



BOARD OF DIRECTORS 2010

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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, MAY 12, 2010 – 2:00 p.m.

ACTION

1. Pledge of Allegiance
2. Approval of Minutes of Community Relations Committee Meeting of April 14, 2010
3. Designation of May as “Older Americans Month”

INFORMATIONAL

4. Student “Art Takes a Bus Ride” Contest
5. Accessibility Update – Bill Welch
6. Paratransit Coordinating Council (PCC) Update – Nancy Keegan
7. Citizens Advisory Committee Liaison Report – John Baker
8. Performance Report – Caltrain
9. Multimodal Ridership Report – March 2010

Committee Members: Shirley Harris, Omar Ahmad, Jerry Deal

NOTE:

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

Draft

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
APRIL 14, 2010**

Committee Members Present: S. Harris (Committee Chair), O. Ahmad, J. Deal

Other Board Members Present: M. Church, R. Guilbault (Chair), Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

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

Committee Chair Shirley Harris called the meeting to order at 2:05 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of March 9, 2010
The committee approved the minutes (Lloyd/Ahmad).

Recommend Appointment of Citizen Advisory Committee (CAC) Members

Committee Chair Harris said seven applications were received for five vacancies. The CRC committee interviewed the applicants and recommends Judy McKie, Lisa Chow, Andy Chow, Tom Collette and Kim Nobles to the CAC for a three-year term expiring April 23, 2013.

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

Accessibility Update

Accessible Transit Services Manager Bill Welch said he met with the Coastside Transportation Commission this morning. At the meeting Dr. Michal Settles praised staff for the work MV Transportation did for "Seniors Night Out" on the Coastside. This is an annual event hosted by Senior Coastsiders and MV Transportation provided complimentary transportation to the event.

Paratransit Coordinating Council (PCC) Update

Barbara Kalt reported:

- PCC Chair Kent Mickelson has resigned. Vice Chair Nancy Keegan will be acting chair until the end of July when a new chair will be selected.
- The pick up stop at the San Francisco International Airport is an issue for paratransit riders and the PCC will continue to work on this problem.
- The PCC will be recruiting for new members from cities and social service agencies.

CAC Liaison Report

CAC Chair John Baker reported on the April meeting:

- Thanked the Board for the appointments of the CAC members.

- The CAC has a strong desire to be involved in future service cuts. CAC member Matey Matev asked staff to review some recommendations and one of those being considered by staff will save SamTrans \$57,000.
- The CAC received presentations from Deputy Director Operations and Sustainability Manager Anne Louise Rice on the sustainability program at SamTrans, a shelter update from Marketing Manager Pat Boland and a report on service recommendations by the CAC from Operations Planning Manager Eric Harris.

Performance Report – Americans with Disabilities (ADA) Paratransit Service

Deputy CEO Chuck Harvey provided the following information:

- The ADA mandates paratransit service for fixed-route systems.
- Redi-Wheels started in 1977.
- RediCoast was created to serve the Coastsides.
- Federal law requires acceptance of every trip request.
- Paratransit service mirrors fixed-route service area and hours.
- The San Mateo County Paratransit Coordinating Council provides oversight.
- Paratransit remains an unfunded mandate. The District's sales tax pays about 55 percent of the operating costs; Measure A funds approximately 21 percent of operating costs; \$2.5 million comes from State and local grants; and fares cover approximately 5 percent of cost.
- The average roundtrip cost on Redi-Wheels is \$41 compared to \$6 on a fixed-route bus.
- Ridership remains steady at 1,000 rides per day with a zero denial rate. All pick-ups are within 20 minutes of requested time.
- Average ridership on RediCoast is 100 trips per day.
- A third party certifies all new applicants and recertifies current clients every three years. There is approximately a two percent denial rate on certifications. There are 7,000 Redi-Wheels registrants.
- Cost control and efficiency efforts include a new Interactive Voice Response System, an updated policy on ride cancellations and continued travel training which saves money and increases travel options for customers.
- Staff continues to conduct ridership outreach through the Association for the Advancement of Retired Persons (AARP) and California Highway Patrol training sessions to promote seniors using SamTrans fixed-route service.
- There will be an increase in paratransit fares on July 1, 2010.
- Staff created a Senior Mobility Action Plan, which is an effort to keep seniors active, safe and connected to their communities.

Director Karyl Matsumoto asked about the drop of approximately 400 registrants between October 2009 and February 2010. Mr. Harvey said once a year staff sends certified letters to every registrant to see if they are still residing in the county or still alive.

Director Omar Ahmad said participants are up, but ridership is steady. Mr. Harvey said he can not explain this trend.

Director Ahmad said he would like to probe into this since people may be taking transit more and there is a push for cities to have more transit-oriented developments.

Director Adrienne Tissier said anytime staff goes out to senior groups and discusses the issue of senior mobility there is a spike in Redi-Wheels registrants.

Multimodal Ridership Report – February 2010

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

- Ridership for all modes was 88,341, a decrease of 6 percent.
- Bus ridership was 45,090, a decrease of 8.1 percent.
- Paratransit ridership was 1,097, a decrease of 1.6 percent.
- Caltrain ridership was 35,040, a decrease of 2 percent.
- Caltrain shuttle ridership was 5,309, a decrease of 12.4 percent.
- BART shuttle ridership was 1,805, a decrease of 9.6 percent.

Adjourned: 2:49 p.m.

**CRC ITEM # 3
MAY 12, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: C.H. (Chuck) Harvey
Chief Operating Officer

SUBJECT: **DESIGNATION OF MAY AS “OLDER AMERICANS MONTH”**

ACTION

Staff proposes that the Committee recommend the Board adopt the proclamation designating May as “Older Americans Month”.

SIGNIFICANCE

The proclamation for “Older Americans Month” is a reaffirmation of the SamTrans commitment to provide quality transit service to senior citizens in San Mateo County. It also is an opportunity to focus special attention on the daily challenges faced by senior citizens throughout the SamTrans service area; to reflect on measures that are being extended to assist them; and to increase public awareness of new opportunities that meet their needs.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Over the past year, the District has:

- Travel trained seniors to use fixed-route services
- Participated in American Association of Retired Persons (AARP) and California Highway Patrol-Volunteer senior driver safety training classes to promote transit use
- Performed multiple bus demonstrations to familiarize seniors with public transportation
- Enhanced accessibility of bus stops for the convenience of seniors
- Maintained a “zero trip denials” policy on Redi-Wheels
- Engaged the community in Senior Mobility Action Plan projects

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

Proclamation

IN HONOR OF OLDER AMERICANS MONTH

WHEREAS, transportation enables individuals to access needed social and recreational resources, as well as medical and social services; and

WHEREAS, SamTrans supports the need for and provision of transportation to seniors through its fixed-route system and Redi-Wheels, a specialized paratransit service for those with mobility impairments; and

WHEREAS, it is recognized that access to services and activities enables individuals to preserve their dignity and maximize their independence; and

WHEREAS, SamTrans is committed to providing comprehensive and quality transportation and paratransit services; and

WHEREAS, May has been officially designated as Older Americans Month throughout the United States of America.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors and staff of the San Mateo County Transit District salute the seniors in San Mateo County, support their personal independence and dignity in the provision of service, and do hereby proclaim the month of May as *OLDER AMERICANS MONTH*.

Regularly passed and adopted this 12th day of May 2010.



Chair, San Mateo County Transit District

**CRC ITEM # 4
MAY 12, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Rita P. Haskin
Executive Officer, Customer Service and Marketing

SUBJECT: STUDENT “ART TAKES A BUS RIDE” CONTEST

ACTION

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

SIGNIFICANCE

For the sixth consecutive year, the District has worked with the San Mateo County Office of Education to conduct a countywide art contest in schools. Students from kindergarten to 5th grade drew pictures with the theme “Go Places. Go SamTrans.”

The winning entries and artists will be presented at the Committee meeting.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

In 2005, the Transit District initiated the art contest in partnership with the county Office of Education and teachers as a way to provide a forum for budding artists and to convey to the teachers and students that public transit plays an integral role in keeping their communities on the move.

The relationship has strengthened over the years and the program continues to be a success. More than 360 submissions were received this year, and 18 schools participated which is 63 percent more schools than last year. The entries were judged, and the winning entries will have their artwork displayed on interior bus cards, as well as on a special bus wrap. The grand prize winning art will appear on a Monthly bus pass.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248

**CRC ITEM # 5
MAY 12, 2010**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

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

SIGNIFICANCE

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

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

The minutes from the March 9 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
March 9, 2010
MEETING MINUTES**

ATTENDANCE

Members Present: Nancy Keegan, Vice Chair; Dale Edwards, AL-Com Chair; Barbara Kalt, Rosener House; Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Aki Eejima, Consumer; Judy Garcia, Consumer; Diane Griffith, Consumer; Mike Levinson, Consumer; Ben McMullan, CID; Dan Mensing, Consumer; May Nichols, COA; Sammi Riley, Consumer; Dr. Michal Settles, Coastside; Bill Welch, SamTrans.

Absentees: Kent Mickelson, PCC Chair; Stephanie Hill, Consumer; Craig McCulloh, Aging & Adult Services; Joe Monsor, Caregiver.

Guests: John Murphy, MV Transportation; Henry Silvas, SamTrans; Linda Rhine, PCC Consultant, Nelson\Nygaard; Marshall Loring, MTC, EDAC; Tina Dubost, SamTrans; Elly Colwell, SamTrans; Rose Berta, PCC Staff.

(Total Attendance: 22) Quorum--Yes

WELCOME/INTRODUCTION

In Kent Mickelson's absence, Nancy Keegan, Vice Chair, welcomed all to the March PCC meeting.

APPROVAL OF OCTOBER PCC MINUTES

Nancy asked for a vote of approval for the February minutes. Dan moved the minutes be approved and Myria seconded the motion. The minutes were approved by all with Aki, Maureen, Michal, and Sammi abstaining because of their absence from the February meeting.

COMMITTEE REPORTS

A. AL-COM REPORT

Dale Edwards, Chair, reported the next meeting is scheduled for April 6, 2010.

Mike commented that \$84 million is reported to be made available by MTC for Bay Area transit operators. **Linda will look into this report.**

B. GRANT/BUDGET REVIEW

Barbara said there is no update or news to report on the 5310 application process since last meeting.

EDUCATION COMMITTEE

Nancy reported that newsletter articles are due this week; Senior Day at the San Mateo County Fair is June 15th and there is no conflict with our PCC meeting; a form "Honoring Outstanding Seniors" was shared; Senior Health Fair will be held on Saturday, April 17th, from 1:00-4:00 pm at the Serramonte Mall in Daly City; Diane, Sammi, and Dan volunteered for the fair.

Nancy is suggesting changing the Education Committee meetings to quarterly meetings rather than the present six times a year schedule, and coordinating the meetings with other scheduled meetings. This will allow staff to be present to take notes and reduce the number of meeting day

commitments. Further discussion will take place at the next Education Committee meeting on March 23rd.

D. EXECUTIVE COMMITTEE

1. EXE-Com

Nancy reported on the meeting of February 17th. The Nomination Committee consists of Barbara and Dale and they will present a slate of nominations for Chair and Vice Chair for next fiscal year at the April meeting. The Chair appoints chairs for various committees. Nominations can also be made at the April meeting. There will be a vote on the slate of officers at the May meeting.

There was a discussion of recruiting new agency members for more representation. Linda will compile a list of contacts.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill reported that the February 22nd implementation that changed the cancellation policy is going very smoothly. Aki shared that the reservationist is answering the phone so quickly that there is no chance to hear the message. There have been no complaints thus far. In the event someone calls first thing in the morning (due to illness) and does not have the two-hour advance notice, SamTrans will take this situation into account. There were a few more cancellations during the first week. Bill said that staff will be tracking and monitoring the trends and reporting at the Efficiency Review Committee (ERC).

Michal gave accolades to SamTrans staff for listening to concerns both on the coast and at the PCC. Agencies knew about the change before clients had to deal with the change in the cancellation policy; this was very positive. Nancy thanked Bill for the detailed planning before the change to give advance notice and opportunity for people to provide feedback before implementation.

Bill reminded everyone that the fare increase of 50 cents will be July 1, 2010; it had been postponed last year because agency budgets start July 1 and SamTrans wanted to be respectful of their budgets.

B. Performance Summary

Tina reported that January 2010 ridership was down from the prior year. Cancellations were a bit higher this year. Productivity is better than the standard of 1.5; on-time performance increased and is above the standard, thanks to John and his staff's efforts. There was a big spike in compliments, which is very positive.

C. Customer Comments

Elly stated that overall comments have gone up. All categories have increased, especially in compliments with almost a 200% increase. The average response time is well under the 7-day turn around limit.

Barbara asked about the four missed trips. John explained that in inclement weather, this is problematic and could have been the contributing factor. Riders have a tendency to wait inside during bad weather, causing them to miss the vehicle. John suggests that the rider call the dispatcher to let them know they are ready for pick-up to avoid such a mishap; it is the rider's

responsibility to be seen by the driver for the scheduled pick-up. A missed trip is defined as “over 90 minutes”.

D. Safety Report

John reported no accidents on the Coast side and one on the Bay side, (hit a tree branch) due to construction and poor visibility.

LIAISON REPORTS

A. MTC REPORT

Marshall reported for the final time representing EDAC at MTC. The final meeting was last Thursday and there was a party to bid a fond farewell. The new policy council will have 27 members; the action on committee membership recommendations will be on March 24th at the Commission meeting. The first meeting of the council will be on April 14th.

Transportation and Land Use Subcommittee (AB2516) introduced legislation to address the issue of “accessible housing”.

Barbara thanked Marshall for all his good work serving on EDAC. Marshall in turn thanked the PCC and SamTrans for a stellar paratransit program—“the atmosphere of collaboration is very inspirational!”

B. AGENCY

Barbara announced the next agency meeting is March 16th at 1:00 pm. She will report on this meeting next month.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal extended an invitation for next meeting on April 14th at the Community Center at Half Moon Bay. The meeting will be from 9:30-11:00 am. Bill attends the meetings and talks about issues. Bill reminds members that RediCoast will provide transportation to the meetings.

Michal shared her pleasure with the number of agencies attending the meeting that are linked with their clients that use RediCoast service.

There was a ribbon cutting ceremony at the local organic grocery store introducing the new buses on the coast. Good news is that people are recognizing there is a committee and service in their behalf. Parents of children with disabilities are asking about service and they are able to refer them to the right place.

Michal announced that the College of San Mateo (CSM) will be hosting a health fair on Tuesday, March 30th, 10:00 am-1:00 pm, at the CSM Building 08 lobby. **Linda will check into this for Michal and identify the drop off locations.**

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike provided an update on the Interactive Voice Response (IVR) system. A determination was made that the contractor can also support fixed route service. The Board approval is now scheduled for April 2010.

Mike mentioned that Nancy spoke about how a person who has planned surgery should prepare for getting ADA eligibility in an accelerated fashion.

There was a preliminary discussion about changing advance reservation days from 7 days to 3 days. Mike explained that it is intended to improve efficiencies in scheduling rides. Tina

explained that the purpose of changing the reservation window is to improve efficiencies and receive fewer cancellations. When booking a trip, a place is held in the system and when there is a cancellation, it creates more calls, more scheduling, etc. Nancy notes that this is still being researched and what the impact would be on passengers. It is still in the information-gathering phase. There will be more discussion on this topic at future meetings.

In response to Maureen's question on drivers and trips provided, John reported that they have a number of fixed drivers every day to provide the average 1,000-1,200 trips per day. Stand-by drivers are available to fill in unique days for special circumstances. Taxi cabs are also used as back-up.

Sammi thanked John for the pick up location at SFO, which is near United Airlines, Courtyard G. Drop offs are at any location. Updated airport information will be presented in a future newsletter. John is working on getting signage to identify Redi-Wheels and pick up location. Homeland Security is an issue and makes it challenging for addressing stops at SFO. Nancy told John that his efforts are appreciated and that PCC will write a letter to support improved signage at the airport.

E. COMMISSION ON AGING (COA) REPORT

May announced she was glad to be back from her trip and is happy to share her public transit experience in New Zealand and Australia.

There will be a health fair in Burlingame sponsored by the San Mateo Daily Journal. The fair is on Saturday, May 25th, 9:00 am-2:00 pm, at the Burlingame Recreation Center, 850 Burlingame Ave.

COMMISSION ON DISABILITY (COD) REPORT

Pat Dixon went to the SamTrans Board meeting which was held at the same time as the PCC meeting on this one occasion; therefore, no report.

OTHER BUSINESS

There was a brief discussion about booking trips for this meeting. Everyone needs to book their own rides.

Dale shared a "new book" device for the visually impacted. It comes with a headset, nine buttons, the size of a playing card, and is easy to use. It is available at public libraries for a 75 cents deposit.

Nancy thanked Tina for scheduling the room and everyone for a good meeting.

MEETING ADJOURNED: 3:15 pm.

**CRC ITEM # 8
MAY 12, 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: **CALTRAIN 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. 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 Caltrain service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on the major indices involving the Caltrain operations and performance. Staff will report on ridership, fare collection, on-time performance, and project updates.

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—MARCH 2010**

ACTION

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

SIGNIFICANCE

Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart “A” compares AWR for Fiscal Years (FY) 2008, 2009, 2010 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—MARCH 2010 COMPARED TO
MARCH 2009**

All Modes – AWR of 91,139, a decrease of 6.1 percent.

Bus – AWR of 46,620, a decrease of 8.6 percent.

Paratransit - AWR of 1,117, a decrease of 1.9 percent.

Caltrain - AWR of 36,060, a decrease of 1.3 percent.

Caltrain Shuttles - AWR of 5,465, a decrease of 13.7 percent. Stanford Marguerite shuttles continue to experience reporting issues, as they transition back to fully automated counting and change management. All other shuttles rolled up into this category are down approximately 14 percent.

BART Shuttles - AWR of 1,877, a decrease of 7.8 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:

- **Art Takes a Bus Ride** – The annual event that invites San Mateo County elementary school students to showcase their artistic talent kicked off in March. Kindergarten, first, second and third graders from San Mateo county schools submitted more than 180 pieces of art for judging. This year’s theme, “*Places to Go on SamTrans!*” produced six winners, including the grand prize winner. The winners’ art will be displayed on the SamTrans “Art” bus exterior and inside District buses for a period of one year. The grand prize winner’s artwork also will be featured on a SamTrans Monthly Pass. The lucky winners will be the guests of the Board of Directors at the May meeting.
- **Vendor Expansion** – In an effort to expand the number of SamTrans pass sales outlets, sales packets were mailed to 55 businesses that were determined by staff to be good prospects. The locations included areas considered to be underserved by the current network of vendors. The packet includes a SamTrans System Map, Facts and Figure brochure, Information Guide and information about how to become part of the SamTrans sales team of more that 70 pass sales outlets. In the next month, the Sales group will be following up with the prospective vendors and scheduling visits with interested businesses.
- **South San Francisco – Health and Fitness Fair** – SamTrans continues to expand its Mobility Ambassador Program by attending the South San Francisco Health and Fitness Fair in March. Nearly 400 people attended the event which was sponsored by the City of South San Francisco Senior Services Department, Kaiser Permanente and Visiting Angels. SamTrans staffed a table and introduced 215 people to the new ambassador program, which provides assistance to seniors who ride the bus. Currently the program has eight active ambassadors.
- **Employees of the Year** – Operator Danilo Gemanil of Fairfield and Utility Worker Edward Suliguin of Daly City were selected as Employees of the Year for 2009. The two were selected by their peers as the outstanding employee in their respective division. Adcards featuring their photographs were placed on all SamTrans buses in March and will remain for an entire year to honor their accomplishment.
- **San Carlos Chamber of Commerce Map** – Hotels, real estate agents, new chamber members and anyone seeking information about the “city of good living”, receive a copy of the San Carlos Chamber of Commerce map. An ad promoting SamTrans appeared in the annual publication with a distribution of 10,000.

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

650-508-6227
650-508-6245

Table A
Average Weekday Ridership

March 2010				FY2009/FY2010
<u>Mode</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010^</u>	<u>%Change</u>
Bus +	49,250	50,990	46,620	-8.6%
Paratransit	1,115	1,139	1,117	-1.9%
Caltrain # +	36,610	36,530	36,060	-1.3%
Caltrain Shuttle #	5,839	6,333	5,465	-13.7%
BART Shuttle	2,014	2,036	1,877	-7.8%
Total	94,828	97,028	91,139	-6.1%
BART (Extension Only)*	35,107	35,820	35,124	-1.9%
Grand Total	129,935	132,848	126,263	-5.0%

Year to Date				FY2009/FY2010
<u>Mode</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010^</u>	<u>%Change</u>
Bus +	47,990	50,750	46,980	-7.4%
Paratransit	1,106	1,148	1,106	-3.7%
Caltrain # +	36,480	40,190	37,220	-7.4%
Caltrain Shuttle #	5,203	6,224	5,591	-10.2%
BART Shuttle	1,988	2,059	1,890	-8.2%
Total	92,767	100,371	92,787	-7.6%
BART (Extension Only)*	33,426	37,723	35,764	-5.2%
Grand Total	126,193	138,094	128,551	-6.9%

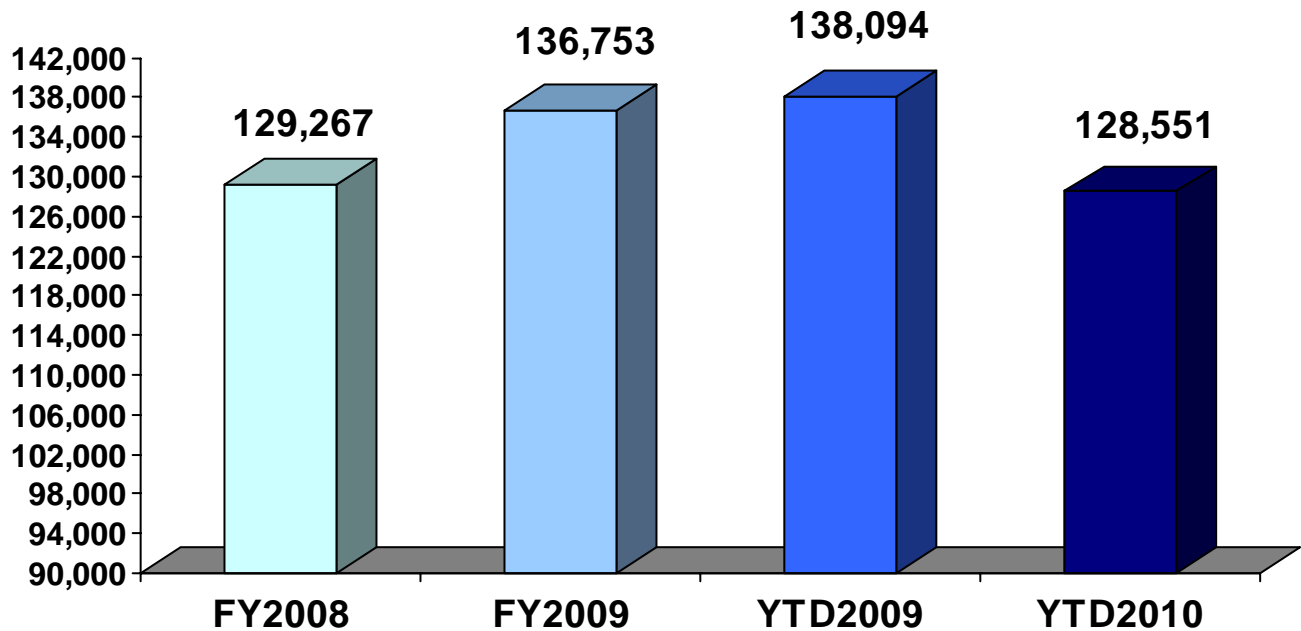
System

* Extension Only (No Daly City)

+ Rounded to nearest tens

^ Service cuts/reduced (12/09)

Chart A
Average Weekday Ridership





BOARD OF DIRECTORS 2010

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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, MAY 12, 2010 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of April 14, 2010
2. Approval of Revenues and Expenses for March 2010
3. Approval of the Disadvantaged Business Enterprise (DBE) Overall Goal of Zero Percent for Federal Transit Administration (FTA) Funds for Fiscal Years 2011-2013
4. Authorize Submittal of Grant Applications and the Execution of Standard Agreements with Caltrans Pertaining to Federal Transit Administration (FTA) Section 5311 Funds for Fiscal Years 2009 and 2010 in the Amount of \$208,994
5. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended March 31, 2010
6. Authorize Execution of Purchase Orders Over \$100,000 for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2011 for an Aggregate Not-to-Exceed Amount of \$900,000
7. Authorize Execution of Purchase Orders Over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2011 for an Aggregate Not-to-Exceed Amount of \$850,000
8. Authorize the Purchase of Seven Ford Focus Automobiles Through the State of California Contract for a Total Estimated Cost of \$104,248
9. Authorize the Purchase of Four Hybrid Ford Escape Vehicles Through the State of California Contract for a Total Estimated Cost of \$125,035

CONTRACTS

10. Authorize Award of Contract to Office Max, Inc. for Purchase and Delivery of General Office Supplies and Related Items for a Total Estimated Cost of \$325,000 for Five Years
11. Authorize Award of Contract to Ontira Communications, Inc. for Provision of an Interactive Voice Response System and Maintenance and Support Services for a Fixed Price of \$167,622
12. Rejection of the Single Bid Received from National Transit Interiors, Inc. for the Provision of Automotive and Bus Upholstery Repair Services

INFORMATIONAL

13. Preliminary Fiscal Year 2011 Operating Budget

14. Preliminary Fiscal Year 2011 Capital Budget

Committee Members: Mark Church, Shirley Harris, Art Lloyd

NOTE:

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

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
APRIL 14, 2010**

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

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

Staff Present: L. Bhuller, J. Cassman, C. Cavitt, A. Chan, C. Goodrich, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Lee, N. McKenna, D. Miller, M. Scanlon, M. Simon

Committee Chair Mark Church called the meeting to order at 2:49 p.m.

