



BOARD OF DIRECTORS 2011

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

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

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

WEDNESDAY, JANUARY 12, 2011 – 2:00 p.m.

1. Pledge of Allegiance
2. Swearing in of Zoe Kersteen-Tucker (Public Member) - Coastside

ACTION

3. Approval of Minutes of Community Relations Committee Meeting of December 8, 2010

INFORMATIONAL

4. Accessibility Update – Tina DuBost
5. Paratransit Coordinating Council (PCC) Update – Nancy Keegan
6. Citizens Advisory Committee Liaison Report – Peter Ratto
7. Performance Report – Fixed-route Bus Service
8. Multimodal Ridership Report – November 2010

Committee Members: Shirley Harris, Omar Ahmad, Jerry Deal

NOTE:

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

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

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

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

Other Board Members Present, Constituting Committee of the Whole: M. Church, R. Guilbault, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto, A. Tissier

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

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

**Approval of Minutes of Community Relations Committee (CRC) Meeting of
November 10, 2010**

The committee approved the minutes (Lloyd/Ahmad).

**Certificate of Appreciation to Outgoing Citizens Advisory Committee (CAC) Chair,
John Baker**

Committee Chair Harris presented a certificate of appreciation to John Baker for his leadership this past year as CAC chair.

Accessibility Update

Accessible Transit Services Manager Bill Welch said the Redi-Wheels singers will be entertaining customers at adult day care centers.

Paratransit Coordinating Council (PCC) Update

PCC Chair Nancy Keegan said:

- The PCC has been working closely with Accessible Services staff to develop and implement policy changes to increase productivity with an ultimate goal of operating cost savings.
- The Redi-Wheels no show and late cancellation policies were tightened in February. The PCC has been monitoring this change and after eight months the results are very positive.

Director Adrienne Tissier arrived at 2:12 p.m.

CAC Liaison Report

CAC Chair John Baker reported on the December meeting:

- Thanked the Board for the certificate of appreciation.
- Thanked Board members and staff for attending the holiday reception last week.
- A presentation was given on the new fareboxes and Day Pass proposal.
- The 2011 chair is Peter Ratto and vice chair is Andy Chow.

Performance Report – Shuttles

Director of Bus Transportation Chester Patton provided the following information:

- There are 31 Caltrain shuttles operating in three counties and serving 19 stations.
- There are eight BART shuttle routes serving six stations.
- Some of the shuttle business partners include Genentech, Stanford University and Oracle.
- Shuttle public partners include the Bay Area Air Quality Management District (BAAQMD), City/County Association of Governments of San Mateo County (C/CAG), Peninsula Traffic Congestion Relief Alliance and the San Mateo County Transportation Authority.
- The total FY2011 allocation for shuttles is \$6.8 million.
- Employers fund 62 percent of the SamTrans/BART shuttle program, 48 percent of the Caltrain shuttle program and 21 percent of the Caltrain/San Mateo County community shuttle program.
- Average weekday ridership on the BART shuttle is more than 2,000 and 6,000 on the Caltrain shuttle.
- The shuttle system provides the last mile transportation linkage from Caltrain stations to the employers' front door.
- Shuttle operators are prepared to respond to unplanned situations, adjusting schedules, bus bridging and supporting various Caltrain emergency operations.
- Other matters include:
 - A grant was approved by the BAAQMD in the amount of \$1 million for calendar year 2011.
 - Operator contract option year for Caltrain shuttles expires on September 30, 2011.
 - The C/CAG grant fluctuates based on license plate fees.
- The Bayshore/Brisbane shuttle replaced Route 34 in 2004. The driver of this shuttle route has never received a complaint since its inception in 2004.

Multimodal Ridership Report – October 2010

- Bus ridership was 48,590, a decrease of 6.8 percent.
- Caltrain ridership was 42,400, an increase of 11.2 percent.
- BART extension was 39,265, an increase of 5.2 percent.

Adjourned: 2:29 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

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

SIGNIFICANCE

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

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

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

ATTENDANCE

Members Present: Nancy Keegan, Chair; Dale Edwards, Vice Chair; Mike Levinson, AL-Com Chair; Pat Dixon, COD; Maureen Dunn, Senior Focus; Aki Eejima, Consumer; Barbara Kalt, Rosener House; Judy Garcia, Consumer; Stephanie Hill, Consumer; Craig McCulloh, Aging & Adult Services; Benjamin McMullan, CID; Dan Mensing, Consumer; Sammi Riley, Consumer; Michal Settles, Coastside; Marie Violet, Sequoia Hospital; Bill Welch, SamTrans.

Absentees: Diane Griffith & Joey, Consumer; Myria Barnes-Jackson, DOR; May Nichols, COA; Joe Monsor, Caregiver.

Guests: James Asche, OES; Elly Colwell, SamTrans; Tina Dubost, SamTrans; Paul Lee, SamTrans; John Murphy, MV Transportation; Linda Rhine, Nelson\Nygaard; Maxine Eastman, Consumer; Rose Berta, PCC Staff.

(Total Attendance: 24) Quorum--Yes

WELCOME/INTRODUCTION

Nancy Keegan, Chair, welcomed all to the November PCC meeting.

APPROVAL OF OCTOBER PCC MINUTES

Nancy asked for a vote of approval for the October minutes. Correction under COD members going to the Board on October 19 instead of November 19 was reported by Craig. Barbara moved to accept the minutes as corrected and Mike seconded the motion. The minutes were approved with Craig and Benjamin abstaining.

COMMITTEE REPORTS

A. AL-COM REPORT

Mike spoke about Kim Rothschild's presentation on Proposition 22 for transportation and healthcare funds and Measure M allowing for a \$10 license fee. Both passed with 55% of the votes. Linda shared that the passage of Proposition 26 which requires 2/3 majority for fees, may impact Measure M from moving forward as it will likely be tied up in the courts challenging whether it is a fee or a tax.

The next AL-Com meeting is on January 4, 2011.

B. GRANT/BUDGET REVIEW

There was nothing to report.

C. EDUCATION COMMITTEE

Maureen Dunn reported the committee has not met and would like to *defer the December 14 meeting to some future date in January.* The topics to be discussed will include newsletters, outreach events, and mapping out plans for next year.

D. EXECUTIVE COMMITTEE

Nancy reported on the conference call meeting last week. She said we had a successful MV Appreciation party in October with many prizes and one prize for the longest term employee who has been with MV for 19 years. Everyone enjoyed the dinner and prizes.

Michal gave a presentation at the Board meeting in October titled "A Day in the life of a RediCoast Rider", which was well received. The Executive Committee will be rotating their time for serving on the Eligibility Appeals panel. The committee is planning in advance for the PCC retreat for May or June from 10:00 am-4:00 pm. Craig mentioned that Senior Day at the County Fair coincides with the PCC meeting in June.

Consumer Corps Report

Linda explained that a new methodology for calculating "on hold" will start in January 2011. There are approximately 20 active members. Craig mentioned it may be a good idea to recruit new members and list the requirements in the newsletters and handouts at the fairs. Dale commented that he echoes Craig's enthusiasm for the Consumer Corps which started back in 1996.

Linda reported from the Consumer Corps 3rd Quarter that participation is up; there were no trip denials in quite some time; on-time performance is better than last quarter; ride times for the standard 45 minutes of travel under five miles is up; driver assistance is at 97%; new telephone hold time methodology will be switched at the start of the new year. The vehicles utilized by Consumer Corps riders include: 50% picked up by Redi-Wheels bus or large van, 29% by minivans, 19% by Redi-Wheels sedan, and 6% by Serra cabs.

Michal Settles' presentation, "A Day in the Life of a RediCoast Rider," was presented to the members. Members thanked Michal for the wonderful presentation that put a face to the service.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill acknowledged the wonderful Board reception for Michal's presentation.

Director Zoe Kersteen-Tucker recognized Michal for "wowing" the Board with her presentation.

Elly Colwell oversaw last week's eligibility appeals. Paul Lee was the staff on the panel, Maureen served as PCC member, and another member was a health consultant. Bill thanked all the members of the panel. All four appeals were overturned. The common thread is that more information came forward to the panel than what was available during the initial intake. The appeals process suggests more information could be obtained during the intake, especially regarding access to the bus stop and "functional ability" of the person. Craig asked how many applicants appeal after a denial; 1% was Bill's response. The denial letter includes information about the appeals process. Stephanie brought up typography issues for wheelchair users. The Eligibility Contractor uses Google Earth to access typography and terrain (incline/slope) information.

Bill mentioned the Interactive Voice Response (IVR) project has been delayed due to software difficulty between contractor and sub-contractor regarding the ability for customers to automatically cancel a ride during the "night before" phone call. . Bill hopes for a resolution this week and have full automated implementation by March 2011.

Bill reports that there is progress in getting the airport to accept identification of ALL Redi-Wheels vehicles (sedans, buses, taxis, etc.) and RediCoast. Another step is “common sense” signing. After Bill’s field work at SFO to view signage, he acknowledged there is more work to be done to ensure consistency and uniformity with the signs. Aki suggested possibly looking at LAX signage as an example; signs are located throughout the airport. Bill will follow up and obtain pictures of the signs. Aki thanked Tina for helping him with his travels. Nancy thanked Bill for his efforts.

B. Performance Summary

Tina reported that total ridership is down compared to last year; 6.7% of the trips are same day cancels; late cancels have increased 1.4%; no-shows remain the same as last month; average weekday ridership is down a bit from September of last year; on-time performance is 91.2%, which is above the standard; complaints per 1,000 trips is very good.

There was a discussion about productivity (passengers/hour). Paul Lee explained that the standard of 1.5 is set by SamTrans contract. John Murphy pointed out that productivity has improved over time, from 1.2 historically to the current 1.5 with strategies such as changes in No Shows and Late Cancel Policy. John said that interactive voice response (IVR) system that will call customers shortly before the vehicle arrives should further improve productivity. Tina mentioned that her report is based on “billing hours” (from when the vehicle leaves the base to when it returns), not revenue hours (first pick up to last drop off). Bill pointed out that financial sustainability is a concern of MTC and improved productivity will help support longer-term financial sustainability.

C. Customer Comments

Elly reported that total comments have decreased by category from last month; slight reduction in policy-related comments; reduction by ½ in compliments due to fewer comment cards from August to September; overall average response time by provider remains the same. All comments by type are down except for late vehicles.

Craig asked if the most common errors are tracked and included in the newsletter to help prevent consumers from making the errors. Elly commented that they work with individual customers and explain the system and how it works.

D. Safety Report

John reported a fabulous October with no accidents at RediCoast and a minor one with Redi-Wheels. There was 206,000 miles between accidents, an excellent record. John will look at health issues as drivers mature to promote driver safety.

John encouraged all to inspect the MV-1 new vehicle and give him feedback. Ben commented that he has seen the MV-1 and thinks it is a good vehicle with a wider door and a higher entrance.

LIAISON REPORTS

A. MTC REPORT

No MTC report.

B. AGENCY

Barbara said there was nothing to report—no meeting; will schedule a meeting in December or January.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal mentioned that her presentation has been posted on the PCC website. January CTC meeting is scheduled for the start of 2011 cycle.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike Levinson reported that eligibility appeals have gone up and that SamTrans is exploring the possible cause.

IVR system was discussed as well as Global Positioning System (GPS). Mike asked John how many vehicles in the fleet do not have GPS; 10 taxis and 7 sedans are without GPS since they are not part of the SamTrans fleet.

E. COMMISSION ON AGING (COA) REPORT

In May's absence, Craig reported that COA has been working with the Office of Emergency Services (OES) for two years and is implementing the "Silver Alert Program" in February 2011. This program, similar to Amber Alert, will implement a lookout of older folks wandering the neighborhood. Jim Asche of OES suggests viewing the website (www.smcalert.info) for more information, including enrollment. A person can enroll in two locations and will have email alerts, text messages, or both.

COMMISSION ON DISABILITY (COD) REPORT

Pat deferred to Craig who announced the 2010 Art Showcase, reception and silent auction this Friday, November 12, 5:30-7:30 pm, \$15 per person, at Foster City Recreation Center.

OTHER BUSINESS

Dale thanked all resource people for all their support, time, and work with the PCC-- John, Paul, Tina, Elly, Bill, Linda, and Rose

Jim announced that his colleague JoAnn Sardino started a program for people with special needs and their caregivers to train to be trainers for disaster preparedness. The website www.SMCgetready.org works. The next forum is on December 8, Silicon Valley Community Foundation of San Mateo, 9:00-11:00 am, focusing on the San Bruno disaster. All are invited to attend.

ERC will meet on December 7, 11:00 am.

Nancy thanked everyone!

MEETING ADJOURNED: 3:32 pm

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **SAMTRANS PERFORMANCE REPORT - FIXED-ROUTE BUS SERVICE**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on ridership, on-time performance, token usage, and other developments.

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

**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 - NOVEMBER 2010

ACTION

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

SIGNIFICANCE

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

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

MONTHLY RIDERSHIP HIGHLIGHTS - NOVEMBER 2010 COMPARED TO NOVEMBER 2009

All Modes – AWR of 94,302, a decrease of 1.7 percent.

Bus – AWR of 46,470, a decrease of 7.9 percent.

Paratransit - AWR of 1,071, a decrease of 4.6 percent.

Caltrain - AWR of 39,040, an increase of 4.4 percent.

Caltrain Shuttles - AWR of 5,714, an increase of 13.6 percent.

BART Shuttles - AWR of 2,007, an increase of 2.6 percent.

SamTrans Activities and Promotions:

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

- **Serramonte Center Holiday Shopping** – The Serramonte Center once again sponsored additional service on Route 120 to coincide with expanded shopping hours for the holiday season. The extra service to the major Daly City shopping center started at the end of November and will run through December 23. It was promoted through onboard notices, flyers at the shopping center and a news release.
- **Transit Holiday Toy Drive** – SamTrans and Caltrain partnered to have a holiday gathering to generate donations to the Salvation Army's and Marine Corps Reserves Toys for Tots program. Promotion for the event, which is set for December 3, included a news release, television interview and flyers.
- **ClipperSM testing** – Staff and Citizens Advisory Committee members continued field testing the Clipper system onboard SamTrans buses to ready them for customers for the December 15 customer launch. Clipper, the regional fare payment system, will allow customers to load cash and Monthly passes onto the card. Clipper is currently used on AC Transit, BART, Caltrain, Golden Gate Transit & Ferry, and Muni.

