



BOARD OF DIRECTORS 2010

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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, FEBRUARY 10, 2010 – 2:00 p.m.

1. Pledge of Allegiance

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of January 13, 2010

INFORMATIONAL

3. Accessibility Update – Bill Welch
4. Paratransit Coordinating Council (PCC) Update – Kent Mickelson
5. Citizens Advisory Committee Liaison Report – John Baker
6. Performance Report – Shuttles
7. Multimodal Ridership Report – December 2009

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
JANUARY 13, 2010**

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

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

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

Swearing in of Omar Ahmad (Representing City Selection Committee – South)

District Secretary Martha Martinez administered the oath to Director Omar Ahmad.

Chair Zoe Kersteen-Tucker offered Director Art Lloyd the Board's deepest condolences in the passing of his wife, Eleanor.

Director Shirley Harris requested today's Board meeting be adjourned in the memory of Director Lloyd's wife, Eleanor.

Committee Chair Lloyd called the meeting to order at 2:07 p.m.

Approval of Minutes of Community Relations Committee Meeting of December 9, 2009

The committee approved the minutes (Guilbault/Harris); Director Ahmad abstained.

Certification of Appreciation to Outgoing CAC Chair, Wayne Kingsford-Smith

Committee Chair Lloyd and Board Chair Kersteen-Tucker presented outgoing CAC Chair Kingsford-Smith a certificate of appreciation.

Accessibility Update

Accessible Transit Services Manager Bill Welch shared a collage of the Redi-Wheels singers performing Christmas carols at the Rosener House in Menlo Park. Mr. Welch said staff has been working on a new policy effective February 22 to reduce late cancellations and improve operating efficiencies. Staff has been working with the Paratransit Coordinating Council (PCC) to develop this policy.

Paratransit Coordinating Council (PCC) Update

PCC Vice Chair Nancy Keegan said the PCC has been playing an integral role in the development of the plan in educating consumers about the change in policy for late cancellations. She said the PCC is committed to working with staff to increase the cost-

effectiveness of the service and this strategy was considered the best option because it is designed to save money and have the least impact on the customer. Ms. Keegan said Diane Griffith was approved as a new member representing consumers.

Citizens Advisory Committee (CAC) Liaison Report

Chair John Baker reported on the January meeting:

- Provided the Board with his background. He would like to see increased connectivity between the CAC and the Board.
- The CAC received a presentation on the shuttle program.
- During member comments the following was reported: a missed schedule on Route 292 on December 20; overcrowding of Route 390; and the Customer Service Center was not open early on the first day of the new service changes.

Performance Report – Caltrain

Deputy CEO Chuck Harvey provided the following information:

- Average weekday ridership in November was 37,000.
- On-time performance is below the 95 percent standard at 92 percent and is a concern to staff. On-time performance has been hampered by a number of fatalities along the right of way and equipment and signal maintenance issues.
- Service highlights include the fee increase for the GO Pass from \$112.75 to \$140; mid-day service was reduced to one-hour headways and parking was increased to \$3 per day or \$30 per month effective September 1, 2009.
- Caltrain continues to have a high focus on safety. Some of the safety highlights include:
 - a. A completion of 25 grade crossings in San Mateo County within three months and work beginning on eight crossings in Santa Clara County in March.
 - b. Approximately 27,000 feet of fencing installed in various locations during 2009.
 - c. The Transit Police continue their High Intensity Safety Enforcement Program (HISEP).
 - d. Staff is involved in an effort to address mental health and suicide issues throughout the Caltrain region.
- Some of the capital projects are the Santa Clara Station/San Jose Diridon South Terminal; San Bruno Grade Separation; bridges in San Francisco and San Mateo; and replacement of the Rail Operations Control System.
- On-board bike capacity has been increased. A retrofit of all 27 gallery cab cars and 10 Bombardier cars has been completed and all bike cars now have capacity for a minimum of 40 bikes.
- Twenty-nine locomotives and 34 cab cars have been retrofitted with the horns at the bottom of the vehicles.
- Electrification is at 35 percent design.
- A waiver has been submitted to the Federal Railroad Administration (FRA) for mixed-use traffic and is currently under consideration.
- The current contract with Amtrak expires on June 30, 2011. Staff is in the final development of a Request for Proposal (RFP) for this contract. This is a very complex procurement and staff hopes to award a new contract in the third quarter of 2010.

Committee Chair Lloyd asked why there are no quad gates at railroad crossings. Mr. Harvey said staff looks at each crossing to see what is required. He said it is very costly to install quad gates at every crossing.

Director Rose Guilbault asked, on average, how many bicycles Caltrain carries per day. Mr. Harvey said the daily average is 2,850.

Director Jerry Deal asked who maintains the planting in the island at the Burlingame Caltrain Station because the landscaping is getting very dense and becoming a safety issue. Mr. Harvey thanked Director Deal for noticing this and will follow up with staff.

Multimodal Ridership Report – November 2009

Mr. Harvey said average weekday ridership for the month of November 2009 compared to November 2008 was as follows:

- a. Ridership for all modes was 95,589, a decrease of 6.7 percent.
- b. Bus ridership was 50,460, a decrease of 3.2 percent.
- c. Paratransit ridership was 1,123, a decrease of 4.7 percent.
- d. Caltrain ridership was 36,780, a decrease of 7.4 percent.
- e. Caltrain shuttle ridership was 5,270, a decrease of 28.8 percent.
- f. BART shuttle ridership was 1,956, a decrease of 0.9 percent.

Adjourned: 2:37 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 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.

The minutes from the December 8 PCC meeting are attached. 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

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
December 8, 2009
MEETING MINUTES**

ATTENDANCE

Members Present: Kent Mickelson, PCC Chair; Dale Edwards, AL-Com Chair; Barbara Kalt, Rosener House; Bill Welch, SamTrans; Craig McCulloh, Aging & Adult Services; Maureen Dunn, Senior Focus; Mike Levinson, Consumer; May Nichols, COA; Stephanie Hill, Consumer; Dan Mensing, Consumer; Sammi Riley, Consumer; Paula Kathryn Petropoulos, Consumer.

Absentees: Nancy Keegan, Vice Chair; Dr. Aki Eejima, Consumer; Dr. Michal Settles, Coastside; Ben McMullan, CID; Joe Monsor, Caregiver; Myria Barnes-Jackson, DOR Judy Garcia, Consumer.

Guests: Tina Dubost, SamTrans; Pat Dixon, CAC; Linda Rhine, PCC Consultant, Nelson\Nygaard; Henry Silvas, Sam Trans; Lynn Spicer, MV Transportation; Elly Colwell, SamTrans; Rose Berta, PCC Staff; Julio Lacayo, DMV Community Outreach Ombudsman, Guest Speaker.

(Total Attendance: 20) Quorum--Yes

WELCOME/INTRODUCTION

Kent Mickelson, Chair, welcomed all to the December PCC meeting.

APPROVAL OF OCTOBER PCC MINUTES

Kent asked for a vote of approval for the November minutes. Barbara moved the minutes be approved and Bill seconded the motion. The minutes were approved by all with Craig, Mike, May, Paula Kathryn, and Kent abstaining.

COMMITTEE REPORTS

A. AL-COM REPORT

Dale Edwards, Chair, announced that the next AL-Com meeting is January 5, 2010. All are invited to attend.

B. GRANT/BUDGET REVIEW

Linda reported on her conversation with MTC representative, Kristen Mazur. MTC completed their scoring of the 5310 grant applications and sent the scores to Caltrans. The decision is pending from the State, and we are waiting for the results. MTC reported that they received more applications this year than in prior years, so the scores may need higher ranking than last year to get funding.

C. EDUCATION COMMITTEE

Linda gave the report in Nancy's absence. The winter newsletter is scheduled to be published by January 26, 2010. Articles to be submitted for the newsletter are due no later than January 5 at the AL-Com meeting.

The printing of the tri-fold mini brochure will be ready for the January meeting. Tina notified the committee that SamTrans will be ordering a new supply of the Rider's Guide in about six months. The PCC will have an opportunity to review the Rider's Guide at the February Efficiency Review Committee (ERC) and PCC meetings; approval can be made at the March PCC meeting.

The next Education Committee meeting will be on January 26, 2010 from 2:00 to 3:30 pm at SamTrans.

D. EXECUTIVE COMMITTEE

1. EXE-Com

No report.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Bill continued the discussion on the proposed changes to the policy on late cancellations and no shows and shared a handout on the Draft Implementation Plan for Two-Hour Cancellation Window Policy Change. The benefit of the change from 1 hour late cancel to 2 hours is that vehicles and drivers can be used for another Redi-Wheels customer. This proposed change has been discussed at length with the Efficiency Review Committee (ERC). The Frequently Asked Questions (FAQ's) were reviewed in November to allow everyone to be comfortable with the existing no-show and late cancel procedure and policy. Bill explained the schedule of activities in the implementation timeline and read a DRAFT letter that will be sent to Redi-Wheels riders notifying consumers of the change.

The schedule is a 13-steps process. Each step has a timeline beginning in October 2009 and ending in March 2010 with February 22nd scheduled for implementation, if agreeable to all. The tasks include several steps for notifying consumers about the change. The new policy will be put on the telephone hold message, and staff will be assigned to answer questions. An evaluation process is being developed in collaboration with the ERC in advance of the roll-out to assess the effectiveness of the new policy.

Guest Speaker

Julio Lacayo, Community Outreach Ombudsman Driver Safety Manager, gave a presentation by the Department of Motor Vehicles (DMV) on "How Seniors Plan to Get Around". California is the first state in the nation to establish the Senior Drive Ombudsman Program to assist seniors who are driving, to do so safely regardless of age. The program also assists drivers in the process of making the transition to give up driving and provides information on alternative transportation services. The video is prepared by seniors for seniors and the message has been well received throughout the state. Bill complemented Julio and DMV on a fabulous video. All agreed that the video and program is an excellent vehicle for seniors to understand their responsibilities as drivers and the alternatives presented to them. Julio explained sample tests, referrals, and assistance available to senior drivers. Everyone enjoyed Julio's presentation! Julio gave the PCC permission to copy the video for future presentations.

B. Performance Summary

Tina gave her report stating that total ridership was down by 5% from last year, average week day ridership was down 3%; on-time performance was down, but productivity was up, serving more passengers per hour. Kent noticed the 1% increase in same day cancels; Tina pointed out that the bad weather normally will cause riders to put off discretionary trips. Although complaints have doubled from last month, they are still below the standard.

C. Customer Comments

Elly gave her report stating that total comments have increased from September to October; policy-related comments have decreased and the compliments have increased. Total compliments are a little less than half of the total comments for the month. The average total response time has decreased by over one half and remains below the 7-day turnaround limit, thanks to the efforts of Lynn and Sophie. In comments by type, compliments have gone up and the driver proficiency and customer error comments have decreased.

Bill asked Lynn if lateness is a possible cause for the driver proficiency complaints going from zero complaints to seven. Lynn commented that there is a re-focusing on safety being the first and foremost for the drivers.

There was a discussion on reporting problems at a system level rather than for a specific ride. Kent and Bill explained that giving specific information on rides is important to follow up and correct problems or errors; MV can follow up on specific situations.

D. Safety Report

Lynn Spicer reported that Redi-Wheels had 4 accidents in November—1 chargeable, 3 non chargeable; there were 207,000 miles per month between accidents. RediCoast had no accidents. Kent complimented John and MV.

LIAISON REPORTS

A. MTC REPORT

There was no report due to Marshall's absence.

B. AGENCY

Barbara reported that the November 30th meeting was postponed because SamTrans is revisiting the fare structure for agency trips. Bill explained it is taking more time to evaluate the fare structure. There will be a meeting in December or January. Barbara explained that the agencies are represented by the directors of the Adult Day programs in San Mateo County. There are five directors that meet with SamTrans and Redi-Wheels staff on a regular basis to work out issues with their group rides.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Dale reported for Michal. There is a scheduled meeting for January 13, 2010 in Half Moon Bay from 9:00 am-11:30 am.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported that the committee discussed the late cancellation policy and the Interactive Voice Response (IVR) project. The procurement decisions on the IVR will be made in February 2010. Mike is participating in the contractor selection process. Kent remarked that this partnership between PCC and SamTrans staff is much appreciated.

E. COMMISSION ON AGING (COA) REPORT

May shared that the new Chair is Dennis O'Sullivan, and Bob Collins remains as the Vice Chair. May will remain on the Executive Board as Immediate Past Chair. Applications are still being accepted for the Commission on Aging until February 19th. Next meeting is on January 11th at 9:00 am. The meeting is held at the Health and Human Services, 225 37th Avenue, room 100. The Health Fair will be on January 23rd in Millbrae from 10:00 am-2:00 pm.

Seniors on the Move had 700 attendees at their conference with Patty Duke as the guest speaker.

COMMISSION ON DISABILITIES (COD) REPORT will be added to the agenda every month, as suggested by Kent.

Craig reported that July 26, 2010 will be the 20th anniversary of the passage of the Americans with Disabilities Act (ADA). COD is taking the lead on celebrating this event, and is working with the Board of Supervisors to acknowledge and celebrate this important milestone.

Craig explained the recruitment process in filling the six vacancies on the COD. They are appointed by the Board of Supervisors through an application process. COD also had a successful showcase of art work at Hillsdale Mall and City Hall in October. **Pat Dixon will be the representative to give the monthly COD report, with Craig as the alternate.**

The Commission is working with the Parks Department on the accessibility issue related to the Fitzgerald Marine Reserve. There are concerns that it will take away from the nature part of the Reserve. They are also working on making playground equipment accessible at Coyote Point and Flood Park.

OTHER BUSINESS

Tina showed a sample of the new PCC tote bags. Kent will share the tote bags with the Board of Directors.

Dale announced the Christmas caroling will be on December 21st and 22nd at various agencies.

Marianne Mania is now chair of the San Mateo Ombudsman.

MEETING ADJOURNED: 3:20 pm.

**CRC ITEM # 6
FEBRUARY 10, 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: **SHUTTLES PERFORMANCE REPORT**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

This is the second Shuttles report to be presented this fiscal year. Staff will report on the business partners, program size, funding partnerships, and ridership.

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—DECEMBER 2009

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 2008, FY2009, FY2010; and year-to-date comparisons of FY2009 vs. FY2010.

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

**MONTHLY RIDERSHIP HIGHLIGHTS—DECEMBER 2009 COMPARED TO
DECEMBER 2008**

All Modes – AWR of 83,525, a decrease of 8.8 percent.

Bus – AWR of 43,160, a decrease of 9.4 percent. Effective Sunday December 20, implemented 7.5 percent reduction in service including elimination of six express routes serving San Francisco and one local route and reduction in frequency of service on six routes. Other changes include a new route – 359 connecting Foster City commuters to San Francisco via Millbrae Transit Center using BART or Caltrain. Express Route CX was renamed Route 118. Heavy rain impacts ridership. December 2009 was very wet with 3.07 inches, 0.18 inches above normal. December 2008 had 2.36 inches of rain, 0.53 inches below normal.

Paratransit - AWR of 1,013, a decrease of 6.6 percent.

Caltrain - AWR of 32,600, a decrease of 8.7 percent.

Caltrain Shuttles - AWR of 5,171, a decrease of 5.4 percent. Stanford Marguerite shuttles continue to experience system failures, resulting in lost data. December 2009 AWR are estimates. All other shuttles rolled up into this category are down approximately 13 percent.

BART Shuttles - AWR of 1,581, a decrease of 4.6 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:

- **Senior Promotion** – As San Mateo County continues to “gray,” public transit will assume a larger role in the transportation options available to the senior community. In an effort to introduce the senior community to public transit, SamTrans launched a campaign in concert with the District’s Mobility Ambassador Program, which recruits individuals to assist new senior riders. The campaign included print ads in local papers, an adcard on the buses, a Web button and the newly developed *Seniors on the Go* how-to-ride guide. Ridership in the Senior category rose more than 6 percent during the promotion, which ended Dec. 4 with attendance at the *Seniors on the Move Conference* by SamTrans staff. The conference was jointly sponsored by Congresswoman Jackie Speier and San Mateo County Supervisor Adrienne Tissier. Mobility ambassadors staffed a table and distributed 250 copies of the new Senior Mobility Guide, surveyed 61 attendees and had 497 individuals visit the table.
- **Service Reduction Implementation** – The biggest service change in a decade occurred in December as SamTrans eliminated most of its express service as well as one Local route and created one addition route. Customers and the public were informed about the change using the following tools: mail inserts for schedule requests, a brochure outlining transit alternatives to eliminated routes, a special edition of *Rider’s Digest* (the District publication of service changes), Web notices and several news releases, telephone messages, onboard visual and audio messages.
- **Service to Serramonte** – The holiday season for the Serramonte Shopping Center means more customers and expanded hours of operation. SamTrans and Serramonte partnered to provide extended operating hours for Route 120, which serves the Daly City and Colma BART stations, in order to handle this extra demand to the benefit of both customers and Serramonte employees. SamTrans customers were notified with a message to customers on all Route 120 buses and through a news release. Employees of the shopping center were informed about the service by their employers. The 21 extra runs carried a total of 211 passengers.

Prepared by: James De Hart, Senior Planner
Patrick Boland, Manager, Marketing

650-508-6227
650-508-6245

Table A
Average Weekday Ridership

| December 2009 | | | | FY 2009/FY 2010 |
|------------------------|----------------|----------------|----------------|------------------------|
| Mode | FY 2008 | FY 2009 | FY 2010 | %Change |
| Bus + | 45,770 | 47,620 | 43,160 | -9.4% |
| Paratransit | 1,032 | 1,085 | 1,013 | -6.6% |
| Caltrain # + | 32,650 | 35,710 | 32,600 | -8.7% |
| Caltrain Shuttle # | 4,102 | 5,466 | 5,171 | -5.4% |
| BART Shuttle | 1,687 | 1,658 | 1,581 | -4.6% |
| Total | 85,241 | 91,539 | 83,525 | -8.8% |
| BART (Extension Only)* | 32,948 | 37,355 | 34,764 | -6.9% |
| Grand Total | 118,189 | 128,894 | 118,289 | -8.2% |

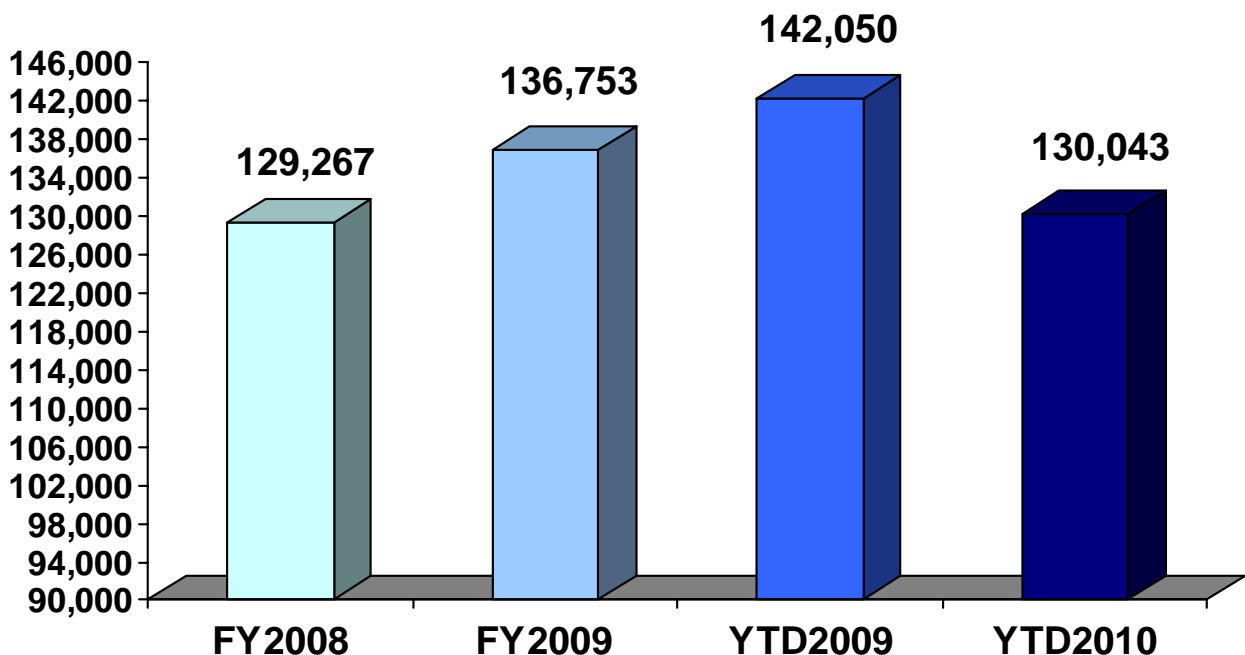
| Year to Date | | | | FY 2009/FY 2010 |
|------------------------|----------------|----------------|----------------|------------------------|
| Mode | FY 2008 | FY 2009 | FY 2010 | %Change |
| Bus + | 48,250 | 51,280 | 47,900 | -6.6% |
| Paratransit | 1,115 | 1,162 | 1,118 | -3.8% |
| Caltrain # + | 37,100 | 42,040 | 38,060 | -9.5% |
| Caltrain Shuttle # | 5,094 | 6,318 | 4,509 | -28.6% |
| BART Shuttle | 1,961 | 2,100 | 1,907 | -9.2% |
| Total | 93,520 | 102,900 | 93,494 | -9.1% |
| BART (Extension Only)* | 33,594 | 39,150 | 36,549 | -6.6% |
| Grand Total | 127,114 | 142,050 | 130,043 | -8.5% |

System

* Extension Only (No Daly City)

+ Rounded to nearest tens

Chart A
Average Weekday Ridership





BOARD OF DIRECTORS 2010

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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, FEBRUARY 10, 2010 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of January 13, 2010
2. Approval of Revenues and Expenses for December 2009
3. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended December 31, 2009
4. Authorize the Filing of Federal Transit Administration (FTA) Applications

CONTRACTS

5. Authorize Award of Contract to Giro, Inc. for a Maintenance Contract to Continue Maintenance and Support Services for Hastus Software for a Not-to-Exceed Amount of \$523,417
6. Authorize Award of Contract to Wilbur Smith Associates to Provide On-call Transportation Planning and Program Support for up to \$4,000,000 Over a Three Year Period
7. Authorize Award of Contract to Gannett Fleming, Inc. for On-call Engineering Consulting Services for a Total Aggregate Amount of \$1,750,000 for a Five Year Period
8. Authorize Rejection of the Lowest Monetary Bid from RL Controls as Non-responsive and Award of Contract to Kimball Midwest for Furnishing and Servicing Bolts, Nuts, Fasteners and Related Items for a Total Estimated Cost of \$143,912
9. Authorize Rejection of the Lowest Monetary Bid from WWC Services as Non-responsive and Award of Contract to Universal Building Services and Supply Company for Bus Stop Cleaning Services for a Total Estimated Cost of \$503,216

Committee Members: Mark Church, Shirley Harris, Art Lloyd

NOTE:

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- 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
JANUARY 13, 2010**

Committee Members Present: K. Matsumoto (Committee Chair), S. Harris, A. Tissier

Other Board Members Present, Constituting Committee of the Whole: O. Ahmad, M. Church, J. Deal, R. Guilbault, Z. Kersteen-Tucker, A. Lloyd

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

Committee Chair Karyl Matsumoto called the meeting to order at 2:37 p.m.

