 1,610.0	\$ 177.1	12.4%

ADA Claims, Reserves & Payments (Page 4, line 53)

This line covers claim reserves and associated legal fees specific to ADA-required services. The FY25 Revised budget has been reduced to zero as the contractor carries the liability for the first \$5.0M.

\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET		
53 ADA Claims Reserves & Payments	\$ 200.0	\$ -	\$ (200.0)	-100.0%

C. MULTI-MODAL TRANSIT PROGRAMS: EXPENSES DETAIL (Page 4, Attachment A)

Multi-Modal programs include the District’s Shuttle Service, the Dumbarton Inter-County Corridor, station support for multi-modal transit in San Mateo County, and promotion of multi-modal transit options.

SamTrans Shuttle Service (Page 4, line 59)

This item reflects expenses related to directly-operated and employer-operated shuttle services. This also includes survey services, printing expenses and expenses directly related to contracted shuttle services. The FY25 Revised Budget of \$7.5M represents an increase of \$1.6M compared to the FY25 Adopted budget. This increase is due to an amendment to the contract with MV Transportation for a rate adjustment. The adjustment provides a rate increase to narrow the gap with current market rates and to improve service performance. The rate adjustment of \$1.2M will provide an effective rate of \$119 per revenue service hour without incentives. In addition, there will be an increase of performance incentives of \$0.3M available based on the balance of the contract’s remaining terms of 10 months.

\$ In Thousands	FY2025	FY2025	FY25 vs FY24	FY25 vs FY24
	<u>ADOPTED</u> BUDGET	<u>REVISED</u> BUDGET	<u>(\$ CHANGE</u>	<u>(%) CHANGE</u>
59 SamTrans Shuttle Service	\$ 5,955.4	\$ 7,505.4	\$ 1,550.0	26.0%

Shuttle Related Wages & Benefits (Page 4, line 60)

This line reflects District staff time to manage the District’s shuttle program. The FY25 Revised Budget of \$0.3M represents a decrease of 7.6% compared to the FY25 Adopted budget. This reduction is a shift in releveling of service to other mode of services resulting from the full implementation of Reimagine SamTrans.

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\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
60 Shuttle Related Wages & Benefits	\$ 289.6	\$ 267.8	\$ (21.9)	-7.6%

Maintenance Multimodal Facilities (Page 4, line 62)

This line covers support services and utilities for the Colma Park and Ride facility including contract services, building maintenances service and sewer and water. The FY25 Revised Budget is \$0.7M, an increase of \$0.5M or 210.4% compared to the FY25 Adopted budget. There is an increase of \$0.4M for the Colma training center facility. The increased services include generator fuel, custodial services, water/sewer services, trailer rental, fence rental, landscaping, maintenance supplies and air quality permit. In addition, there is an increase of \$0.1M for a new custodial service contract for Colma.

\$ In Thousands	FY2025	FY2025	(\$ CHANGE	(% CHANGE
	<u>ADOPTED</u>	<u>REVISED</u>		
	<u>BUDGET</u>	<u>BUDGET</u>		
62 Maintenance Multimodal Facilities	\$ 238.6	\$ 740.5	\$ 501.9	210.4%

SAN MATEO COUNTY TRANSIT DISTRICT
FY2025 REVISED OPERATING BUDGET

	<u>FY2023</u> <u>ACTUAL</u>	<u>FY2024</u> <u>ACTUAL</u>	<u>FY2025</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FY2025</u> <u>REVISED</u> <u>BUDGET</u>	<u>FY2025</u> <u>BUDGET (\$)</u> <u>CHANGE</u>	<u>FY2025</u> <u>BUDGET (%)</u> <u>CHANGE</u>
	A	B	C	D	E E = D - C	F F = E / C
SOURCES OF FUNDS:						
Operating Revenues						
1 Passenger Fares	11,225,627	12,719,405	12,311,420	13,251,000	939,580	7.6%
2 Local TDA and STA Funds	73,921,593	68,867,790	69,556,467	76,287,191	6,730,724	9.7%
3 Pass Through to Other Agencies	597,375	-	-	-	-	0.0%
4 CARES ACT and CRRSAA and ARPA	11,882,760	-	-	-	-	0.0%
5 Operating Grants	3,635,227	3,423,182	3,759,025	5,016,395	1,257,370	33.4%
6 SMCTA Measure A	4,689,847	4,650,560	4,702,720	4,720,000	17,280	0.4%
7 AB434, TA Funded Shuttles & Other	140,805	-	-	-	-	
8 Subtotal - Operating Revenues	106,093,233	89,660,937	90,329,632	99,274,586	8,944,954	9.9%
Other Revenue Sources						
10 District Sales Tax	117,919,911	115,574,416	117,568,000	117,823,000	255,000	0.2%
11 Measure W Sales Tax	58,706,459	57,683,704	58,784,000	58,911,500	127,500	0.2%
12 Investment Interest Income	12,096,954	20,361,290	8,231,811	14,335,200	6,103,389	74.1%
13 Other Interest, Rent & Other Income	11,916,267	33,976,770	9,756,581	9,274,331	(482,250)	-4.9%
14 Due from PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	30,646,734	39,828,936	63,023,630	65,480,742	2,457,112	3.9%
15 Subtotal - Other Revenues	231,286,325	267,425,117	257,364,022	265,824,773	8,460,751	3.3%
16						
17 TOTAL SOURCES OF FUNDS	337,379,558	357,086,054	347,693,654	365,099,359	17,405,705	5.0%
18						
USES OF FUNDS:						
20 PCJPB, SMCTA, SMCEL-JPA & SAMTR Capital W&B	30,646,734	39,828,936	63,023,630	65,480,742	2,457,112	3.9%
21 Motor Bus	158,260,630	185,233,457	190,392,898	209,602,872	19,209,974	10.1%
22 A.D.A. Programs	20,674,610	21,567,133	21,782,431	24,750,518	2,968,087	13.6%
23 Multi-Modal Programs	5,193,172	5,353,459	6,666,101	8,696,120	2,030,019	30.5%
24 Pass Through to Other Agencies	597,375	-	-	-	-	
25 Total Operating Expenses	215,372,521	251,982,984	281,865,060	308,530,252	26,665,192	9.5%
26						
27 Total Operating Surplus/(Deficit)	122,007,037	103,568,281	65,828,594	56,569,107	(9,259,487)	-14.1%
28						
29 District Sales Tax Capital	5,527,400	13,697,076	14,795,964	25,906,722	11,110,758	75.1%
30 Measure W Sales Tax Capital	23,535,988	28,722,572	14,016,423	26,451,715	12,435,292	88.7%
31 Reserves for Future Measure W Capital Allocation	15,000,000	15,079,047	29,944,091	16,580,159	(13,363,932)	-44.6%
32 Sales Tax Allocation - Capital Programs	44,063,388	57,498,695	58,756,478	68,938,596	10,182,118	17.3%
33						
34 Total Debt Service	19,144,577	19,142,898	19,137,806	19,137,806	-	0.0%
35						
36 Operating Reserve	2,000,000	5,200,000	-	515,803	515,803	
37 Sales Tax Stabilization Fund	30,779,130	-	-	133,893	133,893	
38 Pension	21,000,000	-	-	-	-	
39 Reserves for Future Capital Allocation - Headquarters	-	23,261,476	-	-	-	
40 Total Reserves	53,779,130	28,461,476	-	649,695	649,695	
41						
42 TOTAL USES OF FUNDS	332,359,616	357,086,054	359,759,344	397,256,350	37,497,006	10.4%
43						
44 PROJECTED SURPLUS/(DEFICIT)	5,019,942	-	(12,065,690)	(32,156,991)	(20,091,301)	
45 Draw from Prior Years' Surpluses	-	-	12,065,690	32,156,991	20,091,301	
46 ADJUSTED PROJECTED SURPLUS/(DEFICIT)	5,019,942	-	-	-	-	

SAN MATEO COUNTY TRANSIT DISTRICT
FY2025 REVISED OPERATING BUDGET

	FY2023 ACTUAL	FY2024 ACTUAL	FY2025 ADOPTED BUDGET	FY2025 REVISED BUDGET	FY2025 BUDGET (\$) CHANGE	FY2025 BUDGET (%) CHANGE
	A	B	C	D	E E = D - C	F F = E / C
OPERATING REVENUES - MOTOR BUS:						
1 PASSENGER FARES	10,696,283	12,124,944	11,770,000	12,653,000	883,000	7.5%
2						
3 TRANSPORTATION DEVELOPMENT ACT (TDA)	53,028,002	53,593,748	54,129,685	57,722,018	3,592,333	6.6%
4						
5 STATE TRANSIT ASSISTANCE (STA)	17,130,331	11,386,584	11,500,450	14,159,721	2,659,271	23.1%
6						
7 OPERATING GRANTS	1,449,918	777,077	1,059,025	1,279,645	220,620	20.8%
8						
9 DISTRICT SALES TAX REVENUE	59,054,917	50,477,206	90,615,059	95,797,707	5,182,648	5.7%
10						
11 MEASURE W SALES TAX	-	9,984,384	10,867,508	11,301,468	433,960	4.0%
12						
13 INVESTMENT INTEREST INCOME	11,540,984	19,568,144	7,431,808	13,401,200	5,969,392	80.3%
14						
OTHER REVENUE SOURCES:						
16 Rental Income	2,857,723	2,461,188	1,887,726	1,887,726	-	0.0%
17 Advertising Income	1,347,317	1,041,751	770,000	770,000	-	0.0%
18 Other Income	1,155,156	23,818,431	361,637	630,387	268,750	74.3%
19 TOTAL OTHER REVENUES	5,360,195	27,321,369	3,019,363	3,288,113	268,750	8.9%
20						
21 TOTAL MOTOR BUS	158,260,630	185,233,456	190,392,898	209,602,872	19,209,974	10.1%
22						
AMERICAN DISABILITIES ACT:						
24 Passenger Fares Redi-Wheels	529,344	594,461	541,420	598,000	56,580	10.5%
25 Local TDA 4.5 Redi-Wheels	2,790,948	2,820,723	2,848,930	3,064,143	215,213	7.6%
26 Local STA - Paratransit	972,312	1,066,735	1,077,402	1,341,309	263,907	24.5%
27 Operating Grants	2,185,309	2,646,105	2,700,000	3,736,750	1,036,750	38.4%
28 District Sales Tax Revenue - ADA	3,818,515	3,897,701	3,955,978	4,578,158	622,180	15.7%
29 Measure W Sales Tax - ADA	3,818,515	3,897,701	3,955,978	4,578,158	622,180	15.7%
30 Interest Income - Paratransit Fund	555,970	793,146	800,003	934,000	133,997	16.7%
31 SMCTA Measure A Redi-Wheels	4,689,847	4,650,560	4,702,720	4,720,000	17,280	0.4%
32 SM County Measure K & Other	1,313,851	-	-	-	-	0.0%
33 Measure M Paratransit	-	1,200,000	1,200,000	1,200,000	-	0.0%
34 TOTAL ADA PROGRAMS	20,674,610	21,567,133	21,782,431	24,750,518	2,968,087	13.6%
35						
MULTI-MODAL TRANSIT PROGRAMS:						
37 AB434, TA Funded Shuttles & Other	140,805	-	-	-	-	0.0%
38 Employer Shuttle Funds	4,331,118	4,481,205	5,354,800	4,603,800	(751,000)	-14.0%
39 Dumbarton Rental Income	911,103	118,138	182,418	182,418	-	0.0%
40 District Sales Tax - Other Multi Modal	(189,854)	754,116	1,128,883	3,909,902	2,781,019	246.4%
41 TOTAL MULTI-MODAL	5,193,172	5,353,459	6,666,101	8,696,120	2,030,019	30.5%
42						
43 TOTAL REVENUES	184,128,412	212,154,048	218,841,430	243,049,510	24,208,080	11.1%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2025 REVISED OPERATING BUDGET**

	FY2023 ACTUAL	FY2024 ACTUAL	FY2025 ADOPTED BUDGET	FY2025 REVISED BUDGET	FY2025 BUDGET (\$) CHANGE	FY2025 BUDGET (%) CHANGE
	A	B	C	D	E E = D - C	F F = E / C
1 Motor Bus Wages and Benefits	85,578,803	94,726,516	99,721,296	107,018,690	7,297,394	7.3%
2 Services						
3 Board of Directors	112,807	155,283	142,484	142,484	-	0.0%
4 Contracted Vehicle Maintenance	1,165,582	711,041	952,157	1,352,100	399,943	42.0%
5 Property Maintenance	1,955,028	2,375,981	2,886,884	3,038,367	151,483	5.2%
6 Professional Services	5,812,103	6,465,432	5,254,611	7,836,311	2,581,700	49.1%
7 Technical Services	10,239,562	10,814,613	12,776,191	14,697,281	1,921,090	15.0%
8 Other Services	4,207,287	5,599,139	4,995,169	5,430,293	435,124	8.7%
9						
10 Materials & Supply						
11 Fuel and Electricity	5,457,290	5,220,135	4,735,150	5,557,413	822,263	17.4%
12 Bus Parts and Materials	3,316,429	3,672,555	3,600,669	3,649,087	48,418	1.3%
13 Uniform and Drivers Expense	437,473	532,422	851,134	851,134	-	0.0%
14 Timetables and Tickets	70,015	54,305	175,633	175,633	-	0.0%
15 Office Supplies/Printing	592,937	770,222	737,888	738,488	600	0.1%
16 Other Materials and Supply	205,717	191,595	187,600	188,400	800	0.4%
17						
18 Utilities						
19 Telecommunications	822,768	923,501	767,100	767,100	-	0.0%
20 Other Utilities	1,590,610	2,344,067	1,914,609	1,982,919	68,310	3.6%
21 Insurance	2,955,003	3,382,554	3,615,783	3,906,000	290,217	8.0%
22 Claims Reserves and Payments	1,991,276	1,529,012	800,000	3,600,000	2,800,000	350.0%
23 Workers Compensation	4,516,507	4,352,891	3,835,476	3,835,476	-	0.0%
24 Taxes and License Fees	676,012	783,413	426,230	581,372	155,142	36.4%
25 Leases and Rentals	81,909	145,971	241,894	241,894	-	0.0%
26 Promotional and Legal Advertising	946,118	917,368	953,486	1,103,486	150,000	15.7%
27 Training & Business Travel	319,312	478,869	951,641	1,352,041	400,400	42.1%
28 Dues & Membership	145,597	197,091	262,982	303,982	41,000	15.6%
29 Postage and Other	159,988	159,530	219,330	225,060	5,730	2.6%
30						
31 Total District Operated Buses	133,356,135	146,503,508	151,005,397	168,575,011	17,569,614	11.6%
32						
33 CONTRACTED BUS SERVICES						
34 Contracted Urban Bus Service	19,088,020	25,068,030	30,103,800	31,225,900	1,122,100	3.7%
35 Coastside Services	1,904,926	2,026,439	2,045,221	2,887,696	842,475	41.2%
36 Redi Coast Non-ADA	246,384	314,652	207,187	419,878	212,691	102.7%
37 La Honda - Pescadero	48,563	48,563	52,600	52,600	-	0.0%
38 SamCoast - Pescadero	231,510	264,220	225,107	-	(225,107)	-100.0%
39 Microtransit	-	3,094,518	3,435,587	3,435,587	-	0.0%
40 CUB Related Wages & Benefits	655,891	837,005	725,633	853,586	127,953	17.6%
41 CUB Related Other Support	233,939	419,823	182,301	292,614	110,313	60.5%
42 CUB Insurance	1,397,472	1,574,418	1,810,065	1,860,000	49,935	2.8%
43 CUB Claims Reserves & Payments	1,097,790	5,082,280	600,000	-	(600,000)	-100.0%
44 Total Contracted Bus Service	24,904,494	38,729,948	39,387,501	41,027,861	1,640,360	4.2%
45						
46 TOTAL MOTOR BUS	158,260,630	185,233,456	190,392,898	209,602,872	19,209,974	10.1%

SAN MATEO COUNTY TRANSIT DISTRICT
FY2025 REVISED OPERATING BUDGET

	FY2023 ACTUAL	FY2024 ACTUAL	FY2025 ADOPTED BUDGET	FY2025 REVISED BUDGET	FY2025 BUDGET (\$) CHANGE	FY2025 BUDGET (%) CHANGE
	A	B	C	D	E E = D - C	F F = E / C
AMERICAN DISABILITY ACT PROGRAMS						
47 Elderly & Disabled/Redi-Wheels	9,444,882	8,802,270	9,053,480	10,506,407	1,452,927	16.0%
48 ADA Sedan/Taxi Service	2,703,836	3,238,422	2,584,969	2,999,812	414,843	16.0%
49 Coastside ADA	2,063,640	2,677,352	2,357,671	3,256,454	898,783	38.1%
50 ADA Related Wages & Benefits	3,195,634	3,028,519	3,377,868	3,410,244	32,376	1.0%
51 ADA Related Other Support	2,090,201	2,496,786	2,775,513	2,967,601	192,088	6.9%
52 ADA Insurance	1,175,814	1,323,784	1,432,930	1,610,000	177,070	12.4%
53 ADA Claims Reserves & Payments	603	-	200,000	-	(200,000)	-100.0%
54 Total ADA Programs	20,674,610	21,567,133	21,782,431	24,750,518	2,968,087	13.6%
55						
MULTI-MODAL TRANSIT PROGRAMS						
56						
57						
OTHER SUPPORT						
58						
59 SamTrans Shuttle Service	4,589,583	4,535,159	5,955,442	7,505,442	1,550,000	26.0%
60 Shuttle Related Wages & Benefits	283,313	244,679	289,641	267,750	(21,891)	-7.6%
61 Dumbarton M.O.W.	89,312	118,138	182,418	182,418	-	0.0%
62 Maintenance Multimodal Facilities	230,964	455,483	238,600	740,510	501,910	210.4%
63 Total Other Support	5,193,172	5,353,459	6,666,101	8,696,120	2,030,019	30.5%
64						
65 TOTAL MULTI-MODAL PROGRAMS	5,193,172	5,353,459	6,666,101	8,696,120	2,030,019	30.5%
66						
67 TOTAL OPERATING EXPENSES	184,128,412	212,154,048	218,841,430	243,049,510	24,208,080	11.1%



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Adopted Budget	FY2025 Budget Amendment #1	FY2025 Revised Budget	FUNDING						
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary	
1 REVENUE VEHICLE REPLACEMENT / SUPPORT											
1	Major Bus Components	This project provides annual funding for Major Bus Components (new parts, rebuilt parts) that are not accounted for in the operating budget. Major Bus Components are essential to keep our assets in a state of good repair and extend useful life of aging fleet so as to not impact revenue services.	\$ 392,370	\$ 150,000	\$ 542,370			\$ 542,370			
2	Replacement of (12) 2017-2018 Paratransit Cutaways	Procure replacement of (9) 2017 and (3) 2018 El Dorado Aerotech Paratransit Gasoline Cutaways for a total of 12 vehicles.	\$ 3,115,012		\$ 3,115,012	\$ 2,420,471		\$ 694,541			
20	Purchase of (14) Gasoline Low Floor Paratransit Minivans	Procure replacement of (14) 2020 Paratransit Braun Gasoline Minivans. The paratransit minivans in District's fleet have a replacement life-cycle of 5 years and will reach end of life in 2025.		\$ 2,368,958	\$ 2,368,958	\$ 1,895,166			\$ 473,792		
21	Purchase of (29) Hydrogen Fuel Cell Electric Buses ⁴	The standard buses in District's fleet have a replacement life-cycle of 12 years and these 2013 Gillig buses, (25) Gillig Hybrid 40' and (4) Gillig Diesel 29', will reach end of life in 2025.		\$ 62,190,281	\$ 62,190,281	\$ 47,050,084	\$ 1,647,953		\$ 11,521,688	\$ 1,970,556	
Subtotal			\$ 3,507,382	\$ 64,709,239	\$ 68,216,621	\$ 51,365,721	\$ 1,647,953	\$ 1,236,911	\$ 11,995,480	\$ 1,970,556	\$ -
2 NON-REVENUE VEHICLE REPLACEMENT / SUPPORT											
3	Maintenance Equipment	Procure (2) emergency dirt bikes, (2) electric carts, (4) medium duty floor jacks, (3) electric pallet jacks, (3) EV tool storage, (1) advance diagnostic reader, (2) generators and (1) hot pressure washer skid for maintenance shop equipment that have exceeded usage useful life, or are needed to support maintenance of new buses and equipment.	\$ 198,000		\$ 198,000			\$ 198,000			
4	Replacement Non-Rev Svc Support Vehicles	This project plan is to purchase (9) Non-Revenue District Vehicles: three (3) sport utility vehicles and six (6) hybrid/electric models. The sport utility vehicles will be assigned to the Training Department (1) and the Safety Department (2). The electric/hybrid vehicles will be for transit supervisors (2) and general use (4).	\$ 155,650	\$ 432,801	\$ 588,451			\$ 588,451			
Subtotal			\$ 353,650	\$ 432,801	\$ 786,451	\$ -	\$ -	\$ 786,451	\$ -	\$ -	\$ -
3 SAFETY AND SECURITY											
22	Closed-Circuit Television (CCTV) Assessment for District Facilities	Research and design for a CCTV system which will enable operational monitoring of specific transit terminals, base facilities, and headquarters, promoting public safety.		\$ 1,500,000	\$ 1,500,000			\$ 1,500,000			
23	Concrete Replacement-District Facilities	Replacement of failed concrete at District facilities -- North Base, South Base, Sequoia, Central, Brewster.		\$ 741,000	\$ 741,000			\$ 741,000			
Subtotal			\$ -	\$ 2,241,000	\$ 2,241,000	\$ -	\$ -	\$ 2,241,000	\$ -	\$ -	\$ -



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Adopted Budget	FY2025 Budget Amendment #1	FY2025 Revised Budget	FUNDING						
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary	
4 FACILITIES / CONSTRUCTION											
5	Interim Workspace Enhancement	Enhance Headquarters Offices including cubicles and office improvements to accommodate staffing growth; remove and replace worn carpet at North Base, South Base, and Central Offices; and plan and construct (2) modular offices in warehouse and storage space at North Base.	\$ 500,000		\$ 500,000			\$ 500,000			
6	Mobile Construction Office Trailers	Deliver and connect the (2) mobile construction office trailers, one each at North Base and South Base, to support District staff during phased site construction projects over the next 15 years.	\$ 38,500		\$ 38,500			\$ 38,500			
7	Electric Vehicle (EV) Charges for Non-Revenue Vehicles	Install Type 2 chargers (pool vehicles) at North Base and South Base to allow for future Non-Revenue Vehicles fleet expansion and additional chargers (if feasible) for employees and public.	\$ 286,000		\$ 286,000			\$ 286,000			
8	North Base Bus Transportation Building 200 ¹	Continue construction procurement process to provide temporary accommodation for building occupants, demolition and reconstruction of the building.	\$ 28,979,013		\$ 28,979,013			\$ 5,795,803			\$ 23,183,210
9	North Base and South Base Condition & Needs Assessment	Develop recommendations for repair, modification, and/or replacement of the North Base and South Base facilities based on their condition and the District's requirements.	\$ 440,000		\$ 440,000			\$ 440,000			
10	Bus Stop Improvement Plan ⁵	This project will begin design & construction work on District's Bus Stops Improvement Plan (BSIP). Scope includes site surveys, provide fixtures/equipment for bulk storage of bus stop parts and related tools/equipment, design services and subsequent equipment/construction for approx. 225 prioritized bus stop locations in the next 3-5 years.	\$ 550,000	\$ 3,078,000	\$ 3,628,000				\$ 2,378,000	\$ 1,250,000	
24	Construction Funds for Americans with Disabilities Act (ADA) Retrofits	This project is for ADA construction and retrofits to address accessibility barriers at public bus stops and District buildings, allowing continued implementation of District's ADA Transition Plan, as mandated by federal/state codes.		\$ 912,000	\$ 912,000			\$ 912,000			
25	Rehab North Base and South Base Steam Bay Equipment	This project will assess the viability of surface-mount scissor lifts to replace approximately 8 in-ground lifts at North Base and South Base steam bays.		\$ 114,000	\$ 114,000			\$ 114,000			



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Adopted Budget	FY2025 Budget Amendment #1	FY2025 Revised Budget	FUNDING					
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary
26 Facilities Smaller Projects	This project is intended to maintain a state of good repair for District's facilities, shops and existing infrastructure to support District employees in performing their duties. This also serves as a contingency allowance for unforeseen and unforeseeable events that impact vital services.		\$ 741,000	\$ 741,000			\$ 741,000			
27 Construction Funds for North Base and South Base Employee Breakrooms	Facilities has engaged an engineering design consultant to modify employee breakrooms in 4 buildings at North Base and South Base. Design has reached the 65% benchmark and cost estimates indicate that supplement funds are needed for the construction phase.		\$ 741,000	\$ 741,000			\$ 741,000			
28 Bus Shelter Assets	The bus stop contract with the vendor for outdoor advertising on bus stops expired February 2024. Before the contract expired, the vendor had been installing the bus shelters and maintaining the bus stops. The bus shelters that were installed by the vendor and still have a remaining useful life are requested to be paid upon termination of the contract. The contract is to pay the vendor for the remaining value of those bus shelters.		\$ 469,277	\$ 469,277			\$ 469,277			
29 North Base and South Base Hardening	Installation of high level perimeter fencing and secure entryways at North and South bases.		\$ 2,000,000	\$ 2,000,000			\$ 2,000,000			
Subtotal		\$ 30,793,513	\$ 8,055,277	\$ 38,848,790	\$ -	\$ -	\$ 12,037,580	\$ 2,378,000	\$ 1,250,000	\$ 23,183,210
5 INFRASTRUCTURE										
11 Battery Electric Bus (BEB) Infrastructure ²	Award a construction contract of BEB charging infrastructure at South Base for the 37 BEBs.	\$ 13,962,500		\$ 13,962,500	\$ 2,907,693		\$ -	\$ 5,890,866		\$ 5,163,941
12 Hydrogen Fuel Cell Electric Bus (FCEB) Infrastructure ³	Develop a cost estimate for the required facility modifications to determine the cost for the remainder of the hydrogen fueling station at North Base.	\$ 11,087,369		\$ 11,087,369			\$ -	\$ 5,087,369	\$ 6,000,000	
13 North Base - Sea Level Rise and Erosion Mitigation	Develop a conceptual design and obtain the required environmental clearance(s) for the project.	\$ 1,343,100		\$ 1,343,100			\$ 1,343,100			
30 North Base Shoreline Erosion Control Mitigation	Implement near-term erosion control mitigation and shoreline slope stabilization along North Base shoreline from an updated Erosion Assessment Report. Early implementation involves development of design plans and obtaining environmental clearance and permits from various permitting agencies for mitigating areas of erosion at high risk of failure.		\$ 1,160,520	\$ 1,160,520			\$ 1,160,520			