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

Table A
Average Weekday Ridership

Mode	November 2010			FY2010/FY2011
	FY2009	FY2010[^]	FY2011	%Change
Bus +	52,140	50,460	46,470	-7.9%
Paratransit	1,178	1,123	1,071	-4.6%
Caltrain # +	39,690	37,390	39,040	4.4%
Caltrain Shuttle # **	7,404	5,031	5,714	13.6%
BART Shuttle	1,974	1,956	2,007	2.6%
Total	102,386	95,960	94,302	-1.7%
BART (Extension Only)*	37,600	36,321	39,799	9.6%
Grand Total	139,986	132,281	134,101	1.4%

Mode	Year to Date			FY2010/FY2011
	FY2009	FY2010[^]	FY2011	%Change
Bus +	52,010	48,840	44,750	-8.4%
Paratransit	1,178	1,139	1,113	-2.3%
Caltrain # +	43,250	39,270	40,880	4.1%
Caltrain Shuttle # **	6,488	5,571	5,485	-1.5%
BART Shuttle	2,188	1,972	2,003	1.6%
Total	105,114	96,792	94,231	-2.6%
BART (Extension Only)*	39,509	36,906	39,014	5.7%
Grand Total	144,623	133,698	133,245	-0.3%

System

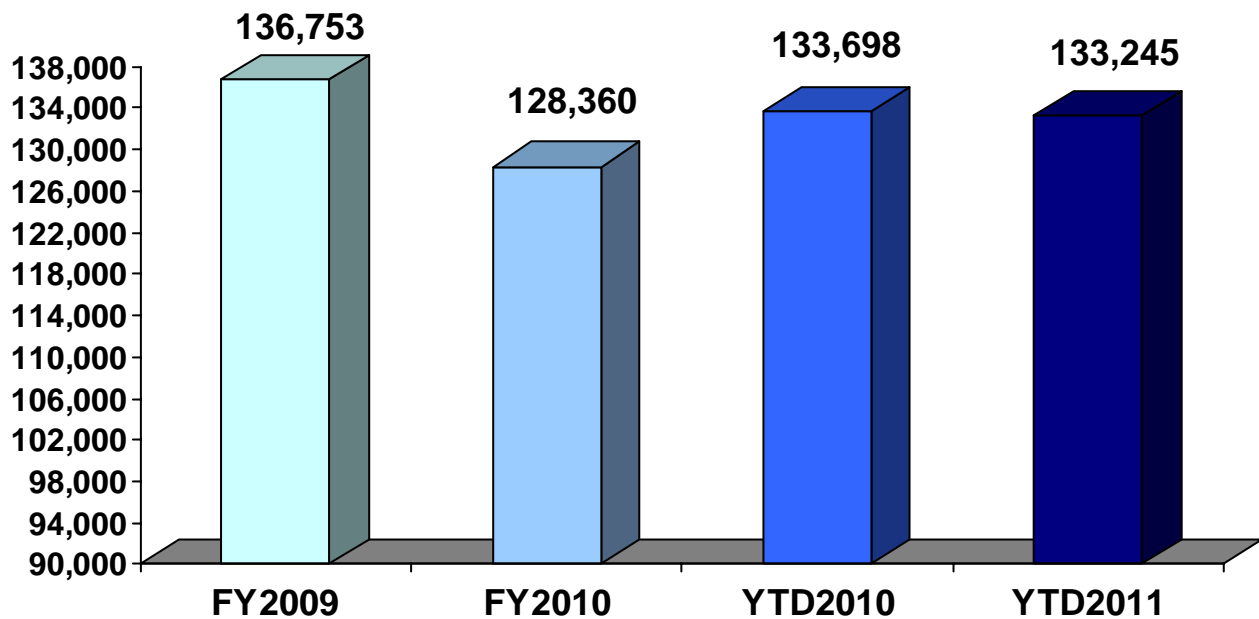
* Extension Only (No Daly City)

+ Rounded to nearest tens

[^] Service cuts/reduced (12/09)

** FY10 shuttle figures have been adjusted to reflect corrected number of days operated per month

Chart A
Average Weekday Ridership





BOARD OF DIRECTORS 2011

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, JANUARY 12, 2011 – 2:20p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of December 8, 2010
2. Approval of Statement of Revenues and Expenses for November 2010
3. Approval of Salary Ordinance No. 93
4. Authorize Submittal of Grant Applications to the California Department of Transportation (Caltrans) to Receive Federal Transit Administration Section 5311 Non Urbanized Formula Program Funds and Execute the Standard Agreements with Caltrans to Receive Funds

CONTRACTS

5. Authorize Award of Contract to Wipro, Inc. for PeopleSoft System Integration Services for a Base Cost of \$5,629,370
6. Authorize Rejection of Sole Bid from SimplexGrinnell LP to Provide Inspection, Repair and Maintenance Services of Fire Suppression Equipment and System and to Research the Marketplace for the Purpose of Negotiating an Acceptable Contract

Committee Members: 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
DECEMBER 8, 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, E. Goode, C. Goodrich, G. Harrington, C. Harvey, R. Haskin, R. Lake, M. Lee, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Committee Chair Mark Church called the meeting to order at 2:29 p.m.

Approval of Minutes of Finance Committee Meeting of November 10, 2010

The Committee approved the minutes (Lloyd/Harris).

Approval of Revenues and Expenses for October 2010

Deputy CEO Gigi Harrington said revenue is slightly under budget and there are savings on the expense side in motor bus, wages and benefits and fuel line items. Ms. Harrington said last week fuel was \$2.33 per gallon and year-to-date it is \$2.28 per gallon. The fuel hedge was tripped in November.

The Committee (Deal/Harris) unanimously recommended Board acceptance of the report.

Authorize Amending the Fiscal Year (FY) 2011 Operating Budget by \$1,198,087 from \$131,810,465 to \$133,008,552

Manager of Budgets Ladi Bhuller said staff proposes the Committee recommend the Board approve amending the FY2011 Operating Budget by \$1.2 million. Ms. Bhuller said staff is proposing to increase operating grants by \$922,000. Ms. Bhuller said staff is also proposing that some unspent FY2010 grant funds be carried forward to FY2011 for programs and projects that are in progress. She said the corresponding expenses for these grants fall under professional services, technical services and the San Mateo Caltrain Shuttle lines in the budget. Ms. Bhuller said there are a number of grant funds that SamTrans is passing through to other agencies in the amount of \$276,000. She said some of these pass-throughs are new grant funds for FY2011 and some are carried forward balances from FY2010.

In addition, the FY2011 Operating Budget has been adjusted to reflect a decrease in resources of \$1.7 million. Since the budget adoption in June, State Transportation Act (STA) funds are projected to decrease by about \$1 million. Ms. Bhuller said staff has revised the investment interest projection by \$700,000, as a result of economic factors. Staff is projecting a current rate of return of 0.5 percent, instead of the budgeted rate of 2.25 percent. She said staff will continue

to monitor the budget and minimize the use of reserves by any operational savings that can be recognized by fiscal year end.

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

Authorize Acceptance of a Grant From the Silicon Valley Community Foundation in the Amount of \$70,000 for the Proposed “Grass Tops to Grass Roots” Project and Execute Memoranda of Understanding with the San Mateo County Health System and Greenbelt Alliance

Manager of Strategic Development Corinne Goodrich said staff is asking the Committee to recommend the Board authorize the General Manager to execute a contract to accept this grant from the Community Foundation. She said this is a partnership between the San Mateo County Health System, Greenbelt Alliance and SamTrans.

The Committee (Kersteen-Tucker/Lloyd) unanimously recommended Board acceptance of the report.

Authorize the Filing of an Application and Receipt of Federal Funding in the Amount of \$1,486,700 Under the Metropolitan Transportation Commission’s Climate Initiatives Program

Ms. Goodrich said staff is asking the Committee to recommend the Board authorize the filing of an application to receive funds for the Climate Initiatives Program. She said the goal of this project is to demonstrate the role Transportation Demand Management can play in the regional sustainability community strategy by undertaking commute alternative pilot programs. She said the partnership includes San Mateo County, the City of Redwood City, the Peninsula Traffic Congestion Relief Alliance, the City/County Association of Governments of San Mateo County and SamTrans. The County will develop the telecommuting program to be shared with all the cities in the County; SamTrans will undertake a car-sharing program; and the Alliance will implement short-distance vanpools. Staff will be coordinating two grants under the Bay Area Air Quality Management District for a bike sharing program in downtown Redwood City and an electric vehicle charging program.

Director Zoe Kersteen-Tucker asked if there are other cities participating in this project.

Ms. Goodrich said yes, but due to cost, it is limited to one city and Redwood City had already submitted a letter of intent.

The Committee (Matsumoto/Harris) unanimously recommended Board acceptance of the report.

Authorize Amending and Increasing the Parking Violation Fine Schedule

Manager of Budgets, Eva Goode said staff is asking the Committee to recommend the Board amend and increase the parking fine schedule to include an additional \$3 surcharge mandated by the State under SB857. She said this surcharge went into effect December 7.

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

Authorize Rejection of all Bids for Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items and Authorize Researching the Marketplace for the Purpose of Negotiating an Acceptable Contract

Director of Contracts and Procurement Cheryl Cavitt said staff is asking the Committee to recommend the Board reject all bids (Ameripride Uniform Services, Aramark Uniform Services and G&K Services) received and authorize staff to solicit, in the open market, to identify qualified firms that can meet the needs of the District.

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

Adjourned: 2:40 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD
ENDING NOVEMBER 30, 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 November 2010 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 12) are \$217,546 or 0.3 percent *worse* than revised budget. *Passenger Fares* (page 1, line 1) are *better* than budget by \$17,256 or 0.2 percent, *Operating Grants* (page 1, line 3) are *worse* than budget by \$382,343 or 72.9 percent, *Investment Interest* (page 1, line 8) is *worse* than budget by \$85,822 or 4.9 percent offset by *Other Interest, Rent & Other Income* (page 1, line 10) which is *better* than budget by \$241,617 or 11.0 percent.

Expenses: *Total Expenses* (page 4, line 74) are \$4,393,788 or 7.9 percent *better* than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 47) is *better* than budget by \$3,901,687 or 9.5 percent, *Total ADA Programs* (page 4, line 56) are *better* than budget by \$621,725 or 10.6 percent and *Total Multimodal Programs* (page 4, line 72) are *worse* than budget by \$129,624 or 1.4 percent.

Budget Amendments: There are no budget amendments for the month of November 2010. Budget amendments were adopted at the December 8th board meeting and will be reported in the December 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 2011
NOVEMBER 2010**

% OF YEAR ELAPSED: **41.7%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,454,646	7,148,554	7,166,173	7,148,917	100.2	17,157,400	17,157,400	41.8
2 TDA and STA Funds	5,117,909	12,489,960	25,589,543	25,589,543	100.0	30,860,639	30,860,639	82.9
3 Operating Grants	23,023	281,369	141,836	524,179	27.1	10,577,283	10,577,283	1.3
4 Measure A Contribution and AB434 Funds	709,783	3,802,835	3,658,190	3,666,443	99.8	8,834,888	8,834,888	41.4
5 Subtotal - Operating Revenues	7,305,361	23,722,718	36,555,742	36,929,082	99.0	67,430,210	67,430,210	54.2
Other Revenue Sources								
7 District 1/2 Cent Sales Tax	4,826,266	25,000,392	24,876,933	24,876,933	100.0	60,000,000	60,000,000	41.5
8 Investment Interest	268,076	2,834,227	1,651,878	1,737,700	95.1	4,170,010	4,170,010	39.6
9 Pass through to Other Agencies	81,274	40,556	406,372	406,372	100.0	975,293	975,293	41.7
10 Other Interest, Rent & Other Income	453,257	2,348,425	2,446,321	2,204,704	111.0	5,082,780	5,082,780	48.1
11 Subtotal - Other Revenues	5,628,873	30,223,600	29,381,503	29,225,709	100.5	73,039,156	73,039,156	40.2
12 Total Revenues	12,934,234	53,946,318	65,937,245	66,154,791	99.7	140,469,366	140,469,366	46.9
13 Capital Assistance	162,922	9,950,648	1,618,556	1,618,556	100.0	4,447,354	20,171,195 A	8.0
14 Reserves Programmed for Capital	154,799	3,450,772	1,345,876	1,345,876	100.0	0	15,472,058 A	0.0
15 Total Revenues - All Sources	13,251,955	67,347,738	68,901,677	69,119,223	99.7	144,916,720	176,112,619	39.1
USES OF FUNDS								
Operations								
19 District Motor Bus	6,981,605	39,029,269	37,015,552	40,917,239	90.5	98,189,247	98,189,247	37.7
20 A. D. A. Programs	1,025,377	5,559,259	5,242,592	5,864,317	89.4	13,773,430	13,773,430	38.1
21 Caltrain	1,055,553	7,843,369	7,319,004	7,319,004	100.0	14,707,875	14,707,875	49.8
22 Other Multimodal Programs	361,426	1,622,313	1,960,441	1,830,817	107.1	4,084,620	4,084,620	48.0
23 Subtotal - Operating Costs	9,423,961	54,054,210	51,537,589	55,931,377	92.1	130,755,172	130,755,172	39.4
Other Uses of Funds								
25 Pass through to Other Agencies	81,274	40,556	406,372	406,372	100.0	975,293	975,293	41.7
26 Transfer Out to Debt Service	2,037,678	10,187,644	10,188,390	10,188,390	100.0	24,451,963	24,451,963	41.7
27 Fiscal Agent Fees	5,055	1,975	5,055	5,975	84.6	27,400	27,400	18.4
28 Land Transfer Interest Expense	0	0	0	0	-	80,000	80,000	0.0
29 Subtotal - Other Uses	2,124,007	10,230,175	10,599,817	10,600,737	100.0	25,534,656	25,534,656	41.5
30 Capital Programs	1,303,017	13,715,708	3,185,394	3,185,394	100.0	8,624,325	39,820,224 A	8.0
31 Total Uses of Funds	12,850,985	78,000,093	65,322,800	69,717,508	93.7	164,914,153	196,110,052	33.3
32								
33 SURPLUS/(DEFICIT) FOR PERIOD	400,969	(10,652,355)	3,578,877	(598,285)	(598.2)	(19,997,433)	(19,997,433)	(17.9)

% 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.

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

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

% OF YEAR ELAPSED: 41.7%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,396,951	6,855,530	6,840,904	6,815,833	100.4	16,358,000	16,358,000	41.8
LOCAL (TDA) TRANSIT FUND:								
2 General Operating Assistance	3,917,313	11,865,460	19,586,565	19,586,565	100.0	23,503,880	23,503,880	83.3
STATE TRANSIT ASSISTANCE:								
4 Local STA Operating Assistance	892,982	0	4,464,908	4,464,908	100.0	5,511,071	5,511,071	81.0
OPERATING GRANTS								
6 Planning Assistance Grant	0	281,369	31,999	72,449	44.2	9,382,536	9,382,536	0.3
DISTRICT 1/2 CENT SALES TAX:								
8 General Operating Asst.	396,025	17,778,315	4,090,321	8,217,761	49.8	39,275,037	39,275,037	10.4
9 Accessibility Fixed Route	83,046	410,797	438,607	315,077	139.2	684,635	684,635	64.1
11 TOTAL 1/2 CENT SALES TAX	479,072	18,189,112	4,528,928	8,532,838	53.1	39,959,672	39,959,672	11.3
INVESTMENT INTEREST INCOME:								
12 Investment Interest Income	5,319	175,907	52,125	36,410	143.2	86,830	86,830	60.0
OTHER REVENUE SOURCES:								
14 Overnight Deposits Interest Income	114	1,133	589	1,100	53.5	2,640	2,640	22.3
15 Rental Income	86,808	430,358	433,705	436,650	99.3	1,047,940	1,047,940	41.4
16 Advertising Income	118,333	623,609	621,265	591,667	105.0	1,420,000	1,420,000	43.8
17 Other Income	84,714	606,791	454,563	378,820	120.0	916,678	916,678	49.6
18 TOTAL OTHER REVENUES	289,969	1,661,891	1,510,122	1,408,237	107.2	3,387,258	3,387,258	44.6
20								
21 TOTAL MOTOR BUS	6,981,605	39,029,269	37,015,552	40,917,239	90.5	98,189,247	98,189,247	37.7
AMERICAN DISABILITIES ACT:								
23 Passenger Fares Redi-Wheels	57,695	293,024	325,269	333,083	97.7	799,400	799,400	40.7
24 Local TDA 4.5 Redi-Wheels	206,174	624,500	1,030,870	1,030,870	100.0	1,237,046	1,237,046	83.3
25 Local STA - Paratransit	101,440	0	507,200	507,200	100.0	608,642	608,642	0.0
26 Operating Grants	0	0	0	364,916	0.0	1,094,747	1,094,747	0.0
27 Sales Tax - District ADA Programs	340,044	2,930,678	1,730,198	1,908,743	90.6	5,855,529	5,855,529	29.5
28 Sales Tax - Paratransit Suppl. Coastside	90,381	502,583	473,679	525,555	90.1	1,300,726	1,300,726	0.0
29 Interest Income - Paratransit Fund	36,592	172,788	180,299	198,870	90.7	477,340	477,340	37.8
30 Measure A Redi-Wheels	193,051	1,035,686	995,077	995,080	100.0	2,400,000	2,400,000	41.5
31								
32								
33 TOTAL ADA PROGRAMS	1,025,377	5,559,259	5,242,592	5,864,317	89.4	13,773,430	13,773,430	38.1
MULTIMODAL TRANSIT PROGRAMS:								
34 Sales Tax - Caltrain	669,451	5,771,998	5,328,849	5,328,844	100.0	9,907,875	9,907,875	53.8
35 Transfer from TA for Caltrain	386,101	2,071,371	1,990,155	1,990,160	100.0	4,800,000	4,800,000	41.5
36 TA Funded SM/Caltrain Shuttles	85,964	458,278	449,624	457,870	98.2	1,098,888	1,098,888	40.9
37 Employer Share SM/Caltrain Shuttles	48,337	131,804	253,765	221,718	114.5	316,122	316,122	80.3
38 AB434 Funds - SamTrans Shuttles	44,667	237,500	223,333	223,333	100.0	536,000	536,000	41.7
39 Employer Share SamTrans Shuttles	114,950	554,730	682,434	574,750	118.7	1,379,400	1,379,400	49.5
40 Sales Tax - SamTrans Shuttle Program	27,308	120,584	133,948	139,547	96.0	335,960	335,960	39.9
41 Operating Grants	23,023	0	109,837	86,814	126.5	100,000	100,000	0.0
42 Sales Tax - Gen. Operating Asst.	17,178	119,417	107,501	126,785	84.8	318,250	318,250	33.8
43								
44								
45 TOTAL MULTIMODAL	1,416,980	9,465,682	9,279,445	9,149,821	101.4	18,792,495	18,792,495	49.4
46								
47 TOTAL REVENUES	9,423,961	54,054,209	51,537,589	55,931,377	92.1	130,755,172	130,755,172	39.4

