



BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA**

WEDNESDAY, OCTOBER 13, 2010 – 2:00 p.m.

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER/ROLL CALL**
- 3. PUBLIC HEARING TO ADDRESS ADOPTION OF AN UPDATED PROPERTY CONVEYANCE POLICY AND FEE SCHEDULE**
 - a. AUTHORIZE ADOPTION OF AN UPDATED PROPERTY CONVEYANCE POLICY AND FEE SCHEDULE**
- 4. ADJOURN TO COMMITTEE MEETINGS**

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

INFORMATION TO THE PUBLIC

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

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site.

Date and Time of Board and Advisory Committee Meetings

San Mateo County Transit District Committees and Board: Second Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: First Wednesday of the month, 6:30 p.m. Date, time and location of meetings may be change as necessary.

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real and accessible by SamTrans bus Routes 260, 295, 390, 391, KX. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

- If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the District Secretary, who will distribute the information to the Board members and staff.
- Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to one minute and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to board@samtrans.com; or by phone at 650-508-6242, or TTY 650-508-6448.

Availability of Public Records

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael Scanlon
General Manager/CEO

FROM: Marian Lee
Executive Officer, Planning and Development

SUBJECT: **PROPERTY CONVEYANCE POLICY AND FEE SCHEDULE UPDATE**

ACTION

Staff proposes that the Committee recommend Board adoption of an updated *Policy Regarding Conveyance of Property Interests Involving Property Owned by the District and Fee Schedule*.

SIGNIFICANCE

The policy provides administrative guidance for processing requests by third parties involving encroachment requests or grants of property rights.

The updated policy includes only one policy change. The change would allow the Board to delegate broader authority to the General Manager/CEO to sign permits, licenses and leases involving District-owned property. The proposed policy increases the General Manager/CEO's authority to sign lease agreements terminable within 5-years or less. Currently the General Manager/CEO's authority extends only to agreements terminable upon 30-days notice. Other changes to the policy include a listing of the types of property access documents used by the District and streamlined language aimed to minimize ambiguity of the original guidelines.

The fee schedule sets forth charges to third parties to enter District property. These fees cover administrative expenses associated with the review and approval of property entry requests and oversight of projects on District property. The current fee schedule has not been updated in 10 years. The updated fee schedule reflects actual expenses and is comparable to that of other transportation agencies. Key changes to the fee schedule are:

- Increases property access agreement fee from \$900 to \$1500 (\$500 for limited Encroachment Permits);
- Sets a staff hour limit after which third party must enter into a Service Agreement to directly repay staff costs;
- Implements formal process for permittee to make one-time payment;
- Requires a processing fee for Service Agreements;

- Allows a Service Agreement progress payment schedule for projects valued at more than \$50K; and
- Delegates ability to waive fees to General Manager/CEO

BUDGET IMPACT

The proposed changes are anticipated to promote administrative efficiencies and higher fee collection. Additional revenues realized will be reflected in future budget approvals.

BACKGROUND

The Board originally issued a policy for access to District property in July 1994. It was revised in February 1995 and May 2000.

Prepared by: Brian W. Fitzpatrick, Manager, Real Estate and Property Development
(650) 508-7781

RESOLUTION NO. 2010 -

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

* * *

**POLICY REGARDING THE PROCESSING OF REQUESTS FOR CONVEYANCE OF
PROPERTY INTERESTS INVOLVING PROPERTY OWNED BY THE DISTRICT AND
FEE SCHEDULE**

WHEREAS, the San Mateo Transit District (“District”), as owner of various properties, receives numerous requests for the use of said properties by various public and private parties; and

WHEREAS, on May 10, 2000, pursuant to Resolution 2000-36, the Board adopted a resolution “Amending Policy Regarding the Processing of and Action Upon Requests for Conveyance of Property Interests Involving the District;” and

WHEREAS, in order to respond to request to enter District property, including the Peninsula Corridor Right of Way, in an orderly fashion, staff has developed a new policy to govern such requests and a Fee Schedule that will allow the District to recoup costs associated with such requests; and

WHEREAS, on October 13, 2010, the District Board of Directors held a properly noticed public hearing to consider the revised Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby approves the attached “Policy Regarding Processing of Requests for Conveyance of Property Interests Involving Property Owned by the District Including The Peninsula Right Of Way”; and

BE IT FURTHER RESOLVED that the Board of Directors of the San Mateo County Transit District hereby approves the attached Fee Schedule; and

BE IT FURTHER RESOLVED that the General Manager/CEO is authorized to approve or deny requests in accordance with the attached policy.

Regularly passed and adopted this 13th day of October 2010 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

SAN MATEO COUNTY TRANSIT DISTRICT

POLICY REGARDING PROCESSING OF REQUESTS FOR CONVEYANCE OF PROPERTY INTERESTS INVOLVING PROPERTY OWNED BY THE DISTRICT

In order to facilitate the timely processing of requests from third parties for rights to utilize portions of property which are owned by the San Mateo County Transit District ("District"), including the Peninsula Corridor right-of-way, which is co-owned with the Peninsula Corridor Joint Powers Board, (collectively the "District-owned Property") the District hereby establishes the following policy:

REVIEW OF ALL REQUESTS BY DISTRICT PERSONNEL

Staff will process all third party requests for agreements granting interests in, or use of, District-owned Property, including leases, licenses, encroachment permits, crossings, easements, or other documents as may be appropriate (collectively "Property Access Agreements"). Staff will analyze each request for its compatibility with the current use, and anticipated future development, of the District-owned Property from an engineering feasibility and planning perspective. It will also review the project to estimate the level of legal and technical support the District will require to process the application and oversee the project.

The review will verify that (a) the request is compatible with current, and anticipated future, engineering and operational requirements and future potential uses of the property; (b) all applicable provisions of California Public Utilities Commission regulations; (c) for any District property on an operating railroad right-of-way, that the applicant's improvements are designed to meet the broadest range of possible transportation alternatives for the entire width of the right-of-way, to minimize disruption of current service and the necessity for later relocation; and (d) that the request is in full compliance with the requirements of applicable federal and state law including any conditions embodied in grants and conditions of financing for the property acquisition by the District or its predecessors in interest.

Staff will analyze each such request in accordance with this policy and, if it supports granting the request, will present the applicant with an estimate of the District's processing and oversight costs, as applicable. Once the applicant has paid all necessary fees, and, if required, signed a Service Agreement to reimburse the District for its actual costs, staff will develop a proposed form of Property Access Agreement based upon the District's standard forms.

When the property involved is on an operating railroad right-of-way, or when such coverage is deemed necessary by the General Manager/CEO or his designee, and in order to ensure that adequate and uniform insurance coverage is obtained, the District may, in its discretion, procure Railroad Protective Liability Insurance in its name and for the benefit of the District and any rail carriers operating on the line in question. The District shall charge the applicant for the cost of that coverage as part of the other fees charged for the issuance of the Property Access Agreement. An applicant and/or its contractor may seek a waiver of this requirement so that it may provide its own Railroad Protective Liability Insurance, by demonstrating to the satisfaction of the General Manager/CEO or his designee, that it can provide coverage that is equivalent to,

or better than, the RIMA Railroad Protective Form, and names the San Mateo County Transit District and any rail carriers operating on the line in question as named insureds.

Once negotiations with the applicant are complete, staff, with the assistance of the Attorney as necessary, shall prepare the final form of Property Access Agreement and will forward the agreement, all documentation, and a staff recommendation to the General Manager/CEO of the District or his/her designee. As part of the Property Access Agreement, the applicant will be required to agree to the following conditions: Indemnification of the District from liability; relocation of applicant's facilities (at applicant's expense) if necessary for the development of the Property for transportation purposes, as determined by District, its successors or assigns; the agreement of the applicant to maintain and repair its improvements at its sole expense; a reservation of a right in favor of the District to terminate for breach; and the requirement that the applicant and/or its contractor provide adequate insurance for the benefit of District, its successors and assigns.

If the request is within the authority of the General Manager/CEO, as described below, the General Manager/CEO or his/her designee shall decide whether or not to grant the request. If the request falls within the Board's authority, as described below, the General Manager/CEO shall decide whether or not to recommend Board approval. Any decision by the General Manager/CEO, or his/her designee, to deny a request falling within the General Manager/CEO's authority, or to reject a recommendation to request Board approval, shall be final subject only to the right of any Board member to bring the matter before the Board.

AUTHORITY OF GENERAL MANAGER/CEO

The General Manager/CEO or his/her designee may approve Property Access Agreements without the prior approval of the Board, provided that the request will not have an adverse impact on the use or potential future development of the District-owned Property for District purposes and that the following conditions are included in the agreement:

- (1) The Property Access Agreement is for a term not more than five years;
- (2) Maintenance and repair of any and all lessee or permittee-owned improvements shall be the responsibility of the lessee or permittee;
- (3) When the property involved is on an operating railroad right-of-way, the lessee or permittee shall relocate the improvements at its expense, if necessary, to avoid interference with development of the right-of-way for public transportation purposes, as determined by the District, its successors or assigns; and
- (4) The applicant shall indemnify the District against liability (including for the release of hazardous materials) arising out of permittee's or lessee's use of the property.
- (5) The applicant has paid the appropriate amount of compensation as described in the District's Fee Schedule.

DISTRICT BOARD REVIEW

The Board of Directors shall review and approve or disapprove all requests for Property Access Agreements of duration of more than five years, as well as any and all conveyances of permanent

property rights. The property interest may be granted provided the applicant pays appropriate compensation as set forth in the District's Fee Schedule.

AT-GRADE CROSSINGS

The District Board hereby enunciates a policy that requests for at-grade crossings of rail right-of-way be denied. If however, upon review, the District determines that the request is necessary to provide access to the adjacent property and no other feasible alternatives exist, the Property Access Agreement may include the grant of a temporary license for an at-grade crossing, which shall be terminable at will. The Property Access Agreement shall provide that upon termination of such agreement, if the applicant has no other feasible alternative access, the applicant shall construct a suitable over-crossing or under-crossing at its sole cost and expense.

The General Manager/CEO may submit any of the foregoing requests to the Board for its approval. If the General Manager/CEO does not approve a request or recommend Board action, the applicant will be notified of the decision, and no further action will be taken on the request, unless a member of the Board requests that the full Board decide upon the request.

TYPES OF AGREEMENTS

All forms of Property Access Agreements used by the District shall be approved by the Attorney. With the exception of leases, for which the lessee shall pay fair market rent, all applicants shall pay a Real Estate Processing Fee, as further set forth in the District's Fee Schedule. All required fees must be paid before the applicant is allowed to access District property or before staff commences any work on the applicant's request. Below is a list of the type of agreements issued by the District:

Service Agreement:

Purpose: Sets forth the terms and conditions under which the applicant will reimburse the PCJPB for all actual costs of providing the services and materials required to support the applicant's proposed project (including applicable general and administrative overhead costs) and for costs associated with processing the Property Access Agreement. A Service Agreement does not convey and property rights or right to use property.

Other Conditions: If the staff determines that the property access request will require more than 5 hours of staff time and/or more than 3 hours of the Attorney's time, the applicant shall enter into a Service Agreement with District.

Right of Entry Permit Agreement

Purpose: Allows third party access to District Property for a specified period of time to accomplish a specific activity, which generally involves construction work.

Other Conditions: Permittee (or agency contracting with Permittee) shall sign a Service Agreement to reimburse District for its costs and expenses, as necessary.

License Agreement

Purpose: Allows a semi-permanent facility to be on operating property.

Other Conditions: Licensee shall sign a Service Agreement to reimburse District for its costs and expenses, as necessary;

Encroachment Permit

Purpose: Allows third parties access to non-operating District property for a specific purpose and a limited duration when a Right of Entry Permit, License Agreement or Lease is not appropriate and when no construction is to occur on the property.

Lease Agreement

Purpose: Allows a third party use of non-operating right-of-way for a defined period. This agreement is typically used when the third party is a commercial business leasing District property for fair market rent.

Easement Agreement:

Purpose: Provide permanent property rights to the grantee for a specific purpose.

Other Conditions: Licensee shall sign a Service Agreement to reimburse District for its costs and expenses, as necessary.

SAN MATEO COUNTY TRANSIT DISTRICT

FEE SCHEDULE

FEES BY REAL ESTATE AGREEMENT TYPE

Note: The below agreement types are defined in the District's "Policy Regarding Processing of Requests for Conveyance of Property Interests Involving Property Owned by The District".

Right of Entry Permit Agreement

Real Estate Processing Fee: \$1500

Annual Permit Payment: \$1500 if work continues for more than 1 year.

License Agreement

For a Transverse Encroachment (perpendicular to right-of-way):

Real Estate Processing Fee: \$1500

Annual License Payment: \$1500

For a Longitudinal Encroachment (parallel to right-of-way), or for fiberoptics facilities:

Processing Fee of \$1500,

Annual Rent: fair market value (as determined by staff, not less than \$1500);

Encroachment Permit

Real Estate Processing Fee: \$500

Lease Agreement

Real Estate Processing Fee: None

Monthly Rent: fair market value (as determined by staff, not less than \$500/mo.)

Easement Agreement

Real Estate Processing Fee: \$1500.

Payment of lump sum fair market value of the easement as determined by staff

SERVICE AGREEMENTS AND ASSOCIATED FEES

Purpose

If staff determines that a request to access property will require more than 5 hours of staff time and/or more than 3 hours of the Attorney's time, which costs are covered by the various Real Estate Processing Fees above, the applicant shall enter into a Service Agreement with District. The Service Agreement sets forth the terms and conditions under which the applicant will reimburse the District for all actual costs of providing the services and materials required to support the applicant's proposed project (including applicable general and administrative overhead costs) and for costs associated with processing the Property Access Agreement. A Service Agreement does not convey property rights or right to use property.

Service Agreement Administrative Fee

A Service Agreement Administrative Fee will be assessed on an applicant requiring a Service Agreement to conduct work over District property. The purpose of Service Agreement

Administrative Fee is to recoup costs associated with project set-up, including those of Finance, Engineering and Risk Management. The amount of the Service Agreement Administrative Fee will depend on the value of the project over District property, as shown:

<u>Value of Project</u>	<u>Fee</u>
Less than \$20,000	\$250
\$20,001 and above	\$500

Amendment to Service Agreement Administrative Fee

When the applicant initiates an amendment to the Service Agreement (such as a change of scope), then an additional Service Agreement Administration Fee shall be assessed to recoup additional costs incurred by Finance, Engineering and Risk Management due to the project change. The amount of the Amendment to Service Agreement Administrative Fee will depend on the value of the project over District property, as shown above:

Exception

If the District initiates amendment(s), the Service Agreement Amendment Fee may be waived. The determination will be made by the General Manager or his designee.

Payment Policy

Service Agreements Valued under \$50,000:

Service Agreements with an estimated cost of less than \$50,000 or Service Agreements that will be completed in 120 days or less require full prepayment.