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Adopted Budget	FY2025 Budget Amendment #1	FY2025 Revised Budget	FUNDING					
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary
31 South Base Levee System Assessment	The project will implement recommendations by the Federal Emergency Management Agency (FEMA) and perform studies in collaboration with Redwood City, San Carlos, and OneShoreline to address deficiencies in the existing levee system at South Base, and its effects on the next FEMA map revision that could de-accredit the existing Redwood Shore levee system. It also includes review of proposed design for future flood protection to meet certification requirements and long-term sea level rise protection.		\$ 684,000	\$ 684,000			\$ 684,000			
Subtotal		\$ 26,392,969	\$ 1,844,520	\$ 28,237,489	\$ 2,907,693	\$ -	\$ 3,187,620	\$ 10,978,235	\$ 6,000,000	\$ 5,163,941
6 INFORMATION TECHNOLOGY / ITS										
14 Technology Modernization	Newer technologies and redesign of the enterprise network are needed to increase security and reliability on the District's obsolescent network. Detailed analysis on the outdated enterprise applications are also required to develop solutions.	\$ 3,872,000		\$ 3,872,000			\$ 3,872,000			
32 Safety Incident Management System	This project will upgrade our Safety Incident Management System by transitioning to a new platform that meets our current requirements and can scale to meet our future needs. This will enhance and develop the safety processes and data in the system with the essential pillars of transit safety.		\$ 791,160	\$ 791,160			\$ 791,160			
Subtotal		\$ 3,872,000	\$ 791,160	\$ 4,663,160	\$ -	\$ -	\$ 4,663,160	\$ -	\$ -	\$ -
7 PLANNING / DEVELOPMENT										
15 Support for Property Mapping	Property mapping services to conduct field surveys, draft legal descriptions, property boundary resolutions, obtaining title records, providing exhibits, filing Record of Surveys and produce mapping for Junipero Serra Boulevard District properties along the Dumbarton Corridor.	\$ 330,000		\$ 330,000			\$ 330,000			
16 El Camino Real Transit Capital Improvement Fund	Serve as a dedicated funding source through which SamTrans can implement the capital improvement plan recommendations of the El Camino Real Bus Speed & Reliability Study.	\$ 1,100,000		\$ 1,100,000			\$ -	\$ 1,100,000		
17 Capital Project Development	Fund activities that include but are not limited to capital budget and programming process, grant development, and development of capital program management systems.	\$ 250,000		\$ 250,000			\$ 250,000			
18 Capital Program Management	Fund for programs and project controls support, including monitoring project performance and delivery.	\$ 250,000		\$ 250,000			\$ 250,000			
19 Capital Contingency Fund	Fund unforeseen capital expenditures	\$ 250,000		\$ 250,000			\$ 250,000			



Fiscal Year 2025 Revised Capital Budget

PROJECT TITLE	PROJECT DESCRIPTION	FY2025 Adopted Budget	FY2025 Budget Amendment #1	FY2025 Revised Budget	FUNDING						
					Federal	STA SOGR	District Sales Tax	Measure W Sales Tax	Other/State/Regional	Discretionary	
33 Operating Facilities Needs Assessment	The purpose of this project is to evaluate SamTrans' future operating facility needs in light of upcoming operational, fleet, and development activities, including the Emission Zero fleet transition, the potential transition of contracted urban bus (CUB) service in-house to directly-operated, and the potential sale of the Brewster operational facility in Redwood City.		\$ 100,000	\$ 100,000			\$ 100,000				
34 Dumbarton Busway Feasibility Study ⁶	The Dumbarton Busway Feasibility Study will conduct the necessary planning feasibility study, environmental and partner agency approvals, and initial design for a busway and multimodal connections within the Dumbarton Rail Corridor (DRC) in San Mateo County.		\$ 4,674,000	\$ 4,674,000			\$ 574,000		\$ 4,100,000		
Subtotal		\$ 2,180,000	\$ 4,774,000	\$ 6,954,000	\$ -	\$ -	\$ 1,754,000	\$ 1,100,000	\$ 4,100,000	\$ -	
GRAND TOTAL		\$ 67,099,514	\$ 82,847,997	\$ 149,947,511	\$ 54,273,414	\$ 1,647,953	\$ 25,906,722	\$ 26,451,715	\$ 13,320,556	\$ 28,347,151	

Notes

1. Potential external funding
2. Local Partnership Program (LPP) grant
3. California's Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) grant
4. \$1,500,000 is funded by Local Partnership Program (LPP) and \$470,556 is funded by AB664 Net Bridge Toll Revenue
5. C/CAG Lifeline Transportation grant
6. Regional Measure 3 (RM3) grant

Resolution No. 2024-

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

* * *

**Amending to Increase the Fiscal Year 2025 Operating Budget by
\$26,665,192 and the Fiscal Year 2025 Capital Budget by \$82,847,997**

Whereas, on June 7, 2023, pursuant to Resolution No. 2023-35, the Board adopted the Fiscal Year 2024-25 (FY2025) Operating and Capital Budgets in the amount of \$273,278,060 and \$67,099,514, respectively; and

Whereas, on November 1, 2023, pursuant to Resolution No. 2023-50, the Board amended to increase the FY2025 Operating Budget by \$8,587,000; and

Whereas, staff now recommends the Board increase the FY2025 Operating and Capital Budgets by \$26,665,192 and \$82,847,997, respectively.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transit District hereby amends to increase the Fiscal Year 2025 Operating Budget by \$26,665,192 for a new Operating Budget of \$308,530,252 as detailed in Attachment A.

Be It Further Resolved that the Board amends to increase the FY2025 Capital Budget by \$82,847,997 for a new Capital Budget of \$149,947,511, as detailed in Attachment B.

Be It Further Resolved that the General Manager/CEO or designee is authorized to take any actions necessary to give effect to this resolution, including execution of funding agreements and other documents required to receive the subject funds.

Regularly passed and adopted this 6th day of November, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary



FY 2025 Revised Budgets

Item #9.b.6.
11/6/2024



SamTrans Board of Directors | November 06, 2024

Agenda

- Presenting the proposed FY25 Revised Budgets:
 - Operating Budget
 - Capital Budget
- Staff request board approval

FY2025 Sources of Funds

(\$ in Millions)

Sources of Funds *	FY25 Adopted	FY25 Revised	\$ Chg
Passenger Fares	\$12.3	\$13.3	\$0.9
TDA and STA	69.6	76.3	6.7
Operating Grants	3.8	5.0	1.3
SMCTA Measure A	4.7	4.7	-
Sales Tax	176.3	176.7	0.4
All Other Sources ¹	81.0	89.1	8.1
Total Sources	\$347.7	\$365.1	17.4

¹ All Other includes Investment Income, Interest & other income, Measure M and Due from JPB, TA, JPA & SamTrans Cap W&B

* Budget numbers are presented in a high-level rounding to the millions.

FY2025 Major Operating Expenditure Changes

- Assume full implementation of Reimagine SamTrans
- Motorbus
 - 4% salaries/wages for both Teamsters and Unrepresented staff
 - Additional 12.1 New Operating FTEs
 - Increase claim expense to match the self-insured retention balance
 - Increase in planning operating project, legal services and software & maintenance costs
- ADA and Multimodal Programs:
 - Amendment to contracts for Redi-Wheels Paratransit Services, Coastside and Shuttle Services
- Due from PCJPB, SMCTA, SMCEL_JPA and SAMTR wages & benefits

FY2025 Uses of Funds

(\$ in Millions)

Uses of Funds *	FY25 Adopted	FY25 Revised	\$ Chg
Motor Bus	\$190.4	\$209.6	\$19.2
A.D.A	21.8	24.8	3.0
Multi-Modal Programs	6.7	8.7	2.0
Other ¹	63.0	65.5	2.5
Total Operating Expenses	\$281.9	\$308.5	\$26.7
Sales Tax for Capital Budget	58.8	68.9	10.2
Debt Service	19.1	19.1	-
Funding of Reserves	-	0.6	0.6
Total Uses	\$359.8	\$397.3	\$37.5

¹ Other includes JPB, TA, JPA, and SamTrans Capital W&B

* Budget numbers are presented in a high-level rounding to the millions.

FY2025 Major Capital Budget Changes

- Replacement of Fuel Cell Electric Buses- \$62.2M
- Dumbarton Busway Feasibility Study - \$4.7M
- Bus Stop Improvement Plan - \$3.6M
- Replacement of the Paratransit Minivans - \$2.4M
- North Base and South Base Hardening - \$2.0M

Capital - Changes from FY2025 Adopted Budget

(\$ in Millions)

Capital Category	FY2025 Adopted	FY2025 Revised	\$ Chg
Revenue Vehicle Replacement	\$3.5	\$68.2	\$64.7
Non-Revenue Vehicle Support	0.3	0.8	0.5
Safety and Security	-	2.2	2.2
Facilities / Construction	30.8	38.8	8.1
Infrastructure	26.4	28.2	1.8
Information Technology	3.9	4.7	0.8
Planning / Development	2.2	7.0	4.8
Total	\$67.1	\$149.9	\$82.8

Capital - Changes from FY2025 Adopted Budget

(\$ in Millions)

Capital Sources of Funds	FY2025 Adopted	FY2025 Revised	\$ Chg
Federal	\$5.3	\$54.3	\$49.0
STA- State of Good Repair	-	1.6	1.6
District Sales Tax	14.8	25.9	11.1
Measure W	14.0	26.5	12.5
Other/State/Regional	-	13.3	13.3
Discretionary	33.0	28.3	(4.7)
Total	\$67.1	\$149.9	\$82.8

Changes from FY2025 Adopted Budget

(\$ in Millions)

	FY2025 Adopted	FY2025 Revised	\$ Chg
Operating Sources	\$347.7	\$365.1	\$17.4
Operating Uses	281.9	308.5	26.7
Sales Tax Allocation for Capital	58.8	68.9	10.2
Projected Surplus / (Deficit)	(\$12.1)	(\$32.2)	(\$20.1)
Draw from Prior Years' Surpluses	12.1	32.2	20.1
Adjusted Surplus / (Deficit)	-	-	-

Staff Recommendation

- Increase the FY25 Operating Budget from ~~\$282.9~~ **\$281.9M** to \$308.5M
- Increase the FY25 Capital Budget from \$67.1M to \$149.9M

Questions?



Item #9.b.6.
11/6/2024

Thank You





Agenda

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

San Mateo County Transit District

Wednesday, November 6, 2024 – 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 October 9, 2024 | Motion |
| 9.c.3. | Adopting the San Mateo County Transit District Fiscal Years 2026-2035 Strategic Plan | Motion |
| 9.c.4. | Adjourn | |

Committee Members: David J. Canepa (Chair), Rico E. Medina, Josh Powell

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**

October 9, 2024

Committee Members Present: D. Canepa (Chair), R. Medina, J. Powell

Committee Members Absent: None

Other Board Members Present Constituting Committee of the Whole: M. Chuang, B. Esser, M. Fraser, J. Gee, R. Mueller

Other Board Members Absent: P. Ratto

Staff Present: A. Chan, K. Jordan Steiner, S. van Hoften, J. Brook, M. Tseng

9.c.1. Call to Order

Committee Chair David Canepa called the meeting to order at 3:38 pm.

9.c.2. Approval of Minutes of the Strategic Planning, Development, and Sustainability Committee Meeting of August 7, 2024

Motion/Second: Canepa/Esser

Ayes: Canepa, Chuang, Esser, Fraser, Gee, Medina, Mueller, Powell

Noes: None

Absent: Ratto

9.c.3. Draft Strategic Plan and Update on Capital Improvement Plan and Measure W Ten-year Plan

Chelsea Schultz, Manager, Strategic Planning, provided the presentation on the draft Strategic Plan and the Capital Improvement Plan (CIP) update. The Directors noted the alignment of resources is key and an effective funding plan with a consistent funding source is critical in light of ever-rising construction costs for the CIP.

9.c.4. Adjourn

The meeting adjourned at 3:58 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 650-551-6108 or by email to board@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Strategic Planning, Development and Sustainability Committee
Through: April Chan, General Manager/CEO
From: Josh Mello, Executive Officer, Planning and Development
Subject: **Adopting the San Mateo County Transit District Fiscal Years 2026-2035
Strategic Plan**

Action

Staff recommends that the Board of Directors (Board) adopt “Moving San Mateo County,” the San Mateo County Transit District (District) Fiscal Years 2026 - 2035 Strategic Plan (Plan).

Significance

At the Board’s October 8, 2024 Board meeting, staff presented a summary of the draft Plan, including an overview of the development process and stakeholder engagement, the overall Plan framework and the proposed implementation, evaluation and reporting process. The proposed final Plan is attached to this staff report.

Plan Scope and Content

The proposed Plan provides policy direction for the District for the next 10 years and strategic direction for prioritizing SamTrans service delivery and investments over the next 10 years. The Plan’s scope includes the District as a workplace/employer and as managing agency that provides shared services to other transportation agencies, including the Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority (TA). However, the Plan does *not* include service or strategic planning for Caltrain or the TA.

The planning process, which included extensive engagement as described below, resulted in development and refinement of a proposed District vision, mission, goals and core values, which together serve as the framework of the Strategic Plan:

<i>Strategic Plan Component</i>	Description
<i>Vision</i>	The District provides an exceptional mobility experience for the people and communities in San Mateo County.
<i>Mission</i>	Working together to revolutionize mobility and create a more equitable and sustainable region.

<i>Strategic Plan Component</i>	Description
<i>Core Values</i>	<p><u>Equity</u>: Delivering equitable access to opportunities for our communities and our employees to live and thrive</p> <p><u>Excellence</u>: Delivering high-quality service for our customers, investing in our employees, and securing our financial future</p> <p><u>Innovation</u>: Demonstrating eagerness and support to try new things, take calculated risks, and adapt to changing conditions</p> <p><u>Partnership</u>: Building trust, exercising empathy, working as a team, and collaborating with external partners</p> <p><u>Safety</u>: Cultivating a culture of safety and well-being of our people and customers</p> <p><u>Sustainability</u>: Creating a sustainable and resilient environmental future for the agency and people in the region</p>
<i>Goals*</i>	<p><u>Goal 1: Deliver Better Mobility Services</u>. Expand and invest in sustainable transportation options to better meet mobility needs, reduce emissions, and improve equity.</p> <p><u>Goal 2: Provide Outstanding Customer Experience</u>. Deliver a superior transit experience that captivates riders, fosters loyalty, and nurtures trust.</p> <p><u>Goal 3: Become an Employer of Choice</u>. Create an employee experience that is meaningful, inclusive, attracts talent, and is built on trust.</p> <p><u>Goal 4: Lead Responsibly</u>. Build a fiscally responsible, accountable, and highly effective organization.</p> <p><u>Goal 5: Ensure Effective Management</u>. Provide sufficient flexibility, resources, and staffing to support the effective delivery of all transportation services for agencies under the District umbrella.</p> <p><u>Goal 6: Exercise Collective Efforts</u>. Collaborate across the region to improve transit and land use in service of greater mobility.</p>

* Please see Appendix A in the Strategic Plan for specific objectives and initiatives under each goal

Engagement Process

The planning process included extensive stakeholder communications and input, focused especially on in-depth engagement with District employees. The project team gathered input from staff and sought buy-in for the project and the Plan, including through two rounds of department interviews, an employee survey, frontline worker listening sessions, and two rounds of executive and Board workshops, the results of which informed both Plan

development and refinement. The team also conducted two rounds of external stakeholder engagement, including through presentations to multiple technical and stakeholder groups and a virtual multilingual community meeting. In addition, the proposed Plan reflects rider and public feedback gathered during other recent engagement efforts, including those associated with Reimagine SamTrans, SamTrans' Bus Stop Improvement Program, and various passenger surveys conducted by the District and the Metropolitan Transportation Commission.

Budget Impact

Adoption of the Plan has no immediate budget impact; however, implementation of the various initiatives in the Plan will have associated costs, which will be brought to the Board as part of future bi-annual budget approval processes.

Background

The last District strategic plan addressed the five years from 2015 to 2019 and established three major priorities: become an effective organization, strengthen fiscal health, and expand mobility options. Major strategic accomplishments since then have included: the passage of an additional long-term funding source to support operations, maintenance, and capital projects (Measure W), as well as adoption and full implementation of a SamTrans Business Plan, Reimagine SamTrans, and the Caltrain Governance MOU. Additionally, the District and other transit agencies in the Bay Area are continuing to adjust to post-pandemic travel patterns.

Prepared By:	Asiya Patel	Planner, Strategic Planning	650-508-7913
	Chelsea Schultz	Manager, Strategic Planning	650-508-6483

Resolution No. 2024-

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

* * *

Adopting the San Mateo County Transit District Fiscal Years 2026-2035 Strategic Plan

Whereas, the San Mateo County Transit District (District) Board of Directors (Board) desires to adopt a new Fiscal Years 2026 - 2035 Strategic Plan, “*Moving San Mateo County*” (Plan) to set forth a vision and mission, with associated core values, goals, objectives and initiatives, to shape District policies, investments and SamTrans service decisions for the next 10 years; and

Whereas, during development and refinement of the mission, vision, core values, goals, objectives and initiatives for inclusion in the Plan, the District conducted extensive internal engagement, including department interviews, an employee-survey, and executive team and Board workshops; and

Whereas, the District also conducted multiple rounds of external engagement, including peer and partner agency interviews, presentations to advisory committees, and stakeholder and multilingual community meetings; and

Whereas, the Plan includes a new mission and vision for the District, as follows:

<i>Mission:</i>	<i>Working together to revolutionize mobility and create a more equitable and sustainable region.</i>
<i>Vision:</i>	<i>The District provides an exceptional mobility experience for the people and communities in San Mateo County.</i>

Whereas, the Mission and Vision will be implemented through associated goals and initiatives, and will be aligned with a new District Capital Improvement Plan and Measure W 10-Year Plan; and

Whereas, the District will measure its progress toward achieving Plan goals on an annual basis, and will perform a comprehensive review and update at the five-year mark.

Now, Therefore, Be It Resolved that the San Mateo County Transit District Board of Directors approves and adopts the San Mateo County Transit District Fiscal Years 2026 - 2035 Strategic Plan, "*Moving San Mateo County*," attached hereto.

Regularly passed and adopted this 6th day of November, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transit District

Attest:

Acting District Secretary

MOVING SAN MATEO COUNTY:
**San Mateo County
Transit District's
10-Year Strategic Plan**
2026 - 2035



September 2024

A LETTER FROM THE BOARD CHAIR MARINA FRASER



On behalf of the entire Board, it is my privilege to present to you the San Mateo County Transit District's 10-year strategic plan, *Moving San Mateo County*.

The last few years have been unlike anything our agency, and the entire transit industry, has ever seen. The challenges we have experienced have been unprecedented. But through our employees' resilience, ingenuity, and creativity we have begun to work together to address the changing transportation patterns and needs of our riders and employees in a post-COVID-19 world.

Today, more people are traveling at off-peak times and looking for more flexible ways to get around for all types of trips, and we've adeptly responded with the implementation of the full *Reimagine SamTrans* bus network, a same-day paratransit pilot program, and our new Ride Plus microtransit service.

There is still much more to be done. *Moving San Mateo County* recognizes the collective efforts that will be needed to foster collaboration within and beyond the District, underscoring just how critical our staff is to achieving the goals, objectives, and initiatives described herein. I am confident that through the realization of this plan, the District will be even better positioned to revolutionize mobility and create a more equitable and sustainable region.

A handwritten signature in black ink that reads "M. M. Fraser". The signature is fluid and cursive.

Marina Fraser
Board Chair
San Mateo County Transit District

A LETTER FROM THE GENERAL MANAGER AND CEO APRIL CHAN



San Mateo County and the larger region depend on the San Mateo County Transit District ("District") to get people where they need to go—safely, conveniently, and reliably. Caltrain and the Transportation Authority also depend on the District to perform integral administrative functions that, in turn, help them keep trains running and deliver critical transportation funding and projects to our region. Our dedicated employees work tirelessly to make this happen, and I am proud of what we have accomplished since our founding in 1976.

The last District strategic plan addressed the five years from 2015 to 2019. Much has changed since then, both locally and globally. With the passage of the Measure W sales tax in 2018, the District secured an additional long-term funding source to support operations, maintenance, and capital projects. The COVID-19 pandemic caused profound societal and service disruptions and changed travel patterns dramatically. The need for a fresh perspective and a new strategic plan is clear.

That is why I am delighted to present *Moving San Mateo County*, which will chart our path as we look forward to the next 10 years at the District. In *Moving San Mateo County*, we answer big questions about how best to evolve to meet and exceed the needs of our riders while also ensuring the District is a wonderful place to work. I have never been more excited about our future and the futures of the agencies we support.

I have had the privilege of serving the District for over 20 years—in roles across capital programs, budgets and grants, planning and development—and now as General Manager and CEO. My lived experience has shown me that this organization is capable of incredible growth and innovation. During the development of this strategic plan, we engaged in discussions with District staff and asked them what they found most positive about working here. Time and time again, they answered "our people." I am confident that it is our dedicated people who will lead us to success.

Moving San Mateo County establishes our aspirations for the future of the District. Building this future will be exciting and transformative, though it likely will involve difficult conversations about necessary tradeoffs. The plan serves as a guide, helping the District navigate a path by linking our vision to specific, actionable steps that will drive change.

By working collaboratively, leaders at every level of our organization will tackle challenges head-on to provide an exceptional mobility experience for the people and communities in San Mateo County.

Sincerely,

A handwritten signature in black ink that reads "April Chan". The signature is fluid and cursive.

April Chan
General Manager and CEO

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Acknowledgments

SamTrans Board of Directors

Marina Fraser, Chair
Jeff Gee, Vice Chair
David J. Canepa, Director
Marie Chuang, Director
Brooks Esser, Director
Rico E. Medina, Director
Ray Mueller, Director
Josh Powell, Director
Peter Ratto, Director

SMCTD Joint Executive Team

April Chan, General Manager/CEO
David Santoro, Deputy General Manager/CEO
Taylor Huckaby, Deputy Chief of Communications
Kate Jordan Steiner, Chief Financial Officer
Nate Kramer, Chief People Officer
Mehul Kumar, Chief Information & Technology Officer
Joshuah Mello, Executive Officer, Planning & Development
David Olmeda, Chief Operating Officer
Dora Seamans, Executive Officer, District Secretary
Joan Cassman, General Counsel, SMCTD

SMCTD Joint Executive Team (Continued)

Peter Skinner, Executive Officer, Transportation Authority
Michelle Bouchard, Executive Director, Caltrain
Casey Fromson, Chief of Staff, Caltrain
Sam Sargent, Director of Strategy and Policy, Caltrain
Li Zhang, Chief of Commercial & Business Development, Caltrain
James Harrison, General Counsel, Caltrain

Project Management Team

Chelsea Schultz, Project Manager
Asiya Patel, Deputy Project Manager
Bo Baney, Principal Planner
Millie Tolleson, Director, SamTrans Planning
Michaela Wright Petrik, Government and Community Affairs Officer

Consultant Team

Joshua Schank, InfraStrategies
Emma Huang, InfraStrategies
Nate Conable, Fehr & Peers
Molly Sun, Fehr & Peers
Andrina Dominguez, WSP

Executive Summary

Purpose and Scope

Moving San Mateo County, the San Mateo County Transit District's (District) strategic plan, will guide all policy, investment, and service decisions over the next ten years. It provides strategic direction to address the District's multi-faceted and unique role as the provider of bus transportation for the county (SamTrans) and as managing agency and provider of shared services for Caltrain and the San Mateo County Transportation Authority (TA), and staff support for the San Mateo County Express Lanes (ELJPA). The scope of the plan covers the District as a workplace and an employer, and as a managing agency and provider of shared services. The plan also focuses on creating a vision for SamTrans service delivery and investments.

Why now?

Any complex organization needs to regularly update its strategic plan to maximize effectiveness and clarity in its pursuits. The last District strategic plan addressed the five years from 2015 to 2019 and much has changed since then. With the passage of the Measure W sales tax in 2018, the District secured an additional long-term funding source to support operations, maintenance, and capital projects. The COVID-19 pandemic caused profound societal and service disruptions and changed travel patterns dramatically. Additionally, changes to the District's organizational structure created

a new working environment that is very different from 2019. For all these reasons and more, the District had an acute need to revisit its strategic goals and their alignment with day-to-day service delivery.

Plan Development Process

This plan is the result of an extensive strategic planning process launched in May 2023. The District sought to understand existing trends locally and in the transit industry through a travel trend analysis, as well as through interviews with peer agencies, thought leaders, and partner agencies. An extensive in-reach process with District staff followed, including two rounds of department interviews, an employee survey, frontline worker listening sessions, and two rounds of executive and board workshops. This process resulted in development of the following vision, mission, core values, and goals, which together serve as the foundation of the strategic plan.

Vision

The future we envision:

The District provides an exceptional mobility experience for the people and communities in San Mateo County.

Mission

How we will achieve it:

Working together to revolutionize mobility and create a more equitable and sustainable region.

Core Values

The guiding principles that define our culture and behavior:



Equity

Delivering equitable access to opportunities for our communities and our employees to live and thrive.



Partnership

Building trust, exercising empathy, working as a team, and collaborating with external partners.



Excellence

Delivering high-quality service for our customers, investing in our employees, and securing our financial future.



Safety

Cultivating a culture of safety and well-being of our people and customers.



Innovation

Demonstrating eagerness and support to try new things, take calculated risks, and adapt to changing conditions.



Sustainability

Creating a sustainable and resilient environmental future for the agency and people in the region.

Goals and Actions

This section outlines the *Moving San Mateo County* goals and highlights a few of the major themes of the initiatives that will be undertaken to meet each goal.

Goal 1: Deliver Better Mobility Services

Expand and invest in sustainable transportation options to better meet mobility needs, reduce emissions, and improve equity.

SamTrans is dedicated to improving mobility in San Mateo County through a multifaceted approach that centers equity, sustainability, and customer experience. This includes targeted investments in core service corridors to enhance service and transit priority infrastructure. SamTrans will continue to invest in zero-emission bus fleet and infrastructure, as well as the resilience and state of good repair of existing infrastructure. We will undertake a systemwide service analysis, pilot improvements to paratransit services and test a mobility wallet concept.

Goal 2: Provide Outstanding Customer Experience

Deliver a superior transit experience that captivates riders, fosters loyalty, and nurtures trust.

SamTrans will improve the transit and paratransit rider experience through better real-time communication and arrival information. We will pilot the use of paid ambassadors to improve customer experience, build trust, and boost rider loyalty by creating a rider rewards program. We will institute a robust safety culture that is consistent Districtwide and enhances customer experience. We will respond to changing climate impacts to riders by providing mutual aid and explore options for free fares on extreme weather days.

Goal 3: Become an Employer of Choice

Create an employee experience that is meaningful, inclusive, attracts talent, and is built on trust.

The District will prioritize recruitment and retention, and offer a total compensation package with competitive salaries and benefits. We will build and maintain a culture of trust and recognize employee achievements. The District will standardize employee performance metrics and career pathways, conduct regular employee surveys, and provide enhanced management training. We will integrate diversity, equity, inclusion, and belonging (DEIB) efforts by adopting DEIB workforce goals and providing tools for a more inclusionary workplace. We will provide a safe and modern workplace for all District employees, including access to restrooms for bus operators, replacing Building 200 at North Base, and relocating District Headquarters.

Goal 4: Lead Responsibly

Build a fiscally responsible, accountable, and highly effective organization.

The District will improve internal processes beginning with a focus on procurement and employee recruitment process. We will implement recommendations from the IT Strategic Plan and ensure that the budget process reflects funding and staffing needs required to achieve the initiatives outlined in this strategic plan. We will design and implement an Environmental Management System (EMS) to meet environmental and financial goals and improve operational effectiveness, and we will measure and communicate the environmental impacts of agency activities.



Goal 5: Ensure Effective Management

Provide sufficient flexibility, resources, and staffing to support the effective delivery of all transportation services for agencies under the District umbrella.