Approval of Minutes of Finance Committee Meeting of December 9, 2009

The committee approved the minutes (Lloyd/Tissier); Director Omar Ahmad abstained.

Approval of Revenues and Expenses for November 2009

Deputy CEO Gigi Harrington said revenues are under budget by \$1 million and expenses are also under budget. She said fuel was \$2.26 per gallon last week; year-to-date fuel is averaging \$2.02 per gallon. Both these numbers are with taxes so the fuel hedge has not yet tripped.

Committee Chair Matsumoto asked if the expenses are under budget because staff is being extremely careful or is it the peaks and valleys. Ms. Harrington said a number of positions have been frozen so there are salary savings and also half the fuel budget was hedged.

The committee (Harris/Lloyd) unanimously recommended Board acceptance of the report.

Approval of Salary Ordinance No. 92

Director of Human Resources Monica Colondres said staff is requesting the committee recommend Board approval of Salary Ordinance No. 92. The ordinance reflects all the staffing changes that have occurred in the District's reorganization and the reduction in force of 55 positions. She said the table of position classifications also includes an adjustment to the salary ranges and this is consistent with the District's compensation and benefits philosophy. Ms. Colondres said due to the administrative wage freeze staff is not adjusting wages of employees. The changes result in a decrease in the budget.

The committee (Tissier/Church) unanimously recommended Board acceptance of the motion.

Authorize Entering into a Funding Agreement with the Metropolitan Transportation Commission (MTC) for New Freedom Funds in the Amount of \$200,000 for the Peninsula Rides Implementation and Development Activities Project

Capital Programming and Grants Manager Joel Slavit said staff is requesting the committee recommend Board approval of authorization to enter into a funding agreement with the Metropolitan Transportation Commission (MTC) to receive a total of \$200,000 in New Freedom Fund Program funds for the Peninsula Rides Implementation and Development Activities Project. He said the MTC has awarded SamTrans \$200,000 to provide mobility management activities for seniors, help bridge gaps in the Americans with Disabilities Act (ADA) paratransit service; and develop an information clearinghouse about conventional transit and existing private transportation services in San Mateo County. Mr. Slavit said this project helps to implement strategies recommended in the District's Senior Mobility Action Plan and is consistent with MTC's Bay Area Coordinated Public Transit Human Resources Transportation Plan. The total cost for the project is \$317,114 and in addition to the \$200,000 New Freedom Funds a total of \$90,860 of in-kind staff support and approximately \$26,000 of volunteer time for the Mobility Ambassador Program has been matched. Mr. Slavit said in-kind staff support will be a combination of the approved Fiscal Year 2010 operating budget as well as the proposal for consideration in FY2011. The Federal Transit Administration (FTA) New Freedom Program provides funding for new services and improvements to address transportation needs of people with disabilities that go beyond ADA requirements. Mr. Slavit said MTC previously awarded SamTrans approximately \$325,000 in New Freedom Funds to initiate activities under this project and the current round of funding will contribute to its support and implementation.

Public Comment

Jerry Grace, San Lorenzo, said MTC does not have any money because of so many other projects.

The committee (Guilbault/Harris) unanimously recommended Board acceptance of the motion.

Authorize Amending and Decreasing the Fiscal Year 2010 Operating Budget by \$2,251,452 from \$136,525,075 to \$134,273,623

Ms. Harrington said staff is requesting the committee recommend Board approval to amend the FY2010 Operating Budget. An operating budget was adopted in June and since then a series of service changes have occurred, this amendment budget will correctly reflect the spending plan for the remainder of the fiscal year. Ms. Harrington said notable items are the reduction in the wage and benefit budget by approximately \$2.4 million and reduction of the fuel costs to reflect the hedging program. On the revenue side the amended budget recognizes some revenue neutral items that include City/County Association of Governments (C/CAG) grants with SamTrans to pass through Proposition 1B funds and the Zero Emission Bus Project with AC Transit that was budgeted in FY2009.

The committee (Tissier/Kersteeen-Tucker) unanimously recommended Board acceptance of the motion.

Authorize Approval of Updates to the District Procurement Policy to Incorporate Provisions of Assembly Bill 116

Director of Contracts and Procurement Cheryl Cavitt said staff is requesting the committee recommend the Board approve revisions to the District's procurement policy to incorporate provisions of AB116, which passed into law in 2009. Ms. Cavitt said some of the changes in the new policy are:

- a. A change in the threshold for using formal advertised competitive bidding.
- b. The lowest responsible bidder basis award has been raised from \$25,000 to \$100,000.
- c. Granting the District authority to award contracts for equipment, supplies or materials that exceed \$100,000 either on a lowest responsible bidder basis, sealed bid basis or on the basis of best value, where staff gets the opportunity to consider other relevant things in addition to price
- d. Notice for requests for bids for procurements in excess of \$100,000 can now be satisfied by a posting on the District's Web site and publication in one newspaper of general circulation at least 10 days before the bid deadline.

When estimated expenditures for equipment, supplies or materials is between \$25,000 and \$100,000, the new law requires that the District obtain, when practical, a minimum of three quotations, either written or oral with at least one obtained from a small business.

Ms. Cavitt said AB116 does not change in any way the requirements for awarding public works or construction contracts. This threshold still remains very low at \$10,000 and above \$10,000 must still be by formal competitive bidding.

Director Shirley Harris asked if there is any negative impact on women and minority owned businesses. Ms. Cavitt said there is no impact.

Committee Chair Matsumoto asked if this new policy will encourage more contractors or vendors. Ms. Cavitt said yes it does.

Committee Chair Matsumoto asked if this new policy keeps the same level of transparency. Ms. Cavitt said the same databases will be used for procurements.

Director Rose Guilbault said she thinks this new policy is great and it will help streamline the process.

The committee (Lloyd/Harris) unanimously recommended Board acceptance of the motion.

Authorize Award of Contract to Analysts, Inc. to Provide a Lubricating Oil and Diesel Fuel Analysis Program for a Total Estimated Cost of \$99,560

Ms. Cavitt said staff is requesting the committee recommend the Board award a contract to Analysts, Inc. to provide a lubricating oil and diesel fuel analysis program.

The committee (Tissier/Harris) unanimously recommended Board acceptance of the motion.

Authorize Award of Contract to Clean Harbors Environmental Services, Inc. for Industrial Waste Disposal and Industrial Waste Emergency Response Services for a Total Amount of \$430,110

Ms. Cavitt said staff is requesting the committee recommend the Board award a contract to Clean Harbors to provide industrial waste disposal and industrial waste emergency response services.

The committee (Guilbault/Lloyd) unanimously recommended Board acceptance of the motion.

Fiscal Year 2009 Comprehensive Annual Financial Report

Ms. Harrington said this is an informational item. The auditors found no issues or problems and staff is available to meet and discuss.

General Manager/CEO Michael Scanlon commended Ms. Harrington and her staff for an excellent job on this report.

Adjourned: 3:01 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Virginia Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING DECEMBER 31, 2009 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 December 2009 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 12) are \$2,940,276 or 4.4 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$911,829 or 9.6 percent. *Measure A contribution and AB434 funds* (page 1, line 5) are **worse** than budget by \$470,575 or 9.6 percent and *District ½ Cent Sales Tax* (page 1, line 8) are **worse** than budget by \$2,115,405 or 6.6 percent offset by *Investment Interest* (page 1, line 9) which is **better** than budget by \$334,608 or 11.4 percent and *Other Interest, Rent & Other Income* (page 1, line 10) which is **better** than budget by \$222,925 or 8.8 percent.

Expenses: *Total Expenses* (page 4, line 75) are \$4,759,545 or 6.9 percent **better** than budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 48) is **better** than budget by \$4,338,002 or 8.5 percent, *Total ADA Programs* (page 4, line 57) are **better** than budget by \$501,880 or 7.1 percent offset by *Total Multimodal* (page 4, line 73) which is **worse** than budget by \$80,337 or 0.7 percent.

Budget Amendments: There are no budget amendments this month. Budget amendments were adopted at the January 13th board meeting and will be reported in the January Statement of Revenues and Expenses. The amendment reflects various adjustments since the last adoption, primarily due to the service changes approved in September.

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 2010
DECEMBER 2009**

% OF YEAR ELAPSED: **50.0%**

| | 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 | 1,427,117 | 8,733,762 | 8,575,671 | 9,487,500 | 90.4 | 18,975,000 | 18,975,000 | 45.2 |
| 2 TDA and STA Funds | 2,497,992 | 18,203,920 | 14,987,952 | 14,987,952 | 100.0 | 29,975,899 | 29,975,899 | 50.0 |
| 3 STA Pass through to Other Agencies | 8,111 | 87,672 | 48,667 | 48,667 | 100.0 | 97,334 | 97,334 | 50.0 |
| 4 Operating Grants | 0 | 654,008 | 281,369 | 281,369 | 100.0 | 4,429,071 | 4,429,071 | 6.4 |
| 5 Measure A Contribution and AB434 Funds | 626,235 | 832,588 | 4,429,070 | 4,899,645 | 90.4 | 9,497,724 | 9,497,724 | 46.6 |
| 6 Subtotal - Operating Revenues | 4,559,455 | 28,511,950 | 28,322,729 | 29,705,133 | 95.3 | 62,975,028 | 62,975,028 | 45.0 |
| Other Revenue Sources | | | | | | | | |
| 7 District 1/2 Cent Sales Tax | 4,931,203 | 34,354,319 | 29,931,595 | 32,047,000 | 93.4 | 62,216,300 | 62,216,300 | 48.1 |
| 9 Investment Interest | 437,794 | 3,077,677 | 3,272,021 | 2,937,413 | 111.4 | 5,917,820 | 5,917,820 | 55.3 |
| 10 Other Interest, Rent & Other Income | 420,746 | 2,693,630 | 2,769,172 | 2,546,247 | 108.8 | 5,105,649 | 5,105,649 | 54.2 |
| 11 Subtotal - Other Revenues | 5,789,743 | 40,125,626 | 35,972,788 | 37,530,660 | 95.8 | 73,239,769 | 73,239,769 | 49.1 |
| 12 Total Revenues | 10,349,199 | 68,637,576 | 64,295,517 | 67,235,793 | 95.6 | 136,214,797 | 136,214,797 | 47.2 |
| 13 Capital Assistance | 5,745,978 | 692,099 | 15,696,626 | 15,696,626 | 100.0 | 14,545,513 | 70,834,975 A | 22.2 |
| 14 Reserves Programmed for Capital | 393,975 | 1,992,974 | 3,844,747 | 3,844,747 | 100.0 | 0 | 18,516,050 A | 20.8 |
| 15 Total Revenues - All Sources | 16,489,152 | 71,322,649 | 83,836,890 | 86,777,166 | 96.6 | 150,760,310 | 225,565,822 | 37.2 |
| USES OF FUNDS | | | | | | | | |
| Operations | | | | | | | | |
| 19 District Motor Bus | 7,643,740 | 48,229,785 | 46,673,009 | 51,011,011 | 91.5 | 102,143,459 | 102,083,459 | 45.7 |
| 20 A. D. A. Programs | 1,013,505 | 6,892,170 | 6,572,764 | 7,074,644 | 92.9 | 14,081,912 | 14,141,912 | 46.5 |
| 21 Caltrain | 1,239,703 | 9,083,072 | 9,083,072 | 9,083,072 | 100.0 | 16,521,290 | 16,521,290 | 55.0 |
| 22 Other Multimodal Programs | 297,813 | 1,822,424 | 1,920,126 | 1,839,789 | 104.4 | 3,681,080 | 3,681,080 | 52.2 |
| 23 Subtotal - Operating Costs | 10,194,761 | 66,027,451 | 64,248,971 | 69,008,516 | 93.1 | 136,427,741 | 136,427,741 | 47.1 |
| Other Uses of Funds | | | | | | | | |
| 25 STA Pass through to Other Agencies | 8,111 | 87,672 | 48,667 | 48,667 | 100.0 | 97,334 | 97,334 | 50.0 |
| 26 Transfer Out to Debt Service | 2,037,529 | 11,853,018 | 12,225,173 | 12,225,174 | 100.0 | 24,450,342 | 24,450,342 | 50.0 |
| 27 Fiscal Agent Fees | 4,650 | 48,239 | 6,625 | 11,250 | 58.9 | 27,500 | 27,500 | 24.1 |
| 28 Subtotal - Other Uses | 2,050,290 | 11,988,929 | 12,280,465 | 12,285,091 | 100.0 | 24,575,176 | 24,575,176 | 50.0 |
| 29 Capital Programs | 6,333,688 | 3,185,440 | 20,049,396 | 20,049,396 | 100.0 | 18,731,316 | 93,536,828 A | 21.4 |
| 30 Total Uses of Funds | 18,578,739 | 81,201,820 | 96,578,832 | 101,343,003 | 95.3 | 179,734,233 | 254,539,745 | 37.9 |
| 31 SURPLUS/(DEFICIT) FOR PERIOD | (2,089,587) | (9,879,171) | (12,741,942) | (14,565,837) | 87.5 | (28,973,923) | (28,973,923) | 44.0 |

% 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.

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2010
DECEMBER 2009**

% OF YEAR ELAPSED: 50.0%

| | 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 | 1,374,883 | 8,434,372 | 8,230,413 | 9,128,000 | 90.2 | 18,256,000 | 18,256,000 | 45.1 |
| TRANSPORTATION DEVELOPMENT ACT FUND: | | | | | | | | |
| 2 TDA Gen. Oper. Asst. | 2,373,092 | 15,035,556 | 14,238,552 | 14,238,552 | 100.0 | 28,477,104 | 28,477,104 | 50.0 |
| STATE TRANSIT ASSISTANCE: | | | | | | | | |
| 4 STA - Gen. Oper. Asst. | 0 | 1,166,046 | 0 | 0 | 0.0 | 0 | 0 | 0.0 |
| OPERATING GRANTS | | | | | | | | |
| 7 Planning Assistance Grant | 0 | 638,528 | 281,369 | 281,369 | 100.0 | 3,376,430 | 3,376,430 | 8.3 |
| DISTRICT 1/2 CENT SALES TAX: | | | | | | | | |
| 9 General Operating Asst. | 3,476,285 | 19,978,727 | 21,254,600 | 24,944,798 | 85.2 | 47,141,215 | 47,081,215 | 45.1 |
| 10 Accessibility Fixed Route | 76,703 | 491,368 | 487,500 | 492,996 | 98.9 | 985,992 | 985,992 | 49.4 |
| 11 TOTAL 1/2 CENT SALES TAX | 3,552,988 | 20,470,095 | 21,742,100 | 25,437,794 | 85.5 | 48,127,207 | 48,067,207 | 45.2 |
| INVESTMENT INTEREST INCOME: | | | | | | | | |
| 13 Investment Interest Income | 33,538 | 500,096 | 209,445 | 48,848 | 428.8 | 140,670 | 140,670 | 148.9 |
| OTHER REVENUE SOURCES: | | | | | | | | |
| 15 Overnight Deposits Interest Income | 159 | 7,945 | 1,292 | 2,280 | 56.7 | 4,560 | 4,560 | 28.3 |
| 16 Rental Income | 86,083 | 513,445 | 516,441 | 520,950 | 99.1 | 1,041,900 | 1,041,900 | 49.6 |
| 17 Advertising Income | 116,667 | 650,000 | 740,276 | 675,000 | 109.7 | 1,350,000 | 1,350,000 | 54.8 |
| 18 Other Income | 106,330 | 813,702 | 713,121 | 678,218 | 105.1 | 1,369,588 | 1,369,588 | 52.1 |
| 19 TOTAL OTHER REVENUES | 309,239 | 1,985,092 | 1,971,130 | 1,876,448 | 105.0 | 3,766,048 | 3,766,048 | 52.3 |
| 21 TOTAL MOTOR BUS | 7,643,740 | 48,229,785 | 46,673,009 | 51,011,011 | 91.5 | 102,143,459 | 102,083,459 | 45.7 |
| AMERICAN DISABILITIES ACT: | | | | | | | | |
| 24 Passenger Fares Redi-Wheels | 52,234 | 299,390 | 345,258 | 359,500 | 96.0 | 719,000 | 719,000 | 48.0 |
| 25 Local TDA 4.5 Redi-Wheels | 124,900 | 1,513,691 | 749,400 | 749,400 | 100.0 | 1,498,795 | 1,498,795 | 50.0 |
| 26 Local STA - Paratransit | 0 | 488,627 | 0 | 0 | 0.0 | 0 | 0 | 0.0 |
| 27 Operating Grants | 0 | 0 | 0 | 0 | 0.0 | 1,052,641 | 1,052,641 | 0.0 |
| 28 Sales Tax - District ADA Programs | 561,571 | 4,028,391 | 3,492,249 | 3,691,785 | 94.6 | 6,476,254 | 6,476,254 | 53.9 |
| 29 Sales Tax - Paratransit Suppl. Coastside | 82,607 | 562,071 | 585,190 | 641,053 | 91.3 | 1,215,320 | 1,275,320 | 45.9 |
| 30 Interest Income - Paratransit Fund | 30,566 | 0 | 203,354 | 265,625 | 76.6 | 531,250 | 531,250 | 38.3 |
| 31 Measure A Contribution - R/W | 161,627 | 0 | 1,197,313 | 1,367,281 | 87.6 | 2,588,652 | 2,588,652 | 46.3 |
| 33 TOTAL ADA PROGRAMS | 1,013,505 | 6,892,170 | 6,572,764 | 7,074,644 | 92.9 | 14,081,912 | 14,141,912 | 46.5 |
| MULTIMODAL TRANSIT PROGRAMS: | | | | | | | | |
| 35 Sales Tax - Caltrain | 916,449 | 9,083,072 | 6,688,447 | 6,416,592 | 104.2 | 11,343,986 | 11,343,986 | 59.0 |
| 36 Transfer from TA for Caltrain | 323,254 | 0 | 2,394,625 | 2,666,480 | 89.8 | 5,177,304 | 5,177,304 | 46.3 |
| 37 TA Funded SM/Caltrain Shuttles | 93,854 | 514,588 | 552,132 | 565,884 | 97.6 | 1,131,768 | 1,131,768 | 48.8 |
| 38 Employer Share SM/Caltrain Shuttles | 26,976 | 163,082 | 158,781 | 162,618 | 97.6 | 325,237 | 325,237 | 48.8 |
| 39 AB434 Funds - SamTrans Shuttles | 47,500 | 318,000 | 285,000 | 300,000 | 95.0 | 600,000 | 600,000 | 47.5 |
| 40 Employer Share SamTrans Shuttles | 84,531 | 545,456 | 639,261 | 507,181 | 126.0 | 1,014,364 | 1,014,364 | 63.0 |
| 41 Sales Tax - SamTrans Shuttle Program | 24,531 | 117,516 | 145,115 | 143,171 | 101.4 | 288,541 | 288,541 | 50.3 |
| 42 Operating Grants | 0 | 15,480 | 0 | 0 | 0.0 | 0 | 0 | 0.0 |
| 42 Sales Tax - Gen. Operating Asst. | 20,420 | 148,302 | 139,837 | 160,935 | 86.9 | 321,170 | 321,170 | 43.5 |
| 44 TOTAL MULTIMODAL | 1,537,516 | 10,905,496 | 11,003,198 | 10,922,861 | 100.7 | 20,202,370 | 20,202,370 | 54.5 |
| 46 TOTAL REVENUES | 10,194,761 | 66,027,451 | 64,248,971 | 69,008,516 | 93.1 | 136,427,741 | 136,427,741 | 47.1 |