"% 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 2011
NOVEMBER 2010**

% OF YEAR ELAPSED: 41.7%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	3,812,490	22,948,180	20,932,023	22,862,365	91.6	54,414,983	54,305,750	38.5
2								
3 Services:								
4 Board of Directors	2,793	24,367	18,718	22,042	84.9	53,100	53,100	35.2
5 Contracted Vehicle Maintenance	46,899	151,206	319,759	475,250	67.3	930,600	930,600	34.4
6 Property Maintenance	114,184	368,439	409,818	531,083	77.2	1,282,500	1,282,500	32.0
7 Professional Services	185,048	548,255	943,305	1,228,381	76.8	2,955,181	3,024,781	31.2
8 Technical Services	258,241	1,479,054	1,342,703	1,455,942	92.2	3,907,744	3,937,027	34.1
9 Other Services	22,141	143,907	116,464	151,612	76.8	362,924	362,924	32.1
10								
11 Materials & Supply:								
12 Fuel & Lubricants	350,767	1,784,262	1,698,599	2,325,923	73.0	5,582,214	5,582,214	30.4
13 Bus Parts & Materials	89,807	837,988	449,624	652,155	68.9	1,750,972	1,738,972	25.9
14 Uniforms & Driver Expense	13,321	54,502	40,186	95,800	41.9	379,098	379,098	10.6
15 Timetables & Tickets	25,921	51,914	70,424	87,478	80.5	213,800	212,200	33.2
16 Office Supplies / Printing	34,341	77,220	94,837	152,092	62.4	332,130	343,632	27.6
17 Other Materials & Supply	9,830	57,588	43,907	73,500	59.7	175,000	175,000	25.1
18								
19 Utilities:								
20 Telephone	24,052	175,896	141,273	200,290	70.5	480,500	480,500	29.4
21 Other Utilities	72,205	411,620	387,621	400,833	96.7	1,001,000	962,000	40.3
22 Insurance Costs	206,613	931,368	1,034,723	1,038,322	99.7	2,492,000	2,492,000	41.5
23 Workers' Compensation	268,518	1,308,041	1,305,998	1,342,525	97.3	3,222,060	3,222,060	40.5
24 Taxes & License Fees	30,319	174,230	171,323	203,766	84.1	489,039	489,039	35.0
25 Fixed Route Accessibility	83,046	410,797	438,607	315,077	139.2	684,635	684,635	64.1
26 Leases & Rental	8,615	44,937	42,585	45,489	93.6	111,718	111,718	38.1
27 Promotional & Legal Advertising	4,987	102,896	58,711	117,183	50.1	279,840	279,840	21.0
28 Training & Business Travel	8,568	44,642	48,292	98,961	48.8	195,710	207,660	23.3
29 Dues & Membership	5,052	17,607	38,243	42,576	89.8	84,045	84,543	45.2
30 Postage & Other	10,580	15,672	28,658	114,998	24.9	313,564	313,564	9.1
31								
32 Total District Operated Buses	5,688,339	32,164,588	30,176,401	34,033,642	88.7	81,694,357	81,655,357	37.0
33								
34								
35 CONTRACTED BUS SERVICES								
36 Contracted Urban Bus Service	1,170,983	6,099,082	5,936,521	6,036,751	98.3	14,488,202	14,488,202	41.0
37 Other Related Costs	24,284	120,476	141,333	140,238	100.8	310,800	349,800	40.4
38 Insurance Costs	15,087	241,378	329,005	272,905	120.6	655,000	655,000	50.2
39 Coastside Services	51,397	246,496	249,597	236,773	105.4	568,256	568,256	43.9
40 Redi Coast Non-ADA	19,214	75,218	95,969	92,858	103.3	222,860	222,860	43.1
41 Other Related Costs	491	2,676	3,975	17,358	22.9	41,660	41,660	9.5
42 La Honda - Pescadero	488	20,063	17,588	21,875	80.4	52,500	52,500	33.5
43 SamCoast - Pescadero	10,704	57,875	61,430	59,026	104.1	141,662	141,662	43.4
44 Other Related Cost - SamCoast	618	1,417	3,734	5,813	64.2	13,950	13,950	26.8
45 Total Contracted Bus Service	1,293,267	6,864,681	6,839,151	6,883,597	99.4	16,494,890	16,533,890	41.4
46								
47 TOTAL MOTOR BUS	6,981,605	39,029,269	37,015,552	40,917,239	90.5	98,189,247	98,189,247	37.7

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

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

% OF YEAR ELAPSED: 41.7%

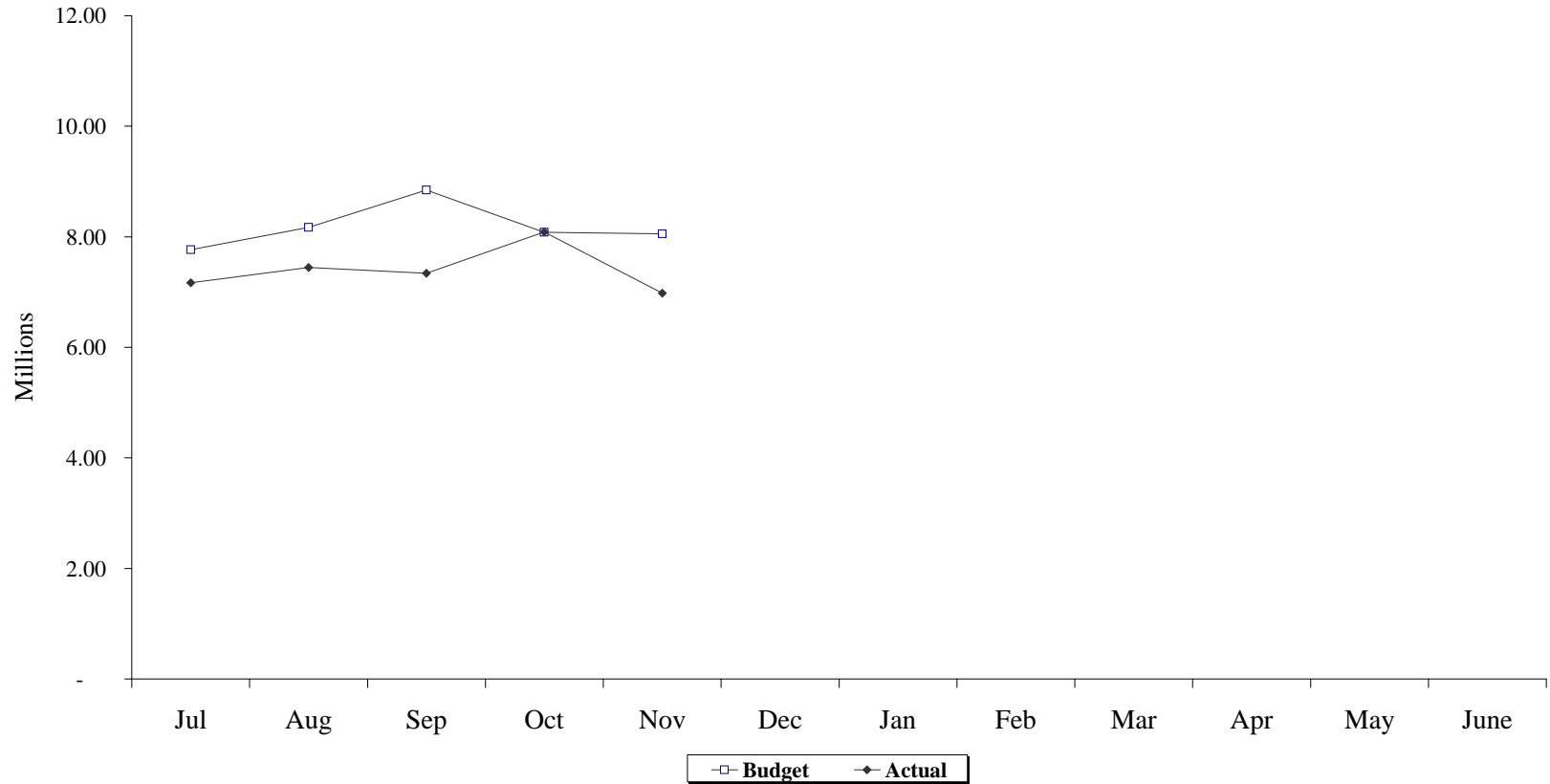
<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	470,484	2,392,939	2,309,038	2,961,282	78.0	6,769,180	6,769,180	34.1
Other Related Costs	153,482	994,267	823,310	1,053,992	78.1	2,527,380	2,527,380	32.6
ADA Sedan Service	216,116	1,137,735	1,154,648	742,093	155.6	1,781,024	1,781,024	64.8
ADA Accessibility Support	50,647	318,503	267,764	366,814	73.0	880,120	880,120	30.4
Coastside ADA Support	90,381	502,583	473,679	525,555	90.1	1,300,726	1,300,726	36.4
Insurance Costs	44,266	213,232	214,153	214,582	99.8	515,000	515,000	41.6
TOTAL ADA PROGRAMS	1,025,377	5,559,259	5,242,592	5,864,317	89.4	13,773,430	13,773,430	38.1
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	1,055,553	7,843,369	7,319,004	7,319,004	100.0	14,707,875	14,707,875	49.8
Total Caltrain Service	1,055,553	7,843,369	7,319,004	7,319,004	100.0	14,707,875	14,707,875	49.8
OTHER SUPPORT								
Dumbarton Express Service	9,724	51,415	51,736	52,563	98.4	126,150	126,150	41.0
SamTrans Shuttle Service	186,925	912,814	1,039,715	937,630	110.9	2,251,360	2,251,360	46.2
SM/Caltrain Shuttles	157,325	590,082	813,226	766,402	106.1	1,515,010	1,515,010	53.7
Maintenance Multimodal Facilities	7,452	68,002	55,764	74,222	75.1	192,100	192,100	29.0
Total Other Support	361,426	1,622,313	1,960,441	1,830,817	107.1	4,084,620	4,084,620	48.0
TOTAL MULTI-MODAL PROGRAMS	1,416,979	9,465,682	9,279,445	9,149,821	101.4	18,792,495	18,792,495	49.4
TOTAL EXPENSES	9,423,961	54,054,210	51,537,589	55,931,377	92.1	130,755,172	130,755,172	39.4

% 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

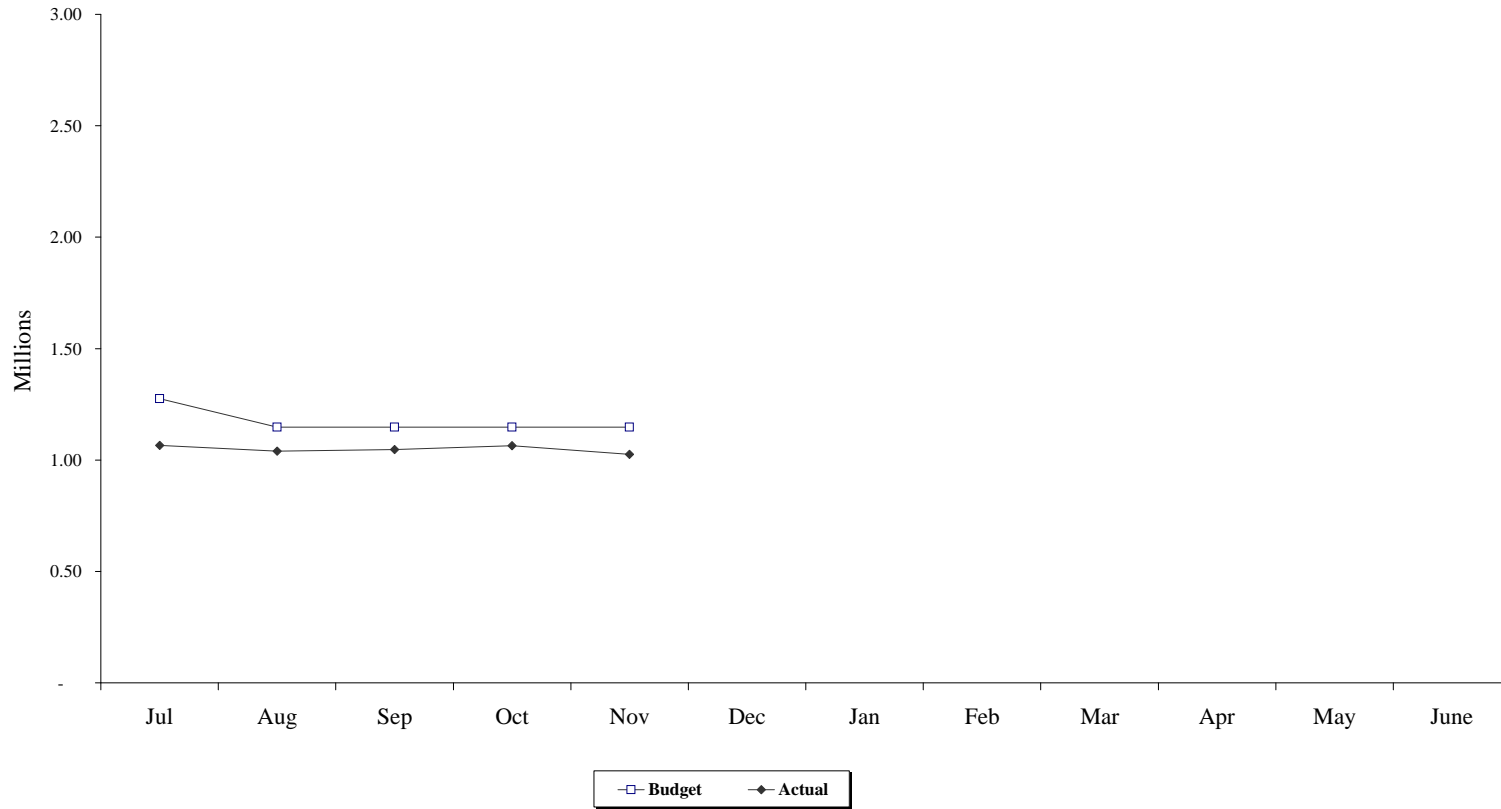
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2011