Shared Services like the Board Secretary, Finance, Innovation & Technology, Marketing & Communications, People & Culture, and Sustainability are used by all agencies under the District. The District also has partially shared service areas with SamTrans and Caltrain counterparts that work together. As such, it is important we develop a mutually agreed-upon Shared Services Agreement to improve service delivery and clarify expectations, roles, and responsibilities. We will also develop metrics and a work plan for tracking Shared Services performance so that we can evaluate and make any adjustments in the future.

Goal 6: Exercise Collective Efforts

Collaborate across the region to improve transit and land use in service of greater mobility.

The District will participate in regional transit coordination initiatives and regional climate adaptation efforts, and dedicate resources to protecting critical lifeline assets. We will build stronger partnerships to improve transit service for our riders, working conditions for operators, and transportation options for youth. We will create a transit-oriented development (TOD) policy that encourages development near transit hubs in key areas. We will also collaborate with agency partners and local stakeholders to improve safe routes to transit for bicyclists and pedestrians.

Implementation, Monitoring, and Evaluation

The District will establish a system for implementing the initiatives described in this plan, monitoring and evaluating progress towards achieving the six strategic goals, and reporting to the organization and its stakeholders. The District will make periodic updates to the plan, as well as a more substantial refresh after five years. Together, these efforts will ensure that the plan will be translated into action and be consistently relevant for the next decade.

The plan is meant to be dynamic and continuously evolve, and the initiatives were designed to be ambitious, yet achievable. Some initiatives in this plan have already begun, and some new initiatives will become part of the District's ongoing course of business. The strategic plan will be reviewed every year to assess progress, reflect on outcomes, adjust where necessary, and outline next steps.



Introduction

Public transit is an essential service. It is a lifeline for those who cannot or do not drive, a sustainable and community-oriented form of transportation, and often a great way to avoid the frustrations of traffic congestion and parking. The San Mateo County Transit District (District) – through the public transit services provided by SamTrans and Caltrain, and the transportation programs funded and delivered by the Transportation Authority (TA) – is well positioned to positively impact quality of life and economic vitality in the county. However, like many other agencies, the District can find itself pulled in multiple directions at once, which makes it harder to effectively deliver on agency goals.

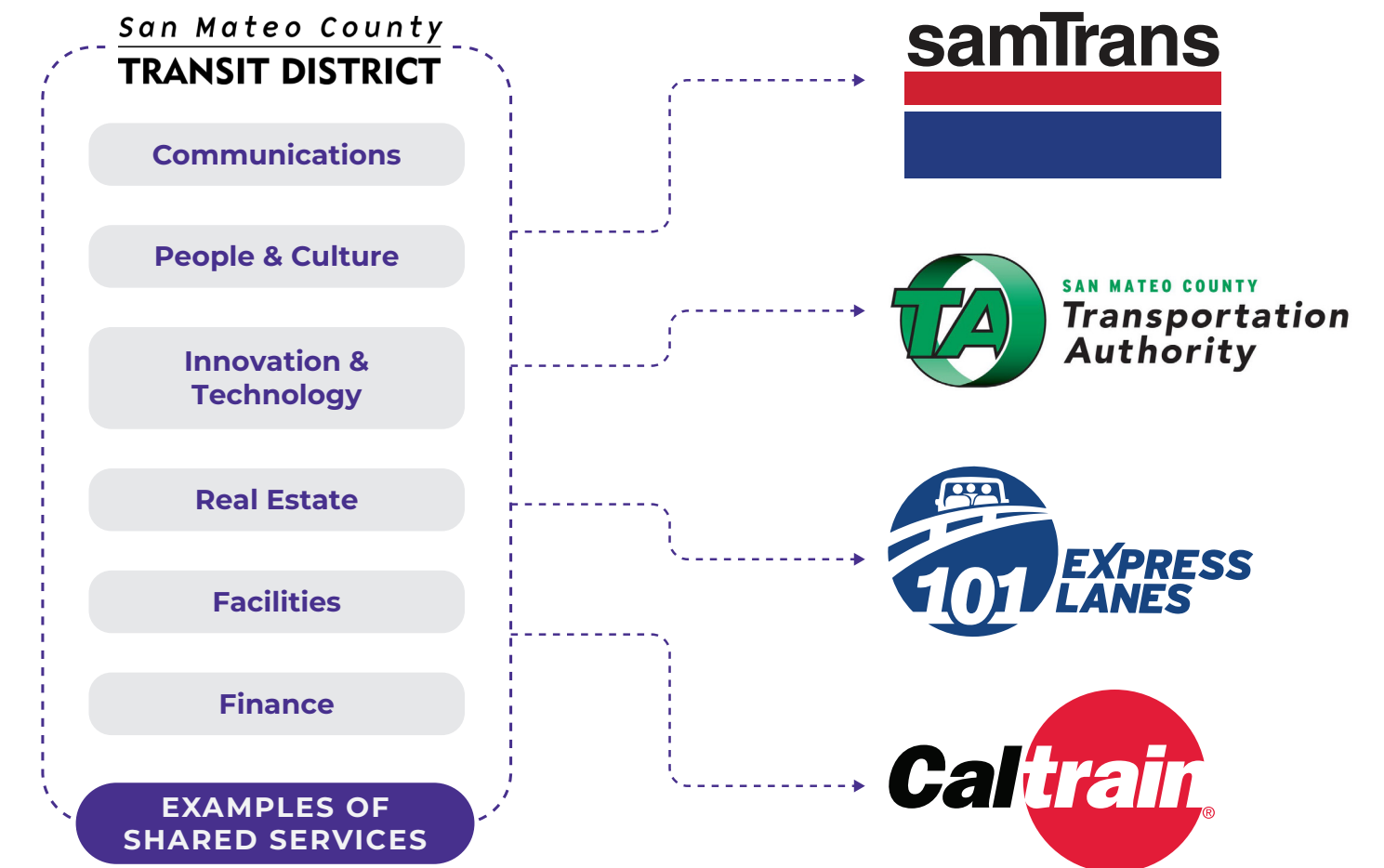
This plan is intended to bring clarity to those goals, building on the strong foundation the District already has, and lay out what it will accomplish over the next decade. It begins with a very broad vision for what needs to be done, and then becomes more specific with a set of initiatives needed to realize that vision. Upon full implementation, *Moving San Mateo County* will propel the District and the region forward with a transit system known for its reliability and excellence.



About the San Mateo County Transit District

The District is the local government organization responsible for administering the principal public transit and transportation programs in San Mateo County: SamTrans fixed route service and associated paratransit and microtransit services, Caltrain commuter rail service owned by the JPB, and the TA. The District also performs certain administrative functions for the San Mateo

County Express Lanes Joint Powers Authority (ELJPA). The JPB, the TA, and ELJPA rely on the District to provide administrative and staff services (i.e., shared services) under the direction and oversight of their respective boards, each maintaining a separate corporate identity and governance. Following is a brief description of each agency.



SamTrans

SamTrans is a branded bus service, with associated Redi-Wheels and RediCoast paratransit and Ride Plus microtransit services that, together, operate primarily in San Mateo County, which encompasses 20 incorporated cities and unincorporated areas. SamTrans maintains over 300 fixed-route revenue vehicles and operates over 70 routes spanning from San Francisco to Santa Clara. Many bus routes make connections to Caltrain, Bay Area Rapid Transit (BART), and the San Francisco International Airport.

Caltrain

Owned and operated by the JPB, Caltrain is the commuter rail service between San Francisco and Gilroy, which runs along the Peninsula and through the South Bay and San Jose. In 2022, the JPB established a separate, permanent Caltrain executive director that reports exclusively to the Joint Powers Board, to supplement the “Shared Services” model through which some District departments support the JPB as well as the District. The JPB consists of three members appointed by each member agency, including the District, the City and County of San Francisco and the Santa Clara Valley Transportation Authority (VTA).

Transportation Authority (TA)

The TA plans, funds, and delivers transportation programs and projects throughout San Mateo County. It was formed in 1988 with the passage of the voter-approved half-cent sales tax for countywide transportation projects and programs, known as Measure A, which was re-authorized in 2004. In 2018, county voters passed the District’s Measure W Sales Tax, which provided an additional revenue stream to improve transit and relieve traffic congestion. The District tasked the TA with administering 50% of the Measure W revenues as directed by the Measure W Congestion Relief Plan. The TA is governed by its own appointed board of directors. The District’s General Manager/CEO serves as the TA’s Executive Director.

San Mateo County Express Lanes Joint Powers Authority (ELJPA)

The ELJPA owns and operates 22 miles of express lanes in both directions on US 101 between the San Mateo-Santa Clara County Line and I-380 in South San Francisco. The ELJPA is governed by a six-member board consisting of three TA board members and three members of the City/County Association of Governments of San Mateo (C/CAG). The goals of the express lanes are to reduce congestion, reduce travel times, and make travel times more reliable. Staff functions are provided by both the TA and C/CAG.

Strategic Plan Purpose and Scope

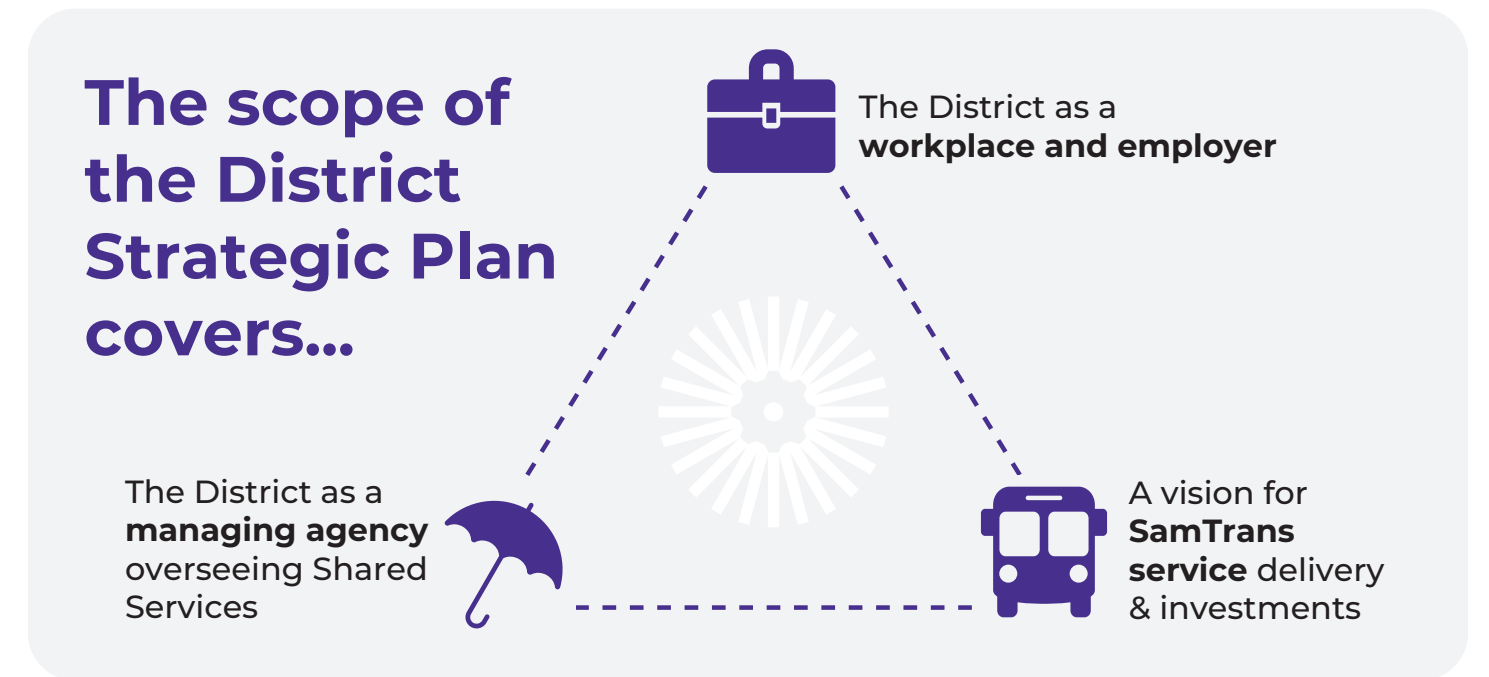
The strategic plan is a foundational document that guides all policy, investment, and service decisions over the next ten years. It provides strategic direction both organizationally and programmatically to address the District's multi-faceted and unique role as the provider of bus transportation for the county (SamTrans) and as managing agency and provider of shared services for Caltrain and the TA, and staff support for the ELJPA.

The scope of the plan covers the District as a workplace and an employer, and as a managing agency and provider of shared services. The plan also focuses on creating

a vision for SamTrans service delivery and investments; it does not address Caltrain's service vision, delivery, and investments, nor the strategic vision for the TA or ELJPA.¹

With a ten-year horizon through fiscal year 2035, *Moving San Mateo County* will help align and focus the District’s functions, prioritize resources, and outline a process to report and measure progress over the next decade. This plan serves as the bedrock that informs all of the District’s other plans, including the Measure W 10-Year Budget Framework and SamTrans Capital Improvement Plan (CIP), and other programs and services to achieve a collective vision.

¹ To read Caltrain’s strategic plan, please see <https://www.caltrain.com/media/2198/download?inline>; to read the Transportation Authority’s strategic plan, please see: <https://www.smcta.com/about-us/funding-overview/strategic-plan-2020-2024>



Why Now?

The last District strategic plan addressed the five years from 2015 to 2019. Much has changed since then, both locally and globally. With the passage of Measure W sales tax in 2018, the District secured an additional long-term funding source to support operations, maintenance, and capital projects. The District made significant progress on its 2018 Strategic Business Plan by delivering key projects such as installing wi-fi on buses, piloting and refining the Way2Go pass program, completing a countywide shuttle study, conducting a microtransit pilot program in Pacifica, and completing the *Bus Stop Improvement Plan*. Way2Go has since been instituted as a permanent pass program that allows educational institutions, residential complexes, and employers to purchase unlimited-ride annual passes for all eligible students, residents, or employees.

Additionally, as of summer 2024, SamTrans has fully implemented *Reimagine SamTrans*, a comprehensive refresh of the fixed-route bus network, and it is already seeing increased ridership on core routes. Building on lessons learned from the microtransit pilot program, SamTrans has also launched Ride Plus on-demand service in East Palo Alto and Half Moon Bay as part of the rollout of the new *Reimagine SamTrans* network. Also as of 2024, the District is receiving steady deliveries of new zero-emission vehicles to aid in the full transition of its SamTrans fleet away from diesel buses.

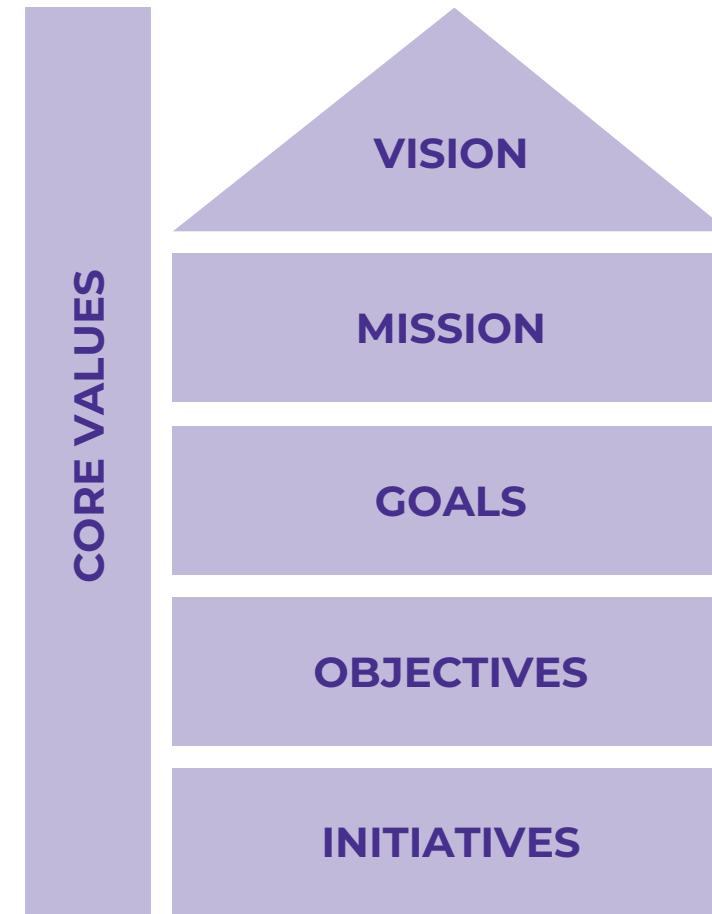
On the organizational side, the governance and relationship of Caltrain to SamTrans has been codified by the 2022 Memorandum of Understanding (MOU) between JPB, VTA, the District, and the City and County of San Francisco, including a continuing mandate for Shared Services provided by the District. The District has also made great strides to integrate sustainability and equity into its policies and business practices.

Much of this has happened against the backdrop of the COVID-19 pandemic when, in 2020, SamTrans ridership plummeted over 70 percent, service was slashed by nearly half, and the District lost over a million dollars in fare revenue each month. In the face of a historic public health disaster, District staff worked tirelessly to plan and deliver responsive, safe, and high-quality public transportation, demonstrating resilience, hard work, and ingenuity. The District and JPB were active partners in the MTC's Blue Ribbon Transit Recovery Task Force, convened during the height of the pandemic in 2020, to guide the future of the Bay Area's public transportation network as the region adjusted to conditions created by the pandemic.

The once-familiar landscape of transportation has undergone a seismic upheaval, prompting a necessary re-evaluation of strategies and priorities. Enter the new strategic plan, *Moving San Mateo County*, crafted to guide the District through the next decade.

Organization of Strategic Plan

The plan is underpinned by a vision, mission, and six core values.



Vision

The vision is the District's long-term aspiration and describes the future it strives to realize for the agency.

Mission

The mission encapsulates the fundamental purpose of the District, what it does, and whom it serves.

Six Strategic Goals

Six strategic goals have been identified to offer more specificity in how the District will achieve the vision. Each goal is supported by key objectives and a series of initiatives.

Objectives & Initiatives

The Initiative Action Matrix at the end of this document (Appendix A) summarizes the goals, objectives, and initiatives contained in this plan for quick reference. The District will rely on this Initiative Action Matrix to plan and deliver specific projects, as well as issue periodic reports to the public on the progress towards these goals and initiatives. Lastly, staff will comprehensively update the plan after five years to ensure the District is advancing towards its vision.

Six Core Values

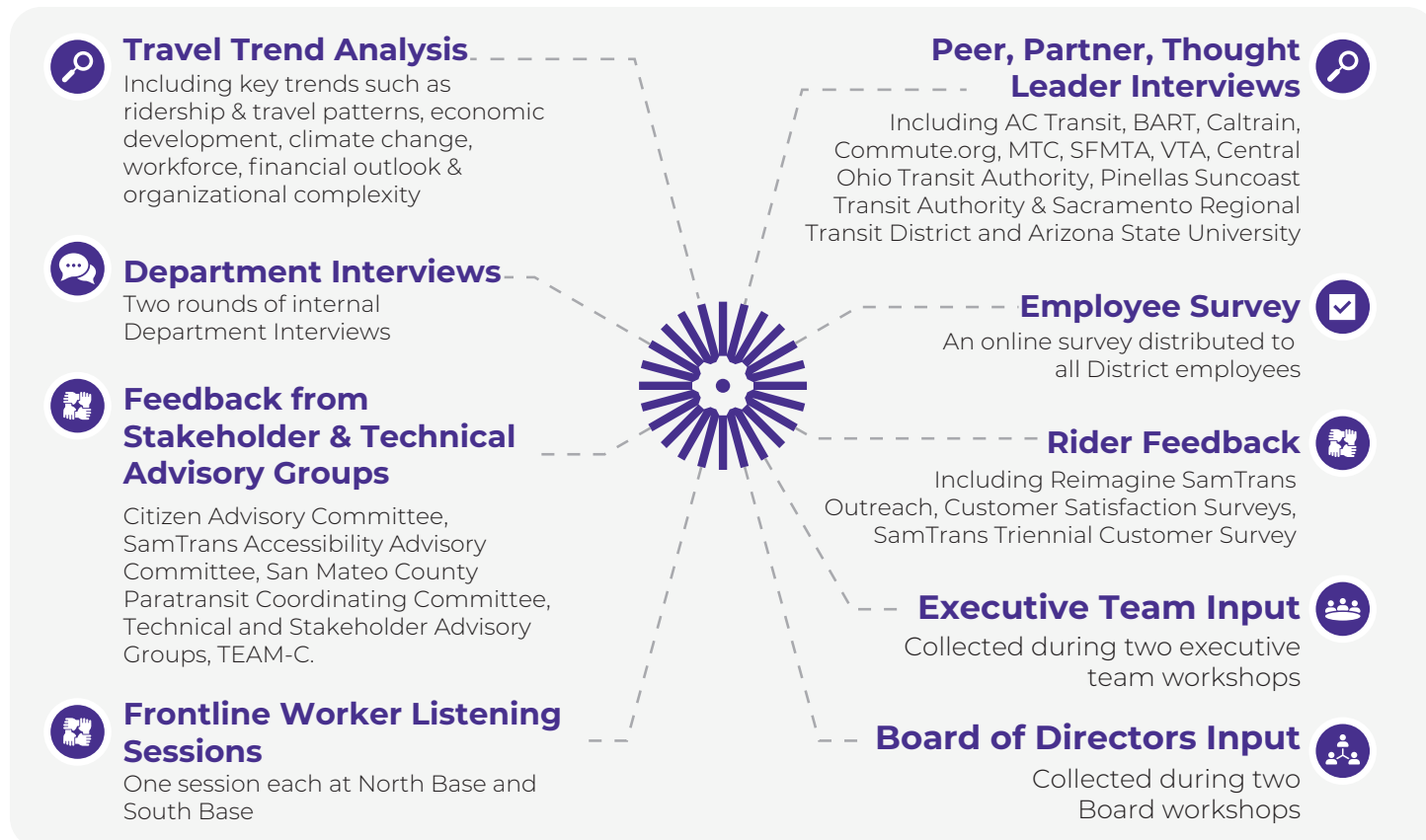
The core values are the beliefs and principles that guide the behavior and decisions of everyone within the District when taking actions to realize the vision and mission.

Strategic Plan Development Process

An extensive strategic planning process began in May 2023. As a first step to understand existing trends locally and in the transit industry, the District conducted a travel trend analysis, as well as interviews with peer agencies, thought leaders, and partner agencies. A full list of those interviewed can be found in Appendix B. The planning process included an extensive in-reach process with District staff, including two rounds of department interviews, an employee survey, pop-up tabling events at North and South Bases and central HQ, frontline worker listening sessions, and two rounds of executive and board workshops. All of these touch points included individuals

from Caltrain, the TA, and SamTrans. The team also utilized findings from a recent Diversity, Equity, Inclusion, and Belonging (DEIB) study of over 100 employees across ten different focus groups.

Key themes identified through the employee in-reach process included the desire for: streamlined internal processes and data standards; competitive salaries and attractive benefit packages; additional resources for employee recruitment and retention; increased recognition of achievements; increased collaboration across departments and work locations; and, enhanced transparency and communication across all levels of staff. Input received from District employees directly informed the goals, objectives, and initiatives outlined in this plan.



Relevant information from major plans, including rider feedback from the recent *Bus Stop Improvement Plan* and *Reimagine SamTrans*, was considered, as well as ridership survey results from SamTrans' triennial onboard survey and MTC's 2022 *Origin-Destination Study*.

Additionally, input from the SamTrans Citizens Advisory Committee, the Accessibility Advisory Committee, and the San Mateo County Paratransit Coordinating Council helped shape the plan. The District also engaged with staff from local jurisdictions and representatives from business, non-profits, advocacy groups, and other stakeholders. The general public weighed in on elements of the draft strategic plan at a multilingual virtual community meeting. This engagement was enormously valuable in identifying key trends and developing the core elements and priorities identified in the plan.

Strategic Plan Engagement Process



Key Trends

Understanding the overarching trends and forecasts that will shape transportation needs over the next decade in San Mateo County is critical to the District’s success in meeting those needs. The plan’s six strategic goals have been informed by the following key trends.

Transit must respond to changing travel patterns

SamTrans ridership is steadily recovering at a rate that is outpacing many peers both regionally and nationally.¹ Total ridership for calendar year 2023 reached 83 percent of pre-pandemic levels (2019), with core routes achieving even higher ridership recovery. In May 2024, total ridership reached 98 percent of pre-pandemic ridership, and SamTrans adult fare usage recovery is 114 percent (as compared to May 2019).²

98% ridership recovery to pre-pandemic levels as of May 2024

82% of riders rely on SamTrans as their primary mode and use it 4+ times a week

37% of riders reported Spanish as the most common language spoken at home

Travel patterns have changed post-pandemic. A greater share of post-pandemic travel occurs at off-peak periods, as measured along the San Mateo and Dumbarton bridges.³ Many office workers are settling into a hybrid work schedule and traditional commuting patterns have changed.⁴ However, most SamTrans riders (82 percent) rely on the system as their primary mode of transportation and use it at least four days per week.⁵

Further, the share of SamTrans riders of color has increased since 2015, driven by an increase in the share of Latino riders. For 37 percent of riders, Spanish is the most common language spoken at home, followed by Tagalog (16 percent) and Cantonese (4 percent).⁶ Ridership demographics are also shifting in terms of age. The share of youth and senior riders has increased since 2015. In 2021, 25 percent of riders were between 13 to 18 years of age and 13 percent over 65 years of age, compared to just 18 and 11 percent, respectively, in 2015.⁷

3 MTC 2023
 4 Bay Area Council Employer Survey
 5 2021 SamTrans Triennial Customer Survey
 6 SamTrans 2021, 2018, 2015 Triennial Surveys
 7 SamTrans 2021, 2018, 2015 Triennial Surveys

1 FY23 Annual Survey, September 6, 2023 SamTrans Board of Directors Meeting.
 2 SamTrans Monthly Performance Report, May 2024.

Local affordability issues impact transit use

San Mateo County has a very high cost of living; a four-person household earning under \$149,100 annually is considered low-income.⁸ Increases in rent payments since 1970 have outpaced growth in household incomes.⁹ The share of SamTrans riders that have access to a vehicle has decreased since 2019, and SamTrans riders making less than \$50,000 continue to represent the highest share of overall ridership.¹⁰ In fact, nearly 39% of riders earn less than \$25,000 annually.

San Mateo County is growing

San Mateo County is expected to add 129,000 households and 114,000 jobs between 2015 and 2050—a nine percent projected regional housing growth and eight percent projected regional job growth.¹¹ Future development in San Mateo County is expected especially along El Camino Real and within Bayside communities.¹²

39% of riders earn less than \$25,000 annually

9% projected regional housing growth between 2015 - 2050

8 California Department of Housing and Community Development 2023 State Income Limits
 9 MTC Vital Signs
 10 SamTrans 2021, 2018, 2015 Triennial Surveys
 11 Plan Bay Area 2050
 12 Plan Bay Area 2050

Climate change mitigation programs are needed, but costly

Approximately 40 percent of California’s greenhouse gas (GHG) emissions stem from surface transportation (all modes). Whether Californians choose to drive or take public transit is one of the most significant climate choices they make every day. The California Innovative Clean Transit (ICT) Regulation requires public transit agencies like SamTrans to transition to a 100 percent zero-emission bus fleet by 2040, which SamTrans aims to accomplish by 2034. Sea level rise adaptation is expected to cost San Mateo County more than \$10 billion through 2050.¹³ Climate hazards such as sea level rise, storm surge, and fluvial flooding present major issues for the District’s infrastructure and facilities.¹⁴ Increasing temperatures put SamTrans’ customers at risk of heat-related health impacts.¹⁵

40% of GHG emissions stem from surface transportation

\$10 Billion cost of sea level rise adaption in San Mateo County through 2050

13 MTC / Association of Bay Area Governments and the San Francisco Bay Conservation and Development Commission, Sea Level Rise Adaptation Funding and Investment Framework Final Report, July 2023.
 14 SamTrans Adaptation and Resilience Plan, 2021
 15 SamTrans Adaptation and Resilience Plan, 2021

 **Labor shortages constrain the District**

Labor shortages constrain the District's ability to adequately staff and increase SamTrans service. An aging workforce, high retirement rates, competition for workers across the Bay area, complex regulatory and licensing requirements, and concerns about work schedules, compensation, and benefits are all challenges.¹⁶ The very high cost of living in San Mateo County exacerbates these challenges.