Approval of Minutes of Finance Committee Meeting of March 9, 2010

The committee approved the minutes (Tissier/Deal).

Approval of Revenues and Expenses for February 2010

Deputy CEO Gigi Harrington said revenues are under budget by \$1.8 million, due mostly to a decline in sales tax revenues. Expenses are under budget by \$4.5 million, due mostly to lower-than-expected expenses in fuel and wages. Last week fuel was \$2.34 per gallon. The fuel hedge was tripped in March and a payment of \$11,000 was received.

The committee (Tissier/Kersteen-Tucker) unanimously recommended Board acceptance of the report.

Authorize Award of Contract to Orrick, Herrington and Sutcliffe, LLP to Serve as Special Counsel in Connection with the Fiscal Year (FY) 2011 Fuel Hedging Program

Ms. Harrington said staff is requesting the committee recommend the Board award a contract to put in place special counsel for the FY2011 fuel hedging program. This cost will be paid by both SamTrans and the Peninsula Corridor Joint Powers Board (JPB). The fees could be less if the transaction is simpler than last year.

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

Authorize Amending the FY2010 Operating Budget by \$210,245 from \$134,273,623 to \$134,063,378

Manager of Budgets Ladi Bhuller said staff is requesting the committee recommend the Board amend the FY2010 Operating Budget. Revenues are projected to decrease by \$5 million; passenger fares by \$1 million; Transportation Development Act funds by \$4 million; and sales tax revenues by \$2 million. These are all reflective of current economic trends. Operating grants are increasing by \$2.2 million, including \$2 million in Federal Transit Assistance (FTA) Formula Funds and American Recovery and Reinvestment Act funding that became available for

replacement of 137 Gillig buses, freeing up FTA funds for preventative maintenance. Overall operating expenses are projected to decrease by \$200,000, mostly due to savings in the cost of fuel. For the first eight months of the year the average price for fuel has been about \$2.03 per gallon and the budget was set at \$3.45 per gallon. These proposed amendments result in a deficit of about \$5 million, which is proposed to be funded out of the reserves.

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

Authorize Amending the FY 2010 Capital Budget by \$1,428,000 from \$18,731,316 to \$20,159,316 to Include Funding for San Bruno Grade Separation Real Estate Acquisition Activities and Clipper (Formerly TransLink) Site Preparation Costs

Budgets and Grants Director April Chan said staff is requesting the committee recommend the Board increase the Capital Budget by \$1.428 million. Of this amount, \$1.2 million is for property acquisition associated with the San Bruno Grade Separation Project (to be reimbursed by the JPB) and the remaining \$228,000 is for Clipper site-preparation costs. Staff has entered into a fund swap with the Metropolitan Transportation Commission (MTC) in which SamTrans would use their own local sales tax funding and MTC would provide the Federal funding. This would help fund preventative maintenance work for SamTrans.

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

Authorize Entering into a Memorandum of Understanding (MOU) with the San Mateo City/County Association of Governments (C/CAG) for Performance of Phase 1 of the Economic and Housing Opportunity Assessment for the Grand Boulevard Initiative

Strategic Development Manager Corinne Goodrich said staff is requesting the committee recommend the Board authorize an MOU between SamTrans and C/CAG. C/CAG is contributing \$100,000 towards this study as part of the Grand Boulevard Initiative to look at the development potential for the El Camino Real corridor. SamTrans will provide \$30,000 to manage the project, \$75,000 was secured from Silicon Valley Community Foundation and \$50,000 from MTC in Technical Assistance Funding.

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

Authorize Entering into a Funding Agreement with C/CAG for Performance of the Countywide Transportation Plan for Low-Income Populations and the South San Francisco/San Bruno Community Based Transportation Plan

Ms. Goodrich said staff is proposing the committee recommend the Board authorize entering into a funding agreement with C/CAG. Staff has worked with C/CAG to secure from Caltrans an Environmental Justice Grant that will fund the countywide plan for low-income populations. C/CAG is required, as the congestion management agency, to undertake a community-based transportation plan on behalf of MTC. SamTrans is the most appropriate entity to conduct these plans. This agreement would cover a plan to include portions of San Bruno and South San Francisco. Funding would be augmented by Environmental Justice funds as well as the Countywide Plan.

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

Authorize Execution of a Cooperative Agreement with C/CAG in the Amount of \$536,000 for FY2011 Transportation Fund for Clean Air Funds for the SamTrans Shuttle Bus Program

Ms. Chan said staff is proposing the committee recommend the Board authorize entering into a cooperative agreement with C/CAG for the SamTrans shuttle program. This program connects employment sites within San Mateo County to various BART stations. The FY2011 program totals \$2.2 million. The employer contribution is \$1.4 million, C/CAG's portion is \$500,000 and SamTrans' portion is \$300,000.

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

Authorize Award of Contracts to Fehr & Peers and HNTB Corporation to Provide On-call Transportation Planning and Program Support for up to \$4,000,000 for a Three-year Base Term

Director of Contracts and Procurement Cheryl Cavitt said staff is proposing the committee recommend Board approval of award of contracts to Fehr & Peers and HNTB Corporation. Staff awarded the first of three contracts in February to assist with transportation planning.

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

Adjourned: 3:01 p.m.

FINANCE ITEM # 2
MAY 12, 2010

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

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

ACTION

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

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 12) are \$7,454,408 or 7.4 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$1,037,087 or 7.5 percent, *TDA and STA Funds* (page 1, line 2) are **worse** than budget by \$3,011,105 or 13.3 percent, *Operating Grants* (page 1, line 4) are **worse** than budget by 1,000,000 or 43.7 percent, *District ½ Cent Sales Tax* (page 1, line 8) is **worse** than budget by \$2,110,760 or 4.5 percent and *Investment Interest* (page 1, line 9) is **worse** than budget by \$166,625 or 3.8 percent.

Expenses: *Total Expenses* (page 4, line 75) are \$4,716,818 or 4.7 percent **better** than budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 48) is **better** than budget by \$3,927,821 or 5.4 percent, *Total ADA Programs* (page 4, line 57) are **better** than budget by \$613,284 or 5.9 percent and *Total Multimodal* (page 4, line 73) is **better** than budget by \$175,713 or 1.1 percent.

Budget Amendments: The Board authorized an amendment at the April 14th board meeting to reflect various adjustments to revenues in the amount of \$5.4 million increasing the use of reserves and to expenses in the amount of \$200,000 primarily due to reductions in District ½ cent sales tax revenues and Transportation Development Act funds. This amendment will be reflected in the April 2010 Statement of Revenues and Expenses.

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
MARCH 2010**

% OF YEAR ELAPSED: 75.0%

	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	1,489,860	12,971,628	12,744,163	13,781,250	92.5	18,975,000	18,375,000	69.4
2 TDA and STA Funds	(432,641)	26,961,346	19,712,238	22,723,343	86.7	29,975,899	30,458,724	64.7
3 STA Pass through to Other Agencies	8,112	131,508	73,001	73,001	100.0	97,334	1,864,661	3.9
4 Operating Grants	972,058	1,151,792	1,290,656	2,290,656	56.3	4,429,071	4,429,071	29.1
5 Measure A Contribution and AB434 Funds	558,912	3,142,541	6,522,447	6,711,849	97.2	9,497,724	9,167,724	71.1
6 Subtotal - Operating Revenues	2,596,301	44,358,815	40,342,505	45,580,099	88.5	62,975,028	64,295,180	62.7
Other Revenue Sources								
7 District 1/2 Cent Sales Tax	4,738,096	48,791,331	44,408,240	46,519,000	95.5	62,216,300	62,216,300	71.4
9 Investment Interest	129,551	4,640,228	4,228,760	4,395,385	96.2	5,917,820	5,917,820	71.5
10 Other Interest, Rent & Other Income	356,814	4,391,129	4,300,145	4,239,574	101.4	5,105,649	5,832,029	73.7
11 Subtotal - Other Revenues	5,224,461	57,822,688	52,937,145	55,153,959	96.0	73,239,769	73,966,149	71.6
12 Total Revenues	7,820,762	102,181,503	93,279,650	100,734,058	92.6	136,214,797	138,261,329	67.5
13 Capital Assistance	8,559,376	2,643,910	42,367,308	42,367,308	100.0	14,545,513	70,834,975 A	59.8
14 Reserves Programmed for Capital	266,073	2,877,375	4,634,518	4,634,518	100.0	0	19,116,050 A	24.2
15 Total Revenues - All Sources	16,646,211	107,702,788	140,281,476	147,735,884	95.0	150,760,310	228,212,354	61.5
USES OF FUNDS								
Operations								
19 District Motor Bus	8,379,621	71,362,702	69,267,468	73,195,289	94.6	102,143,459	97,648,125	70.9
20 A. D. A. Programs	1,109,792	10,108,454	9,710,294	10,323,578	94.1	14,081,912	13,675,342	71.0
21 Caltrain	1,239,703	12,802,181	12,802,181	12,802,181	100.0	16,521,290	16,521,290	77.5
22 Other Multimodal Programs	301,690	2,990,204	2,988,007	3,163,720	94.4	3,681,080	4,564,205	65.5
23 Subtotal - Operating Costs	11,030,806	97,263,541	94,767,950	99,484,768	95.3	136,427,741	132,408,962	71.6
Other Uses of Funds								
25 STA Pass through to Other Agencies	8,112	131,508	73,001	73,001	100.0	97,334	1,864,661	3.9
26 Transfer Out to Debt Service	2,037,529	17,686,140	18,337,761	18,337,761	100.0	24,450,342	24,450,342	75.0
27 Fiscal Agent Fees	4,538	57,357	11,163	22,750	49.1	27,500	27,500	40.6
28 Land Transfer Interest Expense	16,600	0	16,600	0	0.0	0	0	0.0
29 Subtotal - Other Uses	2,066,779	17,875,005	18,438,525	18,433,512	100.0	24,575,176	26,342,503	70.0
30 Capital Programs	8,932,435	6,891,948	48,192,589	48,192,589	100.0	18,731,316	93,536,828 A	51.5
31 Total Uses of Funds	22,030,020	122,030,494	161,399,064	166,110,869	97.2	179,734,233	252,288,293	64.0
32								
33 SURPLUS/(DEFICIT) FOR PERIOD	(5,383,809)	(14,327,706)	(21,117,588)	(18,374,985)	114.9	(28,973,923)	(24,075,939)	87.7

% 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.

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									
MARCH 2010									
								% OF YEAR ELAPSED:	75.0%
	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	1,426,907	12,519,359	12,231,533	13,242,000	92.4	18,256,000	17,656,000	69.3
TRANSPORTATION DEVELOPMENT ACT FUND:									
3	TDA Gen. Oper. Asst.	(487,454)	22,553,334	18,497,282	21,357,828	86.6	28,477,104	28,477,104	65.0
STATE TRANSIT ASSISTANCE:									
5	STA - Gen. Oper. Asst.	45,252	2,405,694	135,755	135,755	100.0	0	271,510	50.0
OPERATING GRANTS									
7	Planning Assistance Grant	972,058	1,047,041	1,253,427	2,253,427	55.6	3,376,430	3,117,885	40.2
DISTRICT 1/2 CENT SALES TAX:									
8	General Operating Asst.	906,344	28,098,413	27,900,546	29,775,665	93.7	41,585,037	39,506,816	70.6
10	Accessibility Fixed Route	88,616	763,218	739,981	736,044	100.5	985,992	979,092	75.6
11	Use of Reserves	1,258,194	0	1,258,194	2,758,131	45.6	5,556,178	3,633,000	n/a
12	TOTAL 1/2 CENT SALES TAX	2,253,154	28,861,631	29,898,721	33,269,840	89.9	48,127,207	44,118,908	67.8
INVESTMENT INTEREST INCOME:									
14	Investment Interest Income	(245,987)	821,174	59,337	62,528	94.9	140,670	140,670	42.2
OTHER REVENUE SOURCES:									
16	Overnight Deposits Interest Income	151	193,735	1,847	3,420	54.0	4,560	4,560	40.5
17	Rental Income	86,084	770,786	774,693	781,425	99.1	1,041,900	1,041,900	74.4
18	Advertising Income	116,666	1,011,143	1,124,766	1,062,510	105.9	1,350,000	1,450,000	77.6
19	Other Income	41,455	1,178,805	1,118,772	1,026,556	109.0	1,369,588	1,369,588	81.7
20	TOTAL OTHER REVENUES	244,356	3,154,469	3,020,078	2,873,911	105.1	3,766,048	3,866,048	78.1
							69,267,468		
22	TOTAL MOTOR BUS	4,208,286	71,362,702	65,096,133	73,195,289	88.9	102,143,459	97,648,125	66.7
AMERICAN DISABILITIES ACT:									
25	Passenger Fares Redi-Wheels	62,953	452,269	512,630	539,250	95.1	719,000	719,000	71.3
26	Local TDA 4.5 Redi-Wheels	(25,659)	1,513,691	973,541	1,124,100	86.6	1,498,795	1,498,795	65.0
27	Local STA - Paratransit	35,220	488,627	105,660	105,660	100.0	0	211,315	0.0
28	Operating Grants	0	0	0	0	0.0	1,052,641	1,052,641	0.0
29	Sales Tax - District ADA Programs	764,832	6,190,043	5,202,086	5,311,210	97.9	6,476,254	5,901,239	88.2
30	Sales Tax - Paratransit Suppl. Coastside	97,400	841,759	859,052	963,541	89.2	1,215,320	1,272,450	67.5
31	Interest Income - Paratransit Fund	37,007	0	301,195	398,437	75.6	531,250	531,250	56.7
32	Measure A Contribution - R/W	138,039	622,065	1,756,130	1,881,380	93.3	2,588,652	2,488,652	70.6
34	TOTAL ADA PROGRAMS	1,109,792	10,108,454	9,710,294	10,323,578	94.1	14,081,912	13,675,342	71.0
MULTIMODAL TRANSIT PROGRAMS:									
36	Sales Tax - Caltrain	963,624	11,538,181	9,289,921	9,253,901	100.4	11,343,986	11,543,986	80.5
37	Transfer from TA for Caltrain	276,079	1,263,999	3,512,260	3,548,280	99.0	5,177,304	4,977,304	70.6
38	TA Funded SM/Caltrain Shuttles	97,294	779,477	826,557	854,689	96.7	1,131,768	1,131,768	73.0
39	Employer Share SM/Caltrain Shuttles	27,928	349,263	275,493	330,840	83.3	325,237	586,217	47.0
40	AB434 Funds - SamTrans Shuttles	47,500	477,000	427,500	427,500	100.0	600,000	570,000	75.0
41	Employer Share SamTrans Shuttles	84,530	887,397	1,004,574	1,034,823	97.1	1,014,364	1,379,764	72.8
42	Sales Tax - SamTrans Shuttle Program	25,006	171,819	216,130	237,647	90.9	288,541	316,861	68.2
43	Operating Grants	0	104,751	37,229	37,229	100.0	0	258,545	0.0
44	Sales Tax - Gen. Operating Asst.	19,432	220,498	200,524	240,992	83.2	321,170	321,050	62.5
46	TOTAL MULTIMODAL	1,541,393	15,792,385	15,790,188	15,965,901	98.9	20,202,370	21,085,495	74.9
48	TOTAL REVENUES	6,859,471	97,263,541	90,596,615	99,484,768	91.1	136,427,741	132,408,962	68.4

% 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
MARCH 2010**

% OF YEAR ELAPSED: 75.0%

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	4,927,198	39,970,114	39,783,839	40,530,081	98.2	56,034,282	53,627,066	74.2
2								
3 Services:								
4 Board of Directors	3,653	38,215	41,173	41,365	99.5	53,090	53,090	77.6
5 Contracted Vehicle Maintenance	199,078	371,712	454,395	484,903	93.7	512,910	662,910	68.5
6 Property Maintenance	98,628	771,448	756,672	1,072,000	70.6	1,434,000	1,434,000	52.8
7 Professional Services	162,537	2,020,887	1,460,400	2,181,776	66.9	2,980,663	2,920,415	50.0
8 Technical Services	298,886	2,318,379	2,673,900	2,770,950	96.5	3,676,639	3,772,539	70.9
9 Other Services	32,286	307,259	252,022	314,766	80.1	450,246	450,246	56.0
10								
11 Materials & Supply:								
12 Fuel & Lubricants	337,575	3,879,492	3,095,678	3,997,182	77.4	7,246,336	5,555,226	55.7
13 Bus Parts & Materials	111,978	1,494,383	1,417,076	1,469,629	96.4	2,054,913	1,995,008	71.0
14 Uniforms & Driver Expense	10,863	333,610	245,503	292,851	83.8	444,848	394,348	62.3
15 Timetables & Tickets	14,574	138,497	118,648	163,125	72.7	217,500	217,500	54.6
16 Office Supplies / Printing	35,302	222,950	163,603	234,116	69.9	333,055	340,055	48.1
17 Other Materials & Supply	17,247	129,565	106,848	130,438	81.9	183,750	183,750	58.1
18								
19 Utilities:								
20 Telephone	29,414	324,439	284,505	297,000	95.8	396,000	396,000	71.8
21 Other Utilities	70,584	716,329	717,980	747,000	96.1	996,000	996,000	72.1
22 Insurance Costs	177,613	2,217,579	1,674,939	1,718,973	97.4	2,292,000	2,292,000	73.1
23 Workers' Compensation	260,781	2,282,263	2,358,301	2,379,038	99.1	3,172,050	3,172,050	74.3
24 Taxes & License Fees	28,031	314,215	295,069	449,710	65.6	659,770	603,685	48.9
25 Fixed Route Accessibility	88,616	763,218	739,981	736,044	100.5	985,992	979,092	75.6
26 Leases & Rental	8,345	78,414	78,340	85,187	92.0	115,588	115,588	67.8
27 Promotional & Legal Advertising	10,789	145,132	144,346	255,500	56.5	340,000	340,000	42.5
28 Seminar & Training	14,768	145,492	70,508	130,757	53.9	150,460	165,460	42.6
29 Business Travel & Meeting	3,395	27,143	17,167	22,991	74.7	31,615	31,615	54.3
30 Dues & Membership	6,425	60,279	31,615	39,272	80.5	91,085	91,085	34.7
31 Postage & Other	12,224	43,624	44,916	68,540	65.5	85,680	96,180	46.7
32								
33 Total District Operated Buses	6,960,790	59,114,638	57,027,424	60,613,194	94.1	84,938,472	80,884,908	70.5
34								
35 CONTRACTED BUS SERVICES								
36								
37 Contracted Urban Bus Service	1,203,653	10,728,019	10,741,479	10,954,130	98.1	15,073,092	14,605,502	73.5
38 Other Related Costs	35,359	252,595	262,611	245,581	106.9	334,465	323,285	81.2
39 Insurance Costs	87,157	510,239	490,353	491,229	99.8	655,000	655,000	74.9
40 Coastside Services	56,623	447,546	449,677	475,193	94.6	633,590	633,590	71.0
41 Redi Coast Non-ADA	18,617	154,814	144,733	196,485	73.7	261,980	261,980	55.2
42 Other Related Costs	1,952	17,014	13,106	46,767	28.0	64,250	61,410	21.3
43 La Honda - Pescadero	4,725	37,800	39,188	39,375	99.5	52,500	52,500	74.6
44 SamCoast - Pescadero	9,825	96,242	95,170	122,960	77.4	116,170	156,170	60.9
45 Other Related Cost - SamCoast	920	3,795	3,727	10,375	35.9	13,940	13,780	27.0
46 Total Contracted Bus Service	1,418,831	12,248,064	12,240,044	12,582,095	97.3	17,204,987	16,763,217	73.0
47								
48 TOTAL MOTOR BUS	8,379,621	71,362,702	69,267,468	73,195,289	94.6	102,143,459	97,648,125	70.9

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2010
MARCH 2010**

% OF YEAR ELAPSED: 75.0%

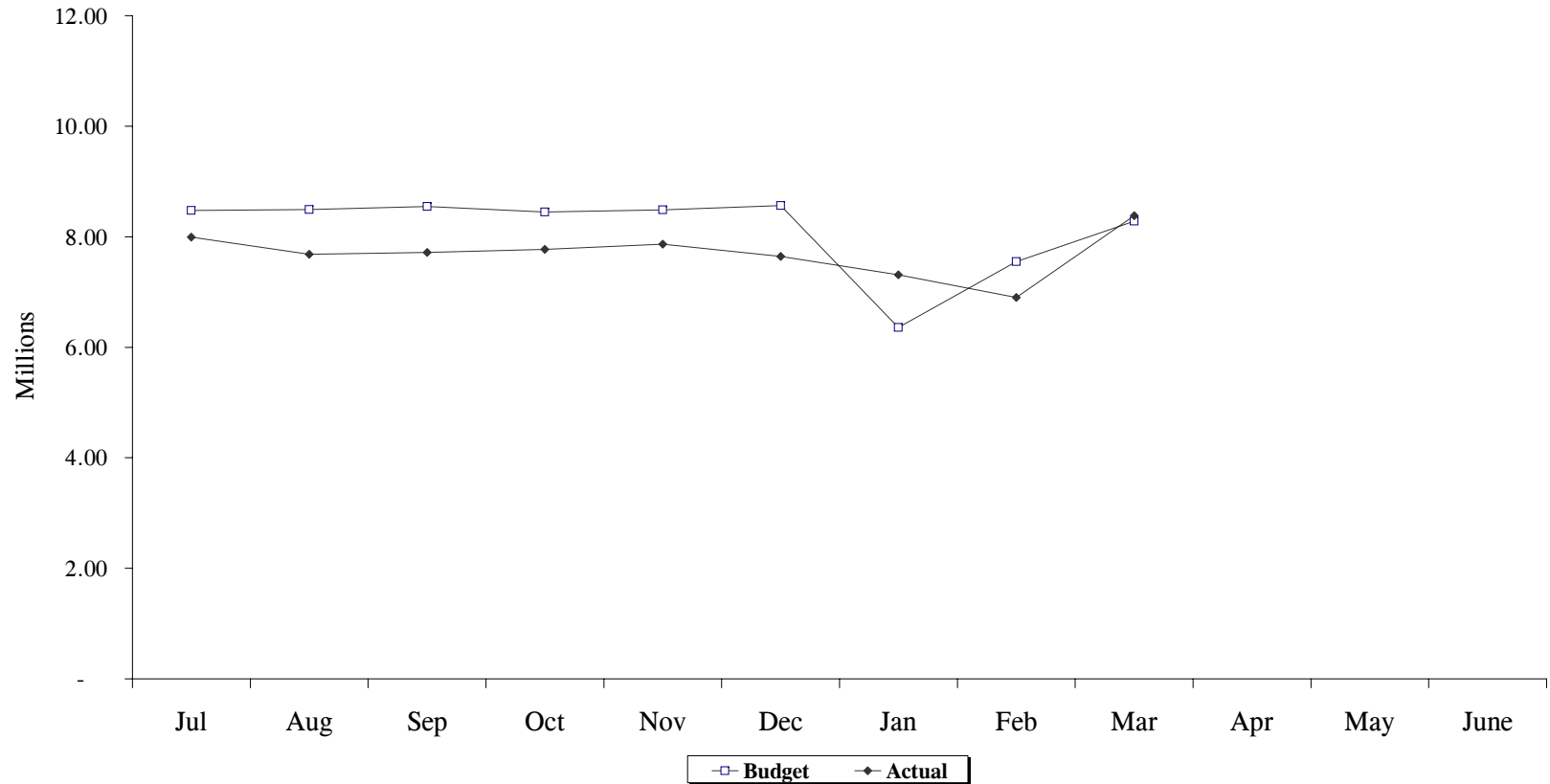
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	490,347	4,517,106	4,263,033	4,328,860	98.5	6,638,319	5,771,819	73.9
Other Related Costs	163,352	1,776,396	1,634,916	1,925,967	84.9	2,586,793	2,557,633	63.9
ADA Sedan Service	235,691	1,905,483	2,000,537	2,132,107	93.8	2,338,640	2,778,640	72.0
ADA Accessibility Support	69,910	688,233	557,106	586,859	94.9	787,840	779,800	71.4
Coastside ADA Support	97,400	841,759	859,052	963,541	89.2	1,215,320	1,272,450	67.5
Insurance Costs	53,092	379,477	395,650	386,244	102.4	515,000	515,000	76.8
TOTAL ADA PROGRAMS	1,109,792	10,108,454	9,710,294	10,323,578	94.1	14,081,912	13,675,342	71.0
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	1,239,703	12,802,181	12,802,181	12,802,181	100.0	16,521,290	16,521,290	77.5
Total Caltrain Service	1,239,703	12,802,181	12,802,181	12,802,181	100.0	16,521,290	16,521,290	77.5
OTHER SUPPORT								
Dumbarton Express Service	9,740	115,758	93,914	94,667	99.2	126,070	125,950	74.6
SamTrans Shuttle Service	157,036	1,536,216	1,648,204	1,699,970	97.0	1,902,905	2,266,625	72.7
SM/Caltrain Shuttles	125,222	1,233,491	1,139,279	1,222,758	93.2	1,457,005	1,976,530	57.6
Maintenance Multimodal Facilities	9,692	104,739	106,610	146,325	72.9	195,100	195,100	54.6
Total Other Support	301,690	2,990,204	2,988,007	3,163,720	94.4	3,681,080	4,564,205	65.5
TOTAL MULTI-MODAL PROGRAMS	1,541,393	15,792,385	15,790,188	15,965,901	98.9	20,202,370	21,085,495	74.9
TOTAL EXPENSES	11,030,806	97,263,541	94,767,950	99,484,768	95.3	136,427,741	132,408,962	71.6

