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JERRY DEAL, VICE CHAIR
JEFF GEE
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MICHAEL J. SCANLON
GENERAL MANAGER/CEO



NOTE TIME CHANGE

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, SEPTEMBER 14, 2011 – 3:00 p.m.

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER/ROLL CALL**
- 3. PUBLIC HEARING FOR THE INTRODUCTION OF A DAY PASS AND CODIFIED TARIFF CHANGES**
- 4. ADJOURN TO COMMITTEE MEETINGS**

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

INFORMATION TO THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

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

**SUBJECT: PUBLIC HEARING FOR INTRODUCTION OF A DAY PASS AND
CODIFIED TARIFF CHANGES**

ACTION

On June 8, 2011 the Board approved a public hearing to be held Sept. 14, 2011 for the consideration of introducing a Day Pass and other changes to the Codified Tariff. Staff will consider public testimony and input from members of the Board of Directors before developing final recommendations for board consideration at its October 12, 2011 meeting.

SIGNIFICANCE

Holding the public hearing will allow the District to receive input on proposed Codified Tariff changes that may impact customers.

Changes under consideration are noted in Attachment A and include:

- Establishment of a local Day Pass priced at three times the one-way cash fare
- Revised language to reflect Clipper[®] card implementation, including elimination of paper Monthly passes, elimination of Muni sticker, Metropolitan Transportation Commission fee for adult cards, and interagency transfer agreements
- Establishment of an expiration date for Change cards
- Elimination of transit pass for spouses of members of the SamTrans Citizens Advisory Committee
- Additional non-substantive clarifications.

BUDGET IMPACT

There is no impact to the budget for holding the public hearing.

BACKGROUND

Customers have requested for a few years that SamTrans add a Day Pass. With the recent installation of state-of-the-art fareboxes, SamTrans now has an effective way to issue Day Passes. Staff also identified a number of changes required in the Codified Tariff as SamTrans transitions to Clipper for its Monthly passes.

The public outreach program regarding the proposed changes and this hearing included four community meetings (Daly City, East Palo Alto, Half Moon Bay and San Carlos), bilingual newspaper notices, a news release, bilingual onboard messages to bus riders, Facebook postings, Tweets and a presentation to the SamTrans Citizens Advisory Committee. Information also was posted to the SamTrans website, which allows readers to translate it into dozens of languages.

Staff established a number of ways for customers and the public to provide their input: at the community meetings, via a unique e-mail address, through the postal service, and with a call to the Customer Service Center's general number or one for those with hearing impairments.

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

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

* * *

CODIFIED TARIFF

I. CLASSIFICATION OF ROUTE SERVICE

A. Local Service

Transit routes of an intra-community or inter-community nature that operate primarily on local and arterial streets shall be classified as Local service. Local routes provide service at each established bus stop.

B. Express Service

Express service includes specialized routes of an inter-community nature that operate for significant portions of the route length along freeways. Express service also includes those routes that operate on arterial streets and serve a limited number of bus stops.

C. Special Fixed-route Service

Special fixed-route service operates on a public timetable but only on special days and at special times.

D. Paratransit Service

Paratransit service operates for certified passengers with disabilities traveling in the San Mateo County Transit District service area. Advance reservations are required, and certain qualifying and service area restrictions, as published by the District, apply.

E. 5311 Coastside On-demand Non-ADA Paratransit Service

5311 Coastside on-demand non-ADA paratransit service operates for passengers living on the Coastside. Advanced reservations are required and service area restrictions, as published by the District, apply.

F. Charter Service

Charter services are provided only within the scope of the Federal Transit Administration rules and regulations as published in Title 49, Section 604 of the Code of Federal Regulations. Such trips shall be booked in advance and shall operate in accordance with the charter service policy resolution as adopted by the District and amended from time to time.

II. FARE ZONES

Zone A

1. San Mateo County
2. Service along Highway 1 to Waddell Creek in Santa Cruz County
3. Routes along Highway 82 and University Avenue serving Stanford and the City of Palo Alto

4. Routes along Bayshore Boulevard between Sunnydale Avenue in San Francisco and San Mateo County line.

Zone B Service beginning or ending in San Francisco County with the exception of Routes 24, 120, 121, 122, 130 and 292 (southbound Sunnydale Avenue/Bayshore Boulevard bus stop) for which local service fares apply.

III. RATES OF FARES

A. Local Service

1. Adult Fare

Passengers who have attained their eighteenth birthday and not yet reached their sixty-fifth birthday shall pay the adult base fare of \$2.00 for all trips within Zone A.

Adult Fare Exceptions

Because of the mixed character of the service on Routes 292, 391 and 397, the following fares will apply:

	<u>Zone A</u> <u>Local Service</u>	<u>Zone B</u> Fares for patrons with service ending in San Francisco	<u>Zone B</u> Fares for patrons with service beginning in San Francisco
292, 391, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$2.00	\$2.00	\$4.00

2. Eligible Discount Fare

Passengers who have attained their sixty-fifth birthday or who possess a Regional Transit Connection (RTC) Discount Card, a Medicare Card, a current Disabled Person Placard Identification Card issued by the Department of Motor Vehicles (DMV), or a valid transit discount card issued by another California transit agency, which is equivalent to the RTC Discount Card shall pay a fare of \$1.00 for all trips within Zone A. Passengers with disabilities carrying a Regional Transit Connection Discount Card marked with an attendant symbol may have an attendant travel with them at the Eligible Discount fare.

Eligible Discount Fare Exceptions

Because of the mixed character of the service on Routes 292, 391 and 397, the following fares will apply:

	<u>Zone A</u> <u>Local Service</u>	<u>Zone B</u> Fares for patrons with service ending in San Francisco	<u>Zone B</u> Fares for patrons with service beginning in San Francisco
292, 391, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$1.00	\$1.00	\$2.00

3. Youth Fare
Passengers who have not yet attained their eighteenth birthday shall pay a fare of \$1.25 for all trips within Zone A.

Youth Fare Exceptions

Because of the mixed character of the service on Routes 292, 391 and 397, the following fares will apply:

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending in San Francisco	beginning in San Francisco
292, 391, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$1.25	\$1.25	\$2.50

4. Child Fare
One child age four years or younger may travel free with each Adult, Eligible Discount fare-paying passenger. Additional children are subject to the Youth fare.
5. Redi-Wheels and RediCoast ADA Certified and their Personal Care Attendants who possess a valid Redi-Wheels or RediCoast ADA identification card are allowed to ride all regular fixed-route SamTrans trips without paying a fare. Personal care attendants accompanying Redi-Wheels or RediCoast ADA customers also are allowed to ride all regular fixed-route SamTrans trips without paying a fare.

B. Express Service

1. Adult Express Fare
Because of the mixed character of the service on Route KX, the following rates will apply:

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending in San Francisco	beginning in San Francisco
KX (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$2.00	\$5.00	\$5.00

2. Eligible Discount Express Fare
Because of the mixed character of the service on Route KX, the following Eligible Discount fares will apply:

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending in San Francisco	beginning in San Francisco

KX	\$1.00	\$2.50	\$2.50
(Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)			

3. Youth Fare
Because of the mixed character of the service on Route KX the following fares will apply:

		Zone B	
	Zone A	Fares for patrons with service	
		ending	beginning
	<u>Local Service</u>	<u>in San Francisco</u>	<u>in San Francisco</u>
KX	\$1.25	\$2.50	\$2.50
(Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)			

4. Child Fare
One child age four years or younger may travel free with each Adult, Eligible Discount fare-paying passenger within all zones. Additional children are subject to the Youth fare.

C. Special Fixed-route Service

1. Adult Fare

<u>DESCRIPTION</u>	<u>FARE</u>
Football Service	\$ 24.00 Round-trip
	\$ 83.00 Four-game Pass Book
	\$144.00 Season Pass

2. Eligible Discount Fare
The Adult fare for special fixed-route service will apply.

3. Youth Fare
The Adult fare for special fixed-route service will apply.

4. Child Fare
The Adult fare for special fixed-route service will apply.

5. Redi-Wheels and RediCoast ADA Certified and their Personal Care Attendants
The Adult fare for special fixed-route service will apply.

D. Paratransit Service

1. Individuals
Certified passengers with disabilities possessing a valid Redi-Wheels or RediCoast ADA card are eligible for paratransit service.

- a. Regular Fare

The regular fare within the Redi-Wheels or RediCoast ADA service area is \$3.75 each per eligible passenger and passenger-designated companion. One personal care attendant per eligible passenger may ride free.

b. Lifeline Fare

Certified passengers with disabilities possessing a valid Redi-Wheels or RediCoast ADA card and receiving Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal are eligible for the Lifeline fare. The Lifeline fare within the Redi-Wheels or RediCoast ADA service area is \$1.75 each per eligible passenger and passenger-designated companion. One personal care attendant per eligible passenger may ride free. Redi-Wheels and RediCoast ADA members must apply to qualify for the Lifeline fare.

2. Service Area

The Redi-Wheels service area includes the bayside of San Mateo County, portions of the City of Palo Alto north of Embarcadero Road, and the City of San Francisco in the Stonestown area and the Bayshore Corridor. Maps of the service area are attached.

The RediCoast service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside, San Francisco and Palo Alto.

a. The Redi-Wheels and RediCoast Regular Fare is \$3.75 per each eligible passenger and passenger-designated companion

b. The Redi-Wheels and RediCoast Lifeline Fare is \$1.75 per each eligible passenger and passenger-designated companion.

One personal care attendant per eligible passenger may ride free.

Redi-Wheels and RediCoast customers are able to transfer to other paratransit providers in San Mateo County (Redi-Wheels), San Francisco, Santa Clara County, and the East Bay at specified locations.

3. Agency-sponsored Group Trips

Certified persons with disabilities possessing valid Redi-Wheels or RediCoast ADA cards are eligible to participate in group trips sponsored by eligible agencies at Group Trip ADA Paratransit Fares. Eligible agencies are: Poplar Recare, Rosener House, San Carlos Adult Day Care, Senior Focus, Senior Day Care, South San Francisco Adult Day Care and Coastside Adult Day Health Care.

a. Regular Group Trip ADA Paratransit Fare

The Regular Group Trip ADA Paratransit Fare for certified persons with disabilities as described above is \$4.50, one-way.

b. Lifeline Group Trip ADA Paratransit Fare

The Lifeline Group Trip ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$2.25, one-way.

E. 5311 Coastside On-demand Non-ADA Paratransit Service

1. Individuals

Individuals living in the 5311 Coastside Service Area (defined below) are eligible for 5311 Coastside On-demand Non-ADA Paratransit Service.

a. Regular 5311 Coastside Non-ADA Paratransit Service

The Regular 5311 Coastside Non-ADA Paratransit Fare is \$3.75 per one-way trip.

b. Lifeline 5311 Coastside Non-ADA Paratransit Service

The Lifeline 5311 Coastside Non-ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$1.75 per one-way trip.

2. Service Area

The San Mateo County 5311 Coastside service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside of San Mateo County, portions of San Francisco and Palo Alto.

3. Agency-sponsored Group Trips

All participants in group trips sponsored by Senior Coastsiders are eligible for 5311 Coastside Group Trip Non-ADA Paratransit Service.

a. Regular 5311 Coastside Group Trip Non-ADA Paratransit Fare

The Regular 5311 Coastside Group Trip Non-ADA Paratransit Fare is \$3.75 per one-way trip.

b. Lifeline 5311 Coastside Group Trip Non-ADA Paratransit Fare

The Lifeline 5311 Coastside Group Trip Non-ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$1.75 per one-way trip.

F. Charter Service

When charter services are provided as described in Section I.F., Charter Service, charter rates established in the charter service policy resolution as adopted by the District and amended from time to time shall apply.

G. Waived Fares

1. Peace Officers

Uniformed and non-uniformed, sworn peace officers are allowed to ride any District or Contractor Operated fixed-route and Special Service route at any time without paying a fare. Proper identification must be shown.

2. Military Personnel

Active military personnel in uniform are allowed to ride any District or Contractor Operated fixed-route and Special Service route at any time without paying a fare. Proper identification must be shown.

3. Employees/Retirees

Employees, and qualified retirees, spouse, domestic partner and dependent children under the age of eighteen can ride any District or Contractor Operated fixed-route and Special Service route at any time using their employee identification or family transportation pass for fare.

4. Citizens Advisory Committee Members

Citizens Advisory Committee members ~~and spouses~~ ride any District or Contractor Operated fixed-route and Special Service route at any time using their identification pass ~~or family transportation pass~~ as fare.

5. Waived Fares do not apply to Redi-Wheels, RediCoast ADA Paratransit or 5311 Coastside On-demand Non-ADA Paratransit services.

H. Special Promotional Fares

From time to time, the General Manager/CEO may authorize the establishment of special and promotional fares.

IV. PASSES, TICKETS, ~~AND~~ TOKENS AND CHANGE CARDS

A. Rules Governing Use of Passes, Local-ride ~~t~~Tickets, ~~and~~ Tokens and Change cards

1. Monthly passes shall be valid from 12:01 a.m. on the first day of the month for which they are imprinted until 2:00 a.m. ~~or the end of the service day~~ on the first day of the following month. Local-ride tickets and tokens shall be valid at any time and shall not have an expiration date.

2. *Day passes shall be valid from the time of purchase from the farebox until 2:00 a.m. the next day*

23. Passes, tickets, ~~and~~ tokens *and Change cards* shall not be subject to refund or replacement.

- 34. The individual ride value of ~~the a~~ pass shall be valid for any route that has a fare for the specified ride value or less.
- 45. A Local ride ticket carries an individual ride ~~value-credit~~ of \$2.00 *[do we need to state the price?]* and is valid on all routes. A Local ride ticket can only be used by one patron (i.e., two youths cannot ride on one Local ride ticket).
- 56. The Adult token carries an individual ride ~~value-credit~~ of \$2.00. The Youth token carries an individual ride ~~value-credit~~ of \$1.25 *and may be used only by youth.*
- 67. The individual ride ~~value-credit~~ of a pass, ticket or token may be applied to the fare for any route with a higher individual ride value by paying the difference in cash, ~~or~~ tokens, *Local ride tickets or Change cards.*
- 78. Passes, tickets, and tokens shall be subject to District regulations as may be adopted from time to time.
- 89. Misuse of a pass, ticket or token or violation of the laws governing behavior on transit vehicles makes the pass, ticket or token subject to revocation.
- 910. Passes must be kept in the possession of the rider at all times.
- 1011. Monthly passes are not valid on Special Service routes or Paratransit service.

12. *The balance on Change cards may be used toward the cost of future bus rides. Change cards expire one year from date of issue.*

B. Local Service Day Passes

The Day Pass is available in three denominations: Adult Local, Eligible Discount and Youth. The Day Pass costs three times the one-way fare for each fare category.

B. Local Service Monthly Passes

1. Adult Pass

The Adult base fare pass, valid for all Local route service, costs \$64.00 per month.

Adult Pass Exceptions:

Because of the mixed character of the service on Routes 292, 391 and 397, the following fares will apply:

<u>ROUTE</u>	<u>ZONE A PASS</u>	<u>ZONE B* PASS</u>
292, 391, 397 (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$64.00	\$96.00

* Zone B pass may be used for travel in or out of San Francisco

2. Eligible Discount Pass

The Eligible Discount fare pass is valid for Local service and Express service at any time and costs \$25.00 per month.

3. Youth Pass

a. Regular Pass

The Youth fare pass is valid for Local service and Express service at any time and costs \$36.00 per month.

b. Needy Family Pass

A reduced Youth fare pass costs \$22.00 per month and is valid for Local and Express service at any time. The Needy Family Pass program is administered by the public school district and is offered to qualified low-income students as identified through the school lunch program.

c. Summer Youth Pass

A special Summer Youth Pass costs \$40.00 and is valid for Local and Express service during the months of June, July and August.

A Youth ~~pass~~-Pass is accepted as full fare on any route at any time, except Special Service routes or Paratransit service.

C. Express Service Monthly Passes

The Express fare pass is valid for Local and Express Service at any time and costs \$165.00.

D. Tokens

1. Adult Token

The Adult token is valid for all Local route service. Multiple tokens, ~~or~~ a token and the cash difference *or a token and Local ride ticket* may be used on an Express bus or on Routes 292, 391 and 397 out of San Francisco. Tokens are sold in packages of 10 priced at \$16.00.

2. Youth Token

The Youth token is valid for all Local route service. Multiple tokens or a token and the cash difference may be used on an Express bus or on Routes 292, 391 and 397 out of San Francisco. Tokens are sold in packages of 10 priced at \$10.00.

E. CLIPPER®

Valid for use on SamTrans. The Clipper card is a transit fare payment card issued and administered by the Metropolitan Transportation Commission (MTC) that is valid for use on all major public transit services throughout the San Francisco Bay Area. There may

be fees associated with the use of a Clipper card. Such fees, if any, will be set by the MTC.

V. PARKING

A. Fees

The regular parking fees at the Colma Park and Ride lot are \$2 per day or \$42 per month per automobile or motorcycle. From time to time, the General Manager/CEO may authorize an adjustment to or suspension of the rates stated above, provided the fees do not exceed \$3 per day and \$63 per month. In addition, the General Manager/CEO may authorize the sale of “reserved” parking permits for a fee of up to \$105 per month.

B. Restrictions

The use of San Mateo County Transit District parking facilities shall be in accordance with District Vehicle Parking Regulations and other rules.

VI. INTER-AGENCY AGREEMENTS

San Mateo County Transit District, under SB602 revenue sharing agreements, will accept the following Bay Area public transit agencies’ valid fare documents on any SamTrans fixed-route service as indicated:

- BART Plus Tickets = Local Fare Credit
- Caltrain Monthly Pass, two or more zones = Local Fare Credit
- DB (Dumbarton Express) ~~Monthly Pass~~ *31-day Ticket* = Local Fare Credit ~~at shared bus stops~~ *within two hours of tagging on home system*
- ~~Golden Gate Transit 20-Ride Ticket Book~~ = ~~Local Fare Credit~~
~~with SamTrans Sticker [hasn’t been in effect for years]~~
- Santa Clara Valley Transportation Authority = Local Fare Credit ~~at shared bus stops~~ *within two hours of tagging on home system*
Monthly and Day Passes
- ~~SamTrans Pass with Muni Sticker~~ = ~~Combination provides rides on SamTrans in fare category described, and San Francisco Muni~~
- AC Transit ~~Monthly Pass~~ *31-day Ticket* = Local Fare Credit ~~at shared bus stops~~ *within two hours of tagging on home system*

samTrans



BOARD OF DIRECTORS 2011

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NOTE TIME CHANGE

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, SEPTEMBER 14, 2011 – 3:20 p.m.
or immediately following the public hearing

ACTION

1. Approval of Minutes of Community Relations Committee Meeting of July 13, 2011

INFORMATIONAL

2. Accessibility Update - Tina DuBost
3. Paratransit Coordinating Council (PCC) Update - Nancy Keegan
4. Citizens Advisory Committee Liaison Report - Peter Ratto
5. Mobility Management Report – End-of-the-Year Performance
6. Multimodal Ridership Report – June 2011
7. Multimodal Ridership Report – July 2011

Committee Members: Rose Guilbault, Carole Groom, Shirley Harris

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
JULY 13, 2011**

Committee Members Present: R. Guilbault (Committee Chair), C. Groom, S. Harris

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

Staff Present: M. Bouchard, J. Cassman, T. DuBost, G. Harrington, R. Haskin, R. Lake,
M. Martinez, D. Miller, C. Patton, M. Scanlon, M. Simon

Swearing in of Jeff Gee (Representing City Selection Committee – South)

District Secretary Martha Martinez administered the Oath of Office to Director Gee (Redwood City) representing the City Selection Committee – South.

Committee Chair Rose Guilbault called the meeting to order at 2:06 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of June 8, 2011

The committee approved the minutes (Lloyd/Deal); Gee and Kersteen-Tucker abstained.

Accessibility Update

Accessibility Coordinator Tina DuBost reported:

- There will be two sets of Redi-Wheels eligibility appeals this month.
- Thanked the Paratransit Coordinating Council (PCC) for volunteering two members to serve as the public representatives.
- On June 30 there was a volunteer driver symposium sponsored by Director Adrienne Tissier.

PCC Update

PCC Chair Nancy Keegan reported:

- She was re-elected chair for Fiscal Year (FY) 2012 and May Nichols was elected vice chair at yesterday's meeting.
- Capital Project and Environmental Planning Consultant Lauren Dong gave a presentation on the SamTrans Service Plan (SSP).
- She attended the volunteer driver symposium and thanked staff and Director Tissier for a very inspiring event. This program will serve a great need in the county.

Chair Karyl Matsumoto said she would like to attend the next PCC meeting. Ms. Keegan said PCC meetings are on the second Tuesday of the month and the next one is September 13.

CAC Liaison Report

Chair Peter Ratto reported on the July meeting:

- Ms. Dong gave an update on the SSP.
- In June members expressed a number of concerns on Routes 292 and KX and at this month's meeting members said a lot of the concerns expressed had been addressed during the month and service was running much better. The CAC was happy to see three staff members from MV Transportation at July's meeting.

Mobility Management Report - Caltrain

Director of Rail Transportation Michelle Bouchard reported:

- May monthly ridership is up 9.7 percent and year-to-date ridership is up 5.2 percent. Average weekday ridership in May was up 6.3 percent from the previous May.
- May fare revenue was \$4.6 million, a 16 percent increase over the previous May. Year-to-date fare revenue is up 13.4 percent.
- There is a worrisome trend in the performance and reliability of Caltrain. Over the last couple of months staff has been digging into the on-time performance and looking at root causes. There are many predictable and unpredictable elements that could potentially lead to delays on the railroad.
- The success of increased ridership carries with it longer periods of time at the stations to handle the volume of customers.
- The condition of the rolling stock affects on-time performance. Between February 2010 and February 2011 there have been delays from 400 minutes to 1,100 minutes due to mechanical failure. This highlights the importance of investment in the state of good repair of the fleet to ensure mechanical delays are minimized.
- Service highlights include:
 - Giants service is up 14 percent this year.
 - Bay to Breakers service was down quite a bit this year due to weather and pivotal changes to race rules.
 - Weekend Baby Bullet service will continue in FY2012.
 - Conversion of 10 additional Gallery cars to bike cars was completed and every train set now has two bike cars.
- System safety highlights include:
 - Grade crossings at eight locations in Santa Clara County should be finished this month.
 - Installation of fencing along the right of way continues with more than 40,000 feet of fence installed since 2009.
 - Staff is monitoring the suicide/no trespassing signage installed on 9.5 miles of right of way from Menlo Park to Mountain View.
 - The station hardening project should be completed in early fall. This is the installation of high-security bollards at the San Francisco, Millbrae and San Jose Diridon stations.
 - The installation of closed-circuit televisions at the Centralized Equipment Maintenance Operations Facility in San Jose. Staff continues to give Operations Lifesaver presentations.
 - Amtrak has had a nationwide employee campaign called "Safe 2 Safer" which focuses on behavioral safety techniques.
- Capital projects include:
 - Santa Clara Station/South Terminal should be completed by the end of this year.

- Construction began in November 2010 for the San Bruno grade separation and new station.
- Jerrold Street bridge replacement is scheduled for the fall.
- Staff is in discussions with San Francisco to finalize the scope of work for the Quint Street bridge.
- The foundations of four bridges in San Mateo are being retrofitted and the work is scheduled to be completed by the end of 2011.
- The parking lot at the South San Francisco Station was repaved and additional lighting was installed and completed in June.
- The installation of the Rail Operations Control System is scheduled for completion by the end of 2011.
- Positive Train Control must be installed to comply with the Rail Safety Improvement Act of 2008 by December 2015. Staff is in the procurement process and anticipates awarding a contract late this fall.
- High-speed Rail (HSR) work continues with local communities, Federal, State and local officials and other stakeholders. Staff is currently reviewing organizational alignment for HSR coordination and completing a throughput capacity analysis. Results of this analysis will be available by the end of July.
- A request for proposal for Caltrain Operations, Maintenance and Construction Support Services was issued in May 2010 and proposals were received in September 2010. Evaluation of proposals is continuing and staff expects to award a contract in late fall.
- Working with the Joint Powers Board (JPB) partners and the Metropolitan Transportation Commission (MTC), staff was able to put together the FY2012 Operating Budget, which retains full weekday, weekend and special event service.
- There was a fare and parking increase on July 1, 2011.
- Staff will make best efforts to discuss with JPB member agencies a plan for balancing the FY2013 Operating Budget, using the negotiation principles approved by the SamTrans Board.
- Looking beyond FY2014, staff will continue to work with stakeholders, including the Silicon Valley Leadership Group and MTC's Transit Sustainability Project, to develop strategies for new revenue sources, including a dedicated, permanent funding source.