 **Operating expenses are likely to outpace revenue growth**

Within the next decade, the District's operating expenses are expected to outpace revenue growth. Current funding sources (Measure W, local sales tax, formula funds, and others) will need to be supplemented by external funding such as competitive federal and state grants, in order to implement the District's capital program, in particular, the transition to zero-emission vehicles.

¹⁶ APTA Transit Workforce Shortage Synthesis Report, March 2023

 **Regional coordination and governance is complex**

The Bay Area has 27 independent transit agencies with full local authority, and coordinating high-quality regional transit is challenging. Additionally, the governance structure dictated by the 2022 Memorandum of Understanding (MOU) provides a unique staff reporting structure and Shared Services model, and is organizationally complex.



Vision

The future we see by executing this plan:

The District provides an exceptional mobility experience for the people and communities in San Mateo County.

The District envisions a future where it provides exceptional mobility options for San Mateo County that meet standards of the highest quality. These services are plentiful, enjoyable to use, efficient, safe, and reliable. These services will enhance connectivity and accessibility throughout the county and provide a world-class customer experience that will substantially benefit our local communities. Through continuous innovation and an unwavering commitment to safety, the District earns a reputation of excellence.



Mission

How the District employees will accomplish the vision:

Working together to revolutionize mobility and create a more equitable and sustainable region.

This mission is built around the idea of collaboration, which is both a worthy goal and a critical ingredient in the achievement of the vision. Only by working hand-in-hand with its stakeholders, partners, and dedicated employees can the District cohesively integrate high-quality mobility options to provide equitable access to opportunity. By embracing new technologies and forward-thinking policies, the District will work to reduce reliance on single-occupancy vehicles, improve air quality, and enhance the quality of life for a more sustainable and vibrant San Mateo County.

Core Values

While its vision and mission provide direction and focus for the District, the core values influence its organizational identity and culture. Core values apply to everything the District does, for customers and employees, and are intended to guide its overall behavior and actions. These six core values— equity, excellence, innovation, partnership, safety, and sustainability— serve as a foundation for effective and consistent District interactions, activities, and decision-making at every level, and play a crucial role in shaping the District’s inclusive, resilient, and team-oriented internal culture. By clearly defining these values, the District is committing to its stakeholders that it will uphold them in the execution of this plan.


-  **Equity**
-  **Excellence**
-  **Innovation**
-  **Partnership**
-  **Safety**
-  **Sustainability**

 **Equity**
 Delivering equitable access to opportunities for our communities and our employees to live and thrive.


Communities thrive when they have affordable, accessible, and timely transportation to the places where they live, work, and play. The District prioritizes equitable access in all of its services and operations, ensuring that customers and employees alike can thrive regardless of background or circumstance. By providing high-quality mobility options that meet its customers’ diverse needs, the District will enhance connectivity for a stronger, more resilient, and economically prosperous San Mateo County.

 **Excellence**
 Delivering high-quality service for our customers, investing in our employees, and securing our financial future.

The District strives to go above and beyond to ensure an exceptional mobility experience. Providing an excellent experience for our customers depends on building and maintaining a workforce that feels supported and empowered to bring their best to work every day. The District maintains this level of excellence by being an employer of choice, investing in its employees, and providing a safe and modern workplace. This internal and external excellence fosters operational efficiency and innovation, ultimately enhancing long-term financial stability and customer satisfaction.

 **Innovation**
 Demonstrating eagerness and support to try new things, take calculated risks, and adapt to changing conditions.


The District embraces a culture of innovation by creating space for employees to explore new ideas, technologies, and approaches to meet the evolving mobility needs of San Mateo County. By fostering an environment where calculated risks are welcomed and learning from failure is embraced, the District is positioning itself to effectively address emerging challenges and proactively refine its mobility offerings.

 **Partnership**
 Building trust, exercising empathy, working as a team, and collaborating with external partners.

The District does not operate in isolation and recognizes the critical roles that trust, empathy, and teamwork play in delivering its services. Activating and leveraging the collective strengths of its workforce, the District celebrates collaboration to work together as one team. The District proactively turns this collaborative spirit outward, fostering partnerships with other agencies, businesses, and community organizations to optimize sustainable transportation service delivery.

 **Safety**
 Cultivating a culture of safety and well-being of our people and customers.

The District is committed to ensuring the welfare of employees and customers in every aspect of operations. Through rigorous training programs, proactive risk assessments, and continuous improvement initiatives, the District strives to mitigate hazards and prevent accidents. The District equally emphasizes the mental, physical, and emotional health of its workforce by providing resources to promote well-being, and upholding and enforcing the highest standards for workplace conduct.

 **Sustainability**
 Creating a sustainable and resilient environmental future for the agency and people in the region.

The District is committed to creating more opportunities for people to use public transit and, by doing so, reduce environmental harm. The District commits to advancing regional sustainability by reducing resource use, minimizing its impact on the environment, improving operational effectiveness, and measuring the environmental impacts of its activities to identify opportunities for improvement. By encouraging the use of public transit in our local communities, the District is creating a resilient and sustainable environmental present and future for all of San Mateo County.

Strategic Goals, Objectives & Initiatives

Moving San Mateo County includes six strategic goals that we believe will lead us towards our Vision, guide us on our Mission, and are consistent with our Core Values. These goals act as a strategic roadmap and are bolstered by clear, specific, and measurable objectives, which are operationalized via discrete initiatives. By executing on these initiatives, the District commits to creating lasting and positive change for customers, employees, and the region over the next ten years.



Goal 1: Deliver Better Mobility Services

Expand and invest in sustainable transportation options to better meet mobility needs, reduce emissions, and improve equity.

Investing in expanded sustainable transportation options can help make modes other than driving more efficient, accessible, and compelling. SamTrans will continue to work to adopt service patterns and offerings that are responsive to the travel patterns and needs of customers. For SamTrans, this means thinking creatively, committing to and building on innovative initiatives, and testing concepts that improve the overall customer experience. SamTrans believes that by making transit and other sustainable options laser-focused on responding to rider needs, we can improve efficiency, contribute to regional emissions reductions, and increase equitable access to services.

Objective 1A Improve and expand existing SamTrans services

Improving and expanding transit services requires a strong understanding of the travel patterns—and unmet needs—of riders. Improvement to services is most effective when the services are analyzed based on their intent, whether it is to improve travel times, accessibility, or frequency of service. The SamTrans services most critical to Objective 1A are those along core corridors that serve key markets or will be experiencing projected growth over the next ten years, and on-demand services that can help to fill service gaps.



Initiative 1A.1 Invest in new or existing service in key transit corridors

SamTrans is dedicated to investing in key corridors where demand and ridership are high, such as El Camino Real/SR 82, and the Dumbarton Rail Corridor, to better serve existing riders and increase transit service where it is most needed. El Camino Real is one of the highest density corridors connecting the northern and southern ends of the county, accounting for one-quarter of daily SamTrans riders. SamTrans will also explore ways to enhance or optimize its service patterns by leveraging Caltrain’s electrified service (as it runs parallel to the El Camino Real corridor). Near-term transit service operating within the Dumbarton Rail Corridor, particularly the Peninsula portion from Redwood City to East Palo Alto, provides an opportunity to implement high-quality transit service in key equity priority communities, while SamTrans continues to explore future funding opportunities and alternatives for a high quality, high-capacity public rail system.

SamTrans will increase and enhance transit service through quick-build transit priority treatments (e.g., bus lanes and high occupancy vehicle (HOV) lanes, transit signal priority, transit and pedestrian bulb-outs, turn restrictions, and other tools) and longer-term, major capital improvement projects on key transit corridors. SamTrans will also lean into its multifaceted role as leader, collaborator, and convenor to bring together the expertise of the cities, county, and regional agencies it interfaces with to build

a strong San Mateo County transportation network through the Grand Boulevard Initiative and other efforts. Finally, SamTrans will pursue local, state, and federal funding options to deliver these improvements. SamTrans will also seek to influence state and local policy to increase opportunities for funding and set proactive policies to allow a rapid rollout of transit priority treatments.

Initiative 1A.2 Adapt service to new travel patterns and increase service for key markets

Transit agencies across the country and the world have experienced changes in ridership patterns since the COVID-19 pandemic. While SamTrans recently completed implementation of the full *Reimagine SamTrans* bus network, which is responsive to post-pandemic travel patterns, it must continually review changing travel demand to meet the needs of its riders.

SamTrans will embrace creativity and innovation in service planning to adapt to evolving travel patterns in the county. This may include expanding service frequency and/or coverage during off-peak times on the weekends and during the early morning and late evening hours, particularly in equity priority areas.¹⁷ Ahead of the next comprehensive operational analysis (see Initiative 1B.2), SamTrans will also explore opportunities to enhance transit service for key ridership markets such as non-traditional time commuters, students/youth, seniors, veterans, and those in transitional housing.

¹⁷ SamTrans has established Equity Priority Areas (EPAs) to inform where its limited resources should be invested in the county. EPAs were identified using a composite index that accounts for household income, non-white households, and zero-vehicle households. These three metrics are combined into a final rank representing need for transit service.

Initiative 1A.3 Evaluate and refine on-demand services

SamTrans launched its Ride Plus on-demand transit service in June 2023 serving riders in Half Moon Bay, El Granada, East Palo Alto, and Belle Haven. The service has been popular with riders, and ridership has seen steady growth. After establishing evaluation metrics and criteria for expansion, SamTrans may build on Ride Plus’ success by developing and expanding on-demand transit services where they offer positive net benefits, such as in areas that are difficult to serve by traditional fixed-route transit. Any new services will incorporate lessons learned from these first Ride Plus service areas, and SamTrans will further consider opportunities for operational and customer efficiency by exploring commingled rides that share paratransit and demand-response vehicles.

Initiative 1A.4 Invest in resilience, improvement, and state of good repair for existing infrastructure

Providing excellent service to riders requires SamTrans to maintain and improve its existing infrastructure over time. Investing in an effective State of Good Repair program is essential for delivering safe and reliable transit free from service disruptions and is even more critical now given the impacts from climate change. This applies to the visible infrastructure that passengers see, such as buses, fare validators, and bus stops, but also everything behind the scenes like administrative facilities, vehicle maintenance yards, fueling stations, and enterprise software systems. Leveraging tools such as life cycle costing in capital planning, Transit Asset Maintenance compliance, and Enterprise Asset Management software utilization, will help SamTrans anticipate, prepare for, respond to, and recover from adverse impacts related to or exacerbated by climate change.



Objective 1B Experiment and respond to the changing transportation landscape

Providing better transportation options requires incorporating the most useful transportation technologies and innovations. SamTrans will embrace the District’s core value of innovation by being willing to consider new ideas; pilot new processes and projects; and leverage investments by other transit operators, local municipalities, and Caltrans to better serve riders. By piloting, iterating, and evaluating, SamTrans will build upon past successes—and more importantly, lessons learned—to tailor service to evolving customer needs.

Initiative 1B.1 Conduct a fare policy study and continually refine fare programs to meet customer needs

While SamTrans regularly updates aspects of its fare structure, it has not conducted a comprehensive study since 2018. SamTrans will conduct an updated fare policy study centered around the vision, core values, and goals outlined in this strategic plan. The study will consider the need to balance revenue considerations along with policy priorities such as sustainability, equity, and customer experience. SamTrans’ study will consider promotional programs, fare policies for key markets, opportunities to integrate and participate in regional transfer or coordinated fare programs, and better fare integration with operators that SamTrans’ customers frequently transfer to (Alameda Contra Costa Transit District (AC Transit), BART, Caltrain, San Francisco Municipal Transportation Agency (SFMTA), and VTA).

Initiative 1B.2 Undertake a systemwide service analysis/comprehensive operational analysis (COA)

SamTrans fully implemented its current COA, *Reimagine SamTrans*, in the summer of 2024. Looking ahead to the next decade, systemwide service planning updates will be necessary to analyze and evaluate where improvements can be made to make service design and delivery more efficient, effective, and customer focused. SamTrans will begin this updated process by undertaking a market study (see Initiative 1A.2) to identify opportunities to better serve key ridership markets and prepare for a future COA. Outcomes of this analysis will include a stronger organizational understanding of travel and ridership patterns that can be used to better align future system development and new mobility options with customer needs.

Initiative 1B.3 Continue to pilot improvements to SamTrans paratransit services

SamTrans is committed to delivering excellent paratransit services and will continue to explore enhancements that provide more efficiency, greater adaptability, and improved experiences for paratransit passengers. Following the successful launch of the same-day paratransit pilot, SamTrans will continue to find methods to improve services that are customer friendly—straightforward, easy-to-use, and efficient—and will look for additional ways to simplify travel for paratransit passengers. SamTrans will further consider opportunities for operational and customer efficiency by exploring commingled rides that share paratransit and demand-response vehicles.

Initiative 1B.4 Pilot a mobility wallet concept that provides Universal Basic Mobility¹⁸

The District is committed to delivering more equitable access to opportunities for our communities to live and thrive, in alignment with our core value of equity. One way to improve equity is by reducing the cost of transportation for low-income individuals. SamTrans will explore the potential for piloting a mobility wallet pilot program that provides universal basic mobility via a monthly subsidy to low-income individuals. The mobility subsidy could be used on transportation modes beyond transit, such as micro-mobility, rideshare, vanpool, taxi, bike share, etc. This is the basis for the region’s existing means-based pilot program known as Clipper START, which allows eligible adult riders who are lower-income to receive fare discounts of 50 percent off the adult single ride. SamTrans will build on the lessons from this regional pilot program. This pilot program will require close coordination and partnership with MTC, C/CAG, and other San Mateo County stakeholders, as well as external funding.

¹⁸ Universal Basic Mobility (UBM) is the concept of providing a foundational level of mobility to all members of society, regardless of factors such as geographic location or income level, through partnerships and policies.



★ **Goal 2: Provide Outstanding Customer Experience**

Deliver a superior transit experience that captivates riders, fosters loyalty, and nurtures trust.

SamTrans, as a transit provider, competes with other modes of transportation. To effectively compete, SamTrans must provide a superior transit experience. By reliably providing excellent service, SamTrans will build rider trust and loyalty. SamTrans will work to increase reliability, enhance customer communication, boost safety and security, and reward regular riders with perks, all in service of improving customer experience.

Objective 2A Improve the transit and paratransit rider experience

Improving the transit and paratransit rider experience includes addressing modern real-time communication expectations, maintaining high quality and easy-to-access online information, and providing clear and attractive wayfinding and customer service experiences.

Initiative 2A.1 Improve real-time communication to and from riders

Riders have come to expect real-time information availability and communication capabilities. To provide an outstanding customer experience that meets modern customer expectations, SamTrans will invest in customer relationship management strategies and technologies that enable communications to and from SamTrans riders. For outgoing time sensitive communications, SamTrans will explore

implementation of best practices and software for push notifications for updates associated with inclement weather, service changes, or similar infrequent updates. SamTrans will explore the potential for investing in platforms for real-time live chat features to enable easy customer exchanges to ask for help or report issues, as well as best practices and software that is accessible for riders who have hearing or visual impairments.

Initiative 2A.2 Provide high-quality real-time vehicle arrival information

Research shows that customers perceive their wait time at a bus stop to be shorter when they know when the bus is coming. By providing accurate, high-quality, and easily accessible real-time bus and vehicle arrival information to customers, SamTrans can improve customer experience and satisfaction. The first step in providing this information is collecting it, by continuing to ensure all vehicles in the SamTrans fleet can report general transit feed specification (GTFS) real-time location information that can be used by Google Maps, Transit App, and other online platforms. Through the *Bus Stop Improvement Plan*, SamTrans will deliver improved real-time arrival information for customers via digital signage and QR codes at bus stops. Other options to explore include real-time information onboard vehicles and free access to online real-time arrival platforms. SamTrans will also explore implementation of best practices for providing high-quality real-time bus and vehicle arrival information to customers who have hearing or visual impairments.

Initiative 2A.3 Enhance digital and physical customer communication

SamTrans will enhance communication with customers through an upgraded website and improved field signage. The initiative aims to improve the readability and accessibility of the website, system map, and timetables, focusing on user-friendly design for trip planning and bus stop location. Feedback from riders with visual or hearing impairments will be actively solicited and incorporated to ensure inclusivity. Recognizing that customers do not differentiate between transit service providers and prefer a cohesive experience, SamTrans will partner with cities and regional initiatives like MTC's Regional Mapping and Wayfinding project to upgrade street-level wayfinding, bus stop flags, and signage to support a comprehensive wayfinding and visual communication strategy that is regionally cohesive and consistent. The goal is to create an intuitive, cohesive rider experience that meets passenger needs and encourages continued use of SamTrans services.

Initiative 2A.4 Implement transit-supportive infrastructure projects

Implementing transit priority treatments in targeted locations throughout the SamTrans service area, such as dedicated bus lanes, in-lane stops, queue jumps, and transit signal priority infrastructure, is an industry best practice for increasing the speed and reliability of transit options, and essential for better customer experience. Improving bus stops with better amenities to shield those waiting from the elements and provide a well-lit place to sit is also critical to improving the customer experience.

To help achieve this initiative, SamTrans will initiate a countywide transit priority study and build a prioritized transit priority program. Additionally, SamTrans will deliver an ambitious and comprehensive bus stop improvement program in a manner consistent with the newly adopted *Bus Stop Design Guidelines*. However, to be successful, these programs will require significant collaboration across multiple jurisdictions that own and maintain the sidewalks, roadways, and signal infrastructure. SamTrans will collaborate with cities, the County, C/CAG, and Caltrans, and will coordinate with developers who have a vested interest in improving access to transit near their projects. SamTrans will actively pursue funding and implementation partnerships and opportunities to advance these initiatives.

Initiative 2A.5 Pilot the use of paid ambassadors

SamTrans will pilot an ambassador program to explore the customer and employee benefits that can be provided by staffing paid personnel at transit stops and on vehicles. Providing ambassadors is a useful method for improving the customer experience and can also address personal safety and security concerns without relying on increased armed law enforcement. Ambassadors carry a wealth of information to support passengers with wayfinding, payment, or other questions that may arise, and also serve as additional eyes and ears related to safety and security concerns; this helps take the burden off SamTrans operators so they can focus on their primary responsibilities.

Objective 2B Build trust and boost rider loyalty

Rider trust is built on a foundation of safety, which is a core value and a key component of service provision for SamTrans. SamTrans is also dedicated to rider satisfaction and will grow and retain rider trust by listening to passenger needs and addressing them promptly. SamTrans also intends to create rider rewards programs that provide perks to frequent riders and incentivize new riders to consider transit. Finally, maintaining rider trust in this unpredictable era of climate change also requires providing mutual aid and free fares on key extreme weather days.

Initiative 2B.1 Create a rider rewards program

SamTrans will demonstrate its commitment to rider satisfaction by exploring ways to reward riders for their loyalty. Offering rewards to frequent riders can incentivize current riders to use transit more and encourage new riders to choose transit over other modes of travel. SamTrans will explore potential perks such as discounts, free rides, and exclusive offers to build stronger relationships with riders and boost customer retention, in addition to the Day and Month fare accumulator products that will be offered with the launch of Next Generation Clipper. SamTrans will also explore ways to provide these perks to cash-paying customers.

Initiative 2B.2 Regularly collect and utilize rider input

Customer preferences change over time and SamTrans will continue to administer surveys to stay up to date on these preferences to ensure services meet rider expectations. By understanding what passengers value most in their transit experience, SamTrans can tailor its services to meet these expectations, address gaps, and, when responsive to these preference changes, build community trust by showing SamTrans' commitment to its riders. SamTrans will work to ensure its existing triennial onboard survey results are parsed by race, gender, and income to ensure equity populations are represented. To combat survey fatigue and to supplement gaps in survey data, SamTrans will leverage other data collection methods, including small group interviews and discussions. SamTrans will also work to effectively communicate survey results as well as the changes that have occurred as a result of hearing from customers.

Initiative 2B.3 Institute a robust safety culture Districtwide

In order to continue to deliver a passenger experience that is safe and reliable, the District must uphold and maintain a culture that prioritizes and allocates resources for safety and risk-management during all phases, from transit planning and design all the way through to delivery. The District will enact a multi-pronged approach to foster a culture of safety, beginning by reviewing and updating its protocols and procedures to ensure consistency across all organizations. The District will also institute communication and training strategies to drive staff awareness and education of safety practices, including those related to zero-emission technologies and infrastructure.

Initiative 2B.4 Support riders in navigating climate change impacts

A changing climate is increasing the number of high heat days, flooding events, and the extent of sea level rise in San Mateo County. Intensifying weather events can make travel difficult, unpleasant, and unsafe. SamTrans wants to ensure that people can safely get where they need to go, even in the worst conditions. To ensure consistent access to rides throughout the year, SamTrans will explore options to make fares free on extreme weather days and continue to provide mutual aid to other agencies like Caltrain and BART when their services are disrupted due to climate events. The District also commits to proactively seeking new ways to respond to and support the communities it serves as climate change impacts manifest in new and unknown ways over the course of this plan.



 **Goal 3: Become an Employer of Choice**

Create an employee experience that is meaningful, inclusive, attracts talent, and is built on trust.

Becoming an employer of choice goes hand-in-hand with being able to deliver an outstanding customer experience and improve and expand on existing services. In short, the District will be best positioned to achieve its other goals by creating an employee experience that is meaningful and inclusive, thereby attracting and retaining talent. The District will provide compensation, benefits, and on-the-job resources and facilities that attract and retain talent at every level. This also requires actively building trust and grounding everything we do in the core values of the agency.

Objective 3A Improve the experience of being a District employee

Regardless of whether an employee works on a bus, in a garage, or at a desk, the District is committed to ensuring employees have an outstanding work experience. Results of the 2023 employee survey showed that employees overwhelmingly want the District to prioritize improving employee recruitment and retention. The District will address this by offering a total compensation package that includes competitive salaries and benefit options.

Initiative 3A.1 Implement recommendations from the 2024 Classification and Compensation Study

Being an employer of choice will require the District to provide competitive salaries. The District will implement recommendations from its 2024 Classification and Compensation Study, which provides an updated job classification and total compensation structure based on market benchmarking with comparative agencies. This study will also serve as a launching point for a full organizational assessment of the District in which workforce composition and staffing, reporting structure, and distribution of responsibilities are evaluated against what is needed to support the implementation of this plan.

Initiative 3A.2 Adapt employee benefit programs to respond to changing trends and employee needs

The District strives to provide benefits that are current, competitive, and meet the needs of a diverse workforce. To better recruit and retain staff, the District will explore benefits that are aimed specifically at addressing what employees need, including conducting a study of the different benefit needs between administrative and field employees. These may include expanded or refined parental leave and support benefits, commuter benefit programs and incentives (e.g., travel stipends for base employees, parking cash-out programs, flexible work locations, partial telecommuting policy, allowing transit commutes to count toward work hours), and continuing to evaluate the feasibility of housing-related benefit options.

Improved commuter benefits and incentives will also reduce parking demand at District facilities and reduce environmental impacts.

Objective 3B Build and maintain a culture of trust and recognize employee achievements

Strong relationships are a foundation for trust and the District will create a safe environment for relationship-building across departments and working groups to begin to build this trust. The District will undertake initiatives that solicit input, provide timely follow-through, and foster employee creativity and innovation. These kinds of initiatives require leadership to be open to new ideas, but by providing formal spaces for employee input and following up with staff on their ideas, a mutually reinforcing learning process built on trust will be fostered.

Initiative 3B.1 Standardize and widely communicate employee performance metrics and career pathways

Employees have higher job satisfaction and perform at a higher level when performance expectations are understood and the pathway to career advancement is clear. The District will develop specific metrics and career pathways to help employees grow their careers. Managers and supervisors will also use this guidance to structure meaningful opportunities for employees and help prepare them for career advancement. Career pathways can include specific training courses and competencies/skills that employees should strive to advance in their career. Performance metrics should specify basic outputs that are expected and can be tracked along a career pathway.

The District will also analyze the possibility of tying these metrics to compensation, and the tradeoffs associated with such a structure, as a method of improving performance and building trust that employees will be recognized and rewarded for their high performance.

Initiative 3B.2 Conduct an employee survey at regular intervals with meaningful and actionable follow-up to employees

An employee survey, when conducted consistently and accompanied by persistent follow-up, can be a highly effective tool for building trust among the workforce. A successful employee survey process requires three key elements. First, it must be conducted at regular intervals with most questions remaining unchanged to benchmark progress. Second, there must be a strong effort, with substantial resources, dedicated to increasing response rates among employees, especially those on the front line. This includes specific strategies to collect survey responses from employees who do not work at the District HQ building and/or do not primarily perform their work on a computer.

Finally, management must be ready to widely share the results of the survey and the actions taken in response to the survey findings, with updates on progress. This may include challenging and difficult subjects or requests, but it is essential for employees to know that they are heard and their responses are valued. The District is firmly committed to this initiative and, with these three key elements in place, an employee survey will build trust over time and lead to a happier and more effective workforce.

Initiative 3B.3 Improve transparency between executive leadership and staff

Employees are far more likely to be inspired and capable of achieving the goals of this plan when they have a clear picture of the issues confronting executives. Communicating regularly with the workforce about these issues, and what is being done to address them, increases transparency and trust among employees. This communication should include being clear about the goals that each board has set for the CEOs, as well as the goals the CEOs have set for their executives. In addition to the regularly scheduled townhall meetings, where employees can hear updates on progress and ask questions of the CEO and other executives, new communication strategies will also be considered.

Initiative 3B.4 Provide enhanced management training for District employees who supervise others

More effective management is a critical ingredient to building trust among teams, incentivizing better performance, and retaining employees. It is also a skill that can often be overlooked as people advance in their career. Providing enhanced management training resources to District employees will give them the skills they need to be better supervisors, while also giving them the credentials they need to advance in their careers. Both outcomes will lead to improved employee recruitment and retention. The District should also provide guidance and tools for managing others in

a hybrid work environment, including how to better conduct meetings and make the most of in-person interactions.

Initiative 3B.5 Foster in-person relationship-building with events and team cross-pollination opportunities

In a hybrid work environment, the organic socialization and bonding that was once routine is disrupted. In-person events are important for engaging employees and building rapport within and across teams, including employees assigned to different locations. The District will continue its practice of developing an annual program of events and explore new opportunities for in-person relationship building and team collaborations between different business units. Events may be social, work-oriented, or specifically designed to recognize employee achievements. Opportunities for shared learning and socialization across departments should also be explored.