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

SAN MATEO COUNTY TRANSIT DISTRICT

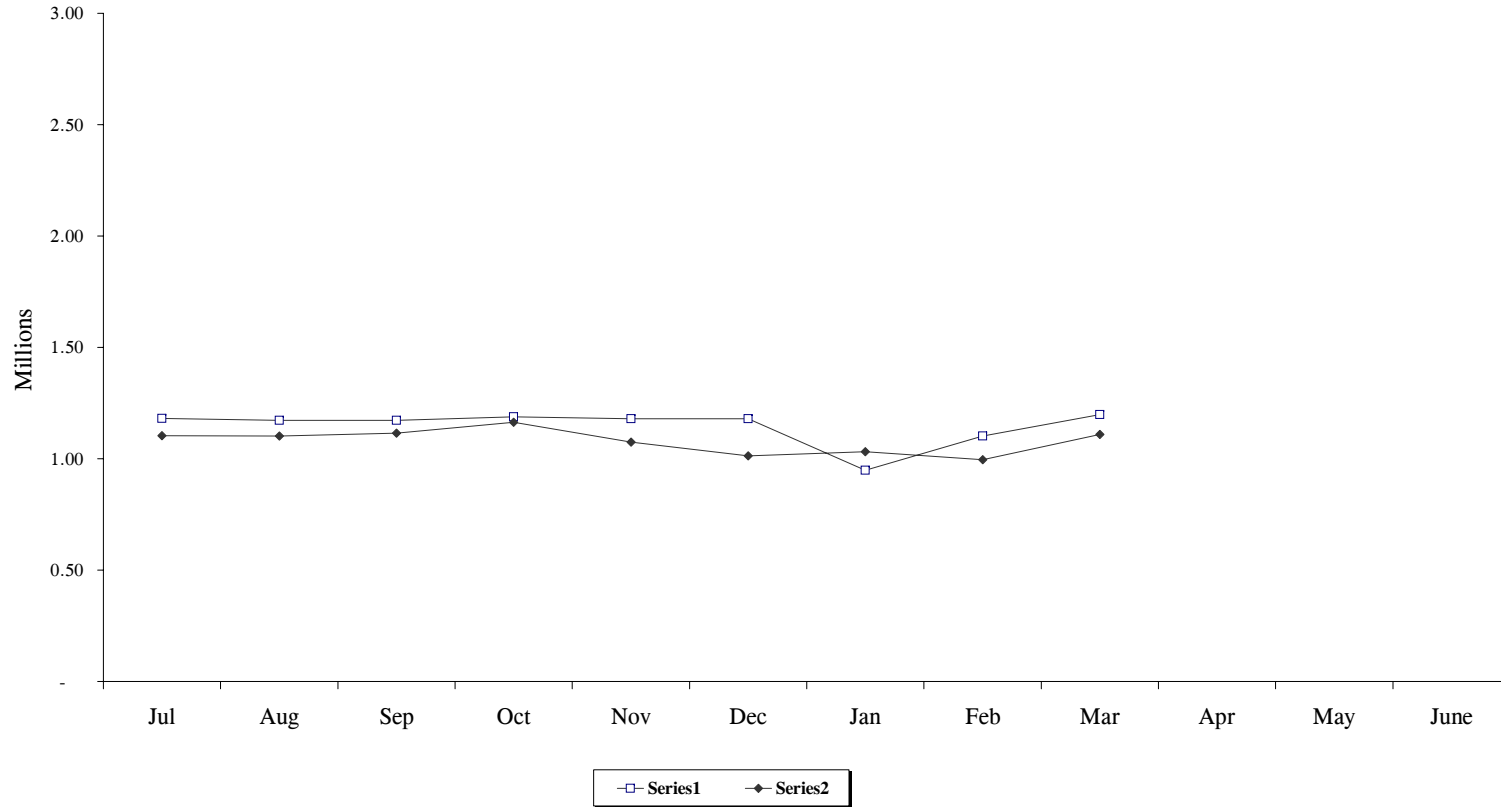
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

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	6,359,492	7,546,657	8,278,129				
Actual	7,995,340	7,681,837	7,717,629	7,771,470	7,862,993	7,643,740	7,313,072	6,901,766	8,379,621				
CUMULATIVE EXPENSES													
Budget	8,473,981	16,967,138	25,514,510	33,962,788	42,446,056	51,011,011	57,370,503	64,917,160	73,195,289				
Actual	7,995,340	15,677,177	23,394,806	31,166,276	39,029,269	46,673,009	53,986,081	60,887,847	69,267,468				
Variance - F(U)	478,641	1,289,961	2,119,704	2,796,512	3,416,787	4,338,002	3,384,422	4,029,313	3,927,821				
Variance %	5.65%	7.60%	8.31%	8.23%	8.05%	8.50%	5.90%	6.21%	5.37%				

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2010

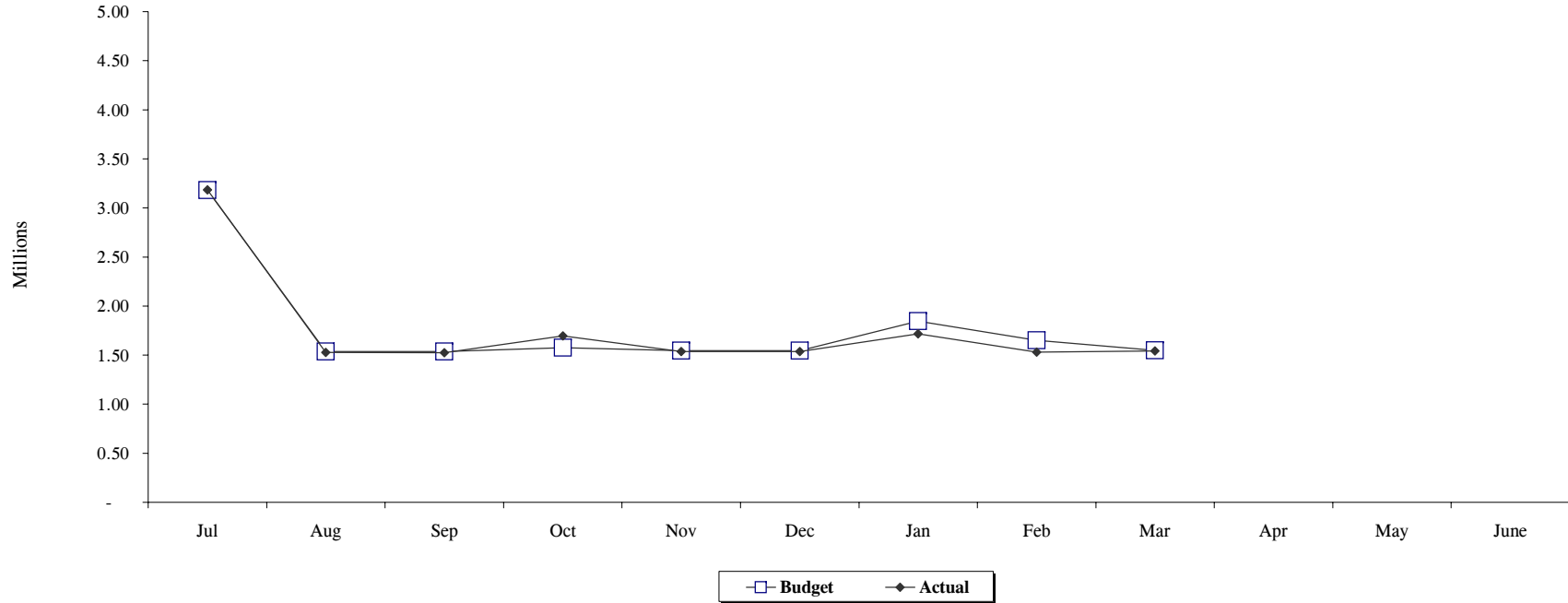


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,181,355	1,172,595	1,172,596	1,188,757	1,180,069	1,179,272	948,817	1,101,611	1,198,506			
Actual	1,103,689	1,102,328	1,114,317	1,163,566	1,075,359	1,013,505	1,032,171	995,567	1,109,792			
CUMULATIVE EXPENSES												
Budget	1,181,355	2,353,950	3,526,546	4,715,303	5,895,372	7,074,644	8,023,461	9,125,072	10,323,578			
Actual	1,103,689	2,206,017	3,320,334	4,483,900	5,559,259	6,572,764	7,604,935	8,600,502	9,710,294			
Variance - F(U)	77,666	147,933	206,212	231,403	336,113	501,880	418,526	524,570	613,284			
Variance %	6.57%	6.28%	5.85%	4.91%	5.70%	7.09%	5.22%	5.75%	5.94%			

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	1,845,483	1,650,334	1,547,223			
Actual	3,183,019	1,526,868	1,524,459	1,695,052	1,536,284	1,537,516	1,715,713	1,529,884	1,541,393			
CUMULATIVE EXPENSES												
Budget	3,181,130	4,717,757	6,254,032	7,830,308	9,376,585	10,922,861	12,768,344	14,418,678	15,965,901			
Actual	3,183,019	4,709,887	6,234,346	7,929,398	9,465,682	11,003,198	12,718,911	14,248,795	15,790,188			
Variance - F(U)	(1,889)	7,870	19,686	(99,090)	(89,097)	(80,337)	49,433	169,883	175,713			
Variance %	-0.06%	0.17%	0.31%	-1.27%	-0.95%	-0.74%	0.39%	1.18%	1.10%			

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR MARCH 2010**

BUDGET AMENDMENT

	Amount	Line Item	Description
Mar-10			No Budget Amendment in March 2010.
	<u>\$ -</u>	Total	<u>\$ -</u>

BUDGET REVISIONS

	Amount	Line Item	Description
Mar-10			No Budget Revision in March 2010
	<u>\$ -</u>	Total	<u>\$ -</u>

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2009 & FY2010
MARCH 2010

5/4/10 11:00 AM

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	4,353,500	(206,500)	4,353,500
Dec. 09	5,967,000	Feb. 10	5,591,600	(375,400)	5,591,600
2nd Qtr. Adjustment	1,405,000	Mar. 10	1,101,985	(303,015)	1,101,985
6 Months Total	32,047,000		29,795,480	(2,251,520)	29,795,480
Jan. 10	3,970,000	Mar. 10	3,353,000	(617,000)	3,353,000
Feb. 10	3,970,000	Apr. 10		(617,000)	3,353,000 (1)
Mar. 10	5,207,000	May 10		(736,000)	4,471,000 (1)
3rd Qtr. Adjustment	1,325,000	Jun. 10		2,110,760	3,435,760 (1)
9 Months Total	46,519,000		33,148,480	(2,110,760)	44,408,240
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		2,110,760	3,564,060
FY2010 Total	62,216,300	FY2010 Total	33,148,480	(0)	62,216,300
14,554,695		1st Quarter			
15,240,785		2nd Quarter			
14,612,760		3rd Quarter			
		4th Quarter			
<u>44,408,240</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 C. H. (Chuck) Harvey
Deputy CEO Deputy CEO

SUBJECT: **PROPOSED DBE OVERALL GOAL FOR FY2011 THROUGH FY2013**

ACTION

The District's Disadvantaged Business Enterprise (DBE) Review Committee proposes the Committee recommend that the Board approve the following actions:

- a. Publish the proposed DBE overall goal of zero percent for Federal Transit Administration (FTA) funds for Fiscal Year (FY) 2011-2013 for public inspection and comment;
- b. In the event that no public comments are received that require a change to the proposed goal, authorize the General Manager/CEO to formally adopt the goal for FY2011-2013;
- c. Authorize the General Manager/CEO to submit the DBE overall goal to the Federal Transit Administration by the designated deadline of August 1, 2010.

SIGNIFICANCE

The U.S. Department of Transportation (DOT) issued amending regulations, effective March 5, 2010, requiring DOT grantees to establish a DBE overall goal as a percentage of all FTA funds expected to be expended in the three forthcoming Federal fiscal years. This contrasts with previous DOT requirements calling for the establishment of an annual overall goal. In addition, the amended regulations require grantees to submit to DOT for approval any significant adjustment to the overall goal during the three-year period based on changed circumstances.

Pursuant to prescribed Federal methodologies, the proposed DBE overall goal of zero percent for FTA-assisted contracts is based upon the District's assessment of FTA-assisted contracting activity for FY2011, and the projected availability of ready, willing, and able DBEs to participate in the activity. No federally-assisted projects were identified for FY2012 and FY2013 at this time. Staff will continue to look for opportunities to make adjustments to the proposed goal when federally-assisted projects are identified and will modify the overall goal with the Board's concurrence prior to submission to FTA.

BUDGET IMPACT

The proposed goal should have no impact on the budget.

BACKGROUND

The DOT regulations, 49 Code of Federal Regulations Part 26, pertaining to the Disadvantaged Business Enterprise Program require DOT grantees to establish an overall goal for DBE participation in federally assisted contracts, and prescribe various methods for doing so. Moreover, effective March 5, 2010, DOT amended the Regulations to require grantees to submit an overall goal for review every three years, rather than annually. According to DOT, the rule change was modeled largely on the success of a comparable provision in DOT's airport concessions DBE rule in 49 CFR Part 23.

The proposed DBE overall goal of zero percent for FTA-assisted contracts is based upon the District's assessment of the FTA-assisted expenditures for contracts projected only for FY2011, a review of U.S. Census and other data sources concerning the availability of DBEs in the industries and geographical markets relevant to the District's contracting activity, and consideration of the District's historical utilization of DBEs, among other factors. For the upcoming fiscal year, the District expects to expend federal funds for a contract to replace paratransit vehicles and a contract to replace the South Base bus washer equipment. DBE goals for transit vehicles are established by the transit vehicle manufacturers and are excluded from the District's goal setting process pursuant to the Regulations. In the past, our transit vehicle manufacturers have reported a 10 percent DBE participation rate to the FTA. For the South Base bus washer contract, the District reviewed the list of DBEs in the statewide DBE directory as well as other directories to determine if DBEs, or potential DBEs, are able to provide the product and services. The District determined that there are no DBE (or potential DBE) firms that can provide the required product and service. In fact, the District's experience in a similar contracting effort involving vehicle washing equipment did not contain DBE participation. Accordingly, the District is recommending a zero percent goal and will modify this goal with Board concurrence should circumstances change.

For FY2010, the overall goal for federally-assisted projects is 6 percent. As of March 31, 2010, the overall DBE participation rate is 5.3 percent with another six months remaining for this federal fiscal year. While there is no DBE goal established for the next fiscal year, the District expects to continue to obtain meaningful disadvantaged business participation in its nonfederally-assisted contracts. Excluding fuel procurement, disadvantaged firms were awarded more than \$1.58 million in prime and subcontracts in 2009, representing 25.4 percent of the contracts awarded. Notably, a fuel procurement contract was awarded to a former DBE participant in 2009 and inclusion of this contract to the aforementioned computation would yield a disadvantaged business participation rate of over 57 percent.

With the Board of Directors' approval, the proposed FY2011-2013 overall goal of zero percent will be published in general circulation, trade association and DBE-oriented media to provide for a public inspection period of 30 days and public comment of 45 days from the date of publication. It is recommended that final adoption of the goal be delegated to the General Manager/CEO, in the event that no comments are received that requires the Board to modify the proposed goal. If reconsideration is needed, the Board will be asked to review and approve the final FY2011-2013 goal after completion of the public comment period. The District will submit

the proposed FY2011-2013 goal to the Federal Transit Administration by the statutory due date of August 1, 2010. The District will revisit the goal prior to FY2012 to assess any upcoming changes in circumstances and will modify the goal with Board concurrence if necessary.

Prepared by: Raymond Lee, DBE Officer

Bill Carson, Manager, Employee Relations & Civil Rights

650-508-7939

650-508-6234

RESOLUTION NO. 2010-

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

* * *

**AUTHORIZING PUBLICATION OF PROPOSED DISADVANTAGED BUSINESS
ENTERPRISE OVERALL GOAL FOR FISCAL YEAR 2011 THROUGH 2013 FTA
ASSISTED PROJECTS**

WHEREAS, effective March 5, 2010, the United States Department of Transportation (“DOT”) issued amending regulations regarding the participation of Disadvantaged Business Enterprises (“DBEs”) in federally assisted contracts (“Regulations”); and

WHEREAS, the Regulations require that an overall goal for DBE participation in federally assisted contracts be established for the three forthcoming fiscal years for each operating administration that the District receives Federal funds from; and

WHEREAS, the General Manager/CEO has recommended the establishment of a proposed zero percent Disadvantaged Business Enterprise overall goal for Federal Transit Administration funds for Fiscal Year 2011 through 2013, in accordance with the methodology set forth in the Regulations; and

WHEREAS, the Regulations prescribe that a notice be published providing for a 30-day public inspection period and a 45-day public comment period regarding the proposed DBE overall annual goal; and

WHEREAS, the Board of Directors finds the recommended Fiscal Year 2011 through 2013 DBE overall goal is appropriate and reasonable.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes the publication of the proposed Disadvantaged Business Enterprise overall goal for Fiscal Year 2011 through 2013 of zero percent for public

inspection for a period of 30 days and for public comment for a period of 45 days, with the understanding that final adoption of the Disadvantaged Business Enterprise overall goal will be considered at the completion of such public comment period; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager/CEO to adopt the DBE overall goal for FY 2011 through 2013 on behalf of the San Mateo County Transit District, in the event that no public comments are received that require the Board to reconsider or modify the proposed goal; and

BE IT FURTHER RESOLVED that the Board of Directors directs the General Manager/CEO to submit the Disadvantaged Business Enterprise overall annual goal for FY 2011 through 2013 to the United States Department of Transportation through the Federal Transit Administration by August 1, 2010, in accordance with the Regulations.

Regularly passed and adopted this 12th day of May, 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

**SUBJECT: AUTHORIZING SUBMITTAL OF GRANT APPLICATIONS AND THE
EXECUTION OF STANDARD AGREEMENTS WITH CALTRANS
PERTAINING TO FTA SECTION 5311 FUNDS**

ACTION

Staff proposes that the Committee recommend Board authorization for the General Manager/CEO, or his designee, to:

- 1) Submit grant applications for financial assistance to Caltrans to receive Federal Transit Administration (FTA) Section 5311 Non Urbanized Formula Program funds already programmed by the Metropolitan Transportation Commission (MTC) for the Coastsiderural demand-responsive transportation service, in the amount of \$134,323 for Fiscal Year (FY) 2009 and \$74,671 for FY2010; and
- 2) Execute certifications and assurances, funding agreements and any other documents required to receive the FTA Section 5311 Non Urbanized Formula Program funding.

SIGNIFICANCE

The District has historically received Section 5311 operating assistance to help fund rural demand-responsive service on the Coastsider. The MTC has programmed \$134,323 of FY2009 and \$74,671 of FY2010 FTA Section 5311 Non Urbanized Formula Program funds to the District, which are available to help fund the continued operation of existing rural demand-responsive transportation service on the Coastsider for use in FY2010 and FY2011.

BUDGET IMPACT

The \$134,323 in FY2009 Section 5311 funds as well as the requisite local matching funds have already been included as part of the District's adopted FY2010 Operating Budget. The \$74,671 in FY2010 Section 5311 funds and associated local funds are proposed to be included in the FY2011 Operating Budget.

BACKGROUND

The purpose of the FTA Section 5311 Non Urbanized Formula Program is to support mobility needs of rural transit users and can be used for capital, operating, and planning assistance. Caltrans administers the Section 5311 program in California and the MTC programs Section 5311 funds to eligible applicants in the San Francisco Bay Area. Eligible applicants for Section 5311 funds include public agencies, private non-profits and Indian tribes.

The purpose of the District's Section 5311 service is to serve the rural and relatively isolated Coastside of San Mateo County. Currently, the service averages approximately 20 passengers each weekday. The actions requested here will provide the General Manager/CEO, or his designee, the authority to file applications and to execute the requisite certifications and assurances, funding agreements with Caltrans, and any other documents required for receipt of Federal funding for the demand-responsive service on the Coastside.

Prepared by: Rebecca Arthur, Senior Grants Analyst

650-508-6368

RESOLUTION NO. 2010 –

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

**AUTHORIZING SUBMITTAL OF GRANT APPLICATIONS AND THE EXECUTION
OF STANDARD AGREEMENTS WITH CALTRANS PERTAINING TO FTA SECTION
5311 FUNDS**

WHEREAS, the Federal Transit Administration (FTA) of the U.S. Department of Transportation is authorized to make grants for the Non Urbanized Formula Assistance Grant Program, as set forth in 49 U.S.C. §5311 (Section 5311); and

WHEREAS, the California Department of Transportation (Caltrans) allocates regional apportionments of Section 5311 funds, and the Regional Transportation Planning Agencies (RTPA) of the State of California are responsible for the programming of the regional apportionments; and

WHEREAS, the Metropolitan Transportation Commission (MTC), the RTPA for the San Francisco Bay Area, has programmed Section 5311 funds in the amounts of \$134,323 for Fiscal Year (FY) 2009 and \$74,671 for FY2010 to the District, which are available for operating assistance in support of the Coastside rural demand-responsive transportation service for use in FY2010 and FY2011; and

WHEREAS, an application for Section 5311 funds must be filed with Caltrans to receive the MTC-programmed Section 5311 funding assistance; and

WHEREAS, the District has set aside \$108,444 of local funding as part of the adopted FY2010 District Operating Budget as the required local match to the Section 5311 funds referenced above and will include necessary local funds in the proposed FY2011 District Operating Budget; and

WHEREAS, staff recommends that the Board authorize the General Manager/CEO or his designee to submit the Section 5311 grant applications and to execute the requisite standard agreements with Caltrans to receive the funds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes and directs the General Manager/CEO, or his designee, to:

- 1) Submit grant applications for financial assistance to Caltrans to receive programmed Federal Transit Administration (FTA) Section 5311 Non Urbanized Formula Program funds for the Coastside rural demand-responsive transportation service, in the amount of \$134,323 programmed for Fiscal Year (FY) 2009 and \$74,671 programmed for FY2010; and
- 2) Execute certifications and assurances, funding agreements and any other documents required to receive the FTA Section 5311 Non Urbanized Formula Program funding.

Regularly passed and adopted this 12th day of May 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: Virginia Harrington
Deputy CEO

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

ACTION

Staff proposes the Committee recommend the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended March 31, 2010.

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 April 20, 2010 in order to meet the 30-day requirement.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The San Mateo County Transit District (District) 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 CSI Capital Management, Inc. (CSI) recently assigned from Tamalpais Wealth Advisors; 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.

CSI 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.

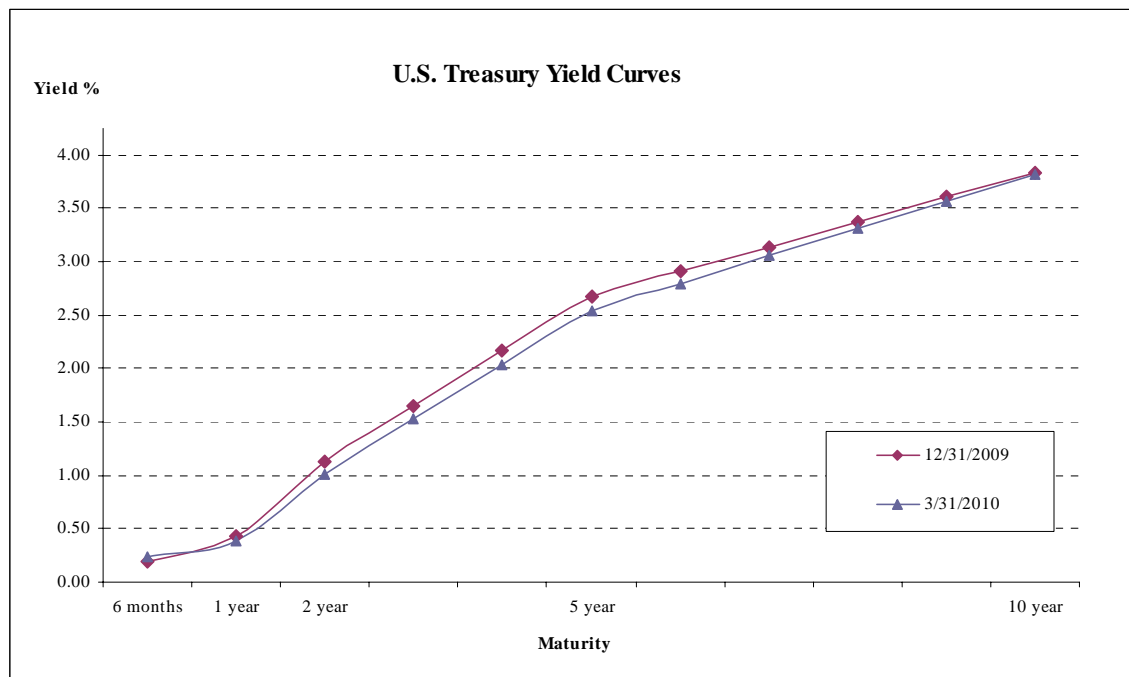
Due to the nature of securities which are bought and sold in a principal market, such as fixed income securities, multiple market values may exist for a given security at any given time. CSI has chosen IDC as an unbiased estimator of these prices based on their leading role as a provider of end of the 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, CSI 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, CSI 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 were quite volatile during the first quarter of 2010, initially falling and then retracing most of their earlier decline. By the end of the quarter, the market was trading near beginning of the year levels, but with decidedly more concern about the future direction of rates. With the Fed signaling an end to many of its programs, the market began to focus on when the Fed was likely to start moving short-term interest rates higher again.