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	7,766,610	8,170,634	8,842,573	8,082,252	8,055,171								
Actual	7,166,097	7,443,503	7,340,348	8,083,999	6,981,605								
CUMULATIVE EXPENSES													
Budget	7,766,610	15,937,243	24,779,816	32,862,068	40,917,239								
Actual	7,166,097	14,609,599	21,949,948	30,033,947	37,015,552								
Variance - F(U)	600,513	1,327,644	2,829,869	2,828,121	3,901,687								
Variance %	7.73%	8.33%	11.42%	8.61%	9.54%								

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2011

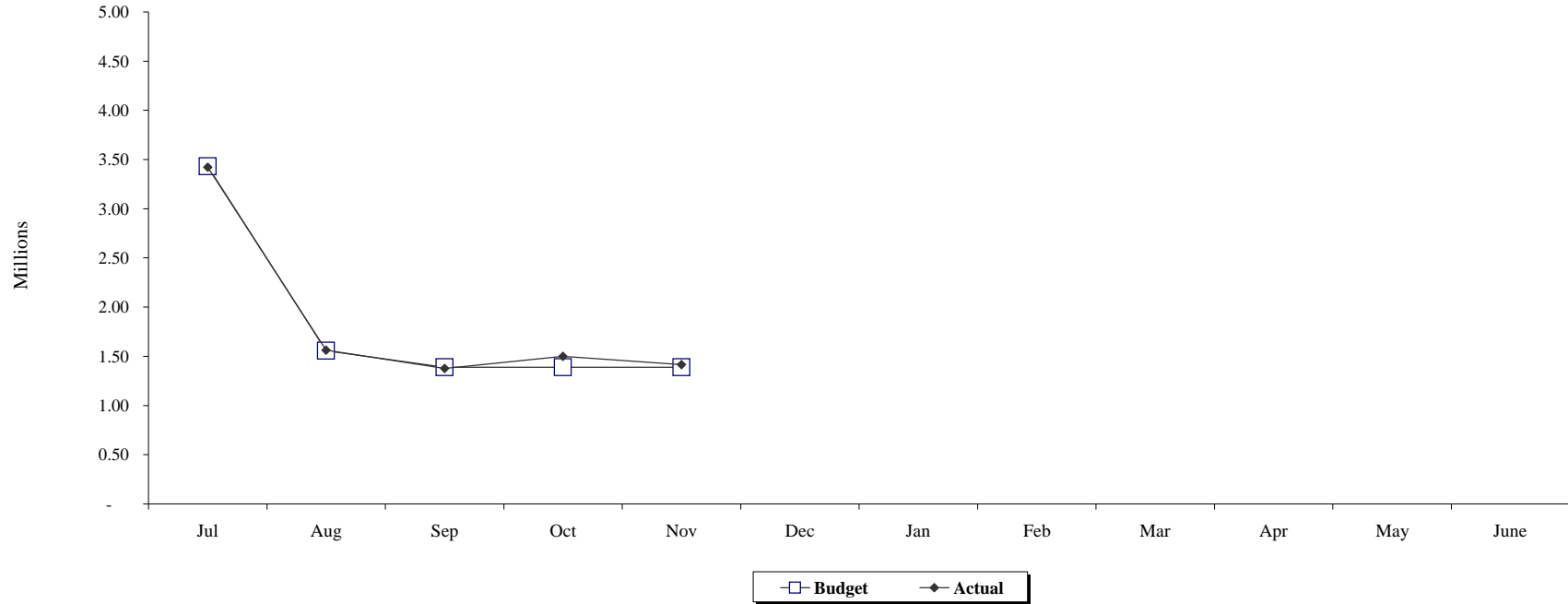


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,274,897	1,147,355	1,147,355	1,147,355	1,147,355							
Actual	1,065,703	1,039,441	1,047,366	1,064,705	1,025,377							
CUMULATIVE EXPENSES												
Budget	1,274,897	2,422,252	3,569,607	4,716,962	5,864,317							
Actual	1,065,703	2,105,144	3,152,510	4,217,215	5,242,592							
Variance - F(U)	209,194	317,108	417,097	499,747	621,725							
Variance %	16.41%	13.09%	11.68%	10.59%	10.60%							

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2011



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	3,431,492	1,556,014	1,387,439	1,387,438	1,387,438							
Actual	3,421,682	1,563,465	1,377,708	1,499,612	1,416,979							
CUMULATIVE EXPENSES												
Budget	3,431,492	4,987,506	6,374,945	7,762,383	9,149,821							
Actual	3,421,682	4,985,147	6,362,855	7,862,467	9,279,445							
Variance - F(U)	9,810	2,359	12,089	(100,085)	(129,625)							
Variance %	0.29%	0.05%	0.19%	-1.29%	-1.42%							

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

BUDGET AMENDMENT

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

BUDGET REVISIONS

	Amount	Line Item	Description
Nov-10			No budget Revisions in November 2010
	<u>\$ -</u>	Total	<u>\$ -</u> Total

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

1/3/11 10:30 AM

Approved Budget		Receipts		Over/(Under)	Current																														
Date	Amount	Date	Amount	Budget/Projection	Projection																														
FY2010:																																			
1st Quarter	15,555,000	1st Quarter	14,554,695	(1,000,305)	14,554,695																														
2nd Quarter	16,492,000	2nd Quarter	15,240,785	(1,251,215)	15,240,785																														
3rd Quarter	12,306,440	3rd Quarter	13,646,042	1,339,602	13,646,042																														
4th Quarter	15,646,560	4th Quarter	15,046,028	(600,532)	15,046,028																														
FY2010 Total	60,000,000	FY2010 Total	58,487,550	(1,512,450)	58,487,550																														
FY2011																																			
Jul. 10	4,110,600	Sep. 10	4,008,500	(102,100)	4,008,500																														
Aug. 10	4,110,600	Oct. 10	4,233,000	122,400	4,233,000																														
Sep. 10	5,480,800	Nov. 10	5,344,700	(136,100)	5,344,700																														
1st Qtr. Adjustment	1,522,400	Dec. 10		115,800	1,638,200 (1)																														
3 Months Total	15,224,400		13,586,200	0	15,224,400																														
Oct. 10	4,295,900	Dec. 10		0	4,295,900 (1)																														
Nov. 10	4,295,900	Jan. 11		0	4,295,900 (1)																														
Dec. 10	5,727,900	Feb. 11		0	5,727,900																														
2nd Qtr. Adjustment	1,591,100	Mar. 11		0	1,591,100 (1) Oct & Nov																														
6 Months Total	31,135,200		13,586,200	0	31,135,200 Portion																														
Jan. 11	3,741,000	Mar. 11		0	3,741,000																														
Feb. 11	3,741,000	Apr. 11		0	3,741,000																														
Mar. 11	4,987,900	May 11		0	4,987,900																														
3rd Qtr. Adjustment	1,385,500	Jun. 11		0	1,385,500																														
9 Months Total	44,990,600		13,586,200	0	44,990,600																														
Apr. 11	4,052,500	Jun. 11		0	4,052,500																														
May 11	4,052,500	Jul. 11		0	4,052,500																														
Jun. 11	5,403,400	Aug. 11		0	5,403,400																														
4th Qtr. Adjustment	1,501,000	Sep. 11		0	1,501,000																														
FY2011 Total	60,000,000	FY2011 Total	13,586,200	0	60,000,000																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 15%;">15,224,400</td> <td style="width: 15%;">1st Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>9,652,533</td> <td>2nd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>3rd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td>4th Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td><u>24,876,933</u></td> <td>YTD Actual Per Statement of Revenues & Expenses</td> <td colspan="3"></td> </tr> </table>							15,224,400	1st Quarter					9,652,533	2nd Quarter						3rd Quarter						4th Quarter					<u>24,876,933</u>	YTD Actual Per Statement of Revenues & Expenses			
	15,224,400	1st Quarter																																	
	9,652,533	2nd Quarter																																	
		3rd Quarter																																	
		4th Quarter																																	
	<u>24,876,933</u>	YTD Actual Per Statement of Revenues & Expenses																																	
(1) Accrued																																			

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **APPROVAL OF SALARY ORDINANCE NO. 93**

ACTION

Staff proposes that the Committee recommend Board approval of Salary Ordinance No. 93 (attached).

SIGNIFICANCE

Salary Ordinance No. 93 encompasses changes made to positions, position classifications and titles that have occurred since January 2010. It reflects the adjustment to the salary ranges recommended by the Hay Group, consistent with the District's compensation and benefits philosophy, as a means of maintaining the District's goal of being an employer of choice in the Bay Area. Though the number of full-time and part-time positions will increase from 710 to 723 the actual increase in number of positions is only one, Director, Engineering and Construction. The other twelve is the result of redefining the number of Customer Service Representative 1 positions from "as needed" to four Part-time and eight Extra-help positions.

BUDGET IMPACT

As a result of the adjustment to the salary ranges 12 employees fell below the new ranges. Their wages have been adjusted slightly to bring them into compliance with the new ranges. Due to the ongoing administrative employee wage freeze, no increase to the budget is required. The Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA) are required to reimburse the District for all expenses associated with positions required to carry out the missions of the JPB and the TA. Of the 723 positions, approximately 133 are funded by the District's Capital Budget and/or the JPB's and/or the TA's Operating and Capital budgets.

BACKGROUND

In order to attract and retain a highly skilled and motivated workforce to carry out the programs of SamTrans, the JPB and the TA, the District continually reviews compensation for comparable positions in the Bay Area employment market and adjusts positions, classifications, titles and compensation. The comprehensive compensation study completed in 2008 recommended that the District adjust the salary ranges annually to ensure that the District remains competitive within the marketplace.

Prepared by: Monica Colondres, Director, Human Resources

650-508-6233

ORDINANCE NO. 93
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

**AUTHORIZATION TO EFFECT RECLASSIFICATIONS,
TITLE CHANGES, MODIFICATION OF POSITIONS AND EFFECT AN INCREASE
IN THE DISTRICT'S TABLE OF POSITION CLASSIFICATIONS**

WHEREAS, the General Manager/CEO, pursuant to the authority previously conferred by the Board of Directors, has implemented position reclassifications, changed titles and changed positions in the San Mateo County Transit District's Table of Position Classifications, which he deemed necessary for the District to remain competitive as an employer in the Bay Area and to organize and manage effectively the transit needs of the public within the parameters of the District's Operating and Capital Budgets; and

WHEREAS, consistent with Ordinance 91 enacted by the Board of Directors on July 30, 2008, approving the compensation and benefits philosophy recommended by the Hay Group upon completion of a comprehensive compensation study and adopting a new pay structure, the salary ranges for FY11 has been adjusted to maintain external competitiveness and are reflected in the revised Table of Position Classifications attached hereto and incorporated herein as Exhibit "A" it being understood that the result will not be an across the board wage increase due to the ongoing salary freeze; and

WHEREAS, to efficiently and effectively implement the programs of the District, the San Mateo County Transportation Authority and the Peninsula Corridor Joint Powers Board, the General Manager/CEO has recommended that the Board of Directors authorize the addition of one Director, Engineering and Construction funded by the capital budget, and a restructuring of the positions in the Customer Service Department providing for an increase in the District's Table of Position Classifications (Exhibit "A") from 710 to 723 full-time and

part-time positions; and

WHEREAS, the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority are obligated to reimburse the District for all expenses associated with positions required to carry out the missions of the Joint Powers Board and the Transportation Authority; and

WHEREAS, the Board of Directors in June, 2000, granted the General Manager/CEO the power, authority and discretion to implement and administer the Ordinance and subsequent amendments thereto within the overall constraints of the annual operating and capital budgets adopted by the Board of Directors and within the salary ranges approved by the Board of Directors; and

WHEREAS, the General Manager/CEO's actions are reflected in the revised District's Table of Position Classifications attached hereto and incorporated herein as Exhibit "A."

NOW, THEREFORE, BE IT ORDAINED that the revised Table of Position Classifications hereinabove identified is hereby approved and will become effective on January 16, 2011.

Regularly passed and adopted this 12th day of January 2011, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

Table of Position Classifications, (Ord 93 effective 1/16/11)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Distribution Clerk	2		10	33,624 - 52,200
Revenue Collection Clerk	3		10	33,624 - 52,200
Accounting Assistant	2		11	38,993 - 60,536
Accounts Payable Specialist**	1		11	38,993 - 60,536
Information Coordinator**	1	1	11	38,993 - 60,536
Management Intern	2	2	11	38,993 - 60,536
Office Technician	4		11	38,993 - 60,536
Pass Sales Assistant	1	1	11	38,993 - 60,536
Payroll Specialist	1		11	38,993 - 60,536
Scheduling Aide	1		11	38,993 - 60,536
Secretary	10	7	11	38,993 - 60,536
Accounting Specialist	2	2	12	45,621 - 70,827
Accounting Technician**	4	1	12	45,621 - 70,827
Customer Relations Specialist	2		12	45,621 - 70,827
Data Technician (Bus Transportation)	1		12	45,621 - 70,827
Data Technician (Maintenance)	1		12	45,621 - 70,827
Data Technician (Operations)	1		12	45,621 - 70,827
Data Technician (Rail Services)	1	1	12	45,621 - 70,827
Executive Assistant	4		12	45,621 - 70,827
Facilities Technician	4		12	45,621 - 70,827
Pass Sales Specialist	1		12	45,621 - 70,827
Personnel Specialist	4		12	45,621 - 70,827
Risk Management Specialist	1		12	45,621 - 70,827
Accessibility Specialist	1		13	49,499 - 75,446
Community Relations Specialist	1	1	13	49,499 - 75,446
Graphic Designer	1		13	49,499 - 75,446
Senior Accounting Specialist	1	1	13	49,499 - 75,446
Senior Payroll Specialist	1		13	49,499 - 75,446
Supervisor, Distribution	1		13	49,499 - 75,446
Associate Contract Officer	1		14	53,377 - 80,065
Buyer	1		14	53,377 - 80,065
CAD Operator	1	1	14	53,377 - 80,065
Capital Program Specialist	1	1	14	53,377 - 80,065
Labor Compliance Specialist	1	1	14	53,377 - 80,065
Real Estate Specialist	1	1	14	53,377 - 80,065
Scheduler	1		14	53,377 - 80,065
Schedules Analyst	1		14	53,377 - 80,065
Senior Executive Assistant	1		14	53,377 - 80,065
Staffing Coordinator	1		14	53,377 - 80,065
Stores Coordinator	1		14	53,377 - 80,065
Supervisor, Revenue Collection	1		14	53,377 - 80,065
Utility Maintenance Supervisor	2		14	53,377 - 80,065
Warranty Administrator	1		14	53,377 - 80,065
Assistant District Secretary	2	2	15	57,915 - 86,871
Claims Administrator	1	1	15	57,915 - 86,871
Instructor	2		15	57,915 - 86,871