Public Comment

Jerry Grace, San Lorenzo, said he tried to get off the train today in San Carlos, but the conductors closed the door before checking to see if everyone was off. Also, last month the crowds from the Giants game made him late getting to the meeting.

Multimodal Ridership Report – May 2011

- Bus ridership was 48,780, an increase of 4.2 percent.
- Paratransit ridership was 1,097, a decrease of 1.8 percent.
- Caltrain ridership was 42,550, an increase of 6.3 percent.
- Caltrain shuttle ridership was 6,976, an increase of 24.8 percent.
- BART shuttle ridership was 1,904, an increase of 0.5 percent.
- Overall ridership was 101,307, an increase of 6.1 percent.

Year-to-date

- Bus ridership was 45,220, a decrease of 3.3 percent.
- Paratransit ridership was 1,079, a decrease of 2.5 percent.
- Caltrain ridership was 39,510, an increase of 5.1 percent.
- Caltrain shuttle ridership was 5,164, a decrease of 6.3 percent.
- BART shuttle ridership was 1,993, an increase of 4.4 percent.
- Overall ridership was 92,966, an increase of 0.1 percent.

Adjourned: 2:33 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 June 21 PCC meeting, the July 5 AL-Com meeting and the July 12 PCC meeting are attached. The minutes from the most recent SAAC meeting are not yet available.

Prepared by: Bill Welch, Manager, Accessible Transit Services
Tina Dubost, Accessibility Coordinator

650-508-6475
650-508-6247

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
June 21, 2011
MEETING MINUTES**

ATTENDANCE

Members Present: Nancy Keegan, Chair; Dale Edwards, Vice Chair; Mike Levinson, AL-Com Chair; James Asche, OES; Judy Garcia, Consumer; Diane Griffith, Consumer; Stephanie Hill, Consumer; Barbara Kalt, Rosener House; Benjamin McMullan, CID; Dan Mensing, Consumer; Sammi Riley, Consumer; Bill Welch, SamTrans.

Absentees: Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Aki Eejima, Consumer; Craig McCulloh, Aging & Adult Services; May Nichols, COA; Pat Dixon, COD; Michal Settles, Coastside; Marie Violet, Sequoia Hospital.

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; Paul Lee, SamTrans; Marshall Loring, MTC; Lynn Spicer, MV Transportation; Linda Rhine, Nelson\Nygaard; Maxine Eastman, Consumer; Carol Lewis, Consumer; Rose Berta, PCC Staff.

(Total Attendance: 21) Quorum--Yes

WELCOME/INTRODUCTION

Nancy welcomed all to the June PCC meeting.

APPROVAL OF MAY PCC MINUTES

Nancy asked for a vote of approval for the May minutes. Mike moved to approve the minutes and Barbara seconded the motion. The motion was approved with Diane abstaining.

COMMITTEE REPORTS

A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)

Mike announced the next AL-Com meeting will be on Tuesday, July 5, 1:00 pm-3:00 pm.

B. GRANT/BUDGET REVIEW

Barbara reported that there are two pending 5310 grant applications. Results of the statewide scoring are expected in the fall 2011.

C. EDUCATION COMMITTEE

Nancy gave the report in Maureen's absence. Maureen and Nancy thanked all the volunteers—Aki, Dan, Diane, Mike, Stephanie, and Kim Lucas, Intern of Nelson\Nygaard, for volunteering their time at the San Mateo County Fair. There was a discussion on the events from the Fair. Mike noted that the visually-impaired people without any assistance had a difficult time locating the PCC booth; the assigned PCC booth was not available and the booth relocated; there was confusion as to the pickup location by Redi-Wheels; there should be more literature and tote bags to give away. Dale received a call from an individual who said she was very impressed with the PCC booth and the member volunteers. Comments included they were very informative

and friendly. Marshall noted that more informed and helpful Fair staff members are needed, as well as signs to assist the people. Nancy said that a letter will be sent with feedback for future fairs.

The next Education Committee meeting is on Tuesday, July 12, 3:45-4:45 pm, following the PCC meeting.

D. EXECUTIVE COMMITTEE

Nancy said the Committee will hold their meeting by conference call on Monday, June 27, at 3:00 pm.

Nominations Committee

On behalf of Barbara, Dale, and Maureen of the Nominations Committee, Dale announced the nominations for FY 2011/12, nominating Nancy to continue as Chair and May Nichols as Vice Chair. Barbara said the vote for this slate of officers will take place at the July PCC meeting. Nominations are still welcome and should be emailed to Dale, Maureen, or Barbara.

Work Plan (Draft)

Linda presented an overview of the Work Plan draft, detailing the notes from the May Retreat and reviewed the PCC routine activities and new items. Mike commented that the Advance Reservation Policy should be added on page 15. In the area of “increasing the awareness of the PCC”, the committee recommended adding the involvement in the “sister organization” Access International, which promotes improved access for people with disabilities in other countries. Tom Rickert presented information at the April AL-Com meeting. Diane suggested including a new item for a PCC give-away as an alternative to the tote bag—a key chain and coin purse with room for a Redi-Wheels ID card.

The final Work Plan will be approved at the PCC July meeting.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill gave the Paratransit Report presentation that was presented at the SamTrans Board of Directors meeting every quarter. The summary of the presentation included:

- Ridership is steady
- 27,000 trip requests per month with no denials of service
- Service quality remains high
- Productivity of service is improving
- Costs expected to slightly increase in FY 2012
- Efficiency measures are high priority
 - Interactive Voice Recognition (IVR) System to go live in July-August
 - Vehicle mix and alternative service delivery models are under study
 - Transit Sustainability Project offers recommended strategies for consideration

Nancy thanked Bill for a very informative and interesting presentation, and looks forward to the next one.

B. Performance Summary

Tina reported that total ridership for the month of April is down about 4%; average weekday ridership is down by 2%; Late cancels are improving, which is positive; On-time performance is very good; productivity is above the standard of 1.55; there were approximately 2,000-2,100 riders of Redi-Wheels in a given month of the 6,500 eligible Redi-Wheels riders. SamTrans will discuss at next month's meeting the relationships of these numbers so members have a better understanding of them.

C. Customer Comments

Elly reported that total comments decreased by nearly one quarter in April; consumer reports and comment cards have gone down; in the Comments by Category—both policy-related and compliments have gone down; service-related comments have increased; average response time remains under the 7-day turn-around limit, thanks to Lynn. On Comments by Type—everything remains static except for late vehicles; there is no pattern; the majority of late vehicles are caused by peak hour traffic.

Judy said favorable comments on the Interactive Voice Response (IVR) system on the call at night before the ride and the imminent arrival call.

Lynn shared that Sophie had a little boy on May 6 and will be returning to work on July 13. Congratulations on her new little one!

D. Safety Report

Lynn reported the month of May had two preventable and two non-preventable accidents. Both involved a fixed object; both operators are receiving re-training. No numbers for RediCoast at this time.

LIAISON REPORTS

A. MTC REPORT

Bill for Marshall reported that the Policy Committee is focusing on issues regarding Sustainability and Equity (particularly of the Senior Community). Marshall welcomes any comments about equity issues related to Transportation and Land Use policies to be sent to him at cmarsh.L@att.net. Details related to the Policy Advisory Council (PAC) can be accessed at www.mtc.ca.gov.

B. AGENCY

Barbara said that they discussed at their recent meeting how to implement and test the IVR system, the agency fare increase (different than individual fares), and some service concerns and worked collaboratively together. The agency members were grateful for Lynn attending the meetings.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Next meeting is on July 21, from 9:30 am-11:00 am. Michal always welcomes everyone to attend the meeting.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported on ERC meeting on June 7. Three topics were discussed: 1) eligibility statistics, 2) IVR testing issues; the next testing meeting is on July 24 at 11:00 am, and 3) ride negotiations. For efficiency, when the customer requests a ride, reservationists normally would offer two options for ride time rather than three options. This is a slight change that will be implemented in the near future. Lynn said that they are refining the process through Trapeze.

Next meeting is on July 5, before the AL-Com meeting.

E. COMMISSION ON AGING (COA) REPORT

The PCC is in the process of looking for a representative due to May Nichols' terming out.

F. COMMISSION ON DISABILITY (COD) REPORT

No report.

G. OFFICE OF EMERGENCY SERVICES (OES) REPORT

Jim reported there was a good turnout at the County Fair for the OES Preparedness Day and he was pleased with the outcome.

OES, along with the Council on Disabilities' subcommittee, Emergency Response Preparedness (ERPA), and "Get Ready Network" with Thrive (alliance for nonprofits), has an event planned on Thursday, September 8 in the afternoon in the Foster City Jewish Community Center, Foster City. The event is free and the theme is "Building Disaster Resilient Communities". The program is geared for nonprofits and people with disabilities.

OTHER BUSINESS

Carol Lewis shared her experiences with traveling and using ADA service in other counties throughout the country and would like to see some uniformity at the state and national levels with the services provided.

Nancy showed the members Dale's medal he earned from the San Francisco 100th Annual Zazzle Bay to Breakers 12k race. Dale raised over \$750 for "Breathe California" (finding a cure for lung disease and cancer) and was given the VIP treatment for his accomplishments. Dale thanked everyone for their support. Congratulations Dale!

MEETING ADJOURNED: 3:30 PM.

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
Advocate /Legislative (AL-Com) Committee Meeting**

July 5, 2011

MEETING MINUTES

ATTENDANCE

Members Present: Mike Levinson, AL-Com Chair; Dale Edwards, PCC Vice Chair; Aki Eejima, Consumer; Bill Welch, SamTrans; Diane Griffith & Joey, Consumer; Stephanie Hill, Consumer; Dan Mensing, Consumer.

Guests: Elly Colwell, SamTrans; Maria Kozak, Consumer; John Murphy, MV Transportation; Linda Rhine, Nelson\Nygaard; Henry Silvas, SamTrans; Rose Berta, PCC Staff.

(Total Attendance: 13)

WELCOME/INTRODUCTION

Mike welcomed everyone to the AL-Com meeting.

John will invite the taxicab owner to the next AL-Com meeting.

LEGISLATIVE UPDATE

Governor Brown signed the budget on June 30. Mike will invite Seamus Murphy to the October AL-Com meeting to give a legislative update.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

The Interactive Voice Response (IVR) system for the imminent arrival call for taxi rides was discussed. John will meet with the taxi company to work out implementation of the IVR system with the GPS data.

Mike gave an update on the IVR calls during the testing phase. There are a few issues with the system that are in the fixing phase. More testing, diagnosing, and finding resolutions of issues will be done in July. The plan is to go “live” in August.

Maria, Diane, Aki and Stephanie explained the problems they experienced with the “on hold” message and wait time in making their reservations. Tina will check into the issues and the system. Mike asked if there was a way to also revise the message to not include a second introduction of the fare increase. Tina will follow up to determine if the message warrants a change.

The committee discussed the potential for a taxi voucher system in San Mateo similar to San Francisco or Denver’s system. Bill gave some background information on how the taxicabs were harnessed in San Francisco as a way to serve customers. Bill also said that subsidized taxi service has been discussed before, but SamTrans concluded that such a plan would cost more, and that the cost was not supportable in San Mateo County at this time.

Linda will collect basic information on these taxi programs and will present the information at the next meeting. Mike said that his proposal is for the local taxi company to offer same day service as an independent enterprise, not associated with SamTrans. John will approach the taxi company and make arrangements for a meeting with Mike and the taxi representative to discuss the feasibility of it.

COMPLAINT REVIEW COMMITTEE—OPEN DISCUSSION

There was a discussion on what information should be included in the response to comment cards. Maria read an example of a one sentence written response to her comments in which she wrote in detail about her unfortunate experience. Diane shared her “no apology” experience. The committee agreed that most people would like to know what happened—not necessarily all the details, but an explanation, along with an apology. Bill said he would like to make sure that future replies are sufficient so customers feel their comments are heard and taken seriously.

The subject of driver name tags or identification patches on their uniform was brought up. John suggested calling in any time the driver cannot show their identification. A seamstress sews the patches on jackets and shirts for all drivers.

OTHER BUSINESS

Next meeting will be on Tuesday, October 4, 1:00-3:00 pm.

MEETING ADJOURNED: 2:35 PM.

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
July 12, 2011
MEETING MINUTES**

ATTENDANCE

Members Present: Nancy Keegan, Chair; Dale Edwards, Vice Chair; Mike Levinson, AL-Com Chair; James Asche, OES; Maureen Dunn, Senior Focus; Judy Garcia, Consumer; Diane Griffith & Joey, Consumer; Stephanie Hill, Consumer; Barbara Kalt, Rosener House; Dan Mensing, Consumer; May Nichols, COA; Michal Settles, Coastside; Marie Violet, Sequoia Hospital; Bill Welch, SamTrans.

Absentees: Myria Barnes-Jackson, DOR; Aki Eejima, Consumer; Benjamin McMullan, CID; Sammi Riley, Consumer.

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; Paul Lee, SamTrans; John Murphy, MV Transportation; Linda Rhine, Nelson\Nygaard; Rose Berta, PCC Staff. Guest speakers Lauren Dong, SamTrans; Marisa Espinosa, SamTrans.

(Total Attendance: 22) Quorum--Yes

WELCOME/INTRODUCTION

Nancy welcomed all to the July PCC meeting.

APPROVAL OF JUNE PCC MINUTES

Nancy asked for a vote of approval for the June minutes. Mike moved to approve the minutes and Barbara seconded the motion. The motion was approved with May, Michal, Maureen, and Marie abstaining.

COMMITTEE REPORTS

A. ADVOCATE LEGISLATIVE COMMITTEEE (AL-COM)

Mike reported on the July 5 meeting. Discussions included driver's badges on uniforms; John will be doing an audit of the drivers. Consumer issues included response to complaints and comments, and taxi service. Other updates can be found in the AL-Com minutes.

The next meeting will be on Tuesday, October 4.

B. GRANT/BUDGET REVIEW

Barbara requested the year-end report from SamTrans for Redi-Wheels; and the year-end expenditures report from the PCC consultant contract. Both reports should be included in the September packet.

C. EDUCATION COMMITTEE

Maureen reported the committee will meet this afternoon. She thanked everyone who staffed the booth at the San Mateo County Fair.

D. APPROVAL OF OFFICERS FOR FY 2011/12

The Nominations Committee nominated Nancy as Chair for one more year—she has done an exemplary job! Nominated also is May Nichols as Vice Chair. Jim Asche moved to close the nominations and approve the slate of officers; Bill seconded the motion. With no other nominations, vote was unanimous to approve Nancy and May for FY 2011/12 officers. Nancy commented that she is pleased and honored to work with everyone and looks forward to another year of working with a great team. Nancy thanked May for stepping up to the position of Vice Chair. Barbara and Nancy thanked Dale for being available last year as Vice Chair, for filling in when needed, and for providing outstanding leadership in the past. Dale will remain on the Executive Committee.

E. EXECUTIVE COMMITTEE

Nancy said they had a conference call meeting on June 27. Discussions included the Interactive Voice Response (IVR) testing and evaluation; a By-laws sub-committee to review and update the By-laws and bring them back to the committee in September; a review of the draft coupon policy prepared by Tina, which is still a work in progress; ideas for outreach. Nancy thanked Michal Settles and Mike Levinson for volunteering for the Appeals Committee panel.

Work Plan for FYs 2012 & 2013

Linda reviewed the changes to the draft Work Plan. Some revisions/additions since the PCC reviewed the Work Plan in June included exploring the PCC give-aways, advanced reservation policy, the Ambassador program, and exploring the Sister City organization. Nancy called for a vote to officially approve the Work Plan presented. Michal moved to approve and May seconded. Motion passed unanimously.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill introduced Lauren Dong, SamTrans Consultant; Marisa Espinosa, Manager of Planning and Research for SamTrans. Lauren reported on planning that is underway with a consultant to update the fixed route service. SamTrans is beginning a series of outreach events this month for public input on this process. Lauren and Marisa explained they are analyzing the fixed route bus system and developing a framework for future services. The planning study will determine how SamTrans should grow and respond to changing times, demographic shifts and how to retain and attract ridership. The Draft Plan will be submitted to the SamTrans Board by the end of 2011 with the Final Plan in early 2012. Nancy thanked Lauren and Marisa for their informative presentation and will look forward to seeing the Final Plan.

Bill reported the Redi-Wheels fare increase to \$3.75 in July has gone smoothly. This was the second year of the biennial fare increase. Ultimately the fare will increase to \$4.50 each way when the bus fare increases to \$2.25. This will mean the Redi-Wheels fare will be two times the adult fixed route fare, the allowable amount under the ADA. This is a long term plan and there is no date set for this increase.

In response to subsidized taxi service not affiliated with SamTrans raised at the AL-Com meeting, John has organized a meeting with Bill, Mike, and a taxicab representative to explore

the feasibility of such service. The meeting is for Friday, July 15 at 1:00 pm. Nancy thanked John for setting up the meeting.

Bill mentioned the MTC Sustainability Project, a comprehensive study throughout the Bay Area for both fixed route and paratransit service. The project, when complete will include recommendations based on “best practices,” and will likely be adopted by MTC next spring. One of the top ideas for paratransit is to improve travel training and help people to learn how to ride fixed route services if possible.

Bill attended the Senior Mobility Workshop and was pleased to learn that what is happening in other counties could be implemented in San Mateo County. The Volunteer Drivers Senior Mobility project is working hard to develop a volunteer driver program; this service could take some pressure off Redi-Wheels. Nancy mentioned that many PCC members attended the workshop and said it was very exciting to think about the potential to make it happen here.

The meeting with the Efficiency Review Committee (ERC) identified two obstacles that require fixing with the IVR: 1) imminent arrival call and 2) night before call for rides that are not scheduled. There will be frequent updates in July and August before going live; tester satisfaction must be met.

B. Performance Summary

Tina reported that total rides for May 2010 increased by a small amount; average ridership is slightly down from 2009; late cancels and no shows have improved; productivity is excellent—well above the standard of 1.55 passengers per hour.

C. Customer Comments

Elly reported that total comments decreased from April to May, mostly due to the decline in comment cards. Comments by category—all categories have declined; the average response time has risen slightly but is still within the acceptable time frame—response to customer should be within seven days. Complaints to customer were slightly over the 7-day time frame. This was due to staff shortage but has been rectified. Comments by type—all categories are consistent.

Linda asked how the responses to the comments from the comment cards are processed. Elly responded that all responses are either by email or telephone, not by mail.

D. Safety Report

John reported 3 chargeable accidents for Redi-Wheels; mechanic spun out and 2 minor accidents with SamTrans vehicles. There were no accidents for RediCoast.

Nancy thanked Michal and Mike for volunteering for the Eligibility Appeal Panel.

LIAISON REPORTS

A. MTC REPORT

No report from Marshall.

B. AGENCY

Barbara said there was no meeting. They are waiting to do some IVR testing for the imminent arrival call.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal shared her experience serving on the Appeals Committee. She found it to be a wake-up call; the process works well but is very difficult to be a decision maker. Michal thanked and commended Elly and Henry for doing a superb and very organized job.

Michal extended an invitation to everyone to attend the July 21 meeting in Half Moon Bay. The agenda is based on items covered at the PCC meeting. They are exploring the option of rotating meetings to different sites to maximize attendance. The 4th quarter meeting will be part of the Christmas celebration, either Monday or Tuesday before Christmas.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike said Bill already covered items on IVR. He noted that there were more denials for eligibility than in previous months; there was an increase in people receiving conditional eligibility.

Next meeting is on September 6.

E. COMMISSION ON AGING (COA) REPORT

May mentioned she is helping organize the *Seniors on the Move Conference*, with details to follow. May will begin representing Human and Investment Project (HIP). Diane shared that there is a 36-unit project in Daly City approved by HIP.

F. COMMISSION ON DISABILITY (COD) REPORT

Jim is looking for an alternate to give the report in September.

G. OFFICE OF EMERGENCY SERVICES (OES) REPORT

Jim is meeting with Tina to brainstorm on how to reach the paratransit client base for emergency planning and where they are located, so they can be checked on in the event of an emergency.

Jim reminded everybody that the Commission on Disabilities and THRIVE are planning a joint forum on Thursday, September 8 from 1:00-5:00 pm at the Peninsula Jewish Community Center in Daly City. The forum will cover emergency preparedness dealing with disaster relief communities; this forum is relevant for all PCC members. Nancy shared that she participated in THRIVE events and says they are very worthwhile.

OTHER BUSINESS

John asked about the impact the Governor's budget may have on agencies. Maureen replied that there are lawsuits filed by the disability rights group and one possible outcome is that it will prevent California from implementing elimination of these centers. The outcome is unclear pending the court case. Locally, there could be at least 100 people who will not have access to care; 35,000 people statewide.

MEETING ADJOURNED: 3:30 PM.

**CRC ITEM # 5
SEPTEMBER 14, 2011**

**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: END-OF-THE-YEAR PERFORMANCE REPORT

ACTION

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

SIGNIFICANCE

This presentation is a year-end performance report on the District's four transportation modes: SamTrans, Americans with Disabilities Act Paratransit, Caltrain and Shuttles. The modes have been featured individually on a rolling monthly basis during the past fiscal year. This month features a report that summarizes the annual performance of all the modes.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

This annual performance report will focus on overall trends, as well as highlights for each of the transportation modes. Ridership, fare collection, on-time adherence, project updates, and other elements will be discussed, along with trends and projected improvements.

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

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

650-508-6329

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: MULTIMODAL RIDERSHIP REPORT - JUNE 2011

ACTION

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

SIGNIFICANCE

Table “A” summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart “A” compares AWR for Fiscal Year 2009 vs. FY2010 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—JUNE 2011 COMPARED TO JUNE 2010

All Modes – AWR of 93,867, an increase of 7.0 percent.

Bus – AWR of 41,470, an increase of 0.4 percent.

Paratransit - AWR of 1,093, a increase of 2.2 percent.

Caltrain - AWR of 44,450, an increase of 11.6 percent.

Caltrain Shuttles - AWR of 6,944, an increase of 32.1 percent.

BART Shuttles - AWR of 1,990, an increase of 6.9 percent.

SamTrans Promotions – June 2011

35-years of Service – SamTrans began offering bus service 35 years ago. About a dozen of the veteran employees are still working to provide the service. To recognize their contribution, Marketing staff created an onboard adcard and exterior bus ad featuring the employees.

Summer Youth Pass – SamTrans promoted its Summer Youth Pass, which provides kids with the freedom to explore the county on the bus for three months (June through August). Customers were notified through a bilingual magazine ad (*Our Schools, Our Town*), newspaper ads (*Half Moon Bay Review, The Examiner, San Mateo Daily Journal* and *El Observador*), message to schools, Facebook posting, Tweets and an onboard electronic message. Because the pass was the first one to be “swiped” at the new farebox, staff produced and posted a video on how to use the pass. The video also included a number of fun destinations served by SamTrans.

County Fair – The San Mateo County Fair is a signature community event, and SamTrans once again partnered with fair organizers to promote the event. As a vital part of the community, SamTrans also had a presence at the fair. Staff hosted a one-day booth where attendees could get transit information, trip planning assistance, play a game and take a survey. The fair organizers put the SamTrans logo on its website and provided a link to the SamTrans website, included SamTrans information on the San Mateo Event Center electronic reader board and provided booth space. SamTrans posted interior adcards, ran an ad in *The Examiner*, created a unique web button, issued a news release and mentioned the fair in the quarterly *Transit Fun Guide*.