Service Agreements Valued over \$50,000:

If the Service Agreement has an estimated total project cost of more than \$50,000 or will last more than 120 days, a payment option may be pre-arranged on a case-by-case basis. A minimum 10% deposit with monthly progress billings or a deposit based on a cash flow analysis with monthly progress billings (whichever is greater) may be arranged and approved at the discretion of staff. Payments under a progress billing are due 30 days following the date of invoice. All overdue balances due to the District not contested in writing, by the due date shall bear interest at the rate of 1.5% per month, compounded monthly, from the due date. Additionally, the District may require that all work cease until all payments are received in full.

Service Agreement Payment Schedule

Total Project Cost	Service Agreement Duration	Payment Terms
< \$50,000	Any duration	Full Prepayment
Any amount	< 120 days	Full Prepayment
> \$50,000	> 120 days	Minimum 10% deposit with monthly progress billings or a deposit based on a cash flow analysis prepared by the District with monthly progress billings, whichever is greater (approved on a case-by-case basis).

REASON FOR FEES

The Purpose of the Real Estate Processing Fee and the Service Agreement Administrative Fee is to recoup costs associated with staff time to negotiate and draft the real estate document, legal time for review of documents and staff time to set up and monitor the project. The Annual License Payment and Annual Permit Payment represent the value of the encumbrance to the property created by the agreement.

FEE EXCEPTIONS IN GENERAL

Only the General Manager/CEO or his designee has the authority to waive any fee. The decision to waive the fee will be determined on a case-by-case-basis depending on the circumstances.

PRE-PAYMENT OF ANNUAL FEES

Any third party applicant may choose to pay a one-time fee in lieu of an Annual License Payment or Annual Permit Payment. This fee will be 10 times the Annual License Payment or Annual Permit Payment Annual Fee.

REGULAR REVIEW OF FEES

All fees shall be reviewed regularly by staff and updated as the District's cost of processing permits increases. Annual License Payments and Annual Permit Payments shall be reviewed regularly by staff and updated to reflect current property values.



BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

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

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA**

WEDNESDAY, OCTOBER 13, 2010 – 2:15 p.m.
or immediately following previous Board meeting

ACTION

1. Approval of Minutes of Community Relations Committee Meeting of September 8, 2010
2. Designation of October as Disabilities Awareness Month

INFORMATIONAL

3. Accessibility Update – Bill Welch
4. Paratransit Coordinating Council (PCC) Update – Nancy Keegan
5. Citizens Advisory Committee Liaison Report – John Baker
6. Performance Report – ADA Paratransit Services
7. Multimodal Ridership Report – August 2010

Committee Members: Shirley Harris, Omar Ahmad, Jerry Deal

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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
SEPTEMBER 8, 2010**

Committee Members Present: O. Ahmad, J. Deal

Committee Members Absent: S. Harris (Committee Chair)

Other Board Members Present: M. Church, A. Lloyd, K. Matsumoto, A. Tissier

Other Board Members Absent Constituting Committee of the Whole: R. Guilbault (Chair),
Z. Kersteen-Tucker

Staff Present: J. Cassman, T. DuBost, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Lee,
M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Director Jerry Deal called the meeting to order at 2:16 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of July 14, 2010

The committee approved the minutes (Ahmad/Lloyd).

Accessibility Update

Accessibility Coordinator Tina DuBost reported on the following:

- The Redi-Wheels contractor expanded into two modular trailers during the summer.
- There has been a big increase in the number of people referred to travel training.
- Staff continues to attend outreaches for the California Highway Patrol Older Drivers Safety Training and the American Association of Retired Persons Safe Driver Training programs.

Paratransit Coordinating Council (PCC) Update

PCC Chair Nancy Keegan reported there was no meeting in August. She said the PCC is in the process of planning an appreciation party in October for MV Transportation staff.

Citizens Advisory Committee (CAC) Liaison Report

Committee Member Wayne Kingsford-Smith reported on the September meeting:

- The CAC received a presentation on the Predictive Arrival Departure System.
- On-time performance for July was 87 percent.
- The new fareboxes are scheduled to be installed the beginning of 2011.

Performance Report – End-of-the Year Performance Report

Deputy CEO Chuck Harvey provided the following information:

- SamTrans Performance Report
 - Average weekday ridership is above 40,000.
 - On-time performance is just below 88 percent.
 - A total of 54 schedules were missed for the year.

- Complaints remain very low.
- All 135 of the new buses have been placed into service.
- The new farebox collection system is scheduled to be implemented in early 2011.
- The hard launch of Clipper will begin in January 2011.
- Paratransit Performance Report
 - Average weekday ridership is about 1,100 rides.
 - Trip denials remain at zero.
 - On-time performance has been consistently over the 90 percent standard.
 - Continue to recertify and certify new applicants.
 - Fleet reliability remains very high at over 20,000 miles between service calls.
- Caltrain Performance Report
 - Average weekday ridership is down slightly at 40,000.
 - On-time performance has fluctuated during the year.
 - Farebox revenue is down 1.2 percent.
 - Staff completed an onboard bike capacity improvement review.
 - Twenty-five grade crossings in San Mateo County were completed and eight have started in Santa Clara County.
 - Planning is underway for potential service reductions in Fiscal Year 2012.
 - Construction projects starting in fall 2010 include San Bruno grade separation, seismic retrofit of four San Mateo bridges and improvements to the parking lot at the South San Francisco station.
- Shuttle Performance Report
 - Average weekday ridership is down slightly.
 - Capacity will be added (longer vehicles) on highest ridership routes.
- Sustainability
 - The District is starting to measure its carbon footprint as part of the American Public Transportation Association's (APTA) sustainability commitment.
 - Staff is pursuing a Green Business Certification with the county.
 - Employees are participating in the sustainability effort through sustainable action team meetings.
- Human Capital
 - The Supervisors Academy has graduated 151 employees.
 - A pilot Leadership Program was just completed with 12 employees graduating.

Director Omar Ahmad said he would like to see the APTA carbon footprint report.

Multimodal Ridership Report – June 2010

- Deputy CEO Chuck Harvey said average weekday ridership for the month of June 2010 compared to June 2009 was 41,290, a decrease of 7.9 percent.

Staff will be looking at individual routes to pinpoint ridership declines.

Multimodal Ridership Report – July 2010

Mr. Harvey said average weekday ridership for the month of July 2010 compared to July 2009 was as follows:

- Bus ridership was 37,550, a decrease of 9.9 percent.
- Caltrain ridership was 40,700, a decrease of 0.4 percent.
- Caltrain shuttle ridership was 5,080, down 6.7 percent.

Mr. Harvey said there were fewer schools holding summer school this year and youth customers account for about 20-25 percent of ridership.

Director Ahmad asked if the Fun Destinations promotion was successful. Executive Officer Customer Service and Marketing Rita Haskin said the event was successful based on the number of visits to the staffed booth and interaction with customers.

Public Comment

Pat Giorni, Burlingame, said the 30 percent increase in bicycle capacity is helping to contribute to the ridership.

Adjourned: 2:50 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C.H. (Chuck) Harvey
Deputy General Manager

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

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no budget impact to adopting this proclamation.

BACKGROUND

During the current fiscal year, SamTrans has budgeted \$13,794,000 for paratransit services, and will expend an additional \$892,000 in operating funds to accommodate customers with mobility impairments on the District’s fixed-route services.

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

- Providing safe, reliable paratransit service for county residents
- Continuing the consumer-friendly paratransit eligibility process
- Maintaining a “zero trip denials” policy on Redi-Wheels and RediCoast
- Bringing bus stops up to Americans with Disabilities Act (ADA) standards to enhance accessibility for fixed-route customers

Prepared by: Tina Dubost, Accessibility Coordinator 650-508-6247
Project Manager: Bill Welch, Manager, Accessible Transit Services 650-508-6475

Proclamation

IN HONOR OF DISABILITIES AWARENESS MONTH

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

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

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

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

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

WHEREAS, in recognition of the twentieth anniversary of the signing into law of the Americans with Disabilities Act of 1990, SamTrans renews its commitment to providing the freedom of mobility and is enhancing its paratransit program to provide services to more local patrons.

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

UNANIMOUSLY ADOPTED by the San Mateo County Transit District this 13th day of October 2010.



Chair, San Mateo County Transit District

**CRC ITEM # 3
OCTOBER 13, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

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

SIGNIFICANCE

Several groups advise SamTrans on accessible service issues. The Paratransit Coordinating Council (PCC) provides a forum for consumer input on paratransit issues. The Advocacy and Legislative Committee (AL-Com) is the advocacy arm of the PCC. The SamTrans Accessibility Advisory Committee (formerly the Americans with Disabilities Act Technical Advisory Committee or ATAC) is a SamTrans committee that advises on accessibility issues, particularly related to fixed-route service. Each group has requested that the Board be informed of the issues discussed at meetings.

The PCC meets monthly (except for August). The SamTrans Accessibility Advisory Committee (SAAC) meets every two months. The PCC Advocacy meetings are now being held on a quarterly basis.

Because the PCC did not meet in August, no minutes are available. The minutes from the most recent SAAC meeting are not yet available.

Prepared by: Tina Dubost, Accessibility Coordinator 650-508-6247
Project Manager: Bill Welch, Manager, Accessible Transit Services 650-508-6475

**CRC ITEM # 6
OCTOBER 13, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **SAMTRANS PERFORMANCE REPORT – ADA PARATRANSIT SERVICE**

ACTION

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

SIGNIFICANCE

This presentation is the first of this fiscal year's series of detailed performance reports presented to the Board. Each of the District's four transportation modes – SamTrans motor bus, ADA Paratransit, Caltrain and Shuttles – will be featured individually each month. This month features a report on the SamTrans ADA Paratransit service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on Redi-Wheels and RediCoast operating statistics.

This month's presentation will be presented via PowerPoint. A handout will be provided at the meeting.

Prepared by: Donald G. Esse, Senior Operations Financial Analyst

650-508-6329

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: **MULTIMODAL RIDERSHIP REPORT—AUGUST 2010**

ACTION

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

SIGNIFICANCE

Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart “A” compares AWR for Fiscal Year 2009, FY2010, FY2011 and year-to-date comparisons of FY2010 vs. FY2011.

Table “A” also provides the average weekday ridership of the BART SFO Extension as a separate line.

MONTHLY RIDERSHIP HIGHLIGHTS - AUGUST 2010 COMPARED TO AUGUST 2009

All Modes – AWR of 90,907, a decrease of 3.3 percent.

Bus – AWR of 41,590, a decrease of 8.5 percent.

Paratransit - AWR of 1,112, an increase of 1.9 percent.

Caltrain - AWR of 40,940, an increase of 2.0 percent.

Caltrain Shuttles - AWR of 5,281, a decrease of 2.3 percent. Non-Stanford Marguerite shuttles are up approximately 3 percent.

BART Shuttles - AWR of 1,984, an increase of 3.3 percent.

SamTrans Activities and Promotions:

The SamTrans Marketing Department continues to implement a number of programs and activities to attract customers. The activities for the month included:

- **Fun Destinations** – The Fun Destinations campaign wrapped up its summer run with two events in August. The Fun Destinations Team hung 10 at the Kahuna Kupuna Surf Contest in Pacifica and participated in a bit of musical “whimsy” at Serramonte Center’s *Glee* contest and back-to-school event. Visitors at both locations were treated to information and a game, as well as a tour of a new SamTrans bus at the surf contest. Promoting the events included print ads, radio announcements, radio web banners, posters, news releases and mention in the summer issue of the SamTrans *Transit Fun Guide*. More than 1,100 people visited the five *Fun Destinations* locations and expressed appreciation for the bus service and the ability to get information.
- **North Fair Oaks Community Festival** – The annual North Fair Oaks Community Festival is a great venue for SamTrans to connect with the community. Thousands of people attend the festival for the live entertainment, parade, children’s activities, as well as for the arts and crafts. SamTrans Community Relations staff joined with a bilingual Customer Service representative to staff a booth and provide information to attendees and answer questions. To promote SamTrans’ connection to the community, the bus agency ran an ad in the festival program.
- **Senior Showcase** – With seniors looking for ways to stay independent, SamTrans participated in the Senior Showcase Information Fair as a way to let them know that the bus is the answer. The venue also provided an opportunity to recruit people interested in being Mobility Ambassadors. In addition to being on hand to answer questions, SamTrans also ran a print ad and a web banner ad in *The Daily Journal*, which sponsored the information fair with the Health Plan of San Mateo County. The web banner ad had more than 400 click-throughs, which was the highest for any of the showcase sponsors/participants.
- **Summer Youth Pass** – August was the final month that kids could ride with the discounted, three-month Summer Youth Pass. Promoting the pass was a challenge this year since the price increased \$5 from last year to \$40. It was still a great bargain compared to the cost of an individual Youth Monthly Pass (\$36). The 17.7 percent preliminary decline in sales may be the result of tightening family budgets and elimination of summer school at some schools.
- **Youth** – August used to mean the last month of summer vacation for kids before heading back to the classroom. However, as schools seem to start earlier each year, SamTrans also prepped for back-to-school activity by promoting its services through a youth promotion. SamTrans serves 72 schools – from elementary to college. The promotion included information provided to schools, a news release, youth-oriented information on the SamTrans website, messages posted to the SamTrans Youth Facebook page and a series of bilingual print ads focused on the benefits of riding public transit to school for students, as well as for parents.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
James De Hart, Senior Planner 650-508-6227

Table A
Average Weekday Ridership

August 2010				FY2010/FY2011
<u>Mode</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011[^]</u>	<u>%Change</u>
Bus +	48,040	45,460	41,590	-8.5%
Paratransit	1,146	1,091	1,112	1.9%
Caltrain # +	44,750	40,150	40,940	2.0%
Caltrain Shuttle #	6,584	5,404	5,281	-2.3%
BART Shuttle	2,262	1,920	1,984	3.3%
Total	102,782	94,025	90,907	-3.3%
BART (Extension Only)*	41,175	36,684	38,762	5.7%
Grand Total	143,957	130,709	129,669	-0.8%