Table of Position Classifications, (Ord 93 effective 1/16/11)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Market Research Specialist	1	1	15	57,915 - 86,871
Marketing Specialist	2	1	15	57,915 - 86,871
Public Information Specialist	1	1	15	57,915 - 86,871
Supervisor, Customer Service	1		15	57,915 - 86,871
Accessibility Coordinator	1		16	62,451 - 93,676
Accountant	7	5	16	62,451 - 93,676
Administrative Accountant	1		16	62,451 - 93,676
Associate Operations Contract Administrator	1	1	16	62,451 - 93,676
Associate Operations Contract Administrator (Bus)	1		16	62,451 - 93,676
Associate Operations Contract Administrator (Facilities)	1		16	62,451 - 93,676
Associate Operations Contract Administrator (Shuttles)	1	1	16	62,451 - 93,676
Facilities Contract Administrator	1		16	62,451 - 93,676
Information Technology Analyst**	3		16	62,451 - 93,676
Maintenance Instructor**	2		16	62,451 - 93,676
Maintenance Supervisor	7		16	62,451 - 93,676
Senior Recruitment Officer	1		16	62,451 - 93,676
Supervisor, Facilities Maintenance	1		16	62,451 - 93,676
Systems and Business Analyst	1		16	62,451 - 93,676
Construction Manager	1	1	17	68,072 - 100,266
Contract Officer	8	8	17	68,072 - 100,266
Engineering Contract Administrator	1	1	17	68,072 - 100,266
Rail Contracts Administrator	1	1	17	68,072 - 100,266
Rail Safety Officer, Construction and Engineering	1	1	17	68,072 - 100,266
Real Estate Officer	1	1	17	68,072 - 100,266
Senior Information Technology Analyst	2		17	68,072 - 100,266
Senior Instructor	1		17	68,072 - 100,266
Supervisor, Sales	1	1	17	68,072 - 100,266
Assistant Superintendent, Bus Maintenance	2		18	73,692 - 106,854
Assistant Superintendent, Bus Transportation	2		18	73,692 - 106,854
Associate Manager, Rail Equipment**	1	1	18	73,692 - 106,854
Bus Maintenance Contract Administrator	1		18	73,692 - 106,854
Database Administrator	2		18	73,692 - 106,854
DBE Officer	1	1	18	73,692 - 106,854
Employee Programs and Development Officer	1		18	73,692 - 106,854
Employee Relations Officer	1		18	73,692 - 106,854
Engineer	3	3	18	73,692 - 106,854
Government Affairs Officer	1	1	18	73,692 - 106,854
Labor Compliance Officer	1	1	18	73,692 - 106,854
Manager, Stations and Access	1	1	18	73,692 - 106,854
Network Administrator	3	1	18	73,692 - 106,854
Operations Technology Administrator	1		18	73,692 - 106,854
Rail Contract Cost Administrator	1	1	18	73,692 - 106,854
Safety Officer	1		18	73,692 - 106,854
Senior Accountant**	6	4	18	73,692 - 106,854
Senior Budget Analyst	5	2	18	73,692 - 106,854
Senior Grants Analyst	2	2	18	73,692 - 106,854

Table of Position Classifications, (Ord 93 effective 1/16/11)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Senior Planner	6	5	18	73,692 - 106,854
Senior Programmer Analyst	1	1	18	73,692 - 106,854
Senior Systems Accountant	1		18	73,692 - 106,854
Superintendent, Materials and Inventory Control	1		18	73,692 - 106,854
Manager, Accessible Transit Services	1		19	86,957 - 126,087
Manager, Bus Contracts	1		19	86,957 - 126,087
Manager, Customer Service	1		19	86,957 - 126,087
Manager, Operations Technology**	1		19	86,957 - 126,087
Manager, Personnel Operations	1		19	86,957 - 126,087
Manager, Quality Assurance and Management Analysis**	1		19	86,957 - 126,087
Manager, Rail Operations	1	1	19	86,957 - 126,087
Manager, Standards and Procedures	1	1	19	86,957 - 126,087
Manager, Transit Operations Training	1		19	86,957 - 126,087
Project Manager*,**	5	5	19	86,957 - 126,087
Public Information Officer	1	1	19	86,957 - 126,087
Senior Contract Officer	3	2	19	86,957 - 126,087
Senior Engineer**	5	5	19	86,957 - 126,087
Senior Operations Financial Analyst	1		19	86,957 - 126,087
Senior Project Controls Engineer	1	1	19	86,957 - 126,087
Senior Real Estate Officer	1	1	19	86,957 - 126,087
Senior Systems Software Analyst*	2		19	86,957 - 126,087
Superintendent, Bus Maintenance	2		19	86,957 - 126,087
Superintendent, Bus Transportation	2		19	86,957 - 126,087
Superintendent, Maintenance Technical Services	1		19	86,957 - 126,087
Supervising Safety Officer-Rail	1	1	19	86,957 - 126,087
Systems Engineering Contract Administrator	1	1	19	86,957 - 126,087
Chief Engineer, Track and Structures	1	1	20	94,783 - 137,435
Chief of Protective Services	1	1	20	94,783 - 137,435
District Secretary	1		20	94,783 - 137,435
Manager, Budgets	2	1	20	94,783 - 137,435
Manager, Capital Projects and Environmental Planning	1	1	20	94,783 - 137,435
Manager, Community Relations	1	1	20	94,783 - 137,435
Manager, Engineering	4	4	20	94,783 - 137,435
Manager, Finance Special Projects	1		20	94,783 - 137,435
Manager, Finance Treasury	1		20	94,783 - 137,435
Manager, General Ledger	1		20	94,783 - 137,435
Manager, Government Affairs	1	1	20	94,783 - 137,435
Manager, Grant and Capital Accounting	1	1	20	94,783 - 137,435
Manager, Grants and Fund Programming	1	1	20	94,783 - 137,435
Manager, Information Technology and Telecommunications	1		20	94,783 - 137,435
Manager, Maintenance of Way	1	1	20	94,783 - 137,435
Manager, Maintenance Rail Equipment	1	1	20	94,783 - 137,435
Manager, Marketing	1		20	94,783 - 137,435
Manager, Operations Planning	1		20	94,783 - 137,435
Manager, Payroll	1		20	94,783 - 137,435
Manager, Planning and Research	1	1	20	94,783 - 137,435

Table of Position Classifications, (Ord 93 effective 1/16/11)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Manager, Programming and Monitoring	1	1	20	94,783 - 137,435
Manager, Project Controls	1	1	20	94,783 - 137,435
Manager, Real Estate and Property Development	1	1	20	94,783 - 137,435
Manager, Software Systems Development	1		20	94,783 - 137,435
Manager, Strategic Development	1	1	20	94,783 - 137,435
Manager, Technology Research and Development	1	1	20	94,783 - 137,435
Manager, TVM Program	1	1	20	94,783 - 137,435
Program Manager	1	1	20	94,783 - 137,435
Program Mgr, Engineering and Construction Administration	1	1	20	94,783 - 137,435
Senior Project Manager*	1	1	20	94,783 - 137,435
Deputy Director, Engineering Support	1	1	21	103,313 - 149,804
Deputy Director, Rail Contracts Administration	1	1	21	103,313 - 149,804
Deputy Director, Sustainability	1	1	21	103,313 - 149,804
Director, Contracts and Procurement	1		21	103,313 - 149,804
Director, Risk Management**	1		21	103,313 - 149,804
Manager, Employee Relations and Civil Rights	1		21	103,313 - 149,804
Program Manager, Construction Services	1	1	21	103,313 - 149,804
Director of Finance	1		22	113,645 - 164,785
Director, Budgets and Grants	1	1	22	113,645 - 164,785
Director, Bus Transportation	1		22	113,645 - 164,785
Director, Engineering and Construction	1	1	22	113,645 - 164,785
Director, Human Resources	1		22	113,645 - 164,785
Director, Information Technology and Telecommunications	1	1	22	113,645 - 164,785
Director, Maintenance	1		22	113,645 - 164,785
Director, Rail Transportation	1	1	22	113,645 - 164,785
Director, Transportation Authority Program	1	1	22	113,645 - 164,785
Executive Officer, Customer Service and Marketing	1		24	140,282 - 203,410
Executive Officer, Planning and Development	1	1	24	140,282 - 203,410
Executive Officer, Public Affairs	1		24	140,282 - 203,410
Peninsula Rail Program Director	1	1	24	140,282 - 203,410
Deputy CEO	2		26	175,915 - 254,636

Table of Position Classifications, (Ord 93 effective 1/16/11)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Bus Contracts Inspector	2			(c)
Bus Operator (full-time/part-time)	272-310(b)			(c)
Bus Transportation Supervisor	14			(c)
Customer Service Representative 2	2	2		(c)
Customer Service Representative 1 (extra-help)	8			(c)
Customer Service Representative 1 (full-time)	11			(c)
Customer Service Representative 1 (part-time)	4			(c)
Dispatcher	4			(c)
Mechanic "A"	32	1		(c)
Mechanic "B"	21	4		(c)
Mechanic "C"	8			(c)
Radio Controller	3			(c)
Receptionist	1			(c)
Storeskeeper	7			(c)
Utility Worker	29			(c)
Bus Operator Trainee	as needed			\$13.00 hour

*Market conditions require that certain positions be regarded as highly competitive to attract employees and must be provided a level of compensation reflective of the competitiveness of the marketplace (i.e. engineering, technical positions).

**Position has been frozen for FY2011. Where there are multiple positions under one job title, one of the positions is frozen, except in the case of the Senior Engineer, in which case two positions are frozen.

- (a) The majority of expenses associated with 133 positions are 50% or more funded in the District's Capital Budget and/or JPB's and TA's Operating and Capital Budgets.
- (b) Part-time operators not to exceed 15 percent of the total number of operators, including part-time operators, in accordance with the current Collective Bargaining Agreement. Actual size of Operator workforce varies within range, limited by the amount of wages and benefits in the budget (272) approved by the Board.
- (c) Wages established in accordance with the Collective Bargaining Agreement.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZE 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 submit grant applications for financial assistance to the California Department of Transportation (Caltrans) to receive Federal Transit Administration (FTA) Section 5311 Non Urbanized Formula Program funds and to file and execute certifications, assurances and grant agreements required to receive Federal financial assistance for transportation projects from FY 2011 through FY 2014.

SIGNIFICANCE

The San Mateo County Transit District (District) annually submits applications for FTA Section 5311 funds with Caltrans. Caltrans has informed District staff that grant recipients have the option of adopting a resolution that authorizes its Manager/CEO, or his designee, to file applications, and to file and execute annual certifications, assurances and grant agreements for a period of up to three years.

BUDGET IMPACT

There is no impact on the budget. Projects that are included in the District's annual applications with Caltrans are already approved by the Board as part of the adoption and/or amendments to the annual operating and/or capital budgets. In general, Section 5311 operating grants require a 44.67 percent non-federal match and Section 5311 capital grants require an 11.47 percent non-federal match.

BACKGROUND

The District has historically received FTA Section 5311 financial assistance through Caltrans in support of the District's rural programs in the Coastside service area that are part of its adopted operating and capital budgets. Caltrans requires applicants to obtain a certified resolution authorizing the filing of applications and the filing and execution of certifications, assurances and grant agreements in order to be eligible to receive financial assistance. Historically, the District has adopted resolutions every year providing this grant filing authority. Annual adoption of new resolutions is not required and Caltrans has provided sample language for resolutions that grant this authority for a three year period, which language is included in the attached resolution. After adoption by the Board, the certified resolution will be filed with Caltrans.

Prepared by: Rebecca Arthur, Senior Grants Analyst

650-508-6368

RESOLUTION NO. 2011 –
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) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for rural transit and intercity bus service; and

WHEREAS, SamTrans desires to apply for said financial assistance to permit operation of service in the rural Coastside of San Mateo County; and

WHEREAS, the District, to the maximum extent feasible, coordinates with other transportation providers and users in the region (including social service agencies); and

WHEREAS, staff recommends that the Board authorize the General Manager/CEO, or his designee, to submit the Section 5311 grant applications and to file and 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) File and execute applications on behalf of the District with Caltrans to aid in the financing of capital/operating assistance projects pursuant to (FTA) Section 5311 Non

Urbanized Formula Program funds for the Coastside rural demand-responsive transportation service; and

- 2) Execute and file all certifications and assurances, agreements and other documents required by Caltrans; and.
- 3) Provide additional information as Caltrans may require in connection with the application for the Section 5311 projects; and
- 4) Submit and approve requests for reimbursement of funds from Caltrans for the Section 5311 projects.

Regularly passed and adopted this 12th day of January 2011, by the following vote.

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: AWARD OF CONTRACT FOR PEOPLESOFT SYSTEM INTEGRATION SERVICES

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award a base contract to Wipro, Inc. for a total cost of \$5,629,370 covering plan, design and prototype demonstration of the PeopleSoft applications and deployment of core finance modules.
2. Authorize the General Manager/CEO to execute a contract with Wipro, Inc. in full conformity with the solicitation documents and negotiations.
3. Authorize the General Manager/CEO to exercise Option 1 in the amount of \$2,707,918 covering deployment of additional finance, contracts and human resources functionality, if it is in the best interest of the district and sufficient funding is available.
4. Authorize the General Manager/CEO to exercise Option 2 in the amount of \$1,014,096 covering deployment of planning and budgeting functionality, if it is in the best interest of the district and sufficient funding is available.

SIGNIFICANCE

Business Practices is one of the six focus areas of the District's strategic plan. In an effort to bring the District's business processes up to date and to leverage the latest in information technology, the District has initiated a Business Optimization Program. The goals of the Business Optimization program are to 1) leverage advancements in technology and expand the use of the PeopleSoft applications, 2) increase efficiencies by re-engineering business processes to move to industry best practices, and 3) increase organizational capacity.

The District uses PeopleSoft applications as its core business application. As part of the Business Optimization Program, the District's current PeopleSoft application landscape was assessed. This PeopleSoft assessment evaluated the business processes that are used to support administration and identified the potential productivity benefits from automating common processes. The assessment revealed that the current system is unsupported, outdated and inefficient in light of the District's current needs. This led to the decision of re-implementing the PeopleSoft applications.

BUDGET IMPACT

\$6.5 Million in funding has previously been included in the Fiscal Year 2011 and prior year Capital Budgets and will be sufficient to support the base contract costs, comprised of Phases 1 and 2 of the PeopleSoft Systems Integration Services. Staff will return to the Board in the spring to amend the budget in order to fully fund related project management and agency staff costs. The cost of the integration work will be shared among the District, the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority based upon each entity's usage of the PeopleSoft System. Phases 3 and 4, which make up Options 1 and 2, as detailed below, will be subject to availability of additional funding.

BACKGROUND

A Request for Proposals (RFP) was issued detailing the District's scope of services to solicit proposals from firms interested in providing Peoplesoft System Integration Services.

The District has determined that the optimal approach to this Project is to utilize a phased implementation strategy. The following are the costs and phases of the Project as per the negotiated proposal:

	PHASE	SCOPE	PRICE
Base Contract	Phase 1	Plan, design and prototype demonstration	\$2,950,860
	Phase 2	Deployment of core finance functionality	\$2,678,511
	TOTAL		\$5,629,370
Option 1	Phase 3	Deployment of additional finance, contracts and human resources functionality	\$2,707,918
Option 2	Phase 4	Deployment of planning and budgeting functionality	\$1,014,096
GRAND TOTAL			\$9,351,384

The base contract combines Phases 1 and 2. Option 1 encompasses Phase 3 and Option 2 encompasses Phase 4. The General Manager/CEO will exercise these options if they are found to be in the best interest of the District and sufficient funding is available. The contract also will contain an as yet un-priced option for hosting and break-fix support for the PeopleSoft Application. If it is in the best interest of the District, the option will be negotiated and brought to the Board for approval at a future date.