New Fareboxes – In preparation for the systemwide rollout of new fareboxes, staff used a number of methods to inform customers of the change. Onboard the buses, customers had access to a brochure and a scrolling electronic message. Staff ambassadors visited key transit centers to provide customers with information and show them how to use the new farebox. Staff also issued a news release and posted a how-to-use video. The transition to the new farebox went smoothly.

Dump the Pump: The American Public Transportation Association sponsors an annual day to help Americans and Canadians realize that they can forego gassing up by taking public transit. This year, SamTrans did its part to educate visitors and residents with newspaper ads, a countdown clock on its website and a news release. The SamTrans June Monthly Pass also carried the Dump the Pump graphic and message.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Ted Yurek, Senior Planner 650-508-6471

Table A
Average Weekday Ridership

June 2011				<u>FY2010/FY2011</u>
<u>Mode</u>	<u>FY2009</u>	<u>FY2010[^]</u>	<u>FY2011</u>	<u>%Change</u>
Bus +	44,850	41,290	41,470	0.4%
Paratransit	1,104	1,069	1,093	2.2%
Caltrain # +	38,980	39,840	44,450	11.6%
Caltrain Shuttle #	5,807	5,255	6,944	32.1%
BART Shuttle	2,023	1,862	1,990	6.9%
Total	92,764	89,316	95,947	7.4%
BART (Extension Only)*	37,395	36,663	40,950	11.7%
Grand Total	130,159	125,979	136,897	8.7%

Year to Date				<u>FY2010/FY2011</u>
<u>Mode</u>	<u>FY2009</u>	<u>FY2010[^]</u>	<u>FY2011</u>	<u>%Change</u>
Bus +	49,950	46,320	44,910	-3.0%
Paratransit	1,145	1,104	1,080	-2.2%
Caltrain # +	40,030	37,800	39,880	5.5%
Caltrain Shuttle #	6,116	5,490	5,768	5.1%
BART Shuttle	2,042	1,905	1,993	4.6%
Total	99,283	92,618	93,631	1.1%
BART (Extension Only)*	37,470	35,781	38,415	7.4%
Grand Total	136,753	128,399	132,046	2.8%

System

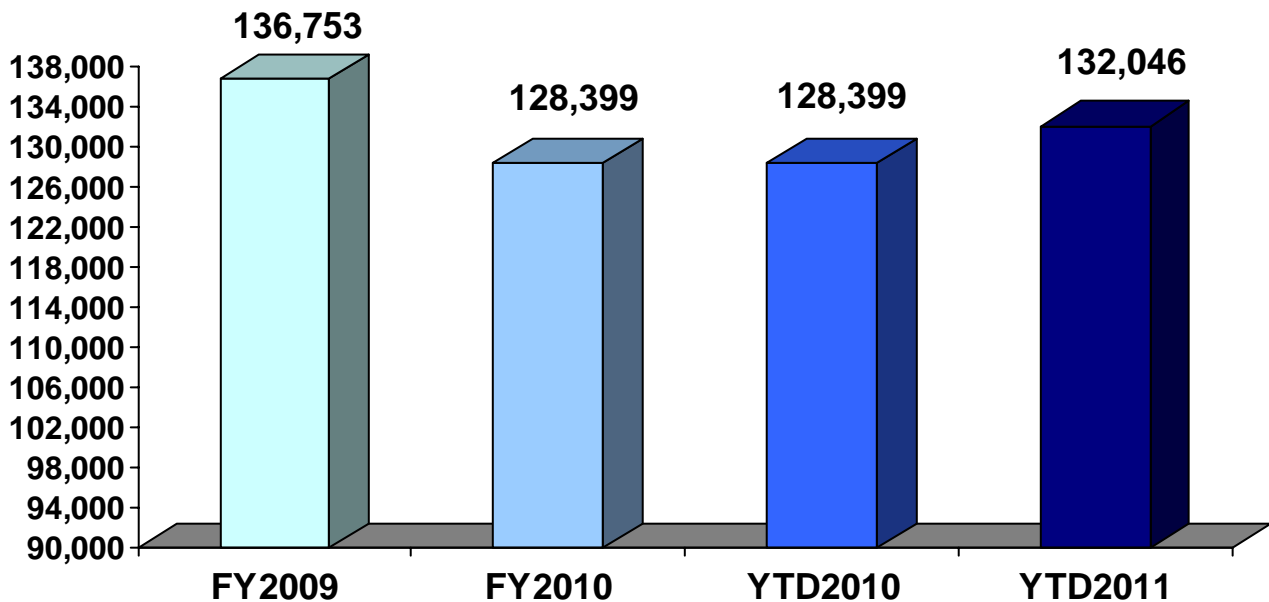
* Extension Only (No Daly City)

+ 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



**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 - JULY 2011

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 2010 vs. FY2011 and year-to-date comparisons of FY2011 vs. FY2012.

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

MONTHLY RIDERSHIP HIGHLIGHTS—JULY 2011 COMPARED TO JULY 2010

All Modes – AWR of 87,877, an increase of 1.7 percent.

Bus – AWR of 37,270, a decrease of 0.7 percent.

Paratransit - AWR of 1,009, a decrease of 2.7 percent.

Caltrain - AWR of 44,130, an increase of 8.4 percent.

Caltrain Shuttles - AWR of 6,451, an increase of 27.2 percent.

BART Shuttles - AWR of 1,597, a decrease of 18.1 percent.

SamTrans Promotions – July 2011

The SamTrans Spirit – Staff produced a one-minute video providing a behind-the-scenes glimpse into what it takes to put the bus service on the street for customers. The video was posted on the SamTrans website and also on YouTube.

Summer Youth Pass – SamTrans continued to promote the bargain of the year: its Summer Youth Pass. Promotional elements included bilingual ads, posters and status updates on the SamTrans Youth Facebook page.

Clipper® – With the transition away from paper Monthly passes just six months away, staff began increasing its customer education efforts. Customers are being informed through our efforts and those of our pass vendors. The last regular paper Monthly Pass will be issued in December 2011.

Publications: SamTrans issued its summer edition of its *Transit Fun Guide*.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Ted Yurek, Senior Planner 650-508-6471

Table A
Average Weekday Ridership

July 2011				<u>FY2011/FY2012</u>
<u>Mode</u>	<u>FY2010[^]</u>	<u>FY2011</u>	<u>FY2012</u>	<u>%Change</u>
Bus +	41,660	37,550	37,270	-0.7%
Paratransit	1,183	1,130	1,099	-2.7%
Caltrain # +	40,850	40,700	44,130	8.4%
Caltrain Shuttle #	5,443	5,070	6,451	27.2%
BART Shuttle	1,935	1,949	1,597	-18.1%
Total	91,071	86,399	90,547	4.8%
BART (Extension Only)*	36,593	37,738	41,884	11.0%
Grand Total	127,664	124,137	132,431	6.7%

Year to Date				<u>FY2011/FY2012</u>
<u>Mode</u>	<u>FY2010[^]</u>	<u>FY2011</u>	<u>FY2012</u>	<u>%Change</u>
Bus +	41,660	37,550	37,270	-0.7%
Paratransit	1,183	1,130	1,099	-2.7%
Caltrain # +	40,850	40,700	44,130	8.4%
Caltrain Shuttle #	5,443	5,070	6,451	27.2%
BART Shuttle	1,935	1,949	1,597	-18.1%
Total	91,071	86,399	90,547	4.8%
BART (Extension Only)*	36,593	37,738	41,884	11.0%
Grand Total	127,664	124,137	132,431	6.7%

System

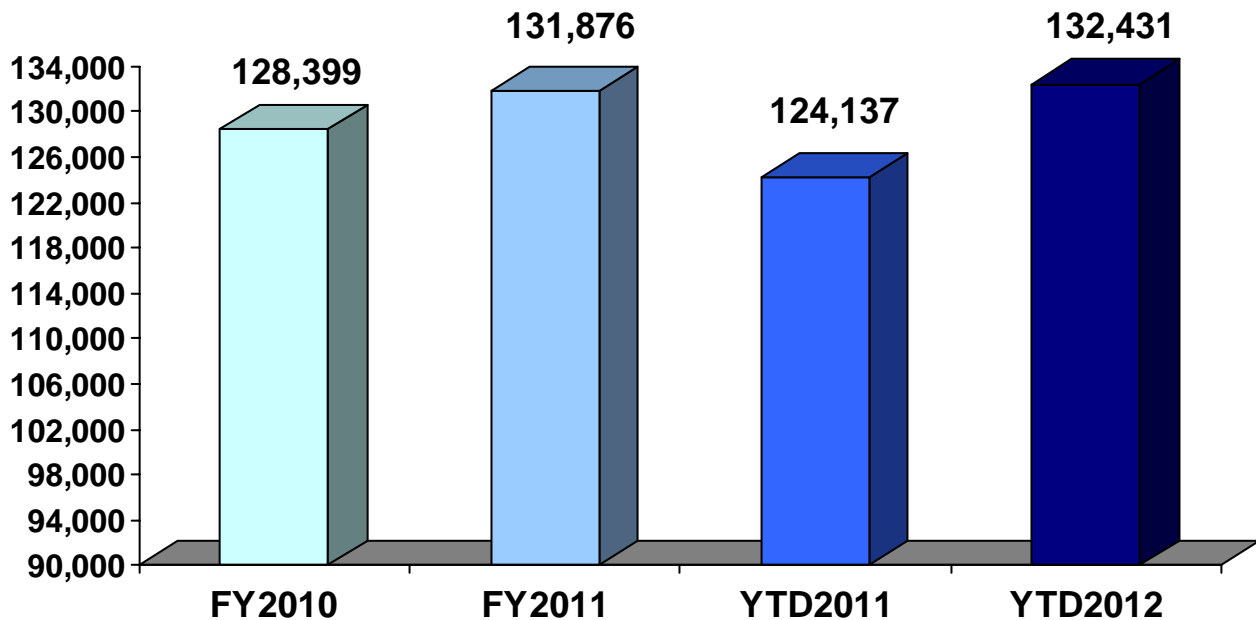
* Extension Only (No Daly City)

+ 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





NOTE TIME CHANGE

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, SEPTEMBER 14, 2011 – 3:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of July 13, 2011
2. Approval of Statement of Revenues and Expenses for July 2011
3. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended June 30, 2011
4. Authorize Execution of a Cooperative Agreement with the City/County Association of Governments of San Mateo County and Santa Clara Valley Transportation Authority for Cost Sharing for the Performance of a Tiger II Planning Grant for Elements of the Grand Boulevard Initiative
5. Authorize Execution of a Funding Agreement with the California Department of Transportation for an Urban Transit Planning Studies Grant for the El Camino Real Bus Rapid Transit Phasing Plan and Amend the Fiscal Year 2012 Capital Budget by \$221,319 to Include the Caltrans Planning Funds
6. Authorize Approval of a Tentative Budget Proposal for the Fiscal Year 2013 Caltrain Operating Budget and a Budget Framework for Fiscal Year 2014 and Beyond
7. Authorize Execution of Funding Agreements with the San Mateo County Transportation Authority and the City/County Association of County Governments in Support of the Regional Bicycle Share Pilot Program and Amend the Fiscal Year 2012 Capital Budget by \$105,000
8. Authorize Execution of a Transfer of Ownership Agreement with the Alameda-Contra Costa Transit District and an Agreement with the Metropolitan Transportation Commission for the Purpose of Accepting Title Transfer of 10 Buses for the Dumbarton Bridge Express Bus Service

CONTRACTS

9. Authorize Award of Contract to MV Transportation, Inc. for Operation and Maintenance of Dumbarton Bridge Express Service for a Not-to-Exceed Amount of \$6,527,795 for a Five-year Term

10. Authorize Extension of the Contract with MV Transportation, Inc. for Providing Contracted Urban Bus (CUB) Service for a One-year Period at the Negotiated Vehicle Revenue Mile Rate of \$7.959
11. Authorize Rejection of Low Monetary Bid from Daimler Bus North America, Inc. as Non-Responsive and Award of Contract to New Flyer Industries Canada ULC for Furnishing Non-Asbestos Brake Blocks for a Total Estimated Cost of \$155,494 for a Five-year Term
12. Authorize Rejection of Low Monetary Bid from SimplexGrinnell, LP as Non-Responsive and Award of Contract to Siemens Industry for Fire Suppression Equipment Inspection, Maintenance and Fire Alarm Monitoring Services for \$289,258 for a Three-year Term
13. Authorize the Purchase of Seven Vehicles Through the State of California Contract for a Total Estimated Cost of \$174,518 and Authorize Disposition of Seven Surplus Vehicles
14. Authorize the Purchase of 10 Paratransit Minivans for Americans with Disabilities Act Paratransit Service for a Total Cost of \$466,014 and Authorize Disposal of 10 Surplus Paratransit Minivans
15. Authorize Amendment of Contract with Creative Bus Sales, Inc. in an Estimated Amount of \$357,171 for the Purchase of up to Four 22-foot Paratransit Vehicles (Cutaways)
16. Authorize Award of Contract to Lamar Transit Advertising for Exterior Bus Advertising Services for a Minimum Revenue Guarantee of \$3,425,000 Over a Five-year Period
17. Authorize Award of 10 On-call, No Guarantee Contracts for Information Technology Consulting and Support Services for a Not-to-Exceed Amount of \$8,500,000 for a Three-year Term

INFORMATIONAL

18. Information on Preliminary Statement of Revenues and Expenses for June 2011
19. Update on the Execution of the Fiscal Year 2012 Fuel Hedging Program

Committee Members: Shirley Harris, Jeff Gee, 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 FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
JULY 13, 2011**

Committee Members Present: S. Harris (Committee Chair), J. Gee, A. Tissier

Other Board Members Present, Constituting Committee of the Whole: J. Deal, C. Groom, R. Guilbault, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto

Staff Present: J. Cassman, C. Cavitt, A. Chan, B. Fitzpatrick, G. Harrington, R. Haskin, R. Lake, M. Martinez, D. Miller, M. Scanlon, M. Simon

Committee Chair Shirley Harris called the meeting to order at 2:33 p.m.

Approval of Minutes of Finance Committee Meeting of June 8, 2011

The Committee approved the minutes (Lloyd/Groom); Gee and Kersteen-Tucker abstained.

Approval of Revenues and Expenses for May 2011

Deputy CEO Gigi Harrington said revenues are under budget primarily due to operating grants; the agency will be applying for that funding in the June time frame. Savings on the expense side are primarily in the motor bus area. Last week fuel was \$3.08 per gallon and year-to-date it is \$2.71 per gallon. Through the end of June, \$130,000 has been received from the fuel hedge for Fiscal Year (FY) 2011. Ms. Harrington said fuel was hedged at \$2.90 per gallon for FY2012.

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

Authorize Execution of a Three-year Use Agreement with Sunset Real Properties, LLC for Pico Boulevard Near San Carlos for a Total Cost of \$292,890

Manager of Real Estate and Property Development Brian Fitzpatrick said staff is requesting the Committee recommend the Board authorize the agreement with Sunset Real Properties for Pico Boulevard. He said this is a privately owned piece of property that is used to access the South Base Facility.

Director Jerry Deal said when a piece of property is sold you have to have access to that property and there are laws that state a landlocked piece of property can not be sold. There were two ways to enter into the property, Pico Boulevard and another route. He said the Pico Boulevard property was sold and SamTrans is now paying roughly \$100,000 a year to use the access. Director Deal would like to know of the possibility the other access can be used and what the cost would be to use this access versus the Pico Boulevard access.

Mr. Fitzpatrick said the two accesses are Pico Boulevard on the north and Airport Boulevard on the west. He said when the property was first purchased, the facility was designed that it required access via Pico. To undo this would mean the buses would have to be rerouted in how

they enter the facility. This has been asked at staff level and the initial response was that it was cost prohibitive and makes more sense to lease then reconfigure.

General Manager/CEO Michael Scanlon said he has asked legal counsel to look at what the life cycle costs are and what it would take to purchase the property and grant easement to existing private party.

Director Deal said there was a situation in Millbrae where a resident was using 1,000 square feet of a neighbor's backyard for a vegetable garden. The owner of the property didn't realize that was his property until he went to put an addition on and went to court for this property and lost because the neighbor had been using it for so many years. He brings this up because he doesn't know how this plays in with the Pico Boulevard property.

Legal Counsel David Miller said he doesn't think this will apply in this situation. Staff has a known recognized entitlement to access, by agreement, to this property owned by the adjacent owner.

Director Rose Guilbault asked if the Board should still take action on this item. Mr. Scanlon said he recommends the Board proceed with this action and take the concerns under advisement going forward and look at acquiring permanent fee interest in the property.

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

Authorize Filing Annual Claim with the Metropolitan Transportation Commission (MTC) for Transportation Development Act (TDA), State Transit Assistance (STA) and Regional Measure 2 (RM2) Funds for a Total Amount of \$36,726,192

Director of Budgets and Grants April Chan said staff is requesting the Committee recommend the Board authorize the filing of an annual claim with the MTC to receive TDA, STA and RM2 funds in the amount of \$36,726,192. This amount is consistent with the amounts in the FY2012 Operating Budget.

Chair Karyl Matsumoto asked what is being done with the shortfall of \$800,000. Ms. Chan said staff will be looking at expenses very carefully and will probably need to come back mid-year to adjust and make up the difference.

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

Authorize Approval and Ratification of the FY2012 Insurance Program for a Total Cost Not-to-Exceed Amount of \$1,483,053

Ms. Harrington said staff is requesting the Committee recommend the Board approve the FY2012 Insurance Program. There are two major components to the Program: liability insurance, which carries a \$1 million deductible and a cap of \$100 million, and other types of insurances, such as property, which is used when there is physical damage to the facilities or vehicles. There is funding available in the FY2012 budget. Ms. Harrington said costs are up due to claims history and hardening in the market.

Director Zoe Kersteen-Tucker asked if there is earthquake coverage in the program.

Ms. Harrington said there is no earthquake coverage. She said staff priced it and it is cost prohibitive. She said staff is happy to get any quotes the Board is interested in and bring back to the Board for next year.

Director Kersteen-Tucker asked if it is an industry standard not to have earthquake coverage. Mr. Scanlon said staff can report back on the practices of the other transit industries.

Committee Chair Harris said she is glad to see staff is following through on the commitment to be green and using green materials.

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

Authorize Extending the Agreement with the County of San Mateo for Law Enforcement and Police Communications Services for a Six-month Period for a Total Cost Not-to-Exceed Amount of \$1,800,000

Ms. Harrington said staff is asking the Committee to recommend the Board authorize extending the agreement with the County of San Mateo for law enforcement and police communications services. She said the District currently has a contract with the San Mateo County Sheriff's Office to provide security services for both Caltrain and SamTrans, but more heavily on the Caltrain side. There is a dedicated group of deputies here at the District who handle specialized issues, investigations and accidents. This contract has expired and staff needs to renegotiate the terms and conditions during the next six-month period. Ms. Harrington said there are funds in the FY2012 budget.

Chair Matsumoto asked if this force rotates or is specifically assigned to the District. Ms. Harrington said they are dedicated to the District, based here and only rotate at the discretion of the District.

Director Carole Groom asked if she and Director Adrienne Tissier can vote on this matter. Mr. Miller said yes.

Director Jeff Gee asked if the Board receives semi-annual updates from the sheriff's office on cases. Ms. Harrington said staff could provide a report.

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

Authorize Award of Contract to Gillig LLC to Furnish New and Remanufactured/Exchange Brake Valves, Air Valves and Related Items for a Total Estimated Cost of \$178,532 for a Five-year Term

Director of Contracts and Procurement Cheryl Cavitt said staff is proposing the Committee recommend the Board authorize award of contract to Gillig LLC. for a five-year contract to furnish new and remanufactured/exchange brake valves, air valves and related items. Staff followed the normal Invitation for Bid sealed bid process. Only one bid was received and staff did the normal due diligence and cost price analysis of the bid and concluded the bid price was fair and reasonable. Staff did survey other prospective bidders to see why they didn't bid. Two potential bidders responded that they couldn't provide all the other items or didn't feel it would be competitive.

Director Deal said sometimes the government makes specifications so tight that there are only a few bidders so he feels that staff should always look at the procurements to make sure the bid procedure and the way bids are taken are not so intensive that it makes it harder for people to put up a bid.

Mr. Scanlon said staff understands and thinks staff is pretty proactive in the area. Staff does provide for approved equivalents and does due diligence.

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

Adjourned: 2:53 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 JULY 31, 2011 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 July 2011 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 13) are \$48,943 or 0.4 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$120,481 or 8.3 percent, *Operating Grants* (page 1, line 4) are **worse** than budget by \$1,033 or 35.4 percent, *Measure A contribution and AB434 funds* (page 1, line 5) are **worse** than budget by \$4,511 or 0.6 percent, *Investment Interest* (page 1, line 9) is **better** than budget by \$70,738 or 39.5 percent and *Other Interest, Rent & Other Income* (page 1, line 10) are **better** than budget by \$6,344 or 1.7 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$1,376,603 or 10.3 percent **better** than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$1,195,692 or 13.2 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$162,470 or 13.9 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$18,441 or 0.6 percent.

Budget Amendments: There are no budget amendments for the month of July 2011.