Initiative 3B.6 Create an innovation challenge for employees paired with rewards

The District benefits from the breadth and depth of experience that each employee brings to the workplace. An innovation challenge is a way for the District to encourage employee ideas that are aligned with the District’s core values, help solve a problem, or further the goals of this plan. By first analyzing models at other organizations and then working collaboratively with all departments, the District will set up a program to accept employee ideas within a challenge or contest-like framework. This should include specific parameters for how these ideas can be submitted, and a promised response time for all ideas (including ideas not selected). If an idea from an employee or group of employees generates or saves money for the agency, the program should enable them to share in that reward. This will provide extra incentive for employees to think about and suggest innovations with an emphasis on cost/

benefit. This recurring challenge will help to strengthen team morale and relationship-building by encouraging creativity and will build trust and mutual respect by showing employees that management values and is open to their ideas. Ultimately, employees that feel valued are more likely to contribute ideas in the future and are more likely to be productive and happy in their jobs.

Objective 3C Integrate diversity, equity, inclusion, and belonging (DEIB) efforts districtwide

The District will work to integrate diversity, equity, inclusion, and belonging so that staff in every corner of the organization feel welcomed and accepted. The District will adopt specific and measurable goals to track progress in this area and invest in employee programs that foster inclusive and collaborative behaviors.

Initiative 3C.1 Develop and adopt annual DEIB workforce goals

Setting internal DEIB goals helps the District ensure that all employees, regardless of race, ethnicity, gender, sexual orientation, disability, age, or other characteristics, have equal access to opportunities. Developing, adopting, and tracking progress on goals for DEIB allows the District to maintain accountability to employees, passengers, and the broader community, in turn fostering trust and credibility. Annually, the District will reaffirm this commitment to a culture of social responsibility by evaluating progress and, when needed, re-evaluating initiatives to ensure it remains an inclusive and equitable place to work for all.



Initiative 3C.2 Increase employee knowledge and understanding of DEIB by providing training and learning events

The District can only maintain a culture of inclusion if all employees understand and practice inclusive behavior every day. By raising employee awareness of the types of practices that promote and improve DEIB, the District can foster a culture where all employees feel valued, respected, and included. The District will increase employee knowledge and understanding of DEIB topics by hosting DEIB curriculum through regular trainings and small-learning events facilitated by subject matter experts. This will ensure that these events are comfortable spaces for all to learn, listen, and be heard in an environment that fosters understanding and strengthens mutual respect.

Initiative 3C.3 Provide tools and collaborate with employees to foster a more inclusionary workplace

All employees have an influence on the culture of an organization, but managers often have an outsized impact on the way staff feel seen and heard. The District will evaluate where existing tools can be improved, with a focus on inclusionary management practices, and look to other peer organizations for inspiration on other best practices to provide collaboration tools for employees at every level. The District will also explore how to leverage various tools and trainings, building on the training and learning described in Initiative 3C.2, to foster an inclusionary workplace, such as providing trainings on soft skills, supporting Employee Resource Groups, and developing an academy for managers to prepare them to step into inclusive leadership roles.

Objective 3D Provide a safe and modern workplace for all District employees

Employee satisfaction is partially driven by feeling safe and comfortable in the workplace and when performing duties. The District will work to provide a safe and modern workplace, beginning with providing SamTrans operators with restroom access at all end-of-line and layover locations, replacing aging buildings, and developing a facilities masterplan with an eye for current and future workforce needs.

Initiative 3D.1 Provide operator restroom access at all SamTrans end-of-line and/or layover locations

Bus operators in the field do not always have regular access to restrooms—a critical human necessity. SamTrans' Operator Restroom Task Force will continue work to secure safe and reliable restroom access for bus operators at every bus layover and beginning and end of routes. This will include a combination of solutions based on location, including contracts for operator access to businesses, buildings, and organizations; strategically placed portable units; partnerships with other transit agencies; as well as stand-alone restrooms constructed and maintained by SamTrans. Securing these solutions will require close collaboration and partnerships with public and private property owners. The District is committed to providing all staff with the facilities, tools, and work environment they need to do their job, including access to necessary facilities.

Initiative 3D.2 Replace existing transportation building at North Base (Building 200)

The existing transportation building at North Base (also known as Building 200) is settling and has been for over a decade. A 2018 study recommended that the most cost-effective way to address this environmental condition is to replace the entire building. Doing so will help the District prepare for future growth of staff and operational activities, provide a safe and modern workplace for employees and improved employee amenities, enhance security features, and increase climate resilience and State of Good Repair.

Initiative 3D.3 Relocate District Headquarters (HQ) to 166 Rollins Road in Millbrae

The current District HQ building, an old facility built to 1970s seismic standards, is in an advanced state of disrepair and not designed for the modern workplace. The cost to bring the building up to modern standards greatly exceeds the value of the building. The District will relocate its HQ to the Gateway at Millbrae Station (166 Rollins Road), which is a modern, efficient, and transit-oriented building. The property is adjacent to the Millbrae BART and Caltrain Station, which is also served by SamTrans routes ECR and 292. The new HQ will also help to ensure the agency can recruit and retain employees. After relocation, it's important that the District maintain a State of Good Repair by budgeting and planning appropriately for ongoing operation and maintenance costs.

The District plans to retain ownership of its existing HQ site located at 1250 San Carlos Avenue in San Carlos and will work with the City of San Carlos to identify goals and objectives for the redevelopment of the site.

Initiative 3D.4 Develop and implement an operating facilities masterplan for District and SamTrans facilities

Creating a positive work environment requires attention to the physical comfort and safety of employees. The quality of the physical work environment directly affects employee satisfaction and morale, impacting employee retention and recruitment. Additionally, maintaining the District's facilities in a good state of repair is essential for delivering safe and reliable transit services. The District will conduct a set of studies of its operating facilities to assess and inventory existing physical facilities; identify necessary maintenance updates and improvements; and consider future needs based on growth, changes in technology, industry trends, and regulatory requirements. Recommendations for improvements or expansion to address needs will be incorporated into the Capital Improvement Program. By providing employees with a positive work environment, the District will enable employees to do their best work.

Goal 4: Lead Responsibly

Build a fiscally responsible, accountable, and highly effective organization.

"Leading Responsibly" means the District will ensure financial sustainability, commit to operational effectiveness and efficiency, and embrace a culture of continuous improvement. The District will do this by fostering a collaborative workplace where everyone from operations to administration understands the agency mission and works together to achieve it, striving towards operational effectiveness and excellence. The District will transparently communicate the progress of its initiatives outwardly to the board and the public to foster understanding, trust, and accountability. Underpinning these efforts is a commitment to environmental sustainability; by exploring processes and technologies that minimize environmental impacts and improve operational effectiveness, the District will balance financial, environmental, and operational needs.

Objective 4A Improve internal processes

To improve overall efficiency, function, and efficacy, the District will undertake initiatives to streamline and simplify processes, beginning with procurement and employee recruitment. These initiatives will require collaboration across all departments and cost centers to review Districtwide organizational structures to understand where there is room for improvement.

Initiative 4A.1 Improve work efficiency of departments critical to the achievement of the goals of this plan

As the local government organization supporting SamTrans, Caltrain, the TA, and the ELJPA, the District is focused on improving the overall efficiency of its administrative services for the benefit of all four agencies. The District will first prioritize process improvements in procurement, including consideration of separate work streams that can expedite procurement and signatory processes for projects that are not subject to federal requirements.

The organizational assessment led by the District's Human Resources (HR) department may also identify opportunities to improve work efficiencies as it relates to workforce composition and staffing, reporting structure, and distribution of responsibilities.

HR will share these findings with departments to target efforts to reduce friction in achieving organizational goals.

Initiative 4A.2 Streamline the employee recruitment process and improve access to qualified labor pool

Like many public agencies, the District often struggles to hire talent due to extended recruitment timelines. The District's HR department will explore technology, training, standardization, and process improvement initiatives that can reduce these timelines and improve the District's ability to hire top candidates. Streamlining the recruitment

process will improve access to a qualified labor pool along with the District's associated initiatives to provide competitive pay, benefits, and facilities to grow its position as an employer of choice. Targeted recruitment strategies that highlight these benefits will also be critical.

Initiative 4A.3 Ensure operations and capital budgets reflect funding and staffing needed to achieve the initiatives in this plan

To effectively realize the initiatives outlined in this plan, the District must allocate funding, staff, and resources to relevant departments that will see them through. District leadership will take the necessary steps to ensure that operational and capital budgets include sufficient funding to make steady progress on the goals of this plan. The District will also explore the potential for assigning financial analysts to each District cost center to help staff navigate the budget process and, when necessary, facilitate conversations with leadership to discuss areas where the budget and required staffing levels do not align. By providing a financial expert as a point of connection between the District and cost centers, departments and leadership will more effectively collaborate on a path forward.



Objective 4B Ensure internal and external accountability

The District is taking on big and exciting initiatives through this strategic plan, and will demonstrate accountability to the process by providing regular updates on progress in achieving goals. The District will further demonstrate this commitment internally and externally by maintaining standardized data for a uniform source of unbiased information, publicly communicating its budget, spending, and financial processes, and living its mission by using the transit systems it supports.

Initiative 4B.1 Establish and integrate data standards and data sharing expectations across all District services and entities

The District will enforce standardized data formats and sharing expectations to promote system interoperability, transparency, and efficiency in the administration of the District's services and entities. Data standardization requires consistency and accuracy in the collection, storage, and analysis of data, but also provides large benefits by creating a platform for reliable data comparison, aggregation, and reporting to decision-makers. Establishing and integrating data standards and sharing expectations will require coordination with the Business Intelligence team for integration into their external and board data reporting functions.

Initiative 4B.2 Establish a public-facing mechanism to share how the District establishes budgets and spends funds

As a public agency, the District is obligated to publicly report its financial standing. While the District already publishes an Annual Comprehensive Financial Report, budget, and Popular Annual Financial Report that highlights the year's budget in an easy-to-understand way, the District will work to make its budgeting and spending processes more transparent and easier to understand, particularly across its operations and those of SamTrans, Caltrain, and the TA. By fostering better understanding of funding sources and uses across all agencies in the District's purview, the District will be better able to communicate with staff and the public, fostering greater trust and accountability. One way to accomplish this is through each agency's capital improvement program and SamTrans' Measure W Budget Framework.

Initiative 4B.3 Report on progress of achieving strategic plan goals

To demonstrate its commitment to achieving the goals of this strategic plan, departments responsible for each initiative will establish and track metrics, implementation timelines, and regularly report on their progress. The District will use this data to provide regular updates to staff and the Board of Directors. All updates will leverage the recommendations included in this strategic plan to measure the impacts of each initiative but will also identify challenges and opportunities to refine each initiative.

Initiative 4B.4 Incentivize employees and board members to ride the system and provide suggestions for improvement with an emphasis on customer experience

When SamTrans employees and board members "ride the line," they are better able to understand the customer experience and

identify service gaps and issues. Riding the system regularly can help build employee pride in and responsibility for the quality of service. Additionally, passengers may have more confidence in the system knowing that employees use it too, which helps build trust with the community. The District already enables employees to ride the SamTrans system for free, but will further explore opportunities to encourage transit usage through incentives such as a parking cash-out program for employees who elect not to park at the District HQ building, a ride-along program, contests for highest department ridership, and participation in a future regional transit pass program (e.g., BayPass), if available. These behavior changes can lead to positive downstream effects, such as reducing the overall demand for parking at facilities and reduced GHG emissions.



Objective 4C Improve internal collaboration and tools to increase effectiveness

In this day and age, collaboration and technology go hand-in-hand. Organizations are leveraging virtual meetings, instant messaging, and collaborative project management tools to coordinate across disparate locations and teams. The District understands this integral connectivity, and is looking to operationalize the recommendations of its *IT Strategic Plan* to facilitate seamless communication. Organizational effectiveness is highly dependent on timely and accurate collaboration, meaning the District will need to refine and review its communication patterns and technologies. As the District prepares to relocate its HQ (Initiative 3D.3) and replace its transportation building at North Base (Initiative 3D.2), it will incorporate systems that allow for modern and efficient collaboration and communication.

Initiative 4C.1 Implement recommendations from the IT Strategic Plan

The District's *IT Strategic Plan* adopts objectives and strategies to realize priorities in the areas of IT operational excellence, accelerating technology modernization, strengthening the cybersecurity program, advancing innovation and digital transformation, and enabling data-driven decision making. The District commits to implementing the findings of the *IT Strategic Plan* to refine processes, fortify IT infrastructure, implement comprehensive security measures, establish a culture of curiosity, and establish a data governance strategy. The District will put forward staff and financial resources to the IT department to help realize these recommendations, which will have far-reaching impacts on efficiency for staff and riders alike.

Initiative 4C.2 Develop strategy for better internal coordination of operations between North and South Bases and HQ

It is common for transit agencies to have separate facilities for operations and administration, and SamTrans is no different. However, facilities that are blocks or miles apart often make collaboration across working groups challenging and can lead to a sense of isolation and organizational silos. Additionally, in the DEIB study, staff shared feelings of division between administration and operation staff. SamTrans will narrow the divide between its staff at its bases and headquarters by adopting strategies for improved internal coordination, team dynamics, and knowledge-sharing. The District will continue existing practices to foster a better sense of team cohesion, such as hosting townhall meetings, social events, and employee resource groups; providing office hours at North and South Bases; and exploring new ideas such as coffee

with executives and job shadowing days. Strategies to improve collaboration through technology and innovative work schedules and station set-ups will be investigated.

Initiative 4C.3 Improve internal communications to increase organizational effectiveness

With staff based in offices, on buses and trains, and in maintenance facilities, preferred lines of communication are understandably varied across different teams and working groups. Further, complexity from the Shared Services model in reporting lines and competition of staff resources necessitates strong and clear lines of communication.

To improve internal communications, the District will establish expectations and guidelines around adopting and using new communication channels to make real-time communication easier and more streamlined.



Objective 4D Minimize agency pollution and resource use

Minimizing our environmental footprint in San Mateo County through measures that lower emissions, conserve energy, and optimize resources not only enhances public health and safety outcomes but also increases the District's financial efficiency in line with its core value of sustainability. While some areas, such as environmental compliance, are legal obligations, the District will boost its reputation and lead by proactively meeting regulatory climate and air pollution goals ahead of required deadlines, such as converting SamTrans to a zero-emission bus fleet before the statewide mandate. The initiatives outlined here demonstrate the District's commitment to ensuring environmental protection, human health, and resource efficiency.

Initiative 4D.1 Deliver the zero-emission bus transition program

SamTrans is investing in battery electric and hydrogen fuel cell electric buses to reduce GHG emissions, fight climate change, and keep our air clean and communities healthy. With a goal to have a 100 percent zero-emission fleet by 2034, six years before California requires bus operators to make this transition, SamTrans will continue to investigate how to build, fund, and integrate electric charging and hydrogen fueling stations to support its entire bus network. SamTrans will develop a plan for the deployment of this infrastructure, as well as a funding roadmap to achieve this goal. SamTrans will lead in transparency by reporting the environmental impacts of hydrogen fuel cell electric buses and will seek opportunities to reduce hydrogen-related emissions going forward.

Initiative 4D.2 Design and implement an Environmental Management System (EMS)

An EMS, visualized below, will help SamTrans review its environmental goals, analyze its environmental impacts and compliance obligations, and set objectives that meet environmental and financial goals to improve operational effectiveness. As part of the design and implementation of the EMS, SamTrans will establish the level of environmental performance it wishes to achieve, including key performance indicators (KPIs), to measure progress over time. The EMS will develop, formalize, document, and train staff on SamTrans' environmental standard operating procedures, as well as create a single resource and reference for environmental operations at SamTrans.

Initiative 4D.3 Measure, reduce and communicate the environmental impacts of agency activities

The District commits to measuring the environmental impacts of activities on an ongoing basis, setting and meeting targets to reduce impacts. The District will refine its measurement processes to comprehensively and consistently collect data on key environmental performance indicators, foster board and public understanding of these objectives and their importance, and set definitive targets and goals to reduce overall impact and communicate progress.

Initiative 4D.4 Monitor and exceed environmental compliance on all programs and projects

SamTrans and Caltrain have legal obligations to comply with environmental regulations and standards and uphold sustainability policies to evaluate and improve the long-term resource efficiency of facilities and equipment, including the life cycle return on investment. Environmental compliance and resource efficiency are closely intertwined, as proactively maintained facilities and equipment can conserve energy, minimize waste, and optimize resource use, in turn supporting goals of environmental protection, compliance, and cost-savings. Both agencies will closely monitor environmental compliance and work to exceed regulatory requirements, ensuring long-term smooth operations and long-term financial sustainability.



 **Goal 5: Ensure Effective Management**

Provide sufficient flexibility, resources, and staffing to support the effective delivery of all transportation services for agencies under the District umbrella.

Strong management requires the ability to continuously learn, reflect, and grow. The District strives to provide Shared Services for its partners that are founded on collaboratively built processes that evolve and grow as circumstances change. By fostering clarity through the creation and monitoring of KPIs, metrics, and shared work plans, the District plans to measure progress on shared services so that future growth and change can be data-driven.

Objective 5A Improve outcomes for Shared Services

Sharing services across multiple agencies requires strong commitments on each side to collaboration and mutually agreed-upon goals but can reap major benefits for operational efficiency and effectiveness. To ensure all parties are on the same page, KPIs, metrics, and work plans should be co-created to chart a path forward that managers and leaders understand. The District embraces this process, and will provide the administrative and technical resources to analyze this data for continuous operational improvement.

Initiative 5A.1 Develop mutually agreed-upon Shared Services Agreements to improve service delivery and clarify expectations, roles, and responsibilities

A Shared Service Agreement (SSA) is an agreement between parties to share or use services provided by one of the parties. For the District, SSAs will define how the District supports Caltrain, SamTrans, and the TA with fully shared and partially-shared services. Shared Services included in a SSA will be defined by the District's General Manager/CEO. The SSAs will establish where critical separations must occur, such as in the case of District real estate priorities and Caltrain, and similarly in the role of the TA in the SSA. The District is committed to working through these challenges with each agency to develop an effective SSA, and will undertake continuous evaluation to ensure performance meets intended outcomes. The District will host collaborative discussions with each agency, as well as leaders from Shared Services departments, to establish agreed upon KPIs to measure the performance of SSAs.

Initiative 5A.2 Develop metrics and work plans for tracking improvements to Shared Services outcomes

The District will work collaboratively with the principal public transit and transportation programs to develop metrics for tracking Shared Services improvements and achieving KPI targets. Metrics will measure how well SSAs are meeting the established KPIs, and work plans will be co-created with each agency for tracking this progress. By building these metrics and work plans together, the District will foster greater clarity on how success is measured, enabling

mutually agreeable improvements to be made. Additionally, each Shared Service will establish and communicate a work plan that prioritizes the work to be completed for each agency over an agreed upon time period.

Initiative 5A.3 Analyze and adjust staffing and resource needs for Shared Services based on work plans

A core purpose of the District's administrative support to Caltrain, SamTrans, and the TA is efficiency optimization. Analyzing staffing and resource needs allows the District and each agency to optimize operations by ensuring efficient resource allocation. Getting this right has a direct impact on the quality of work and life balance for District employees and the quality of work that can be delivered across the District by Shared Services departments. The District will do this by reviewing co-created metrics and work plans established by Initiative 5A.2 for gaps or areas of overlap. Any proposed adjustments will be phased, first addressing SSA activities, followed by analysis and recommendations for the entire organization. As conditions change over time, the continuous monitoring of performance metrics and work plans will enable adjustments to staffing and resource allocations informed by quantified metrics and work plan progress. Adjustments to internal billing processes for Shared Services may also be needed.

Objective 5B Continue to evaluate and improve Shared Services structure

Excellence in our modern, rapidly changing world is built upon the ability to continuously learn, reflect, and grow. The District commits to its core values of excellence

and partnership by working collaboratively with its partners to address issues that arise with the Shared Services structure. The District will seek learning opportunities to re-evaluate Shared Services for the better provision of transit and transportation across San Mateo County and, as managing agency, the Caltrain service area.

Initiative 5B.1 Establish process and escalation path to resolve Shared Services issues

Even with excellent interorganizational collaboration and communication, sharing services across agencies is bound to create incongruent understandings. The key to success in these inevitable instances is a clear process for resolving disputes or challenges in a way that respects all parties and their interests. In collaboration with Caltrain, SamTrans, and the TA, the District will formulate a process and escalation path to resolve Shared Service issues so that challenges can be addressed quickly and do not balloon to impact services or broader collaborative efforts.

Initiative 5B.2 Re-evaluate Shared Services Agreement implementation and analyze potential long-term changes to Shared Services

After approximately five years of SSA implementation, the District will formally re-evaluate the SSA frameworks to understand what has worked well and what could be improved. The District will then develop recommendations for potential long-term changes to the SSA and supporting structures to ensure continuous improvement of the partnerships.

Goal 6: Exercise Collective Efforts

Collaborate across the region to improve transit and land use in service of greater mobility.

With more than two dozen different public transit operators in the Bay Area, as well as complex land use regulations and right-of-way controls, coordinating high-quality regional transit requires good faith collaboration. The District will do its part to make transportation more sustainable, accessible, and well-coordinated. It will leverage partnerships with regional taskforces, school districts, and municipalities to create a Bay Area that is easy and safe to traverse via transit. Creative implementations of TOD climate adaptation and interagency partnerships will further improve the public realm, customer experience, and the work experience of bus operators. Through these civically minded collective efforts, the District will advance mobility and land use innovation while also improving staff working conditions.

Objective 6A Collaborate to improve local and regional transit

SamTrans services connect to other local and regional transportation options that serve the broader Bay Area. To improve transit services for customers coming into and traveling out of its service area, the District will increase regional collaboration with other agencies through initiatives to streamline the travel experience and work with local municipalities to develop a process for right-of-first-refusal for local shuttle routes. In addition to operational partnerships, the District is looking ahead to collaborative opportunities that will better support bus operators and youth riders and will adapt to a rapidly changing climate.

Initiative 6A.1 Participate in and dedicate resources toward regional transit coordination initiatives

The District will prioritize participation and resource commitment to regional transit coordination efforts, particularly through the MTC's Regional Network Management

Council, in which SamTrans and Caltrain are agency partners. The District's participation in critical initiatives like Next Generation Clipper to increase payment speed and functionality, BayPass to improve regional fare integration, the Bay Area Urban Areas Security Initiative to improve public security, the Bay Area Wide Mutual Aid Agreement to enhance public health, and Paratransit Eligibility Standards to improve consistency in the paratransit eligibility process, is critical in making the region more vibrant and connected. By providing support in areas it knows best, such as service planning, fare integration, improved mapping and wayfinding, transit priority and network coordination, and accessibility, the District will maintain and grow its role as a change-agent for improved Bay Area prosperity.

Initiative 6A.2 Improve partnerships and connectivity with local and neighboring transportation agencies and stakeholders

SamTrans services do not exist in isolation, and many riders and operators connect to other roads and transit systems as they reach our borders—for example, Caltrain and BART are frequently used together with SamTrans for regional trips. The District will improve partnerships with local and neighboring transportation agencies and stakeholders to make transfers and connections easier, safer, and more convenient for riders. The District will also work with local municipalities to identify a process where SamTrans has right-of-first-refusal to operate new local routes and is consulted on decision-making on shuttle routes. This process can be integrated into the TA's Call-For-Projects, local/regional grant opportunities, or other programs.

SamTrans will revive its leadership of efforts like the Grand Boulevard Initiative to make communities more safe, healthy, and friendly to multimodal options. This also requires an increased level of coordination among transit security teams to share information and best practices. SamTrans will further leverage relationships with other agencies to improve the employee experience, with a particular focus on critical bus operator access to bathrooms.

Initiative 6A.3 Partner with school districts and other stakeholders on ways to improve provision of transportation for youth

Introducing young people to multimodal transportation options familiarizes them with transit and gives them tools to navigate their communities with more freedom and independence. Consistent ridership among youth riders will depend at least in part on safety, including access to bus stops via safe roads, crosswalks, and bikeways, which remains a critical issue for young people. SamTrans will partner with school districts and other stakeholders on safety improvements, explore free ride or discount programs for youth, and investigate options to more efficiently integrate school-oriented routes with existing routes. SamTrans will also enhance engagement and marketing efforts geared toward youth riders and school districts, such as a Back-to-School plan.



Initiative 6A.4 Increase participation in and dedicate resources towards regional climate adaptation efforts to protect lifeline assets

In the Bay Area, climate change has amplified storm events, accelerated sea level rise, generated hurricane-force winds, and triggered heat waves and wildfires. All these impacts are expected to increase in severity in the coming decades. The District is investing in climate adaptation planning and design efforts for its key facilities and coordinating with regional partners on their related climate adaptation efforts. As many agencies move from planning to implementation, the District will increase its engagement in regional climate adaptation efforts to ensure passengers and community lifeline assets, like transportation infrastructure, are protected from climate change impacts to the extent possible. Through regional coordination efforts, the District will take steps to budget; seek external funding and partnership opportunities; and to implement proactive, cohesive climate adaptations for its services, operations, and facilities.

Objective 6B Support implementation and policies for transit-supportive land use in SamTrans' service area

The transit experience does not end when riders disembark; the built environment they must navigate after (and before) stepping into a bus or rail car has a profound impact on their perceptions of transit and, in turn, impacts their likelihood to ride again. Higher-density and mixed-use developments

near transit hubs are crucial for fostering sustainable urban development. Reduced parking requirements, improved pedestrian and bicycle infrastructure, and vibrant public spaces all contribute to an enhanced transit experience and make delivering high-quality transit possible. While SamTrans does not lead land use planning and zoning, it will work to advocate and promote transit-supportive policies in its local jurisdictions' planning documents and will uphold compliance with its *Bus Stop Design Guidelines*. SamTrans will also collaborate with jurisdictions and developers that shape the built environment to enhance these public spaces for transit riders and all users.

Initiative 6B.1 Develop and implement SamTrans Transit-Oriented Development (TOD) Policy

While SamTrans is responsible for planning, designing, building, and operating transit service in San Mateo County, it will need to partner with local jurisdictions, community groups, and the private sector to encourage and incentivize TOD. Therefore, SamTrans will develop and implement a policy that better promotes TOD in San Mateo County. SamTrans will also seek to leverage its own infrastructure investments and assets for community development and transformation, as described in Initiative 6B.2.

Initiative 6B.2 Advance TOD opportunities at Colma, San Carlos, Sequoia Station, and other locations

With a TOD policy in place, SamTrans will be able to advance TOD opportunities at Colma

Park & Ride Lot, District HQ at 1250 San Carlos, and Sequoia Station in Redwood City. With the District HQ relocation to Millbrae, SamTrans will explore the redevelopment of the existing San Carlos site. The current Park & Ride lot serving Colma BART is owned by SamTrans and has been recommended for a TOD project to maximize transit ridership and support land use goals. The Sequoia Station shopping center is being considered for redevelopment by a private developer and SamTrans owns the underground parking garage. The TOD policy will also help guide how SamTrans identifies and responds to additional TOD opportunities.

Initiative 6B.3 Work with municipal partners, Caltrans, and C/CAG to improve pedestrian and bicycle access to bus stops and along major corridors

SamTrans operates across jurisdictional boundaries and has stops in municipalities and unincorporated areas across the county. By partnering with right-of-way owners (cities, the County, and Caltrans) through working groups such as the Grand Boulevard Initiative, and through use of the *SamTrans Bus Stop Design Guidelines*, SamTrans can support improved bicycle and pedestrian connections to and from bus stops and along major corridors. Funding and grant applications are often strengthened through interagency collaboration, and SamTrans will support applications that provide safe routes to transit for bicyclists and pedestrians. The TA will also be a leading stakeholder, especially for connections not directly served by SamTrans' bus service.