The solicitation information was advertised in a local newspaper and solicitation notices were sent to small and disadvantaged firms. A pre-proposal meeting was held at the District's Administrative Office. The District received four proposals as follows:

CedarCrestone, Inc. of Alpharetta, GA
Cherry Road Technologies, Inc. of Morris Plains, NJ
Metaformers, Inc. of San Francisco
Wipro, Inc. of East Brunswick, NJ

An Evaluation Committee evaluated the proposals according to the following weighted criteria:

- Technical Approach 0 – 40 points
- Qualifications and Experience of Firm and Key Personnel 0 – 40 points
- Cost Proposal 0 – 20 points

After review, evaluation and initial ranking of all proposals, there were two firms found to be within the “competitive range”: Wipro, Inc. and CedarCrestone. An interview, which included a skills demonstration of key personnel, was conducted with both firms. Final scoring was completed and Wipro, Inc. was determined to be the highest ranked firm. Negotiations with Wipro were conducted successfully and staff recommends award of contract to Wipro. Wipro’s proposal met all of the requirements of the RFP and it possesses the requisite depth of experience and required qualifications to successfully perform the scope of services defined in the solicitation documents.

The DBE Officer reviewed the RFP prior to release and encouraged proposers to provide subconsulting opportunities to small businesses, including DBEs, if subcontracting opportunities arise. Wipro intends to perform all of the required services, however, with its own labor force.

Contract Officer: Brian Geiger
Project Director: Karen Antion

650-508-7973
650-622-8013

RESOLUTION NO. 2011-

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT TO WIPRO, INC TO PROVIDE
PEOPLESOFT SYSTEMS INTEGRATION SERVICE FOR A
GRAND TOTAL, NOT-TO-EXCEED COST OF \$9,351,384**

WHEREAS, the San Mateo County Transit District (District) issued a Request for Proposals (RFP) for PeopleSoft System Integration Services; and

WHEREAS, in response to the District's RFP, four firms submitted proposals; and

WHEREAS, an Evaluation Committee reviewed and evaluated the proposals in accordance with the criteria set forth in the RFP, conducted interviews with two firms found to be within the "competitive range", and determined that Wipro, Inc. (Wipro) of East Brunswick, New Jersey, whose proposal meets all the RFP requirements, is the highest ranked proposer; and

WHEREAS, staff has successfully negotiated the terms, conditions, and costs with Wipro; and

WHEREAS, the General Manager/CEO recommends and the Committee concurs that a contract be awarded to Wipro.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to Wipro, Inc. to provide PeopleSoft System Integration Services for a total cost of \$9,351,384, consisting of: (1) \$5,629,370 for the base contract, covering plan, design, prototype demonstration of PeopleSoft applications and deployment of core finance modules; (2) \$2,707,918 for Option 1, covering deployment of additional finance, contracts and human resources modules; (3)\$1,014,096 for Option 2,

covering deployment of planning and budgeting; and (4) an as yet un-priced option for hosting and break-fix of the PeopleSoft System; 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 Wipro in full conformity with all the requirements of the solicitation documents and negotiations; and

BE IT FURTHER RESOLVED that the General Manager/CEO or his designee is authorized to exercise the aforementioned options, provided it is in the best interest of the District and sufficient funding is available; and

BE IT FURTHER RESOLVED that the as yet un-priced option will be negotiated and brought to the Board for approval at the appropriate time, provided it is in the best interest of the District.

Regularly passed and adopted this 12th day of January, 2011 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 SOLE BID TO PROVIDE INSPECTION, REPAIR AND MAINTENANCE SERVICES OF FIRE SUPPRESSION EQUIPMENT AND SYSTEM; AND AUTHORIZATION TO RESEARCH THE MARKETPLACE FOR THE PURPOSE OF NEGOTIATING AN ACCEPTABLE CONTRACT**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Reject the sole bid received from SimplexGrinnell LP (SimplexGrinnell) as non-responsive.
2. Authorize the District to solicit the open market to identify qualified firms that can meet the needs of the District for these services.
3. Authorize the General Manager/CEO or his designee to negotiate terms, conditions, and service rates for a long-term contract with a qualified firm for these services.

SIGNIFICANCE

The services solicited would have provided the District with a contractor for the provision of inspection, repair and maintenance services of fire suppression equipment and system. However, the subject solicitation for these services resulted in a sole bid that was non-responsive. Because staff's research on the reasons no other firms submitted bids demonstrates that a re-solicitation is unlikely to yield different results, staff requests authorization to negotiate appropriate contractual arrangements in the open market with qualified vendors of these services, with the expectation of negotiating an acceptable contract with one firm.

Neither State law nor the District's procurement policy and procedures prevent the District from rejecting the sole bid and entering into negotiation with one or more qualified firms on the open market to acquire services of this nature. Any recommendation for a contract award resulting from those negotiations will be presented to the Board at a subsequent meeting.

BUDGET IMPACT

Funds to support the award of this contract are included in the adopted Fiscal Year 2011 District Operating Budget. Rejection of the bid received will have no budget impact.

BACKGROUND

Staff advertised the solicitation via the District's website and a newspaper of general circulation. Several potential bidders attended a Pre-Bid Meeting. Standard language setting forth the District's policy regarding Disadvantaged Business Enterprises (DBEs) was included in the solicitation documents. Solicitation notices also were sent to interested bidders, Small Business Enterprises (SBEs) and DBEs. The District received one bid from SimplexGrinnell, which is not an SBE or DBE.

SimplexGrinnell submitted a bid containing exceptions to the District's terms and conditions in the following areas: liquidated damages; warranty; contractor's liability assignment and delegation; termination of contract; hazardous chemicals and wastes; insurance; and bonding requirements. Written exceptions submitted with bids are not allowed under sealed bid procedures and the District's Procurement Policy.

In response to the District's inquiries of potential bidders that did not submit bids, the following reasons were cited: (1) inability to meet the required emergency response time; (2) unwillingness to comply with the prevailing wage requirements; and (3) inability to provide the required performance bonds.

SimplexGrinnell was the incumbent for the previous District contract that expired on January 30, 2009. The District currently issues small purchase orders to SimplexGrinnell for services on an as-needed basis.

Contract Officer: Adwoa A. Oni

650-508-6411

Project Manager: Jeffrey Thomas, Facilities Contract Administrator

650-508-6309

RESOLUTION NO. 2011 -

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

* * *

**AUTHORIZING REJECTION OF THE SOLE BID AS
NON-RESPONSIVE AND RESEARCHING THE MARKETPLACE
FOR THE PURPOSE OF NEGOTIATING AN ACCEPTABLE
CONTRACT FOR INSPECTION, REPAIR AND MAINTENANCE
SERVICES OF FIRE SUPPRESSION EQUIPMENT AND SYSTEM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for inspection, repair and maintenance services of fire suppression equipment and system for a three-year base term with two, one-year option terms; and

WHEREAS, in response to the District's advertisement, a single firm, SimplexGrinnell LP (SimplexGrinnell), of Livermore, California submitted a bid; and

WHEREAS, staff and Legal Counsel reviewed SimplexGrinnell's bid and determined that the bid is non-responsive to the solicitation documents, as SimplexGrinnell submitted an addendum setting forth terms and conditions to supersede those contained in the solicitation documents; and

WHEREAS, the foregoing exceptions in the bid are material and not allowed under sealed bidding procedures and the District's Procurement Policy; and

WHEREAS, through discussions with potential bidders that had expressed interest in the solicitation, staff has determined that a re-solicitation of the bid specifications for these services is not likely to yield different results; and

WHEREAS, staff now desires to solicit the open market to identify qualified firms that can meet the needs of the District for these services with the expectation of negotiating an acceptable contract with one firm; and

WHEREAS, the General Manager/CEO recommends and the Committee concurs that the Board reject the sole bid for the inspection, repair and maintenance services of fire suppression equipment and system as non-responsive, and authorize the General Manager/CEO or his designee to negotiate terms, conditions and service rates for a long-term contract with a qualified firm for these services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District rejects the sole bid for the provision of inspection, repair and maintenance services of fire suppression equipment and system as non-responsive, and authorizes the General Manager/CEO or his designee to negotiate terms, conditions and service rates for a long-term contract with a qualified firm for these services; and

BE IT FURTHER RESOLVED that the negotiated contract will brought to the Board for approval at the appropriate time.

Regularly passed and adopted this day 12th of January 2011 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2011

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, JANUARY 12, 2011 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of December 8, 2010
2. Adoption of 2011 State and Federal Legislative Program

INFORMATIONAL

3. State and Federal Legislative Update

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

NOTE:

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

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 8, 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, A. Lloyd, K. Matsumoto, S. Harris

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:40 p.m.

Approval of Minutes of Legislative Committee Meeting of November 10, 2010

The committee approved the minutes (Lloyd/Tissier).

Update on the State Legislative Program

Government Affairs Manager Seamus Murphy reported:

- State legislators convened a special session on the budget on December 7.
- One of the governor's proposals from the special session does involve using truck weight fees to fund bond debt service. This is being billed as a way to get around Proposition 22. This would not have a negative impact on transit. The funds under the gas tax swap were originally intended to fund bond debt service.

Update on the Federal Legislative Program

Mr. Murphy made the following points:

- Congress is working on the final details of the tax-cut extension package. There are critical transit pieces involved, or potentially involved, in the package. Staff has been working with transit advocates to push for the extension of pre-tax commuter benefits and the alternative fuel tax credit as a part of the legislation. Staff is asking the District's congressional delegation to contact members who are directly involved in the negotiations and encourage them to include those two extensions in the final bill. Legislative language is expected to come out early next week and Congress could act by the end of next week.
- After a number of extensions the House is set to approve the 2011 budget today. The budget essentially holds spending at 2010 levels for the remainder of the fiscal year. The Senate will take up the bill by the end of the week. In order to continue funding for public transit, Congress will also need to extend the surface transportation authorization program.
- Congress has also been engaged in a debate about rules that will govern year-to-year appropriations next session. In the past, staff has worked with the delegation to receive congressionally directed funding through the annual appropriations process. Since the

election, House Republicans have decided they aren't going to include any earmarks in their annual appropriations bills. The Senate has said they are still willing to consider congressionally directed appropriations. If it's any indication, the budget passed this morning by the House didn't include any earmarks. If this trend continues, it would mean more funding opportunities through discretionary programs controlled by the Administration.

Adjourned: 2:45 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer for Public Affairs

SUBJECT: **2011 STATE AND FEDERAL LEGISLATIVE PROGRAM**

ACTION

Staff proposes that the Committee recommend Board adoption of the attached legislative program to guide the District's advocacy efforts in Sacramento and Washington D.C. over the course of the 2011 calendar year.

SIGNIFICANCE

The 2011 State and Federal Legislative Program sets forth the principles that will guide the District's State and Federal advocacy efforts through the first half of the 2011-2012 State Legislative session and the 112th Congress. The program is intended to be broad enough to cover the wide variety of issues that will likely be considered, and flexible enough to allow the District, its staff, and its legislative advocates to respond swiftly and effectively to unanticipated developments. Adoption of the program provides the District's legislative delegation and transportation partners with a Board-approved statement of the District's priorities.

The 2011 Legislative Program is divided into two sections:

1. State
2. Federal

Each section of the program consists of a summary of the key policy issues and a series of related goals and advocacy strategies.

The State Legislative Program is organized around four primary issues:

1. State Budget and Transportation Funding
2. Transportation Program Structure and Project Delivery
3. Climate Change and Air Quality Regulation
4. Peninsula Rail Program

The Federal Legislative Program is organized around five primary issues:

1. Surface Transportation Authorization
2. Fiscal Year 2012 Appropriations

3. Climate Change
4. High Speed Intercity Passenger Rail
5. Transit Safety and Security

In order to advance these goals, Government Affairs staff will work closely with the Board and the District's State and Federal legislative consultants to implement a comprehensive advocacy approach. This approach will include:

1. Direct, consistent Board advocacy efforts with policymakers and their staff to encourage steps that will advance the District's legislative priorities with an emphasis on funding
2. Participation in coordinated advocacy efforts in collaboration with the California Transit Association, the American Public Transportation Association and other advocacy organizations
3. Coordination of local, regional and statewide stakeholders in support of targeted policy objectives
4. Efforts to educate and build awareness among stakeholders and the public to foster support for legislative goals

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff actively monitors State and Federal legislative activity and will seek Board positions on selected bills as appropriate to further the District's legislative objectives and to provide support for the District's advocacy efforts. Staff will supply updated reports summarizing relevant legislative and regulatory activities, allowing the Board to track legislative developments and providing opportunities to take appropriate action on pending legislation. Staff also will monitor activities not identified in this matrix and bring action items to the Board when appropriate.

Prepared by: Seamus Murphy, Manager, Government Affairs

650-508-6385

2011 LEGISLATIVE PROGRAM

S T A T E

<i>Issue</i>	<i>Goals and Background</i>	<i>Strategy</i>
1. State Budget and Transportation Funding	<p>A. Maintain and enhance State funding for public transit operations</p> <p>The combination of a successful legal challenge by the California Transit Association (CTA), the 2010 gas tax swap legislation and the passage of Proposition 22 has helped ensure that transit agencies will have a reliable source of State operating subsidy as long as the State collects sales taxes on gasoline or diesel fuel. Through these efforts transit operators have sacrificed an expectation for greater State funding in exchange for a guarantee that revenues will be directed to the Public Transportation Account (PTA) and be used for the State Transit Assistance program (STA). However, it is unclear how the passage of Proposition 26 will impact the gas tax swap. Additional legislation may be needed to make the provisions of the gas tax swap consistent with the passage of both Proposition 22 and Proposition 26.</p>	<ul style="list-style-type: none"> • Support efforts to fund the STA program at levels specified in the 2010 gas tax swap legislation • Monitor the impact of Proposition 26 on the terms of the gas tax swap and support efforts to prevent the measure from reducing STA funding levels • Sponsor legislation to further efforts to create a permanent, dedicated source of Caltrain operating revenue if ongoing regional stakeholder-sponsored efforts determine it is required
	<p>B. Secure enhanced funding for public transportation infrastructure and capital programs</p> <p>As a result of the gas tax swap, fewer resources are available to provide funding to transit capital projects in the State Transportation Improvement Program (STIP). Revenues deposited into the PTA are divided 75%/25% to favor the State Transit Assistance (STA) program. Consequently, local transit agencies, the California Transportation Commission (CTC) and the California Public Utilities Commission are competing for scarce capital funds</p>	<ul style="list-style-type: none"> • Engage various stakeholders, including the CTC, Department of Finance, Department of Transportation, the Legislature, regional agencies, and others, to revise laws and regulations governing State and regional programming as necessary, to ensure the efficient and effective planning, programming and expenditure of scarce transit capital funds. • Support legislation to impose an additional ¼% increase statewide for purposes of dedicating resources, as defined, pursuant to the Transportation Development Act (TDA) • Consider alternative methods of funding transit capital projects to help ensure a more efficient flow of revenue to operators • Support efforts to lower the two-thirds voter approval requirement for ballot measures that provide increased tax revenue for transportation purposes