"% 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 2010
DECEMBER 2009**

% OF YEAR ELAPSED: **50.0%**

| 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 | 4,139,403 | 26,263,499 | 27,087,583 | 27,996,691 | 96.8 | 56,034,282 | 56,001,977 | 48.4 |
| 2 | | | | | | | | |
| 3 Services: | | | | | | | | |
| 4 Board of Directors | 6,274 | 25,955 | 30,641 | 31,140 | 98.4 | 53,090 | 53,090 | 57.7 |
| 5 Contracted Vehicle Maintenance | 42,463 | 309,198 | 193,669 | 256,455 | 75.5 | 512,910 | 512,910 | 37.8 |
| 6 Property Maintenance | 80,460 | 511,677 | 448,899 | 715,000 | 62.8 | 1,434,000 | 1,434,000 | 31.3 |
| 7 Professional Services | 290,513 | 1,368,524 | 838,768 | 1,535,249 | 54.6 | 2,980,663 | 3,044,568 | 27.5 |
| 8 Technical Services | 382,530 | 1,615,243 | 1,861,584 | 1,866,271 | 99.7 | 3,676,639 | 3,732,539 | 49.9 |
| 9 Other Services | 27,310 | 159,566 | 171,217 | 215,955 | 79.3 | 450,246 | 450,246 | 38.0 |
| 10 | | | | | | | | |
| 11 Materials & Supply: | | | | | | | | |
| 12 Fuel & Lubricants | 361,573 | 3,148,681 | 2,145,835 | 3,613,168 | 59.4 | 7,246,336 | 7,176,336 | 29.9 |
| 13 Bus Parts & Materials | 120,608 | 949,805 | 958,596 | 1,028,189 | 93.2 | 2,054,913 | 2,029,913 | 47.2 |
| 14 Uniforms & Driver Expense | 16,327 | 108,363 | 70,829 | 174,689 | 40.5 | 444,848 | 415,848 | 17.0 |
| 15 Timetables & Tickets | 21,524 | 62,966 | 73,438 | 108,750 | 67.5 | 217,500 | 217,500 | 33.8 |
| 16 Office Supplies / Printing | 16,809 | 164,492 | 94,029 | 161,579 | 58.2 | 333,055 | 340,055 | 27.7 |
| 17 Other Materials & Supply | 10,805 | 86,284 | 68,393 | 87,125 | 78.5 | 183,750 | 183,750 | 37.2 |
| 18 | | | | | | | | |
| 19 Utilities: | | | | | | | | |
| 20 Telephone | 24,616 | 233,823 | 200,512 | 198,000 | 101.3 | 396,000 | 396,000 | 50.6 |
| 21 Other Utilities | 84,273 | 501,880 | 495,893 | 498,000 | 99.6 | 996,000 | 996,000 | 49.8 |
| 22 Insurance Costs | 200,309 | 1,797,034 | 1,131,677 | 1,145,982 | 98.8 | 2,292,000 | 2,292,000 | 49.4 |
| 23 Workers' Compensation | 277,192 | 1,520,637 | 1,585,233 | 1,586,025 | 100.0 | 3,172,050 | 3,172,050 | 50.0 |
| 24 Taxes & License Fees | 29,865 | 247,095 | 204,095 | 329,885 | 61.9 | 659,770 | 659,770 | 30.9 |
| 25 Fixed Route Accessibility | 76,703 | 491,368 | 487,500 | 492,996 | 98.9 | 985,992 | 985,992 | 49.4 |
| 26 Leases & Rental | 8,368 | 52,182 | 53,305 | 57,140 | 93.3 | 115,588 | 115,588 | 46.1 |
| 27 Promotional & Legal Advertising | 12,919 | 118,275 | 115,815 | 171,000 | 67.7 | 340,000 | 340,000 | 34.1 |
| 28 Seminar & Training | 2,658 | 93,121 | 35,506 | 77,545 | 45.8 | 150,460 | 160,460 | 22.1 |
| 29 Business Travel & Meeting | 861 | 15,797 | 12,655 | 15,711 | 80.5 | 31,615 | 31,615 | 40.0 |
| 30 Dues & Membership | 2,433 | 12,036 | 20,040 | 30,529 | 65.6 | 91,085 | 91,085 | 22.0 |
| 31 Postage & Other | 7,159 | 31,765 | 22,831 | 44,837 | 50.9 | 85,680 | 105,180 | 21.7 |
| 32 | | | | | | | | |
| 33 Total District Operated Buses | 6,243,955 | 39,889,266 | 38,408,543 | 42,437,911 | 90.5 | 84,938,472 | 84,938,472 | 45.2 |
| 34 | | | | | | | | |
| 35 | | | | | | | | |
| 36 CONTRACTED BUS SERVICES | | | | | | | | |
| 37 Contracted Urban Bus Service | 1,221,626 | 7,233,367 | 7,320,708 | 7,484,287 | 97.8 | 15,073,092 | 14,973,092 | 48.9 |
| 38 Other Related Costs | 46,238 | 205,828 | 166,714 | 167,777 | 99.4 | 334,465 | 334,465 | 49.8 |
| 39 Insurance Costs | 49,436 | 405,361 | 290,814 | 327,486 | 88.8 | 655,000 | 655,000 | 44.4 |
| 40 Coastside Services | 48,923 | 296,800 | 295,419 | 316,795 | 93.3 | 633,590 | 633,590 | 46.6 |
| 41 Redi Coast Non-ADA | 18,532 | 115,084 | 93,750 | 130,990 | 71.6 | 261,980 | 261,980 | 35.8 |
| 42 Other Related Costs | 1,198 | 10,612 | 3,874 | 32,125 | 12.1 | 64,250 | 64,250 | 6.0 |
| 43 La Honda - Pescadero | 5,675 | 0 | 25,738 | 26,250 | 98.0 | 52,500 | 52,500 | 49.0 |
| 44 SamCoast - Pescadero | 7,956 | 71,556 | 65,831 | 80,420 | 81.9 | 116,170 | 156,170 | 42.2 |
| 45 Other Related Cost - SamCoast | 201 | 1,911 | 1,618 | 6,970 | 23.2 | 13,940 | 13,940 | 11.6 |
| 46 Total Contracted Bus Service | 1,399,785 | 8,340,519 | 8,264,466 | 8,573,100 | 96.4 | 17,204,987 | 17,144,987 | 48.2 |
| 47 | | | | | | | | |
| 48 TOTAL MOTOR BUS | 7,643,740 | 48,229,785 | 46,673,009 | 51,011,011 | 91.5 | 102,143,459 | 102,083,459 | 45.7 |

% 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

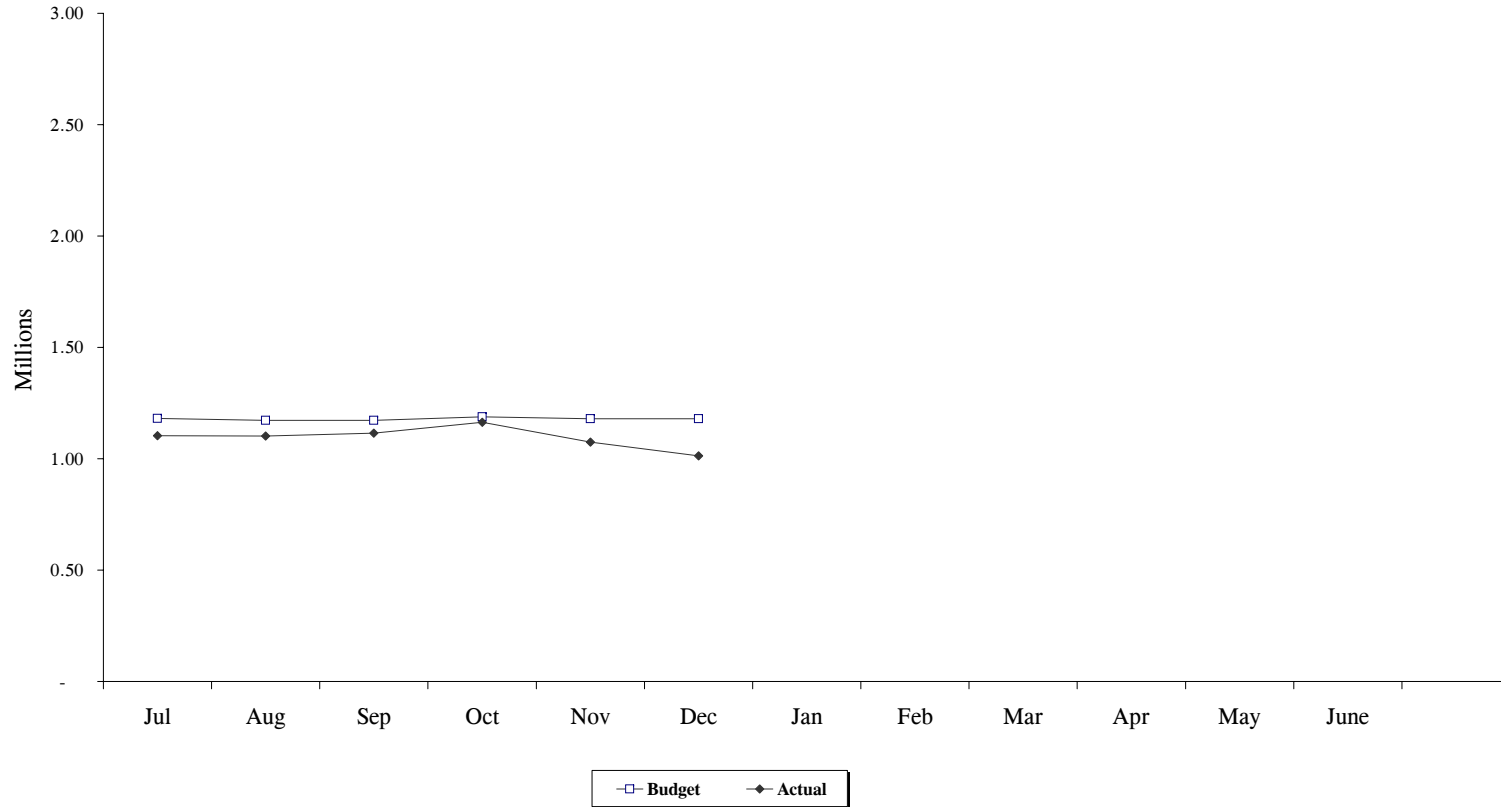
**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2010
DECEMBER 2009**

% OF YEAR ELAPSED: **50.0%**

| <u>EXPENSES</u> | MONTH | YEAR-TO-DATE | | | | ANNUAL | | |
|---|-------------------|-------------------|-------------------|-------------------|--------------|--------------------|--------------------|--------------|
| | CURRENT ACTUAL | PRIOR ACTUAL | CURRENT ACTUAL | REVISED BUDGET | % REV BUDGET | APPROVED BUDGET | REVISED BUDGET | % REV BUDGET |
| AMERICAN DISABILITY ACT PROGRAMS | | | | | | | | |
| Elderly & Disabled/Redi-Wheels | 485,143 | 3,041,143 | 2,878,082 | 3,085,815 | 93.3 | 6,638,319 | 6,195,819 | 46.5 |
| Other Related Costs | 163,395 | 1,234,050 | 1,157,662 | 1,293,897 | 89.5 | 2,586,793 | 2,586,793 | 44.8 |
| ADA Sedan Service | 183,945 | 1,292,772 | 1,321,680 | 1,402,464 | 94.2 | 2,338,640 | 2,781,140 | 47.5 |
| ADA Accessibility Support | 56,863 | 482,876 | 375,366 | 393,919 | 95.3 | 787,840 | 787,840 | 47.6 |
| Coastside ADA Support | 82,607 | 562,071 | 585,190 | 641,053 | 91.3 | 1,215,320 | 1,275,320 | 45.9 |
| Insurance Costs | 41,552 | 279,258 | 254,784 | 257,496 | 98.9 | 515,000 | 515,000 | 49.5 |
| TOTAL ADA PROGRAMS | 1,013,505 | 6,892,170 | 6,572,764 | 7,074,644 | 92.9 | 14,081,912 | 14,141,912 | 46.5 |
| MULTIMODAL TRANSIT PROGRAMS | | | | | | | | |
| CALTRAIN SERVICE | | | | | | | | |
| Peninsula Rail Service | 1,239,703 | 9,083,072 | 9,083,072 | 9,083,072 | 100.0 | 16,521,290 | 16,521,290 | 55.0 |
| Total Caltrain Service | 1,239,703 | 9,083,072 | 9,083,072 | 9,083,072 | 100.0 | 16,521,290 | 16,521,290 | 55.0 |
| OTHER SUPPORT | | | | | | | | |
| Dumbarton Express Service | 11,621 | 78,352 | 63,036 | 63,385 | 99.4 | 126,070 | 126,070 | 50.0 |
| SamTrans Shuttle Service | 156,562 | 980,972 | 1,069,376 | 950,352 | 112.5 | 1,902,905 | 1,902,905 | 56.2 |
| SM/Caltrain Shuttles | 120,832 | 693,150 | 710,914 | 728,502 | 97.6 | 1,457,005 | 1,457,005 | 48.8 |
| Maintenance Multimodal Facilities | 8,798 | 69,950 | 76,800 | 97,550 | 78.7 | 195,100 | 195,100 | 39.4 |
| Total Other Support | 297,813 | 1,822,424 | 1,920,126 | 1,839,789 | 104.4 | 3,681,080 | 3,681,080 | 52.2 |
| TOTAL MULTI-MODAL PROGRAMS | 1,537,516 | 10,905,496 | 11,003,198 | 10,922,861 | 100.7 | 20,202,370 | 20,202,370 | 54.5 |
| TOTAL EXPENSES | 10,194,761 | 66,027,451 | 64,248,971 | 69,008,516 | 93.1 | 136,427,741 | 136,427,741 | 47.1 |

% 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
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2010

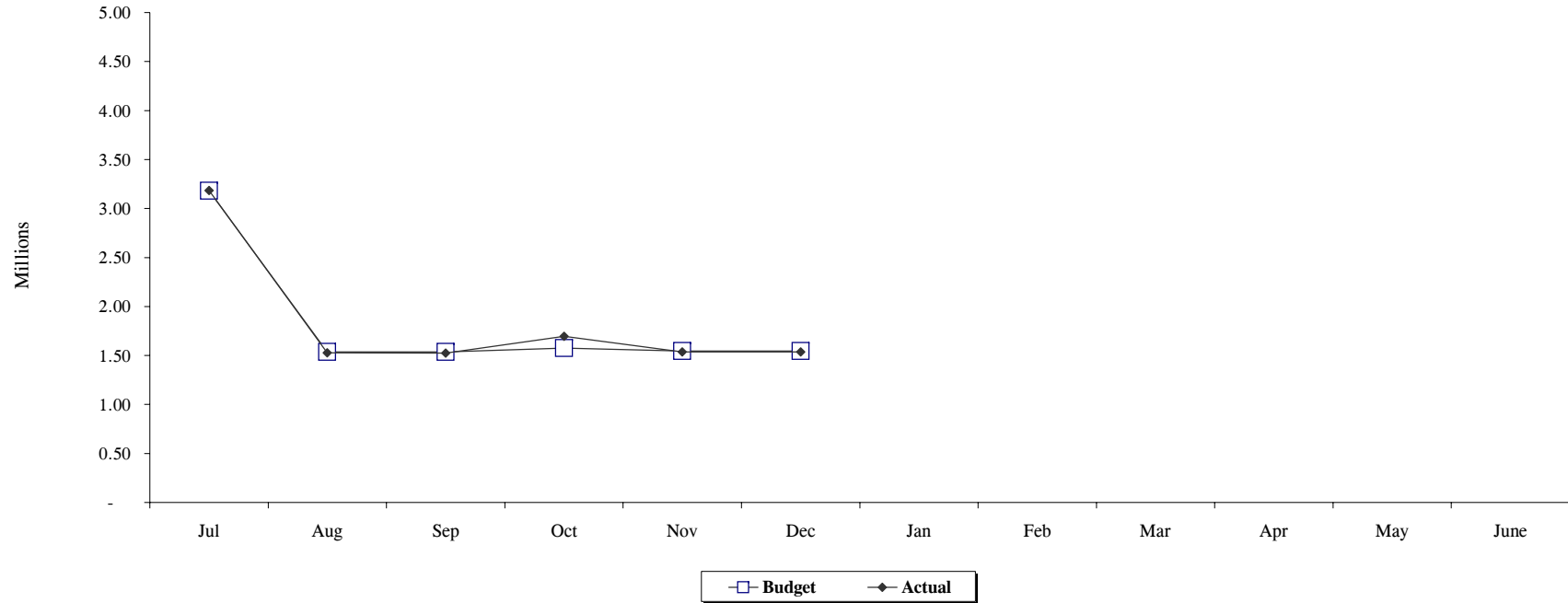


| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----|-----|-----|-----|-----|------|
| MONTHLY EXPENSES | | | | | | | | | | | | |
| Budget | 1,181,355 | 1,172,595 | 1,172,596 | 1,188,757 | 1,180,069 | 1,179,272 | | | | | | |
| Actual | 1,103,689 | 1,102,328 | 1,114,317 | 1,163,566 | 1,075,359 | 1,013,505 | | | | | | |
| CUMULATIVE EXPENSES | | | | | | | | | | | | |
| Budget | 1,181,355 | 2,353,950 | 3,526,546 | 4,715,303 | 5,895,372 | 7,074,644 | | | | | | |
| Actual | 1,103,689 | 2,206,017 | 3,320,334 | 4,483,900 | 5,559,259 | 6,572,764 | | | | | | |
| Variance - F(U) | 77,666 | 147,933 | 206,212 | 231,403 | 336,113 | 501,880 | | | | | | |
| Variance % | 6.57% | 6.28% | 5.85% | 4.91% | 5.70% | 7.09% | | | | | | |

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2010

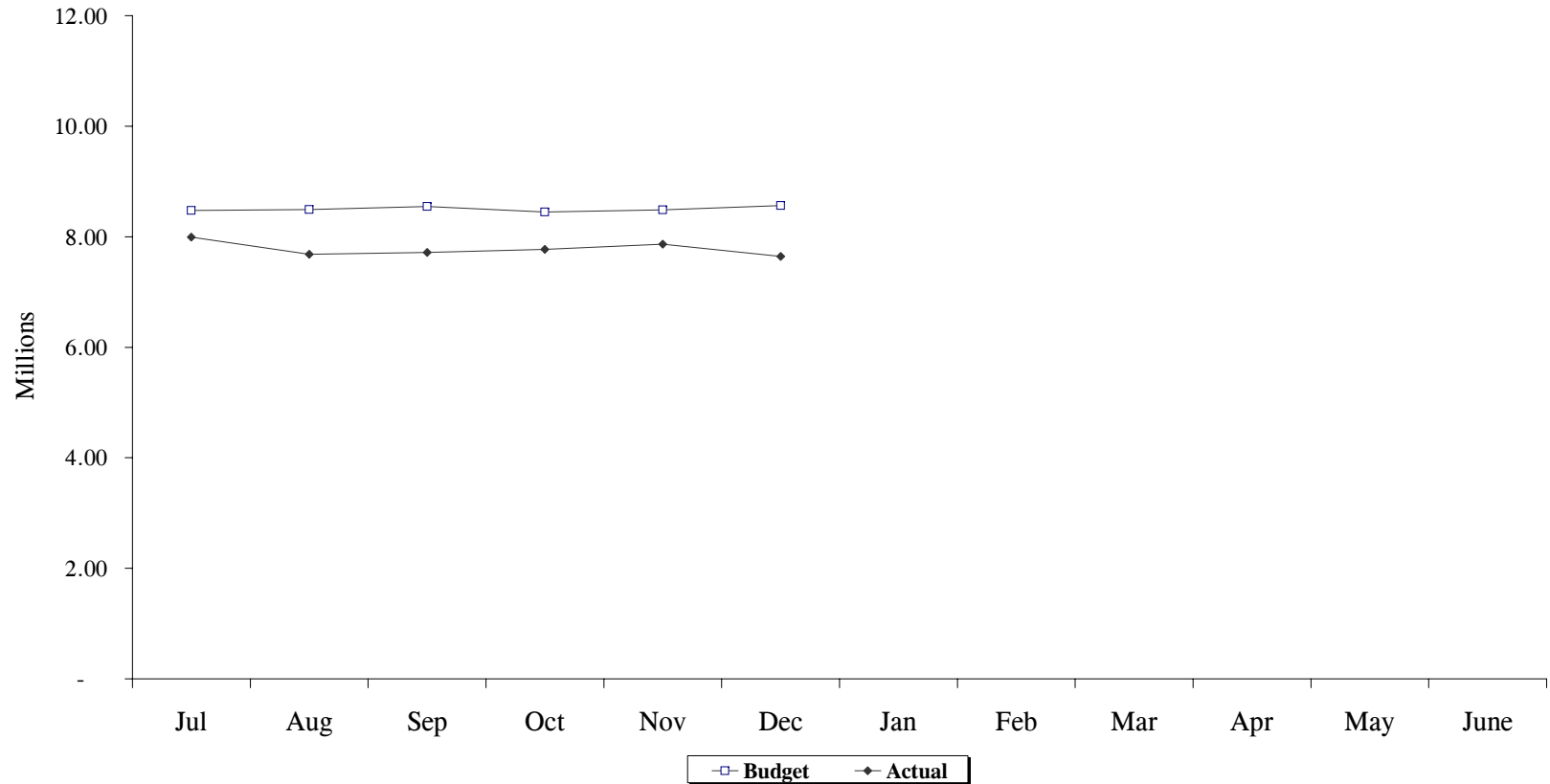


| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|----------------------------|-----------|-----------|-----------|-----------|-----------|------------|-----|-----|-----|-----|-----|------|
| MONTHLY EXPENSES | | | | | | | | | | | | |
| Budget | 3,181,130 | 1,536,627 | 1,536,275 | 1,576,276 | 1,546,277 | 1,546,276 | | | | | | |
| Actual | 3,183,019 | 1,526,868 | 1,524,459 | 1,695,052 | 1,536,284 | 1,537,516 | | | | | | |
| CUMULATIVE EXPENSES | | | | | | | | | | | | |
| Budget | 3,181,130 | 4,717,757 | 6,254,032 | 7,830,308 | 9,376,585 | 10,922,861 | | | | | | |
| Actual | 3,183,019 | 4,709,887 | 6,234,346 | 7,929,398 | 9,465,682 | 11,003,198 | | | | | | |
| Variance - F(U) | (1,889) | 7,870 | 19,686 | (99,090) | (89,097) | (80,337) | | | | | | |
| Variance % | -0.06% | 0.17% | 0.31% | -1.27% | -0.95% | -0.74% | | | | | | |