Implementation, Monitoring & Evaluation

The District will take steps to establish a system for implementing the initiatives described in this plan; measuring, monitoring, and evaluating progress towards achieving the six strategic goals; and reporting to the organization and its stakeholders. The strategic plan will be reviewed and reported on every year to assess progress, reflect on outcomes, adjust where necessary, and outline next steps.

Each initiative will have a department or team lead assigned to develop a work plan and take steps to implement the initiative. The departments responsible for each initiative will establish an appropriate baseline, define the metrics that specifically drive understanding of progress of each initiative, and set an estimated timeframe for completion in a manner that aligns with agency resources.

The plan is meant to be dynamic and continuously evolve, and the initiatives were designed to be ambitious, yet achievable. However, the Initiative Action Matrix (refer to Appendix A) establishes, where possible,

more precise actions and projects to be implemented in support of each objective and initiative and will form the basis of the implementation program. Some initiatives in this plan are already in progress, while other new initiatives will soon become part of the District's ongoing course of business. The District will produce an annual report to track progress, identify challenges and opportunities, and refine each initiative. A comprehensive evaluation will be conducted at the five-year mark.

Adequate resourcing and budgeting are critical for successful delivery of the strategic plan's initiatives. The necessary funding and staffing should be reflected in each bi-annual budget cycle and incorporated into the District's capital improvement program and Measure W budget framework as appropriate. As part of the implementation process, department leads will also be responsible for identifying and requesting the resources (budget and staff) needed to advance the strategic plan. Should funding trade-offs be required, decisions about which initiatives to fund should be considered in the context of the District's vision, mission and key objectives.

Successful advancement of the strategic plan vision and goals will require awareness and buy-in from employees at all levels. To help achieve this, the strategic plan will be socialized Districtwide through a variety of methods such as in-person events and presentations at employee townhalls. The strategic plan framework – vision, mission, goals and core values – should be featured at all District facilities to remind employees at all levels of the big picture we are working toward, together.

Additionally, District staff should use this strategic plan to guide decision making, develop annual performance goals for teams and individuals, and inform budget and resource requests. District staff and managers should ask themselves:

- Does **this project** support the goals of the strategic plan?
- Which of **my team's projects** support the District's objectives and initiatives?
- Do my **performance goals** or that of my team members help to advance strategic plan goals or initiatives? Do they align with the strategic plan's core values?
- What **funding or resources** do I need to request, to deliver on the actions in the strategic plan for which I or my team are responsible?

By working together to advance the strategic plan's goals and initiatives, regularly reporting on progress, reflecting on outcomes and retaining the flexibility to adjust as needed, the District will be well positioned to advance our strategic vision.

Conclusion

In closing, this 10-year strategic plan sets forth a bold vision for the future of the District, one rooted in equity, innovation, sustainability, and a deep commitment to serving its community. As the District navigates the complexities of an ever-changing landscape, it remains steadfast in its mission to work together to revolutionize mobility and create a more equitable and sustainable region.

The District's dedicated employees, partners, and stakeholders are the backbone of its success, and together, it will continue to build a transit system that not only meets the needs of today but anticipates the demands of tomorrow. By embracing new technologies, fostering equitable access, and championing sustainable practices, the District is poised to provide an exceptional mobility experience for the people and communities in San Mateo County. Thank you for your continued support and collaboration as the District embarks on this transformative journey.

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Appendix A: Initiative Action Matrix

This Initiative Action Matrix is the first step toward building the implementation framework for the strategic plan. Each year, the District will report on the progress made toward achieving the strategic plan goals and initiatives, and identify challenges and opportunities to refine each initiative. A more comprehensive update will be made at the five-year mark.

An immediate next step is to assign a department or team lead for each initiative. With assistance from the strategic planning team, the responsible departments will establish an appropriate baseline, define the metrics that will drive understanding of progress of the specific initiative, and set an estimated timeframe for completion in a manner that aligns with agency resources. Included in the following tables are example actions/indicators that could signal progress on each initiative, and potential metrics that can be used to measure performance.



Goal 1: Deliver Better Mobility Services

Expand and invest in sustainable transportation options to better meet mobility needs, reduce emissions, and improve equity.

Objective 1A: Improve and expand existing SamTrans services

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
1A.1	Invest in new or existing service in key transit corridors	<ul style="list-style-type: none"> Recommendations from the El Camino Real (ECR) Bus Speed & Reliability Study are implemented Additional studies (e.g., Countywide Transit Priority Study, Dumbarton Busway Feasibility Study, ECR Mid County Transit and Multimodal Corridor Plan) are completed Dumbarton Busway Project is completed and operational Performance metrics could include: <ul style="list-style-type: none"> Number of transit priority improvements delivered and external funding secured Ridership growth, on-time performance and travel time improvements Customer satisfaction
1A.2	Adapt service to new travel patterns and increase service for key markets	<ul style="list-style-type: none"> Market study is completed Performance metrics could include: <ul style="list-style-type: none"> Ridership growth, on-time performance and travel time improvements Increase in service offered in key markets / equity priority areas Customer satisfaction
1A.3	Evaluate and refine on-demand services	<ul style="list-style-type: none"> Evaluation report with Key Performance Indicators (KPIs) developed and implemented Performance metrics could include: <ul style="list-style-type: none"> Ridership growth, customer satisfaction, wait time, etc.
1A.4	Invest in resilience, improvement, and state of good repair for existing infrastructure	<ul style="list-style-type: none"> Enterprise Asset Management (EAM) system is implemented and utilized North and South Base Condition Needs Assessment Study is completed and projects are defined SOGR and resilience projects are programmed into Capital Improvement Program (CIP) and operating budgets Deferred maintenance is reduced

Objective 1B: Experiment and respond to the changing transportation landscape

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
1B.1	Conduct a fare policy study and continually refine fare programs to meet customer needs	<ul style="list-style-type: none"> Fare study is completed and recommendations are implemented Performance metrics could include: <ul style="list-style-type: none"> Way2Go and Clipper START program participation Ridership growth Percent of riders paying by cash Customer satisfaction
1B.2	Undertake a systemwide service analysis/ comprehensive operational analysis (COA)	<ul style="list-style-type: none"> COA is completed and implemented Performance metrics could include: <ul style="list-style-type: none"> KPIs via monthly performance reports
1B.3	Continue to pilot improvements to SamTrans paratransit services	<ul style="list-style-type: none"> Same-day paratransit pilot is completed and evaluated New pilot programs are developed, implemented and evaluated Performance metrics could include: <ul style="list-style-type: none"> Ridership growth Cost/benefit Customer satisfaction
1B.4	Pilot a mobility wallet concept that provides Universal Basic Mobility	<ul style="list-style-type: none"> Mobility wallet pilot is developed and implemented External funding and/or partnerships secured Performance metrics to be established based on program design



Goal 2: Provide Outstanding Customer Experience
 Deliver a superior transit experience that captivates riders, fosters loyalty, and nurtures trust.

Objective 2A: Improve the transit and paratransit rider experience

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
2A.1	Improve real-time communication to and from riders	<ul style="list-style-type: none"> Real-time communication methods or tools implemented Performance metrics could include: <ul style="list-style-type: none"> Response times Customer satisfaction / complaints
2A.2	Provide high-quality real-time vehicle arrival information	<ul style="list-style-type: none"> Real-time arrival signage installed at bus stops per Bus Stop Improvement Plan (BSIP) Real-time arrival tools identified and implemented (e.g., partnership with 3rd party app) Performance metrics could include: <ul style="list-style-type: none"> Number of bus stops with real-time info Accuracy of information and usage rate
2A.3	Enhance digital and physical customer communication	<ul style="list-style-type: none"> Public website (e.g., accessibility, readability), system maps, and field signage improved Continued participation in regional initiatives (e.g., mapping and wayfinding) Performance metrics could include: <ul style="list-style-type: none"> Ridership growth, transfers, travel time Customer satisfaction
2A.4	Implement transit-supportive infrastructure projects	<ul style="list-style-type: none"> Countywide transit priority study completed and recommendations starting to be implemented External funding/partnerships secured BSIP recommendations implemented Performance metrics could include: <ul style="list-style-type: none"> Number of improvements made Ridership growth, travel time improvements, on-time performance Amount of external funding secured
2A.5	Pilot the use of paid ambassadors	<ul style="list-style-type: none"> Paid ambassador pilot program is designed and implemented Performance metrics to be established based on program design

Objective 2B: Build trust and boost rider loyalty

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
2B.1	Create a rider rewards program	<ul style="list-style-type: none"> Pilot program designed, implemented, evaluated Performance metrics could include: <ul style="list-style-type: none"> Ridership growth (total, frequency, new riders) Customer satisfaction
2B.2	Regularly collect and utilize rider input	<ul style="list-style-type: none"> Surveys and small group interviews conducted Data tracked over time and findings utilized Performance metrics could include: <ul style="list-style-type: none"> Adherence to survey/small group interview schedule Survey participation rate and equitable representation
2B.3	Institute a robust safety culture Districtwide	<ul style="list-style-type: none"> Safety study completed and recommendations implemented Performance metrics could include: <ul style="list-style-type: none"> Number of recommendations implemented Number of safety trainings Number of safety incidents Survey responses (safety questions)
2B.4	Support riders in navigating climate change impacts	<ul style="list-style-type: none"> Program designed and launched Performance metrics could include: <ul style="list-style-type: none"> Number of instances when mutual aid was offered Ridership/participation in free fare days



Goal 3: Become an Employer of Choice

Create an employee experience that is meaningful, inclusive, attracts talent, and is built on trust.

Objective 3A: Improve the experience of being a District employee

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
3A.1	Implement recommendations from the 2024 Classification and Compensation Study	<ul style="list-style-type: none"> Study completed and recommendations implemented Next steps / further action identified
3A.2	Adapt employee benefit programs to respond to changing trends and employee needs	<ul style="list-style-type: none"> Study completed and recommendations implemented Performance metrics could include: <ul style="list-style-type: none"> Employee satisfaction Employee retention rates Successful recruitments

Objective 3B: Build and maintain a culture of trust and recognize employee achievements

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
3B.1	Standardize and widely communicate employee performance metrics and career pathways	<ul style="list-style-type: none"> Performance management system implemented Career pathways and metrics developed Materials and training rolled out
3B.2	Conduct an employee survey at regular intervals with meaningful and actionable follow-up to employees	<ul style="list-style-type: none"> Employee surveys conducted regularly Changes based on surveys widely communicated Performance metrics could include: <ul style="list-style-type: none"> Survey response rate
3B.3	Improve transparency between executive leadership and staff	<ul style="list-style-type: none"> Additional tools / methods developed and implemented Performance metrics could include: <ul style="list-style-type: none"> Frequency / regularity of communications Number of events / touch points Employee survey responses
3B.4	Provide enhanced management training for District employees who supervise others	<ul style="list-style-type: none"> Management training program developed and implemented Performance metrics could include: <ul style="list-style-type: none"> Number of trainings offered Attendance rates
3B.5	Foster in-person relationship-building with events and team cross-pollination opportunities	<ul style="list-style-type: none"> Program of in-person events designed and implemented Metrics could include: <ul style="list-style-type: none"> Number of events and attendance Employee feedback
3B.6	Create an innovation challenge for employees paired with rewards	<ul style="list-style-type: none"> Challenge designed and implemented Performance metrics could include: <ul style="list-style-type: none"> Number of participants Number of ideas that are implemented

Objective 3C: Integrate diversity, equity, inclusion, and belonging (DEIB) efforts districtwide

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
3C.1	Develop and adopt annual DEIB workforce goals	<ul style="list-style-type: none"> Goals adopted, metrics established and tracked regularly Performance metrics would reflect the DEIB goals established with this initiative
3C.2	Increase employee knowledge and understanding of DEIB by providing training and learning events	<ul style="list-style-type: none"> Training program and learning events developed and implemented Performance metrics could include: <ul style="list-style-type: none"> Number of trainings offered Attendance rate at DEIB learning events Survey responses (employee knowledge and understanding of DEIB)
3C.3	Provide tools and collaborate with employees to foster a more inclusionary workplace	<ul style="list-style-type: none"> Tools/collaboration opportunities implemented and widely shared Performance metrics could include: <ul style="list-style-type: none"> Participation in Employee Resource Groups (ERGs) Number of partnerships with Community Based Organizations (CBOs)

Objective 3D: Provide a safe and modern workplace for all District Employees

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
3D.1	Provide operator restroom access at all SamTrans end-of-line and/or layover locations	<ul style="list-style-type: none"> Performance metrics could include: <ul style="list-style-type: none"> Percent of end-of-line/layover locations with restroom access for full span of service Number of restrooms upgraded Number of new contracts secured Number of new restrooms constructed Number of new portables/trailers installed Performance and use of mobile app
3D.2	Replace existing transportation building at North Base (Building 200)	<ul style="list-style-type: none"> Building replacement proceeds according to project schedule Temporary workspace is secured Performance metrics could include: <ul style="list-style-type: none"> Project schedule and budget
3D.3	Relocate District Headquarters (HQ) to 166 Rollins Road in Millbrae	<ul style="list-style-type: none"> HQ tenant improvements completed HQ move (assets and employees) completed Performance metrics could include: <ul style="list-style-type: none"> Project schedule and budget
3D.4	Develop and implement an operating facilities masterplan for District and SamTrans facilities	<ul style="list-style-type: none"> Initial studies completed (NB/SB Conditions Needs Assessment; SamTrans Operating Facilities Assessment) Masterplan developed and projects/ recommendations defined Performance metrics could include: <ul style="list-style-type: none"> Programming / funding of project recommendations through CIP and budget process Reduction in deferred maintenance needs



Goal 4: Lead Responsibly
Build a fiscally responsible, accountable, and highly effective organization.

Objective 4A: Improve internal processes

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
4A.1	Improve work efficiency of departments critical to the achievement of the goals of this plan	<ul style="list-style-type: none"> Improvements identified, solutions designed and implemented Performance metrics could include: <ul style="list-style-type: none"> Time / cost savings Improved outcomes
4A.2	Streamline the employee recruitment process and improve access to qualified labor pool	<ul style="list-style-type: none"> Improvements identified, solutions designed and implemented Performance metrics could include: <ul style="list-style-type: none"> Recruitment timeline Number of qualified applicants per position Successful recruitment rates
4A.3	Ensure operations and capital budgets reflect funding and staffing needed to achieve the initiatives in this plan	<ul style="list-style-type: none"> Funding and staffing reflected in agency budgets at correct timepoints for plan initiatives Performance metrics could include: <ul style="list-style-type: none"> Number of initiatives funded

Objective 4B: Ensure internal and external accountability

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
4B.1	Establish and integrate data standards and data sharing expectations across all District services and entities	<ul style="list-style-type: none"> Standards are developed and implemented Information / training on new standards widely distributed
4B.2	Establish a public-facing mechanism to share how the District establishes budgets and spends funds	<ul style="list-style-type: none"> Public-facing mechanism (e.g., dashboard or webpage) developed and implemented Performance metrics could include: <ul style="list-style-type: none"> Feedback from riders and the public
4B.3	Report out on progress of achieving strategic plan goals	<ul style="list-style-type: none"> Baselines, KPIs and targets established Annual progress reports created and shared with Board and public Performance metrics could include: <ul style="list-style-type: none"> Frequency of progress reports
4B.4	Incentivize employees and board members to ride the system and provide suggestions for improvement with an emphasis on customer experience	<ul style="list-style-type: none"> Program and process for submitting recommendations developed Performance metrics could include: <ul style="list-style-type: none"> Participation rate (board members, employees) Number of routes / percent of routes traveled Number of improvements implemented

Objective 4C: Improve internal collaboration and tools to increase effectiveness

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
4C.1	Implement recommendations from the <i>IT Strategic Plan</i>	<ul style="list-style-type: none"> Recommendations programmed in CIP and bi-annual capital/operating budgets Performance metrics could include: <ul style="list-style-type: none"> Number of recommendations funded/implemented
4C.2	Develop strategy for better internal coordination of operations between North and South Bases and HQ	<ul style="list-style-type: none"> Strategy with KPIs developed and implemented Performance metrics could include: <ul style="list-style-type: none"> Progress on KPIs Employee survey responses (communication, trust, satisfaction)
4C.3	Improve internal communications to increase organizational effectiveness	<ul style="list-style-type: none"> Tools and techniques developed and implemented Performance metrics could include: <ul style="list-style-type: none"> Frequency / consistency of communication Employee survey responses (communication, trust, satisfaction)

Objective 4D: Minimize agency pollution and resource use

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
4D.1	Deliver the zero-emission bus transition program	<ul style="list-style-type: none"> External funding is secured Zero-emission infrastructure projects completed in time for full fleet transition Performance metrics could include: <ul style="list-style-type: none"> Percent completion of infrastructure projects Amount of external funding secured
4D.2	Design and implement an Environmental Management System (EMS)	<ul style="list-style-type: none"> EMS designed and implemented KPIs developed for environmental and financial goals Performance metrics could include: <ul style="list-style-type: none"> Reduction in agency costs and environmental impacts
4D.3	Measure, reduce and communicate the environmental impacts of agency activities	<ul style="list-style-type: none"> Environmental scorecard KPIs and metrics are developed and tracked Performance metrics could include: <ul style="list-style-type: none"> Progress on KPIs Reduction in agency costs and environmental impacts
4D.4	Monitor and exceed environmental compliance on all programs and projects	<ul style="list-style-type: none"> Environmental audits conducted and corrective action reports developed Performance metrics could include: <ul style="list-style-type: none"> Number of environmental audits conducted Reduction in agency costs and environmental impacts



Goal 5: Ensure Effective Management

Provide sufficient flexibility, resources, and staffing to support the effective delivery of all transportation services for agencies under the District umbrella.

Objective 5A: Improve outcomes for shared services

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
5A.1	Develop mutually agreed-upon Shared Services Agreements to improve service delivery and clarify expectations, roles, and responsibilities	<ul style="list-style-type: none"> Shared Services Agreements executed
5A.2	Develop metrics and work plans for tracking improvements to Shared Services outcomes	<ul style="list-style-type: none"> Metrics and work plan established Metrics are tracked and reported on to Shared Services stakeholders
5A.3	Analyze and adjust staffing and resource needs for Shared Services based on work plans	<ul style="list-style-type: none"> Report developed and recommendations implemented Performance metrics could include: <ul style="list-style-type: none"> Number of recommendations implemented

Objective 5B: Continue to evaluate and improve Shared Services structure

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
5B.1	Establish process and escalation path to resolve Shared Services issues	<ul style="list-style-type: none"> Process / escalation path established and followed
5B.2	Re-evaluate Shared Services Agreement implementation and analyze potential long-term changes to Shared Services	<ul style="list-style-type: none"> Progress / status report developed, based on metrics and workplan (see Initiative 5A.2) Recommendations implemented Performance metrics could include: <ul style="list-style-type: none"> Number of recommendations implemented



Goal 6: Exercise Collective Efforts
Collaborate across the region to improve transit and land use in service of greater mobility.

Objective 6A: Collaborate to improve local and regional transit

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
6A.1	Participate in and dedicate resources toward regional transit coordination initiatives	<ul style="list-style-type: none"> Staff participation in regional efforts such as: <ul style="list-style-type: none"> Regional Network Management Regional Mapping and Wayfinding Regional Transit Priority Regional Fare Integration Other Transit Transformation Action Plan staff working groups
6A.2	Improve partnerships and connectivity with local and neighboring transportation agencies and stakeholders	<ul style="list-style-type: none"> Continued participation in regional connectivity initiatives such as: <ul style="list-style-type: none"> Interagency transfer pilot program Bay Area TRANSFER plan Transit 2050+ Regional Mapping and Wayfinding Performance metrics could include: <ul style="list-style-type: none"> Improved customer satisfaction Increased ridership Increased interagency transfers Reduced travel time and/or cost for riders
6A.3	Partner with school districts and other stakeholders on ways to improve provision of transportation for youth	<ul style="list-style-type: none"> Study conducted and recommendations implemented Performance metrics could include: <ul style="list-style-type: none"> Increased youth ridership Increased distribution of Youth Unlimited passes
6A.4	Increase participation in and dedicate resources towards regional climate adaptation efforts to protect lifeline assets	<ul style="list-style-type: none"> Continued participation in Regional Climate Collaborative Participation in new regional climate adaptation partnerships Progress on high-priority resilience projects (e.g., sea level rise adaptation), with an emphasis on partnership opportunities

Objective 6B: Support implementation and policies for transit-supportive land use in SamTrans' service area

Initiative	Purpose/Description	Example Progress Indicators & Performance Metrics
6B.1	Develop and implement SamTrans Transit-Oriented Development (TOD) Policy	<ul style="list-style-type: none"> TOD policy approved by Board Future projects consistent with TOD policy
6B.2	Advance TOD opportunities at Colma, San Carlos, Sequoia Station and other locations	<ul style="list-style-type: none"> TOD projects advanced through the project development and delivery stage, in a manner consistent with TOD policy
6B.3	Work with municipal partners, Caltrans, and C/CAG to improve pedestrian and bicycle access to bus stops and along major corridors	<ul style="list-style-type: none"> Increased participation in transportation planning and development process led by others Partnerships on grants / external funding Performance metrics could include: <ul style="list-style-type: none"> Number of new ped/bike improvements Number of successful grant applications

Appendix B: Interviewees

Partner Organizations

Ramakrishna Pochiraju & Michael Eshleman, Alameda-Contra Costa Transit District (AC Transit)

Bob Powers, Bay Area Rapid Transit (BART)

Michelle Bouchard, Caltrain

John Ford, Commute.org

Andy Fremier, Metropolitan Transportation Commission (MTC)

Jeff Tumlin, San Francisco Municipal Transportation Agency (SFMTA)

Carolyn Gonot, Santa Clara Valley Transportation Authority (VTA)

Peer Organizations

Joanna Pinkerton, Central Ohio Transit Authority

Deborah Leous, Pinellas Suncoast Transit Authority

Henri Li, Shelly Valenton, & Chris Flores, Sacramento Regional Transit District

Thought Leader

David King, School of Geographical Sciences and Urban Planning, Arizona State University



samTrans



**STRATEGIC
PLAN**

SMCTD Strategic Plan

SamTrans Board of Directors
November 6, 2024

MOVING SAN MATEO COUNTY:
**San Mateo County
Transit District's
10-Year Strategic Plan**
2026 - 2035



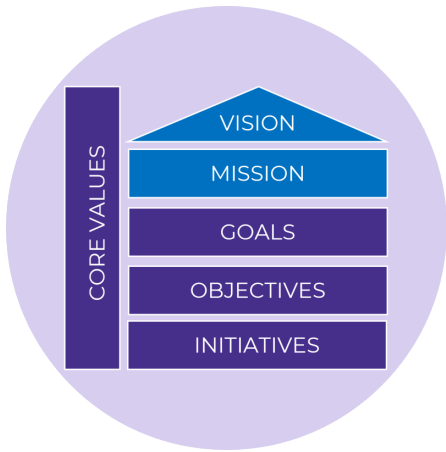
September 2024

Seeking Adoption of SMCTD's 10-Year Strategic Plan



- Guides **policy**, investment and **service** decisions from Fiscal Years 2026 to 2035
- Provides **direction** organizationally and programmatically
- Addresses District's **unique role** as managing agency for SamTrans, Caltrain, TA, and Express Lanes JPA





Vision and Mission



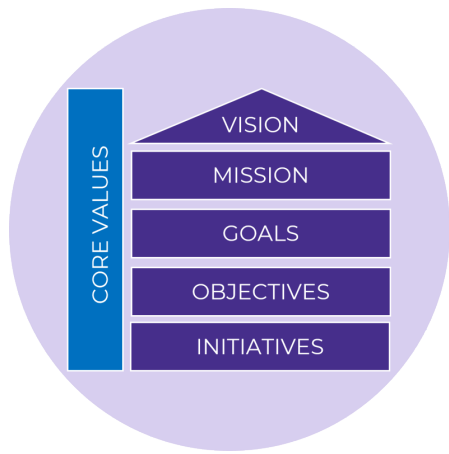
Vision

The District provides an exceptional mobility experience for the people and communities in San Mateo County.



Mission

Working together to revolutionize mobility and create a more equitable and sustainable region.



Core Values

Equity

Delivering equitable access to opportunities for our communities and our employees to live and thrive

Excellence

Delivering high-quality service for our customers, investing in our employees, and securing our financial future

Innovation

Demonstrating eagerness and support to try new things, take calculated risks, and adapt to changing conditions

Partnership

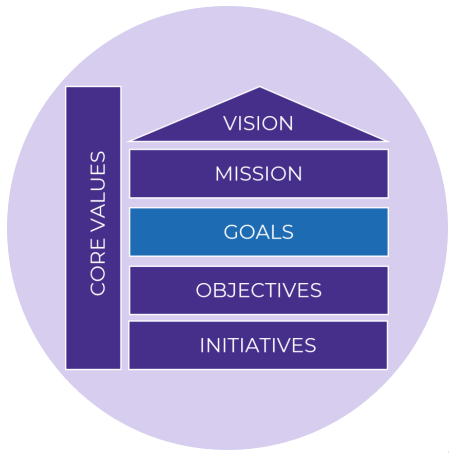
Building trust, exercising empathy, working as a team, and collaborating with external partners

Safety

Cultivating a culture of safety and well-being of our people and customers

Sustainability

Creating a sustainable & resilient environmental future for the agency and people in the region



Goals



Deliver Better Mobility Services

Expand and invest in sustainable transportation options to better meet mobility needs, reduce emissions, and improve equity.



Provide Outstanding Customer Experience

Deliver a superior transit experience that captivates riders, fosters loyalty, and nurtures trust.



Become an Employer of Choice

Create an employee experience that is meaningful, inclusive, attracts talent, and is built on trust.



Lead Responsibly

Build a fiscally responsible, accountable, and highly effective organization.



Ensure Effective Management

Provide sufficient flexibility, resources, and staffing to support the effective delivery of all transportation services for agencies under the district umbrella.



Exercise Collective Efforts

Collaborate across the region to improve transit and land use in service of greater mobility.

Next Steps

- **Launch Strategic Plan implementation**
 - Assign initiatives to departments, develop metrics and baselines
- **Build momentum and integrate Strategic Plan into District procedures**
 - Build excitement & understanding with employees
 - Align with existing processes
- **Monitor Strategic Plan progress and adapt**
 - Reflect and report on progress annually
- **Finalize and adopt CIP and Measure W Plans**
 - Align with FY 26-27 budget process
 - Draft CIP in early 2025, adoption to follow





**STRATEGIC
PLAN**

**Thank you!
Questions?**

SchultzC@samtrans.com

MOVING SAN MATEO COUNTY:
**San Mateo County
Transit District's
10-Year Strategic Plan**
2026 - 2035



September 2024



BOARD OF DIRECTORS 2024

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PETER RATTO

APRIL CHAN
GENERAL MANAGER/CEO

Agenda

Legislative Committee Committee of the Whole

San Mateo County Transit District

Wednesday, November 6, 2024 – 3:15 pm

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

- | | | |
|--------|---|---------------|
| 9.d.1. | Call to Order | |
| 9.d.2. | Approval of Minutes of the Legislative Committee Meeting of October 9, 2024 | Motion |
| 9.d.3. | Legislative Update | Informational |
| 9.d.4. | Adjourn | |

Committee Members: Peter Ratto (Chair), Jeff Gee, 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 Legislative Committee /
Committee of the Whole**

October 9, 2024

Committee Members Present: R. Medina

Committee Members Absent: P. Ratto (Chair), J. Gee

Other Board Members Present Constituting Committee of the Whole: D. Canepa, M. Chaung, B. Esser, M. Fraser, R. Mueller, J. Powell

Other Board Members Absent: None

Staff Present: A. Chan, J. Epstein, S. van Hoften, J. Brook, M. Tseng

9.d.1. Call to Order

Committee Member Rico Medina called the meeting to order at 3:58 pm.