2011 LEGISLATIVE PROGRAM

<p>2. Transportation Program Structure and Project Delivery</p>	<p>A. Maximize the availability and flexibility of funds related to the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B)</p> <p>Proposition 1B established the Public Transit Modernization, Improvement, Service Enhancement Account (PTMISEA) and the Transit System Safety, Security, Disaster Response Account (TSSSDRA), which provide funding for various transit capital improvements. In 2009, AB 1072 was passed to provide make allocation of PTMISEA funding more consistent with local needs.</p>	<ul style="list-style-type: none"> • Work closely with the Department of Finance, CTC and the State Controllers Office to ensure that PTMISEA funds are allocated pursuant to AB 1072 • Support legislation that exempts PTMISEA and TSSSDRA expenditures from the state sales tax • Using AB 1072 as a model, support legislation that would provide more reliable TSSSDRA funding • Support legislation to authorize a letter of no prejudice process for TSSSDRA funds
	<p>B. Maximize flexibility of Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century (Proposition 1A) “connectivity” funding</p> <p>Proposition 1A authorized the issue of \$9 billion in general obligation bonds to fund the construction of California’s high-speed rail project along with \$950 million for passenger rail lines to provide capacity enhancements, safety improvements and connectivity to the high-speed train system. The Peninsula Corridor Joint Powers Board (Caltrain) is eligible to receive \$41million in connectivity funds.</p>	<p>Monitor the appropriation and allocation of Proposition 1A connectivity funds to ensure that Caltrain’s share will address the agency’s long-term capital funding needs</p>
	<p>C. Improve State transportation project delivery, financing, management and oversight policies</p> <p>Project delivery continues to be an area of focus. Oftentimes, transportation projects can take a considerable amount of time to complete. Project sponsors must maneuver through a multi-stage development and review process and delays are common. Therefore, it is important to explore different and innovative ways to expedite the delivery of transportation projects in order to control costs and provide the benefits of transportation improvements to the system’s users more quickly.</p>	<ul style="list-style-type: none"> • Support legislation that would enhance transportation agencies’ ability to benefit from public private partnerships • Support efforts to preserve and enhance innovative contracting alternatives available to transportation agencies
<p>3. Climate Change and Air Quality Regulation</p>	<p>Ensure equitable implementation of AB 32 and SB 375</p> <p>In 2006, AB 32 (Nunez), the Global Warming Solutions Act, was passed making California the first state in the nation to attempt to cap its greenhouse gas emissions. AB 32 empowers the California Air Resources Board (CARB) to adopt rules and regulations to achieve this. Two years later, SB 375 (Steinberg) was enacted and put in place a framework for cutting vehicle miles traveled (VMT) as a strategy for reducing greenhouse gas emissions from the transportation sector. Implementation planning for these regulations is ongoing.</p>	<p>Support implementation that:</p> <ul style="list-style-type: none"> • Reinforces the overarching goal to reduce greenhouse gas emissions from the transportation sector by promoting clean transportation alternatives • Promotes opportunities including the Grand Boulevard Initiative to plan and construct high-density, mixed-use development near public transit • Provides funding to support operations and capital funding needs required by transit operators to meet State emissions mandates • Provides dedicated funding enabling transportation planning agencies to meet specified emissions reduction targets and to accommodate increased service demand resulting from VMT reduction efforts • Addresses and accounts for the potential erosion of traditional transportation funding through the reduction of taxable fuel consumption

2011 LEGISLATIVE PROGRAM

4. Peninsula Rail Program (PRP)	Advance coordinated planning and funding efforts for the PRP The PRP was organized through an agreement between Caltrain and the California High Speed Rail Authority (CHSRA) to work together to deliver high speed rail and a modernized and electrified Caltrain system between San Jose and San Francisco.	<ul style="list-style-type: none"> • Support legislation and policies that equip the California High Speed Rail Authority with the necessary resources and organizational structure to effectively plan and deliver high speed passenger rail and improved commuter rail service along the Caltrain corridor • Support efforts that encourage thorough study of all design and phasing alternatives as a part of the project’s environmental review • Advocate for continued efforts that will enhance public participation during the project’s planning process and will prepare the project to capitalize on future funding opportunities • Ensure that capital funding directed to the PRP is used to address Caltrain modernization priorities while also providing utility for high-speed rail
--	--	--

F E D E R A L

<i>Issue</i>	<i>Goals and Background</i>	<i>Strategy</i>
1. Surface Transportation Authorization	A. Timing: Secure predictable federal transportation funding levels through multi-year authorization Since the expiration of SAFETEA-LU in 2009, Congress enacted several extensions of the current authorization as they have struggled to address challenges before considering a six-year bill.	<ul style="list-style-type: none"> • Support efforts to gain swift approval of a full, multi-year surface transportation authorization act • If necessary, support extension of the prior authorization in a manner that minimizes funding uncertainty and enhances overall infrastructure investment

2011 LEGISLATIVE PROGRAM

<p>B. Funding: Ensure that authorized funding will support long term transportation investment needs</p> <p>Under SAFETEA-LU, the overall funding level for highways, public transit, highway safety, motor carrier safety, and transportation research during the legislation’s six-year life was \$286.4 billion. While this amount was greater than previous authorizations, it fell far short of the level of federal investment needed to maintain the nation’s existing transportation infrastructure, as well as to expand its capacity in order to keep up with the steadily growing demand for transportation.</p> <p>According to a report issued by the National Surface Transportation Policy and Revenue Study Commission in January 2008: “Any effort to address the future transportation needs of the United States must come to grips with the sobering financial reality of such an undertaking. Estimates indicate that the U.S. needs to invest at least \$225 billion annually for the next 50 years to upgrade our existing transportation network to a good state of repair and to build the more advanced facilities we will require to remain competitive. We are spending less than 40 percent of this amount, and the current fuel-tax-based revenue mechanisms probably cannot be relied upon alone to raise the needed sums.”</p>	<p>Support American Public Transportation Association (APTA) principles including:</p> <ul style="list-style-type: none"> ● Authorization that more than doubles federal investment in public transportation, ensures that public transportation receives no less than 20 percent of federal surface transportation funding and provides no less than \$123 billion over the six year authorization period with a goal of doubling ridership in that time ● Funding guarantees that promote long range planning, financing and leveraging by ensuring that authorized funding is appropriated each year ● Efforts to reinforce the integrity of the Highway Trust Fund (HTF) by: <ul style="list-style-type: none"> ○ Increasing the purchasing power of the federal motor fuels user fee ○ Expanding the fee to alternative fuels to support a significant increase in federal public transportation investment ○ Promoting the establishment of innovative financing models including public private partnerships, tolling and revenues generated through greenhouse gas and vehicle mileage reduction efforts to supplement traditional federal transportation funding sources ○ Support dedicating a portion of a potential future nationwide sales or consumption tax to fund the Mass Transportation Account (MTA) ● Incentives to promote increased state and local transportation investment ● Provisions that allow for temporary operations funding that is additive to capital investment programs and available provided that certain conditions are met
---	--

2011 LEGISLATIVE PROGRAM

	<p>C. Programs: Establish program structure modifications and project delivery enhancements</p> <p>For the most part, SAFETEA-LU respected the basic program structure that existed previously. This program structure consists of a core highway program that is primarily formula-based, a core public transit program comprised of both formula and discretionary elements, and flexible funding programs that allow the states and metropolitan planning organizations (MPOs), such as MTC in the Bay Area, to move funds around in a manner that best meets local and regional mobility needs.</p>	<p>Support APTA principles including:</p> <ul style="list-style-type: none"> • Modification of the Bus and Bus Facilities Program to allow 50 percent of funds to be delivered by formula • A new Clean Fuels Aging Bus Replacement program at no less than \$100 million in its first year to fund alternative fuel bus procurements. Eliminate local match requirements for procurements • A simplified, two-tiered Fixed Guideway Modernization Program • A simplified New Starts/Small Starts Program with escalated funding thresholds and a streamlined approval process • Combining the New Freedom Initiative, Elderly and Disabled Program and Jobs Access and Reverse Commute Program to create a new Coordinated Mobility Initiative to address growing and evolving mobility needs • New funding to promote transportation workforce development efforts • Creation of a High Speed and Intercity Passenger Rail title with eligibility for projects that provide commuter rail utility, and funded at no less than \$50 billion • Authorization of a Rail Safety Technology Grant program at sufficient levels to allow rail operators to meet Federal positive train control implementation deadlines • Strengthen public transportation’s role in regional planning efforts <p>Also support:</p> <ul style="list-style-type: none"> • Exploring the creation of a national infrastructure bank to fund projects of regional and national significance including high speed rail
	<p>D. Sustainability & Livability: Establish policies that reflect public transportation’s role in greenhouse gas reduction</p> <p>States continue to enact transportation and land use planning policies that encourage mixed-use, higher density, walkable development near transit. In addition, federal agencies have announced new partnerships intended to reduce VMT by promoting these goals on a national scale.</p>	<ul style="list-style-type: none"> • Advocate for the inclusion of funding that supports a Sustainable Communities Initiative partnership between the U.S. Department of Transportation, the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency to support coordinated integration of housing, transportation and land use planning and investment • Support other efforts to provide greater resources to coordinated transportation and land use planning efforts including the Grand Boulevard Initiative
<p>2. FY 2012 Transportation Appropriations</p>	<p>Secure full appropriation for public transportation programs at authorized levels and maximize discretionary funding opportunities</p> <p>Every year, Congress adopts at least 12 separate appropriations bills, including one for transportation. These measures provide the authority for federal agencies to spend money during the upcoming fiscal year for the programs they administer. In the case of surface transportation, the annual appropriations process is guided by funding and programs authorized in SAFETEA-LU until successor legislation is enacted.</p>	<ul style="list-style-type: none"> • Support a minimum appropriations level for federal surface transportation programs equal to the guaranteed spending levels authorized in SAFETEA-LU or its successor • Advocate for the highest possible levels of funding for individual programs within the highway and transit titles of SAFETEA-LU or its successor • Work with Congressional delegation to seek discretionary funding as appropriate

2011 LEGISLATIVE PROGRAM

3. Climate Change	<p>A. Ensure that federal climate change legislation provides funding to expand clean transportation programs and services</p> <p>Congress continues to work to pass legislation that would address climate change by reducing greenhouse gas emissions. Previous versions of this legislation have included a cap and trade system with emissions allowances that would be traded in a market based system. A portion of the revenues generated through the sale of these allowances could be used to fund clean transportation projects. The transportation sector produces approximately one-third of the greenhouse gas emissions in this country, primarily in the form of carbon dioxide (CO₂) emissions generated by automobiles.</p>	<ul style="list-style-type: none"> ● Advocate that climate change legislation includes a funding strategy that reflects the opportunity for greenhouse gas reduction through new investment in clean transportation alternatives ● Support dedicated formula funding that promotes energy efficiency in transit operations ● Support funding for planning and capital investment related to the promotion of transit oriented development opportunities and sustainable land use strategies including the Grand Boulevard Initiative that would result in VMT reduction ● Advocate that transportation planning and infrastructure receive its fair share of revenue from a cap-and-trade system, while also emphasizing that such revenue must be supplemental to, and not a substitute for, a robust federal surface transportation program
	<p>B. Extend key tax provisions that encourage the use of public transit as a clean transportation alternative</p> <p>The American Recovery and Reinvestment Act increased pre-tax transit commuter benefits to the same level offered for parking commuter benefits. Current law also provides a 50-cent per gallon tax credit to transit operators for the purchase of alternative fuels.</p>	<ul style="list-style-type: none"> ● Support the permanent extension of the 50-cent per gallon alternative fuel tax credit ● Support the permanent extension of pre-tax transit commuter benefits at a level equal to or greater than equivalent parking commuter benefits
4. High Speed Intercity Passenger Rail Program (HSIPR)	<p>Maximize federal investment in California's High Speed Train Project that will benefit Caltrain's capital program</p> <p>The High Speed Intercity Passenger Rail Program has provided more funding to California than any other state. Continued appropriation and allocation of these funds will be needed to support project alternatives that electrify and modernize Caltrain, while also addressing community concerns</p>	<ul style="list-style-type: none"> ● Advocate for increased annual appropriations for the HSIPR program ● Work with the California High Speed Rail Authority (CHSRA) to identify and support funding opportunities ● Advocate for the inclusion of at least \$50 billion for the HSIPR program in the next surface transportation authorization act ● Ensure that Caltrain electrification and modernization efforts are eligible to benefit from all HSIPR funding opportunities

2011 LEGISLATIVE PROGRAM

<p>5. Transit Safety and Security</p>	<p>A. Monitor new federal safety proposals</p> <p>In 2010, proposals emerged from the administration and the Senate that would provide the U.S. Department of Transportation with the authority to establish and implement safety standards for all modes of public transportation, including rail fixed guideway systems, buses and waterborne transit. Other key concepts being discussed involve: (a) requiring the Department of Transportation to develop a national safety plan, which must include a definition of “state of good repair” for public transit assets; (b) requiring each public transit agency to create an assets management program to be used as a tool to help it achieve a “state of good repair” for all of its assets; and (c) requiring the Department of Transportation to take steps to improve the effectiveness of State Safety Oversight Agencies (SSOAs). (d) increasing the cap on passenger rail liability</p>	<p>Support transit safety proposals that:</p> <ul style="list-style-type: none"> ● Provides opportunities for a collaborative effort between federal, state and local agency partners. ● Supports consensus-based industry standards developed with input from public transit agencies. ● Retains and improves the existing state safety oversight framework by providing state regulators with the tools and resources necessary to ensure the performance of adequate safety oversight functions. ● Provides public transit agencies with adequate time to achieve compliance without penalty. ● Avoid unintended consequences that adversely affect public transit agencies
	<p>B. Secure full appropriation of authorized transit security grants and maximize discretionary funding opportunities</p> <p>Security is a top priority for public transit agencies across the United States. Since the terrorist attacks of September 11, 2001, public transit agencies have spent more than \$2 billion on security and emergency preparedness programs from their own budgets. Although state and local governments, as well as public transit agencies, are doing what they can to improve security, it is important for the federal government to be a full partner in efforts to ensure the security of the nation’s public transit users.</p>	<ul style="list-style-type: none"> ● Promote appropriation of transit security grants in the FY 2012 U.S. Department of Homeland Security Appropriations Bill at authorized levels, separate from existing federal transit programs ● Support Federal public transit security and safety funding that provides a 100 percent federal share with no match requirement ● Support funding for the Rail Safety Technology Grant program at levels that will allow rail operators to meet Federal positive train control implementation deadlines ● Work with Congressional delegation to approve and seek discretionary funds ● Encourage consideration of transferring administration of transit security grant programs to the U.S. Department of Transportation ● Allow agencies to be direct recipients of grant funding to encourage timely award and receipt of funds.

**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

Budget

Legislators convened on December 6 to begin a special session on the budget. One of the Governor's proposals involves providing General Fund relief by allocating truck weight fees to fund bond debt service. Currently, these fees fund state highway projects and the proposal would backfill the highway system with diesel fuel excise tax funds.

This proposal would allow the State to fulfill the terms of the gas-tax-swap, which directs excise tax revenue to cover bond debt service, while still complying with provisions of Proposition 22 that prohibit excise tax revenues from being used for this purpose. The revenue shift would not have an adverse impact on the State Transit Assistance program.

High Speed Rail

On December 9 the Federal Railroad Administration (FRA) announced the reallocation of the Wisconsin and Ohio shares of High Speed Intercity Passenger Rail Program funding included in the American Recovery and Reinvestment Act. The FRA utilized a formula to award approximately \$1.2 billion to states that responded to the original Notice of Funding Availability in 2009.

California's share of these funds will be up to \$624 million. It has not been determined how or where these funds will be utilized within the State.

FEDERAL ISSUES

Tax Extenders

Congress is expected to approve legislation that would extend a number of tax provisions beyond 2010. Staff has been working with transit advocates to push for the extension of pre-tax commuter benefits and alternative fuel tax credits as a part of this package.

The most recent version of the package introduced in the Senate on December 9 includes the extension of both of these critical elements through 2011. Staff has indicated to our congressional delegation that we support the inclusion of these extensions in the final package.