One of the enduring characteristics of the recent crisis and subsequent recovery has been the sheer number of important issues that have the potential to appreciably influence the outlook.

What follows is a list of what CSI believes to be some of the more important issues that have the potential to influence the future course of both the economy and interest rates:

1. *Greece and the Euro:* Due to financial troubles in European countries such as fiscal deficits and possible default on debt, the concept of the European Monetary Union, including the Euro, has been called into question. A favorable outcome here could strengthen the Euro versus the dollar, while an unfavorable outcome would likely have the opposite effect.
2. *China and the Yuan:* Depending on the source, the yuan may currently be undervalued 25 to 50 percent. Devaluing will bring down the price of U.S. exports to China making them more attractive, but also substantially lower the value of the U.S. Government Securities China holds in reserves. The U.S. believes the yuan should be allowed to appreciate, while China has been reluctant to increase the relative value of the yuan to the dollar.
3. *TIPS and Inflation:* TIPS (Treasury Inflation Protected Securities) provide investors with a way to protect themselves from any unanticipated increases in inflation. By comparing the yield on a regular Treasury bond to a comparable TIP, investors can

glean the market's expectations for future inflation. Since the beginning of the year, expectations for future inflation have been steadily falling and have declined by 25 basis points consequently causing TIPS to under-perform their comparable Treasury Bonds.

4. *Forward Rates:* Despite the modestly lower inflation expectations discussed above, the market has also been steadily building in an expectation of an increasing pace of interest rate hikes over the coming year.
5. *Poor Treasury Auctions:* While the United States Treasury auctioned off \$1.6 Trillion dollars of securities in the first quarter of 2010, recently auctions have not gone well and the Treasury had to offer securities at higher rates than expected.
6. *Equity Market Rally:* Since the bottom of the market in early March 2009, the S&P 500 has increased by a stunning 77 percent including dividends. During the same period, housing prices stabilized. Economists have determined that both the values of an individual's investment portfolio as well as their home(s) are important factors when it comes to spending decisions. Of the two, the value of the stock market is deemed to have the larger and more immediate impact. Consumer spending continues to surprise on the strong side. As long as the stock market remains strong, consumers are likely to continue to drive economic growth. In such an environment, it will not be long before employment picks up (as evidenced by the March employment data) and the Fed starts to raise rates.
7. *Fed Activity:* The Federal Reserve Board has maintained an exceptionally low Fed Funds rate since the end of 2008. Estimates for the likely level of Fed Funds by the end of the year range from unchanged to as high as 1.75 percent. CSI anticipates a modest increase in the Fed Funds rate by year-end, followed by another extended period of inactivity.
8. *Health Care:* Although health care reform is now a reality, it remains an extremely polarizing issue among the electorate. If small business owners remain uncertain of the future impact on their employee costs, hiring is likely to be constrained. It is important not to dismiss these concerns, real or imagined, as small businesses have historically been the driver of employment in our country.
9. *Employment:* The hope is that employment numbers finally climb out of negative territory and show signs of solid yet unspectacular growth. This could lead to higher interest rates, and the market is likely to reflect this confidence rather quickly.
10. *Financial Reform:* When Congress returns from its break, financial reform is likely to be its top priority. The centerpiece of this legislation is likely to be a banking bill. The risk for the economy here is over-regulation. Should financial regulation take the form of putting safety and soundness ahead of the banking system's ability to make loans, we could be in for an extended period of sluggish growth.

The issues portrayed here paint a picture which when considered as a whole, certain inevitable conclusions emerge. Namely, the economy is emerging from a recession, interest rates are poised to rise, the global economy still faces many hurdles before it can fully return to health, and policy mistakes are likely to prove costly.

CSI's strategy in this environment is threefold. First, avoiding credit risk, as the consequences of a low probability event are still too severe and the likelihood of such an occurrence is still not quite low enough to provide comfort. Second, choosing the middle ground for new investments, investing for higher yields but not going so far out on the curve that we could experience big price declines if rates jump. Lastly, remaining patient, choosing those periods

when rates are trading towards the upper end of their recent range before committing any capital.

Strategy

Interest rates have begun to factor in a modest increase in the Fed Funds Rate by the middle of the year. Spread product has continued to narrow with high quality paper returning to pre-crisis levels and low quality paper continuing to show improvement.

Over the foreseeable future CSI 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 month, the duration of the portfolios 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, we are 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 portfolios consisted of approximately 6.0 percent Corporate Bonds, 65.6 percent Agency Securities, 17.7 percent US Treasury Securities, 10.7 percent Mortgage Backed Securities, zero percent Commercial Paper and zero 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 March 31, the *General Fund portfolio* returned **0.57** percent. This compares to the benchmark return of **1.12** percent. For the quarter ending December 31, the *Paratransit Fund portfolio* returned **0.68** percent. This compares to the benchmark return of **1.32** 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 March 31, the portfolio's yield to maturity was 1.20 percent. The benchmark's yield to maturity was 1.70 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 3.47 percent.

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDED MARCH 31, 2010 (Con't)**

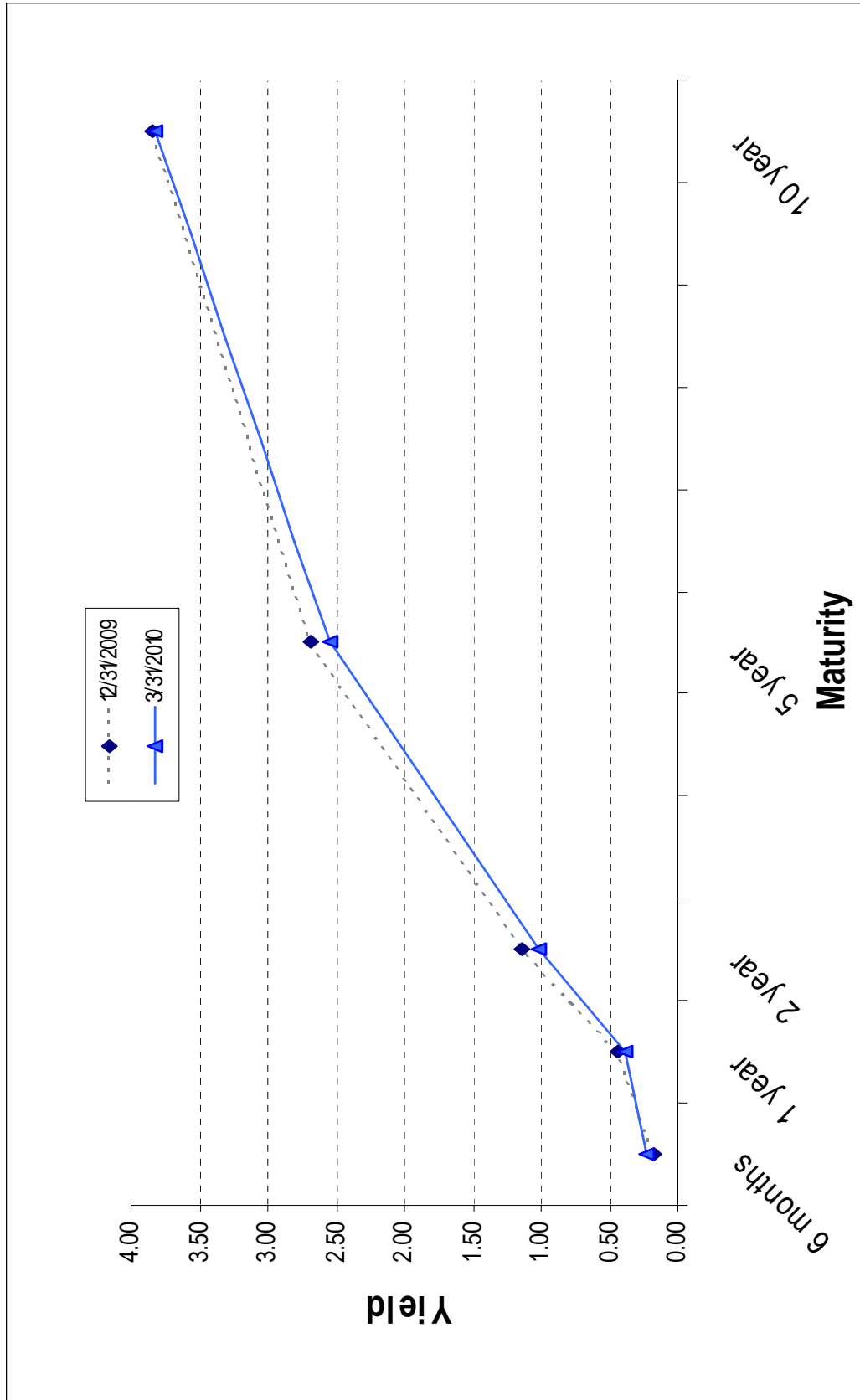
TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
<u>FUNDS MANAGED BY CSI CAPITAL MANAGEMENT, INC.</u>						
<u>INVESTMENT PORTFOLIO:</u>						
CORPORATE BONDS						
Deere & Co.	05-15-10	2,500,000	2,635,290	2,520,417	73,594	2,594,011
JP Morgan Chase & Co.	06-16-11	3,000,000	3,037,884	3,134,370	42,033	3,176,403
Bank of America	04-30-12	2,000,000	2,038,460	2,036,830	12,250	2,049,080
GOVERNMENT BONDS						
US Treasury Bill	04-15-10	6,000,000	5,999,160	5,999,635	0	5,999,635
FHLB	06-11-10	9,000,000	9,402,188	9,087,187	143,063	9,230,250
U.S. Treasury Note	08-31-10	3,000,000	3,061,875	3,026,602	3,937	3,030,539
U.S. Treasury Note	11-30-10	3,500,000	3,526,250	3,521,466	14,729	3,536,195
FNMA	12-15-10	10,000,000	10,578,125	10,293,750	138,542	10,432,292
Fed. Farm Credit Bank	08-25-11	10,000,000	10,518,750	10,425,000	37,674	10,462,674
FNMA	02-16-12	10,000,000	10,850,000	10,709,375	61,111	10,770,486
FNMA	03-15-12	3,500,000	3,910,156	3,831,406	8,932	3,840,338
FHLM	03-23-12	5,000,000	5,045,313	5,090,625	2,066	5,092,691
FHLB	03-08-13	13,500,000	14,736,094	14,740,312	41,250	14,781,562
Fed. Farm Credit Bank	12-29-15	950,000	1,090,125	1,101,703	14,709	1,116,412
Housing Urban Devel	08-01-17	1,790,000	1,808,207	1,800,628	23,153	1,823,781
TREASURY INFLATION PROTECTED SECURITIES						
Treasury Inflation Indexed Note	04-15-14	3,500,000	3,737,187	3,703,570	8,482	3,712,052
MORTGAGE BACKED SECURITIES						
FHLB-SERIES 00-0582H	10-25-10	10,174,256	10,575,047	10,454,049	8,916	10,462,965
COLLATERALIZED MORTGAGE OBLIGATIONS						
FHLB SERIES 4S-2012 CLASS I	01-25-12	1,398,562	1,456,429	1,475,287	1,310	1,476,597
FHLB SERIES 00-0606 CLASS Y	12-28-12	598,558	639,903	638,554	233	638,787
FHLM Ref FHRR R015 AN	02-15-13	883,300	920,544	894,660	13,305	907,965
TOTAL INVESTMENT FUNDS PORTFOLIO						
MANAGED BY CSI CAPITAL MANAGEMENT, INC.		100,294,676	105,566,985	104,485,426	649,288	105,134,714

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDED MARCH 31, 2010 (Con't)**

<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>PARATRANSIT TRUST FUND PORTFOLIO:</u>						
GOVERNMENT BONDS						
FHLB	01-21-11	5,000,000	5,056,250	5,043,750	15,122	5,058,872
FNMA	01-09-12	5,000,000	5,050,000	5,078,125	22,778	5,100,903
U.S. Treasury Note	02-15-12	4,000,000	3,996,250	4,031,092	6,560	4,037,652
FHLM	01-07-14	5,000,000	4,951,315	5,057,965	29,167	5,087,132
FHLM	04-23-14	2,500,000	2,510,690	2,520,390	868	2,521,258
TREASURY INFLATION PROTECTED SECURITIES						
Treasury Inflation Indexed Note	04-15-14	2,500,000	2,639,162	2,645,407	443	2,645,850
MORTGAGE BACKED SECURITIES						
FHLB-SERIES 00-0582 CLASS H	10-25-10	398,347	407,310	409,302	205	409,507
TOTAL PARATRANSIT TRUST FUND PORTFOLIO MANAGED BY CSI CAPITAL MANAGEMENT, INC.						
		24,398,347	24,610,977	24,786,031	75,142	24,861,173
TOTAL SAN MATEO COUNTY TRANSIT DISTRICT PORTFOLIO MANAGED BY CSI CAPITAL MANAGEMENT, INC.						
		124,693,023	130,177,963	129,271,457	724,431	129,995,888
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u>						
BANK OF AMERICA CHECKING						
LAIF			1,048,978	1,048,978	0	1,048,978
			7,634,285	7,634,285	19,931	7,654,216
TOTAL FUNDS MANAGED BY DISTRICT STAFF						
			8,683,263	8,683,263	19,931	8,703,194
<u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u>						
First American Treas/Gov't. Oblig. Fund CI D						
Ebury Finance Ltd. CP	04-01-2010		3,579,902	3,579,902	0	3,579,902
Federal Home Loan Mortgage Corp	03-23-2012	2,253,000	2,255,972	2,293,847	1,064	2,294,896
TOTAL FUNDS MANAGED BY THIRD PARTY TRUSTEE						
		2,253,000	14,543,874	14,581,748	1,064	14,582,798
TOTAL AS OF MARCH 31, 2010						
		126,946,023	153,405,099	152,536,468	745,426	153,281,879

EXHIBIT 1

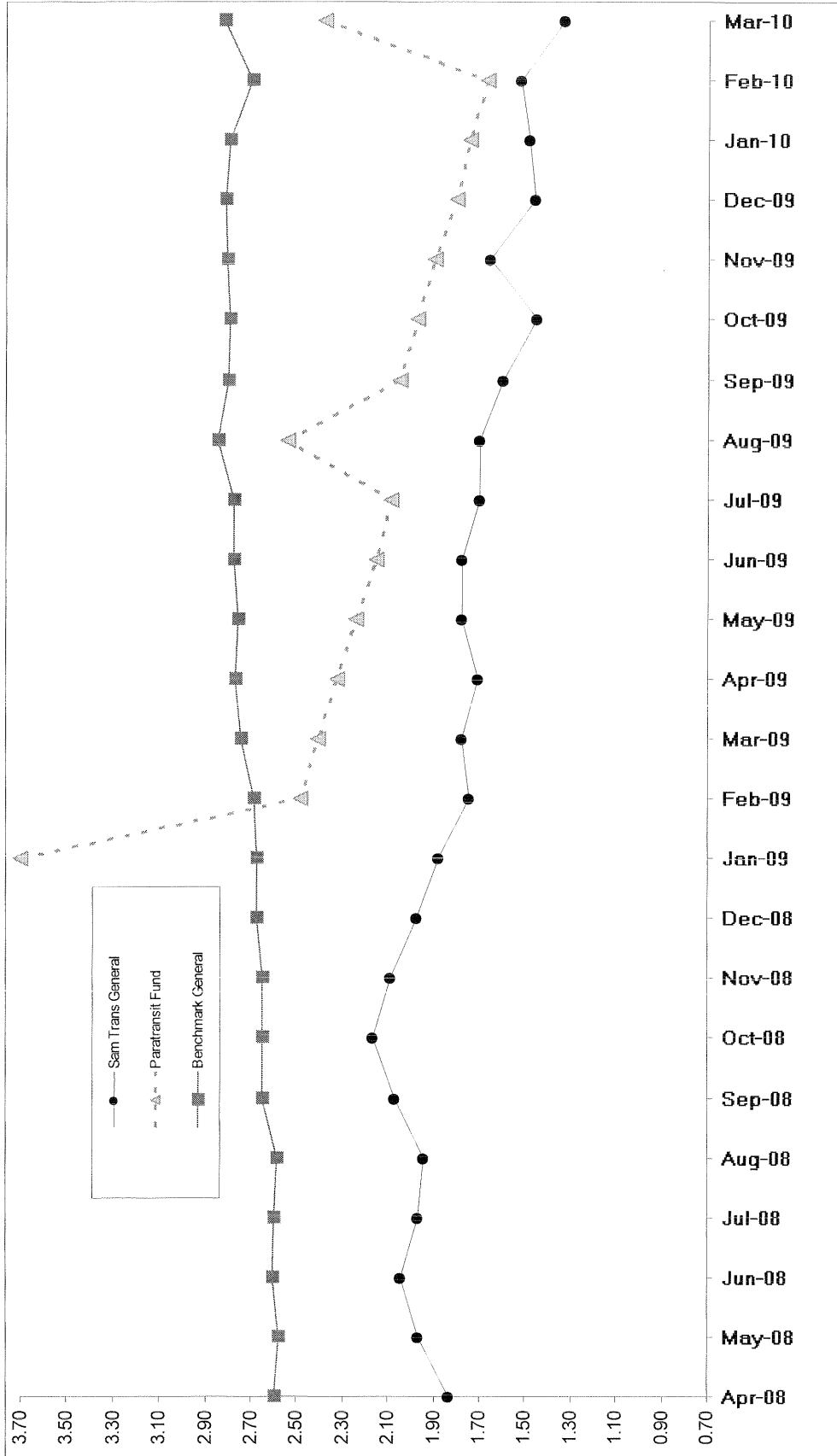
**SamTrans
Historical Yield Curve**



Data Source: Bloomberg

Tamalpais Wealth Advisors

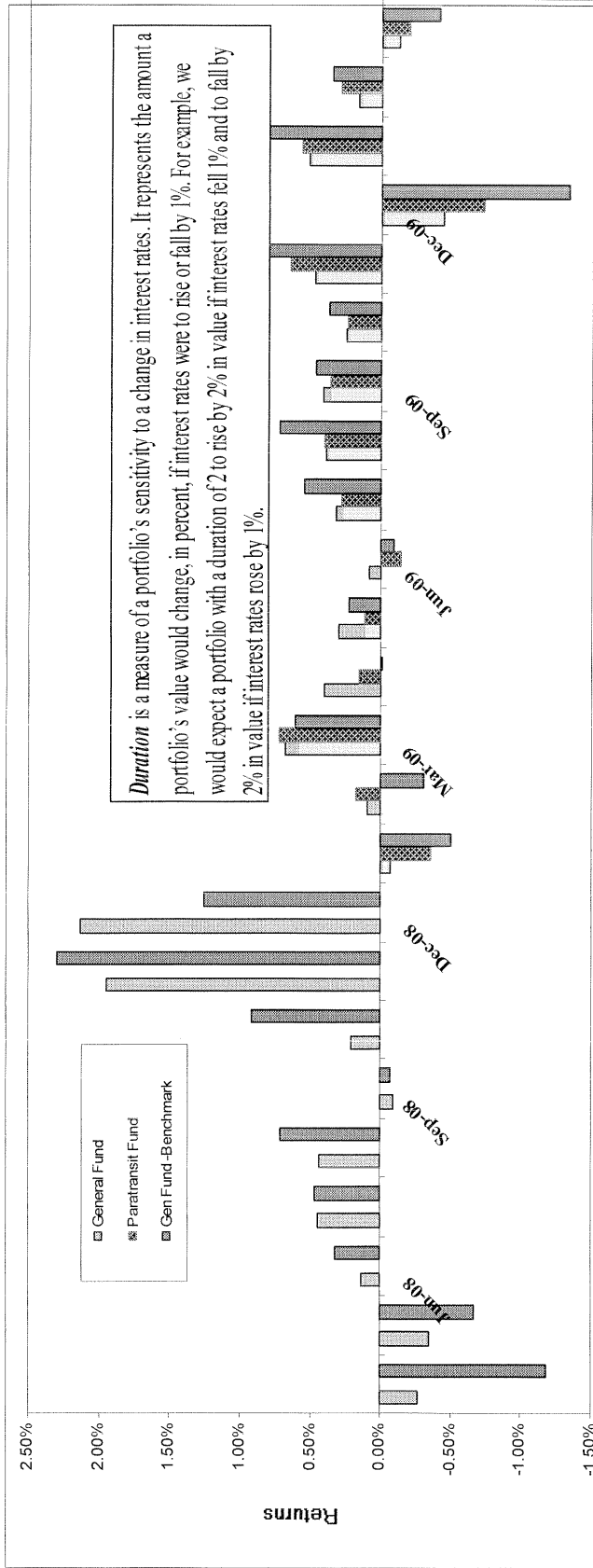
SamTrans
 Duration vs. Benchmark



SamTrans

Monthly Review – Account vs. Benchmark

Rolling 24 Months



Trailing 12 Months	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Trailing 12
MONTHLY PERFORMANCE DATA													
SamTrans - Gen Funds	0.40%	0.30%	0.08%	0.32%	0.39%	0.41%	0.25%	0.47%	-0.44%	0.52%	0.17%	-0.12%	2.79%
SamTrans - Paratran	0.16%	0.11%	-0.14%	0.28%	0.40%	0.36%	0.24%	0.65%	-0.73%	0.57%	0.29%	-0.19%	2.01%
Benchmark - Gen Fund	-0.01%	0.23%	-0.09%	0.55%	0.73%	0.46%	0.38%	1.11%	-1.34%	1.19%	0.35%	-0.41%	3.16%
Benchmark - Paratran	-1.61%	-1.11%	-0.59%	0.52%	0.95%	0.76%	0.21%	1.82%	-2.86%	1.83%	0.45%	-0.95%	-0.67%

SamTrans Growth of a Thousand Dollars Rolling 24 Months

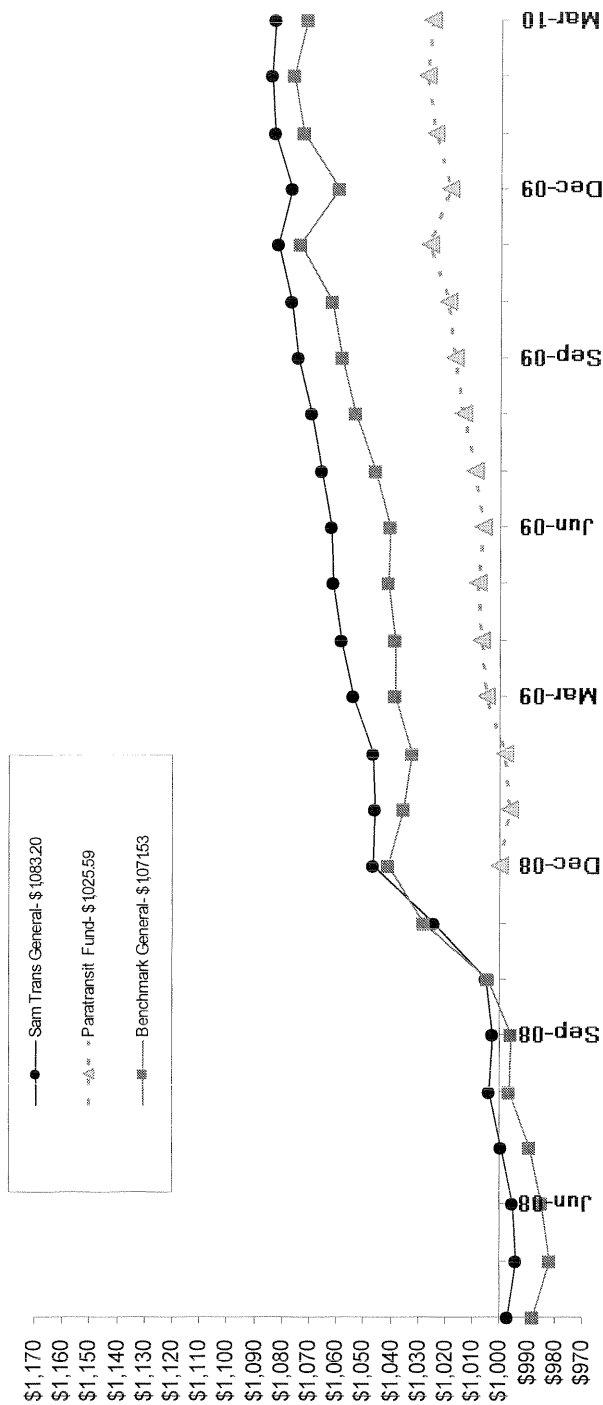
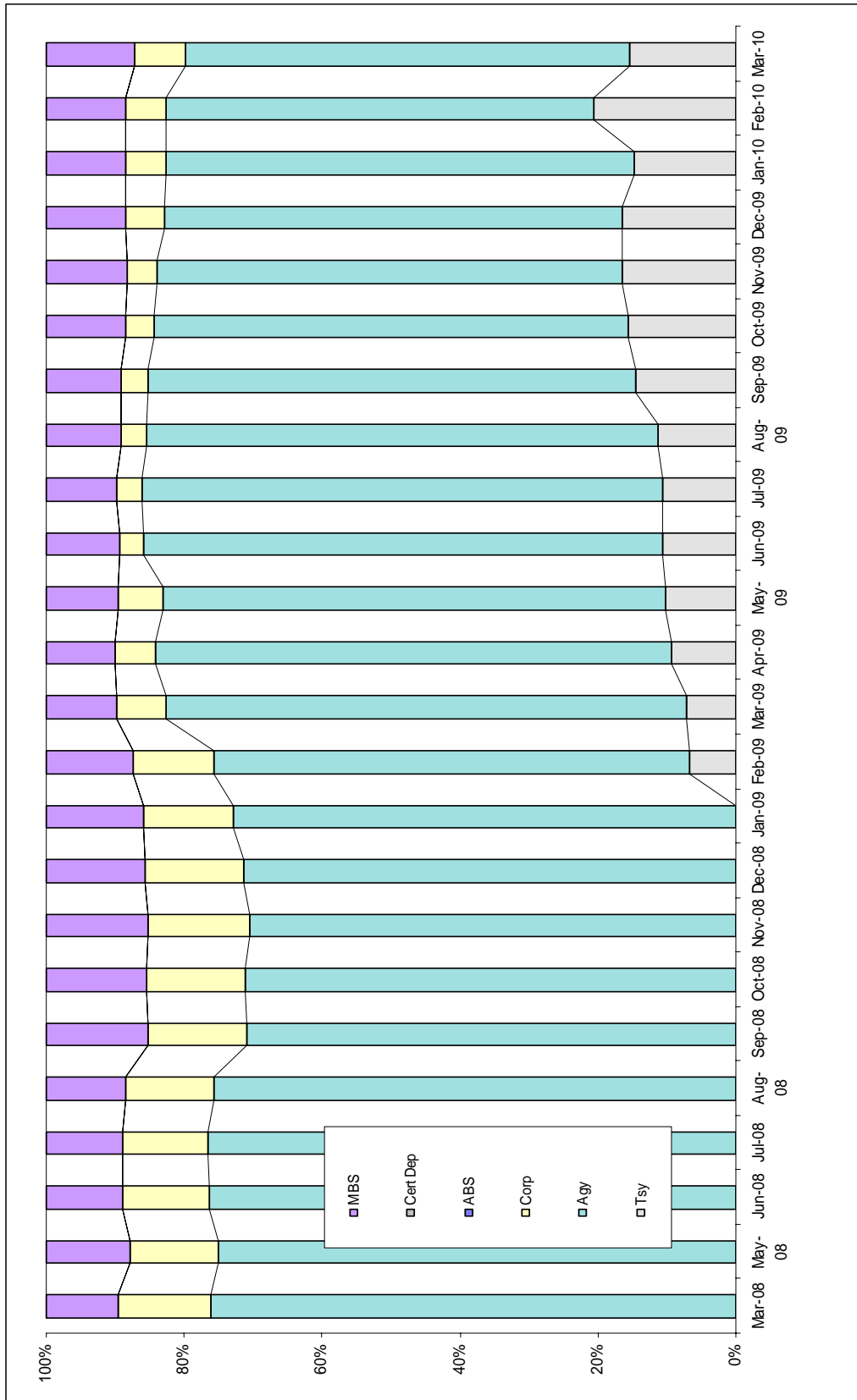


EXHIBIT 5

**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: **AUTHORIZATION TO EXECUTE PURCHASE ORDERS OVER \$100,000
FOR TECHNOLOGY RELATED PRODUCTS AND SERVICES TO
VENDORS UNDER COOPERATIVE PURCHASING AGREEMENTS
FOR FISCAL YEAR 2011 FOR AN AGGREGATE NOT-TO-EXCEED
AMOUNT OF \$900,000**

ACTION

Staff proposes that the Committee recommend that the Board authorize the General Manager/CEO or his designee to execute purchase orders greater than \$100,000, as required, for the purchase, lease and/or rental of computer and telecommunications equipment and related services, digital reprographic equipment, hardware, software, licensing, installation and configuration of telecommunications equipment, maintenance agreements, and computer peripherals to vendors under District-approved cooperative purchasing programs. Expenditures with vendors under these programs will not exceed the budgeted amount of \$900,000 throughout Fiscal Year (FY) 2011.