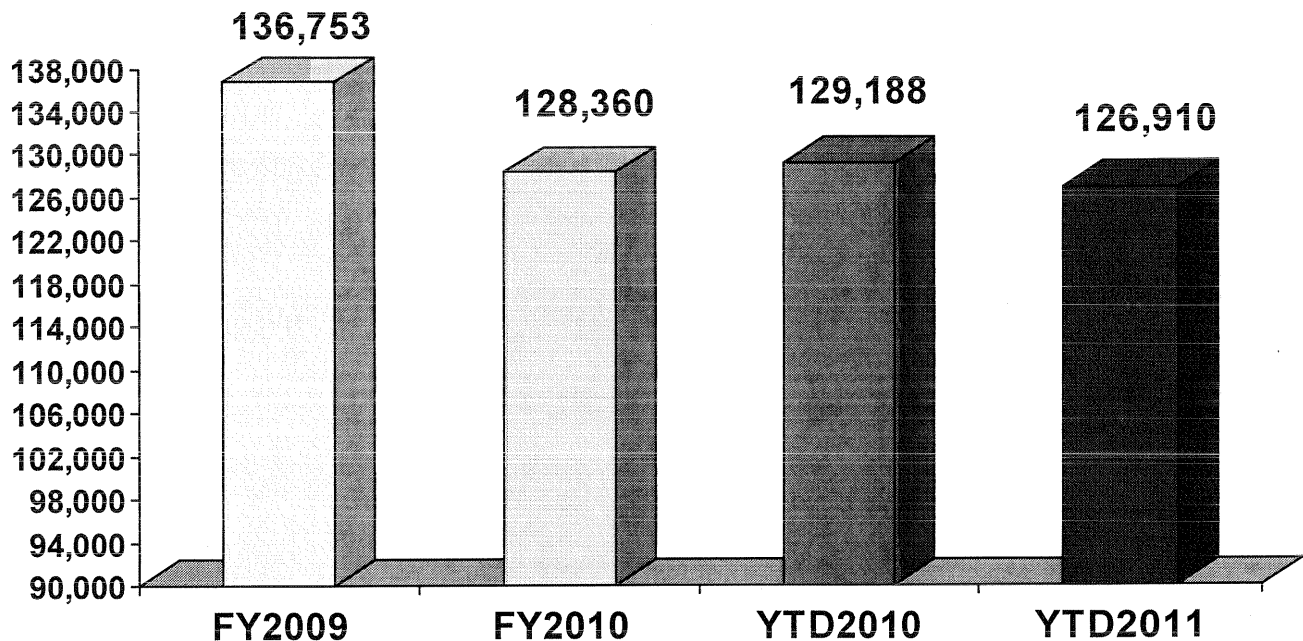
Year to Date				FY2010/FY2011
<u>Mode</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011[^]</u>	<u>%Change</u>
Bus +	47,380	43,560	39,570	-9.2%
Paratransit	1,159	1,137	1,121	-1.4%
Caltrain # +	45,460	40,500	40,820	0.8%
Caltrain Shuttle #	6,351	5,424	5,181	-4.5%
BART Shuttle	2,226	1,928	1,968	2.1%
Total	102,576	92,549	88,660	-4.2%
BART (Extension Only)*	41,006	36,639	38,250	4.4%
Grand Total	143,582	129,188	126,910	-1.8%

System

* Extension Only (No Daly City)

+ Rounded to nearest tens

Chart A
Average Weekday Ridership





BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A
FINANCE COMMITTEE
COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, OCTOBER 13, 2010 – 2:35p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of September 8, 2010
2. Approval of Revenues and Expenses for August 2010

CONTRACTS

3. Authorize Award of Contract to Cummins West, Inc. for Purchase and Installation of Cleaire Horizon Filters and Related Items for a Total Cost of \$415,193
4. Authorize Award of Contract to Spiteri's Complete Auto Service and Repair, Inc. for Automotive Repair Services at an Estimated Cost of \$390,748 for a Three-year Base Term

INFORMATIONAL

5. Information on Revenues and Expenses for June 2010

Committee Members: Mark Church, Shirley Harris, Art Lloyd

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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
SEPTEMBER 8, 2010**

Committee Members Present: M. Church (Committee Chair), A. Lloyd

Committee Members Absent: S. Harris

Other Board Members Present, Constituting Committee of the Whole: O. Ahmad, J. Deal, K. Matsumoto, A. Tissier

Other Board Members Absent, Constituting Committee of the Whole: R. Guilbault (Chair), Z. Kersteen-Tucker

Staff Present: L. Bhuller, J. Cassman, B. Fitzpatrick, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Lee, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Committee Chair Mark Church called the meeting to order at 2:50 p.m.

Approval of Minutes of Finance Committee Meeting of July 14, 2010

The Committee approved the minutes (Tissier/Ahmad).

Approval of Revenues and Expenses for July 2010

Deputy CEO Gigi Harrington said revenues and expenses are slightly under budget. Last week fuel was \$2.19 per gallon.

The Committee (Lloyd/Tissier) unanimously recommended Board acceptance of the report.

Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ending June 30, 2010

Bill Osher, CSI Capital Management, said the economy started to improve in the fourth quarter and this was most clear in the employment situation. He said things were going well until the April/May period when the economy began to slow again. He does not believe the economy has entered another recession nor does he believe that it is very likely. He said portfolio prices tend to go up when interest rates decline, but looking forward it is a challenging time for anyone managing fixed-income investments. Mr. Osher said to earn a 1 percent yield you have to go out perhaps four years. He said a two year Treasury yields about 0.5 percent so return expectations have to be lowered for the fixed income market.

Mr. Osher said everything in the portfolio is exceptionally safe. He said it is protected from not only a credit front, but also from the outcome of interest rates rising and bond prices falling. Mr. Osher said the bond portfolio is reacting as it should; it will remain safe even in an environment of rising interest rates.

The Committee (Deal/Lloyd) unanimously recommended Board acceptance of the motion.

Authorize Filing an Annual Claim with the Metropolitan Transportation Commission (MTC) for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2011 in the Amount of \$36,095,882

Manager of Budgets Ladi Bhuller said staff is asking the Committee recommend Board approval to file for Transportation Development Act (TDA), State Transit Assistance (STA) and Regional Measure 2 (RM2) funds with MTC for Fiscal Year (FY) 2011. The FY2011 adopted budget, not including the STA pass-throughs, included an estimate of \$31.1 million in TDA, STA and RM2 funding. Ms. Bhuller said MTC has since revised its estimate and SamTrans is now eligible to receive \$30.1 million, a decrease of approximately \$1 million. In addition, the STA pass-throughs to the various agencies are increasing, primarily due to the inclusion of three years worth of funds being requested. Ms. Bhuller said these changes will be reflected in a revised budget for Board approval this winter.

The Committee (Tissier/Lloyd) unanimously recommended Board acceptance of the motion.

Authorize the Continuation of the Safe Harbor Transit Ticket Program

Executive Officer Customer Service and Marketing Rita Haskin said staff proposes the Committee recommend the Board authorize the extension of the Safe Harbor Complimentary Ticket Program through the end of 2012. She said Safe Harbor is located next to the North Base facility and provides shelter and services to the homeless. Ms. Haskin said tickets have been provided to Safe Harbor for at least the last 20 years. This program allows the residents to go out and seek resources during the day for training, medical or nutrition, and then return to the shelter in the evening.

The Committee (Lloyd/Ahmad) unanimously recommended Board acceptance of the motion.

Authorize Voting in Favor of an Assessment District for Levee System Improvements in San Mateo County

Manager of Real Estate and Property Development Brian Fitzpatrick said staff is proposing the Committee recommend the Board authorize the General Manager to vote in favor of an assessment district to create a levee system that will effectively protect the South Base facility. He said this is a joint project being done by the City of San Carlos, San Mateo County and Redwood City. Mr. Fitzpatrick said the assessment district would fund the portion in San Carlos.

The Committee (Tissier/Lloyd - Ahmad abstained) recommended Board acceptance of the motion.

The Committee (Church/Tissier) unanimously recommended Board acceptance of the following:

- **Authorize Award of Contract to Reliance Standard Insurance Company for Long-term Disability Insurance for an Estimated Cost of \$132,000 for a Three-year Period**
- **Authorize Award of Contract to Kimball Midwest for Furnishing and Servicing Shop Supplies and Related Items for a Total Estimated Cost of \$334,495 for a Five-year Term**
- **Authorize Award of Contract to Scintech Associates for Physical Inventory Services for a Total Not-to-Exceed Cost of \$171,400 for a Three-year Term**

- **Authorize Award of Contract to National Transit Interiors for Automotive and Bus Upholstery Repair Services for a Total Estimated Cost of \$180,222 for a Three-year Base Term**

Information on Revenues and Expenses for June 2010

Ms. Harrington said the auditors are here and staff will bring back audited year-end statements at the October meeting.

Update on the Execution of the Fuel Hedging Program

Ms. Harrington said following the Board's approval of the Fuel Hedging Program, staff executed half of the SamTrans portfolio at \$2.25 per gallon. Barclays Bank handled the transaction and the cost was 18-cents per gallon. This same type of transaction was in place last year.

Ms. Harrington said no money was made on the program last year, but it created budget certainty.

Adjourned: 3:00 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING AUGUST 31, 2010 AND SUPPLEMENTAL INFORMATION**

ACTION

Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of August 2010 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 12) are \$12,535 **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$42,539 or 1.5 percent, *Operating Grants* (page 1, line 4) are **worse** than budget by \$10,113 or 7.8 percent, *Investment Interest* (page 1, line 9) is **worse** than budget by \$109,535 or 15.8 percent offset by *Other Interest, Rent & Other Income* (page 1, line 10) which are **better** than budget by \$148,538 or 15.9 percent.

Expenses: *Total Expenses* (page 4, line 74) are \$1,647,111 or 7.1 percent **better** than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 47) is **better** than budget by \$1,327,644 or 8.3 percent, *Total ADA Programs* (page 4, line 56) are **better** than budget by \$317,108 or 13.1 percent and *Total Multimodal* (page 4, line 72) is **better** than budget by \$2,359.

Budget Amendments: There are no budget amendments for the month of August 2010.

Prepared by: Rima Lobo, Manager, Financial Services
Jeannie Chen, Senior Accountant

650-508-6274
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2011
AUGUST 2010**

% OF YEAR ELAPSED: 16.7%

	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
SOURCES OF FUNDS									
Operating Revenues									
1	Passenger Fares	1,425,285	2,863,724	2,817,027	2,859,566	98.5	17,157,400	17,157,400	16.4
2	TDA and STA Funds	5,117,909	4,995,984	10,235,817	10,235,817	100.0	30,860,639	30,860,639	33.2
3	Pass through to Other Agencies	81,274	16,222	162,549	162,549	100.0	975,293	975,293	16.7
4	Operating Grants	86,814	281,369	118,813	128,926	92.2	10,577,283	10,577,283	1.1
5	Measure A Contribution and AB434 Funds	692,689	1,460,269	1,381,939	1,380,825	100.1	8,834,888	8,834,888	15.6
6	Subtotal - Operating Revenues	7,403,971	9,617,568	14,716,145	14,767,683	99.7	68,405,503	68,405,503	21.5
Other Revenue Sources									
8	District 1/2 Cent Sales Tax	4,618,066	9,396,000	9,236,133	9,236,133	100.0	60,000,000	60,000,000	15.4
9	Investment Interest	256,539	1,018,572	585,535	695,070	84.2	4,170,010	4,170,010	14.0
10	Other Interest, Rent & Other Income	621,224	849,263	1,084,420	935,882	115.9	5,082,780	5,082,780	21.3
11	Subtotal - Other Revenues	5,495,828	11,263,835	10,906,088	10,867,085	100.4	72,063,863	72,063,863	15.1
12	Total Revenues	12,899,799	20,881,403	25,622,233	25,634,768	100.0	140,469,366	140,469,366	18.2
13	Capital Assistance	404,669	554,476	672,465	672,465	100.0	4,447,354	20,171,195 A	3.3
14	Reserves Programmed for Capital	282,622	362,654	534,453	534,453	100.0	0	15,472,058 A	0.0
15	Total Revenues - All Sources	13,587,090	21,798,533	26,829,151	26,841,686	100.0	144,916,720	176,112,619	15.2
USES OF FUNDS									
Operations									
19	District Motor Bus	7,443,503	15,677,177	14,609,599	15,937,243	91.7	98,189,247	98,189,247	14.9
20	A. D. A. Programs	1,039,441	2,206,017	2,105,144	2,422,252	86.9	13,773,430	13,773,430	15.3
21	Caltrain	1,055,553	4,124,260	4,152,345	4,152,345	100.0	14,707,875	14,707,875	28.2
22	Other Multimodal Programs	507,912	585,627	832,802	835,161	99.7	4,084,620	4,084,620	20.4
23	Subtotal - Operating Costs	10,046,409	22,593,081	21,699,890	23,347,001	92.9	130,755,172	130,755,172	16.6
Other Uses of Funds									
25	Pass through to Other Agencies	81,274	16,222	162,549	162,549	100.0	975,293	975,293	16.7
26	Transfer Out to Debt Service	2,037,678	4,075,058	4,075,356	4,075,356	100.0	24,451,963	24,451,963	16.7
27	Fiscal Agent Fees	3,663	5,025	3,663	4,000	91.6	27,400	27,400	13.4
28	Land Transfer Interest Expense	0	0	0	0	-	80,000	80,000	0.0
29	Subtotal - Other Uses	2,122,615	4,096,305	4,241,568	4,241,905	100.0	25,534,656	25,534,656	16.6
30	Capital Programs	724,242	1,025,245	1,250,711	1,250,711	100.0	8,624,325	39,820,224 A	3.1
31	Total Uses of Funds	12,893,266	27,714,631	27,192,168	28,839,617	94.3	164,914,153	196,110,052	13.9
32									
33	SURPLUS/(DEFICIT) FOR PERIOD	693,824	(5,916,098)	(363,018)	(1,997,931)	18.2	(19,997,433)	(19,997,433)	1.8

"% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

Note A - The Revised Budget includes the year end rollover of existing capital projects (unaudited).