9.d.2. Approval of Minutes of the Legislative Committee Meeting of September 4, 2024

Motion/Second: Esser/Chuang

Ayes: Canepa, Chuang, Esser, Fraser, Medina, Mueller, Powell

Noes: None

Absent: Gee, Ratto

9.d.3. Legislative Update

Jessica Epstein, Director, Government and Community Affairs, provided a summary of federal and state legislation, which included the following:

- At the federal level, the Senate and House approved stopgap funding and the upcoming November 5 election would have a major impact on legislation.
- At the state level, the Legislature is in recess and will reconvene on December 2. An update on legislation involving hydrogen production facilities and high-frequency rail was provided.
- At the regional level, the timeline of MTC (Metropolitan Transportation Commission) meetings on the funding measure was reviewed. Ms. Epstein reported MTC will be polling on the potential funding mechanism options following the November elections. The Directors expressed their concern regarding accountability from partner agencies, and BART (Bay Area Rapid Transit) in particular, and said that there should be reservations about

San Mateo County supporting a system that is not countywide. Chair Fraser proposed San Mateo County have a seat on the BART Board and some of the directors concurred. General Manager Chan reported out that staff will continue to work with the region and MTC on what appropriate support.

Director Mueller left the meeting at 4:13 pm.

Public Comment:

Simon Tan, Daly City, said he transfers between multiple transit agencies to make his trips throughout the Bay Area. He spoke in support of a holistic regional funding solution.

Amy Song, Palo Alto, said she rides on Caltrain to and from San Francisco and relies on efficient service. She expressed concern over competing funding measures.

Adina Levin, Seamless Bay Area, said if BART needs to make service cuts due to lack of funding, it would increase congestion on the roads.

Taylor Pope said he appreciates seamless and convenient transit connections. He spoke in support of San Mateo County having a seat on the BART Board, and said that regional coordination is a big priority.

9.d.4. Adjourn

The meeting adjourned at 4:57 pm.

An audio/video recording of this meeting is available online at <https://www.samtrans.com/about-samtrans/video-board-directors-cac-and-measure-w-coc>. Questions may be referred to the District Secretary's office by phone at 650-551-6108 or by email to board@samtrans.com.

**San Mateo County Transit District
Staff Report**

To: Legislative Committee
Through: April Chan, General Manager/CEO
From: Emily Beach, Chief Communications Officer Jessica Epstein, Director, Government and Community Affairs
Subject: **Legislative Update**

Action

Staff proposes the Committee recommend the Board receive the attached federal, state, and regional legislative updates.

Significance

The 2024 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 specify those bills on which staff proposes that the District take a formal position.

Prepared By: Michaela Wright Petrik Government and Community Affairs Officer 650-730-4951

SamTrans Federal Report November 2024

Congressional Update

President Biden Signs Continuing Resolution

- On September 26, President Biden signed a continuing resolution (CR) that maintains current funding levels through December 20, 2024. The bill includes \$231 million in extra funding for the Secret Service to protect presidential candidates.
- House Republicans reached a deal on September 22 to avoid a government shutdown after Speaker Mike Johnson was unable to pass his CR, which included the SAVE Act. The bill would require proof of citizenship to vote in federal elections. Nearly all Democrats joined some Republicans in opposing the measure.
- The current CR was crafted in negotiations with House Republicans and Democrats and was stripped of partisan policies, resulting in some House Republican opposition. When Congress returns on November 12, lawmakers will likely take up year-end spending legislation or an additional short-term funding bill. Speaker Johnson has publicly indicated his preference to avoid an omnibus appropriations bill that combines all twelve bills into one. Additionally, he must balance the competing factions in his party and the Senate Democrats that significantly differ over government funding.
- SamTrans' \$250,000 Bus Stop Amenity Improvements earmark sponsored by Rep. Kevin Mullin (D-CA) remains pending in the House's Transportation-HUD spending bill. Congress must pass its FY25 spending bills with the project included for it to be funded. Members could continue their negotiations on the FY25 bills into the new year if the House and Senate cannot compromise on spending figures.

Rep. Graves to Seek Top Spot on Transportation & Infrastructure Committee

- House Transportation & Infrastructure (T&I) Committee Chair Sam Graves (R-MO) is seeking a waiver from House Republican leadership to retain his position as the top Republican on the committee for the 119th Congress. Currently, House Republican conference rules limit members to three consecutive terms as chair or ranking member of a committee.
- The chances of Graves receiving a waiver are unclear, as Rep. Rick Crawford, current Chair of the Subcommittee on Highways and Transit, has announced his candidacy for chairman of the full committee. Graves has maintained that he will continue to seek support from the Republican conference to remain in the top spot and has already received some endorsements from members of the committee.

- Next Congress, the T&I committee will draft the next surface transportation bill, and Gaves has argued he is best positioned to pass the bill given his track record with past authorizations.

Administration Update

DOT to Release PROTECT Grant Program

- The Department of Transportation (DOT) is expected to release the NOFO for the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program as soon as this month.
- The Bipartisan Infrastructure Law (BIL) established the PROTECT Program to help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural disasters through the support of planning activities, resilience improvements, community resilience, and evacuation routes, and at-risk coastal infrastructure.
- The PROTECT Discretionary Grant Program provides \$1.4 billion in contract authority over five years (FY22 – FY26) through competitive grants to State DOTs, metropolitan planning organizations, local governments, Indian tribes, Territories (At-Risk Coastal activities) and other eligible entities. The department will fund projects that address climate change by improving the resilience of the surface transportation system, including highways, public transportation, ports, and intercity passenger rail.

DOT Holds Transportation Advisory Committee Meeting

- On October 17, DOT's Transforming Transportation Advisory Committee (TTAC) held its [quarterly meeting](#). The purpose of TTAC is to provide the Secretary of Transportation with recommendations on the needs and best approaches to improving transportation innovation nationwide.
- Topics discussed during the meeting included:
 - Automated Driving Systems (ADS);
 - Artificial Intelligence (AI) Impacts on Transportation;
 - Role of Emerging Technology in Improving Transportation Project Delivery
 - Emerging, Overlooked, and Underleveraged Innovation for Safety
- DOT representatives highlighted the growing role of AI in transportation and how it can be used to improve project delivery. Additionally, committee members discussed the deployment of ADS and how new technology can change the transit landscape.



October 18, 2024

TO: Board of Directors
San Mateo County Transit District

FM: Matt Robinson, Michael Pimentel & Alchemy Graham
Shaw Yoder Antwih Schmelzer & Lange

RE: **STATE LEGISLATIVE UPDATE – November 2024**

General Update

September 30 marked the final day for the Governor to act on bills sent to him in the second year of the 2023-24 Legislative Session. Of the hundreds of bills passed by the Legislature in the final weeks of session, the Governor signed 1,017 bills and vetoed 189 bills, equating to a 15.7% veto rate. Of the total bills signed, 668 were Assembly bills and 349 were Senate bills.

The Assembly and Senate, at Governor Newsom’s request, convened an extraordinary session to further explore proposals for reducing the cost of fuel in California, including the Governor’s proposal, captured in [ABX2-1 \(Hart\)](#), to give authority to the California Energy Commission to potentially require California refineries hold fuel in reserve to mitigate for cost increases due to refinery maintenance shutdowns. After several weeks of committee hearings and floor votes, the Legislature sent ABX2-1 to the Governor on October 14. The Governor [signed](#) the bill the same day.

As we noted in your last report, the Legislature will convene for the 2025-26 Legislative Session on December 2. We expect 34 new legislators in the Senate and Assembly when they convene. They will meet for one day and we should see bills begin to be introduced, before adjourning for the remainder of the year. They will reconvene to begin the real work of the first year of the session in January 2025. Legislative deadlines have not yet been released, but we will share them with you once they have been made public.

BCDC Holds Public Hearing on Proposed Amendments to Bay Plan

On October 17, BCDC held a public hearing to discuss the proposed amendments to the Bay Plan, which included the addition and recommended adoption of the Regional Shoreline Adaptation Plan (RSAP) Draft Guidelines. After several questions and concerns raised by Commission members and the public, the Commission will take a vote on the proposed amendments on December 5.

As proposed, the Guidelines require local governments to coordinate with special districts and other relevant stakeholders to establish a complete Subregional Shoreline Adaptation Plan and include language prioritizing projects that maintain transit and accompanying infrastructure. As a special district, SamTrans will coordinate with local governments submitting plans in order to have the agency’s sea level rise projects included.

Proposition 5

This measure is the result of an amended version of ACA 1, which SamTrans had long supported. Originally, ACA 1 proposed to reduce the voter threshold for local measures from two-thirds to 55 percent for special taxes, property related fees, and local bonds used to fund affordable housing and infrastructure. However, in mid-2024, largely driven by the BAHFA effort to pass a housing measure in November 2024, ACA 1 was amended by ACA 10 to limit the revenue mechanism to local bonds backed by ad valorem property taxes. If passed by the voters by a simple majority, Proposition 5 would lower the vote threshold for local bonds to 55 percent for the aforementioned purposes. Recent [polling](#) by the Public Policy Institute of California showed likely voters “divided on this legislative constitutional amendment, with 49 percent saying they would vote yes and 50 percent saying they would vote no.”

Bills of Interest

SB 960 (Wiener) Complete Streets/Transit Priority Projects on State Highway System – WATCH

This bill would require the California Transportation Commission (CTC) to include, in its adopted targets and performance measures, state transportation goals and objectives for complete streets, including information on the existence of transit priority facilities on the state highway system.

This bill was signed on September 27.

SB 961 (Wiener) Vehicle Safety Equipment – WATCH

This bill would require, beginning with model year 2030, that all new passenger vehicles, motortrucks, and buses manufactured or sold in California be equipped with a passive intelligent speed assistance system.

This bill was vetoed on September 28. You can find the Governor’s veto message [here](#).

AB 2553 (Friedman) Vehicular Impact Fees – WATCH

This bill would change the geographic scope of a housing development eligible for reduced vehicular traffic impact fees. Specifically, this bill would redefine “major transit stop” to include the intersection of two or more major bus routes with a frequent of service interval of 20 minutes or less.

This bill was signed by the Governor on September 19.

AB 2561 (McKinnor) Local Employee Vacant Positions – WATCH

This bill would require a public agency to present information on the status of vacancies and recruitment efforts at a public hearing at least once per fiscal year.

This bill was signed on September 22.

AB 2892 (Low) Self-Insurance – WATCH

This bill would establish, for self-insurance applicants with more than 25 motor vehicles registered to their name, requirements in the Vehicle Code to be considered a qualified self-insurer.

This bill was vetoed on September 29. You can find the Governor’s veto message [here](#).

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
AB 107 Gabriel D Budget Act of 2024.	This bill was signed by the Governor on June 26, 2024.	This bill would make appropriations for the support of state government for the 2024–25 fiscal year. This bill contains other related provisions.	Watch
AB 173 Committee on Budget Transportation budget trailer bill.	This bill was signed by the Governor on July 2, 2024.	(1)Existing law authorizes a law enforcement agency to request the Department of the California Highway Patrol to activate an Ebony Alert, with respect to Black youth who are reported missing, as specified. Existing law requires, as a condition for requesting an Ebony Alert, that the agency determine that the alert would be an effective tool in the investigation of missing Black youth, and lists factors that the agency may consider in making that determination. If the department concurs with the agency’s determination, existing law authorizes the department to activate an Ebony Alert within the appropriate geographical area requested by the investigating law enforcement agency and to assist the agency by disseminating specified alert messages and signs. This bill would expand and revise the determinations a law enforcement agency must make to request an Ebony Alert. In this regard, the bill would require determinations that, among other things, the investigating law enforcement agency has used all available local resources and there is information available that, if disseminated to the public, could assist in the safe recovery of the missing person. If the department concurs with the agency’s determination, the bill would make the department’s activation of an Ebony Alert and assistance to the agency, as described above, required. The bill would require, on or before July 1, 2027, the department to create and submit a report to the Governor’s office and the Legislature, as specified. This bill contains other related provisions and other existing laws.	Watch