Prepared by: Sheila Tioyao, Manager, Financial Services
Jeannie Chen, Senior Accountant

650-508-7752
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2012
JULY 2011**

% OF YEAR ELAPSED: **8.3%**

	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	1,333,127	1,391,742	1,333,127	1,453,608	91.7	17,443,300	17,443,300	7.6
2 Local TDA and STA Funds	4,667,271	5,117,909	4,667,271	4,667,271	100.0	33,000,814	33,000,814	14.1
3 Pass through to Other Agencies	181,790	81,274	181,790	181,790	100.0	281,790	281,790	64.5
4 State/Federal Operating Grants	1,886	31,999	1,886	2,919	64.6	10,202,857	10,202,857	0.0
5 Measure A and AB434 Funds	701,043	689,250	701,043	705,554	99.4	8,996,335	8,996,335	7.8
6 Subtotal - Operating Revenues	6,885,117	7,312,173	6,885,117	7,011,142	98.2	69,925,096	69,925,096	9.8
Other Revenue Sources								
8 District 1/2 Cent Sales Tax	4,757,133	4,618,067	4,757,133	4,757,133	100.0	61,500,000	61,500,000	7.7
9 Investment Interest	249,953	328,996	249,953	179,215	139.5	2,150,620	2,150,620	11.6
10 Other Interest, Rent & Other Income	389,233	463,197	389,233	382,889	101.7	5,972,275	5,972,275	6.5
11 Other Sources	0	0	0	0	0	5,700,000	5,700,000	0.0
12 Subtotal - Other Revenues	5,396,319	5,410,260	5,396,319	5,319,237	101.4	75,322,895	75,322,895	7.2
13 Total Revenues	12,281,436	12,722,432	12,281,436	12,330,379	99.6	145,247,991	145,247,991	8.5
14 Capital Assistance	48,105	267,796	48,105	48,105	100.0	14,194,614	25,982,954 A	0.2
15 Reserves Programmed for Capital	359,547	251,831	359,547	359,547	100.0	0	13,559,868 A	0.0
16 Total Revenues - All Sources	12,689,088	13,242,060	12,689,088	12,738,031	99.6	159,442,605	184,790,813	6.9
USES OF FUNDS								
Operations								
20 Motor Bus	7,861,175	7,166,097	7,861,175	9,056,867	86.8	99,414,897	99,414,897	7.9
21 A. D. A. Programs	1,009,971	1,065,703	1,009,971	1,172,441	86.1	14,069,346	14,069,346	7.2
22 Caltrain	2,756,135	3,096,792	2,756,135	2,756,135	100.0	10,620,000	10,620,000	26.0
23 Other Multimodal Programs	311,953	324,890	311,953	330,394	94.4	3,967,226	3,967,226	7.9
24 Subtotal - Operating Costs	11,939,234	11,653,481	11,939,234	13,315,837	89.7	128,071,469	128,071,469	9.3
Other Uses of Funds								
26 Pass through to Other Agencies	181,790	81,274	181,790	181,790	100.0	281,790	281,790	64.5
27 Transfer Out to Debt Service	2,037,499	2,037,678	2,037,499	2,037,499	100.0	24,477,279	24,477,279	8.3
28 Fiscal Agent Fees	6,838	0	6,838	6,460	105.8	25,080	25,080	27.3
29 Land Transfer Interest Expense	0	0	0	0	0	70,000	70,000	0.0
30 Subtotal - Other Uses	2,226,127	2,118,952	2,226,127	2,225,749	100.0	24,854,149	24,854,149	9.0
31 Capital Programs	454,944	526,469	454,944	454,944	100.0	19,180,994	44,529,202 A	1.0
32 Total Uses of Funds	14,620,305	14,298,902	14,620,305	15,996,530	91.4	172,106,612	197,454,820	7.4
33 NET SURPLUS / (DEFICIT)	(1,931,216)	(1,056,842)	(1,931,216)	(3,258,499)	59.3	(12,664,007)	(12,664,007)	15.2

"% 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 2012
JULY 2011**

% OF YEAR ELAPSED: 8.3%

	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	1,270,435	1,323,066	1,270,435	1,384,083	91.8	16,609,000	16,609,000	7.6
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,806,948	3,917,313	3,806,948	3,806,948	100.0	26,648,636	26,648,636	14.3
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	587,865	892,982	587,865	587,865	100.0	4,444,973	4,444,973	13.2
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	1,886	31,999	1,886	2,919	64.6	8,813,584	8,813,584	0.0
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	1,850,758	581,292	1,850,758	2,964,430	62.4	39,193,611	39,193,611	4.7
10 Accessibility Fixed Route	88,094	86,865	88,094	54,992	160.2	659,919	659,919	13.3
11 TOTAL 1/2 CENT SALES TAX	1,938,852	668,157	1,938,852	3,019,423	64.2	39,853,530	39,853,530	4.9
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	5,601	10,360	5,601	13,630	41.1	163,570	163,570	3.4
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	46	146	46	130	35.0	1,580	1,580	2.9
16 Rental Income	87,198	86,475	87,198	88,685	98.3	1,064,230	1,064,230	8.2
17 Advertising Income	75,680	150,000	75,680	75,000	100.9	900,000	900,000	8.4
18 Other Income	86,664	85,600	86,664	78,184	110.8	915,794	915,794	9.5
19 TOTAL OTHER REVENUES	249,587	322,221	249,587	241,999	103.1	2,881,604	2,881,604	8.7
20								
21 TOTAL MOTOR BUS	7,861,175	7,166,097	7,861,175	9,056,867	86.8	99,414,897	99,414,897	7.9
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	62,692	68,676	62,692	69,525	90.2	834,300	834,300	7.5
25 Local TDA 4.5 Redi-Wheels	200,366	206,174	200,366	200,366	100.0	1,402,560	1,402,560	14.3
26 Local STA - Paratransit	72,092	101,440	72,092	72,092	100.0	504,645	504,645	0.0
27 Operating Grants	0	0	0	0	0.0	1,389,273	1,389,273	0.0
28 Sales Tax - District ADA Programs	345,983	374,601	345,983	532,470	65.0	4,786,142	4,786,142	7.2
29 Sales Tax - Paratransit Suppl. Coastside	103,048	91,980	103,048	96,385	106.9	1,156,636	1,156,636	0.0
30 Interest Income - Paratransit Fund	35,505	38,110	35,505	11,315	313.8	135,790	135,790	26.1
31 Measure A Redi-Wheels	190,285	184,723	190,285	190,288	100.0	2,460,000	2,460,000	7.7
32 Measure M Paratransit	0	0	0	0	0.0	1,400,000	1,400,000	0.0
33 TOTAL ADA PROGRAMS	1,009,971	1,065,703	1,009,971	1,172,441	86.1	14,069,346	14,069,346	7.2
34								
35 MULTIMODAL TRANSIT PROGRAMS:								
36 Sales Tax - Caltrain	0	2,727,347	0	0	0.0	0	0	0.0
37 Other Sources - Caltrain	2,375,564	0	2,375,564	2,375,564	100.0	5,700,000	5,700,000	41.7
38 Transfer from TA for Caltrain	380,571	369,445	380,571	380,571	100.0	4,920,000	4,920,000	7.7
39 TA Funded SM/Caltrain Shuttles	85,604	90,415	85,604	90,111	95.0	1,081,335	1,081,335	7.9
40 Employer Share SM/Caltrain Shuttles	24,696	26,026	24,696	25,939	95.2	311,271	311,271	7.9
41 AB434 Funds - SamTrans Shuttle	44,583	44,667	44,583	44,583	100.0	535,000	535,000	8.3
42 Employer SamTrans Shuttle Funds	114,950	114,950	114,950	114,950	100.0	1,379,400	1,379,400	8.3
43 Sales Tax - SamTrans Shuttle Program	25,402	28,130	25,402	28,291	89.8	341,990	341,990	7.4
44 Operating Grants	0	0	0	0	0.0	0	0	0.0
45 Sales Tax - Gen. Operating Asst.	16,718	20,702	16,718	26,518	63.0	318,230	318,230	5.3
46								
47 TOTAL MULTIMODAL	3,068,088	3,421,682	3,068,088	3,086,529	99.4	14,587,226	14,587,226	21.0
48								
49 TOTAL REVENUES	11,939,234	11,653,481	11,939,234	13,315,837	89.7	128,071,469	128,071,469	9.3

% 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 2012
JULY 2011**

% OF YEAR ELAPSED: 8.3%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,654,310	4,033,253	4,654,310	5,157,678	90.2	53,344,734	53,227,132	8.7
2								
3 Services:								
4 Board of Directors	6,127	4,099	6,127	9,608	63.8	53,100	53,100	11.5
5 Contracted Vehicle Maintenance	25,690	45,847	25,690	73,295	35.1	785,250	785,250	3.3
6 Property Maintenance	77,448	58,282	77,448	107,500	72.0	1,278,500	1,278,500	6.1
7 Professional Services	155,599	165,844	155,599	337,967	46.0	4,299,827	4,395,098	3.5
8 Technical Services	307,202	213,280	307,202	348,033	88.3	4,008,902	4,031,233	7.6
9 Other Services	26,037	25,781	26,037	62,779	41.5	490,500	490,500	5.3
10								
11 Materials & Supply:								
12 Fuel & Lubricants	446,692	368,421	446,692	469,696	95.1	5,636,357	5,636,357	7.9
13 Bus Parts & Materials	80,627	99,589	80,627	190,408	42.3	1,765,700	1,765,700	4.6
14 Uniforms & Driver Expense	3,929	3,025	3,929	17,287	22.7	391,130	391,130	1.0
15 Timetables & Tickets	973	311	973	12,758	7.6	153,100	153,100	0.6
16 Office Supplies / Printing	8,080	9,884	8,080	32,173	25.1	334,874	334,874	2.4
17 Other Materials & Supply	6,536	10,621	6,536	15,000	43.6	166,250	166,250	3.9
18								
19 Utilities:								
20 Telephone	21,106	28,527	21,106	40,042	52.7	480,500	480,500	4.4
21 Other Utilities	89,278	58,769	89,278	81,800	109.1	981,600	981,600	9.1
22 Insurance Costs	195,245	205,541	195,245	209,164	93.3	2,493,500	2,493,500	7.8
23 Workers' Compensation	251,134	257,215	251,134	254,783	98.6	3,183,888	3,183,888	7.9
24 Taxes & License Fees	41,565	38,293	41,565	41,358	100.5	496,300	496,300	8.4
25 Fixed Route Accessibility	88,094	86,865	88,094	54,993	160.2	659,919	659,919	13.3
26 Leases & Rentals	8,551	8,343	8,551	9,686	88.3	116,229	116,229	7.4
27 Promotional & Legal Advertising	1,840	6,497	1,840	20,058	9.2	230,700	230,700	0.8
28 Training & Business Travel	3,771	7,511	3,771	19,907	18.9	181,085	181,085	2.1
29 Dues & Membership	6,884	17,426	6,884	6,463	106.5	83,785	83,785	8.2
30 Postage & Other	3,323	3,642	3,323	32,929	10.1	346,646	346,646	1.0
31								
32 Total District Operated Buses	6,510,042	5,756,865	6,510,042	7,605,368	85.6	81,962,376	81,962,376	7.9
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,192,365	1,213,864	1,192,365	1,280,074	93.1	15,360,895	15,360,895	7.8
36 Other Related Costs	27,826	29,954	27,826	25,444	109.4	339,820	339,820	8.2
37 Insurance Costs	46,228	79,539	46,228	54,581	84.7	655,000	655,000	7.1
38 Coastside Services	51,019	46,800	51,019	52,552	97.1	630,630	630,630	8.1
39 Redi Coast Non-ADA	16,389	20,549	16,389	19,851	82.6	238,216	238,216	6.9
40 Other Related Costs	1,536	526	1,536	3,460	44.4	41,520	41,520	3.7
41 La Honda - Pescadero	4,375	4,375	4,375	4,375	100.0	52,500	52,500	8.3
42 SamCoast - Pescadero	10,000	13,000	10,000	10,000	100.0	120,000	120,000	8.3
43 Other Related Cost - SamCoast	1,394	625	1,394	1,162	120.0	13,940	13,940	10.0
44 Total Contracted Bus Service	1,351,133	1,409,232	1,351,133	1,451,499	93.1	17,452,521	17,452,521	7.7
45								
46 TOTAL MOTOR BUS	7,861,175	7,166,097	7,861,175	9,056,867	86.8	99,414,897	99,414,897	7.9

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2012
JULY 2011**

% OF YEAR ELAPSED: **8.3%**

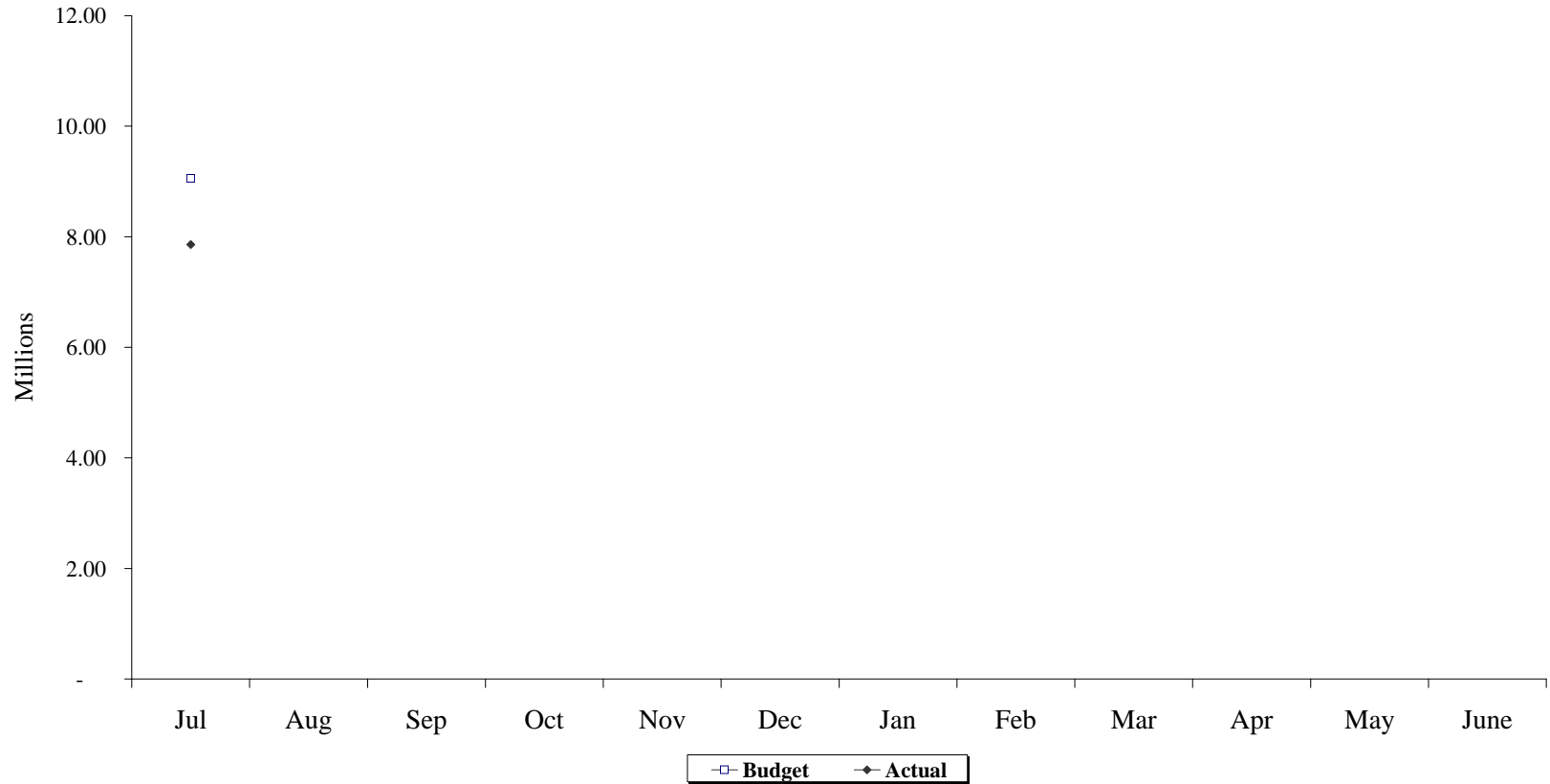
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	411,197	446,094	411,197	576,382	71.3	6,916,605	6,916,605	5.9
Other Related Costs	164,692	184,400	164,692	226,750	72.6	2,721,005	2,721,005	6.1
Sedan Service	227,129	238,944	227,129	145,333	156.3	1,744,010	1,744,010	13.0
ADA Accessibility Support	64,998	62,772	64,998	84,674	76.8	1,016,090	1,016,090	6.4
Coastside ADA Support	103,048	91,980	103,048	96,386	106.9	1,156,636	1,156,636	8.9
Insurance Costs	38,909	41,512	38,909	42,916	90.7	515,000	515,000	7.6
TOTAL ADA PROGRAMS	1,009,971	1,065,703	1,009,971	1,172,441	86.1	14,069,346	14,069,346	7.2
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	2,756,135	3,096,792	2,756,135	2,756,135	100.0	10,620,000	10,620,000	26.0
Total Caltrain Service	2,756,135	3,096,792	2,756,135	2,756,135	100.0	10,620,000	10,620,000	26.0
OTHER SUPPORT								
Dumbarton Express Service	10,000	10,505	10,000	10,511	95.1	126,130	126,130	7.9
SamTrans Shuttle Service	184,935	187,747	184,935	187,824	98.5	2,256,390	2,256,390	8.2
SM/Caltrain Shuttles	110,300	116,441	110,300	116,051	95.0	1,392,606	1,392,606	7.9
Maintenance Multimodal Facilities	6,718	10,197	6,718	16,008	42.0	192,100	192,100	3.5
Total Other Support	311,953	324,890	311,953	330,394	94.4	3,967,226	3,967,226	7.9
TOTAL MULTI-MODAL PROGRAMS	3,068,088	3,421,682	3,068,088	3,086,529	99.4	14,587,226	14,587,226	21.0
TOTAL EXPENSES	11,939,234	11,653,480	11,939,234	13,315,837	89.7	128,071,469	128,071,469	9.3

% 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

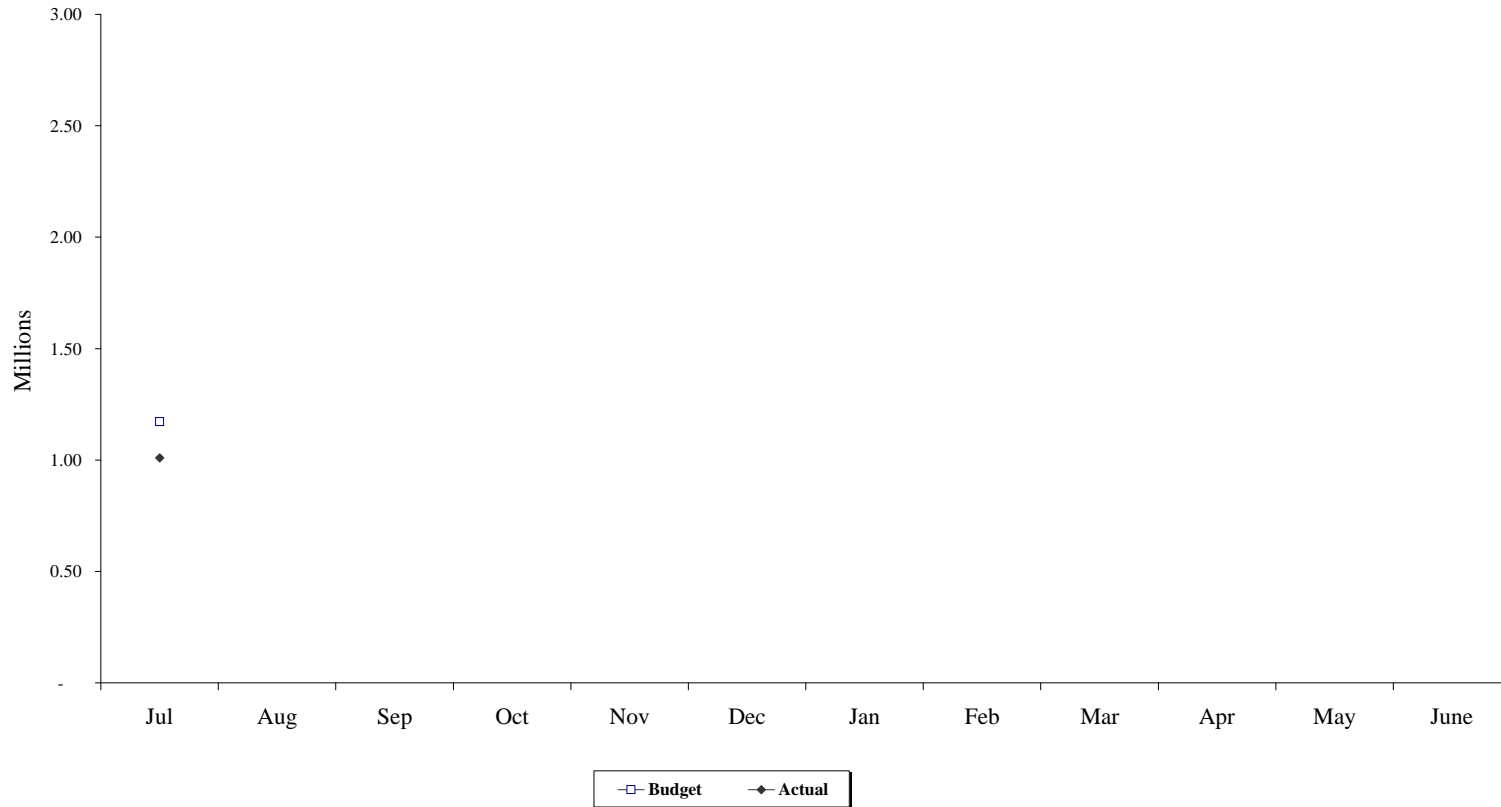
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	9,056,867												
Actual	7,861,175												
CUMULATIVE EXPENSES													
Budget	9,056,867												
Actual	7,861,175												
Variance - F(U)	1,195,692												
Variance %	13.20%												

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2012

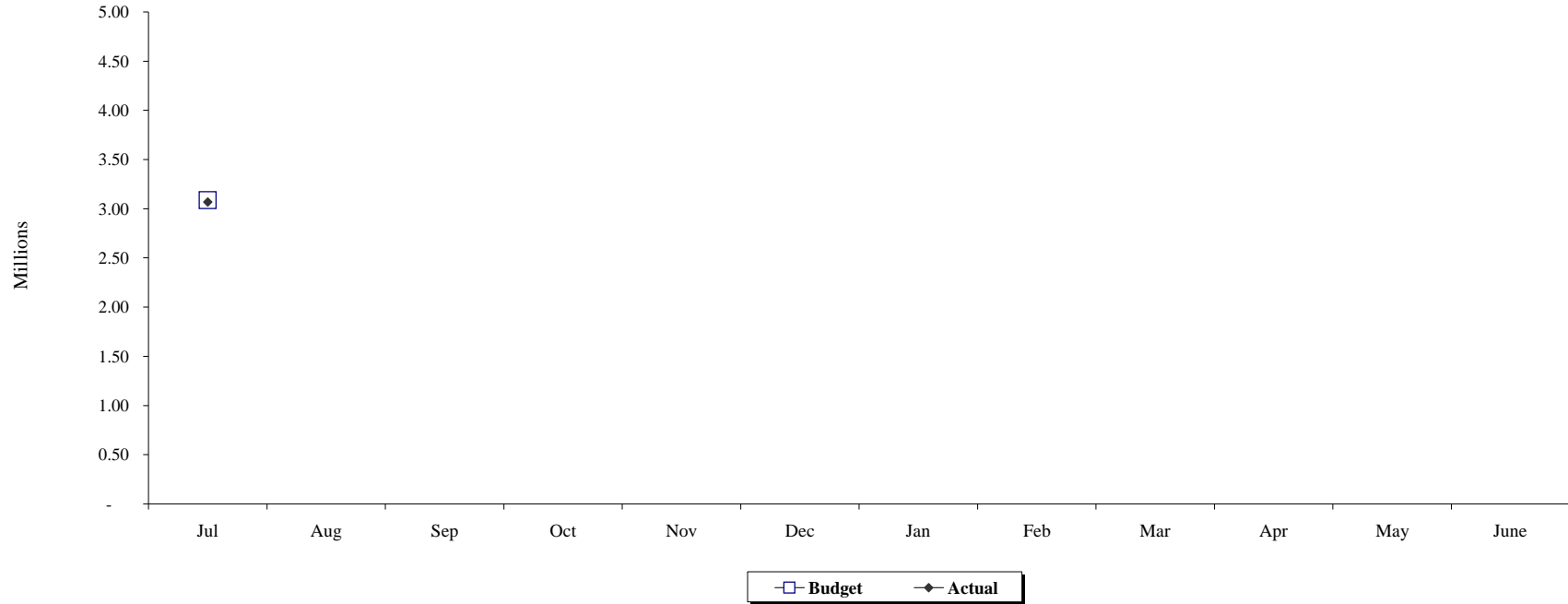


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,172,441											
Actual	1,009,971											
CUMULATIVE EXPENSES												
Budget	1,172,441											
Actual	1,009,971											
Variance - F(U)	162,470											
Variance %	13.86%											

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	3,086,529											
Actual	3,068,088											
CUMULATIVE EXPENSES												
Budget	3,086,529											
Actual	3,068,088											
Variance - F(U)	18,441											
Variance %	0.60%											

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR JULY 2011

BUDGET AMENDMENTS

	Amount	Line Item	Description
Jul-11			No Budget Amendments in July 2011
	<u>\$ -</u>	Total	<u>\$ -</u> Total

BUDGET REVISIONS

	Amount	Line Item	Description
Jul-11			No Budget Revisions in July 2011.
	<u>\$ -</u>	Total	<u>\$ -</u> Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2011 & FY2012
JULY 2011

9/6/11 12:03 PM

Approved Budget		Receipts		Over/(Under)	Current																				
Date	Amount	Date	Amount	Budget/Projection	Projection																				
FY2011:																									
1st Quarter	15,224,400	1st Quarter	15,365,997	141,597	15,365,997																				
2nd Quarter	15,910,800	2nd Quarter	16,917,979	1,007,179	16,917,979																				
3rd Quarter	13,855,400	3rd Quarter	14,737,296	881,896	14,737,296																				
4th Quarter	15,009,400	4th Quarter	14,735,600	1,227,200	16,236,600 (1)																				
FY2011 Total	60,000,000	FY2011 Total	61,756,873	3,257,873	63,257,873																				
FY2012																									
Jul. 11	4,225,700	Sep. 11		0	4,225,700 (1)																				
Aug. 11	4,225,700	Oct. 11		0	4,225,700																				
Sep. 11	5,634,300	Nov. 11		0	5,634,300																				
1st Qtr. Adjustment	1,594,300	Dec. 11		0	1,594,300 (1) Jul																				
3 Months Total	15,680,000		0	0	15,680,000 Portion																				
Oct. 11	4,368,400	Dec. 11		0	4,368,400																				
Nov. 11	4,368,400	Jan. 12		0	4,368,400																				
Dec. 11	5,903,400	Feb. 12		0	5,903,400																				
2nd Qtr. Adjustment	1,618,000	Mar. 12		0	1,618,000																				
6 Months Total	31,938,200		0	0	31,938,200																				
Jan. 12	3,813,400	Mar. 12		0	3,813,400																				
Feb. 12	3,813,400	Apr. 12		0	3,813,400																				
Mar. 12	5,197,600	May 12		0	5,197,600																				
3rd Qtr. Adjustment	1,412,300	Jun. 12		0	1,412,300																				
9 Months Total	46,174,900		0	0	46,174,900																				
Apr. 12	4,137,800	Jun. 12		0	4,137,800																				
May 12	4,137,800	Jul. 12		0	4,137,800																				
Jun. 12	5,517,000	Aug. 12		0	5,517,000																				
4th Qtr. Adjustment	1,532,500	Sep. 12		0	1,532,500																				
FY2012 Total	61,500,000	FY2012 Total	0	0	61,500,000																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;">4,757,133</td> <td style="width: 25%;">1st Quarter</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td></td> <td>2nd Quarter</td> <td></td> </tr> <tr> <td></td> <td></td> <td>3rd Quarter</td> <td></td> </tr> <tr> <td></td> <td></td> <td>4th Quarter</td> <td></td> </tr> <tr> <td></td> <td><u>4,757,133</u></td> <td>YTD Actual Per Statement of Revenues & Expenses</td> <td></td> </tr> </table>							4,757,133	1st Quarter				2nd Quarter				3rd Quarter				4th Quarter			<u>4,757,133</u>	YTD Actual Per Statement of Revenues & Expenses	
	4,757,133	1st Quarter																							
		2nd Quarter																							
		3rd Quarter																							
		4th Quarter																							
	<u>4,757,133</u>	YTD Actual Per Statement of Revenues & Expenses																							
(1) Accrued																									

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

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

ACTION

Staff proposes that the Finance Committee recommend that the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended June 30, 2011.