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2011
AUGUST 2010**

% OF YEAR ELAPSED: 16.7%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,357,110	2,744,392	2,680,176	2,726,333	98.3	16,358,000	16,358,000	16.4
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,917,313	4,746,184	7,834,626	7,834,626	100.0	23,503,880	23,503,880	33.3
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	892,982	0	1,785,963	1,785,963	100.0	5,511,071	5,511,071	32.4
6 OPERATING GRANTS								
7 Planning Assistance Grant	0	281,369	31,999	42,112	76.0	9,382,536	9,382,536	0.3
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	786,825	7,046,896	1,368,117	2,826,437	48.4	39,275,037	39,275,037	3.5
10 Accessibility Fixed Route	88,965	160,717	175,830	143,918	122.2	684,635	684,635	25.7
11 TOTAL 1/2 CENT SALES TAX	875,790	7,207,613	1,543,947	2,970,355	52.0	39,959,672	39,959,672	3.9
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	8,627	71,370	18,987	14,560	130.4	86,830	86,830	21.9
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	100	582	247	440	56.1	2,640	2,640	9.3
16 Rental Income	86,807	172,107	173,282	174,660	99.2	1,047,940	1,047,940	16.5
17 Advertising Income	116,667	249,999	233,333	236,667	98.6	1,420,000	1,420,000	16.4
18 Other Income	188,107	203,561	307,040	151,528	202.6	916,678	916,678	33.5
19 TOTAL OTHER REVENUES	391,681	626,249	713,902	563,295	126.7	3,387,258	3,387,258	21.1
20								
21 TOTAL MOTOR BUS	7,443,502	15,677,177	14,609,599	15,937,243	91.7	98,189,247	98,189,247	14.9
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	68,175	119,332	136,851	133,233	102.7	799,400	799,400	17.1
25 Local TDA 4.5 Redi-Wheels	206,174	249,800	412,348	412,348	100.0	1,237,046	1,237,046	33.3
26 Local STA - Paratransit	101,440	0	202,880	202,880	100.0	608,642	608,642	0.0
27 Operating Grants	0	0	0	0	0.0	1,094,747	1,094,747	0.0
28 Sales Tax - District ADA Programs	343,422	1,164,369	718,023	1,024,429	70.1	5,855,529	5,855,529	12.3
29 Sales Tax - Paratransit Suppl. Coastside	97,462	203,797	189,442	200,374	94.5	1,300,726	1,300,726	0.0
30 Interest Income - Paratransit Fund	38,045	77,866	76,154	79,540	95.7	477,340	477,340	16.0
31 Measure A Redi-Wheels	184,723	390,853	369,445	369,448	100.0	2,400,000	2,400,000	15.4
32								
33 TOTAL ADA PROGRAMS	1,039,440	2,206,017	2,105,144	2,422,252	86.9	13,773,430	13,773,430	15.3
34 MULTIMODAL TRANSIT PROGRAMS:								
35 Sales Tax - Caltrain	686,107	3,342,553	3,413,454	3,413,449	100.0	9,907,875	9,907,875	34.5
36 Transfer from TA for Caltrain	369,445	781,707	738,891	738,896	100.0	4,800,000	4,800,000	15.4
37 TA Funded SM/Caltrain Shuttles	93,855	187,709	184,270	183,148	100.6	1,098,888	1,098,888	16.8
38 Employer Share SM/Caltrain Shuttles	114,593	53,953	140,618	142,687	98.6	316,122	316,122	44.5
39 AB434 Funds - SamTrans Shuttles	44,667	100,000	89,333	89,333	100.0	536,000	536,000	16.7
40 Employer Share SamTrans Shuttles	114,950	169,061	229,900	229,900	100.0	1,379,400	1,379,400	16.7
41 Sales Tax - SamTrans Shuttle Program	27,926	44,441	56,057	56,057	100.0	335,960	335,960	16.7
42 Operating Grants	86,814	0	86,814	86,814	100.0	100,000	100,000	0.0
43 Sales Tax - Gen. Operating Asst.	25,108	30,463	45,810	47,223	97.0	318,250	318,250	14.4
44								
45 TOTAL MULTIMODAL	1,563,465	4,709,887	4,985,147	4,987,506	100.0	18,792,495	18,792,495	26.5
46								
47 TOTAL REVENUES	10,046,408	22,593,081	21,699,890	23,347,001	92.9	130,755,172	130,755,172	16.6

"% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2011
AUGUST 2010**

						% OF YEAR ELAPSED: 16.7%		
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,228,147	9,245,253	8,261,400	8,766,230	94.2	54,414,983	54,394,983	15.2
2								
3 Services:								
4 Board of Directors	300	7,467	4,399	8,817	49.9	53,100	53,100	8.3
5 Contracted Vehicle Maintenance	189,837	54,113	235,684	280,100	84.1	930,600	930,600	25.3
6 Property Maintenance	62,495	155,674	120,777	213,333	56.6	1,282,500	1,282,500	9.4
7 Professional Services	165,987	351,298	331,831	447,152	74.2	2,955,181	2,976,781	11.1
8 Technical Services	231,645	562,972	444,925	482,155	92.3	3,907,744	3,907,744	11.4
9 Other Services	21,249	45,064	47,029	60,881	77.2	362,924	362,924	13.0
10								
11 Materials & Supply:								
12 Fuel & Lubricants	334,383	676,958	702,804	930,369	75.5	5,582,214	5,582,214	12.6
13 Bus Parts & Materials	83,290	344,640	182,880	244,062	74.9	1,750,972	1,750,972	10.4
14 Uniforms & Driver Expense	8,462	20,281	11,487	44,960	25.5	379,098	379,098	3.0
15 Timetables & Tickets	22,456	15,463	22,767	34,033	66.9	213,800	212,200	10.7
16 Office Supplies / Printing	18,816	35,471	28,700	61,319	46.8	332,130	332,130	8.6
17 Other Materials & Supply	6,679	20,057	17,300	30,000	57.7	175,000	175,000	9.9
18								
19 Utilities:								
20 Telephone	26,628	70,723	55,155	80,200	68.8	480,500	480,500	11.5
21 Other Utilities	88,462	153,923	147,231	160,334	91.8	1,001,000	962,000	15.3
22 Insurance Costs	202,497	373,600	408,037	415,329	98.2	2,492,000	2,492,000	16.4
23 Workers' Compensation	257,398	516,192	514,613	537,010	95.8	3,222,060	3,222,060	16.0
24 Taxes & License Fees	30,091	62,042	68,384	81,507	83.9	489,039	489,039	14.0
25 Fixed Route Accessibility	88,965	160,717	175,830	143,918	122.2	684,635	684,635	25.7
26 Leases & Rental	8,678	17,699	17,020	18,220	93.4	111,718	111,718	15.2
27 Promotional & Legal Advertising	8,651	25,235	15,149	47,473	31.9	279,840	279,840	5.4
28 Training & Business Travel	6,780	11,586	14,291	29,890	47.8	195,710	195,710	7.3
29 Dues & Membership	5,010	10,813	22,436	23,584	95.1	84,045	84,045	26.7
30 Postage & Other	996	6,758	4,638	46,235	10.0	313,564	313,564	1.5
31								
32 Total District Operated Buses	6,097,903	12,943,999	11,854,767	13,187,110	89.9	81,694,357	81,655,357	14.5
33								
34								
35 CONTRACTED BUS SERVICES								
36 Contracted Urban Bus Service	1,180,949	2,440,407	2,394,813	2,414,700	99.2	14,488,202	14,488,202	16.5
37 Other Related Costs	28,789	36,996	58,742	52,790	111.3	310,800	349,800	16.8
38 Insurance Costs	46,809	93,789	126,347	109,162	115.7	655,000	655,000	19.3
39 Coaside Services	48,886	95,874	95,686	94,709	101.0	568,256	568,256	16.8
40 Redi Coast Non-ADA	19,634	30,885	40,183	37,143	108.2	222,860	222,860	18.0
41 Other Related Costs	1,069	578	1,596	6,943	23.0	41,660	41,660	3.8
42 La Honda - Pescadero	4,375	8,750	8,750	8,750	100.0	52,500	52,500	16.7
43 SamCoast - Pescadero	14,405	24,903	27,405	23,610	116.1	141,662	141,662	19.3
44 Other Related Cost - SamCoast	685	996	1,310	2,325	56.3	13,950	13,950	9.4
45 Total Contracted Bus Service	1,345,600	2,733,178	2,754,832	2,750,134	100.2	16,494,890	16,533,890	16.7
46								
47 TOTAL MOTOR BUS	7,443,503	15,677,177	14,609,599	15,937,243	91.7	98,189,247	98,189,247	14.9

"% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2011
AUGUST 2010**

% OF YEAR ELAPSED: 16.7%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
48 AMERICAN DISABILITY ACT PROGRAMS								
49 Elderly & Disabled/Redi-Wheels	470,577	955,050	916,671	1,268,987	72.2	6,769,180	6,769,180	13.5
50 Other Related Costs	150,019	388,350	334,420	423,397	79.0	2,527,380	2,527,380	13.2
51 ADA Sedan Service	229,713	454,825	468,657	296,837	157.9	1,781,024	1,781,024	26.3
52 ADA Accessibility Support	50,737	124,035	113,510	146,825	77.3	880,120	880,120	12.9
53 Coastside ADA Support	97,462	203,797	189,442	200,374	94.5	1,300,726	1,300,726	14.6
54 Insurance Costs	40,933	79,960	82,445	85,833	96.1	515,000	515,000	16.0
55 TOTAL ADA PROGRAMS	1,039,441	2,206,017	2,105,144	2,422,252	86.9	13,773,430	13,773,430	15.3
56								
57								
58								
59 MULTIMODAL TRANSIT PROGRAMS								
60								
61 CALTRAIN SERVICE								
62 Peninsula Rail Service	1,055,553	4,124,260	4,152,345	4,152,345	100.0	14,707,875	14,707,875	28.2
63 Total Caltrain Service	1,055,553	4,124,260	4,152,345	4,152,345	100.0	14,707,875	14,707,875	28.2
64								
65 OTHER SUPPORT								
66 Dumbarton Express Service	10,518	1,336	21,023	21,025	100.0	126,150	126,150	16.7
67 SamTrans Shuttle Service	187,543	313,502	375,290	375,290	100.0	2,251,360	2,251,360	16.7
68 SM/Caltrain Shuttles	295,261	241,662	411,702	412,648	99.8	1,515,010	1,515,010	27.2
69 Maintenance Multimodal Facilities	14,590	29,127	24,787	26,197	94.6	192,100	192,100	12.9
70 Total Other Support	507,912	585,627	832,802	835,161	99.7	4,084,620	4,084,620	20.4
71								
72 TOTAL MULTI-MODAL PROGRAMS	1,563,465	4,709,887	4,985,147	4,987,506	100.0	18,792,495	18,792,495	26.5
73								
74 TOTAL EXPENSES	10,046,409	22,593,081	21,699,890	23,347,001	92.9	130,755,172	130,755,172	16.6

% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR AUGUST 2010

BUDGET AMENDMENT

	Amount	Line Item	Description
Aug-10			No Budget Amendment in August 2010.
	\$	Total	Total
	-		-

BUDGET REVISIONS

	Amount	Line Item	Description
Aug-10			No Budget Revisions in August 2010.
	\$	Total	Total
	-		-

SAN MATEO COUNTY TRANSIT DISTRICT
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
 FY2010 & FY2011
 AUGUST 2010

10/11/10 3:08 PM

Approved Budget		Receipts		Over/(Under) Budget/Projection	Current Projection
Date	Amount	Date	Amount		
FY2010:					
1st Quarter	15,555,000	1st Quarter	14,554,695	(1,000,305)	14,554,695
2nd Quarter	16,492,000	2nd Quarter	15,240,785	(1,251,215)	15,240,785
3rd Quarter	12,306,440	3rd Quarter	13,646,042	1,339,602	13,646,042
4th Quarter	15,646,560	4th Quarter	16,558,478	911,918	16,558,478 (1)
FY2010 Total	60,000,000	FY2010 Total	60,000,000	(0)	60,000,000
FY2011					
Jul. 10	4,110,600	Sep. 10		0	4,110,600 (1)
Aug. 10	4,110,600	Oct. 10		0	4,110,600 (1)
Sep. 10	5,480,800	Nov. 10		0	5,480,800
1st Qtr. Adjustment	1,522,400	Dec. 10		0	1,522,400 (1) Jul & Aug
3 Months Total	15,224,400		0	0	15,224,400 Portion
Oct. 10	4,295,900	Dec. 10		0	4,295,900
Nov. 10	4,295,900	Jan. 11		0	4,295,900
Dec. 10	5,727,900	Feb. 11		0	5,727,900
2nd Qtr. Adjustment	1,591,100	Mar. 11		0	1,591,100
6 Months Total	31,135,200		0	0	31,135,200
Jan. 11	3,741,000	Mar. 11		0	3,741,000
Feb. 11	3,741,000	Apr. 11		0	3,741,000
Mar. 11	4,987,900	May 11		0	4,987,900
3rd Qtr. Adjustment	1,385,500	Jun. 11		0	1,385,500
9 Months Total	44,990,600		0	0	44,990,600
Apr. 11	4,052,500	Jun. 11		0	4,052,500
May 11	4,052,500	Jul. 11		0	4,052,500
Jun. 11	5,403,400	Aug. 11		0	5,403,400
4th Qtr. Adjustment	1,501,000	Sep. 11		0	1,501,000
FY2011 Total	60,000,000	FY2011 Total	0	0	60,000,000
	9,236,133	1st Quarter			
		2nd Quarter			
		3rd Quarter			
		4th Quarter			
	<u>9,236,133</u>	YTD Actual Per Statement of Revenues & Expenses			

(1) Accrued

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO
C. H. (Chuck) Harvey
Deputy CEO

**SUBJECT: AWARD OF A CONTRACT FOR PURCHASE AND INSTALLATION OF
CLEAIRE HORIZON FILTERS AND RELATED ITEMS**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award a contract to the lowest responsive and responsible bidder, Cummins West, Inc. for a total cost of \$415,193.
2. Authorize the General Manager/CEO or his designee to execute a contract with Cummins West, Inc. in full conformity with the terms and conditions of the bid solicitation documents.

SIGNIFICANCE

Approval of this action will provide the District with the ability to expedite the installation of emission Particulate Matter (PM) traps to comply with California Air Resources Board (CARB) Transit Fleet Vehicles (TFV) regulation. The TFVs that must be brought into compliance are paratransit cutaways and some trucks. The District has achieved 21 percent of mandated reduction via scheduled vehicle replacements. However, to achieve the 80 percent PM reduction requirements, 30 PM traps must be installed in the District's TFV by January 1, 2011. Staff consulted with CARB, which has reviewed and approved our recommended action to meet this emission reduction requirement.

BUDGET IMPACT

Funding for the contract work is included in the approved Fiscal Year 2011 Capital Budget.

BACKGROUND

The TFV regulation required diesel transit operators to reduce their emission PM by 40 percent by December 31, 2007, based on SamTrans' 2005 baseline, and 80 percent by January 1, 2011. In order to meet this requirement, eligible vehicles must be retrofitted with a PM trap or equivalent certified device. The District has identified 30 vehicles that are eligible to be retrofitted with a certified PM trap which will archive the CARB 80 percent PM reduction requirement.

On September 3, 2010, an Invitation for Bids (IFB) was issued for the purchase and installation of 30 Cleaire Horizon Filters. The solicitation was advertised in a newspaper of general circulation and on the District's Website. Two bids were received, as follows:

		Total Bid Price for Section I	Total Bid Price For Section II	Combined Total Bid Price
	<i>Project Manager's Estimate</i>			\$502,000
1.	Cummins West, Inc., San Leandro, CA	\$276,795	\$138,398	\$415,193
2.	AFS, dba Ironman Parts and Service, Corona, CA	\$282,784	\$141,392	\$424,177

In order to meet the January 1, 2011 requirement to install PM traps on 30 District vehicles, the bid solicitation was designed with two sections to give the District more flexibility. In Section I, the Contractor will sell PM traps to the District to install on 20 vehicles. In Section II, the Contractor will purchase and install the PM traps on 10 vehicles. The Contractor will be responsible to arrange the pickup and delivery of the vehicles. The solicitation gave the District the option to award separate contracts to the lowest, compliant bidder for each section. The bid structure also gives the District the ability to change the quantities to either install more PM traps itself or to contract out more vehicle retrofits, depending on time constraints.

Cummins West, Inc. is the lowest, responsive, responsible bidder for both Sections I and II for a total cost of \$415,192.50. Its bid fully complies with the solicitation documents.

The District's DBE Office reviewed the solicitation and determined that small business, including disadvantaged business enterprise (DBE), participation in this procurement would be unlikely. Unfortunately, there are no authorized resellers of Cleaire Horizon Filters within the small business community and as expected, there is no DBE participation on this contract. Cummins West, Inc. nevertheless completed the DBE forms and has complied with the solicitation requirements.