SIGNIFICANCE

Approval of this contracting authority will provide the District with a cost effective means to support its standardization policy and provide the latest technology and services through cooperative intergovernmental purchasing programs. Purchase orders issued against this contract authority will fulfill new requirements for equipment, services, licensing, maintenance agreements, and programmed replacement of equipment that has reached the end of its useful life or has become unsuited for future needs.

BUDGET IMPACT

Funds for these purchases are programmed in FY2011 capital and operating budgets.

BACKGROUND

Given the rapidly changing technology of information system hardware, software and related services, the State of California, among other state agencies nationwide, has established agreements with vendors under various cooperative purchasing programs such as the California Multiple Award Schedule (CMAS), the State of California Strategic Sourcing Initiative (CSSI) and the Western States Contracting Alliance (WSCA), and the California Integrated Information Network 2 (CALNET 2) . Special Districts are given statutory permission to procure competitively priced goods and services arising out of these vendor agreements. The Federal Government's own General Services Administration (GSA) Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) also will be utilized as allowable. By utilizing such cooperative purchasing programs, the District saves considerable time and expense associated with independent procurements which would not likely yield more favorable pricing or service.

All vendors selected will hold valid agreements under the corresponding cooperative purchasing program. Purchase orders will be executed only with vendors whose contracts under a cooperative buying agreement were awarded on a basis that complies with the District's statutory procurement authority and policy and will include the District's terms and conditions, as appropriate. Other cooperative purchasing consortia may be added to this program for acquisition of technology items during FY2011 but only to the extent each fully complies with the District's statutory procurement authority and policy.

Project Manager: David Verderosa, Director, Information Technology

650-508-7954

RESOLUTION NO. 2010 -

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

**AUTHORIZATION TO EXECUTE PURCHASE ORDERS FOR TECHNOLOGY
RELATED PRODUCTS AND SERVICES TO VENDORS UNDER COOPERATIVE
PURCHASING PROGRAMS FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF
\$900,000 FOR FISCAL YEAR 2011**

WHEREAS, the San Mateo County Transit District (District) will require new personal computers, computer and telecommunications equipment and related services, digital reprographic equipment, software, hardware, licensing and maintenance agreements and computer peripherals throughout Fiscal Year 2011 (FY2011) to fulfill new technology requirements, support the District's standardization policy and to replace technology equipment that has reached the end of its useful life; and

WHEREAS, in light of the need to standardize and purchase the latest technology in personal computers, telecommunications equipment, and other related equipment and services in the most cost-effective manner, the District has determined that a District-initiated sealed competitive bid process for the purchases described above may not be in the District's best interest; and

WHEREAS, the State of California and other cooperative purchasing consortiums including the California Multiple Award Schedule (CMAS), the State of California Strategic Source Initiative (CSSI), Western States Contracting Alliance (WSCA), the California Integrated Information Network 2 (CALNET 2) and the General Services Administration (GSA) have established programs in which the District can participate in order to procure favorably priced technology systems equipment and related services; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee (Committee) concurs, that the District can participate in the above mentioned programs, to the

extent that such programs fully comply with the District's statutory procurement authority and policy, and that the District may add additional cooperative purchasing programs to this authorization for FY2011 to the extent that each additional individual program fully complies with the District's statutory procurement authority and policy; and

WHEREAS, the General Manager/CEO also recommends, and the Committee concurs, that the General Manager/CEO or his designee be authorized to execute purchase orders that exceed \$100,000 to vendors under District-approved cooperative purchasing programs to meet its personal computer, telecommunications, and other related equipment and services requirements for FY2011, pursuant to the terms and conditions of each programs' vendor agreements, up to an aggregate, not-to-exceed amount of \$900,000.

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

1. Determines that a District-initiated competitive bidding process for each purchase, lease and/or rental of new personal computers, computer and telecommunications equipment and services, digital reprographic equipment, hardware, software, licensing and maintenance agreements, and computer peripherals may not be in the District's best interests; and
2. Authorizes the procurement of technology systems equipment and related services through District-approved cooperative purchasing programs, including CMAS, CSSI, WSCA, CALNET 2 and GSA vendors to meet its technology equipment and services requirements for FY2011 pursuant to the terms and conditions of each vendor agreement and to the extent that each vendor agreement fully complies with the District's statutory procurement authority and policy; and
3. Authorizes the General Manager/CEO or his designee to utilize additional cooperative purchasing programs for FY2011 to the extent that each additional individual program fully complies with the District's statutory procurement authority and policy; and

4. Authorizes the General Manager/CEO or his designee to execute purchase orders exceeding \$100,000 to vendors under the District-approved cooperative purchasing programs up to an aggregate, not-to-exceed, amount of \$900,000 for FY2011; and

5. Authorizes the General Manager/CEO or his designee to execute all necessary purchase orders and contracts to effectuate this resolution, including any agreements with the State of California or other agency program for administrative fees for processing these purchases; and

6. Request the General Manager/CEO to present a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this resolution.

Regularly passed and adopted this 12th day of May 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

SUBJECT: **AUTHORIZATION TO EXECUTE PURCHASE ORDERS OVER \$100,000
FOR INFORMATION TECHNOLOGY LICENSE RENEWALS,
MAINTENANCE SERVICES AND PROFESSIONAL SERVICES FOR
FISCAL YEAR 2011 FOR AN AGGREGATE NOT-TO-EXCEED
AMOUNT OF \$850,000**

ACTION

Staff proposes that the Committee recommend that the Board authorize the General Manager/CEO or his designee to execute purchase orders for more than \$100,000 to product licensors and maintainers or their distributors, directly and without the utilization of cooperative purchasing agreements or competitive procurement, for paying recurring maintenance services and license renewals necessary to permit continued effective use and upkeep of District-owned computer and telecommunications hardware and software. Further, this authorization shall also include purchase orders for the provision of sole source professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services. Expenditures with manufacturers, vendors and consultants under this authority will not exceed the budgeted amount of \$850,000 throughout Fiscal Year (FY) 2011.

SIGNIFICANCE

Delegation of purchase order approval authority will allow the District to pay for recurring maintenance services, license renewal fees and professional services for proprietary software in excess of \$100,000 without bringing actions individually before the Board for approval. This delegation would not eliminate the requirement that all other procurement policies and procedures be followed with respect to these actions.

Recurring support and license agreements are, by their nature, repetitive and routine, and are required to ensure continued and effective operation of information technology assets owned by the District. The sole source purchase of additional modules to existing software or professional services to modify existing proprietary software will allow the District's changing business needs to be met in a timely manner.

BUDGET IMPACT

Funds for these purchases are programmed in FY2011 capital and operating budgets.

BACKGROUND

Software and hardware are typically sold with licenses and maintenance agreements that require periodic renewal. Failing to renew maintenance support means loss of software updates, problems obtaining resolution assistance, and repair services typically needed to keep a product in good operating order. In some cases, the product may not be legally used if a maintenance and license renewal has not been made.

It is not always possible to find cooperative purchasing agreements with contracts for the necessary maintenance support and license renewals. This is particularly true for transit industry-specific information technology products. The types of licensing and maintenance agreements contemplated are generally unobtainable under any other method because they are proprietary in nature to the manufacturers of the software. Similarly, many manufacturers do not allow third parties access to source code or to provide services. As a result, professional services to upgrade, modify, or add to existing software must be performed by the original manufacturer.

District assets requiring payment of recurring annual or multi-year maintenance services support and license fees in excess of \$100,000 that may need to be accommodated in FY2011 outside of cooperative purchase agreements or other pre-existing contracts include, but are not necessarily limited to:

- Oracle PeopleSoft ERP (Finance, Budget, HR management system)
- ACS OrbCAD (vehicle location and communication system)
- Microsoft

Issuance of purchase orders for maintenance and continued operation of assets like these will need to be brought individually before the Board for approval, unless authority is delegated to the General Manager/CEO or his designee.

Project Manager: David Verderosa, Director, Information Technology 650-508-7954

RESOLUTION NO. 2010 -

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

**AUTHORIZATION TO EXECUTE PURCHASE ORDERS FOR INFORMATION
TECHNOLOGY LICENSES, MAINTENANCE SERVICES AND PROFESSIONAL
SERVICES FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$850,000 FOR
FISCAL YEAR 2011**

WHEREAS, the San Mateo County Transit District (District) will require continuing product support and licenses for computer and telecommunications hardware and software throughout Fiscal Year 2011 (FY2011), to permit the continued effective use and upkeep of information technology assets owned by the District; and

WHEREAS, maintenance support and software license agreements for the information technology assets in use are, by their nature, repetitive and routine; and

WHEREAS, the District will also require professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee (Committee) concurs, that the General Manager/CEO or his designee be authorized to execute purchase orders that exceed \$100,000 to original equipment manufacturers, product licensors, and their authorized distributors and consultants pursuant to the District's statutory procurement authority and policy, up to an aggregate, not-to-exceed amount of \$850,000.

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

1. Authorizes the procurement of product support and annual or multi-year license renewal agreements for information technology assets owned by the District for FY2011,

pursuant to the District's statutory procurement authority and policy, in an aggregate not-to-exceed amount of \$850,000 for FY2011; and

2. Authorizes the General Manager/CEO or his designee to execute purchase orders exceeding \$100,000 to original equipment manufacturers, product licensors, or their authorized distributors for recurring product support and license renewals necessary to permit continued effective use and upkeep of District owned computer and telecommunications hardware and software; and

3. Authorizes the General Manager/CEO or his designee to execute purchase orders exceeding \$100,000 to original equipment manufacturers, product licensors, or their authorized consultants for the provision of sole source professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services; and

4. Authorizes the General Manager/CEO or his designee to execute all necessary purchase orders, contracts and other documents and to take such other actions as may be necessary to give effect to this resolution; and

5. Requests the General Manager/CEO to present a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this resolution.

Regularly passed and adopted this 12th day of May 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: **PURCHASE OF AUTOMOBILES THROUGH THE STATE OF CALIFORNIA CONTRACT**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Approve the purchase of seven Ford Focus automobiles through the State of California Department of General Services' (DGS) competitively bid contract, for a total estimated cost of \$104,248 inclusive of delivery charges, tire fees, taxes, and DGS service fees.
2. Authorize the General Manager/CEO to execute a contract with Hoblit Motors of Colosa, CA in full conformity with the terms and conditions of the DGS contract with Hoblit Motors.

SIGNIFICANCE

The San Mateo County Transit District (District) owns and maintains a fleet of support vehicles used in a variety of work-related activities such as deployment of field supervisors to verify routes and monitor service levels, handling emergency situations and accident investigations, evaluating contractor performance, monitoring construction progress, and performing periodic site visits and other field inspections.

The purchase of compact vehicles is consistent with the District's commitment to become a more sustainable transportation system, including reducing its overall use of petroleum fuels and its carbon footprint. The new vehicles' average gas mileage is 24 miles per gallon in the city and 37 miles per gallon on the highway. The vehicles are replacing 1999 Dodge Stratuses with average gas mileage of 17 miles per gallon in the city and 25 miles per gallon on the highway. The decision to purchase Ford Focuses rather than Toyota Priuses is due to limited capital funds and economies of scale. The District is able to replace a greater number of aging vehicles and still maintain its commitment to reducing its carbon footprint.

BUDGET IMPACT

Funding for this project has been included in the adopted Fiscal Year 2010 Capital Budget. No additional funding is required. Purchase of these new vehicles inclusive of extended warranties will replace older, unreliable, and costly-to-maintain vehicles thereby reducing operating, maintenance, and fuel costs.

BACKGROUND

Historically, the District had replaced service support vehicles after four years and 60,000 miles. In 2000, the criterion was extended to six years and 100,000 miles. The seven vehicles selected for replacement average more than 100,000 miles and 10 years. There has been a substantial increase in maintenance costs associated with these vehicles. Acquisition of replacement vehicles will both decrease fuel costs and substantially reduce maintenance costs because of the standard warranties offered with new vehicles.

The District has utilized the DGS contracts for the purchase of its service support vehicles in the past. The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through the State of California's competitively bid contracts. With access to DGS' bid list of vehicle suppliers, the District benefits by purchasing vehicles of proven design and manufacturing standards that meet its specifications at highly competitive prices.

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

RESOLUTION NO. 2010-

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

*** * ***

**AUTHORIZING THE PURCHASE OF UP TO SEVEN FORD FOCUS VEHICLES
FROM HOBLIT MOTORS THROUGH THE STATE OF CALIFORNIA'S
COMPETITIVELY BID CONTRACT
FOR A TOTAL ESTIMATED COST OF \$104,248.57**

WHEREAS, the San Mateo County Transit District (District) needs to replace seven of its service support vehicles that are used in a variety of work-related activities, and that have reached the end of their useful lives; and

WHEREAS, pursuant to California Public Contract Code Section 10298, the State of California Department of General Services (DGS) makes available to public agencies numerous items, including vehicles, from approved vendors who have been selected by the State through a sealed competitive bid process; and

WHEREAS, the District routinely uses this State procurement system to purchase cars, trucks, cargo vans, and other support service vehicles to meet its operational needs; and

WHEREAS, the funding for the service support vehicles has been programmed into the current capital budget, and maintenance and fuel costs have been programmed into the current and projected operating budget; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded for the purchase and delivery of up to seven Ford Focus Vehicles through the State's DGS contract with Hoblit Motors of Colusa, CA for a total estimated cost of \$104,248.57 inclusive of delivery charges, taxes, tire fees, and DGS service fee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District awards a contract to Hoblit Motors of Colusa, CA for the purchase and delivery of up to seven Ford Focus Vehicles for a total estimated cost of \$104,248.57, and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to execute a contract on behalf of the District with Hoblit Motors in accordance with the terms and conditions of DGS's competitively bid contract and in a form approved by Legal Counsel.

Regularly passed and adopted this 12th day of May, 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: PURCHASE OF HYBRID AUTOMOBILES THROUGH THE STATE OF CALIFORNIA CONTRACT

ACTION

Staff proposes that the Committee recommend that the Board:

1. Approve the purchase of four hybrid Ford Escape vehicles through the State of California Department of General Services' (DGS) competitively bid contract, for a total estimated cost of \$125,035 inclusive of delivery charges, tire fees, taxes, and DGS service fees.
2. Authorize the General Manager/CEO to execute a contract with Wondries Fleet Group of Alhambra, CA in full conformity with the terms and conditions of the DGS contract with Wondries Fleet Group.

SIGNIFICANCE

The San Mateo County Transit District (District) owns and maintains a fleet of support vehicles used in a variety of work-related activities such as deployment of field supervisors to verify routes and monitor service levels, handling emergency situations and accident investigations, evaluating contractor performance, monitoring construction progress, and performing periodic site visits and other field inspections. The purchase of hybrid vehicles is consistent with the District's commitment to become a more sustainable transportation system, including reducing its overall use of petroleum fuels and its carbon footprint as the District delivers its family of services to the public. The new hybrid vehicles will replace three 2000 Chrysler Jeeps and one 1999 Dodge Stratus. The decision to replace the Dodge Stratus with a Ford Escape is to provide the Engineering Department with a vehicle that has better ground clearance to take on the Caltrain right-a-way and provide more cargo space to carry equipment.

BUDGET IMPACT

Funding for this project has been included in the adopted Fiscal Year 2010 Capital Budget. No additional funding is required. Purchase of these new vehicles inclusive of extended warranties will replace older, unreliable, and costly-to-maintain vehicles thereby reducing operating, maintenance, and fuel costs. The Peninsula Corridor Joint Powers Board reimburses SamTrans based on mileage for use of vehicles that will be purchased under this contract.

BACKGROUND

Historically, the District had replaced service support vehicles after four years and 60,000 miles. In 2000, the criterion was extended to six years and 100,000 miles. The four vehicles selected for replacement average more than 126,000 miles and 10 years of service. There has been a substantial increase in maintenance costs associated with these vehicles. Acquisition of replacement vehicles will both decrease fuel costs and substantially reduce maintenance costs because of the standard warranties offered with new vehicles.

The District has utilized the DGS contracts for the purchase of its service support vehicles in the past. The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through the State of California's competitively bid contracts. With access to DGS' bid list of vehicle suppliers, the District benefits by purchasing vehicles of proven design and manufacturing standards that meet its specifications at highly competitive prices.

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

RESOLUTION NO. 2010-

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

*** * ***

**AUTHORIZING THE PURCHASE OF UP TO FOUR FORD ESCAPE HYBRID
VEHICLES FROM WONDRIES FLEET GROUP THROUGH THE STATE OF
CALIFORNIA'S COMPETITIVELY BID CONTRACT
FOR A TOTAL ESTIMATED COST OF \$125,035.21**

WHEREAS, the San Mateo County Transit District (District) needs to replace four of its service support vehicles that are used in a variety of work-related activities, and that have reached the end of their useful lives; and

WHEREAS, pursuant to California Public Contract Code Section 10298, the State of California Department of General Services (DGS) makes available to public agencies numerous items, including vehicles, from approved vendors who have been selected by the State through a sealed competitive bid process; and

WHEREAS, the District routinely uses this State procurement system to purchase cars, trucks, cargo vans, and other support service vehicles to meet its operational needs; and

WHEREAS, the funding for the service support vehicles has been programmed into the current capital budget, and maintenance and fuel costs have been programmed into the current and projected operating budget; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded for the purchase and delivery of up to four Ford Escape Hybrid Vehicles through the State's DGS contract with Wondries Fleet Group of Alhambra, CA for a total estimated cost of \$125,035.21 inclusive of delivery charges, taxes, tire fees, and DGS service fee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District awards a contract to Wondries Fleet Group of Alhambra, CA for the purchase and delivery of up to four Ford Escape Hybrid Vehicles for a total estimated cost of \$125,035.21, and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to execute a contract on behalf of the District with Wondries Fleet Group in accordance with the terms and conditions of DGS's competitively bid contract and in a form approved by Legal Counsel.

Regularly passed and adopted this 12th day of May, 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

**SUBJECT: AWARD OF CONTRACT FOR PURCHASE AND DELIVERY OF
GENERAL OFFICE SUPPLIES AND RELATED ITEMS**

ACTION

Staff proposes that the Committee recommend Board approval of award of a contract to Office Max, Inc. (Office Max) of Naperville, IL for the purchase and delivery of general office supplies and related items for a five-year term at a total estimated cost of \$325,000.

SIGNIFICANCE

Approval of the above action will allow the District to piggyback on Oakland County, Michigan's competitively negotiated contract with Office Max. Approval will provide the District with immediate access for its day-to-day requirements for general office supplies and related items at substantial discounts compared to retail catalog pricing. The contract provides next day desktop delivery directly to designated delivery locations.

BUDGET IMPACT

Funds are available under the approved and projected operating office supply budgets.

BACKGROUND

The District is authorized to use the Best Value procurement method to determine an award for equipment, supplies, or materials over \$100,000. Best Value means the ability to weigh the overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit in response to the requirements described in the solicitation documents. Staff has identified a cooperative contract with Office Max which was competitively negotiated by Oakland County, Michigan using a Best Value approach. The Oakland County contract, known as America Saves Program, is offered to state and local government agencies, public schools and not-for-profits nationwide. There is no cost to the District to utilize this contract. The cities of Sunnyvale, San Jose, Mountain View, and Palo Alto have elected to piggyback on this same Office Max cooperative office supplies contract. Participants may purchase products on the same terms, covenants, conditions, and pricing as Oakland County. The contract includes an incentive program for volume and electronic commerce, which the District will qualify for, that will result in a 1.5 percent cash rebate on the

total net office supply expenditures. The contract also includes usage reports such as: monthly and year-to-date sales, items ordered for each authorized cost center, and monthly and year-to-date usage report for units and dollars for contract items and all items. Finally, this contract includes a catalog for green or recycled products. Under this program, the District will enjoy volume pricing, generous discounts, an extensive selection of 12,000 items plus more than 2,500 post-consumer recycled products. Staff conducted a price analysis on the most common office supplies and it was found that Office Max's pricing is equal to or better than that of its closest competitor, Office Depot. Staff has determined Office Max's prices under the contract are fair and reasonable and, because the contract allows the District to utilize economies of scale, will provide the best overall office supply value to the District.

The District's existing five-year contract with Office Max for \$325,000 will expire on June 30, 2010. The pricing offered by Office Max for this new contract is consistent with the pricing offered under the existing contract which was procured under a State of California cooperative agreement.

Prepared by: Brian Geiger, Contract Officer, Contracts and Procurement

650-508-7973

RESOLUTION NO. 2010-

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

*** * ***

**AUTHORIZING CONTRACT AWARD TO OFFICE MAX, INC. FOR THE
PURCHASE AND DELIVERY OF GENERAL OFFICE SUPPLIES AND
RELATED ITEMS THROUGH THE AMERICA SAVES PROGRAM USING
THE CONTRACT WITH OAKLAND COUNTY, MICHIGAN FOR AN
ESTIMATED COST OF \$325,000 FOR A FIVE-YEAR BASE TERM**

WHEREAS, the San Mateo County Transit District (District) requires general office products, supplies and related items in its day-to-day operations; and

WHEREAS, pursuant to the California Public Contract Code Section 103222, the District may procure goods, materials and supplies utilizing a best value procurement; and

WHEREAS, the District may also piggyback off of the contracts of other public agencies that were procured using a best value approach; and

WHEREAS, Oakland County, Michigan established an American Saves Program and made available to public agencies their general office supplies and related items with Office Max, Inc. (Office Max) that was selected through a competitive negotiation process; and

WHEREAS, the District has determined that purchase of these products through the America Saves Program will allow the District to take advantage of volume pricing discounts, extensive selection of items and high quality service, while an independent District procurement action would likely not yield more favorable pricing or service; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board of Directors authorize the purchase of general office supplies and related items through the America Saves Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the purchase of general office supplies and related items from Office Max of Naperville, Illinois through the America Saves Program for a total estimated cost of \$325,000 for a five-year term, inclusive of all taxes and other costs and expenses; and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to execute a contract on behalf of the District with Office Max for a five-year term, in full conformity with all the terms and conditions of the America Saves Program.