SIGNIFICANCE

The District Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. This staff report was forwarded to the Board of Directors under separate cover on July 29, 2011 in order to meet the 30-day requirement.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The San Mateo County Transit District ("District") is required by state law to submit quarterly reports within 30 days of the end of the quarter covered by the report. The report is required to include the following information:

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

requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

A schedule, which addresses the requirements of 1, 2, and 3 above, is included in this report on pages 5 and 6. The schedule separates the investments into three groups: The Investment Portfolio which is managed by SunTrust Banks, doing business as CSI Capital a SunTrust Group ("CSI"); formerly CSI Capital Management, Inc., prior to its recent acquisition by SunTrust Bank; Liquidity funds which are managed by District staff; and Trust funds which are managed by a third party trustee. The Investment Policy governs the management and reporting of the Investment Portfolio and Liquidity funds while the bond covenants govern the management and reporting of the Trust funds.

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

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

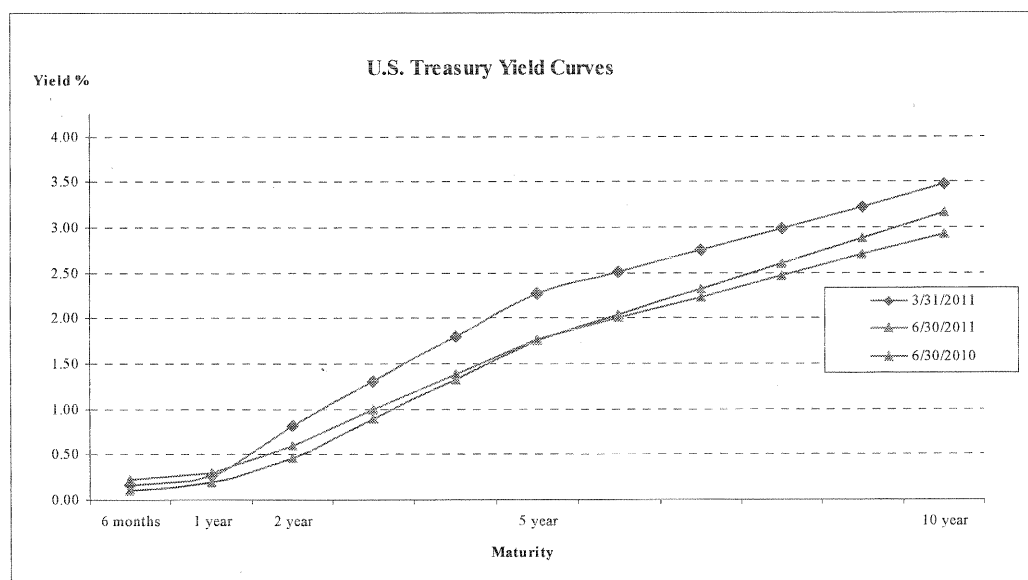
The Liquidity funds managed by District staff are considered to be cash equivalents and therefore market value is considered to be equal to book value, (i.e. cost). The shares of beneficial interest generally establish a nominal value per share. Because the Net Asset Value is fixed at a nominal value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

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

DISCUSSION

Market Review and Outlook

Interest rates fell modestly during the second quarter of the year as a lull in economic activity and heightened concerns over the sovereign debt crisis in Greece drove investors to the relative safety of U.S. Treasuries. By quarter's end, however, progress on another bailout for Greece, uncertainty surrounding the end of the Fed's latest round of quantitative easing and unease over when congress would increase the debt ceiling left interest rates well off the quarter's lows. Interestingly, as shown in the graph below, compared to a year ago when the market was also struggling with debt problems in Greece and slower economic growth, the level of interest rates was remarkably similar.



Data Source: Bloomberg

The central question now facing bond investors is whether the current lull in economic activity persists or is transitory. It is tempting to dismiss the recent softness in the economy to a series of temporary impacts such as the supply disruptions from Japan, higher oil prices and our spring weather bringing floods and tornadoes. Actually this is our base case scenario and given the faster than expected improvement in previously broken supply chains, recently lower gas prices and improving weather, we would not be surprised to see a pick up in economic growth through the rest of the year.

Yet, if recent events have taught us anything, it is difficult to have too high a level of confidence in any scenario concerning the economy and markets. To be sure, there are several near term threats to our continued, somewhat subpar recovery. Chief among these would be a failure to come to a timely agreement on raising the debt ceiling, any escalation in the sovereign debt crisis in Europe or increased unrest in the Arabian Peninsula that send oil prices higher. In the words of Gregory Miller, SunTrust's chief economist, "This is a very uncertain period."

Strategy

Over the foreseeable future CSI expect interest rates to move gradually higher. They continue to caution that the current low rates leave no room for a sudden rise in interest rates, which would result in negative returns. Given CSI's outlook and the current level of uncertainty in the markets, we are comfortable keeping the portfolio's exposure to a change in interest rates below that of the benchmark.

As of the end of the quarter, the District's consolidated portfolios consisted of approximately 1.8 percent Corporate Bonds, 87.9 percent Agency Securities, 9.1 percent US Treasury Securities and 1.2 percent Mortgage Backed Securities; see Exhibit 5.

Budget Impact

The portfolio's performance is reported on a total economic return basis. This method includes the coupon interest, amortization of discounts and premiums, capital gains and losses and price changes (i.e., unrealized gains and losses). For the quarter ending June 30, the *General Fund portfolio* returned **0.68** percent. This compares to the benchmark return of **1.68** percent. Over this same time period, the *Paratransit Fund portfolio* returned **0.72** percent. This compares to the benchmark return of **3.10** percent.

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

The consolidated portfolio's yield to maturity, the return the portfolio will earn in the future if all securities are held to maturity is also reported. This calculation is based on the current market value of the portfolio including unrealized gains and losses. For the quarter ending June 30, the portfolio's yield to maturity or call was **0.68** percent. The General Fund benchmark's yield to maturity was **1.05** percent.

Another method of measuring the consolidated portfolio's yield to maturity is the yield of the portfolio at cost. This calculation is based on the value of the portfolio at cost and does not include any unrealized gains or losses as part of its computation. As of the end of the quarter the consolidated portfolio's rate of return on investments, at cost, was **2.53** percent.

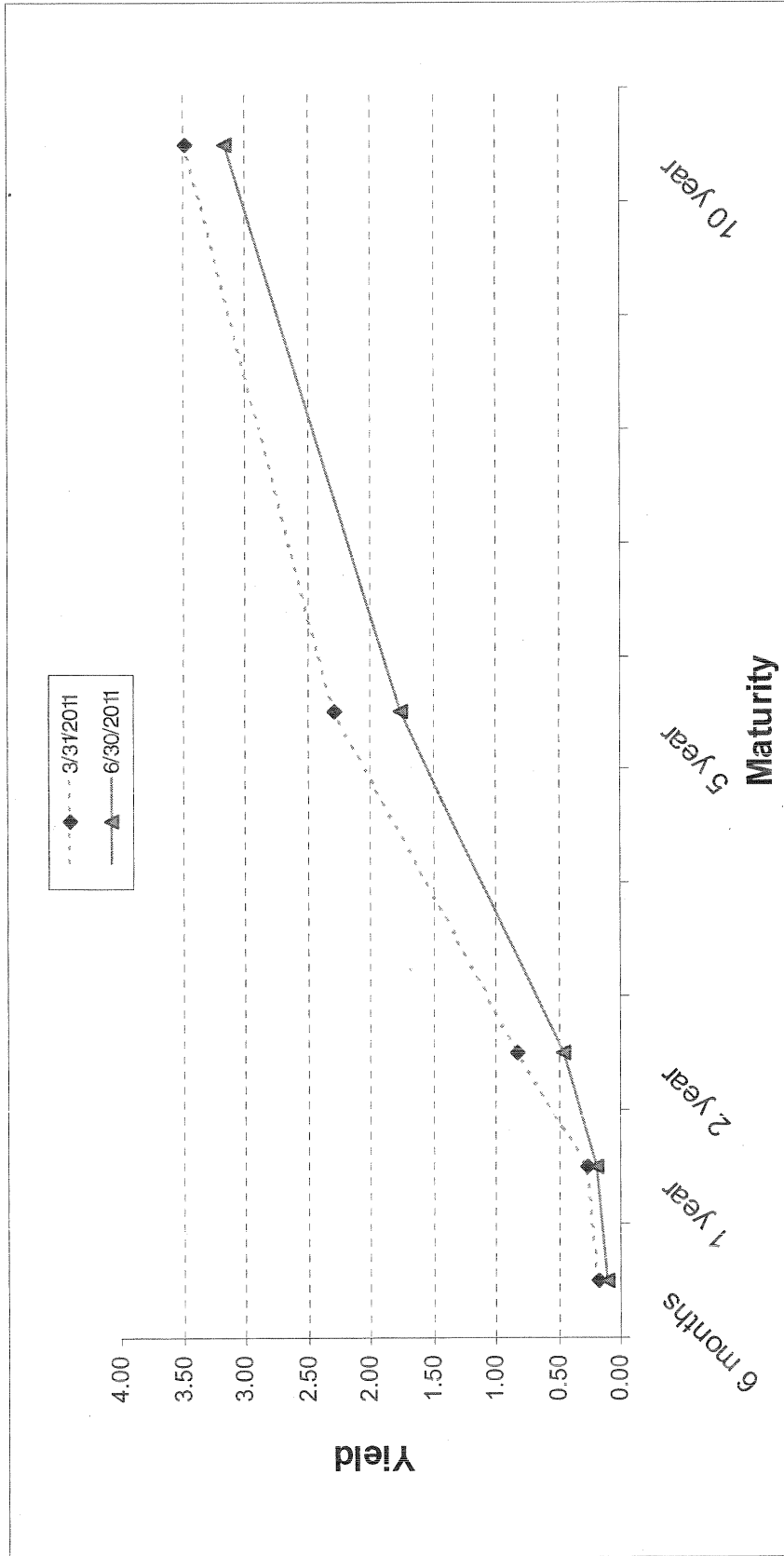
**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDED JUNE 30, 2011**

	TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
<u>FUNDS MANAGED BY SUNTRUST BANK/CSI GROUP</u>							
<u>INVESTMENT PORTFOLIO:</u>							
CORPORATE BONDS							
Bank of America		04-30-12	2,000,000	2,038,460	2,031,354	7,000	2,038,354
GOVERNMENT BONDS							
Fed. Farm Credit Bank		08-25-11	10,000,000	9,998,900	10,056,600	134,549	10,191,149
FNMA		02-16-12	10,000,000	10,551,600	10,291,560	186,111	10,477,671
FNMA		03-15-12	3,500,000	3,771,635	3,642,667	62,526	3,705,193
FHLM		03-23-12	5,000,000	4,993,300	5,065,625	28,628	5,094,253
FHLB		03-08-13	13,500,000	13,209,399	14,530,145	210,000	14,740,145
FHLM		10-21-13	4,000,000	4,008,320	4,001,988	8,625	4,010,613
FHLM - Step Up		11-04-13	7,750,000	7,735,275	7,751,380	6,028	7,757,407
FNMA		03-07-14	5,000,000	4,998,750	5,011,055	27,465	5,038,520
FNMA		04-18-14	11,000,000	10,993,400	11,094,545	33,000	11,127,545
FNMA - Step Up		04-18-14	4,500,000	4,499,100	4,511,111	9,000	4,520,111
FNMA - Step Up		07-28-15	2,250,000	2,252,115	2,252,943	14,250	2,267,193
FHLM - Step Up		10-15-15	5,000,000	5,009,800	5,002,245	13,021	5,015,266
Fed. Farm Credit Bank		12-29-15	950,000	1,020,405	1,126,213	162	1,126,374
Housing Urban Devel		08-01-17	800,000	829,768	804,773	26,184	830,957
TREASURY INFLATION PROTECTED SECURITIES							
Treasury Inflation Indexed Note		04-15-14	3,718,715	3,737,187	3,943,583	9,652	3,953,235
COLLATERALIZED MORTGAGE OBLIGATIONS							
FHLB SERIES 4S-2012 CLASS I		01-25-12	996,943	1,014,701	1,016,982	670	1,017,652
FHLB SERIES 00-0606 CLASS Y		12-28-12	393,938	401,817	412,839	115	412,955
TOTAL INVESTMENT FUNDS PORTFOLIO MANAGED BY SUNTRUST BANK/CSI GROUP							
			90,359,596	91,063,932	92,547,606	776,987	93,324,593

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS (Con't)
FOR QUARTER ENDED JUNE 30, 2011**

TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
<u>PARATRANSIT TRUST FUND PORTFOLIO:</u>						
GOVERNMENT BONDS						
FNMA	01-09-12	5,000,000	5,004,800	5,046,755	47,500	5,094,255
U.S. Treasury Note	02-15-12	4,000,000	3,995,000	4,030,780	20,511	4,051,291
FHLM	01-07-14	5,000,000	5,015,200	5,219,890	60,069	5,279,959
FHLM	04-23-14	2,500,000	2,510,690	2,610,783	11,632	2,622,414
FNMA Step Up	01-27-16	5,000,000	4,988,750	4,989,405	21,250	5,010,655
TREASURY INFLATION PROTECTED SECURITIES						
Treasury Inflation Indexed Note	04-15-14	2,656,225	2,639,162	2,816,845	6,895	2,823,740
TOTAL PARATRANSIT PORTFOLIO MANAGED BY SUNTRUST BANK/CSI GROUP						
		24,156,225	24,153,602	24,714,458	167,857	24,882,314
TOTAL DISTRICT PORTFOLIO MANAGED BY SUNTRUSTBANK/CSI GROUP						
		114,515,821	115,217,534	117,262,064	944,844	118,206,908
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u>						
BANK OF AMERICA CHECKING						
LAIF			1,502,476	1,502,476	0	1,502,476
			10,942,627	10,942,627	20,613	10,963,240
TOTAL FUNDS MANAGED BY DISTRICT STAFF						
			12,445,103	12,445,103	20,613	12,465,715
<u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u>						
First American Gov't. Oblig. CID						
Federal Home Loan Mortgage Corp	03-23-2012	3,099,968.36	3,099,968.36	3,099,968.36	0.00	3,099,968
		2,253,000.00	2,255,972.14	2,282,581.89	14,541.27	2,297,123
TOTAL FUNDS MANAGED BY THIRD PARTY TRUSTEE						
		5,352,968	5,355,941	5,382,550	14,541	5,397,092
TOTAL AS OF JUNE 30, 2011						
		119,868,789	133,018,577	135,089,717	979,998	136,069,715

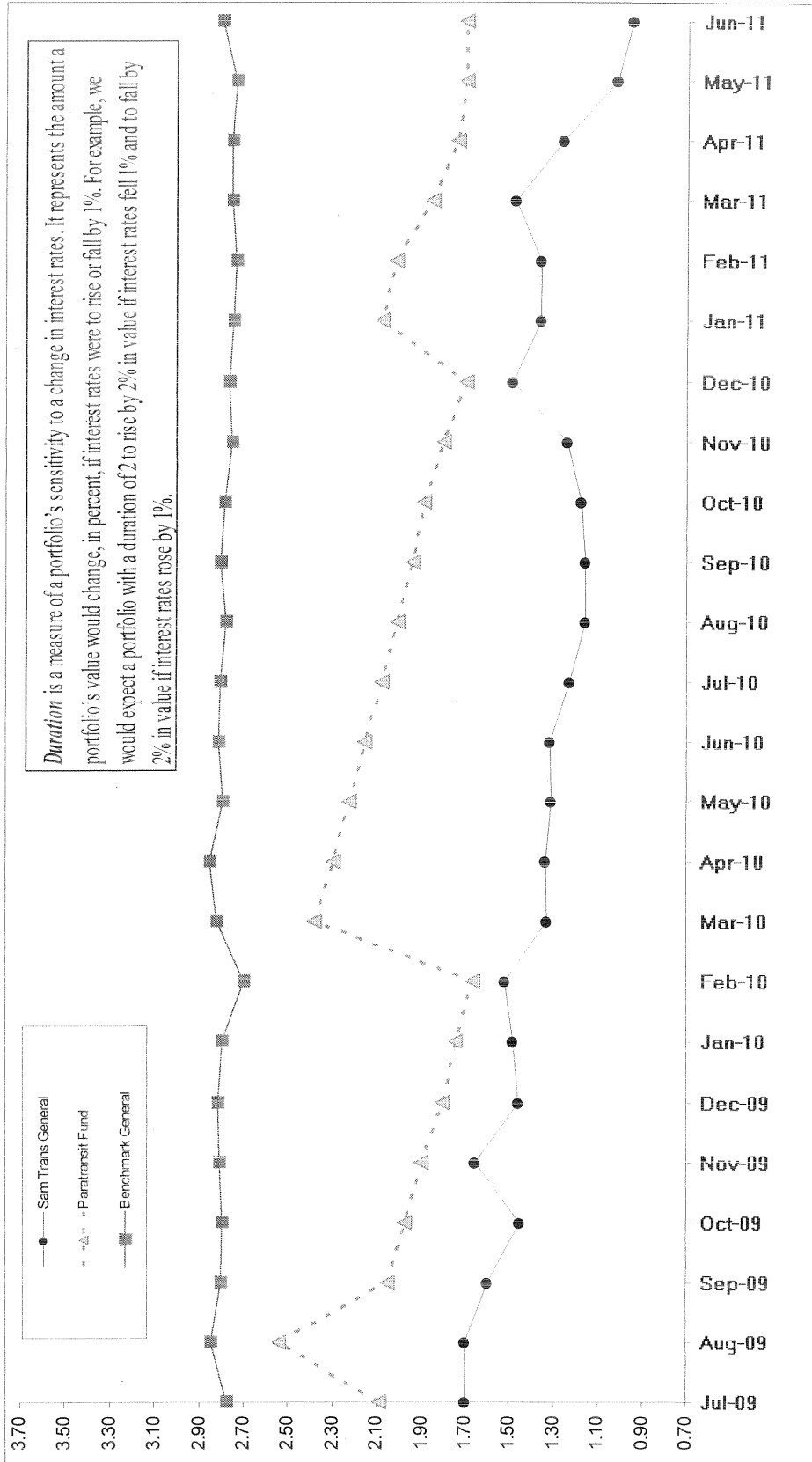
SamTrans Historical Yield Curve



Data Source: Bloomberg

CSI Capital Management, Inc.

SamTrans Duration vs. Benchmark

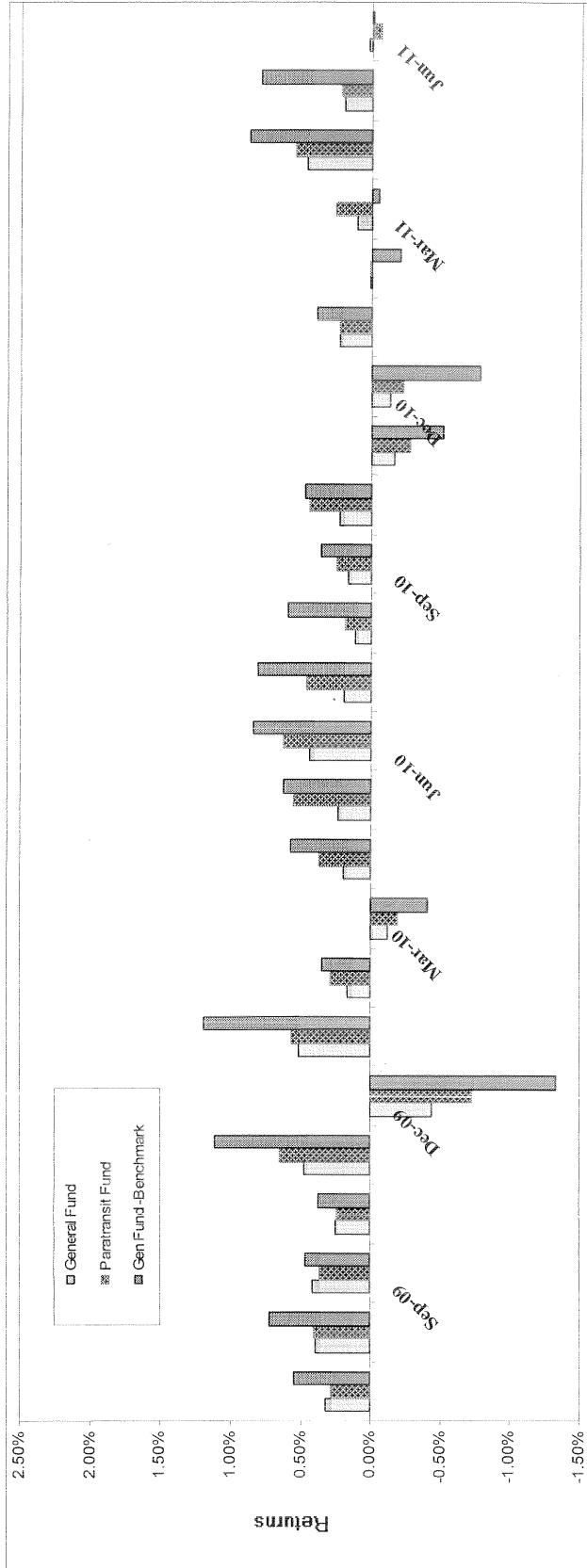


CSI Capital Management, Inc.