Contract Officer: Brian Geiger 650-508-7973
 Project Manager: Greg Moyer, Superintendent Maintenance Technical Services 650-508-7987

RESOLUTION NO. 2010-

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

* * *

**AUTHORIZING AWARD OF A CONTRACT TO CUMMINS WEST, INC. FOR THE
PURCHASE\INSTALLATION OF CLEAIRE HORIZON FILTERS
AND RELATED EQUIPMENT AT A TOTAL COST OF \$415,193**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive bids for purchase and installation of Cleaire Horizon filters and related equipment; and

WHEREAS, in response to the District's Invitation for Bids (IFB), two firms submitted bids; and

WHEREAS, staff and legal counsel have reviewed the bid of Cummins West, Inc. of San Leandro, California and determined that Cummins West, Inc. is the lowest responsive and responsible bidder in each category of the IFB's Bid Form; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to Cummins West, Inc. of San Leandro, California, whose bid meets all of the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to Cummins West, Inc. of San Leandro, California, for purchase and installation of Cleaire Horizon filters and related equipment for a total combined cost of \$415,192.50, including applicable charges for pickup, delivery, installation and taxes; and

BE IT FURTHER RESOLVED that the General Manager/CEO is authorized to execute a contract on behalf of the District with Cummins West, Inc. in full conformity with the terms and conditions of the bid solicitation documents.

Regularly passed and adopted this 13th day of October, 2010, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: AWARD OF CONTRACT FOR AUTOMOTIVE REPAIR SERVICES

ACTION

- Staff proposes that the Committee recommend that the Board:
- 1. Award a contract to Spiteri’s Complete Auto Service and Repair, Inc. for Automotive Repair for Service-support Vehicles at a total estimated cost of \$390,748 for a three-year base term.
 - 2. Authorize the General Manager/CEO to execute a contract with Spiteri’s in full conformity with the terms and conditions of the bid specification documents.
 - 3. Authorize the General Manager/CEO to exercise up to two, additional one-year option terms, if deemed in the best interest of the District.

SIGNIFICANCE

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

BUDGET IMPACT

Funds to support the award of this contract are included in the adopted Fiscal Year 2011 District Operating Budget.

BACKGROUND

Staff advertised the solicitation via the District’s website and a newspaper of general circulation. Standard language setting forth the District’s policy regarding DBEs was included in the solicitation documents. Solicitation notices also were sent to interested bidders, small business enterprises (SBEs) and DBEs. The District received two bids (none from SBEs or DBEs):

<i>Project Manager’s Estimate</i>	<i>\$421,245</i>
Spiteri’s Complete Auto Service and Repair, Inc. (Spiteri’s), Belmont, CA	\$390,748
First Vehicle Services, Cincinnati, OH	\$477,654

District staff and legal counsel reviewed the bids received and determined that Spiteri's is the lowest responsive and responsible bidder. Staff also conducted reference checks and a site visit, and found that Spiteri's is in good standing with its customers and is sufficiently qualified and capable of providing the services required under this contract. Spiteri's has previously held this contract and the company's performance under that contract was deemed to be acceptable.

United Performance, Corp. of South San Francisco, CA is the District's incumbent automotive repair contractor with a base contract value of \$344,121. The proposed contract has a higher base value than the previous contract because of the ongoing and higher costs of maintaining and servicing the remaining older vehicles, and because of the added cost of maintaining and servicing the hybrid vehicles the District recently added to its service-support vehicle fleet. The incumbent said that it did not pay attention to its contract end date and was not aware of the District's solicitation for these services. In addition to properly advertising the solicitation, the District made several outreach calls to the incumbent that were not answered.

Contract Officer: Luis F. Velásquez	650-622-8099
Project Manager: Detra Dillon, Bus Maintenance, Contract Administrator	650-508-6418

RESOLUTION NO. 2010 -

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

* * *

**AUTHORIZING AWARD OF A CONTRACT TO
SPITERI'S COMPLETE AUTO SERVICE AND REPAIR FOR
AUTOMOTIVE REPAIR SERVICES
FOR A THREE-YEAR ESTIMATED COST OF \$390,748**

WHEREAS, the San Mateo County Transit District (District), solicited competitive bids for Automotive Repair for Non-Revenue and Service Vehicles for a three-year term; and

WHEREAS, in response to the District's advertisement, two firms submitted bids; and

WHEREAS, staff and legal counsel have reviewed the bid results and determined that Spiteri's Complete Auto Service and Repair, Inc. (Spiteri's) of Belmont, California is the lowest responsive and responsible bidder; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to Spiteri's whose bid meets all the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to Spiteri's Complete Auto Service and Repair, Inc. of Belmont, California for Automotive Repair for Non-Revenue and Service Vehicles for a three-year base term at an estimated cost of \$390,748, with an option to extend the contract at the District's sole discretion, for up to two additional, one-year option terms; and

BE IT FURTHER RESOLVED that the General Manager/CEO is authorized to execute a contract on behalf of the District with Spiteri's in full conformity with all of the terms and conditions of the solicitation documents; and

BE IT FURTHER RESOLVED that the General Manager/CEO is authorized to exercise up to two additional, one-year option terms with Spiteri's, provided that it is in the best interest of the District.

Regularly passed and adopted this day 13th of October 2010 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**FINANCE ITEM # 5
OCTOBER 13, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **INFORMATION ON STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING JUNE 30, 2010**

The Finance Division engages in many activities following the end of the June 30 fiscal year both to close out the old fiscal year and set up the new fiscal year. The demands of these activities require a longer time to produce a complete Statement of Revenues and Expenses than allowed by the normal board meeting cycle. Consequently, staff will present a Statement of Revenues and Expenses for June at the November 4 meeting of the Board of Directors.

Prepared by: Patricia Reavey, Director of Finance

650-508-6434



BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A
LEGISLATIVE COMMITTEE
COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, OCTOBER 13, 2010 – 2:55 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of September 8, 2010
2. Authorize Calling on Congress to Pass Long-term Surface Transportation Reauthorization
3. Authorize Support of Measure M to Fund Local Transportation Improvements in San Mateo County

INFORMATIONAL

4. State and Federal Legislative Update

Committee Members: Zoe Kersteen-Tucker, Omar Ahmad, Adrienne Tissier

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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
SEPTEMBER 8, 2010**

Committee Members Present: O. Ahmad, A. Tissier

Committee Members Absent: Z. Kersteen-Tucker (Committee Chair)

Other Board Members Present, Constituting Committee of the Whole: M. Church, J. Deal, A. Lloyd, K. Matsumoto

Other Board Members Absent, Constituting Committee of the Whole: R. Guilbault, S. Harris

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Lee, M. Martinez, N. McKenna, D. Miller, S. Murphy, M. Scanlon, M. Simon

Director Adrienne Tissier called the meeting to order at 3:00 p.m.

Approval of Minutes of Legislative Committee Meeting of July 14, 2010

The committee approved the minutes (Ahmad/Lloyd).

Update on the State Legislative Program

Government Affairs Manager Seamus Murphy reported:

- The State Legislature wrapped up last week and passed two bills of interest that are awaiting the governor's signature:
 - AB987 extends transit area development districts to include all areas within a half-mile of a transit station instead of the current quarter-mile designation.
 - SB1371 authorizes eligible recipients of Proposition 1A connectivity funds to make expenditures in advance of their programmed share allocations and be reimbursed in a like amount through the Letter of No Prejudice process. Caltrain has a \$41 million share of the Proposition 1A connectivity funds for the electrification project.
- At the Federal level there was significant news on the reauthorization front. The administration, for the first time, outlined its vision for long-term service transportation reauthorization. The current authorization of funds has been extended multiple times since it expired last year on September 30. Very limited details were offered at the announcement, but preliminary information indicates the administration's vision calls for reauthorization to front load \$50 billion for Road, Rail and Runway Infrastructure. High Speed Rail will be a significant part of the initial investment and the overall proposal will include an infrastructure bank that was part of earlier Congressional proposals APTA has been circulating a nationwide petition calling on Congress to approve long-term Surface Transportation Reauthorization. Staff is encouraging cities to participate in this effort. Mr. Murphy said there is some indication that the initial \$50 billion investment could be

paid for by closing loopholes on oil and gas profits, but staff has no specifics on how or when this would happen.

Director Omar Ahmad asked if there is any indication the governor will sign AB987 and SB1371. Mr. Murphy said the governor signed a bill similar to SB1371 last year for Proposition 1B funds and this would be an identical bill for Proposition 1A. He said AB987 passed and was sent to the governor two years ago and he did not sign the bill, as part of a number of bills, because the budget was late and he decided to not sign any legislation until a budget was passed.

Director Ahmad asked if SB1268 would affect staff's work with Clipper. Mr. Murphy said he will check on the status and report back.

Adjourned: 3:06 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **CALLING ON CONGRESS TO PASS LONG-TERM SURFACE
TRANSPORTATION REAUTHORIZATION**

ACTION

Staff proposes that the Committee recommend Board adoption of a resolution calling on Congress to pass long-term surface transportation reauthorization.

SIGNIFICANCE

This resolution urges Congress to pass a long-term surface transportation funding authorization program that increases Federal investment in public transportation and is consistent with core principles expressed by the American Public Transportation Association (APTA).

This action is consistent with San Mateo County Transit District's (District) adopted 2010 Federal Legislative Program, which includes a goal of ensuring that "authorized funding supports long-term transportation investment needs."

The District would benefit from long-term reauthorization through increased and more predictable programmatic funding levels and potential operating assistance.

BUDGET IMPACT

This action would result in no immediate budget impact. When passed, surface transportation authorization legislation will include funding for operating assistance that could benefit the District.

BACKGROUND

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This law guaranteed funding for highways, highway safety, and public transportation. Since the expiration of the SAFETEA-LU on September 30, 2009, Congress has extended current funding levels.

The funding levels contained in the congressional extensions do not adequately support public transportation needs. Consistent, long-term Federal funding is critical to maintain public

transportation systems in a state of good repair, fund capital programs to expand services and support more efficient and sustainable transit operations.

APTA has identified core principles for surface transportation reauthorization including increased investment in public transportation and new emergency operating assistance resulting in job creation, reduced dependence on foreign energy, enhanced environmental benefits, and reduced traffic congestion.

APTA's efforts also include circulation of an online petition calling on Congress to approve long-term reauthorization.

The Obama Administration recently announced a vision for surface transportation authorization that has potential to meet APTA's core principles and would include front-loaded authorization and appropriation of \$50 billion in transportation investments.

Prepared By: Seamus Murphy, Manager, Government Affairs

650-508-6388

RESOLUTION NO. 2010-

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

*** * ***

**CALLING ON CONGRESS TO APPROVE LONG-TERM SURFACE
TRANSPORTATION REAUTHORIZATION LEGISLATION**

WHEREAS, the San Mateo County Transit District (District) was formed to provide reliable and efficient public transportation to all of the citizens of San Mateo County, including paratransit services for the disabled, and senior-focused mobility services; and

WHEREAS, on an average weekday, the District serves 37,550 bus customers 1,110 paratransit customers; and

WHEREAS, the District budget shortfalls have led to reduced service and increased fares over the past two years and larger shortfalls are expected in 2012; and

WHEREAS, an increase in consistent, long-term Federal funding is critical to maintaining public transportation systems in a state of good repair, funding capital programs to expand services and supporting more efficient and sustainable transit operations; and

WHEREAS, long-term surface transportation authorization will bolster economic recovery and reduce unemployment by creating 36,000 jobs for every \$1 billion spent on public transportation; and

WHEREAS, despite the need for increased funding, Congress has extended the previous surface transportation authorization multiple times since its expiration on September 30, 2009 instead of authorizing new, increased long-term funding that will adequately meet the nation's public transportation needs; and

WHEREAS, the American Public Transportation Association (APTA) has identified core principles for surface transportation reauthorization including increased investment in public

transportation and new emergency operating assistance which would result in job creation, reduced dependence on foreign energy, enhanced environmental benefits, and reduced traffic congestion; and

WHEREAS, the Obama Administration recently announced a vision for surface transportation authorization that has potential to meet APTA’s core principles and would include front-loaded authorization and appropriation of \$50 billion in transportation investments.

NOW, THEREFORE, BE IT RESOLVED, that the San Mateo County Transit District Board of Directors calls on Congress to approve long-term surface transportation reauthorization; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be transmitted to the Senate and the House of Representatives of the United States of America; and

BE IT FURTHER RESOLVED, that the Board encourages District supporters to sign APTA’s online petition asking Congress to proceed with reauthorization.

Regularly passed and adopted this 13th day of October 2010, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District Board

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **SUPPORT OF MEASURE M TO FUND LOCAL TRANSPORTATION
IMPROVEMENTS IN SAN MATEO COUNTY**

ACTION

Staff proposes that the Committee recommend Board adoption of a resolution in support of Measure M on the November 2, 2010 ballot to fund local transportation improvements.

SIGNIFICANCE

Measure M is a San Mateo Countywide measure that would levy an annual \$10 vehicle registration fee on each vehicle in San Mateo County for a period of 25 years. Measure M would generate approximately \$6.7 million per year.

The San Mateo County Transit District (District) would benefit from Measure M revenues supporting transit operations including the District's fixed route, senior and disabled services.

BUDGET IMPACT

This action would result in no immediate budget impact. If the ballot measure is approved by the voters, it could result in significant revenue benefits to support the District's operations.

BACKGROUND

Senate Bill 83, which was passed by the California State Legislature and signed by the governor in 2009, authorizes county congestion management agencies (CMA) to levy, by ballot measures adopted by majority vote, an annual \$10 vehicle registration fee to be used for transportation-related congestion and pollution mitigation programs and projects. Pursuant to this new law, the City/County Association of Governments, acting as the county CMA, has Measure M placed on the ballot for the upcoming election.

Measure M includes an expenditure plan that allocates 50 percent of the net revenue to the 20 cities and the county for local streets and roads and 50 percent to countywide transportation programs. Vehicle registration fee revenues would help maintain neighborhood streets, fix potholes, improve traffic circulation, provide transit options including senior and disabled services, reduce congestion, reduce water pollution from oil and gas runoff, and provide safe routes to schools.