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 761 Friedman D</p> <p>Local finance: enhanced infrastructure financing districts.</p>	<p>This bill was signed by the Governor on September 22, 2024.</p>	<p>Existing law establishes enhanced infrastructure financing districts to finance public capital facilities or other specified projects of communitywide significance. Existing law provides for the membership of the governing body of the district, referred to as the public financing authority. Existing law authorizes the legislative body of a city or a county to designate a proposed enhanced infrastructure financing district by adopting a resolution of intention to establish the proposed district which, among other things, is required to state that an enhanced infrastructure financing district is proposed and describe the boundaries of the proposed district. Existing law requires the public financing authority to direct the preparation of and adopt an infrastructure financing plan consistent with the general plan and any relevant specific plan, and consisting of, among other things, a financing section. Existing law requires that the financing section include a plan for financing the public facilities, a limit on the total number of dollars of taxes that may be allocated to the district pursuant to the plan, and a date, either not more than 45 years from the date on which the issuance of the bonds is approved for the plan on which the district will cease to exist, by which time all tax allocation to the district will end, or, where the district is divided into project areas, a date on which the infrastructure financing plan will cease to be in effect and all tax allocations to the district will end and a date on which the district's authority to repay indebtedness with incremental tax revenues will end, as specified. This bill, for plans proposed on or after January 1, 2025, would specify that for the purpose of development and construction of passenger rail projects in the County of Los Angeles where at least 75% of the revenue from the district is used for debt service on a federal Transportation Infrastructure Finance and Innovation Act (TIFIA) loan, the date on which the district will cease to exist shall not be more than 75 years from the date of the approval of a TIFIA loan, as specified. This bill contains other related provisions.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 1870 Ortega D</p> <p>Notice to employees: legal services.</p>	<p>This bill was signed by the Governor on July 15, 2024.</p>	<p>Existing law establishes a workers' compensation system, administered by the Administrative Director of the Division of Workers' Compensation, to compensate an employee for injuries sustained in the course of employment. Employers who are subject to the workers' compensation system are generally required to keep posted in a conspicuous location frequented by employees and easily read by employees during the hours of the workday a notice that includes, among other information, to whom injuries should be reported, the rights of an employee to select and change a treating physician, and certain employee protections against discrimination. Existing law requires the administrative director to make the form and content of this notice available to self-insured employers and insurers. This bill would require the notice to include information concerning an injured employee's ability to consult a licensed attorney to advise them of their rights under workers' compensations laws, as specified. The bill would also make technical, nonsubstantive changes to these provisions.</p>	<p>Watch</p>
<p>AB 1879 Gipson D</p> <p>Property taxation: filing.</p>	<p>This bill was signed by the Governor on September 12, 2024.</p>	<p>The California Constitution provides for the taxation of property and establishes the State Board of Equalization to administer those taxes. Existing property tax law, pursuant to constitutional authorization, sets forth procedures for imposing and collecting taxes on property in the state. Existing law requires a person owning taxable personal property, as specified, to file annually a signed property statement declared to be true under the penalty of perjury with the assessor. Existing law authorizes a property statement to be filed with the assessor through the United States mail, properly addressed with postage prepaid. This bill would instead authorize the statement to be filed through the United States mail provided it is mailed in a manner that includes a postmark and is properly addressed with postage prepaid, as specified. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 1904 Ward D</p> <p>Transit buses: yield right-of-way sign.</p>	<p>This bill was signed by the Governor on September 25, 2024.</p>	<p>Existing law authorizes a transit bus in the Santa Cruz Metropolitan Transit District and the Santa Clara Valley Transportation Authority to be equipped with a yield right-of-way sign on the left rear of the bus if the applicable entity approves a resolution requesting that this section be made applicable to it. Existing law requires the sign to be designed to warn a person operating a motor vehicle approaching the rear of the bus that the bus is entering traffic and be illuminated by a red flashing light when the bus is signaling in preparation for entering a traffic lane after having stopped to receive or discharge passengers. This bill would expand the authorization to equip transit buses, as described above, to apply to any transit agency if the transit agency approves a resolution that this authorization be made applicable to it. The bill would also authorize the yield right-of-way sign to be a static decal, and would only impose the above-described design and illumination requirements on a sign that is a flashing light-emitting diode (LED) sign.</p>	<p>Watch</p>
<p>AB 1953 Villapudua D</p> <p>Vehicles: weight limits.</p>	<p>This bill was signed by the Governor on September 12, 2024.</p>	<p>Existing state and federal laws set specified limits on the total gross weight imposed on the highway by a vehicle with any group of 2 or more consecutive axles. Existing federal law prohibits the maximum gross vehicle weight of a vehicle operated by an engine fueled primarily by natural gas or powered primarily by means of electric battery power from exceeding 82,000 pounds. Existing state law, to the extent expressly authorized by federal law, authorizes a near-zero-emission vehicle or a zero-emission vehicle, as defined, to exceed the weight limits on the power unit by up to 2,000 pounds. This bill would clarify that the power unit of a near-zero emission or zero-emission vehicle, as defined, is authorized to exceed the allowable gross weight limits by up to a maximum of 2,000 pounds, as specified. This bill would also clarify that the maximum gross vehicle weight for a near-zero-emission vehicle or a zero-emission vehicle is 82,000 pounds.</p>	<p>Watch</p>
<p>AB 2192 Carrillo, Juan D</p> <p>Public agencies: cost accounting standards.</p>	<p>This bill was signed by the Governor on September 29, 2024.</p>	<p>Existing law, the Uniform Public Construction Cost Accounting Act, authorizes a public agency, whose governing board has by resolution elected, to become subject to uniform construction cost accounting procedures. Existing law provides for the development of cost accounting standards and an alternative method for the bidding of public works projects by public entities. The act defines “public project” to include, among other things, construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility. This bill would define “public project” to additionally include installations involving any publicly owned, leased, or operated facility. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2302 Addis D</p> <p>Open meetings: local agencies: teleconferences.</p>	<p>This bill was signed by the Governor on September 22, 2024.</p>	<p>Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Existing law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. Existing law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing in specified circumstances if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Existing law imposes prescribed restrictions on remote participation by a member under these alternative teleconferencing provisions, including establishing limits on the number of meetings a member may participate in solely by teleconference from a remote location, prohibiting such participation for a period of more than 3 consecutive months or 20% of the regular meetings for the local agency within a calendar year, or more than 2 meetings if the legislative body regularly meets fewer than 10 times per calendar year. This bill would revise those limits, instead prohibiting such participation for more than a specified number of meetings per year, based on how frequently the legislative body regularly meets. The bill, for the purpose of counting meetings attended by teleconference, would define a “meeting” as any number of meetings of the legislative body of a local agency that begin on the same calendar day. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2455 Gabriel D</p> <p>Whistleblower protection: state and local government procedures.</p>	<p>This bill was signed by the Governor on September 25, 2024.</p>	<p>Existing law authorizes a city, county, or city and county auditor or controller to maintain a whistleblower hotline to receive calls from persons who have information regarding fraud, waste, or abuse by local government employees, as specified. Existing law authorizes the auditor or controller to refer calls received on the whistleblower hotline to the appropriate government authority for review and possible investigation. During the initial review of a call, existing law requires the auditor, controller, or other appropriate governmental agency to hold in confidence information disclosed through the whistleblower hotline, as specified. Upon receiving specific information that an employee or local government has engaged in an improper government activity, existing law authorizes a city or county auditor or controller to conduct an investigative audit of the matter, as specified. Existing law requires the identity of the individual or individuals reporting the improper government activity and the subject employee or employees to be kept confidential, except as specified. Existing law defines “fraud, waste, or abuse” to mean any activity by a local agency or employee that is undertaken in the performance of the employee’s official duties, as described, that is in violation of any local, state, or federal law or regulation relating to, among other things, corruption. This bill would also authorize a city, county, or city and county auditor or controller to maintain a whistleblower hotline to receive calls from persons who have information regarding improper governmental activity, and would recast information regarding fraud, waste, or abuse by local government employees as improper governmental activity. The bill would instead authorize a city or county auditor or controller, or auditor’s or controller’s designee, to conduct an investigative audit of the matter upon receiving specific information that an employee or local government has engaged in a fraud, waste, or abuse or improper governmental activity, as specified. The bill would also require the identity of the individual or individuals reporting the fraud, waste or abuse and the subject employee or employees to be kept confidential, except as specified. The bill would expand the above-described duties and authorizations to the auditor’s or controller’s designee, as specified. The bill would revise the definition of “fraud, waste, or abuse” to also define “improper governmental activity,” and expand the scope of those terms to include activity by a local agency, employee, or contractor or subcontractor. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2553 Friedman D</p> <p>Housing development: major transit stops: vehicular traffic impact fees.</p>	<p>This bill was signed by the Governor on September 19, 2024.</p>	<p>Existing law, the California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA exempts from its requirements residential projects on infill sites and transit priority projects that meet certain requirements, including a requirement that the projects are located within 1/2 mile of a major transit stop. CEQA defines “major transit stop” to include, among other locations, the intersection of 2 or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. This bill would revise the definition of “major transit stop” to increase the frequency of service interval to 20 minutes. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 2561 McKinnor D</p> <p>Local public employees: vacant positions.</p>	<p>This bill was signed by the Governor on September 22, 2024.</p>	<p>Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action. This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2661 Soria D</p> <p>Electricity: Westlands Water District.</p>	<p>This bill was signed by the Governor on September 25, 2024.</p>	<p>The California Water District Law provides for the establishment of water districts and authorizes a district to construct, maintain, and operate plants for the generation of hydroelectric energy and transmission lines for the conveyance of the hydroelectric energy. Existing law merged the former West Plains Water Storage District into the Westlands Water District, and provides for the operation of the Westlands Water District. This bill would authorize the Westlands Water District to provide, generate, and deliver solar photovoltaic or hydroelectric electricity and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for generating and delivering that electricity. The bill would require the district to use the electricity for the district’s own purposes, and the bill would authorize the district to sell surplus electricity to a public or private entity engaged in the distribution or sale of electricity. The bill would also authorize the district to construct, operate, and maintain energy storage systems and electric transmission lines, and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for the operation of the energy storage system and electric transmission lines, within the boundaries of the district, as specified. The bill would require the district to report the amount of income, and the purposes for expenditure of that income, from these electricity facilities in a specified report. The bill would require the district to establish a community benefits agreement plan for a specified electrical infrastructure development plan and related transmission and other electrical projects, as provided. This bill would make legislative findings and declarations as to the necessity of a special statute for the Westlands Water District.</p>	<p>Watch</p>
<p>AB 2669 Ting D</p> <p>Toll bridges: tolls.</p>	<p>This bill was signed by the Governor on September 27, 2024.</p>	<p>Existing law provides for the construction and operation of various toll bridges by the state, the Golden Gate Bridge, Highway and Transportation District, and private entities that have entered into a franchise agreement with the state. This bill would prohibit a toll from being imposed on the passage of a pedestrian, bicycle, or personal micromobility device over these various toll bridges, unless the bridge was under construction on or after January 1, 2025, and the tolls are used to fund the cost of constructing the bridge.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2712 Friedman D</p> <p>Preferential parking privileges: transit-oriented development.</p>	<p>This bill was signed by the Governor on September 22, 2024.</p>	<p>Existing law authorizes a local authority, by ordinance or resolution, to prohibit or restrict the stopping, parking, or standing of vehicles on certain streets or highways during all or certain hours of the day. Existing law authorizes the ordinance or resolution to include a designation of certain streets upon which preferential parking privileges are given to residents and merchants adjacent to the streets for their use and the use of their guests, under which the residents and merchants may be issued permits that exempt them from the prohibition or restriction of the ordinance or resolution. Existing law prohibits a public agency from imposing any minimum automobile parking requirement on any residential, commercial, or other development project that is located within 1/2 mile of public transit, as defined, unless the public agency makes written findings that not imposing or enforcing minimum automobile parking requirements on the development would have a substantially negative impact on, among other things, the city's, county's, or city and county's ability to meet its share of the regional housing need for low- and very low income households. This bill would, for purposes of its provisions, define "development project" to mean a residential, commercial, or other development project exempt from minimum automobile parking requirements, or subject to parking minimum reductions based on any other applicable law, located within the boundaries of the City of Los Angeles. This bill, for a development project that is located within a preferential parking area, would require the development project to be excluded from the boundaries of the preferential parking area and would prohibit the local authority, as defined, from issuing any permit to the residents or visitors of the development project that grants preferential parking privileges. The bill would also provide that none of the above-described provisions prohibit local authorities from issuing permits to residents of developments projects that occupy deed-restricted units intended for specified households. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 2715 Boerner D</p> <p>Ralph M. Brown Act: closed sessions.</p>	<p>This bill was signed by the Governor on September 14, 2024.</p>	<p>Existing law, the Ralph M. Brown Act, generally requires that all meetings of a legislative body of a local agency be open and public and that all persons be permitted to attend and participate. Existing law authorizes a legislative body to hold a closed session with specified individuals on, among other things, matters posing a threat to the security of essential public services, as specified. This bill would additionally authorize a legislative body to hold a closed session with other law enforcement or security personnel and to hold a closed session on a threat to critical infrastructure controls or critical infrastructure information, as defined, relating to cybersecurity. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2813 Aguiar-Curry D Government Investment Act.</p>	<p>This bill was signed by the Governor on July 18, 2024.</p>	<p>(1)Existing law, known as the Proposition 218 Omnibus Implementation Act, defines various terms and prescribes procedures and parameters for local jurisdictions to comply with specified provisions of the California Constitution. This bill, for purposes of ACA 1, would define “affordable housing” to include rental housing, ownership housing, interim housing, and affordable housing programs such as downpayment assistance, first-time homebuyer programs, and owner-occupied affordable housing rehabilitation programs, that are affordable to households earning up to 150% of countywide median income. The bill would require a local government to ensure that any project that is funded with ACA 1 bonded indebtedness to have an estimated useful life of at least 15 years or 5 years if the funds are for specified public safety facilities, infrastructure, and equipment. The bill would define “public infrastructure” to exclude the construction, reconstruction, rehabilitation, or replacement of a sports stadium or arena where the majority of the use of the facility is for private ticketed activities. The bill would prohibit ACA 1 bonded indebtedness from being used for the acquisition or lease of any real property that has, at the time of acquisition or lease, been improved with one to 4 dwelling units, except as specified. The bill would also prohibit any ACA 1 bonded indebtedness, when added to existing bonded indebtedness of a local government, from exceeding the applicable statutory limit on the maximum amount of bonded indebtedness that a local government is authorized to incur. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2854 Irwin D</p> <p>Bradley-Burns Uniform Local Sales and Use Tax Law.</p>	<p>This bill was signed by the Governor on September 28, 2024.</p>	<p>The Bradley-Burns Uniform Local Sales and Use Tax Law (Bradley-Burns) authorizes counties and cities to impose local sales and use taxes in conformity with the Sales and Use Tax Law. Existing law, on or after January 1, 2016, prohibits a local agency from entering into any form of agreement that would result, directly or indirectly, in the payment, transfer, diversion, or rebate of Bradley-Burns local tax revenues to any person, as defined, for any purpose, if the agreement results in a reduction in the amount of Bradley-Burns local tax revenues that, in the absence of the agreement, would be received by another local agency and the retailer continues to maintain a physical presence within the territorial jurisdiction of that other local agency, with specified exceptions. This bill would require a local agency, as defined, to annually provide specified information relating to each agreement resulting in the direct or indirect payment, transfer, diversion, or rebate of Bradley-Burns local tax revenues to the California Department of Tax and Fee Administration. The bill would additionally require the local agency to publish that information on its internet website, as prescribed. The bill would impose monetary penalties on any local agency that fails to provide information to the department or fails to publish information to its internet website, as prescribed. By expanding the duties of local agencies, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 3177 Carrillo, Wendy D</p> <p>Mitigation Fee Act: land dedications: mitigating vehicular traffic impacts.</p>	<p>This bill was signed by the Governor on September 22, 2024.</p>	<p>Existing law, the Mitigation Fee Act, imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. Existing law requires a local agency that imposes a fee on a housing development for the purpose of mitigating vehicular traffic impacts to set the rate for the fee to reflect a lower rate of automobile trip generation if the housing development satisfies specified characteristics, including that the housing development is located within 1/2 mile of a transit station, as specified. Existing law defines transit station for these purposes to mean a rail or light-rail station, ferry terminal, bus hub, or bus transfer station. This bill would instead require the housing development to be located within a transit priority area, as specified, for purposes of a local agency setting the rate for a mitigating vehicular traffic impacts fee to reflect a lower rate of automobile trip generation. The bill would define “transit priority area” as an area within 1/2 mile of a major transit stop that is existing or planned, if the planned stop is scheduled to be completed within the planning horizon included in a Transportation Improvement Program or applicable regional transportation plan. This bill would prohibit a local agency from imposing a land dedication requirement, as defined, on a housing development to widen a roadway if the land dedication requirement is for the purpose of mitigating vehicular traffic impacts, achieving an adopted traffic level of service related to vehicular traffic, or achieving a desired roadway width. The bill, notwithstanding that prohibition, would authorize a local agency to, among other things, impose a land dedication requirement on a housing development if the housing development is not located in a transit priority area and the housing development has a linear street frontage of 500 feet or more. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>ACA 10 Aguiar-Curry D</p> <p>Local government financing: affordable housing and public infrastructure: voter approval.</p>	<p>This measure was signed by the Governor on June 27, 2024.</p>	<p>Assembly Constitutional Amendment No. 1 of the 2023–24 Regular Session (ACA 1) would, if adopted by the people, amend Section 4 of Article XIII A, Section 2 of Article XIII C, and Section 3 of Article XIII D of, and would add Section 2.5 of Article XIII C to, the California Constitution, relative to local finance. Under these provisions, ACA 1 would condition the imposition, extension, or increase of a sales and use tax or transactions and use tax imposed in accordance with specified law or a parcel tax by a local government for the purposes of funding the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, including downpayment assistance, or permanent supportive housing, or the acquisition or lease of real property for those purposes, on the proposition proposing that tax being approved by a majority vote of the membership of the governing board of the local government and by 55% of its voters voting on the proposition and the proposition includes specified accountability requirements. ACA 1 would also make conforming changes. This measure would remove the above-described provisions of ACA 1 relating to special taxes and make conforming changes in other provisions of ACA 1. The measure would direct the Secretary of State to make those amendments in ACA 1. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 108 Wiener D</p> <p>Budget Act of 2024.</p>	<p>This bill was signed by the Governor on June 27, 2024.</p>	<p>The Budget Act of 2024 made appropriations for the support of state government for the 2024–25 fiscal year. This bill would amend the Budget Act of 2024 by amending, adding, and repealing items of appropriation and making other changes. This bill contains other related provisions.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>SB 532 Wiener D</p> <p>Parking payment zones.</p>	<p>This bill was signed by the Governor on September 28, 2024.</p>	<p>Existing law allows a local authority to establish parking meter zones and fix the rate of fees for those zones by ordinance. Existing law prohibits a local authority from requiring payment of parking meter fees by a mobile device, as specified. This bill would instead authorize, until January 1, 2033, in the City and County of San Francisco, City of Long Beach, and City of Santa Monica, a local authority to require payment of parking fees by a mobile device, if it meets certain requirements, such as adopting an accessible and equitable parking cash payment plan that does not utilize parking meters or payment centers in parking payment zones to provide reasonably accessible alternative means for payment of parking fees using cash. The bill would also authorize the local authority in the City and County of San Francisco, City of Long Beach, and City of Santa Monica to operate the above-described parking zones for 5 years following the date of creation, in each of the respective entities, of the first mobile device parking payment zone, or until January 1, 2033, whichever is sooner. The bill would specify that a civil fine for parking in a zone that requires payment by mobile device and lacks a parking meter is 1/2 of the civil fine for failing to pay for metered parking. The bill would require a local authority to consult with specified stakeholders in the development of the plan and would require a local authority that adopts a plan and implements a mobile device parking payment zone to provide to its governing body and the Legislature a specified evaluation of the impact of all mobile device parking payment zones implemented by the local authority on equity, accessibility, and costs.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>SB 904 Dodd D</p> <p>Sonoma-Marín Area Rail Transit District.</p>	<p>This bill was signed by the Governor on September 28, 2024.</p>	<p>Existing law creates, within the Counties of Sonoma and Marin, the Sonoma-Marín Area Rail Transit District with specified duties and powers relative to the provision of a passenger and freight rail system within the territory of the district. Under existing law, the district is governed by a 12-member board of directors appointed by various local governmental entities. Existing law authorizes the board to submit to the voters of the district a measure proposing a retail transactions and use tax ordinance. This bill would also authorize those special taxes to be imposed by a qualified voter initiative if that initiative complies with certain requirements. The bill would require the board of supervisors of the Counties of Sonoma and Marin to call a special election on a tax measure proposed by the district’s board of directors or a qualified voter initiative in their respective counties and would require the district to reimburse the counties upon request for the incremental cost of submitting the measure to the voters, as specified. To the extent that the bill would impose additional duties on a county elections official, the bill would impose a state-mandated local program. The bill would delete a provision that limits the district, in the County of Sonoma north of the City of Healdsburg, to locating commuter stations only within incorporated areas. The bill would require the district to obtain coverage for the district and its employees under the appropriate federal and state workers’ compensation, unemployment compensation, and disability and unemployment insurance laws, instead of only under laws of this state. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>SB 960 Wiener D</p> <p>Transportation: planning: complete streets facilities: transit priority facilities.</p>	<p>This bill was signed by the Governor on September 27, 2024.</p>	<p>Existing law requires the Department of Transportation to improve and maintain the state’s highways, and establishes various programs to fund the development, construction, and repair of local roads, bridges, and other critical transportation infrastructure in the state, including the state highway operation and protection program (SHOPP). Existing law requires the department, in consultation with the California Transportation Commission, to prepare a robust asset management plan to guide selection of projects for the SHOPP. Existing law requires the commission, in connection with the plan, to adopt targets and performance measures reflecting state transportation goals and objectives. Existing law requires the department to develop, in consultation with the commission, a plain language performance report to increase transparency and accountability of the SHOPP. This bill would require the targets and performance measures adopted by the commission to include targets and performance measures reflecting state transportation goals and objectives for complete streets assets that reflect the existence and conditions of bicycle, pedestrian, and transit priority facilities on the state highway system. The bill would require the department’s plain language performance report to include a description of complete streets facilities, including pedestrian, bicycle, and transit priority facilities on each project, as specified. The bill would require the department to commit to specific 4-year targets to incorporate complete streets facilities, including pedestrian and bicycle facilities, into projects funded by the SHOPP, as specified. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>SB 1321 Wahab D</p> <p>Employment Training Panel: employment training program: projects and proposals.</p>	<p>This bill was signed by the Governor on September 22, 2024.</p>	<p>Existing law establishes the Employment Training Panel within the Employment Development Department and sets forth its powers and duties with respect to certain employment training programs. Existing law declares the intent of the Legislature that the purpose of provisions relating to the panel is to establish an employment training program to promote a healthy labor market in a growing, competitive economy and to fund only projects that meet specified criteria, including fostering retention of high-wage, high-skilled jobs in manufacturing. Existing law requires the panel, in funding projects that meet the above-described criteria, to give funding priority to projects that meet specified goals, including promoting the retention and expansion of the state’s manufacturing workforce. This bill would also include in the above-described goals, among other things, promoting the hiring, training, and advancement of disadvantaged, marginalized, and underrepresented workers. The bill would authorize projects funded under the above-described provisions to include programs to provide training through apprenticeship programs that are registered with the Division of Apprenticeship Standards. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>SB 1420 Caballero D</p> <p>Hydrogen production facilities: certification and environmental review.</p>	<p>This bill was signed by the Governor on September 25, 2024.</p>	<p>The California Environmental Quality Act (CEQA) requires preparation of specified documentation before a public agency approves or carries out certain projects. Existing law authorizes the Governor to certify energy infrastructure projects meeting specified requirements for streamlining benefits related to CEQA. Existing law defines “energy infrastructure project” for these purposes to include eligible renewable energy resources under the California Renewables Portfolio Standard Program, excluding resources that use biomass fuels. Existing law expressly excludes from that definition of “energy infrastructure project” any project using hydrogen as a fuel. This bill would instead exclude from the definition of “energy infrastructure project” for purposes of the CEQA streamlining benefits eligible renewable energy resources under the California Renewables Portfolio Standard Program that combust, rather than use, biomass fuels. The bill would include hydrogen production facilities and associated onsite storage and processing facilities that do not derive hydrogen from a fossil fuel feedstock and that receive funding from specified state and federal programs within the definition of “energy infrastructure project.” Because the bill would authorize the Governor to certify additional projects, thereby increasing the duties on lead agencies in conducting the environmental review of energy infrastructure projects certified by the Governor, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 817 Pacheco D</p> <p>Open meetings: teleconferencing: subsidiary body.</p>	<p>This bill failed passage in the Senate Local Government Committee.</p>	<p>Existing law, the Ralph M. Brown Act, requires, with specified exceptions, each legislative body of a local agency to provide notice of the time and place for its regular meetings and an agenda containing a brief general description of each item of business to be transacted. The act also requires that all meetings of a legislative body be open and public, and that all persons be permitted to attend unless a closed session is authorized. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Existing law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. Existing law authorizes the legislative body of a local agency to use alternate teleconferencing provisions during a proclaimed state of emergency (emergency provisions) and, until January 1, 2026, in certain circumstances related to the particular member if at least a quorum of its members participate from a singular physical location that is open to the public and situated within the agency’s jurisdiction and other requirements are met (nonemergency provisions). Existing law imposes different requirements for notice, agenda, and public participation, as prescribed, when a legislative body is using alternate teleconferencing provisions. The nonemergency provisions impose restrictions on remote participation by a member of the legislative body and require the legislative body to provide specific means by which the public may remotely hear and visually observe the meeting. This bill, until January 1, 2026, would authorize a subsidiary body, as defined, to use similar alternative teleconferencing provisions and would impose requirements for notice, agenda, and public participation, as prescribed. The bill would require at least one staff member of the local agency to be present at a designated primary physical meeting location during the meeting. The bill would require the local agency to post the agenda at the primary physical meeting location. The bill would require the members of the subsidiary body to visibly appear on camera during the open portion of a meeting that is publicly accessible via the internet or other online platform, as specified. The bill would also require the subsidiary body to list a member of the subsidiary body who participates in a teleconference meeting from a remote location in the minutes of the meeting. In order to use teleconferencing pursuant to this act, the bill would require the legislative body that established the subsidiary body by charter, ordinance, resolution, or other formal action to make specified findings by majority vote, before the subsidiary body uses teleconferencing for the first time and every 12 months thereafter. This bill contains other related provisions and other existing laws.</p>	<p>Support April 2023</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 1837 Papan D</p> <p>San Francisco Bay area: public transit: Regional Network Management Council.</p>	<p>This bill is no longer moving forward this session, because it failed to pass out of policy committee in the Senate.</p>	<p>Existing law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services. Existing law requires the commission to adopt rules and regulations to promote the coordination of fares and schedules for all public transit systems within its jurisdiction, as specified. This bill would create the Regional Network Management Council as an 11-member council to represent the interests of its stakeholders, to provide leadership and critical input on regional transit policies, and to provide executive guidance on regional transit policies and actionable implementation plans in pursuit of transformative improvements in the customer experience San Francisco Bay area transit. The bill would require the commission to facilitate the creation of the council. By requiring the commission to facilitate the creation of the council, and requiring certain employees of specified local agencies to serve on the council, the bill would impose a state-mandated local program.</p>	<p>Support June 2024</p>
<p>AB 1890 Patterson, Joe R</p> <p>Public works: prevailing wage.</p>	<p>This bill was vetoed by the Governor on September 29, 2024.</p>	<p>Existing law defines the term “public works” for the purposes of requirements regarding the payment of prevailing wages, the regulation of working hours, and the securing of workers’ compensation for public works projects. Existing law requires an entity awarding a public works contract, as specified, to provide notice to the Department of Industrial Relations. Existing law requires civil penalties to be imposed on an entity that fails to provide that required notice and authorizes the Labor Commissioner to issue a citation for civil penalties to an entity that fails to provide the required notice. This bill would additionally require the awarding body to provide notice to the department, within 30 days, if there is a change in the identity of a contractor or subcontractor performing the project or, if the total amount of the contract change exceeds specified thresholds. The bill would exempt projects of awarding bodies operating labor compliance programs that are approved and monitored by the department and covered by a valid project labor agreement. By creating new notification requirements for public agencies, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>AB 2286 Aguiar-Curry D</p> <p>Vehicles: autonomous vehicles.</p>	<p>This bill was vetoed by the Governor on September 27, 2024.</p>	<p>Existing law authorizes the operation of an autonomous vehicle on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle operated if specified requirements are satisfied. Existing law prohibits the operation of an autonomous vehicle on public roads until the manufacturer submits an application to the Department of Motor Vehicles, as specified, and that application is approved. This bill would require a manufacturer of an autonomous vehicle to report to the department a collision on a public road that involved one of its autonomous vehicles with a gross vehicle weight of 10,001 pounds or more that is operating under a testing or deployment permit that resulted in damage of property, bodily injury, or death within 10 days of the collision. The bill would require a manufacturer of an autonomous vehicle to annually submit to the department specified information regarding the deactivation of the autonomous mode for its autonomous vehicles with a gross vehicle weight of 10,001 pounds or more that were operating under a testing or deployment permit that authorized the vehicle to operate on public roads. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>
<p>AB 2892 Low D</p> <p>Vehicles: financial responsibility: self- insurance.</p>	<p>This bill was vetoed by the Governor on September 29, 2024.</p>	<p>Existing law requires all drivers and all owners of a motor vehicle to be able to establish financial responsibility, including, among other methods, as a self-insurer, as specified. Existing law authorizes the Department of Motor Vehicles, upon application, to issue a certificate of self-insurance to an applicant who has, among other requirements, more than 25 motor vehicles registered in their name. Existing law authorizes the director of the department to adopt and enforce rules and regulations as may be necessary to carry out the provisions of the Vehicle Code relating to the department. Existing regulations provide for the requirements to qualify as a self-insurer, including that the applicant provide an audited financial statement of the applicant's net worth, as specified, that the audited financial statements cover a 3-year period immediately preceding the date of application, and that the audited financial statements include an opinion of the applicant's net worth and reflect a net worth of not less than \$2,200,000 on the date of application. This bill would place in the Vehicle Code specified requirements to qualify as a self-insurer, including an option for an applicant to provide a cash deposit or surety bond in specified amounts. The bill would require the applicant to maintain an insurance policy with certain entities, including a company licensed to provide insurance in California and nonadmitted insurers, as specified</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>SB 961 Wiener D</p> <p>Vehicles: safety equipment.</p>	<p>This bill was vetoed by the Governor on September 28, 2024.</p>	<p>Existing law prohibits a person from driving a vehicle upon a highway at a speed greater than the speed limit. Existing law also prohibits a person from driving a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed that endangers the safety of persons or property. This bill would require, commencing with the 2030 model year, every passenger vehicle, motortruck, and bus manufactured, sold as new, or leased as new in the state to be equipped with a passive intelligent speed assistance system, as specified, that would utilize a brief, one-time, visual and audio signal to alert the driver each time the speed of the vehicle is more than 10 miles per hour over the speed limit. The bill would exempt emergency vehicles, certain motortrucks, motorcycles, motorized bicycles, mopeds, and certain passenger vehicles from this requirement. The bill would require the system to be capable of being fully disabled, by the manufacturer or a franchisee, for emergency vehicles. The bill would require the system, if the system receives conflicting speed limits for the same area, to apply the higher speed limit. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
<p>SB 1031 Wiener D</p> <p>San Francisco Bay area: local revenue measure: transportation improvements.</p>	<p>This bill is no longer moving forward this session.</p>	<p>Existing law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services. This bill would authorize the commission to raise and allocate new revenue and incur and issue bonds and other indebtedness, as specified. In this regard, the bill would authorize the commission, until January 1, 2041, to impose a retail transactions and use tax, a regional payroll tax, a parcel tax, and a regional vehicle registration surcharge in all or a subset of the 9 counties of the San Francisco Bay area, except as specified, in accordance with applicable constitutional requirements. The bill would prohibit a tax or surcharge described above from being imposed for a period of time of more than 30 years. The bill would require the parcel tax to be collected by counties and the other 3 taxes to be collected by specified state agencies, and would require the net revenues from those taxes to be remitted to the commission, as prescribed. The bill would require the commission, in consultation with county transportation authorities, to develop an expenditure plan for the expenditure of the revenues expected to be generated by the tax or surcharge, together with other federal, state, and local funds expected to be available for transportation improvements, as specified. The bill would require, before the election on the tax or surcharge, the expenditure plan to be approved by county transportation authorities representing counties meeting certain criteria, as provided. The bill would require the revenue generated pursuant to these provisions to be used for transportation improvements in the San Francisco Bay area, including for various transit purposes, and would require the commission to allocate those revenues in accordance with specified requirements. This bill contains other related provisions and other existing laws.</p>	<p>Oppose Unless Amended May 2024</p>

San Mateo County Transit District
State Legislative Matrix 10/18/2024

Bill ID/Topic	Location	Summary	Position
SB 1509 Stern D Negligent Operator Treatment (NOT) in California Act.	This bill was vetoed by the Governor on September 22, 2024.	Existing law prohibits driving a vehicle upon a highway at a speed greater than is reasonable or prudent. Existing law also prohibits driving a vehicle in excess of an established speed limit. Existing law requires that specified convictions, violations, and traffic-related incidents count as points against a driver’s record for purposes of suspension or revocation of the privilege to drive. This bill, the Negligent Operator Treatment (NOT) in California Act, would, commencing on January 1, 2027, prohibit excessively speeding, defined as driving a vehicle at a speed that exceeds the posted speed limit by 26 miles per hour or more on a highway with a posted speed limit for passenger vehicles of 55 miles per hour or less. The bill would provide that a conviction for excessively speeding is punishable as an infraction and one point shall be assessed against a driver’s record for a first violation and 2 points for any subsequent violation that occurs within 3 years after a previous violation for which the driver was convicted. This bill contains other existing laws.	Watch



Regional Transit Measure



SamTrans Board Meeting | Jessica Epstein, Director
Government and Community Affairs | November 6, 2024

Regional Measure Timeline

Recent Meetings:

- MTC Transportation Revenue Measure Executive Group – Oct. 17
- MTC Transportation Revenue Measure Select Committee – Oct. 21

Next Steps:

- Upcoming dates:
 - Informational item at Nov. 8 MTC Legislation Committee
 - Update at Nov. 20 MTC Meeting (TBD)
 - Special MTC meeting with action item on Dec. 9.
 - Deadline to submit to state legislature – Mid-Feb. 2025, if spot bill, then must be amended by early March.
- Post-election (timing TBD) – MTC will conduct polling. Commission may take up ballot measure again in January when polling data is available.

San Mateo County Priorities

A successful ballot measure must:

- Have a simple and limited scope.
- Preserve and protect the ability to self-fund.
- Prioritize fair geographic distribution.
- Enhance accountability and oversight.
- Give counties authority over funding decisions.

Top priorities include:

- Continued responsible fiscal management of SamTrans Bus and its suite of services.
- Protection of Caltrain service.
- Protection of local transportation revenue measures.

Context - Transit in San Mateo County

Ridership for the fiscal year ending June 30, 2024

Agency	Ridership
Caltrain systemwide	7.13 million
Caltrain stations in San Mateo County*	2.34 million
BART systemwide	49.61 million
BART stations in San Mateo County	4.35 million
Muni systemwide	153 million
Muni in San Mateo County**	1.97 million
SamTrans systemwide***	10.01 million

*Estimated from a combination of NTD reported ridership and available fare media sales data

**Estimated based on numbers provided by Muni

***Includes some service in SF and Santa Clara counties

Context - Transit Agency Improvements

BART

- Realigned service
- Reduced power and maintenance costs
- Increased safety and security
- New fare gates
- Cleaner trains and stations
- Replacement of 50-year-old fleet \$400M under budget
- Parking and fare increases

Muni

- Reduced expenses
- Increased fares, fees, fines
- Hiring freeze
- Transit lanes and transit priority improvements
- Subway preventative maintenance

Caltrain

- Launched electrified service
- Implemented fare programs
- Improved customer experience
- Enhanced regional coordination
- Generating new revenue sources
- Cost containment strategies

Context – SMC's "Fair Share"

- Letter from MTC stating San Mateo County's obligation to our local agencies with fiscal cliffs is between \$70M to \$130M a year.
- General agreement that SMC share for Caltrain is ~\$30M per year based on AM Boardings and Caltrain fiscal need.
- Disagreement on BART fair share. Should it just be COVID-created fare loss? Currently, the region floated several options:
 - Share of AM boardings fare loss
 - Share of AM boardings for all operational deficit
 - Share of AM boardings for all operational, debt, and capital deficits

October MTC Presentation

Recap of MTC scenarios:

- Scenario 1
 - 30-year, 1/2 cent sales tax, 4-9 county.
 - Years 1-8 funding to agencies with fiscal cliffs; Years 9-15 slightly reduced amount for transit operations and money to county flex; Years 16-30: county flex only.
- Hybrid Scenario
 - 30-year, 9 county, combines 1/2 cent sales tax with payroll tax of 0.18%.
 - **Now also includes option of 1/2 cent sales tax + parcel tax of \$0.09/building square foot instead of payroll tax.**
 - Funds 90% of operator-reported shortfalls for Years 1-8; 65% in Years 9-15, less in Years 16-30. County flex grows over time.
- Both include 10% to transit transformation. **50% of the transit transformation funds to be distributed each county in proportion to the share of the sales tax generated in that county.**

October MTC Presentation

Two new short-term 10-year scenarios:

- MTC Scenario 1A

- 10-year, 1/2-cent sales tax, 4-5 county with Santa Clara opt-in option.
- Same expenditure plan as Scenario 1 for Years 1-8, extended to 10 years.
 - 90% for transit operations, 10% for transit transformation.
- Focuses primarily on helping fiscal cliff agencies, no county flex, not based on AM boardings.
- Added since last MTC Select Committee:
 - \$20M for SamTrans and, if any, feeder bus.
 - \$20M for San Mateo represents \$6M for Feeder Bus plus \$14M payback, equivalent to San Francisco's share of Caltrain contribution because all funding collected in SF will go to MUNI.

October MTC Presentation

Two new short-term 10-year scenarios:

- SFMTA Proposal
 - Variable tax rate (parcel or sales tax) levied for 11.5 years to be expended over 10 years, 5-9 counties.
 - Funds would support regional priorities including regional rail, bus services, and transit transformation. Goes beyond funding deficits for agencies.
 - Local transit services outside the regional program would also receive funding. Remaining funds could support county flex needs.
 - Establishes an Independent Auditor to ensure program compliance.
 - Measure covers MTA's calculation of San Mateo County's fair share (\$29.7M annually to BART and \$30M annually to Caltrain); calculated using BART and Caltrain AM Boardings.
 - \$22M in regional bus funding available to SamTrans and Muni over 10-year period. San Mateo County Flex would receive \$579 million over 10 years; county determines how it is spent.
 - 95% return to source; working to determine specifics.

October MTC Presentation

- Scenario 1A would expire in December 2037; SFMTA would expire in June 2038.
- For reference: Estimated renewal years for transportation ballot measures in San Mateo County

	Expiration Year	Est. Renewal Year	Est. Annual Revenue	Type	Administered by:
Measure A	2033	2028	\$120M	.5% sales tax	SMCTA
Measure M	2035	2032	\$7M	\$10 vehicle registration fee	C/CAG
Measure W	2048	2044	\$120M	.5% sales tax	SMCTA & SamTrans
Measure RR	2050	2048	\$30M	.125% sales tax	Caltrain

October MTC Presentation

No consensus on scenarios; Committee approved areas of agreement:

- **Overall measure**

- Invest 10% of measure in transit transformation improvements.
- Continue to consider all scenarios and revenue mechanisms.
- Support supplemental funding for all transit agencies to meet operating deficits.
- *Opposed by members representing the Bay Area Council, Alliance for Jobs, Commissioner Canepa.*

- **Policy provisions in enabling legislation**

- Authorize citizen initiative option.
- Include accountability mechanisms, transit transformation benchmarks.
- Acknowledgement that consolidation should be considered but separate from enabling legislation.
- *Unanimous approval by all present.*

BART Polling

- Likely Nov 2026 voters in Alameda, Contra Costa, SF, San Mateo, and Santa Clara Counties polled between Sept 19-29, 2024.
- Phone calls, emails, texts in English, Spanish, and Chinese.
- 1,784 total interviews, at least 350 per county.
- Attitudes about transit agencies only polled in the counties they serve.
- Goals:
 - Determine overall mood of 2026 electorate and views of Bay Area public transit.
 - Assess viability of potential five-county measure. Look at both sales tax and parcel tax options and different framings (preventing closures and service reductions vs. maintaining and improving services).

BART Polling Results

- **Attitudes toward transit**

- BART has third highest favorable rating (49%) and highest unfavorable rating (31%).
- Caltrain has second highest favorable (58%) and second lowest unfavorable rating (11%).
- Top problems voters see with BART and all agencies combined: safety, cleanliness, money management.

- **Ballot measure performance**

- Support for sales tax by county: SF (64%), Alameda (53%), San Mateo (53%), Santa Clara (51%), Contra Costa (48%)
- For all counties combined, support for sales tax was 53% (prevent closure messaging) and 52% (maintain & improve messaging). Support for parcel tax was 32% (prevent closure messaging) and 26% (maintain & improve messaging).
- Top reasons people would vote no: money will be poorly managed/wasted, no more taxes.
- Threat of closure and the affordable nature of transit are most impactful messages to turn swing voters to support.

Next Steps

- SamTrans and SMCTA working collaboratively with Caltrain and other operators to understand needs.
- Speaking with San Mateo County leaders on different potential funding options.
- Seeking agreement with BART and MTC on correct formula for calculating “fair share.”
- Any measure must be supported by a 2/3 majority or be a citizens’ initiative at 50% plus 1, final measure must be passable.
- Any measure introduced by MTC can, and likely will, be amended by state legislature.



Thank You



Please email epsteinj@samtrans.com with any questions.