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2010



| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | |
|----------------------------|-----------|------------|------------|------------|------------|------------|-----|-----|-----|-----|-----|------|--|
| MONTHLY EXPENSES | | | | | | | | | | | | | |
| Budget | 8,473,981 | 8,493,157 | 8,547,372 | 8,448,278 | 8,483,268 | 8,564,955 | | | | | | | |
| Actual | 7,995,340 | 7,681,837 | 7,717,629 | 7,771,470 | 7,862,993 | 7,643,740 | | | | | | | |
| CUMULATIVE EXPENSES | | | | | | | | | | | | | |
| Budget | 8,473,981 | 16,967,138 | 25,514,510 | 33,962,788 | 42,446,056 | 51,011,011 | | | | | | | |
| Actual | 7,995,340 | 15,677,177 | 23,394,806 | 31,166,276 | 39,029,269 | 46,673,009 | | | | | | | |
| Variance - F(U) | 478,641 | 1,289,961 | 2,119,704 | 2,796,512 | 3,416,787 | 4,338,002 | | | | | | | |
| Variance % | 5.65% | 7.60% | 8.31% | 8.23% | 8.05% | 8.50% | | | | | | | |

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR DECEMBER 2009**

BUDGET AMENDMENT

| Amount | Line Item | Description |
|--------|-----------|-------------|
|--------|-----------|-------------|

Dec-09

No Budget Amendments in December 2009.

| | | |
|-------------|-------------|--|
| <u>\$ -</u> | <u>\$ -</u> | |
|-------------|-------------|--|

BUDGET REVISIONS

| Amount | Line Item | Description |
|--------|-----------|-------------|
|--------|-----------|-------------|

Dec-09

No Budget Revision in December 2009.

| | | |
|-------------|-------------|-------|
| <u>\$ -</u> | <u>\$ -</u> | Total |
|-------------|-------------|-------|

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2009 & FY2010
DECEMBER 2009

1/28/10 6:21 PM

| Approved Budget | | Receipts | | Over/(Under) | Current |
|---------------------|-------------------|---|-------------------|--------------------|-------------------|
| Date | Amount | Date | Amount | Budget/Projection | Projection |
| FY2009: | | | | | |
| 1st Quarter | 16,383,000 | 1st Quarter | 17,259,319 | 876,319 | 17,259,319 |
| 2nd Quarter | 17,387,000 | 2nd Quarter | 15,980,382 | (1,406,618) | 15,980,382 |
| 3rd Quarter | 15,217,000 | 3rd Quarter | 12,936,160 | (2,280,840) | 12,936,160 |
| 4th Quarter | 16,383,000 | 4th Quarter | 13,839,594 | (2,543,406) | 13,839,594 |
| FY2009 Total | 65,370,000 | FY2009 Total | 60,015,455 | (5,354,545) | 60,015,455 |
| FY2010 | | | | | |
| Jul. 09 | 4,260,000 | Sep. 09 | 4,205,800 | (54,200) | 4,205,800 |
| Aug. 09 | 4,260,000 | Oct. 09 | 4,342,900 | 82,900 | 4,342,900 |
| Sep. 09 | 5,721,000 | Nov. 09 | 4,673,100 | (1,047,900) | 4,673,100 |
| 1st Qtr. Adjustment | 1,314,000 | Dec. 09 | 1,332,895 | 18,895 | 1,332,895 |
| 3 Months Total | 15,555,000 | | 14,554,695 | (1,000,305) | 14,554,695 |
| Oct. 09 | 4,560,000 | Dec. 09 | 4,193,700 | (366,300) | 4,193,700 |
| Nov. 09 | 4,560,000 | Jan. 10 | | (366,300) | 4,193,700 (1) |
| Dec. 09 | 5,967,000 | Feb. 10 | | (375,400) | 5,591,600 (1) |
| 2nd Qtr. Adjustment | 1,405,000 | Mar. 10 | | (7,100) | 1,397,900 (1) |
| 6 Months Total | 32,047,000 | | 18,748,395 | (2,115,405) | 29,931,595 |
| Jan. 10 | 3,970,000 | Mar. 10 | | 0 | 3,970,000 |
| Feb. 10 | 3,970,000 | Apr. 10 | | 0 | 3,970,000 |
| Mar. 10 | 5,207,000 | May 10 | | 0 | 5,207,000 |
| 3rd Qtr. Adjustment | 1,325,000 | Jun. 10 | | 1,057,702 | 2,382,702 |
| 9 Months Total | 46,519,000 | | 18,748,395 | (1,057,703) | 45,461,297 |
| Apr. 10 | 4,297,000 | Jun. 10 | | 0 | 4,297,000 |
| May 10 | 4,297,000 | Jul. 10 | | 0 | 4,297,000 |
| Jun. 10 | 5,650,000 | Aug. 10 | | 0 | 5,650,000 |
| 4th Qtr. Adjustment | 1,453,300 | Sep. 10 | | 1,057,703 | 2,511,003 |
| FY2010 Total | 62,216,300 | FY2010 Total | 18,748,395 | (0) | 62,216,300 |
| | 14,554,695 | 1st Quarter | | | |
| | 15,376,900 | 2nd Quarter | | | |
| | | 3rd Quarter | | | |
| | | 4th Quarter | | | |
| | <u>29,931,595</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

SUBJECT: **QUARTERLY INVESTMENT REPORT AND
FIXED INCOME MARKET REVIEW AND OUTLOOK**

ACTION

Staff proposes that the Finance Committee recommend that the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended December 31, 2009.

SIGNIFICANCE

The District Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. This staff report was forwarded to the Board of Directors under separate cover on January 22, 2010 in order to meet the 30-day requirement.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The treasurer or chief financial officer is required by state law to submit quarterly reports within 30 days of the end of the quarter covered by the report. The report is required to include the following information:

1. Type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the local agency;
2. Description of any of the local agency's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. For all securities held by the local agency or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund (LAIF), a current market value as of the date of the report and the source of this information;
4. Statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and,

5. Statement that the local agency has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

A schedule, which addresses the requirements of 1, 2, and 3 above, is included in this report on pages 6 and 7. The schedule separates the investments into three groups: The Investment Portfolio which is managed by Tamalpais Wealth Advisors (TWA); Liquidity funds which are managed by District staff; and Trust funds which are managed by a third party trustee. The Investment Policy governs the management and reporting of the Investment Portfolio and Liquidity funds while the bond covenants govern the management and reporting of the Trust funds.

TWA provides the District a current market valuation of all the assets under its management for each quarter. The valuation is provided by FT Interactive Data, the major operating division of Interactive Data Corporation, (IDC). IDC is a leading provider of global securities data. They offer one of the largest information databases with current and historical prices on securities traded in all major markets including daily evaluations for more than 2.5 million fixed income securities.

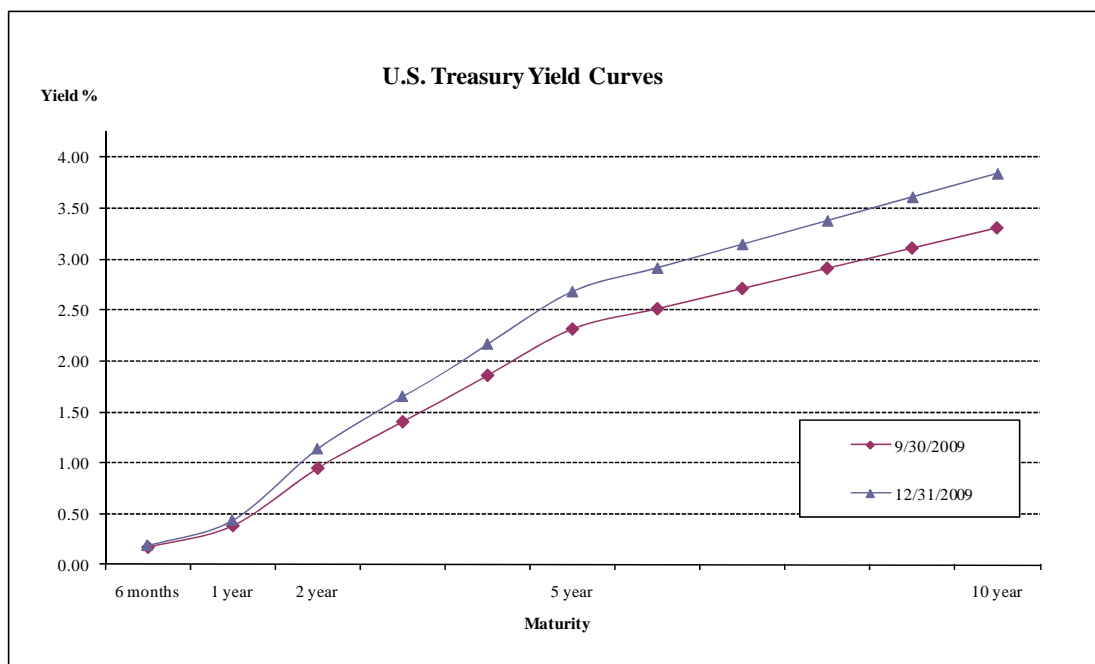
Due to the nature of securities which are bought and sold in a principal market, such as fixed income securities, multiple market values may exist for a given security at any given time. TWA has chosen IDC as an unbiased estimator of these prices based on their leading role as a provider of end of the day pricing, an evaluation of their methodology and the experience of their evaluation staff. Unfortunately, given the recent volatility in the markets, not every security is currently supported or accurately reflected by IDC. Therefore at the end of the quarter, TWA surveyed a number of Wall Street firms to get an accurate market value of the securities held in the District's portfolio. These surveys reflect the levels at which someone is actually willing to purchase the securities held by the District. In the case of money market instruments, which are not supported by IDC, TWA used adjusted cost.

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

The portfolio and this Quarterly Investment Report comply with the Investment Policy and the provisions of SB 564 (1995). The District has the ability to meet its expenditure requirements for the next six months.

DISCUSSION

Market Review and Outlook



Data Source: Bloomberg

Interest rates rose modestly in the last quarter of the year as the continued recovery in the economy increased the likelihood that the Fed would begin to raise interest rates by summer. Economists now expect the economy will grow at a pace of 2.5 percent over the course of 2010, and the unemployment rate will fall to 9.5 percent by the beginning of 2011. By historical standards, these expectations are exceptionally modest for a recovery, particularly given the magnitude of the recession that preceded it. Nevertheless, given their low starting level and the high financing needs of our government, interest rates are likely to continue to move gradually higher over the next few quarters.

At present, TWA cannot help but be impressed by the profound nature of our economic challenges and the wide array of possible outcomes. These are reflected in the exceptionally divergent opinions that are currently running through the financial press and academic blogs. The opinions of well-credentialed and highly regarded advisors, be they investors, strategists, economists or academics, vary widely regarding such issues as inflation, deficits, the dollar, the outlook for growth, whether the stock market is rich or cheap, the next bubble, the direction of interest rates and the need for additional stimulus. Serious economic imbalances, like our low savings rate and high deficits do remain and resolving them will be a challenge. Fortunately, the markets have already discounted some of the worst scenarios, leaving investors with ample selective opportunities.

Some of the more knowledgeable economists TWA follows maintain that the large correction

we have just been through is unlikely to be repeated anytime soon. Rather, they make the case for more truncated business cycles with frequent, shallow contractions. Given the amount of de-leveraging that has already occurred in the financial system in combination with the increased sensitivity to policy decisions, both fiscal and monetary, TWA favors this view.

Looking out beyond the next year or two, it is hard to envision a scenario that does not involve a higher pace of inflation. Our deficits are too large and our need for more jobs too great to not allow our economy some additional leeway to grow at a faster than sustainable pace. Eventually, such a path will lead to a higher than normal rate of inflation. For the time being, however, the contraction in bank lending keeps deflation, not inflation, as the bigger near-term risk. Until bank credit begins to expand, or at least stop contracting, inflation is highly unlikely and any increases in interest rates are likely to remain modest.

Strategy

Interest rates have begun to incorporate a modest increase in the Fed Funds Rate by this summer. Risk yield premiums for non-cash treasury bonds continued to narrow during the quarter with high quality paper having returned to pre-crisis levels. Lower quality paper, such as high yield bonds, also improved but hasn't returned to pre-crisis levels.

Over the foreseeable future TWA expects interest rates to move gradually higher. Currently the portfolio's sensitivity to a change in interest rates is below that of the benchmark. The current low rate environment leaves the bond market without much of a yield cushion to avoid negative rates of returns should interest rates begin to rise more than already anticipated by the market.

During the quarter, the duration of the portfolio was maintained at a level that was less than the benchmark's duration. Given our outlook and the current level of uncertainty in the markets, TWA is comfortable keeping the portfolio's exposure to a change in interest rates below that of the benchmark. As of the end of the quarter, the District's consolidated portfolio consisted of approximately 5.8 percent Corporate Bonds, 66.3 percent Agency Securities, 16.5 percent US Treasury Securities, 11.4 percent Mortgage Backed Securities, 0 percent Commercial Paper and 0 percent Cash Equivalents; see Exhibit 5.

Budget Impact

The portfolio's performance is reported on a total economic return basis. This method includes the coupon interest, amortization of discounts and premiums, capital gains and losses and price changes (i.e., unrealized gains and losses). For the quarter ending December 31, the *General Fund portfolio* returned **0.28** percent. This compares to the benchmark return of **0.13** percent. For the quarter ending December 31, the *Paratransit Fund portfolio* returned **0.15** percent. This compares to the benchmark return of **-0.88** percent.

The Performance graph in Exhibit 3 shows the relative performance of each fund for the trailing 24-month period (or since inception). The Growth of a Thousand Dollars graph in Exhibit 4 shows the cumulative performance over this same time frame for each portfolio.

The consolidated portfolio's yield to maturity, the return the portfolio will earn in the future if all securities are held to maturity is also reported. This calculation is based on the current

market value of the portfolio including unrealized gains and losses. For the quarter ending December 31, the portfolio's yield to maturity was 1.43 percent. The benchmark's yield to maturity was 1.84 percent.

Another method of measuring the consolidated portfolio's yield to maturity is the yield of the portfolio at cost. This calculation is based on the value of the portfolio at cost and does not include any unrealized gains or losses as part of its computation. As of the end of the quarter the consolidated portfolio's rate of return on investments, at cost, was 3.59 percent.

Prepared by: Lori Snow, Treasury Manager

650-508-6425

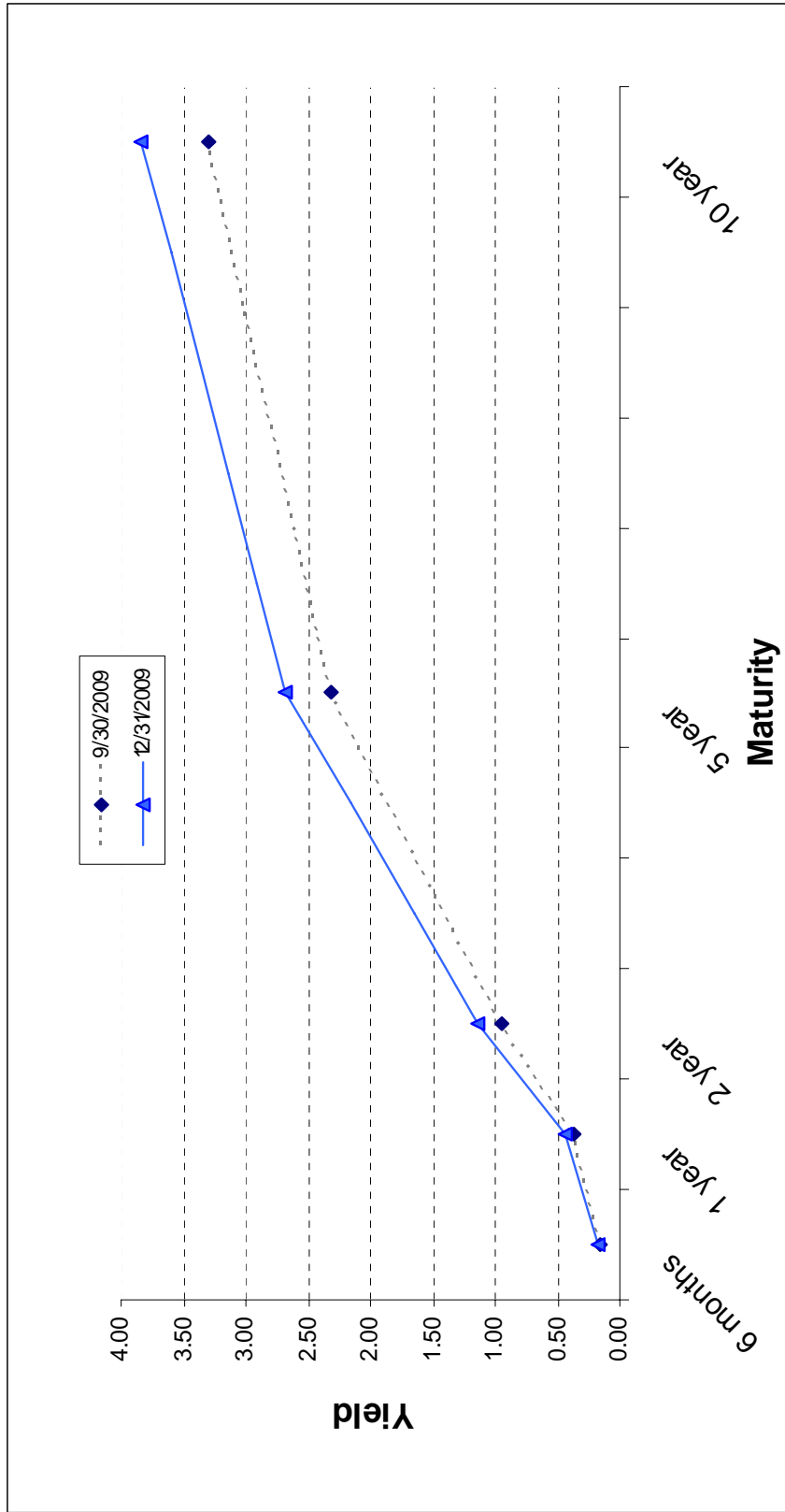
**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDED DECEMBER 31, 2009**

| TYPE | DATE OF MATURITY | PAR VALUE | CARRYING AMOUNT | MARKET VALUE | ACCRUED INTEREST | MARKET VALUE +ACCR. INT. |
|--|------------------|--------------------|--------------------|--------------------|------------------|--------------------------|
| <u>FUNDS MANAGED BY TAMALPAIS WEALTH ADVISORS:</u> | | | | | | |
| <u>INVESTMENT PORTFOLIO:</u> | | | | | | |
| CORPORATE BONDS | | | | | | |
| Deere & Co. | 05-15-10 | 2,500,000 | 2,635,290 | 2,567,013 | 24,531 | 2,591,544 |
| JP Morgan Chase & Co. | 06-16-11 | 3,000,000 | 3,037,884 | 3,140,118 | 5,658 | 3,145,776 |
| Bank of America | 04-30-12 | 2,000,000 | 2,038,460 | 2,018,462 | 1,750 | 2,020,212 |
| GOVERNMENT BONDS | | | | | | |
| FNMA | 02-10-10 | 6,000,000 | 6,103,125 | 6,018,750 | 75,833 | 6,094,583 |
| FHLB | 06-11-10 | 9,000,000 | 9,402,188 | 9,199,688 | 24,938 | 9,224,625 |
| U.S. Treasury Note | 08-31-10 | 3,000,000 | 3,061,875 | 3,039,727 | 21,749 | 3,061,476 |
| U.S. Treasury Note | 11-30-10 | 3,500,000 | 3,526,250 | 3,524,609 | 3,791 | 3,528,400 |
| FNMA | 12-15-10 | 10,000,000 | 10,578,125 | 10,393,750 | 19,792 | 10,413,542 |
| Fed. Farm Credit Bank | 08-25-11 | 10,000,000 | 10,518,750 | 10,453,125 | 134,549 | 10,587,674 |
| FNMA | 02-16-12 | 10,000,000 | 10,850,000 | 10,762,500 | 186,111 | 10,948,611 |
| FNMA | 03-15-12 | 3,500,000 | 3,910,156 | 3,857,656 | 62,526 | 3,920,182 |
| FHLM | 03-23-12 | 5,000,000 | 5,045,313 | 5,076,563 | 28,629 | 5,105,191 |
| FHLB | 03-08-13 | 13,500,000 | 14,736,094 | 14,727,656 | 210,000 | 14,937,656 |
| Fed. Farm Credit Bank | 12-29-15 | 950,000 | 1,090,125 | 1,087,156 | 162 | 1,087,318 |
| Housing Urban Devel | 08-01-17 | 1,790,000 | 1,808,207 | 1,799,509 | 58,541 | 1,858,051 |
| TREASURY INFLATION PROTECTED SECURITIES | | | | | | |
| Treasury Inflation Indexed Note | 01-15-10 | 6,424,250 | 6,455,462 | 6,431,780 | 127,921 | 6,559,701 |
| MORTGAGE BACKED SECURITIES | | | | | | |
| FHLB-SERIES 00-0582H | 10-25-10 | 10,631,744 | 10,422,619 | 10,937,407 | 8,916 | 10,946,323 |
| COLLATERALIZED MORTGAGE OBLIGATIONS | | | | | | |
| FHLB SERIES 4S-2012 CLASS 1 | 01-25-12 | 1,507,622 | 1,534,476 | 1,586,576 | 1,310 | 1,587,886 |
| FHLB SERIES 00-0606 CLASS Y | 12-28-12 | 648,885 | 661,863 | 688,928 | 233 | 689,161 |
| Freddie Mac Remic FHRR R015 AN | 02-15-13 | 1,771,494 | 1,760,699 | 1,804,621 | 13,305 | 1,817,925 |
| TOTAL INVESTMENT FUNDS PORTFOLIO MANAGED BY TAMALPAIS WEALTH ADVISORS | | | | | | |
| | | 104,723,995 | 109,176,959 | 109,115,593 | 1,010,246 | 110,125,838 |