Prepared By: Seamus Murphy, Manager, Government Affairs

650-508-6388

RESOLUTION NO. 2010-

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

* * *

**SUPPORTING MEASURE M, THE CITY/COUNTY ASSOCIATION OF
GOVERNMENTS' VEHICLE REGISTRATION FEE TO FUND LOCAL
TRANSPORTATION IMPROVEMENTS IN SAN MATEO COUNTY**

WHEREAS, the San Mateo County Transit District (District) was formed to provide reliable and efficient public transportation to all of the citizens of San Mateo County, including SamTrans bus service, paratransit services for the disabled, and senior-focused mobility services; and

WHEREAS, on an average weekday, the District serves 37,550 bus customers and provides vital paratransit options for 1,110 paratransit customers; and

WHEREAS, District budget shortfalls have led to reduced service and increased fares over the past two years and larger shortfalls are expected in 2012; and

WHEREAS, Senate Bill 83, which became law in 2009, authorizes county congestion management agencies to levy, by ballot measures adopted by majority vote, an annual \$10 vehicle registration fee to be used for transportation-related congestion and pollution mitigation programs and projects; and

WHEREAS, the City/County Association of Governments of San Mateo County, acting as the congestion management agency for San Mateo County, had Measure M placed on the November 2, 2010 ballot to allow for the levy of an annual \$10 vehicle registration fee for a period of 25 years on each motor vehicle registered within San Mateo County; and

WHEREAS, the passage of Measure M would generate \$6.7 million to help maintain neighborhood streets, fix potholes, improve traffic circulation, provide transit options including senior and disabled services, reduce congestion, reduce water pollution from oil and gas runoff, and provide safe routes to schools in San Mateo County; and

WHEREAS, Measure M includes an expenditure plan that allocates 50 percent of the net revenue from the vehicle license fee to the 20 cities and the county for local streets and roads and 50 percent to countywide transportation programs; and

WHEREAS, Measure M funding committed to countywide transportation programs could be used to maintain and expand public transit operations including the District's fixed route, senior and paratransit services.

NOW, THEREFORE, BE IT RESOLVED, that the San Mateo County Transit District Board of Directors does hereby support Measure M and urges the voters of San Mateo County to approve it; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be transmitted to the City/County Association of Governments of San Mateo County.

Regularly passed and adopted this 13th day of October 2010, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

Staff will provide regular updates to the Board consistent with the approved Legislative Program.

STATE ISSUES

Statewide Unfunded Transit Needs Assessment:

In a cooperative venture with the Sacramento Area Council of Governments, the California Transit Association (CTA) is soliciting proposals from qualified consultants to conduct a study to assess California's statewide unfunded public transit needs. This study will serve as a part of an assessment of the State's overall unfunded transportation infrastructure over a 10-year planning horizon. The California Transportation Commission intends to use this information in its role as an advisory body to the Legislature and governor in addressing the State's future transportation funding needs.

Staff will be working with the CTA and the Metropolitan Transportation Commission to ensure an expeditious and accurate flow of transit needs information to the selected consultant.

FEDERAL ISSUES

FY 2011 Appropriations:

Only two of the dozen FY 2011 appropriations measures (Transportation-HUD and Military Construction-Veterans Affairs) have passed the House and none has passed the Senate.

None of these measures is expected to be considered prior to the November election. Congressional appropriators are discussing conducting a post-election, lame-duck session that would consider a multi-bill omnibus package containing all 12 spending measures.

If the election results in Republicans capturing a majority in either chamber, it is highly unlikely that incumbent Republican lawmakers will cooperate with this plan, preferring to wait until a new Congress begins in January.

In the meantime, House and Senate Appropriations Committee leaders are developing a Continuing Resolution (CR) to maintain funding for Federal programs at FY 2010 levels after the end of the Federal fiscal year on September 30. Appropriations Committee staff reports indicate that such a measure could extend for six weeks.

Tax Extenders Legislation – Jobs Creation and Tax Cut Act of 2010:

Last week Senator Max Baucus, D-Montana, introduced legislation that would extend several tax provisions over the next fiscal year. Included among these provisions is the extension of tax credits for the purchase of alternative fuel for public transportation vehicles.

Staff has supported the extension of this provision to preserve a valuable incentive for transit agencies exploring the use of alternative fuel vehicles.

Spare Ratio Requirement:

The American Public Transportation Association (APTA) is working to promote recommendations for updating the Federal Spare Ratio requirement. APTA is asking that transit agencies nationwide advocate for these recommendations to the Federal Transit Administration.

Spare ratio is determined by the number of spare vehicles divided by the number of vehicles needed for annual maximum service. The purpose of the spare ratio limitation is to ensure that an inordinate number of buses are not sitting idle.

Long-standing Federal policy has limited the spare ratio to 20 percent in transit systems with 50 or more buses (i.e., the total fleet cannot exceed 120 percent of the peak requirement for vehicles in service). This policy is applied to virtually every bus system in the industry, since most buses are procured using Federal capital assistance.

The 20 percent spare ratio has been the industry standard at least since 1991, and has been informally practiced since the 1970s. During that period, significant changes have taken place that affect bus fleet management, and that warrant a reconsideration of the spare ratio standard. Based on the results of a study in which APTA partnered with the Transit Cooperative Research Program, APTA has published formal recommendations for updating the Spare Ratio rule.

The APTA recommendations are attached and are consistent with the District's 2010 Legislative Program. Staff will communicate our support for these recommendations to the FTA.

Prepared By: Seamus Murphy, Manager, Government Affairs

650.508.6388



AMERICAN
PUBLIC
TRANSPORTATION
ASSOCIATION

DATE May, 2010

SUBJECT: **APTA'S POSITION ON MODIFYING FTA'S RANSIT BUS
SPARE RATIO RULE (THE "20% RULE")**

After careful consideration, review, and data compilation of the 40-year- old Spare Ratio rule the American Public Transportation Association (APTA) provides the following recommendations designed to accommodate the multitude of operating conditions facing modern, multi-modal, multi-faceted transportation operations working with advanced technologies, and high customer service demands while meeting the ultimate goal of providing quality public transportation services.

In response to the Transit Cooperative Research Program's (TCRP) report, bus fleet management in an Era of Increasing Technical Complexity: Analysis of Bus Fleet Spare Ratios, the following represents a summary of the recommendations from APTA's bus and paratransit CEO's for metrics to be used when calculating the spare ratio rule:

1. Fewer Than 50 Buses

- Determined by the transit agency based on local conditions

2. 50 To 250 Buses

- Annual Spare Bus Declaration Report
- No report required if the spare ratio is less than 25 percent

3. More Than 250 Buses

- 25 percent spare ratio for transit vehicles 35-feet in length and longer
- If spares exceed 25 percent, operations will need to submit a Bus Fleet Management Plan
- Small bus and non-diesel powered vehicles will be exempt from a spare ratio

Chair
Mattie P. Carter

First Vice Chair
Michael J. Scanlon

Secretary-Treasurer
Nathaniel P. Ford, Sr.

Immediate Past Chair
Beverly A. Scott

Vice Chairs
J. Barry Barker

Government Affairs
Doran J. Barnes

Human Resources
Linda J. Bohlinger

Research and Technology
Christopher P. Boylan

Management and Finance
Flora M. Castillo

Transit Board Members
Joyce Eleanor

Bus and Paratransit Operations
Joseph Giuletti

Commuter and Intercity Rail
Sharon Greene

Business Members
Delon Hampton

Business Member-at-Large
Angela Iannuzziello

Canadian Members
Michael A. Sanders

State Affairs
Gary C. Thomas

Rail Transit
Peter J. Varga

Small Operations
Alice Wiggins-Toibert

Marketing and Communications

President
William Miller

APTA'S POSITION ON MODIFYING FTA'S TRANSIT BUS SPARE RATIO RULE (THE "20% RULE")

2

Spare ratio calculation includes the number of buses in a fleet, other exemptions, and recommendations include:

- Nine-month period for old/new transition review.
- Clarification of policy exemption for demand-response vehicles and trolley buses
- Exclude the following fleet vehicles under specific conditions when calculating the spare ratio:
 - buses being replaced by newly-procured buses (to be excluded for a defined period of time)
 - seasonal fleets
 - specific fixed-route sub-fleets would be excluded when calculating the fleet-wide spare ratio, such as experimental vehicles being tested in revenue service
 - exclude fleets designated as having manufacturer fleet defects when calculating the spare ratio
- For all others, calculate individual spare ratios by sub-fleet
- Exclude buses not used as a result of service cuts (for financial reasons) when calculating the spare ratio, if those vehicles are necessary to restore service when financial conditions improve
 - contingency fleet plan must be developed to report status of parked fleet and maintenance plan

Documents developed to support the updated spare ratio rule include:

- The *Annual Spare Bus Declaration Report* consists of a current and projected inventory of buses in the agency fleet, by sub-fleet, and a high-level description of the service and maintenance demands of each fleet/sub-fleet.
- The *Bus Fleet Management Plan* is an extensive report designed to document and justify the fleet's peak and spare vehicle levels, and will be evaluated by the FTA for compliance, reasonableness of application, and operational efficiencies. The 25 percent spare ratio change is a reasonable level to recommend with potential flexibility beyond this percentage as evaluated. The service profiles and interchangeability considerations will be important elements to include in the annual report by documenting the spare ratio requirements with basis. More flexibility in spare ratios to meet unique operational needs and local conditions may be needed.

**San Mateo County Transit District
State Legislative Matrix 9/16/2010**

Bill ID/Topic	Location	Summary	Position
<p>AB 153 Hernandez D Safe, Clean, and Reliable Drinking Water Supply Act of 2012: groundwater contamination.</p>	<p>ASSEMBLY ENROLLMENT 8/31/2010 - Urgency clause adopted. Senate amendments concurred in. To enrollment. (Ayes 62. Noes 10. Page 6902.)</p>	<p>Existing law creates the Safe, Clean, and Reliable Drinking Water Supply Act of 2012, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$11,140,000,000 pursuant to the State General Obligation Bond Law to finance a safe drinking water and water supply reliability program. This bill would instead require not less than \$100,000,000 to be available for costs associated with projects, programs, or activities that meet those prescribed requirements and criteria. This bill contains other related provisions and other existing laws. Last Amended on 8/30/2010</p>	
<p>AB 231 Huber D Environment: California Environmental Quality Act: overriding consideration.</p>	<p>ASSEMBLY ENROLLMENT 8/31/2010 - In Assembly. Concurrence in Senate amendments pending. Urgency clause adopted. Senate amendments concurred in. To enrollment. (Ayes 57. Noes 10. Page 6942.)</p>	<p>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 (EIR) 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. The 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. For projects whose environmental impacts can not be mitigated to less than significance, existing law authorizes a lead agency to find that specified overriding economic, legal, social, technological, or other benefits of the project outweigh the significant effects on the environment. If an EIR has been prepared and certified for a program, plan, policy, or ordinance, a lead agency is required to use a tiered EIR for a later project if the lead agency determines that the later project is consistent with the program, plan, policy, or ordinance, and satisfies other criteria.</p> <p>This bill would authorize a lead agency, until January 1, 2016, to incorporate by reference a finding of overriding consideration made in a prior EIR for a later project if specified conditions are met, including that the lead agency determines that the later project's significant impacts on the environment are not greater than or different from those identified in the prior EIR. This bill contains other related provisions. Last Amended on 8/20/2010</p>	

**San Mateo County Transit District
State Legislative Matrix 9/16/2010**

Bill ID/Topic	Location	Summary	Position
<p>AB 289 Galgiani D High-speed rail.</p>	<p>ASSEMBLY ENROLLMENT 8/31/2010 - In Assembly. Concurrence in Senate amendments pending. Senate amendments concurrent in. To enrollment. (Ayes 56. Noes 18. Page 6922.)</p>	<p>Existing law, the California High-Speed Rail Act, creates the High-Speed Rail Authority to develop and implement a high-speed rail system in the state, with specified powers and duties. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, general election, provides for the issuance of \$9.95 billion in general obligation bonds for high-speed rail and related purposes. The federal Passenger Rail Investment and Improvement Act of 2008 (PRIIA) and the federal American Recovery and Reinvestment Act of 2009 (ARRA) provide funding for allocation nationally to high-speed rail projects.</p> <p>This bill would require federal high-speed rail funds received on a reimbursement basis from ARRA to be deposited in the federal trust fund. The bill would require certain ARRA funds to be used for planning and engineering, and for capital costs, for the high-speed train system consistent with federal law and regulations and specified provisions of SB 965 of the 2009-10 Regular Session. The bill would identify the corridors eligible for federal PRIIA funds. The above provisions would become operative only if SB 965 is also enacted and becomes operative. This bill contains other related provisions and other existing laws. Last Amended on 8/27/2010</p>	
<p>AB 569 Emmerson R Meal periods: exemptions.</p>	<p>ASSEMBLY ENROLLED 9/8/2010 - Enrolled and to the Governor at 4 p.m.</p>	<p>Existing law prohibits, subject to certain exceptions, an employer from requiring an employee to work more than 5 hours per day without providing a meal period and, notwithstanding that provision, authorizes the Industrial Welfare Commission to adopt a working condition order permitting a meal period to commence after 6 hours of work if the order is consistent with the health and welfare of affected employees.</p> <p>This bill would exempt from these provisions employees in a construction occupation, commercial drivers, employees in the security services industry employed as security officers, and employees of electrical and gas corporations or local publicly owned electric utilities, as defined, if those employees are covered by a valid collective bargaining agreement containing specified terms, including meal period provisions. It would specify that its provisions do not affect the requirements for meal periods for certain other employees or employers. Last Amended on 8/20/2010</p>	

**San Mateo County Transit District
State Legislative Matrix 9/16/2010**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 619</u> <u>Blumenfeld D</u> Transportation projects: high-speed rail.</p>	<p>ASSEMBLY ENROLLED 9/3/2010 - Enrolled and to the Governor at 3 p.m.</p>	<p>Existing law, the California High-Speed Rail Act, creates the High-Speed Rail Authority to develop and implement a high-speed train system in the state, with specified powers and duties. Existing law gives the authority the power to, among other things, enter into contracts with private or public entities for the design, construction, and operation of high-speed trains. Existing law, the Safe, Reliable, High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, general election, provides for the issuance of \$9.95 billion in general obligation bonds for high-speed rail and related purposes.</p> <p>This bill would require any entity applying for a contract with the authority for goods or services related to the high-speed train network, as specified, to affirmatively certify whether it had any direct involvement in the deportation of any individuals to extermination camps, work camps, concentration camps, prisoner of war camps, or any similar camps between specified dates during World War II. The bill would also require the authority to acknowledge and note the importance of complying with this certification, as provided.</p> <p>Last Amended on 7/15/2010</p>	
<p><u>AB 987</u> <u>Ma D</u> Transit village development districts.</p>	<p>ASSEMBLY ENROLLED 9/3/2010 - Enrolled and to the Governor at 3 p.m.</p>	<p>Existing law, the Transit Village Development Planning Act of 1994, authorizes a city or county to create a transit village plan for a transit village development district. A transit village development district is required to include all land within not less than 1/4 mile of the exterior boundary of the parcel on which is located a transit station, as defined.</p> <p>This bill would recast the area included in a transit village development district to include all land within not more than 1/2 mile of the main entrance of a transit station and make additional legislative findings. The bill also would make technical, nonsubstantive changes. This bill contains other related provisions.</p> <p>Last Amended on 8/18/2010</p>	<p>Support</p>