SamTrans

Monthly Review – Account vs. Benchmark

Rolling 24 Months



Trailing 12 Months

	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Trailing 12
MONTHLY PERFORMANCE DATA													
SamTrans - Gen Funds	0.20%	0.11%	0.17%	0.23%	-0.16%	-0.13%	0.23%	0.01%	0.10%	0.46%	0.20%	0.02%	1.45%
SamTrans - Paratran	0.46%	0.19%	0.25%	0.44%	-0.28%	-0.22%	0.23%	0.01%	0.26%	0.55%	0.22%	-0.06%	2.07%
Benchmark - Gen Fund	0.81%	0.60%	0.36%	0.47%	-0.51%	-0.78%	0.39%	-0.20%	-0.05%	0.88%	0.79%	-0.01%	2.77%
Benchmark - Paratran	1.13%	1.76%	0.37%	0.46%	-0.84%	-2.22%	0.48%	-0.41%	-0.08%	1.40%	1.77%	-0.09%	3.72%

CSI Capital Management, Inc.

EXHIBIT 4

CSI Capital Management, Inc.

SamTrans Growth of a Thousand Dollars Rolling 24 Months

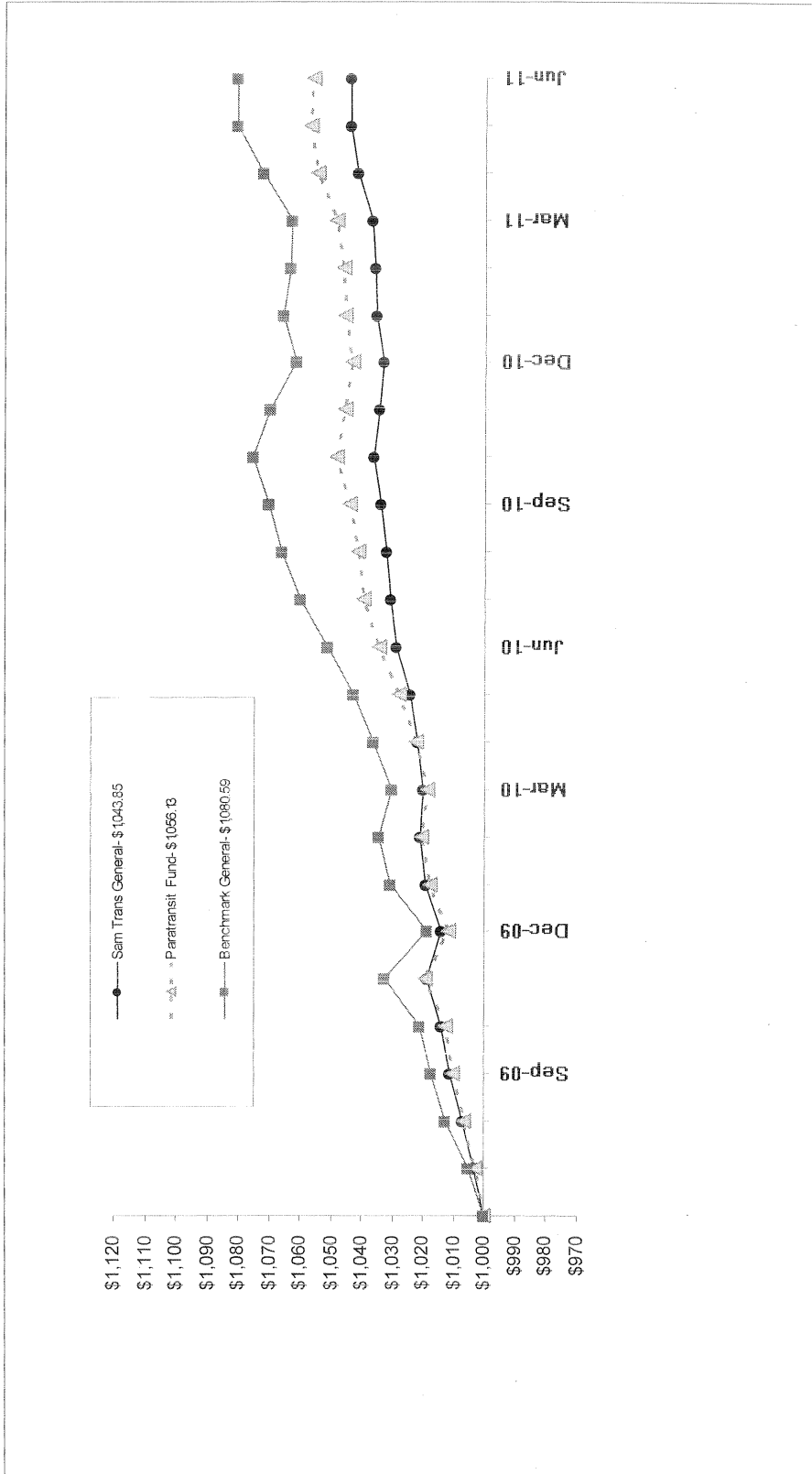
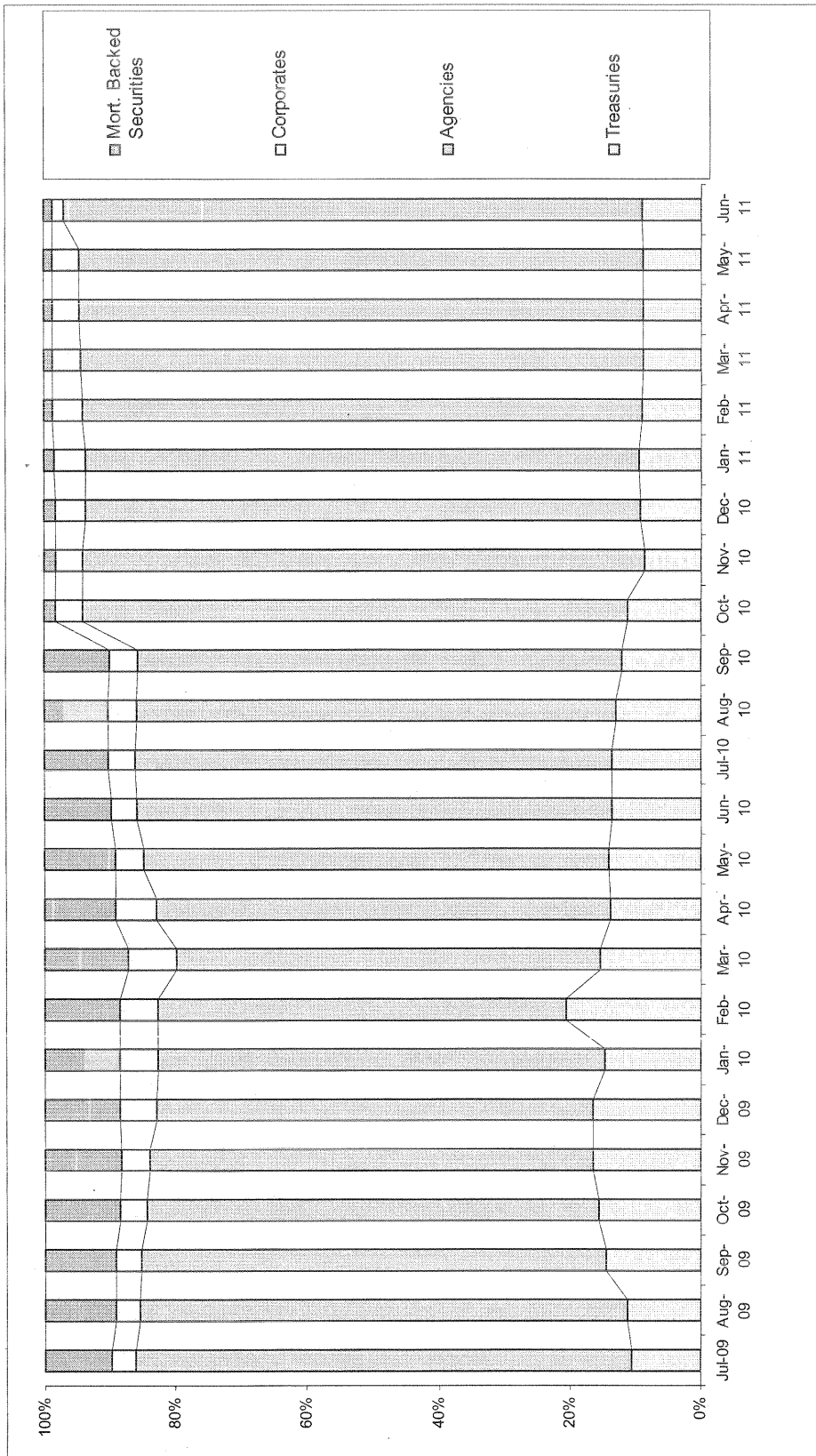


EXHIBIT 5

**SamTrans
Percent of Assets Held by Type**



CSI Capital Management, Inc.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Aidan Hughes,
Interim Executive Officer, Planning & Development

**SUBJECT: AUTHORIZE EXECUTION OF A COOPERATIVE AGREEMENT FOR
COST SHARING FOR THE PERFORMANCE OF A TIGER II
PLANNING GRANT (GRANT NO. CA-79-1000) FOR ELEMENTS OF
THE GRAND BOULEVARD INITIATIVE**

ACTION

Staff proposes that the Committee recommend the Board authorize the General Manager/CEO execute a Cooperative Agreement between the San Mateo County Transit District (District), the City/County Association of Governments of San Mateo County (C/CAG), and Santa Clara Valley Transportation Authority (VTA) to define the funding and related obligations for the required cost sharing commitments for the TIGER II Planning Grant (No. CA-79-1000) for the Grand Boulevard Initiative: Removing Barriers to Sustainable Communities Project (GBI Project).

SIGNIFICANCE

The District was awarded a U.S. Department of Transportation TIGER II Planning Grant in the amount of \$1,097,240 to fund the GBI Project, which is a joint planning effort of the District, C/CAG, and VTA. The grant provisions require a local match of \$600,000 in the form of funding and in-kind services and staffing contributions, leading the District, C/CAG, and VTA to enter into a Cooperative Agreement to define the funding and in-kind obligations for each agency. The District will provide 50 percent of the total cost sharing requirement in the form of in-kind services and staffing, and C/CAG and VTA will provide the remaining required local match in the form of local funding.

BUDGET IMPACT

The District has committed to providing \$300,000 in the form of in-kind services and staffing match for the GBI Project and \$3,025 in supplementary funding to cover preparatory work efforts not covered by the TIGER II grant.

Proposed expenditures of \$163,399 for this GBI Project are included in the District's approved Fiscal Year 2012 Operating Budget. Expenditures for future years will be included as part of subsequent budget deliberations.

BACKGROUND

The GBI Project has three separate but interrelated parts: 1) Complete Streets Case Study Project, 2) Economic and Housing Opportunities (ECHO) Phase II Assessment, and 3) Infrastructure Needs Assessment and Financing Study. The goal of the Complete Streets project is to facilitate the design of demonstration projects on El Camino Real to integrate the roadway with sustainable development, encourage pedestrian transit activity, and promote investor confidence. Four case studies will be selected to develop preliminary engineering designs for Complete Streets segments on El Camino Real, which will serve as exemplary projects for the future transformation of the corridor. The ECHO Phase II Study will address development scenarios and potential barriers, assess urban design strategies to achieve revitalization and redevelopment, and analyze multimodal access and circulation. Four case studies also will be selected for the ECHO Phase II Study. The Infrastructure and Financing Strategy will evaluate the level of readiness to accommodate transit-supportive development along the El Camino Real corridor and create a strategy to provide the required infrastructure.

Project Manager: Corinne Goodrich, Strategic Development Manager 650-508-6369

RESOLUTION NO. 2011 –
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT
STATE OF CALIFORNIA

**AUTHORIZE EXECUTION OF A COOPERATIVE AGREEMENT
FOR COST SHARING FOR THE PERFORMANCE OF A TIGER II
PLANNING GRANT (GRANT NO. CA-79-1000) FOR ELEMENTS
OF THE GRAND BOULEVARD INITIATIVE**

WHEREAS, the San Mateo County Transit District (District) was awarded a United States Department of Transportation/Federal Transit Administration TIGER II Planning Grant in the amount of \$1,097,240 to fund the Grand Boulevard Initiative: Removing Barriers to Sustainable Communities Project (GBI Project), which encompasses three separate but interrelated projects: 1) the Complete Streets Case Study Project, 2) the Economic and Housing Opportunities Assessment Phase II Study, and 3) an Infrastructure Needs Assessment and Financing Study; and

WHEREAS, the GBI Project is a joint planning effort of the District, the City/County Association of Governments of San Mateo County (C/CAG), and the Santa Clara Valley Transportation Authority (VTA); and

WHEREAS, a local cost sharing requirement in the amount of \$600,000 is required for receipt of \$1,097,240 in federal TIGER II Planning Grant funds for the GBI Project; and

WHEREAS, the District will provide 50 percent of the total cost sharing requirement in the amount of \$300,000 in the form of in-kind services and staffing, and C/CAG and VTA will provide the remaining required local match in the form of local funding; and

WHEREAS, the District and C/CAG have committed supplementary funding of \$3,025 each, for a total of \$6,050, for preparing comments on the California Department of Transportation Revised Highway Design Manual in preparation for the Complete Streets Project, which preparatory work is not covered under the TIGER II Planning Grant; and

WHEREAS, staff recommends authorization to execute a Cooperative Agreement between the District, C/CAG, and VTA to define the funding and in-kind obligations for the required cost sharing commitments for the TIGER II Planning Grant for the GBI Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes the General Manager/CEO, or his designee, to execute a Cooperative Agreement between the District, C/CAG, and VTA to define the funding and in-kind obligations for the required cost sharing commitments for the TIGER II Planning Grant and supplemental funding for related preparatory work.

Regularly passed and adopted this 14th day of September, 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

SUBJECT: **AUTHORIZE ENTERING INTO A FUNDING AGREEMENT WITH CALTRANS FOR AN URBAN TRANSIT PLANNING STUDIES GRANT FOR THE EL CAMINO REAL BUS RAPID TRANSIT (BRT) PHASING PLAN AND TO AMEND THE FISCAL YEAR 2012 CAPITAL BUDGET TO INCLUDE THE CALTRANS PLANNING FUNDS**

ACTION

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

1. Enter into a funding agreement for an Urban Transit Planning Studies grant from the California Department of Transportation (Caltrans) for a Bus Rapid Transit (BRT) phasing plan on El Camino Real; and
2. Amend the Fiscal Year (FY) 2012 Capital Budget to include \$221,319 in Caltrans planning funds for the BRT study.

SIGNIFICANCE

Caltrans has awarded a discretionary planning grant to help fund a study that will evaluate the potential for BRT service along El Camino Real. The grant will allow staff to assess a phased approach to BRT that takes into account current and future ridership demand, as well as the potential cost of BRT operations. The study will complement the SamTrans Service Plan currently underway. Together, the plans will help identify more efficient services to increase ridership. As a condition of the grant award, the Board must adopt a resolution authorizing the execution of a funding agreement with Caltrans.

BUDGET IMPACT

The total cost of the BRT study is \$250,000. The Caltrans grant will fund \$221,319 (88.53 percent). The required match, in the amount of \$28,681 (11.47 percent), will be available from the SamTrans Service Plan project, approved as part of the FY2012 Capital Budget. A revised budget document including the Caltrans grant funding is attached as Exhibit A. The revised total for the FY2012 SamTrans Capital Budget is \$19,507,313.

BACKGROUND

Caltrans administers the discretionary Federal Transit Administration (FTA) Section 5304 Urban Transit Planning Studies program in California and awards grants for innovative transit planning efforts of statewide or regional significance that promote livable communities and sustainable transportation systems. Approximately \$1,400,000 was available from the FY2011 FTA Section 5304 program in California, and Caltrans awarded the maximum amount allowed per award to this SamTrans project.

Prepared by: Peter W. Skinner, Senior Grants Analyst

650-622-7818

RESOLUTION NO. 2011-

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

**AUTHORIZATION TO ENTER INTO A FUNDING AGREEMENT WITH CALTRANS
FOR AN URBAN TRANSIT PLANNING STUDIES GRANT FOR THE EL CAMINO
REAL BUS RAPID TRANSIT PHASING PLAN AND TO AMEND THE
FISCAL YEAR 2012 CAPITAL BUDGET TO INCLUDE
THE CALTRANS PLANNING FUNDS**

WHEREAS, the California Department of Transportation (Caltrans) administers the discretionary Federal Transportation Administration (FTA) Section 5304 Urban Transportation Planning grant program in California to fund transportation planning efforts that promote livable communities and sustainable transportation systems; and

WHEREAS, Caltrans has awarded the San Mateo County Transit District (District) a Section 5304 grant in the amount of \$250,000 to fund a study that will evaluate the feasibility for Bus Rapid Transit (BRT) service along El Camino Real; and

WHEREAS, the Section 5304 grant program requires a minimum 11.47 percent match; and

WHEREAS, the matching funds for the BRT study, in the amount of \$28,681, are already part of the Fiscal Year (FY) 2012 Capital Budget, and the Section 5304 grant funds have been proposed for inclusion as part of an amendment to the Capital Budget; and

WHEREAS, Caltrans requires that each successful applicant obtain a resolution from its Board stating the title of the person or persons authorized to enter into a funding agreement with Caltrans.

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

- 1.) Authorizes the General Manager/CEO, or his designee, to execute and file a funding agreement with Caltrans for the El Camino Real Bus Rapid Transit Phasing Plan; and
- 2.) Authorizes the General Manager/CEO, or his designee, to file any other required documentation and to take any other actions necessary for the purpose of obtaining State grant funding through Caltrans for the El Camino Real Bus Rapid Transit Phasing Plan.
- 3.) Amends the FY2012 Capital Budget to include \$221,319 in Caltrans planning funds for the BRT study.

Regularly passed and adopted this 14th day of September 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

SUBJECT: **APPROVE TENTATIVE BUDGET PROPOSAL FOR THE FISCAL YEAR
2013 CALTRAIN OPERATING BUDGET AND A BUDGET
FRAMEWORK FOR FY2014 AND BEYOND**

ACTION

Staff recommends that the Committee approve the tentative proposal reached by the Peninsula Corridor Joint Powers Board (JPB) member agencies and the Metropolitan Transportation Commission (MTC) on a budget-balancing plan for the Fiscal Year (FY) 2013 Caltrain Operating Budget, and on a budget framework for the Caltrain Operating Budgets for FY2014 and beyond.

SIGNIFICANCE

Executive staff from the three JPB member agencies and the MTC met in August 2011 and reached a tentative proposal to balance the FY2013 Caltrain Operating Budget, and to establish a framework for resolving future-year budgets.

The FY2013 Caltrain Operating Budget is proposed to be balanced by \$14 million in District funds. The \$14 million is proposed to include \$7.0 million in right of way repayment funds, \$4.9 million in San Mateo County Measure A funds, and \$2.1 million in other operating funds resulting from to-be-determined fund swaps. The \$7.0 million in right of way funds is to be made up of \$5.2 million repayment from the Valley Transportation Authority (VTA), and \$1.8 million from the San Francisco Municipal Transportation Agency (SFMTA). In addition to the proposed \$14 million from the District, SFMTA's proportionate share to the FY2013 Caltrain Operating Budget is \$5.8 million, and VTA's \$13.7 million. The total proposed JPB member contributions in FY2013 is \$33.5 million.

The parties also agreed at the meeting to increase Caltrain's share of District's administrative overhead costs in the FY2013 Caltrain Operating Budget by \$2.5 million, subject to favorable review by the JPB member agencies of the District's revised Indirect Cost Allocation Program (ICAP). The proposed revised share is based on recommendations included in the ICAP study; the study is scheduled for submittal to the Federal Transit Administration (FTA) for final

approval, and once approved by the FTA, will establish new rates for allocating capital and operating overhead rates.

Furthermore, the parties agreed to include changes in the operating cost sharing formulas for the three JPB member agencies, to be included in the budget deliberation process for the FY2014 Caltrain Operating Budget cycle and beyond. This is intended to better match costs with how each county is currently deriving benefits from the Caltrain service. And in accordance with the 1996 Joint Powers Agreement (JPA), VTA will also include, as part of future year budget deliberations, restoration of payment obligations toward operating costs associated with the Gilroy Service.

BUDGET IMPACT

If the tentative budget-balancing plan for Caltrain is approved, the District's share of Caltrain operating costs in FY2013 will be \$14 million. And in light of the proposed changes to increase Caltrain's share of District's administrative overhead costs, the District should see a corresponding reduction of approximately \$2.5 million a year in operating costs starting in FY2013. With regards to future year's budget impacts to the District, it will depend on the final outcome of continuing budget discussion amongst the three JPB member agencies and the MTC.

BACKGROUND

At the May 11, 2011 meeting, the Board approved Resolution No. 2011-23 that provided a set of negotiation principles to guide the District in its discussion with the JPB member agencies of options to finance Caltrain operations in FY2013 and beyond. These principles allowed staff to fully engage the JPB member agencies and the MTC in crafting a budget-balancing plan for FY2013, and will be used to continue the discussions for FY2014 and beyond.

The principles approved by the Board on May 11, 2011 included the following:

1. Changes in the application of the operating cost sharing formulas for the three JPB member agencies to better match costs with how each county is currently deriving benefits from the Caltrain service;
2. Potential restoration of payment obligations toward operating costs, either in whole or in part, associated with the operation of Gilroy Service to the Santa Clara Valley Transportation Authority (VTA), in accordance with the JPA;
3. Possible establishment of a management fee for the District, which serves as the managing agency for Caltrain, to better reflect the level of staff resources required to support similar commuter rail operations;
4. Potential use of funds to be received from VTA for partial repayment of the District's investment in the Caltrain right of way, as a funding source of last resort.

Prepared By: April Chan, Director, Budgets and Grants

650-508-6228

RESOLUTION NO. 2011 –

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

* * *

**APPROVE TENTATIVE BUDGET PROPOSAL FOR THE FISCAL YEAR (FY) 2013
CALTRAIN OPERATING BUDGET AND A BUDGET FRAMEWORK FOR FY2014
AND BEYOND**

WHEREAS, the San Mateo County Transit District (District) is a member agency of the Peninsula Corridor Joint Powers Board (JPB), which is a compact between the District, the Santa Clara Valley Transportation Authority (VTA) and the City and County of San Francisco through the San Francisco Municipal Transportation Agency (SFMTA); and

WHEREAS, the District is the managing agency and provides staff support in administering the operating contract for Caltrain as well as providing support in finance, contracting, and other administrative functions; and

WHEREAS, during its regularly scheduled Board meeting on May 11, 2011, the Board of Directors adopted a set of negotiation principles to assist staff in exploring certain funding options to finance Caltrain operations in Fiscal Year 2013 and beyond, and to allow staff to fully engage the other two JPB member agencies, VTA and SFMTA, as well as the Metropolitan Transportation Commission (MTC), in crafting a FY2013 Caltrain budget-balancing plan; and

WHEREAS, executive staff from each of the JPB member agencies and the MTC met in August 2011 and reached a tentative agreement to balance the FY2013 Caltrain Operating Budget, and to establish a framework for resolving future-year budgets; and

WHEREAS, the FY2013 Caltrain Operating Budget is proposed to be balanced by \$14 million in District funds, which will include \$7.0 million in right of way repayment funds, \$4.9 million in San Mateo County Measure A funds, and \$2.1 million in other operating funds resulting from to-be-determined fund swaps; and

WHEREAS, the \$7.0 million in right of way funds is to be made up of \$5.2 million repayment from the VTA, and \$1.8 million from the SFMTA; and

WHEREAS, the three JPB member agencies also agreed to increase Caltrain's share of District's administrative overhead costs in the FY2013 Caltrain Operating Budget by \$2.5 million, subject to favorable review by the JPB member agencies of the District's revised Indirect Cost Allocation Program (ICAP); and

WHEREAS, the three JPB member agencies further agreed to include changes in the operating cost sharing formulas in the budget deliberation process for the FY2014 Caltrain Operating Budget cycle and beyond; and

WHEREAS, and in accordance with the 1996 Joint Powers Agreement (JPA), VTA will also include, as part of future year budget deliberations, restoration of payment obligations toward operating costs associated with the Gilroy Service.