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDED DECEMBER 31, 2009**

| <u>TYPE</u> | <u>DATE OF MATURITY</u> | <u>PAR VALUE</u> | <u>CARRYING AMOUNT</u> | <u>MARKET VALUE</u> | <u>ACCRUED INTEREST</u> | <u>MARKET VALUE +ACCR. INT.</u> |
|---|-----------------------------|--------------------|----------------------------|-------------------------|-----------------------------|---|
| <u>FUNDS MANAGED BY TAMALPAIS WEALTH ADVISORS:</u> | | | | | | |
| <u>PARATRANSIT TRUST FUND PORTFOLIO:</u> | | | | | | |
| GOVERNMENT BONDS | | | | | | |
| U.S. Treasury Bill | 03-18-10 | 5,000,000 | 4,995,224 | 4,999,496 | 0 | 4,999,496 |
| FHLB | 01-21-11 | 5,000,000 | 5,056,250 | 5,054,688 | 35,434 | 5,090,122 |
| FNMA | 01-09-12 | 5,000,000 | 5,050,000 | 5,073,438 | 47,778 | 5,121,215 |
| U.S. Treasury Note | 02-15-12 | 4,000,000 | 3,996,250 | 4,011,564 | 20,310 | 4,031,874 |
| FHLM | 01-07-14 | 5,000,000 | 4,951,315 | 5,005,655 | 60,417 | 5,066,072 |
| MORTGAGE BACKED SECURITIES | | | | | | |
| FHLB-SERIES 00-0582 CLASS H | 10-25-10 | 416,259 | 425,625 | 428,226 | 205 | 428,431 |
| TOTAL PARATRANSIT TRUST FUND PORTFOLIO MANAGED BY TAMALPAIS WEALTH ADVISORS | | | | | | |
| | | 24,416,259 | 24,474,663 | 24,573,066 | 164,143 | 24,737,210 |
| TOTAL SAN MATEO COUNTY TRANSIT DISTRICT PORTFOLIO MANAGED BY TAMALPAIS WEALTH ADVISORS | | | | | | |
| | | 129,140,254 | 137,650,830 | 133,688,659 | 1,174,389 | 134,863,048 |
| <u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u> | | | | | | |
| BANK OF AMERICA CHECKING LAIF | | | | | | |
| | | | 8,788,350 | 8,788,350 | 0 | 8,788,350 |
| | | | 4,371,501 | 4,371,501 | 12,387 | 4,383,889 |
| TOTAL FUNDS MANAGED BY DISTRICT STAFF | | | | | | |
| | | | 13,159,851 | 13,159,851 | 12,387 | 13,172,239 |
| <u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u> | | | | | | |
| First American Treas. Oblig. Cl D Corp Tr | | | | | | |
| Silver Tower US Fund CP | 01/04/2010 | | 2,946,377 | 2,946,377 | 0 | 2,946,377 |
| Federal Home Loan Mortgage Corp | 03-23-2012 | 2,253,000 | 3,205,000 | 3,205,000 | 0 | 3,205,000 |
| TOTAL FUNDS MANAGED BY THIRD PARTY TRUSTEE | | | | | | |
| | | | 8,407,349 | 8,445,922 | 12,986 | 8,458,908 |
| TOTAL AS OF DECEMBER 31, 2009 | | | | | | |
| | | 131,393,254 | 161,330,616 | 157,407,018 | 1,202,736 | 158,593,794 |

SamTrans Historical Yield Curve

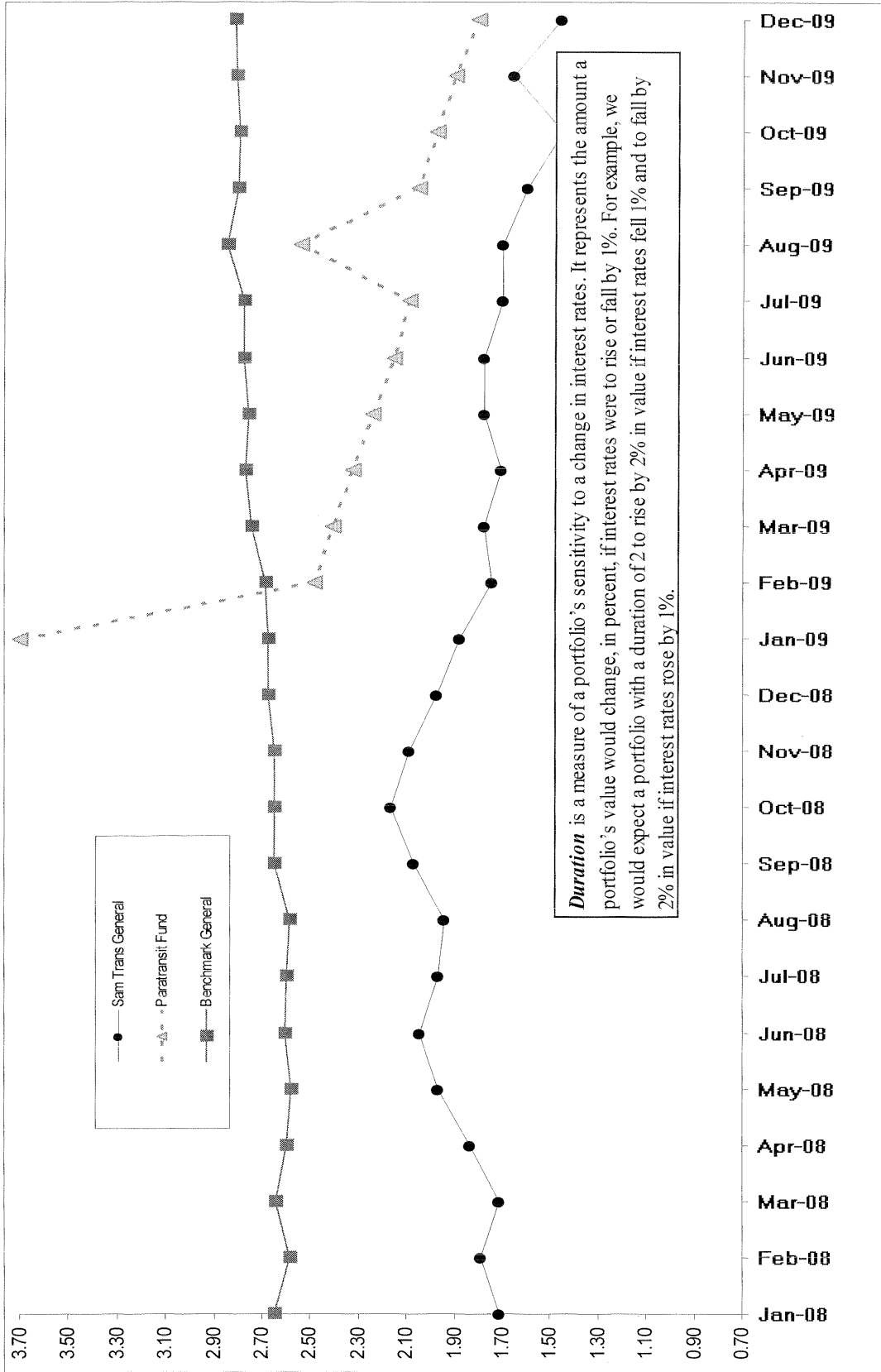


Data Source: Bloomberg

Tamalpais Wealth Advisors

EXHIBIT 2

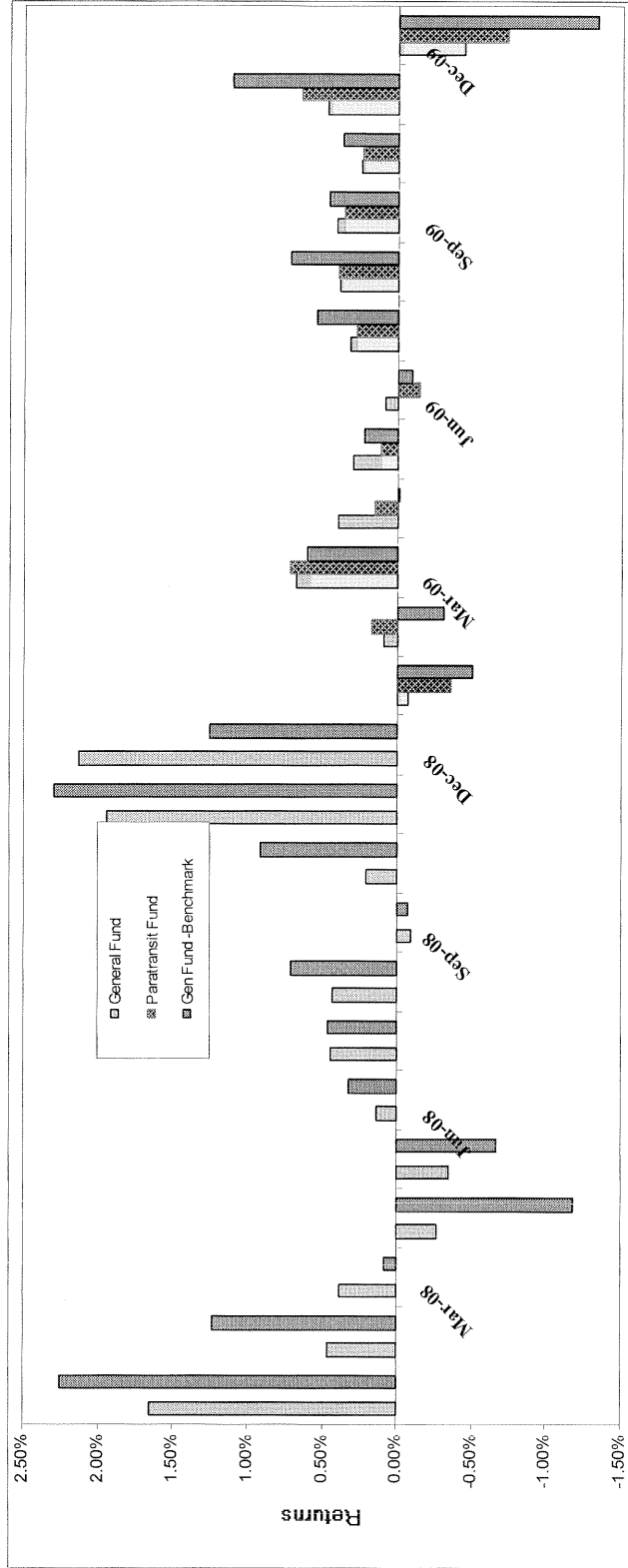
**SamTrans
Duration vs. Benchmark**



Sam Trans

Monthly Review – Account vs. Benchmark

Rolling 24 Months



| Trailing 12 Months | Jan-09 | Feb-09 | Mar-09 | Apr-09 | May-09 | Jun-09 | Jul-09 | Aug-09 | Sep-09 | Oct-09 | Nov-09 | Dec-09 | Trailing 12 |
|---------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------|
| MONTHLY PERFORMANCE DATA | | | | | | | | | | | | | |
| Sam Trans - Gen Funds | -0.07% | 0.09% | 0.68% | 0.40% | 0.30% | 0.08% | 0.32% | 0.39% | 0.41% | 0.25% | 0.47% | -0.44% | 2.93% |
| Sam Trans - Paratran | -0.36% | 0.18% | 0.72% | 0.16% | 0.11% | -0.14% | 0.28% | 0.40% | 0.36% | 0.24% | 0.65% | -0.73% | 1.88% |
| Benchmark - Gen Fund | -0.50% | -0.30% | 0.61% | -0.01% | 0.23% | -0.09% | 0.55% | 0.73% | 0.46% | 0.38% | 1.11% | -1.34% | 1.81% |
| Benchmark - Paratran | -1.28% | -0.64% | 2.24% | -1.61% | -1.11% | -0.59% | 0.52% | 0.95% | 0.76% | 0.21% | 1.82% | -2.86% | -1.69% |

EXHIBIT 4

Tamalpais Wealth Advisors

SamTrans
Growth of a Thousand Dollars
Rolling 24 Months

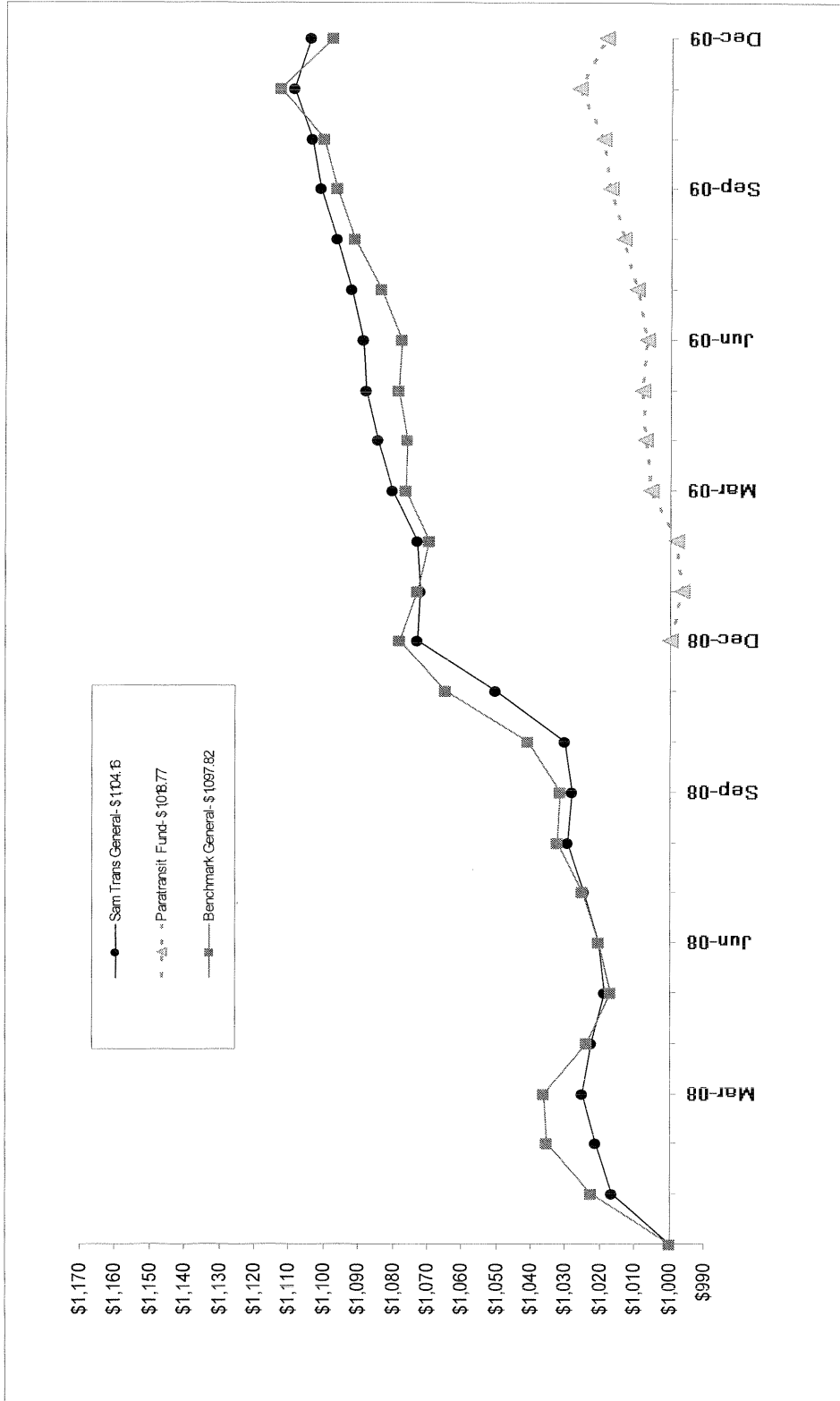
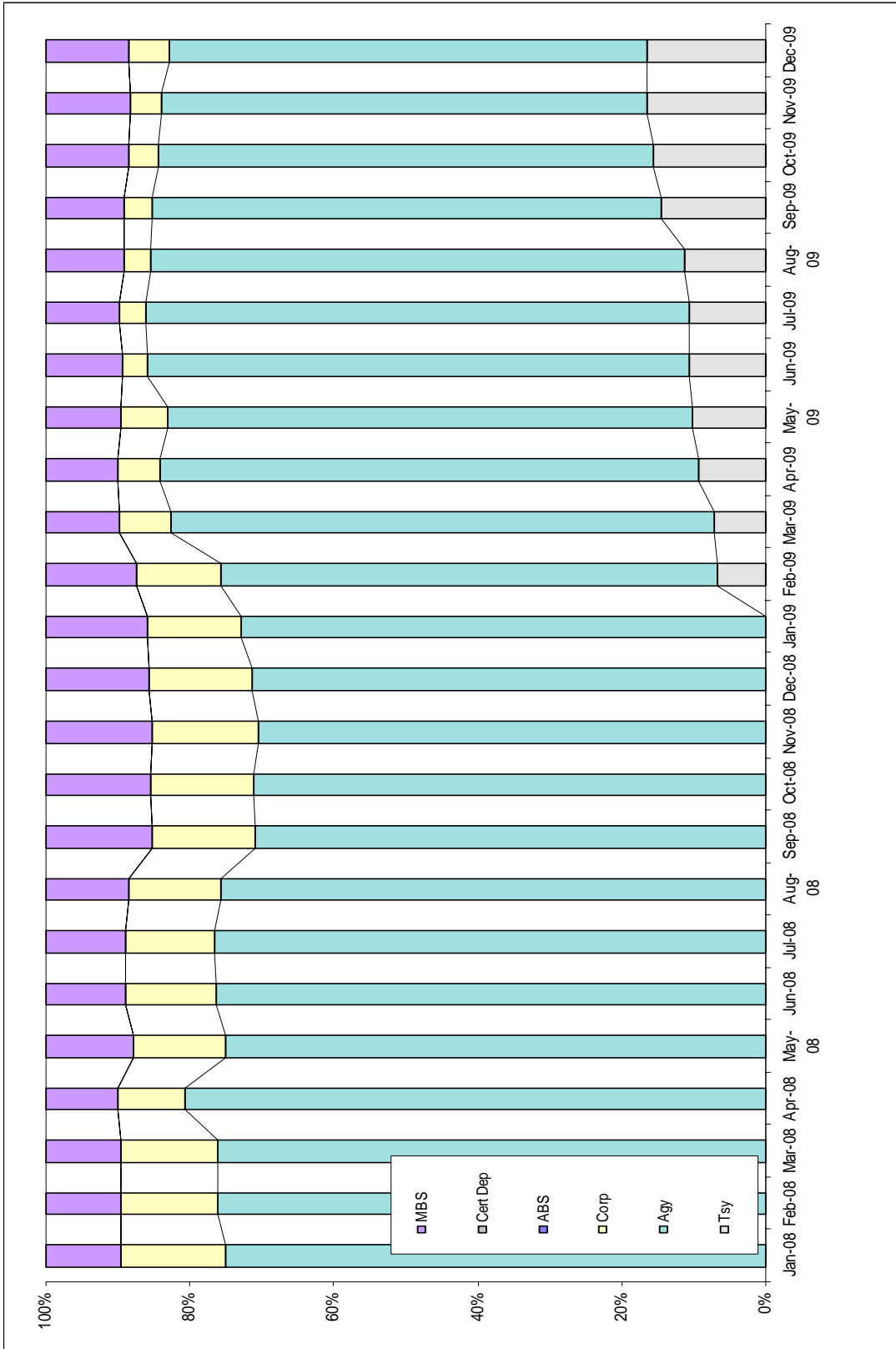


EXHIBIT 5

**SamTrans
Percent of Assets Held by Type**



**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

**SUBJECT: AUTHORIZE THE FILING OF FEDERAL TRANSIT ADMINISTRATION
(FTA) APPLICATIONS**

ACTION

Staff proposes that the Committee recommend that the Board authorize the General Manager/CEO, or his designee, to submit grant applications to the Federal Transit Administration (FTA) and to file and execute certifications, assurances and grant agreements required to receive Federal financial assistance for transportation projects.