Regularly passed and adopted this 12 day of May, 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: C.H. (Chuck) Harvey Deputy CEO
Gigi Harrington Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT FOR PROVISION OF AN INTERACTIVE VOICE RESPONSE SYSTEM AND MAINTENANCE AND SUPPORT SERVICES**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award a contract to Ontira Communications, Inc. of Toronto, Ontario, Canada to provide software, technical support services, and training to implement an Interactive Voice Response System and provide the first year of maintenance and support services for a fixed price of \$167,622.
2. Authorize the General Manager/CEO or his designee to execute a contract with Ontira Communications, Inc., in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreements.
3. Authorize the General Manager/CEO or his designee to exercise up to four additional one-year option terms for maintenance and support services with Ontira Communications, Inc., for up to a total cost of \$81,975.
4. Authorize the General Manager/CEO or his designee to exercise the option to purchase additional system functions and features including but not limited to trip booking, trip confirmation and trip cancellation software modules and related maintenance and support services for up to a total cost of \$140,902, if it is in the best interest of the District.

SIGNIFICANCE

Approval of the above actions will allow the San Mateo County Transit District to implement a call reminder system for the District's paratransit services customers. This system will send telephone reminders to customers of the date and time of their scheduled ride. The system is designed to produce a more efficient use of limited paratransit staff resources while improving customer satisfaction. The system has the flexibility for expansion should the District decide to purchase additional system functions and features.

BUDGET IMPACT

Funds for this project were budgeted in the Fiscal Year 2009 Capital budget to support the system’s implementation and first year of maintenance and support services. Funding for future years of maintenance and support service and optional functions and features costs will be included in future approved operating budgets.

BACKGROUND

Pursuant to Resolution 2009-53 the District authorized the use of the competitive negotiation procurement process to solicit proposals for trip reminder software along with maintenance and support services. Staff issued a Request for Proposals detailing the District’s scope of services including optional functions and features, such as trip booking, trip confirmation and trip cancellation software modules.

The solicitation information was advertised on the District’s procurement Web site and in a newspaper of general circulation. Solicitation notices also were sent to interested proposers, and District staff performed targeted outreach to small and disadvantaged business enterprises (DBEs) in the communications software field. Staff received three proposals (none were DBEs).

An Evaluation Committee consisting of staff and a member of the Paratransit Coordinating Council reviewed and ranked proposals according to the following weighted criteria:

- Technical approach of the proposal 45%
- Consultant’s qualifications and experience 35%
- Cost proposal 20%

After review, evaluation and initial ranking of all proposals, all firms were found to be within the competitive range and were invited to participate in interviews. Upon completion of interviews and final scoring, the Evaluation Committee determined that Ontira Communications, Inc. was the highest ranked of the firms listed below in order of their consensus ranking:

- Ontira Communications, Inc.
- LogicTree Corporation
- Trapeze Group

Ontira Communications, Inc. is responsive to all of the solicitation requirements and has the depth of experience and qualifications to successfully perform the work at a fair and reasonable price. Ontira Communications, Inc. will perform this contract entirely with its own labor force. Reference checks determined the firm produces a user-friendly product and completes projects on-time and within budget. Staff therefore recommends award of the contract to Ontira Communications, Inc.

Contract Officer: Roxanna Atkins	650-508-6256
Project Manager: Bill Welch, Manager, Accessible Transit Services	650-508-6475

RESOLUTION NO. 2010-
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

* * *

**AUTHORIZING AWARD OF A CONTRACT TO ONTIRA COMMUNICATIONS, INC.
TO PROVIDE AN INTERACTIVE VOICE RESPONSE SYSTEM AND
PROVIDE THE FIRST YEAR OF MAINTENANCE AND SUPPORT SERVICES
FOR A FIRM FIXED-PRICE OF \$167,622**

WHEREAS, in accordance with California Public Contract Code Sections 20216-20217, San Mateo County Transit District (District) Board Resolution 2009-53, passed and adopted September 9, 2009, authorized the use of the competitive negotiation procurement process in lieu of a sealed competitive bidding process to purchase an Interactive Voice Response system so that the District could evaluate proposals on the basis of many factors, one of which was price; and

WHEREAS, the District issued a Request for Proposals (RFP) to provide an Interactive Voice Response system as well as maintenance and support services to provide trip reminders to District paratransit customers; and

WHEREAS, in response to the District's solicitation, three firms submitted proposals; and

WHEREAS, an Evaluation Committee reviewed all of the proposals, conducted interviews, financial analyses, and ranked the proposals according to the evaluation criteria set forth in the RFP; and

WHEREAS, upon completion of the evaluation and selection process, Ontira Communications, Inc. received the highest consensus ranking; and

WHEREAS, staff has determined that the Ontira Communications, Inc. proposal complies with all of the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that a contract be awarded to Ontira Communications, Inc. for the provision of an Interactive Voice Response system and the first year of maintenance and support services for a firm fixed price of \$167,622; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the agreement with Ontira Communications, Inc. include the right to exercise up to four additional one-year option terms for maintenance and support services, for up to a total cost of \$81,975; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the agreement with Ontira Communications, Inc. include the right to procure additional system functions and features and related maintenance and support services for up to \$140,902, provided it is in the best interest of the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the San Mateo County Transit District hereby awards a contract to Ontira Communications, Inc. of Toronto, Ontario, Canada for the provision of an Interactive Voice Response system and the first year of maintenance and support services for a total firm fixed-price of \$167, 622; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO or his designee to execute a contract on behalf of the District with Ontira Communications, Inc. in full conformity with all of the terms and conditions of the solicitation documents and negotiated agreements in a form approved by Legal Counsel; and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to exercise up to four additional one-year option terms for maintenance and support services with Ontira Communications, Inc. for up to a total cost of \$81,975; and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to exercise the option to purchase additional system functions and features and related maintenance and support services for up to a total cost of \$140,902, provided it is in the best interest of the District.

Regularly passed and adopted this 12th day of May 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: REJECTION OF THE SINGLE BID RECEIVED FOR THE PROVISION
OF AUTOMOTIVE AND BUS UPHOLSTERY REPAIR SERVICES**

ACTION

Staff proposes that the Committee recommend that the Board reject the single bid received from National Transit Interiors, Inc. (National Transit) of San Carlos, California for furnishing of Automotive and Bus Upholstery Repair Services because staff has determined the bid pricing is not fair and reasonable.

SIGNIFICANCE

Approval of the above action will have no impact on the San Mateo County Transit District (District) operations because 1) the existing contract does not expire until October 2010, and 2) staff will be able to research the market and identify qualified contractors for the provision of these services and will then prepare and issue a new solicitation.

BUDGET IMPACT

Rejection of the sole bid will have no impact on the Fiscal Year 2010 Operating Budget because the estimated monthly expenditure for these services is already programmed into the current and projected operating budgets.

BACKGROUND

Staff advertised the solicitation via the District Procurement Web site and a newspaper of general circulation. Solicitation notices also were sent to interested bidders, small business enterprises (SBEs) and disadvantaged business enterprises (DBEs). The District received one bid:

National Transit Interiors, Inc., San Carlos, CA	\$668,742
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Staff reviewed the sole bid received and, as required by District procurement policy and Federal Transit Administration (FTA) regulations, performed a cost and price analysis to determine if the pricing offered by National Transit was fair and reasonable.

Staff's analysis resulted in the determination that National Transit's bid prices were not fair and reasonable and staff attempted to negotiate pricing with National Transit. Negotiations were unsuccessful as National Transit refused to provide revised bid pricing that was fair and reasonable. Therefore, because the pricing of the sole bid received is not fair and reasonable, staff recommends rejection of the bid.

District's legal counsel reviewed the staff cost and price analysis of National Transit's bid and concurs that its bid, while responsive, is not fair and reasonable and supports the recommendation that it be rejected.

National Transit is the District's incumbent upholstery repair contractor with an existing contract valued at \$494,434. This contract was extended on October 28, 2009 for an additional one-year term without increasing the current contract value because at the time of extension there existed sufficient unused contract capacity to meet the needs of the District for an additional one-year term. Moreover, the pricing on the existing contract is fair and reasonable.

Staff will conduct thorough outreach to upholstery repair contractors and will issue a new solicitation for these services. Staff anticipates that the new solicitation will result in a more competitive bidding environment.

Contract Officer: Luis F. Velásquez

650-622-8099

Project Manager: Detra Dillon, Bus Maintenance Contract Administrator

650-508-6418

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Chief Financial Officer

SUBJECT: **PRELIMINARY FY2011 OPERATING BUDGET**

ACTION

This report is submitted for informational purposes only. No policy action is requested at this time.

SIGNIFICANCE

The Fiscal Year 2011 (FY2011) Operating Budget totals \$128.3 million, as shown in Attachment A, *Total Uses of Funds* (page 1, line 26). The preliminary budget is projected to **decrease** by \$5.8 million or 4.3 percent from the FY2010 revised budget of \$134.0 million.

Sources of Funds

Total sources of funds are projected to be \$130.9 million (page 1, line 14), for an increase of \$3.0 million or 2.4 percent as detailed below.

Passenger Fares (page 1, line 1), from both Motor Bus and ADA services, are projected at \$17.2 million in FY2011, a **decrease** of \$0.2 million or 1.3 percent from the FY2010 revised budget.

- Motor Bus Fares are projected to **decrease** by \$0.3 million, or 1.8 percent, from FY2010 revised budget to reflect current economic trends. The District continues to see a drop in passenger fare receipts despite fare increases implemented in FY2010 for fixed income fares. Ridership is down due to the higher unemployment rate in San Mateo County and an increase in the use of discount fare media.
- Redi-Wheels Fares are projected to **increase** by \$0.1 million, or 11.2 percent over the FY2010 revised budget primarily due to fare increase planned for Redi-Wheels effective July 1, 2010.

Local/State/Federal (page 1, lines 2, 4, 5 & 6) funds of \$47.1 million reflect a projected **increase** of \$5.1 million or 12.0 percent over the FY2010 revised budget of \$42.0 million. The increase is mainly due to the availability of STA funds for FY2011 in the amount of \$4.8 million. STA funds were previously eliminated as a result of state budget cuts. The reinstatement of STA funds is offset by a decrease in Transportation Development Act (TDA) funds of \$1.2 million or 4.7 percent **decrease** from the FY2010 revised budget. Operating Grants are increasing by \$1.5 million or 22.6 percent over the FY2010 revised budget mostly due to preventive maintenance

funding. Consistent with regional fund programming policy, MTC will provide \$1.2 million in funding for preventive maintenance expenditures resulting from the proposed deferral of replacement of the District's 72-1998 Gillig coaches. While these coaches are eligible for replacement in FY2011, they will remain in service through the next year or so.

Pass through to Other Agencies (page 1, line 3), is \$1.0 million, a projected **decrease** of \$1.0 million or 49.7 percent from the FY2010 revised budget, reflecting a decrease in funding due to one-time funding for the Advanced Zero-Emission Bus (ZEB) Demonstration Program pass through to AC Transit in FY2010. The corresponding pass through expenditure can be found under *Uses of Funds* (page 1, line 21).

District ½ Cent Sales Tax (page 1, line 9) receipts of \$60.0 million are projected to remain flat in FY2011. This reflects the uncertainty in the current economic climate.

Investment Interest (page 1, line 10) of \$0.6 million reflects a projected **decrease** of \$0.1 million or 16.0 percent from the FY2010 revised budget of \$0.7 million. This is due to a decrease in the balance in the investment portfolio as a result of using the reserves to balance the FY2010 budget and a decrease in interest rate projections.

Other Interest, Rent & Other Income (page 1, line 11) of \$5.1 million reflects a projected **decrease** of \$0.7 million or 12.8 percent compared to the FY2010 revised budget. The decreases are mostly due to the following:

- \$260,000 in employer share one-time funding for Jobs Access Reverse Commute (JARC) for an East Palo Alto coordinated shuttle program in FY2010 is no longer available in FY2011. Corresponding shuttle expenses are reduced in *Uses of Funds - Other Multi-Modal Programs* (page 1, line 20);
- \$236,000 from Peninsula Corridor Joint Powers Board (PCJPB) for professional engineering services contract reimbursement received in FY2010 will not be recurring in FY2011. The corresponding expenses are reduced in *Uses of Funds – District Motor Bus* (page 1, line 17).

Uses of Funds

Operating Costs (page 1, line 23) of \$128.3 million are projected to **decrease** by \$5.8 million or 4.3 percent from the FY2010 revised budget of \$134.0 million. The decrease is mostly due to a reduction in SamTrans' contribution to Caltrain.

Sales Tax Allocation - Capital Programs (page 1, line 29) is projected to be \$4.2 million, a projected **increase** of \$0.6 million or 16.5 percent compared to the FY2010 revised budget.

Motor Bus Highlights

Total Motor Bus Expense (page 1, line 17) of \$98.8 million, reflects a projected **increase** of \$1.6 million or 1.6 percent over the FY2010 revised budget of \$97.2 million. Critical Motor Bus elements include:

- *Wages and Benefits* (page 3, line 1) are projected to **increase** \$1.5 million or 2.7 percent as a result of projected increases due to Amalgamated Transit Union (ATU) contract commitments and corresponding benefits.
- *Fuel & Lubricants* (page 3, line 11) costs are projected to **increase** \$0.5 million or 9.0 percent, due to an increase in the projected cost of diesel fuel. The FY2011 budgeted price for diesel fuel is \$3.00 per gallon compared to the projected price of \$2.53 per gallon in the FY2010 revised

budget. Staff has implemented a fuel hedging program as a means of reducing volatility and uncertainty in the fuel budget.

- *Contracted Bus Service* (page 3, line 43) is projected to **decrease** \$0.3 million or 1.6 percent, primarily due to service cuts implemented on December 20, 2009.

Paratransit Highlights

The FY2011 budget (page 1, line 18) of \$13.8 million is a projected **increase** of \$0.1 million or 0.7 percent over the FY2010 revised budget mainly due to additional funding needed for C.A.R.E. Evaluators eligibility certification contract.

Caltrain Service

In FY2011, the proposed San Mateo County Transit District member agency share for Caltrain Service (page 1, line 19), is \$10.7 million. This amount represents the District's contribution as one of the three member agencies that support Caltrain operations. This is projected to **decrease** \$5.9 million or 35.5 percent from FY2010 revised budget of \$16.5 million. The reduction in SamTrans' share is due in large part to the state budget cuts over the past several years in which STA funds for SamTrans have been cut substantially or eliminated completely. The District has been funding the operating budget with significant amount of reserves which is not a financially sustainable practice. Since SamTrans is initiating a decrease in its contribution to the JPB, it is expected that other JPB member agencies' shares will decrease accordingly. In FY2011, \$4.8 million of the \$10.7 million Caltrain payment will be funded by FY2011 Measure A funds, via the San Mateo County Transportation Authority (TA).

Other Multi-Modal Programs

In FY2011, support to various shuttle programs (including Dumbarton Express, SamTrans and Caltrain Shuttles and the multimodal maintenance facility) is projected to **decrease** \$0.6 million or 12.7 percent from the FY2010 revised budget (page 1, line 20), primarily due to the elimination of one-time costs incurred in FY2010 for the East Palo Alto Job Access and Reverse Commute (JARC) shuttle.

Land Transfer Interest Expense

The FY2011 budget includes \$0.1 million (page 1, line 22) in interest expense which represents the District's interest payment to the TA on a promissory note of \$4.3 million for four acres of property acquired from the TA which is located in San Carlos along the Caltrain right of way. The agreement allows the District to pay for the purchase price over time, and before December 1, 2033, subject to the payment of annual interest at the current rate of return earned by the TA on its investment portfolio until the principal is paid in full.

BACKGROUND

The District's proposed FY2011 budget is consistent with the District's Strategic Plan. The proposed budget lays out expenses consistent with the strategic plan vision and goals related to the District's six focus areas: Financial Integrity, Multimodal Services, Transportation and Land Use, Customers, Business Practices, and Employees. The proposed budget provides for the continuation of safe, reliable and high-quality services to SamTrans customers, while promoting employee excellence in a very challenging economic environment.

SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 PRELIMINARY OPERATING BUDGET

Attachment A

	FY2009 <u>ACTUAL</u> A	FY2010 <u>ADOPTED</u> B	FY2010 <u>REVISED</u> C	FY2011 <u>PRELIMINARY</u> D	FY11 PRELIMINARY Compared to FY10 REVISED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C	
SOURCES OF FUNDS:							
Operating Revenues							
1 Passenger Fares	17,324,303	18,975,000	17,375,000	17,157,400	(217,600)	-1.3%	1
2 Local TDA and STA Funds	32,145,337	29,975,899	26,443,922	30,065,349	3,621,427	13.7%	2
3 Pass through to Other Agencies	175,365	97,334	1,939,661	975,293	(964,368)	-49.7%	3
4 Operating Grants	6,537,337	4,429,071	6,667,263	8,171,605	1,504,342	22.6%	4
5 Measure A	4,260,958	8,897,724	8,331,768	8,298,888	(32,880)	-0.4%	5
6 AB434 Funds	630,968	600,000	570,000	536,000	(34,000)	-6.0%	6
7 Subtotal - Operating Revenues	61,074,269	62,975,028	61,327,614	65,204,535	3,876,921	6.3%	7
Other Revenue Sources							
9 District 1/2 Cent Sales Tax	60,015,455	62,216,300	60,000,000	60,000,000	0	0.0%	9
10 Investment Interest	642,507	671,920	671,920	564,170	(107,750)	-16.0%	10
11 Other Interest, Rent & Other Income	6,021,682	5,105,649	5,832,029	5,082,780	(749,249)	-12.8%	11
12 Subtotal - Other Revenues	66,679,644	67,993,869	66,503,949	65,646,950	(856,999)	-1.3%	12
13							13
14 Total Sources of Funds	127,753,914	130,968,897	127,831,563	130,851,485	3,019,922	2.4%	14
15							15
USES OF FUNDS:							
17 District Motor Bus	95,292,707	102,143,459	97,220,595	98,811,264	1,590,669	1.6%	17
18 A.D.A. Programs	13,614,337	14,081,912	13,675,342	13,773,430	98,088	0.7%	18
19 Caltrain	16,521,290	16,521,290	16,521,290	10,660,645	(5,860,645)	-35.5%	19
20 Other Multi-Modal Programs	4,365,227	3,681,080	4,564,205	3,984,620	(579,585)	-12.7%	20
21 Pass through to Other Agencies	175,365	97,334	1,939,661	975,293	(964,368)	-49.7%	21
22 Land Transfer Interest Expense	156,659	0	142,285	80,000	(62,285)	-43.8%	22
23 Total Uses of Funds	130,125,584	136,525,075	134,063,378	128,285,252	(5,778,126)	-4.3%	23
24							24
25							25
26 TOTAL OPERATING SURPLUS/(DEFICIT)	(2,371,671)	(5,556,178)	(6,231,815)	2,566,233	8,798,048	-141.2%	26
27							27
28 Sales Tax Allocation - Capital Programs	11,030,751	3,585,803	3,585,803	4,176,971	591,168	16.5%	28
29							29
31 USE OF RESERVES	(13,402,422)	(9,141,981)	(9,817,618)	(1,610,738)	8,206,880	-83.6%	31
30							30
31							31
DEBT SERVICE							
SOURCES OF FUNDS:							
34 Investment Interest	4,482,910	5,245,900	5,245,900	3,605,840	(1,640,060)	-31.3%	34
35 Total Sources of Funds	4,482,910	5,245,900	5,245,900	3,605,840	(1,640,060)	-31.3%	35
36							36
USES OF FUNDS:							
38 Debt Service	23,537,804	24,450,342	24,450,342	24,451,963 *	1,621	0.0%	38
39 Fiscal Agent Fees	79,215	27,500	27,500	27,400	(100)	-0.4%	39
40 Total Uses of Funds	23,617,019	24,477,842	24,477,842	24,479,363	1,521	0.0%	40
41 * Debt Service for BART - \$12.7M							41
42							42
43 USE OF RESERVES FOR DEBT SERVICE	(19,134,109)	(19,231,942)	(19,231,942)	(20,873,523)	(1,641,581)	0.0%	43
44							44
45							45
46 TOTAL USES OF RESERVES	(32,536,530)	(28,373,923)	(29,049,560)	(22,484,261)	6,565,299		46

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 PRELIMINARY OPERATING BUDGET**

				FY11 PRELIMINARY			
				Compared to			
				FY10 REVISED		BUDGET	
				Increase	(Decrease)	PERCENT	
				E = D-C		CHANGE	
						F = E/C	
		FY2009	FY2010	FY2010	FY2011		
		<u>ACTUAL</u>	<u>ADOPTED</u>	<u>REVISED</u>	<u>PRELIMINARY</u>		
		A	B	C	D		
OPERATING REVENUES - MOTOR BUS:							
1	TOTAL MOTOR BUS FARES	16,706,381	18,256,000	16,656,000	16,358,000	(298,000)	-1.8%
2							
3	LOCAL (TDA) TRANSIT FUND:						
4	General Operating Assistance	28,857,479	28,477,104	24,663,042	23,503,880	(1,159,162)	-4.7%
5							
6	STATE TRANSIT ASSISTANCE:						
7	STA Base	1,467,632	0	271,510	4,715,781	4,444,271	302.8%
8	STA Repayment of ROW					0	#DIV/0!
9	STA TOTAL	1,467,632	0	271,510	4,715,781	4,444,271	1636.9%
10							
11	OPERATING GRANTS:						
12	Operating Grants	5,479,312	3,376,430	5,356,077	7,076,858	1,720,781	32.1%
13							
14	DISTRICT 1/2 CENT SALES TAX:						
15	General Operating Assistance	36,858,909	47,141,215	45,288,156	42,998,022	(2,290,134)	-5.1%
16	Accessibility Fixed Route	980,337	985,992	979,092	684,635	(294,457)	-30.1%
17	TOTAL 1/2 CENT SALES TAX	37,839,246	48,127,207	46,267,248	43,682,657	(2,584,591)	-5.6%
18							
19	INVESTMENT INTEREST INCOME						
20	Investment Interest Income	498,541	140,670	140,670	86,830	(53,840)	-38.3%
21							
22	OTHER REVENUE SOURCES:						
23	Overnight Deposit Interest Income	194,438	4,560	4,560	2,640	(1,920)	-42.1%
24	Rental Income	1,028,370	1,041,900	1,041,900	1,047,940	6,040	0.6%
25	Advertising Income	1,373,142	1,350,000	1,450,000	1,420,000	(30,000)	-2.1%
26	Other Income	1,548,102	1,369,588	1,369,588	916,678	(452,910)	-33.1%
27	TOTAL OTHER REVENUES	4,144,052	3,766,048	3,866,048	3,387,258	(478,790)	-12.4%
28							
29	TOTAL MOTOR BUS	94,992,643	102,143,459	97,220,595	98,811,264	1,590,669	1.6%
30							
31	AMERICAN DISABILITIES ACT:						
32	Passenger Fares-Redi Wheels	617,923	719,000	719,000	799,400	80,400	11.2%
33	Local TDA 4.5 Redi Wheels	1,562,894	1,498,795	1,298,055	1,237,046	(61,009)	-4.7%
34	Local STA - Paratransit	257,332	0	211,315	608,642	397,327	188.0%
35	Operating Grants	787,827	1,052,641	1,052,641	1,094,747	42,106	4.0%
36	Sales Tax - Paratransit District	8,056,616	6,476,254	6,190,631	5,855,529	(335,102)	-5.4%
37	Sales Tax - Paratransit Suppl. Coastside	1,116,519	1,215,320	1,272,450	1,300,726	28,276	2.2%
38	Interest Income-Paratransit Fund	143,967	531,250	531,250	477,340	(53,910)	0.0%
39	Measure A Redi-Wheels	1,071,259	2,588,652	2,400,000	2,400,000	0	0.0%
40	TOTAL ADA PROGRAMS	13,614,336	14,081,912	13,675,342	13,773,430	98,088	0.7%
41							
42	MULTI-MODAL TRANSIT PROGRAMS:						
43	Sales Tax - Caltrain	14,378,772	11,343,986	11,721,290	5,860,645	(5,860,645)	-50.0%
44	Transfer from TA for Caltrain	2,142,518	5,177,304	4,800,000	4,800,000	0	0.0%
45	TA Funded SM/Caltrain Shuttles	1,047,182	1,131,768	1,131,768	1,098,888	(32,880)	-2.9%
46	Employer Share SM/Caltrain Shuttles	595,507	325,237	586,217	316,122	(270,095)	-46.1%
47	AB434 Funds - SamTrans Shuttle	630,968	600,000	570,000	536,000	(34,000)	-6.0%
48	Employer SamTrans Shuttle Funds	1,282,123	1,014,364	1,379,764	1,379,400	(364)	0.0%
49	Sales Tax - SamTrans Shuttle Program	228,348	288,541	316,861	335,960	19,099	6.0%
50	Operating Grants	270,198	0	258,545	0	(258,545)	-100.0%
51	Sales Tax - Gen. Operating Asst.	310,900	321,170	321,050	318,250	(2,800)	-0.9%
52	TOTAL MULTI-MODAL	20,886,516	20,202,370	21,085,495	14,645,265	(6,440,230)	-30.5%
53							
54	TOTAL REVENUES	129,493,495	136,427,741	131,981,432	127,229,959	(4,751,473)	-3.6%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 PRELIMINARY OPERATING BUDGET**