Federal Budget

On December 9, the House approved a Continuing Resolution that would maintain federal spending at 2010 levels through September 30, 2011. The bill would reduce funding for Transportation, House and Urban Development programs by approximately \$3 billion. Funding for the High Speed Intercity Passenger Rail Program would be reduced to \$1 billion from \$2.5 billion. There would be a reduction of \$2 million in funding for New Starts and Federal Transit Administration (FTA) formula funding would be reduced by \$8 million. There is no funding included for the new Rail Transit Safety Oversight program proposed by FTA.

The bill also rescinds all or part of unobligated earmark funding from prior authorization bills. No new Congressionally-directed appropriations are included in the bill.

Next week the Senate is set to consider an omnibus spending bill that would replace the Continuing Resolution passed by the House.

Prepared by: Seamus Murphy, Manager, Government Affairs

650-508-6388



BOARD OF DIRECTORS 2011

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, JANUARY 12, 2011– 2:50 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 8, 2010

INFORMATIONAL

2. Update on Grand Boulevard Economic and Housing Opportunities Assessment Phase 1
3. Update on SamTrans' Greenhouse Gas Emissions Inventory

Committee Members: Adrienne Tissier, Jerry Deal, Art Lloyd

NOTE:

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

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 8, 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, A. Chan, G. Harrington, C. Goodrich, R. Haskin, M. Lee, M. Martinez, N. McKenna, D. Miller, C. Patton, M. Scanlon, M. Simon

Committee Chair Adrienne Tissier called the meeting to order at 2:45 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 13, 2010

The Committee approved the minutes (Lloyd/Deal).

Presentation on ClipperSM Program on SamTrans

Executive Officer Communications and Marketing Rita Haskin reported:

- Clipper is a Metropolitan Transportation Commission (MTC) initiative for a regional fare payment system.
- Clipper is in use at five agencies: AC Transit, BART, Caltrain, San Francisco Municipal Transportation Agency, Golden Gate Transit and Ferry. SamTrans and the Santa Clara Valley Transportation Authority (VTA) will be coming soon.
- Training for bus operators began in October.
- Staff and volunteers from the SamTrans Citizens Advisory Committee tested the system from October 25-November 24.
- Customers will be able to use Clipper on SamTrans starting on December 15, except for Route 17 because the buses do not have the equipment to accept Clipper. Staff is working with the MTC to get the equipment and this may delay Clipper installation on Route 17 buses for four to five months.
- Clipper hard launch will be February 14.
- The old TransLink card will still work on the Clipper system.
- Available products include e-cash, SamTrans monthly passes (adult, youth and eligible discount) and inter-agency fare credit (Caltrain and VTA).
- The goal is to eliminate the monthly paper passes.
- Challenges include registering senior and youth customers; providing Needy Family (youth) passes; providing enough sales outlets and responding to customers by Clipper Service Bureau staff.

Chair Rose Guilbault asked what the financial impact is to start the system. Ms. Haskin said this is part of a regional program and is funded by MTC.

Committee Chair Tissier asked what kind of feedback was received from the employees and CAC on their testing experience. Ms. Haskin said some units had no power, but when it worked the system was great.

Director Zoe Kersteen-Tucker asked what happens if a passenger gets on without enough money on their Clipper card. Ms. Haskin said the passenger would be allowed to ride at bus operator discretion.

Director Omar Ahmad asked which jurisdictions are working with the sales outlets. Ms. Haskin said MTC is handling the selection of outlets, but staff has provided input.

Director Omar Ahmad asked if there is a privacy policy on the use of the cards. Ms. Haskin said she will check with MTC.

General Manger/CEO Michael Scanlon said the identification and ride information is stored in two separate areas.

Chair Guilbault asked if riders get a discount if they sign up for auto load. Ms. Haskin replied no.

Director Shirley Harris asked if the Clipper card has an expiration. Ms. Haskin said the monthly passes do, e-cash does not.

Public Comment

Jerry Grace, San Lorenzo, asked if there is going to be self-service machines available to load money on the Clipper cards. Ms. Haskin said there are no self-service machines.

Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2011

Director of Budgets and Grants April Chan said this is the first time staff has brought this report to the SamTrans Board. She said the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority already receives this report quarterly. Ms. Chan reviewed the report with the Board.

Adjourned: 3:09 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning & Development Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Marian Lee
Executive Officer, Planning & Development

**SUBJECT: GRAND BOULEVARD ECONOMIC & HOUSING OPPORTUNITIES
ASSESSMENT PHASE I**

ACTION

This report is for information only. Staff will provide a presentation. No action is required.

SIGNIFICANCE

The Economic & Housing Opportunities Assessment (ECHO) was prepared as part of the Grand Boulevard Initiative (GBI). The project was funded by the City/County Association of Governments of San Mateo County (C/CAG), the Silicon Valley Community Foundation and the Metropolitan Transportation Commission (MTC), with project management services contributed by the District.

The goal of ECHO is to define the overall development potential for the El Camino Real corridor from Daly City to San Jose and make the case for why new development, done right, will benefit individual communities as well as the region. The plan has been informed by GBI members comprised of representatives from 19 cities, the counties of San Mateo and Santa Clara, local and regional agencies, private business, and labor and environmental organizations. The plan provides land use, transportation, urban design and governance strategies that support the GBI vision of transforming El Camino Real into a livable corridor.

Phase II of ECHO will be funded under a TIGER II grant from the federal Department of Transportation as part of a larger planning effort, Removing Barriers to Livable Communities. This second phase, beginning in spring of 2011, will consist of four case studies that address development scenarios and potential barriers, assess urban design strategies to achieve revitalization and redevelopment, and analyze multi-modal access and circulation. The case studies will help to create a common basis for understanding the effects of corridor-wide development patterns and streetscape enhancements and to develop corridor guidance to cities that addresses the “how to” of implementation.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

The vision of the GBI is *“El Camino Real will achieve its full potential as a place for residents to work, live, shop and play, creating links between communities that promote walking and transit and an improved and meaningful quality of life.”*

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

The Board adopted the GBI Guiding Principles on January 9, 2008.

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: SAMTRANS' GREENHOUSE GAS EMISSIONS INVENTORY

ACTION:

This report is for information only. Staff will provide a presentation. No action is required.

SIGNIFICANCE:

As part of the American Public Transportation Association (APTA) Sustainability Commitment, the San Mateo County Transit District has prepared a Greenhouse Gas (GHG) Emissions Inventory that measures the climate change impacts of SamTrans operational and administrative services. In developing the GHG Emissions Inventory, SamTrans used the APTA *“Recommended Practice for Quantifying Greenhouse Gas Emissions from Transit.”*

Emissions from five calendar years, 2005-2009, were quantified and calendar year 2007 was selected as the baseline year. Emissions were very stable over these years, with annual emissions varying by three percent or less.

In 2007, GHG emissions from SamTrans services totaled 33,173 metric tons of carbon dioxide equivalent, which is the same as the annual emissions of 6,343 passenger vehicles. The inventory also measured emissions displaced by SamTrans service, which totaled 64,132 metric tons of carbon dioxide equivalent. When combined, SamTrans' overall net impact of GHG emissions is a reduction of 30,959 metric tons of carbon dioxide equivalent. Staff will make a presentation on the inventory for Board information.

BUDGET IMPACT:

This report has no impact on the FY 2011.

BACKGROUND:

APTA has established recognition levels for actions and commitments its members make toward reducing GHG emissions. SamTrans has submitted an application for bronze level recognition. There is currently only one other transit property that has received bronze level recognition, Greater Cleveland Transit Authority, and one that has been awarded the silver level, Sound

Transit, operator of commuter rail service in the Seattle area. Of the 67 signatories to the APTA Sustainability Commitment, only about half a dozen have submitted completed paperwork required for award consideration.

At future meetings staff will make presentations to the Committee on the overall Sustainability Program, including the results of the award submission, as well as supporting actions and commitments SamTrans made as part of the APTA Sustainability Commitment.

Prepared by: Anne Louise Rice, Deputy Director, Operations,
Sustainability Program Manager

650-508-6374



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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 12, 2011 – 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 December 8, 2010
 - b. Acceptance of Statement of Revenues and Expenses for November 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**
- 6. COMMUNITY RELATIONS COMMITTEE**
(*Accessibility, Senior Services, and Community Issues*)
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. Paratransit Coordinating Council (PCC) Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Performance Report – Fixed-route Bus Service
 - e. Multimodal Ridership Report – November 2010
- 7. FINANCE COMMITTEE**
ORDINANCE
 - a. Approval of Salary Ordinance No. 93

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

RESOLUTION

- b. Authorize Submittal of Grant Applications to the California Department of Transportation (Caltrans) to Receive Federal Transit Administration Section 5311 Non Urbanized Formula Program Funds and Execute the Standard Agreements with Caltrans to Receive the Funds
- c. Authorize Award of Contract to Wipro, Inc. for PeopleSoft System Integration Services for a Base Cost of \$5,629,370
- d. Authorize Rejection of Sole Bid from SimplexGrinnell LP to Provide Inspection, Repair and Maintenance Services of Fire Suppression Equipment and System and to Research the Marketplace for the Purpose of Negotiating an Acceptable Contract

8. LEGISLATIVE COMMITTEE

MOTION

- a. Adoption of 2011 State and Federal Legislative Program

SUBJECTS DISCUSSED

- b. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT AND SUSTAINABILITY

SUBJECTS DISCUSSED

- a. Update Grand Boulevard Economic and Housing Opportunities Assessment Phase 1
- b. Update on SamTrans' Greenhouse Gas Emissions Inventory

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. DATE, TIME AND PLACE OF NEXT MEETING – February 9, 2011 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

13. GENERAL COUNSEL PROPOSAL

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

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
DECEMBER 8, 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, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Rose Guilbault called the meeting to order at 3:09 p.m.

CONSENT CALENDAR

The Board unanimously approved the consent calendar (Deal/Tissier):

- a. Approval of Minutes of Board of Directors Meeting of November 10, 2010
- b. Acceptance of Statement of Revenues and Expenses for October 2010

PUBLIC COMMENT

Jerry Grace, San Lorenzo, wished the Board a Happy Holiday.

Ed DeLanoy, San Carlos, said for immediate internal cost savings for Caltrain all off-peak trains should be a standard three-car consist, lengthened to five-cars only when needed.

General Manager/CEO Michael Scanlon said there is a significant expense when trains are coupled and uncoupled to change the consist length.

REAPPOINTMENT OF ZOE KERSTEEN-TUCKER REPRESENTING PUBLIC MEMBER-COASTSIDE

Director Karyl Matsumoto said the nominating committee consisted of herself and Directors Jerry Deal and Omar Ahmad. She said public notification began on October 8 with a news release notifying the public that applications were being accepted for the public member seat and how to apply. Advertisements ran in the *Half Moon Bay Review* on October 27 and *San Mateo Daily Journal* on October 29. The deadline for submitting applications was November 8.

Director Matsumoto said four applications were received and all applicants were interviewed on November 30. She said the committee was very pleased with the caliber of the applicants, but that Director Kersteen-Tucker stood out. The committee liked that she was so familiar with the communities on the Coastsides, from Pescadero to Pacifica. Director Matsumoto said Director Kersteen-Tucker has fought valiantly for services on the Coastsides. She said the nominating committee is recommending reappointment of Director Kersteen-Tucker representing the Coastsides.

Director Deal said all the applicants were great, but when Director Kersteen-Tucker was interviewed she flew so much higher than the others. He said his vote was not because

Director Kersteen-Tucker was the incumbent, but because she deserves to be where she is because of what she said and he appreciates all her work.

Director Ahmad said the Coastsides is a number of communities and Director Kersteen-Tucker understands the unique aspects of each community along the Coastsides and what needs to be done.

Director Matsumoto said she hopes the applicants would consider serving on the CAC as they would be a great asset.

Director Matsumoto said the Board members who are allowed to vote on this item are Directors Ahmad, Mark Church, Deal, Art Lloyd, Adrienne Tissier and herself.

A motion (Tissier/Lloyd) to reappoint Zoe Kersteen-Tucker to represent the Coastsides was approved unanimously.

REPORT OF CHAIR

Appointment of Nominating Committee for 2011 Chair and Vice-Chair

Chair Guilbault said due to possible member changes she will name a nominating committee at this meeting.

Resolution of Appreciation to Outgoing Board Member Mark Church

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

Chair Guilbault presented Director Church with a resolution of appreciation and a portrait.

Director Church said he is very touched by the thoughtful gestures and enjoyed working with the Board over the years. He thanked staff and said the Board is blessed to have such talented and capable individuals advising on a daily basis. Director Church said he is looking forward to his new position. He said he is proud of what this agency has accomplished and will treasure and value the relationships and friendships he has made.

Public Comment

Jerry Grace, San Lorenzo, said he will miss seeing Director Church at the meeting.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Wished Director Church the very best and thanked him for his work on the Board.
- Congratulated Director Kersteen-Tucker on her reappointment.
- The latest edition of *Riders Digest* that outlines the relatively minor service changes effective December 19 is in the reading file.
- Ten bus operators who were laid-off last year were brought back because of service changes and attrition in other positions.
- The storekeepers, in the maintenance department, have worked from August 2009 through September 2010 without a lost work day.
- Today there is an Association for the Advancement of Retired Persons Driver Safety Program in Burlingame.

- SamTrans fixed route buses averaged over 32,000 miles between service calls and Red-Wheels averaged almost 27,000 miles.
- Staff will be submitting a sustainability application for bronze recognition this month to the American Public Transportation Association.
- Deputy CEO Chuck Harvey completed his base inspections in November.
- Due to the cancellation of the Caltrain Holiday Train staff held the Transit Toy Drive event this past Friday night, December 3, here in front of the building. Public Information Specialist Tasha Bartholomew and Market Research Specialist Christiane Kwok were recognized for organizing the event. So far 317 toys have been collected. Rep. Jackie Speier has offered to help raise funds to bring the Holiday Train event back next year.
- It has long been a tradition at SamTrans to send holiday cards. Because of the District's renewed commitment to sustainability, staff created an electronic holiday card. Marketing Specialist James Namba was recognized for his work in creating the card.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Performance Report – Shuttles
- e. Multimodal Ridership Report – October 2010

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Amending the Fiscal Year 2011 Operating Budget by \$1,198,087 from \$131,810,465 to \$133,008,552
- b. Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of \$70,000 for the Proposed “Grass Tops to Grass Roots” Project and Execute a Memoranda of Understanding with the San Mateo County Health System and Greenbelt Alliance
- c. Authorize the Filing of an Application and Receipt of Federal Funding in the Amount of \$1,486,700 Under the Metropolitan Transportation Commission's Climate Initiatives
- d. Authorize Amending and Increasing the Parking Violation Fine Schedule
- e. Authorize Rejection of all Bids for Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items and Authorize Researching the Marketplace for the Purpose of Negotiating an Acceptance Contract

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

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE
SUBJECTS DISCUSSED

- a. Presentation of ClipperSM on SamTrans
- b. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2011

WRITTEN COMMUNICATIONS

In reading file

BOARD MEMBER COMMENTS

Director Matsumoto said the San Mateo County Transportation Authority presented a resolution of appreciation to outgoing Director Rich Gordon.

Chair Guilbault said it has been a tough year, but it is a joy to work with staff.

DATE AND TIME OF NEXT MEETING – January 12, 2011 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

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

Legal Counsel David Miller said there is no need for a closed session today. He said there have been meaningful discussions held, but not dealing with economic issues. Mr. Miller wished Director Church the best of luck and congratulated Director Kersteen-Tucker on her reappointment.

Adjourned at 3:48 p.m.