SIGNIFICANCE

The San Mateo County Transit District (District) annually submits applications for Federal financial assistance with the FTA. Approval of this item will meet the FTA's requirement that the General Manager/CEO, or his designee, be authorized to file applications, and to execute annual certifications, assurances and grant agreements in order to receive financial assistance for transportation projects.

BUDGET IMPACT

There is no impact on the budget.

Projects that are included in the District's annual applications with the FTA are already approved by the Board as part of the adoption and/or amendments to the annual budgets. In general, Federal financial assistance requires a 20 percent match in local funds, which amounts are addressed and programmed in the District's annual budgets.

BACKGROUND

The District receives Federal financial assistance from the FTA in support of the programs that are part of its adopted capital and operating budgets. The FTA requires applicants to obtain a certified resolution authorizing the filing of applications and the filing and execution of certifications, assurances and grant agreements in order to be eligible to receive financial assistance. Historically, the District has adopted new resolutions providing this authority every year. Annual adoption of new resolutions is not required, however, and the FTA has provided sample language for resolutions that grant this authority indefinitely, which language is included in the attached resolution. After adoption by the Board, the certified resolution will be filed with the FTA.

RESOLUTION NO. 2010 -

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

* * *

**AUTHORIZING THE FILING OF APPLICATIONS WITH THE U.S. DEPARTMENT
OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION AND
EXECUTION OF CERTIFICATIONS, ASSURANCES AND GRANT AGREEMENTS
REQUIRED TO RECEIVE FEDERAL FINANCIAL ASSISTANCE FOR SAMTRANS
TRANSPORTATION PROJECTS**

WHEREAS, the Federal Transit Administration, an operating administration of the United States Department of Transportation, has been delegated authority to award Federal financial assistance for transportation projects, and does provide Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United State Code, and other Federal statutes administered by the Federal Transit Administration;

WHEREAS, the San Mateo County Transit District (District) is an eligible Applicant for Federal financial assistance for transportation projects;

WHEREAS, the District and has received authority from the Metropolitan Transportation Commission (MTC), which is the Designated Recipient as defined by 49 U.S. C. Section 5307(a)(2), to apply for Urbanized Area Formula Program Assistance;

WHEREAS, grants or cooperative agreements for Federal financial assistance do and will impose certain obligations upon the District, and may require the District to provide a local share of project costs; and

WHEREAS, the District has and will provide all annual certifications and assurances and other documents to the Federal Transit Administration that are required for the application for and receipt of grants or cooperative agreements.

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

1. Authorizes the General Manager/CEO, or his designee, to execute and file applications on behalf of the San Mateo County Transit District with the U.S. Department of Transportation, Federal Transit Administration for Federal financial assistance;
2. Authorizes the General Manager/CEO, or his designee, to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement; and
3. Authorizes the General Manager/CEO, or his designee, to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the San Mateo County Transit District, and to take any other such actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 10th day of February 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: **AUTHORIZE AN AWARD OF A MAINTENANCE CONTRACT TO
CONTINUE MAINTENANCE AND SUPPORT SERVICES FOR HASTUS
SOFTWARE**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award a contract to Giro, Inc. (Giro) of Montreal, Canada, to provide maintenance and support services for Hastus software for a not-to-exceed amount of \$523,417 for a six-year base term.
2. Authorize General Manager/CEO or his designee to execute a contract with Giro in full conformity with the terms and conditions of the solicited documents and negotiated agreement.

SIGNIFICANCE

Approval of the proposed action will provide the District with continued maintenance and support services for software under the Giro license over a six year term. The fixed price contract will allow the District to lock in an annual rate increase, identify annual costs over the contract term to efficiently control costs, and provides for a termination for convenience.

BUDGET IMPACT

The total cost of the contract over the six-year term is a not-to-exceed amount of \$523,417. The cost for each year of support services is identified in the contract. Each year includes a 2.5 percent increase over the prior year's cost which is paid in advance on a semi-annual basis. The cost for these services will be included under approved and projected operating budgets.

BACKGROUND

In 1998, the District purchased Giro's Hastus scheduling software to develop bus and operator assignments. Recently in 2009, the District purchased three new software modules – Minbus, Hastus ATP, and GEO to improve scheduling and on-time performance.

The current maintenance and support services agreement with Giro provides the District with functional support for software usage, technical support to fix errors, functional and technical support for updates and no-cost software enhancements contained in new releases. The proposed contract would continue the support services for a period of six years and includes terms to cap current and future increases.

Staff has determined that the requirement to solicit competitive proposals is inapplicable to this procurement because Giro is the sole source provider of the Hastus software and therefore is the only firm that provides maintenance and support services for the Hastus software, including upgrades to the latest software version. The District entered into discussions with Giro in September 2009 to negotiate terms favorable to the District. Upon successful completion of negotiations, Giro agreed to continue to provide support services for a six-year term for a total not-to-exceed cost of \$523,417. The cost for the first year of maintenance and support services is \$81,941. Each subsequent year of the six-year term will include a 2.5% percent increase over the prior year's cost.

The District Board of Directors approved Resolution 2009-47 to authorize the General Manager/CEO to purchase on-going software and maintenance support services in an aggregate not-to-exceed amount of \$850,000 for Fiscal Year 2010. Although the subject matter of this contract for maintenance and support services would typically be covered under the aforementioned resolution, the District has negotiated a favorable six year contract which was not contemplated to fall within the annual authorization resolution. Accordingly, it requires separate Board approval.

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Diane Shaw, Manager, Software Systems Development

650-508-6377

RESOLUTION NO. 2010-

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

* * *

**AUTHORIZING AWARD OF MAINTENANCE CONTRACT TO GIRO,
INC. TO CONTINUE MAINTENANCE AND SUPPORT SERVICES
FOR HASTUS SOFTWARE FOR A SIX-YEAR TERM
FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$523,417**

WHEREAS, in 1998, the San Mateo County Transit District (District) purchased Giro, Inc's (Giro) Hastus scheduling software to develop bus and operator assignments and recently in 2009, the District purchased three new software modules – Minbus, Hastus ATP, and GEO to improve scheduling and on-time performance; and

WHEREAS, there is a need to continue the current maintenance and support services agreement with Giro that provides the District with functional support for software usage, technical support to fix errors, functional and technical support for updates and no-cost software enhancements contained in new releases and to include within this agreement support for the new software modules; and

WHEREAS, Staff has negotiated a proposed contract for these support services for a period of six years with controls to cap current and future cost increases at a cost not-to-exceed \$523,417; and

WHEREAS, Staff has determined that the requirement to solicit competitive proposals is inapplicable to this procurement because Giro is the sole source provider of the Hastus software and therefore is the only firm that provides maintenance and support services for the Hastus software, including upgrades to the latest software version; and

WHEREAS, typically a contract of this nature could be awarded by the General Manager/CEO pursuant to Resolution 2009-47 of the District that authorizes the General

Manager/CEO to purchase on-going software and maintenance support services in an aggregate not-to-exceed amount of \$850,000 for Fiscal Year 2010; and

WHEREAS, in light of the authorization cap of \$850,000, this proposal to award a six-year maintenance and support services contract to Giro exceeds the cap for Fiscal Year 2010 and therefore requires separate Board approval; and

WHEREAS, the General Manager/CEO has recommended, and the Finance Committee concurs, that a contract for maintenance and support services for Hastus software be awarded to Giro, Inc. for a six-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the District hereby awards a contract for maintenance and support services for Hastus software to Giro, Inc. of Montreal, Canada, for a six-year base term for a total not-to-exceed amount of \$523,417, inclusive of all taxes, and all other costs and expenses; and

BE IT FURTHER RESOLVED that the General Manger/CEO, or his designee, is authorized to execute a contract on behalf of the District with Giro, Inc. in full conformity with the terms and conditions of the solicited documents and negotiated agreement.

Regularly passed and adopted this 10th day of February, 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

Marian Lee, Executive Officer
Planning and Development

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT TO PROVIDE
ON-CALL TRANSPORTATION PLANNING AND PROGRAM SUPPORT**

ACTION

Staff proposes that the Committee recommends that the Board:

1. Award a contract to Wilbur Smith Associates of San Francisco, CA, to provide on-call transportation planning and program support services for up to \$4,000,000 for a three-year base term to be shared in the aggregate among any other awards issued against the same solicitation.
2. Authorize General Manager/CEO or his designee to execute a contract with Wilbur Smith Associates in full conformity with the terms and conditions of the solicited documents and negotiated agreement.
3. Authorize the General Manager/CEO or his designee to exercise up to two, additional one-year option terms, for up to \$1,000,000 for each option term, to be shared in the aggregate with any other firms awarded from the same solicitation, if deemed in the best interest of the San Mateo County Transit District (District).

SIGNIFICANCE

Approval of the above actions will provide transportation planning and program support services.

BUDGET IMPACT

Work Directives issued under this contract will be funded by a mix of Federal, State, regional, and/or local revenues and grants on a project basis. Funds for Work Directives will come from approved planning and capital project budgets.

BACKGROUND

A Request for Proposals (RFP) to provide on-call transportation planning and program support services was issued as a joint procurement detailing the scope of services for the District, the Peninsula Corridor Joint Powers Board, and the San Mateo County Transportation Authority. The solicitation included two categories of services: Transportation Planning and Program Support, and Environmental Planning. The Board approved rejection of all proposals for Environmental Planning in December 2009.

The solicitation information was advertised in a newspaper of general circulation and on the District's procurement Web site. Solicitation notices also were sent to interested firms, small business enterprises, and disadvantaged business enterprises (DBEs).

An Evaluation Committee (Committee) composed of qualified District staff reviewed and scored the proposals in accordance with the following weighted criteria:

- Team Organization and Staffing Approach 0-25 points
- Lead Firm Qualifications and Past Performance 0-25 points
- Contract Manager and Key Staff Qualifications and Experience 0-20 points
- Project Management Approach and Quality Control Assurance 0-15 points
- Understanding of Scope of Services 0-15 points

After review, evaluation, and initial scoring of proposals, firms were invited for interviews. Following interviews, the Committee completed the final evaluation and consensus ranking.

The Committee is considering on-call contract awards to three consultants in the competitive range; however, negotiations with firms other than Wilbur Smith Associates have not been finalized at this time. Because planning services are needed immediately, recommendation for only one award is being made at this time. Staff intends on recommending up to two additional firms for contract award in the near future as negotiations with other qualified firms are complete.

The Committee determined that Wilbur Smith Associates, the highest-ranked firm, is qualified to be selected for contract award. The firm possesses the requisite depth of experience, has the required qualifications to successfully perform the scope of services defined in the solicitation documents, and is fully capable of providing the specified services at a fair and reasonable price.

Wilbur Smith Associates included 11 subconsultants in its consulting team, including three DBE firms for transportation planning, financial planning and market analysis services.

The contract will be for on-call services and as such, work will be authorized on Work Directive basis. There is no guarantee of any specific amount of on-call work to be authorized under the contract and the total cost will be shared in the aggregate among any other contract awards resulting from the same solicitation. Before issuance of any Work Directives for which \$250,000 or more cumulatively in State or Federal funds will be used, the firm may be required to undergo a post-award audit, which will be performed by Caltrans or a designated outside auditor.

Transportation planning and program support services are currently being provided under General Engineering Consulting (GECs) Contracts.

Contract Officer: Evelyn Marcal 650-508-7958
Project Manager: Hilda Lafebre, Manager, Environmental Planning 650-622-7842

RESOLUTION NO. 2010 -

**SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

* * *

**AUTHORIZING AWARD OF CONTRACT
TO WILBUR SMITH ASSOCIATES
FOR ON-CALL TRANSPORTATION PLANNING AND PROGRAM SUPPORT
FOR UP TO \$4,000,000 FOR A THREE-YEAR TERM**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive proposals to provide on-call transportation planning and program support for three agencies, San Mateo County Transit District (District), Peninsula Corridor Joint Powers Board, and San Mateo County Transportation Authority; and

WHEREAS, in response to the District's advertisement, proposals were received from six firms; and

WHEREAS, an Evaluation Committee has reviewed proposals, conducted interviews with four firms in the competitive range, and ranked the proposals according to the evaluation criteria set forth in the Request for Proposals (RFP) and has determined that Wilbur Smith Associates of San Francisco, CA received the highest consensus ranking; and

WHEREAS, staff and Legal Counsel have reviewed the Wilbur Smith Associates proposal and determined that it complied with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that a contract for on-call transportation planning and program support be awarded to Wilbur Smith Associates for a three-year base term for up to \$4,000,000, which amount will be shared in the aggregate among any other District contracts awarded from the same solicitation once negotiations with other qualified firms are completed

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the District hereby awards a contract for on-call transportation planning and program support to Wilbur Smith Associates of San Francisco, CA, for a three-year base term for up to \$4,000,000, which is to be shared in the aggregate among any other District contracts awarded from the same solicitation; and

BE IT FURTHER RESOLVED that the General Manger/CEO, or his designee, is authorized to execute a contract on behalf of the District with Wilbur Smith Associates in full conformity with the terms and conditions of the solicited documents and negotiated agreement; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to exercise up to two additional, one-year option terms to the contract with Wilbur Smith Associates in an amount of up to \$1,000,000 for each option year, which will be shared in the aggregate among any other District contracts awarded from the same solicitation, if in the best interest of the District.

Regularly passed and adopted this 10th day of February 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: AUTHORIZE AN AWARD OF CONTRACT FOR ON-CALL GENERAL
ENGINEERING CONSULTING SERVICES**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award a contract to Gannett Fleming, Inc., of Mill Valley, CA, to provide on-call general engineering services for a not-to-exceed amount of \$1,750,000 for a five-year term.
2. Authorize General Manager/CEO or his designee to execute a contract with Gannett Fleming, Inc. in full conformity with the terms and conditions of the solicited documents and negotiated agreement.

SIGNIFICANCE

This contract will provide the District with a dedicated consultant for continued on-call multi-disciplinary engineering, design, architectural and construction management support services for various projects associated with SamTrans bus system facilities and District administrative office facilities. The award of this on-call contract is for a five-year team and all standard contractual terms and conditions shall apply. The work will be authorized on a Work Directive-basis as required and specific tasks will be administered in accordance with the District's Work Directive process. There is no guarantee of any specific amount of on-call work to be authorized under the contract.

BUDGET IMPACT

Work Directives issued under this contract will be funded by a mix of Federal, State, regional, and/or local revenues and grants on a project basis. Funds for Work Directives will come from approved capital project budgets.

BACKGROUND

In the past, the District jointly procured on-call general engineering services with the Peninsula Corridor Joint Powers Board and awarded multiple agreements. The prior on-call general engineering services contracts were awarded to PB Americas, HNTB, and PTG in 2004 for an aggregate not-to-exceed amount of \$25 million. Those contracts expired on December 31, 2009. A total of \$4,733,101 was authorized through Work Directives.

The reduction in Board authority sought is due to a reduced District capital program and the elimination of planning services which will be obtained under separately awarded transportation planning contracts.

This solicitation is only for on-call general engineering services for the District's Engineering & Construction department and will result in a single contract.

A Request for Proposals (RFPs) to provide on-call general engineering services was issued detailing the scope of services for the District. The solicitation was advertised in local newspapers and on the District's Web site. Solicitation notices were also sent to interested firms and disadvantaged business enterprises (DBEs). A total of 10 proposals were received.

An Evaluation Committee (Committee) composed of qualified District staff reviewed and scored the proposals in accordance with the following weighted criteria:

- Consultant Firm Qualifications 0-40 points
- Key Personnel 0-35 points
- Administrative Systems 0-25 points

After review, evaluation, and initial scoring of proposals, four firms were invited for interviews. Following interviews, the Committee completed the final evaluation and consensus ranking. The Committee determined that Gannett Fleming, the highest-ranked firm, is qualified to be selected for contract award. The firms in the competitive range that participated in interviews are listed below in order of their final consensus ranking:

1. Gannett Fleming, Inc.
2. Kal Krishnan (a DBE firm)
3. Mark Thomas
4. FMG Architects (a DBE firm)

Negotiations were conducted successfully with Gannett Fleming, Inc. The firm possesses the requisite depth of experience, has the required qualifications to successfully perform the scope of services defined in the solicitation documents, and is fully capable of providing the specified services at a fair and reasonable price. Staff therefore recommends award of a contract to this firm.

The DBE Office reviewed the RFP prior to release and encouraged proposers to provide subconsulting opportunities to small businesses, including DBEs. Proposers were required to document their solicitation and negotiation activities with their subconsultants to ensure that the process was carried out in a non-discriminatory manner. The DBE Office reviewed the proposal submitted by Gannett Fleming, Inc. and determined that the firm was responsive to the RFP requirements for DBE purposes. Gannett Fleming, Inc. included five subconsultants in its consulting team, including two DBE firms for specialized services.

Contract Officer: Alicia Fraumeni
Project Manager: Brian Kelleher

650-508-6442
650-508-7952

RESOLUTION NO. 2010-

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT TO
GANNETT FLEMING, INC.
FOR ON-CALL GENERAL ENGINEERING CONSULTING SERVICES
FOR A FIVE-YEAR BASE TERM AT A NOT-TO-EXCEED COST
OF \$1,750,000**

WHEREAS, the San Mateo County Transit District (District) has solicited proposals for On-Call General Engineering Services for a five-year term; and

WHEREAS, in response to the District's Request for Proposals (RFP), ten firms submitted proposals; and

WHEREAS, an Evaluation Committee has reviewed proposals and ranked all the proposals according to the evaluation criteria set forth in the RFP and determined that Gannett Fleming, Inc. of Mill Valley, California, received the highest consensus ranking; and

WHEREAS, staff reviewed the Gannett Fleming, Inc. proposal and determined that it complied with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO has recommends, and the Committee concurs, that a contract for On-Call General Engineering Services be awarded to Gannett Fleming, Inc. for a five-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the District hereby awards a contract for On-Call General Engineering Services to Gannett Fleming, Inc. of Mill Valley, California, for a five-year base term for a not-to-exceed amount of \$1,750,000, inclusive of all taxes, other costs and expenses; and

BE IT FURTHER RESOLVED that the General Manger/CEO, or his designee, is authorized to execute a contract on behalf of the District with Gannett Fleming, Inc. in full conformity with the terms and conditions of the solicited documents and negotiated agreement.

Regularly passed and adopted this 10th day of February, 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 C. H. (Chuck) Harvey
Deputy CEO Deputy CEO

SUBJECT: **REJECTION OF THE LOWEST MONETARY BID AS NON-RESPONSIVE AND AWARD OF A CONTRACT FOR FURNISHING AND SERVICING BOLTS, NUTS, FASTENERS AND RELATED ITEMS**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Reject the lowest monetary bid from RL Controls of Woburn, MA as non-responsive.
2. Award a contract to the lowest responsive and responsible bidder, Kimball Midwest (Kimball) of Columbus, OH, to furnish and service bolts, nuts, fasteners and related items for a total estimated cost of \$143,912 for a five-year term.
3. Authorize General Manager/CEO or his designee to execute a contract with Kimball Midwest in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Approval of the above action will provide the District with a continued dedicated supplier that will deliver industrial-grade bolts, nuts, fasteners and related items that support repair and maintenance work to revenue vehicles. Although Kimball's headquarters is located in Columbus, OH, they intend to service this contract out of their Reno, NV distribution warehouse.

BUDGET IMPACT

The total cost of these services is included in the approved and projected operating budgets.

BACKGROUND

The Invitation for Bids (IFB) was a scheduled re-procurement for furnishing and servicing bolts, nuts, fasteners and related items over a five-year term. Staff advertised the requirements on the District's Web site and in local newspapers. Solicitation Notifications went out to interested bidders, including disadvantaged business enterprises (DBEs) that were registered in the vendor database. Four bids were received, as follows:

| | | |
|----|--------------------------------------|-----------|
| 1. | RL Controls, Woburn, MA (a DBE firm) | \$137,319 |
| 2. | Kimball Midwest, Columbus, OH | \$143,912 |
| 3. | Tifco Industries, Inc., Cypress, TX | \$180,426 |
| 4. | Lartom, Inc, So. San Francisco, CA | \$225,774 |

RL Controls did not bid on all items on the bid sheet and did not submit a request for approved equals in accordance with the IFB Approved Equals Procedures, rendering the bid non-responsive and requiring its rejection.

Kimball is the lowest, responsive, responsible bidder. Their bid fully complies with the solicitation documents.

The District's current contractor is Kimball at a five-year estimated cost of \$146,751. The contract expires March 31, 2010.

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Detra Dillon, Contract Administrator, Bus Maintenance

650-508-6418

RESOLUTION NO. 2010-

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

* * *

**REJECTING THE LOWEST MONETARY BID AS NON-RESPONSIVE AND
AUTHORIZING CONTRACT AWARD TO KIMBALL MIDWEST FOR FURNISHING
AND SERVICING BOLTS, NUTS, FASTENERS AND RELATED ITEMS
AT A TOTAL ESTIMATED COST OF \$143,912**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive bids for the furnishing and servicing of bolts, nuts, fasteners, and related items; and

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

WHEREAS, staff and legal counsel have reviewed the bids and determined that the lowest monetary bidder, RL Controls of Woburn, MA, submitted an incomplete bid form and did not follow the approved equals procedure, and therefore their bid is deemed non-responsive; and

WHEREAS, staff has duly notified RL Controls of the recommendation to reject its bid and of its right to present evidence on its behalf before the District's Board of Directors (Board); and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to the lowest responsible, responsive bidder, Kimball Midwest (Kimball) of Columbus, OH, whose bid meets the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects RL Controls' bid as non-responsive; and

BE IT FURTHER RESOLVED that the Board hereby awards a contract for furnishing and servicing bolts, nuts, fasteners, and related items to Kimball Midwest of Columbus, OH, for

a five-year term for a total estimated cost of \$143,912, inclusive of delivery cost, stocking and keeping inventory; and

BE IT FURTHER RESOLVED that the General Manger/CEO, or his designee, is authorized to execute a contract on behalf of the District with Kimball Midwest in full conformity with the terms and conditions of the bid specification documents.