						FY11 PRELIMINARY Compared to FY10 REVISED		
		FY2009 <u>ACTUAL</u>	FY2010 <u>ADOPTED</u>	FY2010 <u>REVISED</u>	FY2011 <u>PRELIMINARY</u>	Increase (Decrease)	BUDGET PERCENT CHANGE	
		A	B	C	D	E = D-C	F = E/C	
DISTRICT OPERATED BUSES								
1	Wages and Benefits	54,670,026	56,034,282	53,545,216	55,009,486	1,464,270	2.7%	1
2	Services:							2
3	Board of Directors	50,898	53,090	53,090	53,100	10	0.0%	3
4	Contracted Vehicle Maintenance	585,703	512,910	662,910	930,600	267,690	40.4%	4
5	Property Maintenance	1,062,259	1,434,000	1,434,000	1,282,500	(151,500)	-10.6%	5
6	Professional Services	3,246,103	2,980,663	3,166,886	2,970,181	(196,705)	-6.2%	6
7	Technical Services	3,333,997	3,676,639	3,777,539	3,919,364	141,825	3.8%	7
8	Other Services	377,234	450,246	450,246	363,818	(86,428)	-19.2%	8
9								9
10	Materials & Supply:							10
11	Fuel and Lubricants	4,657,857	7,246,336	5,123,026	5,582,214	459,188	9.0%	11
12	Bus Parts and Materials	2,065,637	2,054,913	1,995,008	1,750,972	(244,036)	-12.2%	12
13	Uniform and Drivers Expense	386,212	444,848	394,348	379,098	(15,250)	-3.9%	13
14	Timetables and Tickets	185,168	217,500	217,500	213,800	(3,700)	-1.7%	14
15	Office Supplies/Printing	286,751	333,055	340,055	332,130	(7,925)	-2.3%	15
16	Other Materials and Supply	170,314	183,750	183,750	175,000	(8,750)	-4.8%	16
17								17
18	Utilities:							18
19	Telecommunications	505,344	396,000	396,000	480,500	84,500	21.3%	19
20	Other Utilities	986,110	996,000	996,000	1,001,000	5,000	0.5%	20
21	Insurance Costs	2,293,000	2,292,000	2,292,000	2,492,000	200,000	8.7%	21
22	Workers' Compensation	2,158,365	3,172,050	3,172,050	3,222,060	50,010	1.6%	22
23	Taxes and License Fees	410,555	659,770	458,690	489,039	30,349	6.6%	23
24	Fixed Route Accessibility	980,337	985,992	979,092	684,635	(294,457)	-30.1%	24
25	Leases and Rentals	105,412	115,588	115,588	111,718	(3,870)	-3.3%	25
26	Prmtnl and Legal Advertising	259,186	340,000	340,000	279,840	(60,160)	-17.7%	26
27	Training & Business Travel	199,182	182,075	192,075	195,710	3,635	1.9%	27
28	Dues and Membership	82,302	91,085	91,085	84,045	(7,040)	-7.7%	28
29	Postage and other	88,544	85,680	81,224	313,564	232,340	286.0%	29
30								30
31	Total District Operated Buses	79,146,498	84,938,472	80,457,378	82,316,374	1,858,996	2.3%	31
32								32
33	CONTRACTED BUS SERVICES							33
34	Contracted Urban Bus Service	14,204,824	15,073,092	14,605,502	14,488,202	(117,300)	-0.8%	34
35	Other Related Costs	295,500	334,465	323,285	310,800	(12,485)	-3.9%	35
36	Insurance Costs	655,000	655,000	655,000	655,000	0	0.0%	36
37	Coastside Services	597,999	633,590	633,590	568,256	(65,334)	-10.3%	37
38	Redi Coast Non-ADA	196,893	261,980	261,980	222,860	(39,120)	-14.9%	38
39	Other Related Costs	18,464	64,250	61,410	41,660	(19,750)	-32.2%	39
40	La Honda Pescadero	49,350	52,500	52,500	52,500	0	0.0%	40
41	Southcoast - Pescadero	123,678	116,170	156,170	141,662	(14,508)	-9.3%	41
42	Other Related Costs-SamCoast	4,500	13,940	13,780	13,950	170	1.2%	42
43	Total Contracted Bus Service	16,146,209	17,204,987	16,763,217	16,494,890	(268,327)	-1.6%	43
44								44
45	TOTAL MOTOR BUS	95,292,707	102,143,459	97,220,595	98,811,264	1,590,669	1.6%	45

SAN MATEO COUNTY TRANSIT DISTRICT
FY2011 PRELIMINARY OPERATING BUDGET

						FY11 PRELIMINARY Compared to FY10 REVISED			
		FY2009 <u>ACTUAL</u>	FY2010 <u>ADOPTED</u>	FY2010 <u>REVISED</u>	FY2011 <u>PRELIMINARY</u>	Increase <u>(Decrease)</u>	BUDGET <u>PERCENT CHANGE</u>		
		A	B	C	D	E = D-C	F = E/C		
AMERICAN DISABILITY ACT PROGRAMS									
46	Elderly & Disabled/Redi-Wheels	6,016,496	6,638,319	5,771,819	6,769,180	997,361	17.3%	46	
47	Other Related Costs	2,420,784	2,586,793	2,557,633	2,527,380	(30,253)	-1.2%	47	
48	ADA Sedan Service	2,625,697	2,338,640	2,778,640	1,781,024	(997,616)	-35.9%	48	
49	ADA Accessibility Support	919,841	787,840	779,800	880,120	100,320	12.9%	49	
50	Coastside Support	1,116,519	1,215,320	1,272,450	1,300,726	28,276	2.2%	50	
51	Insurance Costs	515,000	515,000	515,000	515,000	0	0.0%	51	
52	TOTAL ADA PROGRAMS	13,614,337	14,081,912	13,675,342	13,773,430	98,088	0.7%	52	
MULTI-MODAL TRANSIT PROGRAMS									
CALTRAIN SERVICE									
57	Peninsula Rail Service	16,521,290	16,521,290	16,521,290	10,660,645	(5,860,645)	-35.5%	57	
58	Total Caltrain Service	16,521,290	16,521,290	16,521,290	10,660,645	(5,860,645)	-35.5%	58	
OTHER SUPPORT									
61	Dumbarton Express Service	155,265	126,070	125,950	126,150	200	0.2%	61	
62	SamTrans Shuttle	2,141,440	1,902,905	2,266,625	2,251,360	(15,265)	-0.7%	62	
63	SM/Caltrain Shuttle	1,912,887	1,457,005	1,976,530	1,415,010	(561,520)	-28.4%	63	
64	Maintenance Multimodal Fac	155,635	195,100	195,100	192,100	(3,000)	-1.5%	64	
65	Total Other Support	4,365,227	3,681,080	4,564,205	3,984,620	(579,585)	-12.7%	65	
67	TOTAL MULTI-MODAL PROGRAMS	20,886,517	20,202,370	21,085,495	14,645,265	(6,440,230)	-30.5%	67	
69	TOTAL OPERATING EXPENSES	129,793,560	136,427,741	131,981,432	127,229,959	(4,751,473)	-4%	69	

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: PRELIMINARY FISCAL YEAR 2011 CAPITAL BUDGET

ACTION

This report is submitted for informational purposes only. Staff will bring this item back to the Board at the June 9, 2010 meeting with a request that the Committee recommend Board adoption of the Fiscal Year (FY) 2011 Capital Budget at that time.

SIGNIFICANCE

In light of the current fiscal climate, the FY2011 Capital Budget contains only those projects necessary and essential to sustain the District's existing service and infrastructure network, without compromising the District's need to comply with legal mandates and to plan for visions set forth in the District's adopted Strategic Plan. The FY2011 Capital Budget contains the following major elements:

- **Revenue Vehicles and Support Equipment Replacement** – Includes the replacement of a paratransit revenue vehicle sub-fleet: 10 El Dorado cutaway vehicles. These vehicles have reached the end of their useful lives. This category also includes the annual procurement of bus parts, engines and transmissions, and replacement of maintenance support equipment and the replacement of service support vehicles. The amount budgeted for this category totals \$2,046,216.
- **Information Technology (IT) Software and Hardware Upgrade & Replacement** – Includes replacement and upgrade of Informational Technology equipment, servers and software applications necessary to maintain the connectivity of various departments and external communications. It also includes funding to replace the telephone infrastructure which is entering an end-of-life status for maintenance support. The amount budgeted for these IT-related projects totals \$1,326,000.
- **Development** – Includes funding to undertake a comprehensive operational analysis to assess how the District can restructure its suite of services and operations more effectively and efficiently. This category also includes program planning and management. The amount budgeted for these projects totals \$1,000,000.

- **Facilities** – Includes rehabilitation and improvement projects to ensure that maintenance and administrative facilities are adequately maintained to support the District’s revenue service operations. Projects in this category include pavement rehabilitation, fire alarm system replacement, bus stop improvements and a sustainable program to help reduce the District’s carbon footprint. The amount budgeted for these projects totals \$652,109.
- **Contingency** – Includes funding for any unforeseen and emergency capital expenditures during the fiscal year. The amount budgeted for this category is \$250,000.

BUDGET IMPACT

Of the \$5,274,325 recommended for the FY2011 Capital Budget, the total amount of sales tax required is \$4,176,971. Federal and State fund sources make up the remaining amount of \$1,097,354 to fully fund the FY2011 Capital Budget.

BACKGROUND

The District’s Capital Budget is developed on an annual basis. A comprehensive call for projects was issued District-wide. The capital projects submitted were reviewed and prioritized for consistency with District policy directives. Due to the need to constrain financial resources for capital improvements this year, the final recommendations reflect only the most essential projects that support existing District revenue service without compromising either safety or security. In addition, the program is developed to leverage as much external funding and grants as possible.

Among other factors, projects submitted this year were evaluated and prioritized based on maintenance and enhancement of existing transit operations relative to operational and legal requirements and mandates, along with opportunities for business process improvements.

Prepared by: Leslie Fong, Senior Budgets Analyst
Eva Goode, Manager, Budgets

650-508-6332
650-508-7914

**San Mateo County Transit District
Preliminary Fiscal Year 2011 Capital Budget**

#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Recommended FY2011 Budget	Remaining	FUNDING SOURCES					
							FEDERAL	STATE	OTHER	DIS. SALES TAX		
1 REVENUE VEHICLES REPLACEMENT												
1.1	Replacement (10) Paratransit Vans	Replace 10 2007 El Dorado Amerivans at the end of their useful lives.	\$ 603,500		\$ 603,500	\$ -	\$ 403,930	\$ 99,785	\$ -	\$ 99,785		
	Subtotal				\$ 603,500	\$ -	\$ 403,930	\$ 99,785	\$ -	\$ 99,785		
2 REVENUE VEHICLE SUPPORT												
2.1	Parking Meters @ Millbrae Transit Center	Amortized annual capital cost for the installation of Parking Meters at the Millbrae Transit Center. This project was amortized over an 8-year period.	\$ 1,594,883	\$ 1,350,000	\$ 244,883	\$ -	\$ -	\$ -	\$ -	\$ 244,883		
2.2	Major Bus Components	Annual funding for procurement of bus parts.	\$ 665,740		\$ 665,740	\$ -	\$ -	\$ -	\$ -	\$ 665,740		
2.3	Maintenance Equipment	Replacement of maintenance support equipment at the end of their useful lives.	\$ 21,000		\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000		
2.3	Non-Revenue Service Support Vehicles	Replace 7 non-revenue service support vehicles that have reached their useful lives.	\$ 187,893		\$ 187,893	\$ -	\$ -	\$ 93,947	\$ -	\$ 93,947		
2.4	South Base Bus Washer	Replacement of South Base bus washer, equipment has reached the end of its useful life.	\$ 670,000	\$ 470,000	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -		
2.5	Radio Backbone (RF Communications) Upgrade Study	Replacing the radio hardware, in accordance with Federal Communications Commission (FCC) regulations, the current system will not be supported by Orbital due to FCC changes.	\$ 123,200		\$ 123,200	\$ -	\$ -	\$ -	\$ -	\$ 123,200		
	Subtotal				\$ 1,442,716	\$ -	\$ -	\$ 293,947	\$ -	\$ 1,148,770		
3 INFORMATION TECHNOLOGY												
3.1	Technology Replacement & Upgrade Program	Replace and upgrade Dell servers and out of warranty printers, copiers, fax machines and scanners. Warranty is expiring in FY2011.	\$ 728,000		\$ 728,000	\$ -	\$ -	\$ -	\$ -	\$ 728,000		
3.2	Phone System Replacement	Replace the telephone infrastructure at the District that will be entering an end-of-life status for maintenance support.	\$ 636,000	\$ 38,000	\$ 598,000	\$ -	\$ -	\$ -	\$ -	\$ 598,000		
	Subtotal				\$ 1,326,000	\$ -	\$ -	\$ -	\$ -	\$ 1,326,000		
4 DEVELOPMENT												
4.1	Comprehensive Operational Analysis	Evaluate and restructure SamTrans services and operations to more efficiently and effectively serve the county's transit needs and meet regional transportation goals, within the constraints of the current financial and operating environment.	\$ 1,150,000	\$ 606,600	\$ 400,000	\$ 143,400	\$ -	\$ -	\$ -	\$ 400,000		

**San Mateo County Transit District
Preliminary Fiscal Year 2011 Capital Budget**

#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Recommended FY2011 Budget	Remaining	FUNDING SOURCES			
							FEDERAL	STATE	OTHER	DIS. SALES TAX
4.2	Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000
4.3	Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery.	\$ 350,000		\$ 350,000	\$ -	\$ -	\$ -	\$ -	350,000
	<u>Subtotal</u>				\$ 1,000,000	\$ 143,400	\$ -	\$ -	\$ -	1,000,000
5	<u>FACILITIES/CONSTRUCTION</u>									
5.1	Maintenance & Operating Facility Pavement Rehab: NB & SB Concrete Rehab	Rehab pavement at North and South Bases to bring the pavement to a state of good repair.	\$ 153,200		\$ 153,200	\$ -	\$ -	\$ -	\$ -	153,200
5.2	Fire Alarm System Upgrades at Central, North Base and South Base	Project will maintain and improve the District's infrastructure by replacing obsolete fire alarm systems with reliable equipment at Central, North Base and South Base. The alarm systems are at the end of their useful life.	\$ 1,100,000	\$ 997,175	\$ 102,825	\$ -	\$ -	102,825	\$ -	-
5.3	Sustainable Program Development	Project will identify proposed actions to reduce the District's carbon footprint.	\$ 150,000		\$ 150,000	\$ -	\$ -	\$ -	\$ -	150,000
5.4	Bus Stop Improvement Program	Project will upgrade and replace bus stop amenities and enhance bus stop site infrastrucutres in areas indentified as Communities of Concern.	\$ 246,084		\$ 246,084	\$ -	\$ -	196,867	\$ -	49,217
	<u>Subtotal</u>				\$ 652,109	\$ -	\$ -	299,692	\$ -	352,417
6	<u>CONTINGENCY</u>									
6.1	Contingency	Annual set-aside for unforeseen and emergency capital expenditures.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000
	<u>Subtotal</u>				\$ 250,000	\$ -	\$ -	\$ -	\$ -	250,000
GRAND TOTAL FOR SAMTRANS					\$ 5,274,325	\$ 143,400	\$ 403,930	\$ 693,424	\$ -	\$ 4,176,971



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, MAY 12, 2010 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of April 14, 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
APRIL 14, 2010**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), O. Ahmad, A. Tissier

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

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 3:01 p.m.

Approval of Minutes of Legislative Committee Meeting of March 9, 2010

The committee approved the minutes (Ahmad/Lloyd).

Update on the State Legislative Program

Government Affairs Manager Seamus Murphy provided the following update:

State

There are a few new High Speed Rail (HSR) related bills this session that staff is monitoring closely.

- Staff has taken action to oppose AB2121, which would suspend all Proposition 1A bond appropriations. Given the potential benefit that Proposition 1A funding offers to the Caltrain system, staff is on the record opposing the bill along with other Bay Area transit agencies.
- SB964 would reserve \$25 million in Proposition 1A funding for workforce development and HSR-related job training.
- SB965 would authorize the California High Speed Rail Authority (CHSRA) to spend American Recovery and Reinvestment Act (ARRA) funds and matching Proposition 1A dollars. It would also require the CHSRA to submit annual spending plans to the Legislature.

Federal

On March 18, the president signed the Hiring Incentives to Restore Employment (HIRE) Act which is a jobs bill that extends the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) funding levels through the end of the year. It also transfers \$19.5 billion in deferred interest payments from the General Fund back to the Highway Trust Fund and Mass Transit Account. This gives the programs enough resources to last until the end of the year. The bill, unfortunately, did not include any of the supplemental appropriations or operating flexibility in a House version passed in December. A bill introduced last month by Senator Sherrod Brown would provide emergency operating assistance by

allowing large agencies to use 30 percent of their Federal Transit Assistance (FTA) share for operations. Staff has been approached by a few stakeholders who have asked whether this will help the shortfalls in the current operating budgets. Staff is in favor of operating flexibility, generally, although most agencies spend their FTA formula funds on capital programs that are already essential to the operations and there is not a whole lot that the operating flexibility will do to address the shortfall. Staff agrees in principle, but is following the American Public Transportation Association's lead of supporting temporary emergency operating assistance that supplements existing capital programs.

Adjourned: 3:05 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **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

High Speed Rail (HSR) Legislation

AB 2121 (Harkey) would have reduced the amount of State of California general obligation bond debt authorized pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century to the amount contracted by the California High-Speed Rail Authority (CHSRA) as of January 1, 2011. The bill was defeated in the Assembly Transportation Committee on April 19. The vehicle was subsequently amended to include language that provides enhanced accountability and oversight over the expenditure of bond proceeds. Staff worked with our legislative advocates and regional stakeholders to oppose this bill.

AB 1375 (Galgiani) would reorganize the staff responsible for delivering the California high-speed train project so that it is under the jurisdiction of the Business Transportation and Housing Agency (BTH) along with Caltrans. The bill was recently amended to create a Department of Railroads under BTH and to transfer all CHSRA staff to that department. The amendments retain the CHSRA Board of Directors to advise the Department of Railroads and make key decisions regarding alignment and funding for each section.

Staff will continue to monitor this bill and report to the Board as needed.

SB 965 (DeSaulnier) would authorize CHSRA to expend the \$2.25 billion in federal funds made available by the Federal American Recovery and Reinvestment Act (ARRA) for high-speed rail

purposes, upon appropriation of those funds by the Legislature. The bill is one component of Senate President Pro Tem Steinberg's Jobs Agenda and has the goal of maximizing opportunities for job creation.

SB 965 passed out of the Senate Appropriations Committee on April 26 by a vote of 8 to 1. The next stop for the bill is the Senate Floor. Additional amendments are expected. Staff will continue to monitor the bill closely to ensure that it advances opportunities for the Caltrain system to benefit from available funding.

CHSR Budget

Last month, the relevant State legislative budget subcommittees convened hearings to consider the CHSRA Fiscal Year 2011 budget requests including \$1.6 million to support the ongoing public participation and planning efforts associated with the Peninsula Rail Program.

SamTrans' legislative advocates participated in the hearings and expressed support for the CHSRA request and the inclusion of funds that will help plan for projects that are essential to the survival of future Caltrain commuter rail service between San Francisco and San Jose.

The State budget subcommittees voted with the staff recommendation to hold over any action on CHSRA budget requests pending further review.

Prepared By: Seamus Murphy, Manager, Government Affairs

650-508-6388

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 153</u> <u>Ma D</u></p> <p>High-Speed Rail Authority.</p>	<p>SENATE T. & H. 7/2/2009 - In committee: Set, first hearing. Hearing canceled at the request of author.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relating to the development and implementation of an intercity high-speed rail system. Existing law authorizes the authority to prepare a plan for the construction and operation of that system and to enter into contracts, acquire rights-of-way through purchase or eminent domain, and take other actions, subject to specified contingencies. Under existing law, a public entity may not commence an eminent domain proceeding until its governing body has adopted a resolution of necessity that meets certain requirements. Existing law generally prohibits a state agency from employing legal counsel other than the Attorney General unless there is a specific statute authorizing that employment.</p> <p>This bill would eliminate those contingencies to the exercise of the authority's authority and would specify that the authority constitutes a "governing body" for the purpose of adopting a resolution of necessity. The bill would authorize the authority to employ its own legal staff or contract with other state agencies for legal services, or both. This bill contains other related provisions and other existing laws.</p>	
<p><u>AB 231</u> <u>Huffman D</u></p> <p>California Global Warming Solutions Act of 2006: Climate Protection Trust Fund.</p>	<p>SENATE E.Q. 6/18/2009 - 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 6/26/2009</p>	
<p><u>AB 266</u> <u>Carter D</u></p> <p>Transportation needs assessment.</p>	<p>SENATE RLS. 6/11/2009 - Referred to Com. on RLS.</p>	<p>Requires the California Transportation Commission (CTC) to, on an every-5-year basis, to develop an assessment of the unfunded costs of programmed state projects and federally earmarked projects in the state, as well as an assessment of available funding for transportation purposes and unmet transportation needs on a statewide basis.</p> <p>Last Amended on 4/20/2009</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>AB 289 Galgiani D</p> <p>High-speed rail.</p>	<p>SENATE T. & H. 4/21/2010 - From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on T. & H.</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. Existing law provides for appointment of an executive director by the authority, who is exempt from civil service and serves at the pleasure of the authority.</p> <p>This bill would authorize the Governor to appoint up to 5 deputy directors exempt from civil service who would serve at the pleasure of the executive director. This bill contains other related provisions and other existing laws.</p> <p>Last Amended on 4/21/2010</p>	
<p>AB 619 Blumenfield D</p> <p>Transportation projects: federal funds: delays.</p>	<p>SENATE T. & H. 6/17/2009 - In committee: Set, first hearing. Hearing canceled at the request of author.</p>	<p>Existing law provides that the Department of Transportation has full possession and control of the state highway system. Existing law provides for allocation of federal transportation funds made available to the state.</p> <p>This bill would require the department to notify the Legislature within 30 days of making a determination that a project, including a project designated in the National Corridor Infrastructure Improvement Program, will be delayed beyond its scheduled completion date due to state cash flow or other funding issues, if the delay places at risk federal funds, including funds earmarked for the project.</p>	
<p>AB 726 Nielsen R</p> <p>Transportation capital improvement projects.</p>	<p>SENATE T. & H. 6/16/2009 - In committee: Set, first hearing. Hearing canceled at the request of author.</p>	<p>Existing law generally provides for allocation of transportation capital improvement funds pursuant to the State Transportation Improvement Program process. Existing law provides for 75% of funds available for transportation capital improvement projects to be made available for regional projects, and 25% for interregional projects. Existing law describes the types of projects that may be funded with the regional share of funds, and includes local road projects as a category of eligible projects.</p> <p>This bill would state that local road rehabilitation projects are eligible for these funds.</p>	

San Mateo County Transit District Legislative Matrix as of April 27, 2010

Bill ID/Topic	Location	Summary	Position
<p>AB 732 Jeffries R</p> <p>Transportation projects: design-sequencing contracts.</p>	<p>SENATE APPR. SUSPENSE FILE 8/27/2009 - In committee: Held under submission.</p>	<p>Existing law authorizes the Department of Transportation, until January 1, 2010, to conduct phase 2 of a pilot project through the utilization of design-sequencing contracts, as defined, for the design and construction of not more than 12 transportation projects, which are selected by the Director of Transportation taking into consideration specified geographical considerations.</p> <p>This bill would extend the operative date of those provisions until July 1, 2010, thereby extending the authority of the department to conduct phase 2 of the pilot project. The bill would instead specify that the pilot project consist of not more than 9 transportation projects.</p> <p>Last Amended on 6/16/2009</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>AB 1375 Galgiani D</p> <p>High-speed rail.</p>	<p>SENATE T. & H. 4/21/2010 - From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on T. & H.</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 establish compensation of certain employees of the department, advise the Secretary of Business, Transportation and Housing and the Director of the Department of Railroads concerning high-speed rail matters, and annually adopt a 6-year high-speed train program for submission to the Governor and the Legislature. The bill would create the Department of Railroads within the Business, Transportation and Housing Agency, which would succeed to most of the existing powers and responsibilities of the authority and would be responsible for implementing the high-speed train project. The director of the department would be appointed by the Governor, who would serve at the pleasure of the Governor, 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. The bill would transfer the existing employees of the authority, other than the executive director, to the department. The bill would enact other related provisions.</p> <p>Last Amended on 4/21/2010</p>	