San Mateo County Transit District State Legislative Matrix 9/16/2010

Bill ID/Topic	Location	Summary	Position
<p>AB 1405 De Leon D California Global Warming Solutions Act of 2006: California Climate Change Community Benefits Fund.</p>	<p>ASSEMBLY ENROLLMENT 8/31/2010 - Senate amendments concurred in. To enrollment. (Ayes 49. Noes 29. Page 6905.)</p>	<p>The California Global Warming Solutions Act of 2006 requires the State Air Resources Board to adopt regulations to require the reporting and verification of emissions of greenhouse gases and to monitor and enforce compliance with the reporting and verification program, and requires the state board to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020. The act requires the state board to adopt rules and regulations in an open public process to achieve the maximum technologically feasible and cost-effective greenhouse gas emission reductions. The act authorizes the state board to include the use of market-based compliance mechanisms. The act authorizes the state board to adopt a schedule of fees to be paid by the sources of greenhouse gas emissions regulated pursuant to the act, and requires the revenues collected pursuant to that fee to be deposited into the Air Pollution Control Fund and be available, upon appropriation by the Legislature, for purposes of carrying out the act.</p> <p>This bill would establish the California Climate Change Community Benefits Fund, and would require a minimum of 10% of revenues generated for the state each year from the state sale of compliance instruments for market-based compliance mechanisms pursuant to the act, other than revenues collected for administrative purposes, to be deposited into that fund. The moneys in the fund would be used, upon appropriation by the Legislature, in the most impacted and disadvantaged communities, as defined, to fund programs or projects that reduce greenhouse gas emissions or mitigate direct health, or environmental, impacts of climate change through competitive grants, loans, or other funding mechanisms. The Secretary for Environmental Protection would be required to administer moneys appropriated from the fund and would be required to establish criteria and procedures, and meet other requirements in connection with implementation, as provided. Last Amended on 8/20/2010</p>	
<p>AB 2147 V. Manuel Perez D Safe Routes to School construction program.</p>	<p>ASSEMBLY ENROLLED 9/8/2010 - Enrolled and to the Governor at 4 p.m.</p>	<p>Existing law requires the Department of Transportation, in consultation with the Department of the California Highway Patrol, to establish and administer a "Safe Routes to School" construction program pursuant to authority granted under specified federal law and to use federal transportation funds for construction of bicycle and pedestrian safety and traffic calming projects. Existing law requires the department to make grants available to local agencies under the program through a competitive grant process that considers various factors in rating the proposals.</p> <p>This bill would additionally authorize grants to be made to school districts and would require, in rating a proposal, the consideration of the proposal's benefit to a low-income school and the degree to which the proposal reflects the participation, input, and priorities of community stakeholders, as specified. The bill would also require the department to form a multidisciplinary committee to advise the department, as specified. Last Amended on 8/20/2010</p>	
<p>AB 2324 John A. Perez D Transit: public transit facilities.</p>	<p>ASSEMBLY ENROLLED 9/9/2010 - Enrolled and to the Governor at 4:30 p.m.</p>	<p>Existing law prohibits a person from knowingly possessing specified weapons and other items within any sterile area, as defined, of an airport or passenger vessel terminal, except as specified. This bill would make it a misdemeanor, punishable as specified, for any person to knowingly possess at a public transit vehicle facility, as defined, specified weapons, if a notice is posted at the facility, as specified. By creating a new crime, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 8/20/2010</p>	

San Mateo County Transit District State Legislative Matrix 9/16/2010

Bill ID/Topic	Location	Summary	Position
<p>SB 82 Hancock D Community colleges: transportation fees.</p>	<p>SENATE ENROLLED 9/3/2010 - Enrolled. To Governor at 4 p.m.</p>	<p>Existing law establishes the California Community Colleges, administered by the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in the state. Existing law establishes community college districts under the administration of community college governing boards, and authorizes these districts to provide instruction at community college campuses throughout the state.</p> <p>This bill would increase the combined limit of the transportation fee and the parking services fee to \$70 per semester or \$35 per intercession. The bill would require these fee limits to increase annually based on a specified calculation. This bill contains other existing laws. Last Amended on 8/16/2010</p>	
<p>SB 454 Lowenthal D Land use: zoning regulations.</p>	<p>SENATE ENROLLED 9/2/2010 - Enrolled. To Governor at 4 p.m.</p>	<p>The Planning and Zoning Law authorizes the legislative body of a city or county to adopt zoning ordinances regulating, among other things, the use of buildings, structures, and land as between industry, business, residences, open space, and other uses.</p> <p>This bill would delete the repeal of these provisions, thereby extending their operation indefinitely, and modify the information required to be included in the initial notice of a bona fide opportunity to submit an offer to purchase. This bill contains other existing laws. Last Amended on 5/27/2010</p>	
<p>SB 455 Lowenthal D High-speed rail.</p>	<p>SENATE ENROLLED 9/8/2010 - Enrolled. To Governor at 3:30 p.m.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system. The authority is composed of 9 members, including 5 members appointed by the Governor.</p> <p>This bill would provide that the members of the authority appointed by the Governor are subject to appointment with the advice and consent of the Senate. Last Amended on 8/19/2010</p>	
<p>SB 1006 Pavley D Natural resources: climate change: Strategic Growth Council.</p>	<p>SENATE ENROLLED 9/3/2010 - Enrolled. To Governor at 11:45 a.m.</p>	<p>Existing law requires the Strategic Growth Council to take certain actions with regard to coordinating programs of member state agencies to improve air and water quality, improve natural resource protection, increase the availability of affordable housing, improve transportation, meet the goals of the California Global Warming Solutions Act of 2006, encourage sustainable land use planning, and revitalize urban and community centers in a sustainable manner. Existing law defines certain terms for the purposes of the Strategic Growth Council.</p> <p>This bill would, instead, require the council to manage and award revolving loans or grants to a city, county, special district, nonprofit organization, or entity formed under a joint powers agreement. The bill would require that these revolving loans or grants be awarded for urban greening plans and projects. This bill contains other existing laws. Last Amended on 8/20/2010</p>	

**San Mateo County Transit District
State Legislative Matrix 9/16/2010**

Bill ID/Topic	Location	Summary	Position
<p>SB 1268 Simitian D</p> <p>Toll bridges, lanes, and highways: electronic toll collection mechanisms: disclosure of personal information.</p>	<p>SENATE ENROLLED 9/3/2010 - Enrolled. To Governor at 3 p.m.</p>	<p>Existing law authorizes development and implementation of various electronic bridge and highway toll collection mechanisms.</p> <p>This bill would prohibit a transportation agency, as defined, from selling or providing personally identifiable information of a person obtained pursuant to the person's participation in an electronic toll collection system or use of a toll facility that uses an electric toll collection system, subject to specified exceptions. The bill would require a transportation agency that uses an electric toll collection system to establish a privacy policy regarding personally identifiable information in that regard and to provide the policy to subscribers and post the policy on its Internet Web site. The bill would allow a transportation agency to store certain personally identifiable information of a person and would, on and after July 1, 2011, require it to discard other information within a designated time period. The bill would prescribe the circumstances in which a transportation agency may make personally identifiable information available to a law enforcement agency. The bill would authorize a person whose personally identifiable information has been sold or provided in violation of the bill to bring specified actions for recovery of damages, costs, and attorney's fees. The bill would authorize a transportation agency to impose an administrative fee to implement these provisions, as specified. By imposing new duties on local transportation agencies, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 8/20/2010</p>	
<p>SB 1320 Hancock D</p> <p>Transit fare evasion and passenger misconduct: administrative adjudication.</p>	<p>SENATE ENROLLED 9/2/2010 - Enrolled. To Governor at 5 p.m.</p>	<p>Existing law provides that it is an infraction, punishable by a fine not to exceed \$250 and by specified community service, to evade the payment of any fare of, or to engage in passenger misconduct on or in a facility or vehicle of, a public transportation system. Existing law authorizes the City and County of San Francisco and the Los Angeles County Metropolitan Transportation Authority to adopt and enforce an ordinance to impose and enforce civil administrative penalties for fare evasion or passenger misconduct, other than by minors, on or in a transit facility or vehicle in lieu of the criminal penalties, with specified administrative adjudication procedures for the imposition and enforcement of the administrative penalties, including an initial review and opportunity for a subsequent administrative hearing. Fare evasion and passenger misconduct violation penalties are deposited in the general fund of the City and County of San Francisco or the County of Los Angeles, as applicable.</p> <p>This bill would authorize the Santa Clara Valley Transportation Authority, the Sacramento Regional Transit District, Long Beach Transit, Foothill Transit, and the Alameda-Contra Costa Transit District to adopt and enforce a similar administrative adjudication ordinance. Fare evasion and passenger misconduct violation penalties would be deposited in the general fund of the county in which the citation is administered. This bill contains other related provisions. Last Amended on 8/9/2010</p>	

**San Mateo County Transit District
State Legislative Matrix 9/16/2010**

Bill ID/Topic	Location	Summary	Position
SB 1371 Correa D Transportation: bond funded projects: letter of no prejudice.	SENATE ENROLLED 9/8/2010 - Enrolled. To Governor at 4 p.m.	<p>Existing law, the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, provides for the issuance of \$9.95 billion in general obligation bonds for high-speed rail and related purposes, including \$950 million to be allocated by the California Transportation Commission to eligible recipients for capital improvements to intercity and commuter rail lines and urban rail transit systems in connection with or otherwise related to the high-speed train system.</p> <p>This bill would allow an eligible recipient for funding for capital improvements to intercity and commuter rail lines and urban rail transit systems in connection with or otherwise related to the high-speed train system under the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century to apply to the California Transportation Commission for a letter of no prejudice relating to those projects. The bill would authorize the commission to develop guidelines to implement these provisions. This bill contains other related provisions and other existing laws.</p> <p>Last Amended on 8/16/2010</p>	Support



BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

**San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA**

WEDNESDAY, OCTOBER 13, 2010– 3:10 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of July 14, 2010
2. Authorize Adoption of Grand Boulevard Initiative Multimodal Transportation Corridor Plan

Committee Members: Adrienne Tissier, Jerry Deal, Art Lloyd

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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
JULY 14, 2010**

Committee Members Present: A. Tissier (Committee Chair), J. Deal, A. Lloyd

Other Board Members Present, Constituting Committee of the Whole: O. Ahmad, M. Church, R. Guilbault, S. Harris, Z. Kersteen-Tucker, K. Matsumoto

Staff Present: J. Cassman, M. Espinosa, G. Harrington, C. Goodrich, C. Harvey, R. Haskin, R. Lake, M. Lee, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Committee Chair Adrienne Tissier called the meeting to order at 2:38 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of June 9, 2010

The Committee approved the minutes (Lloyd/Ahmad).

Grand Boulevard Initiative Multimodal Transportation Corridor Plan

Manager of Strategic Development Corinne Goodrich made the following points:

- The Grand Boulevard Initiative was started in 2006.
- This initiative is a collaboration of 19 cities, two counties, transit agencies, congestion management agencies and regional agencies.
- The El Camino Real corridor is 43 miles long and extends from Daly City to San Jose.
- All five of the San Mateo County BART stations and seven Caltrain stations are either on the corridor or within a quarter mile.
- A \$300,000 Caltrans Statewide Planning Grant was received and matched by in-kind services of the same amount by SamTrans, the City/County Association of Governments of San Mateo County and the Santa Clara Valley Transportation Authority.
- The plan goals are:
 - Transform the corridor into a pedestrian-friendly, transit-friendly and high-performing multimodal arterial.
 - Link land use and transportation.
 - Improve transit options.
- Plan study areas include multimodal access, streetscape design, transit and land use link, and future operations and maintenance.
- Most cities have adopted land use plans that have a “node” and “link” approach.
- The four part strategy to improve mobility on the corridor are:
 - Use the limited right of way more efficiently.
 - Provide the facilities for multimodal travel.
 - Coordinate transportation with local land development.
 - Evaluate the performance of multimodal transportation on El Camino Real.

- Streetscape design includes guidelines, prototype and findings.
- Key findings of the transit and land use link are:
 - Higher land use densities support higher transit ridership.
 - Greatest auto usage reduction achieved with enhanced land use and transit service together.
 - Enhanced transit service mitigates traffic generated by land use intensification.
 - Synergy in changing land use and transit service together.
- Recommendations for the transit and land use link area are enhanced bus service, land use and phased implementation.
- Long-term action areas are:
 - Enhanced transit in both counties.
 - Bi-county “Smart Corridor” with bus signal priority and preemption.
 - Coordinated parking supply, roadway design and management.
 - Coordinated planning for transit and land use.
 - Funding strategy to meet the Grand Boulevard Initiative vision.
- Next steps in the process include outreach through August and a final plan produced in September.

Manager of Planning and Research Marisa Espinosa made the following points on the Comprehensive Operational Analysis (COA):

- Key challenges for the COA are the structural deficit, immediate financial pressure to downsize and longer-term pressure to grow.
- The focus of the COA is:
 - Reinvent San Mateo County Transit District services.
 - Address the needs of the aging population, customers with disabilities and low-income patrons.
 - Integrate the initial recommendations of the Grand Boulevard Initiative Multimodal Transportation Corridor Plan.
 - Link transit service with land use.
 - Improve connectivity between systems.
- The COA process includes:
 - The review of industry best practices which was completed in 2009.
 - Staff is kicking off Phase 2 which includes market analysis, service plan development and outreach.
 - Future phase includes implementation.

Adjourned: 2:58 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Marian Lee
Executive Officer, Planning & Development

SUBJECT: **ADOPTION OF GRAND BOULEVARD MULTIMODAL
TRANSPORTATION CORRIDOR PLAN**

ACTION

Staff proposes that the Committee recommend Board adoption of the Grand Boulevard Multimodal Transportation Corridor Plan.

SIGNIFICANCE

As part of the Grand Boulevard Initiative (GBI), the San Mateo County Transit District (District), the City/County Association of Governments of San Mateo County (C/CAG) and the Santa Clara Valley Transportation Authority (VTA) have prepared a final Grand Boulevard Multimodal Transportation Corridor Plan (Corridor Plan). GBI members comprised of representatives from 19 cities, the counties of San Mateo and Santa Clara, local and regional agencies, private businesses, labor and environmental organizations provided input in the development of the Corridor Plan.

The Corridor Plan provides urban design, land use, transportation and implementation strategies that support the GBI vision of transforming El Camino Real into a livable corridor. The key strategies are:

- Redesigning El Camino to support multiple modes of transportation, encouraging the “green” modes such as walking, biking and using transit;
- Providing increased levels of transit service linked to higher density development; and
- Encouraging phased implementation through partnerships and the identification of corridor-focused governance and funding programs.

At the July Board meeting, staff provided a presentation of the draft Corridor Plan for Board information and input. Public comments and input were received June 16th through August 15th and have been addressed. The final Corridor Plan is posted online at www.grandboulevard.net.

On September 15th, 2010, the Grand Boulevard Initiative Task Force endorsed the Corridor Plan and encouraged adoption by partner agencies. The District's adoption of the Corridor Plan is an important step towards formalizing the policy framework needed to achieve the goals of the GBI. The Corridor Plan will also provide input into the District's Comprehensive Operations Analysis (COA).

BUDGET IMPACT

There is no budget impact associated with Corridor Plan adoption. The recommended policies will be considered in the context of future District plans and projects.