Regularly passed and adopted this 10th day of February, 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 C. H. (Chuck) Harvey
Deputy CEO Deputy CEO

SUBJECT: **REJECTION OF THE LOWEST MONETARY BID AS NON-RESPONSIVE AND AUTHORIZATION OF CONTRACT AWARD FOR BUS STOP CLEANING SERVICES**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Reject the low monetary bid from WWC Services of San Francisco, Inc., of San Francisco, CA, as non-responsive.
2. Award a contract to the lowest responsive and responsible bidder, Universal Building Services and Supply Company of Richmond, CA, to provide bus stop cleaning services for a total estimated cost of \$503,216 for a three-year base term.
3. Authorize General Manager/CEO or his designee to execute a contract with Universal Building Services and Supply Company in full conformity with the terms and conditions of the bid specification documents.
4. Authorize the General Manager/CEO or his designee to exercise up to two, additional one-year option terms, if deemed in the best interest of the San Mateo County Transit District (District).

SIGNIFICANCE

Approval of the above action will provide the District with a qualified contractor to provide routine and emergency bus stop cleaning services to District-owned bus shelters, benches, and trash receptacles

BUDGET IMPACT

Funding for this project is included in the current SamTrans operating budget.

BACKGROUND

Staff issued an Invitation for Bids covering bus stop cleaning services and advertised the requirements on the District's Web site and in local newspapers. Solicitation notices went out to interested bidders, including disadvantaged business enterprises (DBEs) that were registered in the procurement database. Eight bids were received. The lowest three bidders are as follows:

| | <i>Company</i> | <i>Bid Amount</i> |
|---|--|-------------------|
| 1 | WWC Services of San Francisco, Inc. San Francisco, CA (a minority-owned business) | \$385,570 |
| 2 | Universal Building Services and Supply Company Richmond, CA | \$503,216 |
| 3 | Clark Services San Rafael, CA | \$529,575 |

WWC Services of San Francisco, Inc. did not acknowledge two addenda and did not submit their bid on the revised bid form. Therefore, the bid is considered non-responsive and must be rejected.

Universal Building Services and Supply Company, of Richmond, CA, is the second lowest bidder and has been found to be the lowest, responsive, responsible bidder. Their bid fully complies with the solicitation documents.

The District's current contractor is D. M. G. Janitorial Services of Richmond, CA, at a five-year estimated cost of \$954,000.00, which includes a greater quantity of services than required under the new contract. The current contract expires on March 31, 2010.

Contract Officer: Evelyn Marcal

650-508-7958

Project Manager: Theresa Ostello, Contract Administrator

650-508-7993

RESOLUTION NO. 2010 –

**SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA**

*** * ***

**REJECTING THE LOWEST MONETARY BID AS NON-RESPONSIVE AND
AUTHORIZING CONTRACT AWARD
TO UNIVERSAL BUILDING SERVICES AND SUPPLY COMPANY
FOR PROVIDING BUS STOP CLEANING SERVICES
AT A TOTAL ESTIMATED COST OF \$503,215.52**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive bids for providing bus stop cleaning services for a new three-year term; and

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

WHEREAS, staff and legal counsel have reviewed the bids and determined that the lowest monetary bidder, WWC Services of San Francisco, Inc. (WWC) of San Francisco, CA, submitted a non-responsive bid by failing to acknowledge two addenda and submitting its bid on an outdated form; and

WHEREAS, staff has duly notified WWC Services of San Francisco, Inc. of San Francisco, CA, of the recommendation to reject its bid and of its right to present evidence on its behalf before the District's Board of Directors (Board); and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to the lowest, responsible, responsive bidder, Universal Building Services and Supply Company of Richmond, CA, whose bid meets the requirements of the solicitation documents for a three-year base term for an estimated price of \$503,215 with up to two additional one-year option terms.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the bid of WWC Services of San Francisco, Inc. as non-responsive; and

BE IT FURTHER RESOLVED that the Board of Directors (Board) of the District hereby awards a contract for bus stop cleaning services to Universal Building Services and Supply Company of Richmond, CA, for a three-year base term for a total estimated cost of \$503,215.52; and

BE IT FURTHER RESOLVED that the General Manger/CEO, or his designee, is authorized to execute a contract on behalf of the District with Universal Building Services and Supply Company in full conformity with the terms and conditions of the bid specification documents; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to exercise up to two additional, one-year option terms, if deemed in the best interest of the District.

Regularly passed and adopted this 10th day of February 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/GEO

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, FEBRUARY 10, 2010 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of January 13, 2010

INFORMATIONAL

2. 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.

Draft

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
JANUARY 13, 2010**

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

Other Board Members Present, Constituting Committee of the Whole: O. Ahmad, J. Deal, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

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

Committee Chair Mark Church called the meeting to order at 3:01 p.m.

Approval of Minutes of Legislative Committee Meeting of December 9, 2009

The committee approved the minutes (Deal/Lloyd); Director Omar Ahmad abstained.

Approval of 2010 State and Federal Legislative Program

Government Affairs Manager Seamus Murphy said every year the Board adopts a program that outlines the District's legislative priorities and guides staff's public policy advocacy efforts. The program is organized into a number of State and Federal issue areas with corresponding objectives and a series of strategies related to those objectives. It is intended to be sufficiently broad to encompass a wide variety of issues in the coming year and flexible enough to allow staff and legislative advocates to respond quickly to any anticipated challenges. Mr. Murphy said. the State program is designed to address the alarming new budget shortfalls and the resulting threats to core transit funding. It describes a variety of strategies that support the District's ongoing need to protect existing funding while also advocating for the restoration of funding that has been cut or diverted in the past. He said while most of staff's State efforts will be oriented around this core issue we will also be working to take advantage of opportunities associated with climate change.

Mr. Murphy said in addition to annual Federal appropriation issues and new economic recovery opportunities the Federal program identifies several areas, including climate change legislation and surface transportation authorization, which have been delayed as a result of the ongoing healthcare debate in Congress. Since the bulk of potential new funding opportunities exist at the Federal level and the healthcare debate seems to be winding down, part of staff's early focus will involve working with the District's legislative advocates and partners at the American Public Transportation Association (APTA) to ensure these issues are on Congress' agenda in 2010.

The committee (Deal/Lloyd) unanimously approved the 2010 State and Federal legislative program.

Update on the State Legislative Program

Mr. Murphy provided the following report:

- The California Transit Association (CTA) executive committee met yesterday and discussed a number of ongoing efforts to preserve funding including a ballot measure sponsored by CTA, the League of California Cities and the California Alliance for Jobs. The campaign began collecting the 700,000 signatures necessary to place the measure on the November ballot. The transportation component of this measure would protect against the elimination of state transportation funding sources including the State's sales tax on gasoline and diesel fuel, which encompasses Proposition 42 and spillover funds; the State's sales tax on the \$0.09 excise tax and the quarter-cent sales tax specified by the Transportation and Development Act.
- Under the governor's budget proposal released last week, the State would eliminate the sales tax on gasoline and diesel fuel and partially replace the revenue by increasing the excise tax on gasoline. Unfortunately for transit, instead of using the new excise tax revenue to fund the State Transit Assistance (STA) program, it would be used to fund transportation-related bond debt service, which is normally a General Fund obligation. This strategy is an obvious way around CTA's successful lawsuit, which prevents the State from using spillover revenues for any non-mass transportation purposes. By eliminating the sales tax on gasoline the governor would completely eliminate the source of the spillover revenue and the State would absolve itself from committing any funds to the Public Transportation Account (PTA). The governor proposes that spillover funds currently being deposited in the PTA as a result of the lawsuit be used for Caltrans' share of the account and for ongoing mass transit-related bond debt services. If successful the governor's proposal would essentially preserve the suspension of the STA program that the Legislature approved last year. The proposal also would reduce the State's education funding obligations under Proposition 98. Staff is working with the CTA to explore opportunities to partner and collaborate with the education community in opposition to this part of the governor's plan.

Board Chair Zoe Kersteen-Tucker commended Mr. Murphy for an outstanding job on representing the District on all these legislative issues.

Adjourned: 3:09 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: San Mateo County Transit District

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

Budget

On January 21, the Senate Budget and Fiscal Review Committee held a hearing to consider the Governor's proposal to circumvent the California Transit Association's (CTA) recent judicial victory, which compels the State to restore gasoline spillover funds to the Public Transportation Account (PTA). Staff coordinated testimony to oppose the gas tax swap proposal and joined the CTA and other transit agencies in conveying the impacts of the State's recent cuts to the State Transit Assistance (STA) program, including service cuts, fare increases and layoffs.

In addition to completely abandoning state support for regional and local transit systems and their riders, the Governor's proposal also spends down remaining PTA funds on transit bond debt service, which has traditionally been a General Fund obligation.

California High-Speed Rail Authority (CHSRA)

In accordance with language included in the FY 2009-10 budget revision that conditioned half of their current year budget on a revised business plan, CHSRA appeared at three legislative hearings in January including:

January 11 - Assembly Transportation

January 19, 21 - Senate Transportation and Housing and Senate Budget Subcommittee #2

Staff worked with local and regional organizations to support the appropriation of the remainder of CHSRA's current fiscal year budget in order to ensure continued planning for high-speed rail service and an electrified and modernized Caltrain on the Peninsula Corridor as a part of the Peninsula Rail Program (PRP).

Proposition 1B

With lower than expected Proposition 1B bond sales, Caltrans' Division of Mass Transportation has made \$50 million available for the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) despite an anticipated amount of \$350 million and actual requests totaling \$150 million. Caltrain has requested an appropriation for the Positive Train Control project based on our \$3.8 million share. Staff is advocating for a pro rata distribution of the funds based on formulas approved through the passage of AB 1072 (Eng) last year, which was a CTA-sponsored bill. In addition, the San Mateo County Transit District has a \$900,000 request pending for procurement of Route 17 buses.

FEDERAL ISSUES

High-Speed Rail

On Thursday, January 27, the Administration is expected to announce grant awards for the \$8 billion in high speed and intercity passenger rail funding made available through the American Recovery and Reinvestment Act of 2009 (ARRA).

The State's applications total \$4.7 billion with \$980 million requested for the improvements between San Francisco and San Jose along the existing Caltrain corridor associated with the Peninsula Rail Program.

Jobs Legislation

Following House approval of the Jobs for Main Street Act, the Senate is in the process of drafting its own job creation legislation. The House version includes \$8.4 billion in new transit formula funding and allows for 10 percent of this amount to be used for operating flexibility.

An early blueprint of the Senate's proposal includes \$7.5 billion in transit funding and \$2.5 billion in high speed and intercity passenger rail funding.

Prepared By: Seamus Murphy, Manager, Government Affairs

650.508.6388

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|--|--|--|----------|
| <p>AB 231 Huffman (D)</p> <p>California Global Warming Solutions Act of 2006: Climate Protection Trust Fund.</p> | <p>SENATE E.Q. 06/18/2009-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on EQ.</p> | <p>Requires that revenues collected pursuant to the California Global Warming Solutions Act of 2006 be deposited into a Climate Protection Trust Fund, and establishes parameters by which those funds can be distributed for the reduction of GHG and mitigation of climate change impacts.</p> <p>Last Amended on 06/26/2009</p> | |
| <p>AB 289 Galgiani (D)</p> <p>High-speed rail.</p> | <p>SENATE RLS. 08/17/2009</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.</p> <p>This bill would require the High-speed Rail Authority, to the extent possible, to use the proceeds of bonds from the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century to match federal funds made available from the American Recovery and Reinvestment Act of 2009. This bill contains other related provisions and other existing laws. Last Amended on 08/17/2009</p> | |
| <p>AB 312 Ammiano (D)</p> <p>San Francisco Bay Area Rapid Transit District: Office of Citizen Complaints.</p> | <p>ASSEMBLY APPR. 01/21/10</p> | <p>This bill would require the BART board to create an Office of Citizen Complaints to investigate complaints and allegations of police misconduct by the BART police department. The bill would provide for the nomination of the director of that office by the district attorneys of the Counties of Alameda, Contra Costa, and San Francisco, subject to confirmation by the board. The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement. This bill contains other related provisions.</p> | |
| <p>AB 569 Emmerson (R)</p> <p>Meal periods: exemptions.</p> | <p>SENATE RLS. 09/11/2009-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on RLS.</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 in the transportation industry, and employees in the security services industry employed as security officers 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 09/11/2009</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|--|--|---|----------|
| <p>AB 744 Torrico (D)</p> <p>Transportation: toll lanes: Express Lane Network.</p> | <p>SENATE APPR. SUSPENSE FILE 12/10/2009-(Corrected December 10.) In committee: Held under submission.</p> | <p>Authorize development of a comprehensive network of high-occupancy toll — or HOT — lanes on Bay Area freeways, and allows solo drivers to pay a toll to use these lanes.</p> <p>Last Amended on 07/15/2009</p> | |
| <p>AB 810 Caballero (D)</p> <p>Sales and use tax exemption: manufacturing equipment: research and development.</p> | <p>SENATE RLS. 01/14/2010-Re-referred to Com. on RLS.</p> | <p>The Sales and Use Tax Law imposes a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state, or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state, and provides various exemptions from the taxes imposed by that law.</p> <p>This bill would exempt from a specified portion of those taxes, for calendar years beginning on or after January 1, 2011, the gross receipts from the sale of, and the storage, use, or other consumption of, sustainable development equipment investments of tangible personal property purchased for use by a qualified person to be used in manufacturing or other processes, as specified, and tangible personal property purchased by a qualified person and used primarily during the research and development process for qualified research, as defined. Last Amended on 01/13/2010</p> | |
| <p>AB 1375 Galgiani (D)</p> <p>High-speed rail.</p> | <p>ASSEMBLY APPR. 01/21/10</p> | <p>Existing law, the California High-Speed Train 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, 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 revise and recast these provisions by repealing and reenacting the California High-Speed Train Act. The bill would continue the High-Speed Rail Authority in existence to make policy decisions relative to implementation of high-speed rail consistent with Proposition 1A. The bill would create the Department of High-Speed Trains within the Business, Transportation and Housing Agency, which would implement those policies. The bill would transfer certain of the existing powers and responsibilities of the authority to the department and would specify additional powers and duties of the authority and department relative to implementation of the high-speed rail project, including the annual submission of a 6-year high-speed train capital improvement program and progress report to the Legislature. The director of the department would be appointed by the Governor, who would serve at the pleasure of the authority, and the Governor would be authorized to appoint up to 10 executive employees of the department who would be exempt from civil service and serve at the pleasure of the director. The bill would provide for acquisition and disposition by the department of rights-of-way for the high-speed rail project. Last Amended on 01/15/2010</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|---|---|---|----------|
| <p>AB 1405 De Leon (D)</p> <p>California Global Warming Solutions Act of 2006: Community Benefits Fund.</p> | <p>SENATE INACTIVE FILE 09/10/2009-To inactive file on motion of Senator Cedillo.</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 Community Benefits Fund, and would require a minimum of 30% of revenues generated pursuant to the act, including the fee discussed above, 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 in California to accelerate greenhouse gas emission reductions or mitigate direct health impacts of climate change in those communities. The state board would be required to develop a methodology to identify the most impacted and disadvantaged communities. The state board would be required to prepare a report by June 30, 2011, that describes how this bill will be implemented. The bill would require the report to provide for the formation of an independent panel to review, evaluate, and recommend approval of projects and programs solicited for funding. The state board would also be required to develop and adopt biennial plans for the use of funds. Last Amended on 09/01/2009</p> | |
| <p>AB 1409 John A. Perez</p> <p>Public contracts: county highways: work authorizations.</p> | <p>SENATE T. & H. 07/16/2009-Joint Rule 62(a), file notice suspended. In committee: Hearing postponed by committee. (Refers to 7/16/2009 hearing)</p> | <p>Existing law sets forth procedures pursuant to which work being done by contract on county highways may be done. Existing law specifies that in any county that has appointed a road commissioner, or in any county that has abolished the office of road commissioner, as prescribed, the board of supervisors of the county may authorize the road commissioner, or a registered civil engineer under the direction of the county director of transportation, to have any work upon county highways done under his or her supervision and direction. In this connection, existing law provides that the work on those contracts may be done by: (1) letting a contract covering both work and material, as provided; (2) purchasing the material and letting a contract for the performance of the work, as provided; or (3) purchasing the material and having the work done by day labor, in which case advertising for bids is not required.</p> <p>This bill would revise that provision authorizing the work on those county highway contracts to be done by (1) purchasing the material and having the work done by day labor, as defined, only after advertising and requesting bids, as provided, and the board passing a resolution making a specified finding; or (2) purchasing the material and having the work done by specified employees, as defined. Last Amended on 06/02/2009</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|--|--|---|----------|
| <p>AB 1500 Lieu (D)</p> <p>High-occupancy lanes: single occupancy vehicles: sunset date.</p> | <p>SENATE INACTIVE FILE 09/11/2009-To inactive file on motion of Senator Florez.</p> | <p>Existing law authorizes the Department of Transportation to designate certain lanes for the exclusive use of high-occupancy vehicles (HOV), which lanes may also be used, until January 1, 2011, by certain low-emission and hybrid vehicles not carrying the requisite number of passengers otherwise required for the use of an HOV lane if the vehicle displays a valid identifier issued by the Department of Motor Vehicles. Existing law, until January 1, 2011, makes it a misdemeanor to illegally use a decal, label, or other identifiers issued by the department.</p> <p>This bill would extend the date, to January 1, 2014 , that specified low-emission vehicles can use high-occupancy lanes, the department can issue low-emission decals or other identifiers, and illegal use of a department-issued decal on a low-emission vehicle is considered a misdemeanor, creating a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 07/14/2009</p> | |
| <p>ACA 9 Huffman (D)</p> <p>Local government bonds: special taxes: voter approval.</p> | <p>ASSEMBLY INACTIVE FILE 01/14/2010-To inactive file on motion of Assembly Member Torrico.</p> | <p>Creates an additional exemption to the 1% limit on the tax rate on real property for a rate imposed by a city, county, or city and county to service bonded indebtedness, incurred to fund specified public improvements, facilities, and housing, and related costs that is approved by 55% of the voters of the city, county, or city and county.</p> <p>Last Amended on 06/26/2009</p> | Support |
| <p>ACA 15 Arambula (I)</p> <p>Local government transportation projects: special taxes: voter approval.</p> | <p>ASSEMBLY INACTIVE FILE 06/01/2009-To inactive file on motion of Assembly Member Arambula.</p> | <p>Amends the California Constitution to change the two-thirds voter-approval requirement for transportation related special taxes to 55%.</p> | |
| <p>SB 31 Pavley (D)</p> <p>California Global Warming Solutions Act of 2006: revenue allocations.</p> | <p>SENATE 2 YEAR 06/08/2009-Failed Deadline pursuant to Rule 61(a)(8). (Last location was INACTIVE FILE on 6/3/2009)</p> | <p>Specifies certain uses for revenues collected pursuant to the California Global Warming Solutions Act of 2006.</p> <p>Last Amended on 05/05/2009</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|---|--|---|----------|
| <p>SB 205 Hancock (D)</p> <p>Traffic congestion: motor vehicle registration fees.</p> | <p>ASSEMBLY APPR. 01/21/10</p> | <p>Existing law provides for the imposition by certain districts and local agencies of fees on the registration of motor vehicles in certain areas of the state that are in addition to the basic vehicle registration fee collected by the Department of Motor Vehicles for specific limited purposes.</p> <p>The bill would authorize a countywide transportation planning agency, by a majority vote of the agency's board, to impose an annual fee of up to \$10 on motor vehicles registered within the county for programs and projects for certain purposes. The bill would require voter approval of the measure. The bill would require the department, if requested, to collect the additional fee and distribute the net revenues to the agency, after deduction of specified costs, and would limit the agency's administrative costs to not more than 5% of the distributed fees. The bill would require that the fees collected may only be used to pay for programs and projects bearing a relationship or benefit to the owners of motor vehicles paying the fee and are consistent with a regional transportation plan, and would require the agency's board to make a specified finding of fact in that regard. The bill would require the governing board of the countywide transportation planning agency to adopt a specified expenditure plan.</p> <p>Last Amended on 07/13/2009</p> | |
| <p>SB 409 Ducheny (D)</p> <p>Department of Railroads.</p> | <p>SENATE THIRD READING 01/19/10</p> | <p>Existing law creates the Department of Transportation in the Business, Transportation and Housing Agency, with various powers and duties relative to the intercity rail passenger program, among other transportation programs. Existing law creates the High-Speed Rail Authority, with various powers and duties relative to development and implementation of a high-speed passenger train system. Existing law creates the Public Utilities Commission, with various powers and duties relative to railroads, among other responsibilities.</p> <p>This bill would create the Department of Railroads in the Business, Transportation and Housing Agency, and create the positions of director and deputy director within the department, to be appointed by the Governor, as specified. The director would be subject to Senate confirmation. The bill would transfer to the department responsibility for various state railroad programs currently administered by the above-referenced agencies. The bill would specify new duties of the department relative to an analysis of the state's freight rail transportation system. The bill would provide that the department shall be the only state agency eligible to apply for and receive grant and loan funds from the federal government for intercity rail, high-speed rail, or freight rail purposes. The bill would require the Secretary of Business, Transportation and Housing to convene a joint task force co-chaired by the Director of Transportation, the Director of Railroads, and a representative of the Public Utilities Commission for the purpose of resolving issues relative to overlapping jurisdiction of the agencies. This bill contains other related provisions and other existing laws. Last Amended on 05/21/2009</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|--|---|---|----------------|
| <p>SB 425 Simitian (D)</p> <p>Personal and corporate income taxes: deductions: parking: credits: ridesharing expenses.</p> | <p>SENATE APPR. SUSPENSE FILE 08/27/2009-Held in committee and under submission.</p> | <p>The Personal Income Tax Law and the Corporation Tax Law allow various deductions in computing the income that is subject to the taxes imposed by those laws. Existing law allows an employer to deduct its expenses in carrying out a parking subsidy and a parking cash-out program, as defined, for employees.</p> <p>This bill would disallow a deduction for expenses of specified employers for parking subsidies unless all employees provided with a parking subsidy are offered a parking cash-out program in accordance with a specified statute. This bill contains other related provisions and other existing laws.</p> <p>Last Amended on 07/23/2009</p> | <p>Support</p> |
| <p>SB 454 Lowenthal (D)</p> <p>Land use: zoning regulations.</p> | <p>SENATE APPR. 01/19/10</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. This bill contains other existing laws. Last Amended on 12/17/2009</p> | |
| <p>SB 455 Lowenthal (D)</p> <p>High-speed rail.</p> | <p>ASSEMBLY INACTIVE FILE 07/24/2009-Placed on inactive file on request of Assembly Member Torrico.</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. The bill would require the members of the authority, at a scheduled board meeting, to cause to be prepared an overall project schedule with project delivery milestones on a quarterly basis, and to approve a quarterly contract status report, beginning at the first board meeting after March 1, 2010. The bill would also require the members of the authority to approve all contract amendments at a scheduled board meeting. This bill contains other related provisions and other existing laws. Last Amended on 04/16/2009</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|---|---|---|----------|
| <p>SB 535 Yee (D)</p> <p>Vehicles: high-occupancy vehicle lanes.</p> | <p>ASSEMBLY INACTIVE FILE 09/10/2009-Placed on inactive file on request of Assembly Member Torrico.</p> | <p>Existing law authorizes the Department of Transportation to designate certain lanes for the exclusive use of high-occupancy vehicles (HOVs), which lanes may also be used, until January 1, 2011, or until the Secretary of State receives a specified notice, by certain low-emission, hybrid, or alternative fuel vehicles not carrying the requisite number of passengers otherwise required for the use of an HOV lane, if the vehicle displays a valid identifier. A violation of provisions relating to HOV lane use by vehicles with those identifiers is a crime.</p> <p>This bill would revise that provision to provide that it shall remain in effect only until the Secretary of State receives that specified notice, with respect to a vehicle that meets California's super ultra-low exhaust emission standard and the federal inherently low-emission evaporative emission (ILEV) standard and a vehicle produced during the 2004 model-year or earlier that meets the California ultra-low emission vehicle standard and the ILEV standard. With respect to all other vehicles described above, this provision shall be operative only until January 1, 2011, or only until the Secretary of State receives that specified notice, whichever occurs first. Last Amended on 09/04/2009</p> | |
| <p>SB 686 DeSaulnier (D)</p> <p>Environment: CEQA exemption: addition and deletion.</p> | <p>ASSEMBLY NAT. RES. 05/11/2009-To Com. on NAT. RES.</p> | <p>The California Environmental Quality Act requires the Office of Planning and Research to adopt guidelines that include criteria for public agencies to follow in determining whether or not a proposed project may have a significant effect on the environment and a list of classes of projects that are exempted from the act's requirements. The act establishes procedures for the certification and adoption of the guidelines. The act authorizes a public agency to request, in writing, the addition or deletion of a class of projects to the list. The office is required to review each request and, as soon as possible, submit its recommendation to the Secretary of Natural Resources Agency.</p> <p>This bill would make technical, nonsubstantive changes to the provision regarding the addition or deletion of a class of projects.</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|---|---|---|----------|
| <p>SB 722 Steinberg (D) Greenhouse gas credits.</p> | <p>ASSEMBLY INACTIVE FILE 09/11/2009-Placed on inactive file on request of Assembly Member Torrico.</p> | <p>Under existing law, a person or entity that represents that a consumer good that it manufactures or distributes is not harmful to, or is beneficial to, the natural environment, through the use of specified environmental terms, is required to maintain in written form in its records information and documentation supporting the validity of the representation, as specified. Existing law provides that it is unlawful for a person to make any untruthful, deceptive, or misleading environmental marketing claim, whether explicit or implied. A violation of these requirements is a misdemeanor.</p> <p>This bill would make it unlawful for a person, as defined, to represent in an advertisement or in any other sales or promotional materials made available to the public for the sale of a greenhouse gas credit or emission reduction, that the credit or reduction reduces greenhouse gas emissions unless certain requirements are met. The bill would also require a person that represents in an advertisement or in any sales or promotional materials made available to the public for the sale of a greenhouse gas credit or emission reduction, that the credit or emission reduction results in a reduction of greenhouse gases to maintain in written form and make available to any member of the public who requests it certain information and documentation supporting the validity of that representation. A violation of these provisions would be punishable by a specified civil penalty and would create a civil cause of action. Reasonable attorney fees and costs would be available for any such action brought. These requirements would become operative on January 1, 2011, and would become inoperative if the Federal Trade Commission adopts binding and enforceable trade rules or regulations for claims or representations for greenhouse gas emission reduction credits or reductions to protect consumers. Last Amended on 06/25/2009</p> | |
| <p>SCA 5 Hancock (D) State budget.</p> | <p>SENATE THIRD READING 01/19/10</p> | <p>The California Constitution requires the Governor to submit to the Legislature by January 10 of each year a budget for the ensuing fiscal year, accompanied by a Budget Bill itemizing recommended expenditures. The Constitution requires specified bills, including a bill making a change in state taxes for the purpose of raising revenue, a bill containing an urgency clause, and a bill, including the Budget Bill, that makes certain appropriations from the General Fund, to be passed in each house of the Legislature by a 2/3 vote.</p> <p>This measure would exempt General Fund appropriations in the Budget Bill from the 2/3 vote requirement. This bill contains other related provisions and other existing laws.</p> | |
| <p>SCA 9 Ducheny (D) Finance: state budget: taxes.</p> | <p>SENATE B. & F. 02/05/2009-To Coms. on B. & F.R. and E., R. & C.A.</p> | <p>Existing constitutional provisions require each house of the Legislature to pass a bill appropriating money from the General Fund, except appropriations for the public schools, by a 2/3 vote.</p> <p>This measure would also exempt from this 2/3-vote requirement appropriations made in a Budget Bill, and appropriations made in a bill identified in the Budget Bill as containing only changes in law necessary to implement the Budget Bill. Instead, this measure would require that a Budget Bill, and any bill identified in the Budget Bill as containing only changes in law necessary to implement the Budget Bill, be passed by a 55% vote in each house. This bill contains other related provisions and other existing laws.</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|--|---|---|----------|
| <p><u>SCA 10</u> <u>Ducheny</u> (D)</p> <p>Statewide initiative measures: legislative amendment.</p> | <p>SENATE THIRD READING</p> <p>01/19/10</p> | <p>Existing provisions of the California Constitution provide that the initiative is the power of the electors to propose statutes and amendments to the Constitution and to adopt or reject those proposals. Those provisions require the Secretary of State to submit the measure at the next general election held at least 131 days after it qualifies or at any special statewide election held prior to that general election. The Governor may also call a special statewide election on the measure.</p> <p>This measure would require the Secretary of State to transmit a copy of an initiative measure certified for the ballot to each house of the Legislature no later than 176 days prior to the election at which the measure is to be voted upon. Within 30 days, the Legislature may propose an amended form of the initiative measure by adopting a concurrent resolution. If the Legislature proposes an amended form of the initiative measure, the measure would provide that if the proponent, or a majority of the proponents if there is more than one proponent, of the initiative measure accepts the proposed amendments, the Legislature's proposal would appear on the ballot in place of the certified initiative measure. The measure would require that, if the amended form proposed by the Legislature is not accepted, information regarding the proposed amended form be included in the ballot materials relating to the initiative measure, as prescribed by statute. This bill contains other existing laws.</p> <p>Last Amended on 08/17/2009</p> | |
| <p><u>SCA 14</u> <u>Ducheny</u> (D)</p> <p>Initiative measures: funding source.</p> | <p>SENATE THIRD READING</p> <p>01/19/10</p> | <p>The California Constitution provides that the electors may propose statutes or amendments to the state constitution through the initiative process by presenting to the Secretary of State a petition that sets forth the text of the proposed statute or amendment to the Constitution and is certified to have been signed by a certain number of electors.</p> <p>This measure would prohibit an initiative measure that would result in a net increase in state or local government costs other than costs attributable to the issuance, sale, or repayment of bonds, from being submitted to the electors or having any effect unless and until the Legislative Analyst and the Director of Finance jointly determine that the initiative measure provides for additional revenues in an amount that meets or exceeds the net increase in costs.</p> <p>Last Amended on 08/17/2009</p> | |