San Mateo County Transit District Legislative Matrix as of April 27, 2010

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 9/10/2009 - 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.</p> <p>Last Amended on 9/1/2009</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>AB 1747 Galgiani D</p> <p>High-Speed Rail Authority.</p>	<p>ASSEMBLY THIRD READING 4/22/2010 - Read second time. To third reading.</p> <p>4/29/2010 #91 ASSEMBLY ASSEMBLY THIRD READING FILE</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relating to the development and implementation of an intercity high-speed rail system. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, authorizes \$9.95 billion in general obligation bonds for high-speed rail development and other related purposes.</p> <p>This bill would authorize the authority to consider, to the extent permitted by federal and state law, the creation of jobs in California when awarding major contracts including purchasing high-speed trains, as specified.</p> <p>Last Amended on 4/14/2010</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>AB 1830 Galgiani D</p> <p>High-Speed Rail Authority.</p>	<p>ASSEMBLY THIRD READING 4/22/2010 - Read second time. To third reading.</p> <p>4/29/2010 #92 ASSEMBLY ASSEMBLY THIRD READING FILE</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relating to the development and implementation of an intercity high-speed rail system. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, authorizes \$9.95 billion in general obligation bonds for high-speed rail development and other related purposes.</p> <p>This bill would require the authority to make every effort to purchase high-speed train rolling stock and related equipment that are manufactured in California, consistent with federal and state laws.</p> <p>Last Amended on 4/8/2010</p>	
<p>AB 2098 Miller R</p> <p>Public contracts: design-build contracts.</p>	<p>ASSEMBLY TRANS. 4/22/2010 - Re-referred to Com. on TRANS.</p>	<p>Existing law sets forth requirements for the solicitation and evaluation of bids and the awarding of contracts by public entities for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement. Existing law, until January 1, 2014, also authorizes local transportation entities and the Department of Transportation, if authorized by the California Transportation Commission, to use a design-build process for contracting on certain transportation projects. Under these design-build provisions, the commission may authorize up to 5 local street or road, bridge, tunnel, or public transit projects of a local transportation entity, and up to 10 state highway, bridge, or tunnel projects of the Department of Transportation.</p> <p>This bill would provide that a project of a local transportation entity may be approved by the commission under these provisions for the design-build method of procurement if the project is consistent with the Policy Guidance for Project Authorizations under the Design-Build Demonstration Program adopted by the commission as Resolution G-09-09 on September 9, 2009. The bill would state that this modification shall be applied retroactively beginning with the date that Chapter 2 of the Statutes of 2009, 2nd Extraordinary Session, became operative. This bill contains other related provisions.</p> <p>Last Amended on 4/21/2010</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>AB 2121 Harkey R</p> <p>High-speed rail.</p>	<p>ASSEMBLY APPR. 4/19/2010 - Do pass as amended and be re-referred to the Committee on Appropriations.</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. Article XVI of the California Constitution authorizes the Legislature, at any time after the approval of a general obligation bond act by the people, to reduce the amount of the indebtedness authorized by the act to an amount not less than the amount contracted at the time of the reduction or to repeal the act if no debt has been contracted.</p> <p>This bill would reduce the amount of general obligation debt authorized pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century to the amount contracted as of January 1, 2011.</p>	<p>OPPOSE</p>
<p>AB 2324 John A. Perez D</p> <p>Transit: public transit facilities.</p>	<p>ASSEMBLY APPR. 4/14/2010 - From committee: Do pass, and re-refer to Com. on APPR. Re-referred. (Ayes 6. Noes 0.) (April 13).</p> <p>4/28/2010 9 a.m. - State Capitol, Room 4202 ASSEMBLY APPROPRIATIONS, FUENTES, Chair</p>	<p>Existing law prohibits a person from knowingly possessing specified weapons and other items within any sterile area, as defined, of an airport or passenger vessel terminal, except as specified.</p> <p>This bill would make it a misdemeanor, punishable as specified, for any person to knowingly possess at a public transit vehicle station, as defined, specified weapons. By creating a new crime, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p> <p>Last Amended on 4/5/2010</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
AB 2497 Furutani D Railroad corporations.	ASSEMBLY PRINT 2/22/2010 - Read first time.	<p>Existing law, subject to specified statutes, authorizes any railroad corporation, or person or corporation owning any railroad in this state, to sell, convey, and transfer its property and franchises, or any part thereof, to any other railroad corporation, whether organized under the laws of this state or of any other state or territory, or under any act of Congress. Existing law authorizes the railroad corporation receiving the conveyance to perform specified functions as if the corporation was organized under the laws of this state.</p> <p>This bill would make technical, nonsubstantive changes to these provisions.</p>	

San Mateo County Transit District Legislative Matrix as of April 27, 2010

Bill ID/Topic	Location	Summary	Position
<p>AB 2579 Evans D</p> <p>Master Plan for Infrastructure Financing and Development Commission.</p>	<p>ASSEMBLY APPR. 4/22/2010 - From committee: Do pass, and refer to Com. on APPR. Re-referred. (Ayes 6. Noes 2.) (April 21).</p>	<p>The California Constitution regulates the issuance of debt by the state and requires that debt in excess of \$300,000 for which the state will be generally obligated be submitted to, and approved by, the voters. This bill would create the Master Plan for Infrastructure Financing and Development Commission, the mission of which would be to develop and recommend a plan to be presented to the Governor and Legislature that provides for financing, building, and maintaining the infrastructure necessary to meet the needs of Californians from the present to the year 2050, and to establish a process for periodically adjusting and adapting the plan in coming years to meet changing circumstances. The bill would require that the commission consist of 11 members: the Treasurer or his or her designee, and members appointed by the Governor, the Speaker of the Assembly, and the Senate Committee on Rules. The bill would authorize the Governor to appoint the chair of the commission who would work full time on commission business for an unspecified salary.</p> <p>The bill would authorize the chair, with the concurrence of the commission, to appoint an executive director, who would be exempt from civil service and be paid an unspecified salary. The bill would require that funding for the operating costs of the commission be available upon appropriation by the Legislature. The bill would require the chair of the commission to appoint the members of specified task force committees, to be composed of both members and nonmembers of the commission, and would require commission members to chair at least one task force committee in which they have expertise. The bill would provide that the subject matter responsibilities of these task force committees include, but not be limited to, planning and financing, transportation, housing, natural resources and conservation, and education. The commission would be required to establish a timeline for submission of periodic reports on its findings to the Governor and Legislature, provide opportunity for public comment and participation, and to incorporate existing state and local infrastructure reports, as specified, that reflect current or future infrastructure needs into its recommendations. The bill would require the commission to submit its final report to the Governor and Legislature no later than December 1, 2012, and to be dissolved 30 days after issuance of the final report.</p> <p>Last Amended on 4/19/2010</p>	

San Mateo County Transit District Legislative Matrix as of April 27, 2010

Bill ID/Topic	Location	Summary	Position
ACA 9 Huffman D Local government bonds: special taxes: voter approval.	ASSEMBLY INACTIVE FILE 1/14/2010 - To inactive file on motion of Assembly Member Torrico.	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. Last Amended on 6/26/2009	
ACA 15 Arambula I Local government transportation projects: special taxes: voter approval.	ASSEMBLY INACTIVE FILE 6/1/2009 - To inactive file on motion of Assembly Member Arambula.	Amends the California Constitution to change the two-thirds voter-approval requirement for transportation related special taxes to 55%.	
ACR 14 Niello R California Global Warming Solutions Act of 2006.	ASSEMBLY NAT. RES. 4/27/2009 - In committee: Refused adoption.	This measure would call upon the State Air Resources Board, prior to any regulatory action being taken consistent with the scoping plan for the implementation of the California Global Warming Solutions Act of 2006, to perform an economic analysis that will give the State of California a more complete and accurate picture of the costs and benefits of the act's implementation. The measure would also call upon the Governor to use the authority granted by the act to adjust any applicable deadlines for regulations. Last Amended on 3/27/2009	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>SB 409 Ducheny D</p> <p>Passenger rail programs: strategic planning.</p>	<p>ASSEMBLY TRANS. 2/11/2010 - To Com. on TRANS.</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 passenger rail program, among other transportation programs. Existing law creates in state government the High-Speed Rail Authority, with various powers and duties relative to development and implementation of a high-speed passenger train system. The authority has 9 members, 5 appointed by the Governor and 4 appointed by the Legislature. Existing law also creates in state government the California Transportation Commission, with various powers and duties relative to programming of transportation capital projects and assisting the Secretary of Business, Transportation and Housing in formulating state transportation policies.</p> <p>This bill would place the High-Speed Rail Authority within the Business, Transportation and Housing Agency. The bill would require the 5 members of the authority appointed by the Governor to be appointed with the advice and consent of the Senate. The bill would require the authority to annually submit a funding plan to the California Transportation Commission for approval, identifying the need for investments during the fiscal year and the amount of bond sales necessary to accommodate those investments. This bill contains other related provisions.</p> <p>Last Amended on 1/26/2010</p>	
<p>SB 455 Lowenthal D</p> <p>High-speed rail.</p>	<p>ASSEMBLY INACTIVE FILE 7/24/2009 - 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.</p> <p>Last Amended on 4/16/2009</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>SB 476 Correa D</p> <p>Environment: California Environmental Quality Act: noncompliance allegations: public comment.</p>	<p>ASSEMBLY NAT. RES. 7/7/2009 - Hearing postponed by committee. (Refers to 6/22/2009 hearing)</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA provides for a public review period for the public to review a draft EIR, proposed negative declaration, or proposed mitigated negative declaration. CEQA requires a lead agency to evaluate and respond to comments on a draft EIR, proposed negative declaration, or proposed mitigated negative declaration made during the public review period and authorizes a lead agency to evaluate and respond to comments made on a draft EIR when the comments are submitted after the public review period. CEQA requires an action or proceeding alleging noncompliance with its requirements to be based on grounds that were presented to the public agency orally or in writing by any person, and prohibits a person from maintaining an action or proceeding unless the person objected to the approval of the project orally or in writing, during the public comment period provided under CEQA or prior to the close of the public hearing on the project before the issuance of the notice of determination.</p> <p>This bill instead would prohibit these actions or proceedings unless the oral or written presentation or objection occurs during the public comment period provided under CEQA or prior to the close of the public hearing on the project before the filing, rather than issuance, of the notice of determination.</p> <p>Last Amended on 4/30/2009</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>SB 964 Alquist D</p> <p>Workforce development program: high-speed rail.</p>	<p>SENATE APPR. SUSPENSE FILE 4/26/2010 - Placed on APPR suspense file.</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, 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 authority to contract with the Employment Development Department to develop a labor market assessment of the workforce and identify the education and skills needed for construction, operation, and maintenance of the high-speed train system. The bill would require the authority and the department to form an advisory committee, as specified, to advise the authority and the department on the availability of skilled labor relative to the high-speed train project and on options for workforce training programs in that regard. The bill would require the labor market assessment to be submitted to the Legislature and incorporated into the authority's biennial revised business plan. This bill contains other related provisions.</p> <p>Last Amended on 4/22/2010</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>SB 965 DeSaulnier D</p> <p>High-speed rail.</p>	<p>SENATE APPR. 4/26/2010 - From committee: Do pass. (Ayes 8. Noes 1.)</p> <p>4/29/2010 #30 SENATE SENATE BILLS- SECOND READING FILE</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, subject to appropriation by the Legislature, would authorize the authority to expend federal funds made available by the federal American Recovery and Reinvestment Act (ARRA) for high-speed rail purposes. The bill would require the authority to take various actions in that regard. The bill would also require the authority to submit to the Legislature an expenditure plan for the federal funds within 60 days of enactment of this act or upon finalization of a cooperative agreement with the federal government, whichever occurs later, and to submit a progress report on expenditure of the funds to the Legislature on the following December 31 and annually thereafter. The bill would make legislative findings and declarations relative to the award of federal funds to the state by ARRA for high-speed rail purposes. The bill would exempt the Transbay Terminal project in San Francisco from these provisions if ARRA funds are made available to the Transbay Joint Powers Authority for that project.</p> <p>Last Amended on 4/7/2010</p>	

**San Mateo County Transit District
Legislative Matrix as of April 27, 2010**

Bill ID/Topic	Location	Summary	Position
<p>SB 1320 Hancock D</p> <p>Transit fare evasion and passenger misconduct: administrative adjudication.</p>	<p>SENATE RLS. 4/26/2010 - Read second time. Amended. Re-referred to Com. on RLS.</p>	<p>Existing law provides that it is an infraction, punishable by a fine not to exceed \$250 and by specified community service, to evade the payment of any fare of, or to engage in passenger misconduct on or in a facility or vehicle of a public transportation system. Existing law authorizes the City and County of San Francisco and the Los Angeles County Metropolitan Transportation Authority to adopt and enforce an ordinance to impose and enforce civil administrative penalties for fare evasion or passenger misconduct, other than by minors, on or in a transit facility or vehicle in lieu of the criminal penalties, with specified administrative adjudication procedures for the imposition and enforcement of the administrative penalties , including an initial review and opportunity for a subsequent administrative hearing . Fare evasion and passenger misconduct violation penalties are deposited in the general fund of the City and County of San Francisco or the County of Los Angeles, as applicable.</p> <p>This bill would authorize the Alameda-Contra Costa Transit District to adopt and enforce a similar administrative adjudication ordinance. Fare evasion and passenger misconduct violation penalties would be deposited in the general fund of the county in which the citation is administered. This bill contains other related provisions.</p> <p>Last Amended on 4/26/2010</p>	

San Mateo County Transit District Legislative Matrix as of April 27, 2010

Bill ID/Topic	Location	Summary	Position
<p>SB 1371 Lowenthal D</p> <p>Federal transportation economic stimulus funds: 2nd round.</p>	<p>SENATE APPR. 4/21/2010 - From committee: Do pass, but first be re-referred to Com. on APPR with recommendation: To Consent Calendar. (Ayes 8. Noes 0. Page 3311.) Re-referred to Com. on APPR.</p> <p>5/3/2010 11 a.m. - John L. Burton Hearing Room (4203) SENATE APPROPRIATIONS, KEHOE, Chair</p>	<p>Existing law generally provides for programming and allocation of state and federal transportation capital improvement program funds pursuant to the state transportation improvement program process administered by the California Transportation Commission. Under these provisions, 25% of available funds are available for interregional improvement projects nominated by the Department of Transportation, subject to a requirement that 60% of these funds be available for projects in nonurbanized areas on the interregional road system and for intercity rail projects. The remaining 75% of available funds are available for regional improvement projects nominated by regional agencies. All funds programmed through the state transportation improvement program process are subject to the north-south split, and the regional improvement funds are further subject to the county shares formula. This bill would require the Department of Transportation to work with local transportation agencies to develop a list of potential projects that may be awarded within a 90-day period of the award to the state of 2nd round federal transportation economic stimulus funds.</p> <p>The bill would require the department to submit a monthly status report to the Legislature, as specified, with respect to certain milestones for expenditure of these funds. The bill would make related legislative findings and declarations. This bill contains other related provisions and other existing laws.</p>	
<p>SCA 15 Calderon D</p> <p>State budget.</p>	<p>SENATE B. & F.R. 4/16/2010 - Set for hearing April 26.</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 4/13/2009</p>	



BOARD OF DIRECTORS 2010

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

AGENDA

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, MAY 12, 2010– 2:50 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of March 9, 2010

INFORMATIONAL

2. SamTrans Customer Survey Key Findings

Committee Members: Adrienne Tissier, Jerry Deal, Art Lloyd

NOTE:

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

Draft

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
MARCH 9, 2010**

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

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

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

Committee Chair Adrienne Tissier called the meeting to order at 3:48 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 9, 2009

The Committee approved the minutes (Lloyd/Kersteen-Tucker); Director Omar Ahmad abstained.

Proclamation in Support of the 2010 Census

Executive Officer Public Affairs Mark Simon said staff is proposing the committee recommend Board support of the 2010 Census. SamTrans is a partner in the Census and has put signs on buses encouraging customers to participate. A critical element of the Census is to get a full count, which results in appropriate representation in Congress, appropriate funding from Congress and the allocation of a number of other critical items.

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

The proclamation was presented to San Mateo County Census Coordinator Margot Grant and Connie Guerrero from Census 2010.

Ms. Grant thanked the Board for the proclamation and SamTrans for helping to get the message out to all residents of San Mateo County and surrounding areas about the 2010 Census.

Ms. Guerrero thanked the Board for their support. She said she has been working out in the community, especially with the Spanish speaking community letting them know the importance of the Census.

Adjourned: 3:54 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Rita P. Haskin
Executive Officer, Customer Service and Marketing

SUBJECT: SAMTRANS CUSTOMER SURVEY KEY FINDINGS

ACTION

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

SIGNIFICANCE

Staff will present the key findings of the recent comprehensive SamTrans customer survey at the committee meeting.

SamTrans conducted a survey of its customers with the following objectives:

- Determine trip characteristics, such as level of usage, trip purpose and fare category
- Assess the ratings of 10 specific service characteristics
- Identify how customers would like to receive information about SamTrans
- Provide current customer profile.

The information will be used to plan future customer communications and promotions.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

SamTrans retained the services of Corey, Canary & Galanis Research of San Francisco through a competitive process. CC&G surveyed more than 7,000 customers in October 2009, which was a 60 percent response rate. The survey was administered in both English and Spanish.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248



ROSE GUILBAULT, CHAIR
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OMAR AHMAD
MARK CHURCH
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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, MAY 12, 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 April 14, 2010
 - b. Acceptance of Statement of Revenues and Expenses for March 2010
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
5. **REPORT OF THE GENERAL MANAGER/CEO**
 - a. Twenty-five Year Safe Driver – Majdi El-Khatib
 - b. Twenty Year Safe Worker – Generosa Maranan
6. **COMMUNITY RELATIONS COMMITTEE**
(*Accessibility, Senior Services, and Community Issues*)
MOTION
 - a. Designation of May as “Older Americans Month”

SUBJECTS DISCUSSED

- b. Student Art Contest
- c. Accessibility Update
- d. Paratransit Coordinating Council (PCC) Update
- e. Citizens Advisory Committee Liaison Report
- f. Performance Report – Caltrain
- g. Multimodal Ridership Report – March 2010

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

7. FINANCE COMMITTEE

RESOLUTIONS

- a. Approval of the Disadvantaged Business Enterprise (DBE) Overall Goal of Zero Percent for Federal Transit Administration (FTA) Funds for Fiscal Years 2011-2013
- b. Authorize Submittal of Grant Applications and the Execution of Standard Agreements with Caltrans Pertaining to Federal Transit Administration (FTA) Section 5311 Funds for Fiscal Years 2009 and 2010 in the Amount of \$208,994
- c. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended March 31, 2010
- d. Authorize Execution of Purchase Orders Over \$100,000 for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2011 for an Aggregate Not-to-Exceed Amount of \$900,000
- e. Authorize Execution of Purchase Orders Over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2011 for an Aggregate Not-to-Exceed Amount of \$850,000
- f. Authorize the Purchase of Seven Ford Focus Automobiles Through the State of California Contract for a Total Estimated Cost of \$104,248
- g. Authorize the Purchase of Four Hybrid Ford Escape Vehicles Through the State of California Contract for a Total Estimated Cost of \$125,035
- h. Authorize Award of Contract to Office Max, Inc. for Purchase and Delivery of General Office Supplies and Related Items for a Total Estimated Cost of \$325,000 for Five Years
- i. Authorize Award of Contract to Ontira Communications, Inc. for Provision of an Interactive Voice Response System and Maintenance and Support Services for a Fixed Price of \$167,622
- j. Rejection of the Single Bid Received from National Transit Interiors, Inc. for the Provision of Automotive and Bus Upholstery Repair Services

INFORMATIONAL

- k. Preliminary Fiscal Year 2011 Operating Budget
- l. Preliminary Fiscal Year 2011 Capital Budget

9. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

10. PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE

SUBJECTS DISCUSSED

- a. SamTrans Customer Survey Key Findings

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. DATE, TIME AND PLACE OF NEXT MEETING – June 9, 2010 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

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

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)

14. ADJOURNMENT

INFORMATION TO THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
APRIL 14, 2010**

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

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

Chair Rose Guilbault called the meeting to order at 3:05 p.m.

CONSENT CALENDAR

The Board unanimously approved the consent calendar (Lloyd/Ahmad);

- a. Approval of Minutes of Board of Directors Meeting of March 9, 2010
- b. Acceptance of Statement of Revenues and Expenses for February 2010

PUBLIC COMMENT

Jerry Grace, San Lorenzo, said he is concerned about having to use a TransLink card starting in January.

General Manager/CEO Michael Scanlon said SamTrans will soft-launch TransLink this summer and it is already in use on Caltrain. The transition on SamTrans will occur over the next year.

Ed DeLanoy, San Carlos, shared an article that appeared in the *New York Times* on "Optics."

REPORT OF CHAIR

None

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Staff will recommend the Board adopt a Resolution of Appreciation for Kent Mickelson at a future meeting for all the work he has done for the Paratransit Coordinating Council.
- Congratulated and welcomed the new and reappointed members of the Citizens Advisory Committee (CAC).
- Staff is working diligently to prepare the Fiscal Year (FY) 2011 budget. It has been a longstanding issue that Caltrain does not have its own source of funding and the Joint Powers Board (JPB) has had a structural deficit for many years. Every year Caltrain manages with one-time money, but this is no longer true. With no dedicated source of funding Caltrain relies on its partner agencies for nearly 40 percent of its operating revenue. First review of the SamTrans budget shows a deficit of about \$40 million. Staff is scheduled to review the budget with the Financial Capacity Ad Hoc Committee of this Board and staff will present a preliminary budget to the May Board meeting. Relevant to Caltrain, SamTrans must reduce its annual contribution by \$12 million. This reduction in the contribution needs to be implemented by FY2012, and depending on the situation may take place as early as this fall or the beginning of 2011. All three JPB partners are in

- terrible shape and if other sources of revenues are not identified it could mean draconian cuts that would likely include the elimination of weekend, mid-day and weeknight service after a designated hour.
- Thanked Chair Guilbault and Directors Karyl Matsumoto, Shirley Harris and Art Lloyd for going to Sacramento with staff to meet with legislators.
- At the Federal level, Congresswomen Anna Eshoo and Jackie Speier extended significant time meeting with staff during the recent American Public Transportation Association (APTA) Legislative Conference. They understand and genuinely care about the programs here.
- The reduced ridership is deeply troubling. These are not just numbers, but real people who have critical needs and the consequences of service reductions and fare increases can be devastating to individuals and families.
- The Supervisor Academy was conducted the week of March 28.
- A new shipment of 115 buses are on property and 62 are in service.
- Staff ran a special bus for Congresswoman Speier to tour some of the American Recovery and Reinvestment Act (ARRA) projects that have been submitted for funding.
- In March, the fixed-route buses averaged more than 27,700 miles between service calls and Redi-Wheels over 43,800. These are well above the standard of 19,000 miles.
- Earth Day is April 22 and each department within SamTrans is being asked to pledge to change at least one daily task to reduce the use of energy, water and/or waste.
- Staff is partnering with the Peninsula Congestion Relief Alliance and will be at four key transit centers on Earth Day to thank riders for helping to save the environment.
- A testimonial ad campaign will be launched at the end of the month. This will be a month-long campaign that will feature real passengers who ride SamTrans. Ads will run in both English and Spanish.
- The national Transit Benefits Program is being promoted to our customers and employers throughout the area. This is a program that allows for tax-free commute benefits of up to \$230 per month.
- Streets Alive was this past Sunday and was a great collaboration among the county and cities.
- The reading file contains the latest copies of Riders Digest, Spring Transit Fun Guide and SamTrans for People with Disabilities brochure.

Chair Guilbault asked if there have been any discussions with the Metropolitan Transportation Commission (MTC) regarding Caltrain. Director Tissier said MTC staff is arranging a conference call with Mr. Scanlon to discuss this issue.

Public Comment

Jerry Grace, San Lorenzo, said he missed last month's meeting because he didn't know it had been changed.

Ed DeLanoy, San Carlos, said he continues to advocate for shorter trains to save fuel.

COMMUNITY RELATIONS COMMITTEE

(Accessibility, Senior Services, and Community Issues)

MOTION

- a. Appointment of Citizen Advisory Committee Members
 - i) Judy McKie Representing Bus Riders
 - ii) Lisa Chow Representing Community Rider
 - iii) Andy Chow Representing Multimodal Riders
 - iv) Tom Collette Representing Multimodal riders
 - v) Kim Nobles Representing Multimodal Riders

The motion (Harris/Ahmad) to approve the appointments was unanimous.

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Award of Contract to Orrick, Herrington and Sutcliffe, LLP to Serve as Special Counsel in Connection with the Fiscal Year (FY) 2011 Fuel Hedging Program
- b. Authorize Amending the FY2010 Operating Budget by \$210,245 from \$134,273,623 to \$134,063,378
- c. Authorize Amending the FY2010 Capital Budget by \$1,428,000 from \$18,731,316 to \$20,159,316 to Include Funding for San Bruno Grade Separation Real Estate Acquisition Activities and ClipperSM (Formerly TransLink[®]) Site Preparation Costs
- d. Authorize Entering into a Memorandum of Understanding with the San Mateo City/County Association of Governments (C/CAG) for Performance of Phase 1 of the Economic and Housing Opportunity Assessment for the Grand Boulevard Initiative
- e. Authorize Entering into a Funding Agreement with C/CAG for Performance of the Countywide Transportation Plan for Low-Income Populations and the South San Francisco/San Bruno Community Based Transportation Plan
- f. Authorize Execution of a Cooperative Agreement with C/CAG in the Amount of \$536,000 for Fiscal Year 2011 Transportation Fund for Clean Air Funds for the SamTrans Shuttle Bus Program
- g. Authorize Award of Contracts to Fehr & Peers and HNTB Corporation to Provide On-call Transportation Planning and Program Support for up to \$4,000,000 for a Three-year Base Term

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

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

In reading file.

BOARD MEMBER COMMENTS

Director Karyl Matsumoto said South San Francisco is having a fundraiser for three community programs on May 21 and Legal Counsel David Miller's Trio will be performing.

Director Omar Ahmad asked to meet with staff on the quarterly information technology open purchase order report in the reading file.

DATE AND TIME OF NEXT MEETING – May 12, 2010, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

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

Owner	Address/Location	APN
Usman and Fatima Shaikh	111 San Bruno Avenue	020-121-360
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

Board adjourned to closed session at 3:40 p.m.

Board adjourned to open session at 4:15 p.m.

Mr. Miller said the Board met in closed session to hear a report from the labor negotiator and the bargaining team on pending labor negotiations with Teamsters Union Local 856 representing the bus transportation supervisors, dispatchers and radio controllers and the Amalgamated Transit Union Local 1574 who represent the Customer Service Center Employees. These items will

continue to be carried on the Board agenda as negotiations proceed. There is no action to be taken at this time. Similarly, there is no action to be taken on the real estate negotiations on the San Bruno real estate acquisitions that this agency has undertaken on behalf of the Peninsula Corridor Joint Powers Board.

Adjourned at 4:18 p.m.