NOW, THEREFORE, BE IT RESOLVED that the San Mateo County Transit District approve the tentative proposal reached by the JPB member agencies and the MTC on a budget-balancing plan for the FY2013 Caltrain Operating Budget, and on a budget framework for the Caltrain Operating Budgets for FY2014 and beyond, as outlined and detailed above.

Regularly passed and adopted this 14th day of September 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

Aidan Hughes
Interim Executive Officer,
Planning & Development

SUBJECT: **AUTHORIZE EXECUTING FUNDING AGREEMENTS WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA) AND THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG); AUTHORIZE EXECUTING AN INTERGOVERNMENTAL AGREEMENT REGARDING A REGIONAL BICYCLE SHARE PILOT PROGRAM; AND AUTHORIZE AMENDING THE FY2012 BUDGET TO REFLECT THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY AND C/CAG FUNDING ALLOCATIONS TO THE DISTRICT**

ACTION

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

1. Authorize the General Manager/CEO, or his designee, to execute funding agreements with the TA and C/CAG in support of the Regional Bicycle Share Pilot Program.
2. Authorize the General Manager/CEO, or his designee, to execute an Intergovernmental Agreement for the Regional Bicycle Share Pilot Program.
3. Authorize the General Manager/CEO, or his designee, to file any other required documentation and to take any other actions necessary for the purpose of executing and implementing the grant funding through the Metropolitan Transportation Commission (MTC) for the Regional Bicycle Share Pilot Program.
4. Amend the Fiscal Year (FY) 2012 Capital Budget to include \$105,000 in funds for the project which includes an \$80,000 allocation from the TA and a \$25,000 allocation from C/CAG.

SIGNIFICANCE

The MTC has awarded a Climate Initiative grant to the Bay Area Air Quality Management District (Air District), the District and the other bike share project partners, to help fund a regional bicycle share pilot program (Project) in the Peninsula transportation corridor that will evaluate the potential for a scalable bike share program to reduce greenhouse gas emissions, offer alternative transportation options, and improve first and last mile connections to other transit modes. The Project will be coordinated by the Air District in partnership with cities, counties and transportation agencies. Funding has been allocated from the TA and C/CAG to support the local match requirement on behalf of the San Mateo County partners (the District, City of Redwood City and County of San Mateo) for the grant allocation. The total grant amount is \$4.29 million. The intent of the Project is to develop a regionally coordinated bike share program that post-pilot could be expanded to other Bay Area communities. The Project also will include an outreach component that will encourage transportation mode shift to sustainable transportation alternatives with a focus on bicycling.

BUDGET IMPACT

Staff is requesting an amendment to the capital budget to accept \$80,000 in funding allocation from the TA for the Regional Bike Share Project and \$25,000 from C/CAG as pass through to the Air District for the bike sharing program, for a total of \$105,000. A revised budget document identifying the TA and C/CAG funding is attached as Exhibit A. The revised total for the FY2012 District Capital Budget is \$19,507,313.

BACKGROUND

Federal funding from the Congestion Mitigation and Air Quality Improvement Program (CMAC) has been made available for a bike share pilot program along the Peninsula through MTC's OneBayArea Climate Initiatives Program aimed at innovative projects to reduce greenhouse gas emissions. A Steering Committee, consisting of designated representatives from the Air District, the San Francisco Municipal Transportation Agency (SFMTA), the Santa Clara Valley Transportation Authority (VTA), the District, City of Redwood City and County of San Mateo, will coordinate activities for the program and otherwise ensure completion of the Project. The Air District will lead the procurement process for selecting vendors and negotiating and executing agreements with vendor(s). A vendor will be hired to install and operate bike share equipment for the one year pilot Project, with a program duration of three years.

The Project will deploy 1,000 bicycles at approximately 100 hub stations and bike share pods along the Peninsula in San Jose, Palo Alto, Mountain View, Redwood City, and San Francisco. Of the 1,000 bikes, 100 will be placed in San Mateo County (within Redwood City), 500 in San Francisco County, and 400 in Santa Clara County, at Caltrain stations and near activity centers within 1-3 miles of Caltrain stations. Users will rent bicycles at self-serve kiosks on a daily, weekly or annual basis.

Prepared by: Marisa Espinosa, Manager, Planning and Research

650-508-6226

San Mateo County Transit District
Adopted Fiscal Year 2012 Capital Budget
 (Amendment #1 - September 14, 2011)

Exhibit A

#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Adopted FY2012 Budget	Remaining	FUNDING SOURCES			
							FEDERAL	STATE	OTHER	DIS. SALES TAX
1 REVENUE VEHICLES REPLACEMENT										
1.1	Replacement (10) Paratransit Cutaways	Replace 10 2005 El Dorado Cutaways at the end of their useful lives.	\$ 999,800		\$ 999,800	\$ -	\$ 799,840	\$ 199,960	\$ -	\$ -
	Subtotal				\$ 999,800	\$ -	\$ 799,840	\$ 199,960	\$ -	\$ -
2 REVENUE VEHICLE SUPPORT										
2.1	Major Bus Components	Annual funding for procurement of bus parts.	\$ 985,140		\$ 985,140	\$ -	\$ -	\$ -	\$ -	\$ 985,140
2.2	Non-Revenue Service Support Vehicles	Replace 4 non-revenue service support vehicles that have reached their useful lives.	\$ 132,000		\$ 132,000	\$ -	\$ -	\$ -	\$ -	\$ 132,000
	Subtotal				\$ 1,117,140	\$ -	\$ -	\$ -	\$ -	\$ 1,117,140
3 INFORMATION TECHNOLOGY										
3.1	Radio Backbone (RF Communications) Upgrade	Replace mobile AVL and communications equipment that has reached the end of its useful life to meet new FCC regulations. Increase data and voice communications capabilities, while conforming with the FCC narrowbanding mandate by December 31, 2012.	\$ 10,700,000		\$ 10,700,000	\$ -	\$ 8,560,000	\$ 2,140,000	\$ -	\$ -
3.2	Technology Refresh Project	Replace and upgrade Dell servers and out of warranty printers, copiers, fax machines and scanners. Warranty is expiring in FY2012.	\$ 659,000		\$ 659,000	\$ -	\$ -	\$ -	\$ -	\$ 659,000
3.3	PeopleSoft Project Upgrade Phase I and II	Phases 1 & 2 of the PeopleSoft System Integration project including plan, design & prototype demonstration and deployment of core finance functionality.	\$ 11,200,000	\$ 8,743,800	\$ 2,456,200	\$ -	\$ -	\$ -	\$ 1,688,080	\$ 768,120
	Subtotal				\$ 13,815,200	\$ -	\$ 8,560,000	\$ 2,140,000	\$ 1,688,080	\$ 1,427,120
4 DEVELOPMENT										
4.1	SamTrans Service Plan (Comprehensive Operational Analysis)	Evaluate and restructure SamTrans services and operations to more efficiently and effectively serve the county's transit needs and meet regional transportation goals, within the constraints of the current financial and operating environment. This includes a grant from Caltrans for the El Camino Real Bus Rapid Transit Phasing Plan.	\$ 1,894,039	\$ 1,074,600	\$ 819,439	\$ -	\$ -	\$ 221,319	\$ -	\$ 598,120
4.2	Regional Bicycle Share Pilot Program	Evaluate the potential for a scalable bike share program to reduce greenhouse gas emissions and offer alternative transportation options. The project will be coordinated by the Air District in partnership with cities, counties and transportation agencies.	\$ 105,000		\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000	\$ -
4.3	Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
4.4	Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	Subtotal				\$ 1,424,439	\$ -	\$ -	\$ 221,319	\$ 105,000	\$ 1,098,120

San Mateo County Transit District
Adopted Fiscal Year 2012 Capital Budget
 (Amendment #1 - September 14, 2011)

Exhibit A

#	PROJECT TITLE	PROJECT DESCRIPTION	Total Estimated Project Cost	Previously Budgeted	Adopted FY2012 Budget	Remaining	FUNDING SOURCES			
							FEDERAL	STATE	OTHER	DIS. SALES TAX
5 FACILITIES/CONSTRUCTION										
5.1	Facilities Smaller Projects	Facility maintenance/Improvement Account	\$ 562,000		\$ 562,000	\$ -	\$ -	\$ -	\$ -	\$ 562,000
5.2	Maintenance & Operating Facility Pavement Rehab: NB & SB Concrete Rehab	Rehab pavement at North and South Bases to bring the pavement to a state of good repair.	\$ 162,000		\$ 162,000	\$ -	\$ -	\$ -	\$ -	\$ 162,000
5.3	Central Heating, Ventilation & Air Conditioning (HVAC) Maintenance at Central	Conduct basic repair and maintenance of existing HVAC system that has reached the end of its useful life.	\$ 150,000		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
5.4	Sustainable Program Development	Project will identify proposed actions to reduce the District's carbon footprint.	\$ 300,000	\$ 150,000	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000
5.5	Safety and Risk Management Office Reconfigure Functional Improvement	Project will reconfigure the current office space in Safety and Risk Management Offices and also the Transit Police Offices for more efficient and effective use of these areas.	\$ 320,000		\$ 85,000	\$ 235,000	\$ -	\$ -	\$ -	\$ 85,000
5.6	Receptionist Area Security Improvement	Project would provide improved security for the receptionist on the 2nd floor of Central who is involved in numerous interactions with the public.	\$ 250,000		\$ 55,000	\$ 195,000		\$ 55,000		
5.7	Emergency Operations Center Relocation	This project would put in cameras to help reduce vandalism and crime at the Sequoia Station Underground Parking Garage.	\$ 85,000		\$ 85,000		\$ -	\$ -	\$ -	\$ 85,000
5.8	Sequoia Station Underground Garage Security Improvements	This project would put in cameras, alarms and communication systems to help reduce vandalism and crime at the Sequoia Station Underground Parking Garage.	\$ 950,000		\$ 255,000	\$ 695,000	\$ -	\$ 255,000	\$ -	\$ -
5.9	Central Security Office Upgrade	Project provides for technological integration and updates, room reconfiguration and upgrades for effective safety and security monitoring and response.	\$ 1,100,000	\$ 603,266	\$ 496,734	\$ -	\$ -	\$ 496,734	\$ -	\$ -
	Subtotal				\$ 1,900,734	\$ 1,225,000	\$ -	\$ 806,734	\$ -	\$ 1,094,000
6 Other										
6.1	Contingency	Annual set-aside for unforeseen and emergency capital expenditures.	\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	Subtotal				\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
GRAND TOTAL FOR SAMTRANS					\$ 19,507,313	\$ 1,225,000	\$ 9,359,840	\$ 3,368,013	\$ 1,793,080	\$ 4,986,380
NOTES:										
A) Funding will come from PCJPB and SMCTA for their share of the project.										
B) Caltrans Planning funds for Bus Rapid Transit (BRT)										
C) Funding of \$80K from SMCTA and \$25K from C/CAG (pass through to the Air District) to support the local match requirements on behalf of the San Mateo County partners										

RESOLUTION NO. 2011 -

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

**AUTHORIZING EXECUTION OF FUNDING AGREEMENTS WITH THE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY AND THE CITY/COUNTY
ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG);
AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT
REGARDING A REGIONAL BICYCLE SHARE PILOT PROGRAM; AND AMENDING
THE FISCAL YEAR 2012 BUDGET TO REFLECT THE SAN MATEO COUNTY
TRANSPORTATION AUTHORITY AND C/CAG FUNDING ALLOCATIONS
TO THE DISTRICT**

WHEREAS, on April 20, 2010, the Metropolitan Transportation Commission (MTC) issued a solicitation through its Climate Initiatives Program seeking grant proposals focusing on innovative strategies for reducing greenhouse gas emissions; and

WHEREAS, the MTC grants program is funded with federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds that are administered in California by the California Department of Transportation (Caltrans) and are assigned by Caltrans to MTC; and

WHEREAS, on August 13, 2010, the Bay Area Air Quality Management District (Air District) on behalf of the San Francisco Municipal Transportation Agency (SFMTA), San Mateo County Transit District (District), Redwood City, the County of San Mateo, and the Santa Clara Valley Transportation Authority (VTA) (collectively referred to as "Parties") submitted a final proposal to pilot bike-sharing along the peninsula transportation corridor at locations in San Jose, Palo Alto, Mountain View, Redwood City and San Francisco; and

WHEREAS, on October 27, 2010, the MTC's Commissioners awarded the Air District \$4.29 million in grant funds from its Climate Initiatives Program to administer a Regional Bicycle Share Pilot; and

WHEREAS, SFMTA has pledged \$682,500 in local match; the District has pledged \$105,000 in local match; and VTA has pledged \$500,000 in local match; and

WHEREAS, the San Mateo County Transportation Authority (TA) has pledged \$80,000 and C/CAG has pledged \$25,000 in local match to the District to support the program; and

WHEREAS, the Parties wish to implement a Regional Bicycle Share Pilot (the "Project") in reliance upon the grant award to the Air District and the local matching fund commitments; and

WHEREAS, the Air District is the lead agency for the Project and will execute the grant funding agreement with Caltrans; and

WHEREAS, the Air District will be responsible for ensuring that the Project complies with all applicable legal and grant funding requirements; and

WHEREAS, the Parties have agreed to work together to implement the Project and will enter into an Intergovernmental Agreement that sets forth the Project scope as well as the rights and responsibilities of each of the Parties.

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

1. Authorizes the General Manager/CEO, or his designee, to execute funding agreements with the TA and C/CAG in support of the Regional Bicycle Share Pilot Program.
2. Authorizes the General Manager/CEO, or his designee, to execute an Intergovernmental Agreement for the Regional Bicycle Share Pilot Program.
3. Authorizes the General Manager/CEO, or his designee, to file any other required documentation and to take any other actions necessary for the purpose executing and implementing the grant funding through MTC for the Regional Bicycle Share Pilot Program.
4. Amends the Fiscal Year 2012 Capital Budget to include \$105,000 in funds for the project which includes an \$80,000 allocation from the TA and a \$25,000 allocation from C/CAG.

Regularly passed and adopted this 14th day of September 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

SUBJECT: **AUTHORIZE EXECUTION OF A TRANSFER OF OWNERSHIP AGREEMENT (TOA) WITH THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT (AC TRANSIT) AND AN AGREEMENT WITH THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR THE PURPOSE OF ACCEPTING TITLE TRANSFER TO A FLEET OF DUMBARTON EXPRESS BUSES**

ACTION

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

- 1) Execute a Transfer of Ownership Agreement (TOA) with the Alameda-Contra Costa Transit District (AC Transit) to accept the title transfer of four 2003 and six 2002 Gillig Phantom 40-foot buses for the Dumbarton Bridge Express Bus Service.
- 2) Execute an agreement with the Metropolitan Transportation Commission (MTC) to receive the four 2003 Gillig Phantom 40-foot buses from AC Transit.

SIGNIFICANCE

At the request of the Dumbarton Bridge Route Operations Committee (Consortium), staff is proposing that the District accept title to a fleet of 10 buses from AC Transit, which consists of four 2003 and six 2002 Gillig Phantom 40-foot buses. These buses are currently being used as part of the operation of the Dumbarton Bridge Express Bus Service and will continue to be used for this service after the proposed title transfer. The proposed title transfer will help facilitate the award of a new contract by the District for this service, which also is scheduled for Board action at the September 14, 2011 Board meeting.

BUDGET IMPACT

The action to transfer title of the buses has no budgetary impact. Operating and maintenance costs for the Dumbarton Bridge Express Bus Service will continue to be shared by the members of the Consortium.

BACKGROUND

The Consortium is a partnership between AC Transit, the Bay Area Rapid Transit District (BART), Union City Transit, SamTrans and the Santa Clara Valley Transportation Authority (VTA), and is responsible for the funding and oversight of the Dumbarton Bridge Express Bus Service.

Prior to the title transfer of the buses, certain steps must be followed as they were funded with grant funds and are still within their useful life. As such, the respective funding agencies still retain an interest in these vehicles.

The four 2003 Gillig phantom buses were originally acquired with State Traffic Congestion Relief Program (TCRP) funds and the Metropolitan Transportation Commission (MTC) was the direct recipient of those funds. The District will be required to enter in an agreement with MTC that outlines the terms and conditions for the use of the TCRP funded buses. The six 2002 Gillig Phantom buses were originally acquired with Federal Transit Administration (FTA) grant funds awarded to AC Transit. FTA approval of the title transfer for these six buses is required since they are being transferred to an agency that is different than the one that received the grant funds. As part of the FTA approval process, Board-adopted resolutions are required from both agencies authorizing the title transfer.

The AC Transit Board authorized the execution of a TOA with the District for the title transfer of its buses for use in the contracted Dumbarton Bridge Express Bus Service, an amendment to its existing agreement with MTC to permit the transfer of the State TCRP funded buses, and adopted the resolution required by the FTA at its September 7, 2011 Board meeting. The TOA will serve as the mechanism that effectuates the transfer of the buses between AC Transit and the District.

Prepared by: Joel Slavit, Manager, Grants and Fund Programming

650-508-6476

RESOLUTION NO. 2011 -

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

* * *

**AUTHORIZE THE EXECUTION OF A TRANSFER OF OWNERSHIP
AGREEMENT (TOA) WITH THE ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
(AC TRANSIT) AND AN AGREEMENT WITH THE METROPOLITAN
TRANSPORTATION COMMISSION (MTC) FOR THE PURPOSE OF ACCEPTING
TITLE TRANSFER TO A FLEET OF DUMBARTON EXPRESS BUSES**

WHEREAS, the Dumbarton Bridge Route Operations Committee (Consortium) consists of a partnership between AC Transit, the Bay Area Rapid Transit District (BART), Union City Transit, the San Mateo County Transit District (District), and the Santa Clara Valley Transit Authority (VTA), that is responsible for the funding and oversight of the Dumbarton Bridge Express Bus Service; and

WHEREAS, the Consortium has requested that the District accept title to ten buses from AC Transit that consist of a fleet of four 2003 and six 2002 Gillig Phantom 40-foot buses that are currently being used as part of the operation of the Dumbarton Bridge Express Bus Service, as identified in Exhibit A, and will continue to be used for this purpose after the proposed title transfer; and

WHEREAS, the proposed title transfer will help facilitate the award of a new operating contract that the Consortium has requested the District undertake; and

WHEREAS, the Metropolitan Transportation Commission (MTC) was the direct recipient of State Traffic Congestion Relief Program (TCRP) funds that were used to acquire the four 2003 Gillig Phantom buses and the District will be required to enter into an agreement with MTC that outlines the terms and conditions for the use of these buses; and

WHEREAS, the fleet of six 2002 Gillig Phantom buses were procured with financial assistance from the Federal Transit Administration (FTA) in a grant to AC Transit; and

WHEREAS, the FTA permits a “Grantee-to-Grantee Transfer of Rolling Stock” under FTA Circular 5010.1D for vehicles that have not met their useful life, provided that the vehicles continue to be maintained in accordance with FTA requirements, that they be included in the

equipment inventory records of the grantee that is receiving title, and that both grantees provide Board adopted resolutions consistent with FTA guidance; and

WHEREAS, the AC Transit Board authorized the execution of a Transfer of Ownership Agreement (TOA) with the District for the title transfer of the ten buses for use in the contracted Dumbarton Bridge Express Bus Service, an amendment to its existing agreement with MTC to permit the transfer of the State TCRP funded buses, and adopted a resolution required by the FTA to allow for the title transfer of the FTA funded buses at its September 7, 2011 Board meeting; and

WHEREAS, staff recommends the Board authorize the execution of a TOA with AC Transit to receive title to the ten buses as identified in Exhibit A.

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

1. Authorizes the General Manager/CEO, or his designee, to execute a TOA with AC Transit and any other necessary documents to receive the titles to the ten buses as identified in Exhibit A.
2. Authorizes the General Manager/CEO, or his designee, to enter into an agreement with MTC to permit the transfer of the TCRP funded buses, as identified in Exhibit A, to the District.
3. Authorizes the General Manager/CEO, or his designee to take further actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 14th day of September 2011, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

Exhibit A

Vehicles to be transferred via a grantee-to-grantee transfer from AC Transit to the San Mateo County Transit District

Bus No.	Year, Make & Model	Vehicle ID No.	Fund Source & Share	Remaining Federal Interest
160	2002 40' Gillig Phantom	15GDD271921111710	FTA – 83.57%	\$113,099
161	2002 40' Gillig Phantom	15GDD271021111721	FTA – 83.57%	\$113,099
162	2002 40' Gillig Phantom	15GDD271221111722	FTA – 83.57%	\$113,099
163	2002 40' Gillig Phantom	15GDD271421111723	FTA – 83.57%	\$113,099
164	2002 40' Gillig Phantom	12GDD271621111724	FTA – 83.57%	\$113,099
165	2002 40' Gillig Phantom	12GDD271821111725	FTA – 83.57%	\$113,099
805	2003 40' Gillig Phantom	15GCD201531111916	State TCRP-100%	NA
806	2003 40' Gillig Phantom	15GCD201731111917	State TCRP-100%	NA
807	2003 40' Gillig Phantom	15GCD201931111918	State TCRP-100%	NA
808	2003 40' Gillig Phantom	15GCD201031111919	State TCRP-100%	NA

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C.H. (Chuck) Harvey
Deputy CEO

**SUBJECT: AUTHORIZE AWARD OF CONTRACT FOR OPERATION AND
MAINTENANCE OF DUMBARTON BRIDGE EXPRESS BUS SERVICE**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award a contract to MV Transportation, Inc. to provide Dumbarton Bridge Express Bus Service for a not-to-exceed amount of \$6,527,795 for a five-year term.
2. Authorize the General Manager/CEO or his designee to execute a contract with MV Transportation, Inc. in full conformity with the terms and conditions of the solicitation documents and negotiated agreement.
3. Authorize the General Manager/CEO or his designee to assign the contract to the Alameda-Contra Costa Transit District.

SIGNIFICANCE

Approval of the above actions will provide for continued Dumbarton Bridge Express bus service on weekdays.

BUDGET IMPACT

This contract will be funded by the members of the Dumbarton Bridge Route Operations Committee (Consortium). The Consortium consists of Alameda-Contra Costa Transit District (AC Transit), Bay Area Rapid Transit (BART), City of Union City, Santa Clara Valley Transportation Authority (VTA) and San Mateo County Transit District (District). The District's share for Fiscal Year 2012 is included in the approved Operating Budget. Future funding for the District's 12.72 percent share towards this contract will be considered as part of the annual Operating Budget process.

Other Consortium member shares are as follow: AC Transit - 18.79 percent;
BART - 23.08 percent; Union City - 4.29 percent and VTA - 41.12 percent.

BACKGROUND

The Consortium administers the operations of the Dumbarton Bridge Express (DBX) Bus Service. Pursuant to a Cooperative Agreement among the Consortium members, AC Transit has historically provided the DBX service. The Consortium members decided to solicit proposals

from private firms for the continued operation and maintenance of the service. The District, acting on behalf of the Consortium, prepared a Request for Proposals (RFP), evaluated proposals, and negotiated a contract with the highest ranked proposer. While the District is administering the procurement process, the RFP allows the District to assign the contract to any member of the Consortium. AC Transit has agreed to assume and administer the contract.

The RFP was advertised in local newspapers and on the District's procurement website. Solicitation notices were also sent to interested firms and disadvantaged business enterprises (DBEs). A total of four proposals were received.