San Mateo County Transit District
Bill Matrix as of 1/19/10

| Bill ID/Topic | Location | Summary | Position |
|---|---|--|----------|
| <p>SCA 15 Calderon (D) State budget.</p> | <p>SENATE B. & F. 04/13/2009-From committee with author's amendments. Read second time. Amended. Re-referred to Com. on B. & F.R.</p> | <p>The California Constitution requires the Governor to submit to the Legislature by January 10 of each year a budget for the ensuing fiscal year, accompanied by a Budget Bill itemizing recommended expenditures. The Constitution requires specified bills, including a bill making a change in state taxes for the purpose of raising revenue, a bill containing an urgency clause, and a bill, including the Budget Bill, that makes certain appropriations from the General Fund, to be passed in each house of the Legislature by a 2/3 vote.</p> <p>This measure would exempt General Fund appropriations in the Budget Bill for the ensuing fiscal year from the 2/3 -vote requirement if the total amount of General Fund revenues estimated by the Legislative Analyst, on or after May 15, for the current fiscal year is at least 5% below the estimate of General Fund revenues set forth in the Budget Bill enacted for the current fiscal year . This bill contains other related provisions and other existing laws.</p> <p>Last Amended on 04/13/2009</p> | |
| <p>SCA 16 DeSaulnier (D) Initiatives: indirect initiatives.</p> | <p>SENATE THIRD READING 01/19/10</p> | <p>The measure would alternatively authorize the electors to propose, and to adopt or reject, statutes and amendments to the Constitution pursuant to a process of initial review by the Legislature. The measure would require that the petition presented to the Secretary of State be certified as signed by electors equal in number to 3% in the case of a statute, or 6% in the case of an amendment to the Constitution, of the votes for all candidates for Governor at the last gubernatorial election. The measure would require the Secretary of State to transmit that petition to the Legislature within 10 days. This bill contains other existing laws.</p> | |



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, FEBRUARY 10, 2010 – 3:00 p.m.
or immediately following Committee meetings

1. **CALL TO ORDER/ROLL CALL**
2. **CONSENT CALENDAR**
MOTION
 - a. Approval of Minutes of Board of Directors Meeting of January 13, 2010
 - b. Acceptance of Statement of Revenues and Expenses for December 2009
 - c. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended December 31, 2009
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
 - a. Resolution of Appreciation to Outgoing Board Member, Jim Hartnett
5. **REPORT OF THE GENERAL MANAGER/CEO**
6. **COMMUNITY RELATIONS COMMITTEE**
(Accessibility, Senior Services, and Community Issues)
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. Paratransit Coordinating Council (PCC) Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Performance Report – Shuttles
 - e. Multimodal Ridership Report – December 2009
7. **FINANCE COMMITTEE**
RESOLUTIONS
 - a. Authorize the Filing of Federal Transit Administration (FTA) Applications

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 Giro, Inc. for a Maintenance Contract to Continue Maintenance and Support Services for Hastus Software for a Not-to-Exceed Amount of \$523,417
- c. Authorize Award of Contract to Wilbur Smith Associates to Provide On-call Transportation Planning and Program Support for up to \$4,000,000 Over a Three Year Period
- d. Authorize Award of Contract to Gannett Fleming, Inc. for On-call Engineering Consulting Services for a Total Aggregate Amount of \$1,750,000 for a Five Year Period
- e. Authorize Rejection of the Lowest Monetary Bid from RL Controls as Non-responsive and Award a Contract to Kimball Midwest for Furnishing and Servicing Bolts, Nuts, Fasteners and Related Items for a Total Estimated Cost of \$143,912
- f. Authorize Rejection of the Lowest Monetary Bid from WWC Services as Non-responsive and Award a Contract to Universal Building Services and Supply Company for Bus Stop Cleaning Services for a Total Estimated Cost of \$503,216

9. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

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

13. 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: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956 (a), Kim-Jian Huo v. San Mateo County Transit District
- d. Closed Session: Real Estate Negotiations – Pursuant to Government Code 54956.8:
Agency Negotiators: David J. Miller and Brian Fitzpatrick
Under Negotiation: Price and Terms of Purchase
Property and Negotiating Parties:

| <u>Owner</u> | <u>Address/Location</u> | <u>APN</u> |
|--------------------------|-------------------------|-------------|
| Welch Family Partnership | 104 San Bruno Avenue | 020-111-150 |
| Usman and Fatima Shaikh | 111 San Bruno Avenue | 020-121-360 |

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

Board of Directors
Agenda for February 10, 2010

| | | |
|----------------------------------|----------------------------------|--------------|
| Federick J.Firpo Trust | Huntington Avenue | 020-111-140 |
| Lester and Rhoda Kaplan | 222 San Bruno Avenue | 020-193-360 |
| Paul and Rita Kaplan | | |
| Artichoke Joes | 659 Huntington Avenue | 020-131-570 |
| Artichoke Joes | 205 Angus Avenue | 020-131-410 |
| City and County of San Francisco | Angus and Huntington Avenue | SBE 845-41-5 |
| | San Mateo and Huntington Avenues | SBE 846-41-5 |

14. ADJOURNMENT

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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 13, 2009**

Members Present: O. Ahmad, M. Church, J. Deal, R. Guilbault (Chair), S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

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

Chair Zoe Kersteen-Tucker called the meeting to order at 3:09 p.m.

REPORT OF THE NOMINATING COMMITTEE – ELECTION OF OFFICERS FOR 2010

Director Shirley Harris said the nominating committee recommends Rose Guilbault for chair and Karyl Matsumoto for vice chair. The recommendation (Harris/Deal) was approved unanimously.

Public Comment

Jerry Grace, San Lorenzo, congratulated Chair Guilbault and Vice Chair Matsumoto on their appointments.

Chair Guilbault thanked her colleagues for their vote of confidence and the opportunity to serve the Board at a critical time for SamTrans. She thanked outgoing Chair Kersteen-Tucker for her remarkable year of leadership and innovative thinking in all areas, and especially for bringing forward two key issues: sustainability and the need for the Board to become active advocates not only for the agency, but also for industry. Chair Guilbault said these are difficult and challenging times and more than ever require stronger action and a willingness to explore all options to maintain services and build community support for an essential public service. The Board must tell the story of why public transportation matters and the public hearings this past summer on service cuts provide the content for the story. She said the Board heard from people who usually don't come to the meetings; a community that usually is not heard and in a language not usually spoken in the halls of power. Chair Guilbault said she is proud to be the first Latina to chair the SamTrans Board and proud to be able to speak Spanish for those who can't speak for themselves. She said the Board has an opportunity to speak for those who do not have voice and support the interests of those who depend on SamTrans. Her goals this year are to find ways to be good stewards for the public's money, to protect the service for those who depend on it and deliver the message that budget cuts have human consequences and may result in service reductions to those who depend on SamTrans.

CONSENT CALENDAR

The Board unanimously approved the consent calendar (Tissier/Lloyd); Director Omar Ahmad abstained from item a.

- a. Approval of Minutes of Board of Directors Meeting of December 9, 2009
- b. Acceptance of Statement of Revenues and Expenses for November 2009

PUBLIC COMMENT

Jerry Grace, San Lorenzo, said he took Route KX from the airport and the driver was very good.

REPORT OF CHAIR

Resolution of Appreciation to Outgoing Chair Zoe Kersteen-Tucker

Chair Guilbault presented outgoing Chair Kersteen-Tucker with a Resolution of Appreciation for her outstanding work as chair during 2009.

The motion (Tissier/Church) to approve the resolution of appreciation was approved by roll call.

Director Kersteen-Tucker said it has been a privilege serving as chair and working with the SamTrans staff who bring excellence, innovation and resourcefulness to the workplace every day. She said it was a hard year and a lot was accomplished. She is proud to see the new buses on the street and the success of the legislative, sustainability and senior mobility programs.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Offered sincere condolences to Director Art Lloyd on the passing of his wife Eleanor.
- Congratulated Chair Guilbault and Vice Chair Matsumoto and welcomed Director Ahmad.
- Thanked Director Kersteen-Tucker for her outstanding efforts last year as chair.

Manager Strategic Development Corrine Goodrich said the first graduates of the Senior Mobility Ambassador Program completed their training. The ambassadors will be teaching people to use public transit, plan group trips, help people with their transportation options and provide information. This program is funded by the Metropolitan Transportation Commission (MTC) New Freedom Grant.

Senior Mobility Coordinator Jean Conger introduced the senior mobility ambassadors who will be staffing information desks at the following senior centers: Menlo Park, San Mateo, Little House, Foster City and the Veterans Memorial Senior Center.

REPORT OF THE GENERAL MANAGER/CEO (continued)

- Thanked outgoing CAC Chair Wayne Kingsford-Smith and congratulated incoming CAC Chair John Baker.
- This year is going to be tough and probably more difficult than the previous year.
- Government Affairs Manager Seamus Murphy was thanked for the legislative work he and his staff are doing.
- Riders are facing another fare increase on February 1. The transit riders have done more than their fair share and this increase could not have come at a worse time. Service was cut by 7.5 percent and a number of routes were eliminated. Jobs and wages have been frozen, layoffs have occurred and staff is being put on furlough days at the District.
- It is his sincere hope to be able to provide some type of stability during the coming year and do everything possible to eliminate the uncertainty and anxiety for riders and employees.
- Staff is starting the development of the budget for Fiscal Year 2011.
- Fifty-seven new buses have been received and a ribbon-cutting will take place on January 28 in Half Moon Bay for the four 29-foot buses that will service Route 17 on the coastside.
- The contract urban bus operators have ratified a new labor agreement.

- South Base maintenance workers have logged more than 33,000 hours without a single lost work day injury.
- Staff was thanked for all their work on the implementation of the recent service reductions.

Deputy CEO Chuck Harvey said staff successfully implemented the service changes on December 20. Staff is monitoring a number of routes especially at large load centers. A cost effective feeder service to the Millbrae Intermodal Center was started to serve the loyal ridership on Route FX out of Foster City. This service is carrying over 110 people a day, which represents over a third of the total Route FX daily ridership. Route 118, which replaced Route CX that feeds into the Colma BART station from Pacifica, has seen a 10 percent increase in ridership. Staff did see some initial first day issues with the most significant related to Route KX and is monitoring this closely. He said operators have accepted the new run structure and have done a remarkable job delivering it.

Public Comment

Ed DeLanoy, San Carlos, asked if the BART and Caltrain tickets could be different sizes to eliminate confusion.

Chair Guilbault said outgoing Director Jim Hartnett was not able to attend today's meeting to accept his resolution of appreciation and it will be provided to him at a later meeting.

COMMUNITY RELATIONS COMMITTEE
(Accessibility, Senior Services, and Community Issues)
SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Performance Report – Caltrain
- e. Multimodal Ridership Report – November 2009

FINANCE COMMITTEE
ORDINANCE

- a. Approval of Salary Ordinance No. 92

The motion (Lloyd/Church) to approve the ordinance was approved unanimously by roll call.

RESOLUTIONS

- b. Authorize Entering into a Funding Agreement with the Metropolitan Transportation Commission (MTC) for New Freedom Funds in the Amount of \$200,000 for the Peninsula Rides Implementation and Development Activities Project
- c. Authorize Amending and Decreasing the Fiscal Year 2010 Operating Budget by \$2,251,452 from \$136,525,075 to \$134,273,623
- d. Authorize Approval of Updates to the District Procurement Policy to Incorporate Provisions of Assembly Bill 116

- e. Authorize Award of Contract to Analysts, Inc. to Provide a Lubricating Oil and Diesel Fuel Analysis Program for a Total Estimated Cost of \$99,560
- f. Authorize Award of Contract to Clean harbors Environmental Services, Inc. for Industrial Waste Disposal and Industrial Waste Emergency Response Services for a Total Amount of \$430,110

The motion (Lloyd/Church) to approve the resolutions was approved unanimously by roll call.

SUBJECTS DISCUSSED

- g. Fiscal Year 2009 Comprehensive Annual Financial Report

LEGISLATIVE COMMITTEE

MOTION

- a. Approval of 2010 State and Federal Legislative Program

SUBJECTS DISCUSSED

- b. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

In reading file.

BOARD MEMBER COMMENTS

None.

DATE AND TIME OF NEXT MEETING – February 10, 2010, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

Legal Counsel David Miller said there is no need for a closed session today.

The meeting was adjourned at 3:53 p.m. in memory of Eleanor Lloyd, wife of Director Art Lloyd.