BACKGROUND

The vision of the Grand Boulevard Initiative is *“El Camino Real will 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.”*

The Grand Boulevard Initiative encompasses 43 miles of El Camino Real, from its northern end beginning in Daly City, where it is known as “Mission Street,” and ending in San Jose near the Diridon station, where it is known as “The Alameda.” The study area boundaries also include approximately one-quarter mile on both sides of the roadway, forming the “El Camino Real Corridor.”

Funding for the Corridor Plan is being provided through an FTA Section 5304 Caltrans Statewide Transit Planning grant and contributed services by VTA, C/CAG and the District.

Prepared By: Corinne Goodrich, Manager, Strategic Development 650-508-6369

RESOLUTION NO. 2010 -

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

* * *

**ADOPTION OF GRAND BOULEVARD INITIATIVE MULTIMODAL
TRANSPORTATION CORRIDOR PLAN**

WHEREAS, as part of the Grand Boulevard Initiative (GBI), the San Mateo County Transit District (District), the City/County Association of Governments of San Mateo County (C/CAG) and the Santa Clara Valley Transportation Authority (VTA) have prepared a final Grand Boulevard Multimodal Transportation Corridor Plan (Corridor Plan); and

WHEREAS, funding for the Corridor Plan is being provided through an FTA Section 5304 Caltrans Statewide Transit Planning grant with VTA, C/CAG and the District each contributing services; and

WHEREAS, GBI members comprised of representatives from 19 cities, the counties of San Mateo and Santa Clara, local and regional agencies, private businesses, labor and environmental organizations provided input on the development of the Corridor Plan; and

WHEREAS, the Corridor Plan provides urban design, land use, transportation and implementation strategies that support the GBI vision of transforming El Camino Real into a livable corridor, including strategies to redesign El Camino to support multiple modes of transportation, provide increased levels of transit service linked to higher density development, and encourage phased implementation through partnerships and the identification of corridor-focused governance and funding programs; and

WHEREAS, on September 15th, 2010, the Grand Boulevard Initiative Task Force endorsed the Corridor Plan and encouraged adoption by partner agencies; and

WHEREAS, the District's adoption of the Corridor Plan is an important step towards setting the policy framework needed to achieve the goals of the Grand Boulevard Initiative.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby adopts the Grand Boulevard Multimodal Transportation Corridor Plan, as approved and recommended by the Grand Boulevard Initiative Task Force.

Regularly passed and adopted this 13th day of October 2010 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2010

ROSE GUILBAULT, CHAIR
KARYL MATSUMOTO, VICE CHAIR
OMAR AHMAD
MARK CHURCH
JERRY DEAL
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

San Mateo County Transit District Administrative Building
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, OCTOBER 13, 2010 – 3:25 p.m.
or immediately following Committee meetings

5. RECONVENE AFTER COMMITTEE MEETINGS

6. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of Board of Directors Meeting of September 8, 2010
- b. Acceptance of Statement of Revenues and Expenses for August 2010

7. PUBLIC COMMENT

Public comment by each individual speaker shall be limited to one minute

8. REPORT OF THE CHAIR

9. REPORT OF THE GENERAL MANAGER/CEO

10. COMMUNITY RELATIONS COMMITTEE

(Accessibility, Senior Services, and Community Issues)

MOTION

- a. Designation of October as “Disabilities Awareness Month”

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council (PCC) Update
- d. Citizens Advisory Committee Liaison Report
- e. Performance Report – ADA Paratransit Service
- f. Multimodal Ridership Report – August 2010

11. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Award of Contract to Cummins West, Inc. for Purchase and Installation of Claire Horizon Filters and Related Items for a Total Cost of \$415,193

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

- b. Authorize Award of Contract to Spiteri's Complete Auto Service and Repair, Inc. for Automotive Repair Services at an Estimated Cost of \$390,748 for a Three-year Base Term

SUBJECTS DISCUSSED

- a. Information on Revenues and Expenses for June 2010

12. LEGISLATIVE COMMITTEE

RESOLUTIONS

- a. Authorize Calling on Congress to Pass Long-term Surface Transportation Reauthorization
- b. Authorize Support of Measure M to Fund Local Transportation Improvements in San Mateo County

SUBJECTS DISCUSSED

- a. Verbal Update on State Legislative Program
- b. Verbal Update on the Federal Legislative Program

13. PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE

RESOLUTIONS

- a. Authorize Adoption of Grand Boulevard Multimodal Transportation Corridor Plan

14. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

15. BOARD MEMBER REQUESTS/COMMENTS

- 16. DATE, TIME AND PLACE OF NEXT MEETING** – November 10, 2010 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

17. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)
- c. Closed Session: Pending Litigation Pursuant to Government Section Code 54956.9(a) City and County of San Francisco v. San Mateo County Transit District, San Mateo County Superior Court Case No. CIV 495644; City and County of San Francisco v. San Mateo County Transit District, Alameda County Superior Court Case No. RG 10518243

18. ADJOURNMENT

INFORMATION TO THE PUBLIC

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

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site.

Date and Time of Board and Advisory Committee Meetings

San Mateo County Transit District Committees and Board: Second Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: First Wednesday of the month, 6:30 p.m. Date, time and location of meetings may be change as necessary.

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real and accessible by SamTrans bus Routes 260, 295, 390, 391, KX. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

- If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the District Secretary, who will distribute the information to the Board members and staff.
- Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to one minute and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, the Transit District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to the District Secretary at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to board@samtrans.com; or by phone at 650-508-6242, or TTY 650-508-6448.

Availability of Public Records

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

Note: 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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF BOARD OF DIRECTORS MEETING
SEPTEMBER 8, 2010**

Members Present: O. Ahmad, M. Church, J. Deal, A. Lloyd, K. Matsumoto, A. Tissier

Members Absent: R. Guilbault (Chair), S. Harris, Z. Kersteen-Tucker

Staff Present: J. Cassman, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Lee, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Vice Chair Karyl Matsumoto called the meeting to order at 2:05 p.m.

**PUBLIC HEARING FOR THE CONSIDERATION OF PARATRANSIT AGENCY
GROUP FARE INCREASES AND MINOR CODIFIED TARIFF LANGUAGE
CHANGES**

District Secretary Martha Martinez said at its July 14, 2010 meeting, the Board of Directors set today's date and time for public hearing to consider paratransit agency group fare increases and changes to the codified tariff. -A public hearing notice appeared in *The Daily Journal* on August 20, 2010. To date only one comment has been received. Ms. Martinez said Accessibility Manager Bill Welch called representatives of each of the seven paratransit agencies (Senior Focus, Rosener House, San Carlos Adult Day Care, Community Gatepath, South San Francisco Adult Day Care, Senior Day Program and Coastside Adult Day Care) on June 4, 2010, to inform them of the fare proposal. He also emailed them a written summary of the fare proposal on June 24, 2010.

Director Adrienne Tissier arrived at 2:11 p.m.

Deputy CEO Chuck Harvey said staff is recommending the Board approve the new fares. Mr. Harvey said that over many years, this service was provided by multiple agencies at varying fare rates. He said SamTrans inherited the fare rates and over the years has been adding percentage fare increases annually for the various agencies, creating an extremely complex and inequitable system. Mr. Harvey said during last year's fare increase public hearing, the Board asked staff to work with these agencies to develop a simplified, flat-fare type of system that would be more equitable. He said while higher paratransit fares for the agencies went into effect July 1, 2010 staff has been working diligently with these external agencies to come up with a better system.

Mr. Harvey said staff recommends the flat fare be set at \$ 4.25, effective October 1, 2010 with a second increase to \$4.50 on July 1, 2011. He said staff recommends the Lifeline fare be set at \$2.25, effective October 1, 2010 and remain at the same rate through July 1, 2011. Mr. Harvey said the reason for this proposal is to be consistent with standard ADA customer policies to charge one-half of the base fare for Lifeline fare. He said staff feels this flat fare is reasonable and equitable and results in the majority of the agencies paying less than the fares they are paying today. A small increase in the base fare results for two of the agencies. Mr. Harvey said

all the agencies see a decrease in the Lifeline fare. He said any increase is difficult but SamTrans is faced with its own financial crisis. Mr. Harvey said the paratransit system returns less than 6 percent out of the farebox, the second or third lowest among paratransit operations in the Bay Area. He said the Paratransit Coordinating Council (PCC) is very supportive of the recommendation.

Mr. Harvey said there are two changes to be made in the Tariff. There is a small service called Senior Coastsiders, which is a rural, non-exclusive share ride system. He said there is a different section of the Codified Tariff known as 5311 On-Demand Non-ADA Paratransit, and staff feels this service, which was inherited a couple of years ago, appropriately belongs in that section of the Tariff. Mr. Harvey said currently Redi-Coast and Redi-Wheels ADA customers are allowed to ride free on all regular fixed-route bus service, excepting express routes. Mr. Harvey said with the elimination of the express routes in December 2009, Route KX is the only means in the middle of the day to get to and from San Francisco so staff is recommending that eligible paratransit riders ride fixed-route for free on Route KX. He said this has the effect of reducing the need to provide paratransit trips outside of San Mateo County and will save SamTrans money.

Public Comment

Nancy Keegan, Program Director of Catholic Charities San Carlos, said she is in support of the fare increase and appreciates the work staff did.

Legal Counsel David Miller said all the applicable legal requirements have been met and the Board can close the public hearing.

A motion (Tissier/Lloyd) to close the hearing was approved unanimously.

AUTHORIZE APPROVAL OF PARATRANSIT AGENCY GROUP FARE INCREASES AND MINOR CODIFIED TARIFF LANGUAGE CHANGES

A motion (Church/Lloyd) to approve paratransit agency group fare increases and minor codified tariff language changes was approved unanimously.

Adjourned to Committee meetings at 2:16 p.m.

Board reconvened at 3:06 p.m.

CONSENT CALENDAR

The Board unanimously approved the consent calendar (Church/Lloyd):

- a. Approval of Minutes of Board of Directors Meeting of July 14, 2010
- b. Acceptance of Statement of Revenues and Expenses for July 2010
- c. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended June 30, 2010

PUBLIC COMMENT

Pat Giorni, Burlingame, said nine months ago the Pico Boulevard bus yard gate was closed and there are ensuing problems for pedestrians and bicyclists trying to cross the Redwood Shores Levee Trail. She is requesting all written emails and telephone logs that have been

communicated to staff or the Board concerning the gate closure between November 2009 and now be made publicly available and either sent electronically or via postal to her.

Jack Baumgarten, San Carlos, said he uses Pico Boulevard for bicycling and is upset the gate is closed.

Executive Officer Public Affairs Mark Simon said the gate was closed for safety concerns. He said it is a private street and the sole access to South Base. Mr. Simon said since the time of the complaints the safety and security staff have been undertaking a safety review. He said about six people have contacted him requesting the gate be opened for bicycle traffic. Mr. Simon said for now staff feels it is safer to have the gate closed than to have it open. He said Redwood Shores does have a well marked bike path. Mr. Simon said that everyone who has contacted him has been told a safety study is underway and being reviewed.

CALL FOR A PUBLIC HEARING ON OCTOBER 13, 2010, TO ADDRESS ADOPTION OF AN UPDATED PROPERTY CONVEYANCE POLICY AND FEE SCHEDULE

Manager, Real Estate and Property Development Brian Fitzpatrick said staff is asking the Board to call for a public hearing to update a policy that was last updated in 2000.

A motion (Tissier/Lloyd) to call for a public hearing on October 13, 2010 was approved unanimously.

REPORT OF CHAIR

Vice Chair Matsumoto said Chair Rose Guilbault appointed a subcommittee of Directors Shirley Harris, Omar Ahmad and herself to review the District's advertisement policy.

Director Ahmad said the issue stems from some non-commercial advertisements that were put on SamTrans buses. An advertiser had a specific agenda that caused some significant concern from the interfaith communities. Director Ahmad said he and staff had a meeting with a number of clergy members who expressed concern about these types of advertisements and staff agreed to take it under advisement and see what types of things could be addressed to ensure constitutional speech is protected and also make certain that appropriate content is put out and made available.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Recognized 20-year safe driver Rene Ebro and 25-year safe driver Jeffry Ella.
- Thanked the staff involved in the procurement of the 35 new buses.
- Staff has been busy with the relocation of the new Transbay Terminal bus stop.
- A special marketing campaign was launched for the new school year to get students back on SamTrans with ads in English and Spanish. SamTrans routes serve 26 elementary schools, 20 middle schools and 20 high schools in San Mateo County.
- The Grand Boulevard Initiative has won the 2010 American Planning Association California Distinguished Leadership Award and this qualifies the project to compete at the national level.
- Maintenance Superintendent Elliot Rivas has been selected to participate in the American Public Transportation Association's (APTA) Leadership Program.

- Staff will be recruiting for the Mobility Ambassador program.
- Thanked Chair Guilbault for representing SamTrans, as the chair of the board, and participating in an interview with Comcast recognizing Hispanic Heritage Month.
- The reading file contains the latest *Riders Digest* and APTA's petition urging Congress to authorize the Federal Transit Program.

COMMUNITY RELATIONS COMMITTEE

Public Comment

Pat Giorni, Burlingame, asked there be a discussion on the Pico Boulevard yard gate closure at the next meeting.

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Performance Report - End-of-the Year Performance Report
- e. Multimodal Ridership Report - June 2010
- f. Multimodal Ridership Report - July 2010

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Filing an Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2011 in the Amount of \$36,095,882
- b. Authorize the Continuation of the Safe Harbor Transit Ticket Program
- c. Authorize Voting in Favor of an Assessment District for Levee System Improvements in San Mateo County
- d. Authorize Award of Contract to Reliance Standard Insurance Company for Long-term Disability Insurance for an Estimated Cost of \$132,000 for a Three-year Period
- e. Authorize Award of Contract to Kimball Midwest for Furnishing and Servicing Shop Supplies and Related Items for a Total Estimated Cost of \$335,495 for a Five-year Term
- f. Authorize Award of Contract to Scintech Associates for Physical Inventory Services for a Total Not-to-Exceed Cost of \$171,400 for a Three-year Base term
- g. Authorize Award of Contract to National Transit Interiors for Automotive and Bus Upholstery Repair Services for a Total Estimated Cost of \$180,222 for a Three-year Base Term

The motion (Church/Lloyd) to approve the resolutions was approved unanimously by roll call. Director Ahmad abstained from item c.

SUBJECTS DISCUSSED

- h. Information of Revenues and Expenses for June 2010
- i. Update on the Execution of the Fuel Hedging Program

LEGISLATIVE COMMITTEE
SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

In reading file.

BOARD MEMBER COMMENTS

Director Art Lloyd said he will be in France next week riding high-speed trains.

Director Adrienne Tissier thanked staff for participating in the Older Driver Safety Seminars and helping seniors understand how simple it is to ride the bus.

DATE AND TIME OF NEXT MEETING – October 13, 2010, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)

Legal Counsel David Miller said the Board will meet in closed session to consider and hear a report on pending labor negotiations.

Board adjourned to closed session at 3:30 p.m.

Board convened to open session at 3:40 p.m.

Mr. Miller said the Board met in closed session to hear an update on pending labor negotiations and this item will be carried on the October agenda.

Adjourned at 3:41 p.m.