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

- Company's Experience and Financial Qualifications 0-25 points
- Staff and Training 0-20 points
- Mobilization/Operational/Preventive Maintenance Plan 0-25 points
- Use of Qualified Employees of the Prior Contractor 0-10 points
- Cost Proposal 0-20 points

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

1. MV Transportation, Inc., Fairfield, CA
2. First Transit, Cincinnati, OH
3. PCAM, LLC, Downey, CA
4. Bauer's Intelligent Transportation, San Francisco, CA

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

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

Senior Contract Officer: Tai Kwong 650-508-7978
Project Manager: Paul Lee, Manager, Bus Contracts 650-508-6433

RESOLUTION NO. 2011 -

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT
FOR OPERATION AND MAINTENANCE OF DUMBARTON
BRIDGE EXPRESS BUS SERVICE
FOR A FIVE-YEAR BASE TERM
AT A NOT-TO EXCEED AMOUNT OF \$6,527,795.34**

WHEREAS, the Dumbarton Bridge Route Operations Committee (Consortium) consists of Alameda-Contra Costa Transit District (AC Transit), San Francisco Bay Area Rapid Transit District (BART), City of Union City, Santa Clara Valley Transportation Authority (VTA) and San Mateo County Transit District (District); and

WHEREAS, pursuant to a Cooperative Agreement among the Consortium members, AC Transit provides Dumbarton Bridge Express (DBX) bus service over the Dumbarton Bridge; and

WHEREAS, The Consortium decided to solicit proposals from private firms for the operation and maintenance of the DBX bus service, and

WHEREAS, the District, acting on behalf of the Consortium, has issued a Request for Proposals (RFP) for the operation and maintenance of the DBX bus service; and

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

WHEREAS, an Evaluation Committee comprised of Consortium staff reviewed evaluated the proposals in accordance with the criteria set forth in the RFP, and upon completion of interviews and site visits, checking of references, and final scoring of proposals, has determined that MV Transportation, Inc., of Fairfield, CA received the highest consensus ranking and has the requisite depth of experience and required qualifications to successfully perform this contract, at a fair and reasonable price; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded for the operation and maintenance of Dumbarton Bridge Express Bus Service to MV Transportation, Inc., whose proposal meets all of the RFP requirements; and

WHEREAS, while the District is administering the procurement process for the RFP, the RFP allows the District to assign the contract to any member of the Consortium, and AC Transit has agreed to assume and administer the contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District (Board) awards a contract to MV Transportation, Inc. for Dumbarton Bridge Express Bus Service for a five-year base term at a not-to-exceed amount of \$6,527,795.34; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager/CEO or his designee to execute a contract on behalf of the San Mateo County Transit District with MV Transportation, Inc., in full conformity with all the terms and conditions of the solicitation documents and negotiated agreement subject to the compensation limits set forth above; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager/CEO or his designee to assign the contract and transfer all the District's rights and obligations under the contract to AC Transit.

Regularly passed and adopted this 14th day of September, 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 C. H. (Chuck) Harvey
Deputy CEO Deputy CEO

SUBJECT: **EXTENSION OF THE CONTRACT WITH MV TRANSPORTATION,
INC. FOR PROVIDING CONTRACTED URBAN BUS (CUB) SERVICE**

ACTION

Staff proposes that the Committee recommend that the Board authorize the General Manager/CEO to execute an amendment to extend the contract C-60488 with MV Transportation, Inc. (MV) of Fairfield, CA for a one-year period at the negotiated Vehicle Revenue Mile (VRM) rate of \$7.959.

SIGNIFICANCE

Extension of the contract with MV will allow the District to continue its mainline service with the current contractor while the District completes its reevaluation of its bus routes over the next 12 months. The contract extension will provide a stable operational environment, which will enable the District to make changes to service levels that will best meet the needs of the District's customers and budget. During the one-year period extension, staff will prepare and publish a Request for Proposals to resolicit these services.

BUDGET IMPACT

Funding for the cost of these services is available under the approved and projected operating budgets.

BACKGROUND

The District's current transportation model is being reviewed as part of a long-term strategy in an effort to bring more efficient and cost effective transportation options to the citizens of San Mateo County. Staff determined that the District needed maximum flexibility with our CUB Service provider during this evaluation and strategy implementation. Over the past two years, from September 30, 2009 to September 30, 2011, the District has successfully negotiated with MV to freeze its VRM rate at \$7.90. Starting September 30, 2011, the new negotiated VRM rate will be \$7.959, which is only a .75 percent increase in the rate in effect over the past two years, well below the Consumer Price Index increase of 2.4 percent. Staff has determined the rate increase to be fair and reasonable.

Contract Officer: Brian Geiger
Project Manager: Paul Lee, Manager, Bus Contracts

650-508-7973
650-508-6433

RESOLUTION NO. 2011 –

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

**AUTHORIZING A TWELFTH AMENDMENT TO EXTEND
CONTRACT C-60488 WITH MV TRANSPORTATION, INC.
FOR PROVIDING CONTRACTED URBAN BUS (CUB) SERVICE**

WHEREAS, on May 29th, 2001, the San Mateo County Transit District (District) and MV Transportation, Inc. (MV) entered into an agreement for the provision of contracted urban bus services (Agreement) for a three-year base term with two additional one-year option terms; and

WHEREAS, on August 14, 2006, the Board approved a two-year contract extension with an option for up to three additional one-year terms, at the rates and terms negotiated by staff; and

WHEREAS, the Agreement has been amended on eleven occasions to reflect contract term extensions, adjustments to the term, per Vehicle Revenue Mile (VRM) cost adjustments and changes to various other provisions; and

WHEREAS, during this current final option year of the Agreement, the District launched a process to identify and re-engineer significant changes to the District's bus system routes; and

WHEREAS, District and MV have mutually agreed to extend the Agreement for one additional year, so that the District is able to complete this re-engineering process, at the negotiated VRM rate of \$7.959, representing a .75 percent increase in the contract rate in effect during the past two years; and

WHEREAS, Staff has determined the rate increase to be fair and reasonable; and

WHEREAS, MV has consistently provided competent and reliable performance over the past ten years of the Agreement; and

WHEREAS, based on the forgoing, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board approve the proposed Twelfth Amendment authorizing a one-year contract extension at the negotiated VRM rate of \$7.959.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes the General Manager/CEO to execute a contract amendment on behalf of the District to extend the Agreement for a one-year period at a VRM rate of \$7.959 based upon the existing terms and conditions of the Agreement.

Regularly passed and adopted this 14th day of September, 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: AUTHORIZE REJECTION OF LOW MONETARY BID AS
NON-RESPONSIVE AND AUTHORIZE CONTRACT AWARD TO THE
NEXT LOWEST RESPONSIVE, RESPONSIBLE BIDDER, NEW FLYER
INDUSTRIES CANADA ULC (NEW FLYER), FOR FURNISHING
NON-ASBESTOS BRAKE BLOCKS**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Reject the low monetary bid from Daimler Bus North America, Inc. (Daimler) as non-responsive by reason of Daimler's failure to follow the bid requirements regarding the approved equals process.
2. Award a contract to the next lowest responsive and responsible bidder, New Flyer Industries Canada ULC (New Flyer) to furnish non-asbestos brake blocks for a total estimated cost of \$155,494 for a five-year term.
3. Authorize the General Manager/CEO to execute a contract with New Flyer in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Award of this contract will provide the District with a dedicated supplier for furnishing non-asbestos brake blocks.

BUDGET IMPACT

Funds to support the award of this contract are included in the approved and projected operating budgets.

BACKGROUND

An Invitation for Bids (IFB) was issued to obtain bids for furnishing non-asbestos brake blocks (brake blocks) over a five-year term. Staff advertised the requirements on the District's procurement website and in local newspapers. Solicitation notification went out to interested bidders including small business and disadvantaged business enterprises (SBEs and DBEs) that were registered in the vendor database. Three bids were received, as follows:

- | | |
|---|--------------|
| 1. Daimler Bus North America, Inc. | \$129,528.17 |
| 2. New Flyer Industries Canada ULC, Winnipeg, Manitoba Canada | \$155,493.61 |
| 3. American Moving Parts, Los Angeles, CA, | \$193,821.79 |

The bid submitted by the lowest bidder, Daimler, was determined to be non-responsive because Daimler listed an incorrect part number in their bid, yet failed to submit a request for an approved equal as required in the solicitation documents. Although Daimler considered the part equivalent, Daimler did not follow the approved equals process which would have allowed the District to either approve or disapprove the alternate part. Staff and legal counsel then reviewed the bid submitted by the next low bidder, New Flyer, and determined that the bid was responsive to the solicitation requirements. Accordingly, staff concludes that New Flyer is the lowest responsive, responsible bidder.

The District's previous contractor was Motor Coach Industries (MCI), which was awarded a three-year contract with two one-year option terms at an estimated cost of \$189,624. MCI went into bankruptcy in 2008. At that time, the District purchased MCI's brake block inventory and has been purchasing brake blocks in the open market as needed.

Contract Officer: Brian Geiger	650-508-7973
Project Manager: Detra Dillon, Contract Administrator, Bus Maintenance	650-508-6418

RESOLUTION NO. 2011-

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

* * *

**AUTHORIZE REJECTION OF LOW MONETARY BID AS NON-RESPONSIVE AND
AUTHORIZE CONTRACT AWARD TO THE NEXT LOWEST BIDDER, NEW FLYER
INDUSTRIES CANADA ULC (NEW FLYER), FOR FURNISHING NON-ASBESTOS
BRAKE BLOCKS AT A TOTAL ESTIMATED COST OF \$155,493.61**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive bids for furnishing non-asbestos brake blocks; and

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

WHEREAS, staff and General Counsel have reviewed the bids and determined that the bid of the apparent low bidder, Daimler Buses North America Inc. (Daimler) of Oriskany, NY is non-responsive because Daimler listed an incorrect part number in their bid, yet failed to follow the approved equals process that would have allowed the District to either approve or disapprove the alternate part; and

WHEREAS, staff has duly notified Daimler of the recommendation to reject its bid; and

WHEREAS, the General Manager/CEO recommends, and the Committee concurs, that a contract be awarded to New Flyer Industries Canada ULC (New Flyer) of Winnipeg, Manitoba, Canada, the next lowest responsible, responsive bidder whose bid meets the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to New Flyer for furnishing non-asbestos brake blocks for a five-year term at a total estimated cost of \$155,493.61 inclusive of taxes,

shipping, delivery and other costs and expenses based on the estimated requirements of the District during this term and unit prices submitted by New Flyer; and

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

Regularly passed and adopted this 14th day of September 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 LOW MONETARY BID AS NON-RESPONSIVE AND
AWARD OF CONTRACT FOR FIRE SUPPRESSION EQUIPMENT
INSPECTION, MAINTENANCE AND FIRE ALARM MONITORING
SERVICES**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Reject the low monetary bid for fire suppression equipment inspection, maintenance and fire alarm monitoring services received from SimplexGrinnell, LP (SimplexGrinnell) of Livermore, CA. This firm submitted a bid containing written exceptions, rendering its bid non-responsive and requiring its rejection.
2. Award a contract to the lowest responsive and responsible bidder, Siemens Industry (Siemens) of Hayward, CA, in the total estimated amount of \$289,258 for a five-year period.
3. Authorize the General Manager/CEO, or his designee, to execute a contract with Siemens in full conformity with the terms and conditions of the solicitation documents.

SIGNIFICANCE

Award of this contract will allow the District to hire a qualified contractor to furnish inspection, repair and maintenance services to existing fixed fire suppression equipment and to provide fire alarm monitoring services at three District facilities.

BUDGET IMPACT

Funds to support the award of this contract are included in the adopted Fiscal Year 2012 District Operating Budget.

BACKGROUND

Staff advertised and bid this procurement last year. However, the solicitation for the services resulted in a sole bid that staff determined and Legal Counsel concurred was non-responsive due to several material exceptions taken by the bidder. Staff requested and the Board granted 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 and presenting a recommendation for contract award to the Board at a subsequent meeting. During the process of discussions with prospective vendors, staff determined that a modification of the scope of services and resolicitation would likely result in the submittal of responsive bids and result in a more competitive price for the District.

Consequently, Staff advertised the revised solicitation via the District’s website and a newspaper of general circulation. Solicitation notices also were sent to small and disadvantaged business enterprises (SBEs and DBEs). Several potential bidders attended a Pre-Bid meeting. Two bids were received and opened publicly as listed below:

Company	Grand Total Bid Price
<i>District Estimate</i>	\$234,260
SimplexGrinnell, LP	\$282,238
Siemens Industry	\$289,258

The apparent low bidder, SimplexGrinnell, submitted a bid containing several exceptions to the District’s terms and conditions contrary to the provisions of the solicitation and District procurement policy and procedures. These irregularities are material and may not be waived by the District. Staff therefore recommends that the bid tendered by SimplexGrinnell be rejected as non-responsive.

Staff and Legal Counsel reviewed the bid from Siemens and determined that it complies with all the requirements of the solicitation and is responsive to the bid specifications. Staff contacted five firms for whom Siemens has provided similar services for references. Based on information obtained, staff believes that Siemens is qualified to provide fire suppression equipment inspection, maintenance and fire alarm monitoring services. Therefore, staff concludes that Siemens is capable of meeting the requirements of the contract and is the lowest responsive, responsible bidder.

Contract Officer: Adwoa Oni
 Project Manager: Jeffrey Thomas

650-508-6411
 650-508-6309

RESOLUTION NO. 2011 -

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

* * *

**REJECTING LOW MONETARY BID AS NON-RESPONSIVE AND
AUTHORIZING AWARD OF CONTRACT TO SIEMENS INDUSTRY
FOR FIRE SUPPRESSION EQUIPMENT INSPECTION, MAINTENANCE
& FIRE ALARM MONITORING SERVICES FOR THE TOTAL
ESTIMATED AMOUNT OF \$289,258**

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

WHEREAS, in response to the District's previous advertisement, a single firm, SimplexGrinnell LP (SimplexGrinnell), of Livermore, California submitted a bid that was determined to be non-responsive and was rejected; and

WHEREAS, staff requested and the Board granted authorization to solicit the open market to identify qualified firms that could meet the needs of the District for these services with the expectation of negotiating an acceptable contract with one firm; and

WHEREAS, in the course of these discussions staff determined that a revised scope of work would likely result in the submittal of responsive bids and result in a more competitive price for the District; and

WHEREAS, the District, resolicited competitive bids for fire suppression equipment inspection, maintenance, and fire alarm monitoring services for a five-year term; and

WHEREAS, in response to the District's invitation for bids, two firms, SimplexGrinnell LP (SimplexGrinnell), of Livermore, California and Siemens Industry of Hayward, California submitted bids; and

WHEREAS, staff and Legal Counsel reviewed the two bids received and determined that the apparent low bidder, SimplexGrinnell, took exception to the solicitation terms and conditions constituting a material irregularity that could not be waived and its bid is therefore non-responsive and requires rejection; and

WHEREAS, staff and Legal Counsel have reviewed the bid submitted by Siemens and have determined it is the lowest responsive and responsible bid; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the contract be awarded to Siemens Industry of Hayward, California, whose bid meets all the requirements of the solicitation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District rejects the bid of SimplexGrinnell for the reasons cited above; and

BE IT FURTHER RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to Siemens Industry for provision of fire suppression equipment inspection, maintenance & fire alarm monitoring services for a five-year term for a total estimated amount of \$289,258; 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 Siemens Industry in full conformity with all of the terms and conditions of the contract documents and in a form approved by Legal Counsel.

Regularly passed and adopted this day 14th of September 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: **AUTHORIZE PURCHASE OF SEVEN VEHICLES THROUGH THE
STATE OF CALIFORNIA CONTRACT AND DISPOSITION OF SEVEN
SURPLUS VEHICLES**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Approve the purchase of one Ford F-150 Super Cab Pickup, one Ford E350 Passenger Van, two Ford Escape 4WD, one Ford Cargo Van, and two Ford Escape Hybrids through the State of California, Department of General Services (DGS) competitively bid contract, for a total estimated cost of \$174,518 inclusive of delivery charges, tire fees, and taxes.
2. Authorize the General Manager/CEO to execute a contract with Downtown Ford of Sacramento, CA for the purchase of these seven vehicles in full conformity with the terms and conditions of the DGS contract with Downtown Ford.
3. Approve the disposal of seven surplus vehicles: two 1998 Jeep Cherokees, one 1999 Dodge Stratus, one 2000 Jeep Cherokee, two 2000 Chevy Astro Vans, and one 2000 Chevy Malibu.
4. Authorize the General Manager/CEO to dispose of these surplus vehicles in accordance with San Mateo County Transit District (District) Procurement Policy.

SIGNIFICANCE

The District owns and maintains a fleet of support vehicles used in a variety of work-related activities such as deployment of field supervisors to verify routes and monitor service levels, handle emergency situations and accident investigations, evaluate contractor performance, monitor construction progress, and perform periodic site visits and other field inspections. The new vehicles inclusive of extended warranties will replace older, unreliable, and costly-to-maintain vehicles thereby reducing operating and maintenance costs.

Disposal of the vehicles listed above will be in full conformity with District procurement policy. District approved methods of disposal are by sealed bid, public auction, sale, negotiation, transfer to another public agency, or by discarding as scrap.

BUDGET IMPACT

Funding for this project has been included in the approved prior year Capital Budgets. No additional funding is required. Any proceeds gained from the disposition of the older vehicles, less fees, if any, will be deposited to the District's General Fund.

BACKGROUND

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

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

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

RESOLUTION NO. 2011-

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

*** * ***

**AUTHORIZING THE PURCHASE OF SEVEN SERVICE SUPPORT VEHICLES
THROUGH THE STATE OF CALIFORNIA'S COMPETITIVELY BID CONTRACT
FOR A TOTAL COST OF \$174,518.73 AND AUTHORIZING DISPOSITION OF SEVEN
SURPLUS VEHICLES**

WHEREAS, the San Mateo County Transit District (District) has a policy to routinely dispose of used surplus vehicles; and presently needs to replace seven service support vehicles which have reached the end of their useful lives; and

WHEREAS, staff proposes to acquire one Ford F-150 Super Cab Pickup, one Ford E350 Passenger Van, two Ford Escape 4WDs, one Ford Cargo Van, and two Ford Escape Hybrids (service support vehicles) as replacement vehicles used in a variety of work-related activities such as deployment of field supervisors to verify routes and monitor service levels, and further proposes to dispose of two 1998 Jeep Cherokee, one 1999 Dodge Stratus, one 2000 Jeep Cherokee, two 2000 Chevy Astro Vans, and one 2000 Chevy Malibu vehicles (surplus vehicles) that have reached the end of their useful life; and

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

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

WHEREAS, the funding for purchase of seven service support vehicles has been programmed in the capital budget from a prior year, and maintenance and fuel costs have been programmed into the current and projected operating budgets; and

WHEREAS, the General Manager/CEO recommends, and the Committee concurs, that a contract be awarded for the purchase and delivery of seven service support vehicles through the State's DGS contract with Downtown Ford of Sacramento, CA for a total cost of \$174,518.73 inclusive of delivery, taxes, and tire fees and recommends that the Board of Directors authorize the disposition of the seven surplus vehicles by any means permitted by District procurement

policy, including through sealed bid procedure, auction, sale or transfer to another public agency, negotiation, or by discarding items as scrap with the understanding that the net proceeds from the disposition of these vehicles will be deposited in the District General Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District awards a contract to Downtown Ford of Sacramento, CA for the purchase and delivery of seven service support vehicles for a total cost of \$174,518.73, and authorizes the disposal of seven surplus vehicles in accordance with District procurement policy; 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 Downtown Ford in accordance with the terms and conditions of the DGS competitively bid contract and in a form approved by Legal Counsel.

Regularly passed and adopted this 14th day of September, 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 C. H. (Chuck) Harvey
Deputy CEO Deputy CEO

SUBJECT: **AUTHORIZATION TO PURCHASE 10 PARATRANSIT MINIVANS FOR AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT SERVICE AND TO DISPOSE OF 10 SURPLUS PARATRANSIT MINIVANS**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Approve purchase of up to ten 2011 El Dorado Amerivan paratransit minivans from Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) of Chino, CA for a total cost of up to \$466,014 through the California Association for Coordinated Transportation (CalACT) program competitively bid contract for use in the San Mateo County Transit District (District) ADA paratransit service (Redi-Wheels).
2. Authorize the General Manager/CEO to execute a contract with Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) for the purchase of up to ten 2011 El Dorado Amerivan paratransit minivans in full conformity with the terms and conditions of the CalACT contract with Creative Bus Sales, Inc.
3. Authorize the General Manager/CEO to dispose of 10 surplus 2007 El Dorado Activans vehicles in accordance with District procurement policy.

SIGNIFICANCE

Replacement of the 10 surplus vehicles will ensure continued, reliable Redi-Wheels service to District ADA paratransit customers. The new minivans will be upgraded to meet the needs identified by the Paratransit Coordinating Council's (PCC) Vehicle Advisory Committee. Disposal of the surplus vehicles will be in full conformity with District procurement policy. District approved methods of disposal are by sealed bid, public auction, sale, negotiation, transfer to another public agency, or by discarding as scrap.

BUDGET IMPACT

Funding for this contract has been included in prior year Capital budget. No additional funding is required.

BACKGROUND

The District programs the routine replacement of its paratransit vehicles in accordance with Federal Transit Administration (FTA) and Metropolitan Transportation Commission (MTC) guidelines. The 10 surplus vehicles have reached the end of their useful service life, and are programmed for replacement in FY2012.

The District will use the CalACT competitively bid contract for the purchase of its new minivans. The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through State of California competitively bid contracts. With access to CalACT's paratransit minivan suppliers, the District benefits by purchasing at highly competitive prices vehicles of proven design and construction standards that meet all of the District's specifications.

District staff worked with the PCC's Vehicle Advisory Committee to develop the seating layout and to identify other vehicle options that best meet the needs of District Redi-Wheels customers.

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

RESOLUTION NO. 2011-

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

**AUTHORIZATION TO PURCHASE OF UP TO 10 PARATRANSIT MINIVANS FOR
AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT SERVICE
FOR A TOTAL COST OF UP TO \$466,014.60 AND TO DISPOSE OF 10 SURPLUS
PARATRANSIT MINIVANS**

WHEREAS, the San Mateo County Transit District (District) provides paratransit services to San Mateo County residents as required by the Americans with Disabilities Act of 1990 through its paratransit service program (Redi-Wheels); and

WHEREAS, ten 2007 El Dorado Activans have reached the end of their useful life and are due for replacement in accordance with Federal Transit Administration (FTA) and Metropolitan Transportation Commission (MTC) replacement schedules; and

WHEREAS, staff proposes to replace these surplus vehicles by acquiring up to 10 new 2011 El Dorado Amerivan paratransit minivans (minivans); and

WHEREAS, pursuant to California Public Contract Code Section 10298, the District is permitted to procure items through the California Association for Coordinated Transportation (CalACT) program which makes available to public agencies numerous items, including minivans from approved vendors who have been selected by the State through a sealed competitive bid process; and

WHEREAS; since 1996 the District has routinely used the State procurement system to purchase new vehicles for its paratransit services; and

WHEREAS, funding for the purchase of the minivans has been included in the prior year approved Capital budget; and

WHEREAS, the General Manager/CEO recommends, and the Committee concurs, that a contract be awarded to Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) of Chino, CA for a total cost of up to \$466,014.60, including applicable charges for tire fees, taxes and delivery; and recommends that the District Board of Directors (Board) authorize the disposal of 10 surplus vehicles identified above by any means permitted by District procurement policy, including through sealed bid procedure, auction, sale or transfer to another public agency, negotiation, or by discarding items as scrap; and

WHEREAS, the net proceeds from the disposal of the surplus vehicles will be deposited in the District's General Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District awards a contract through the California Association for Coordinated Transportation (CalACT) program to Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) of Chino, CA for the purchase of up to ten 2011 El Dorado Amerivan paratransit minivans for a total cost of up to \$466,014.60, and that the Board hereby authorizes the disposition of the 10 surplus vehicles identified above in accordance with District procurement policy; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or designee, to execute a contract on behalf of the District with Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) for a total cost of \$466,014.60 in accordance with the terms and conditions of CalACT's competitively bid contract and in a form approved by District Legal Counsel, and authorizes the General Manager/CEO or designee to determine, in a manner consistent with District procurement policy, the appropriate method and terms for disposal of the 10 surplus vehicles.

Regularly passed and adopted this 14th day of September, 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 C. H. (Chuck) Harvey
Deputy CEO Deputy CEO

SUBJECT: **EXERCISE OPTION TO CONTRACT 07-SAMTR-M-023 WITH
CREATIVE BUS SALES, INC. FOR THE PURCHASE AND DELIVERY OF
UP TO FOUR CUTAWAY BUSES**

ACTION

Staff proposes that the Committee recommend that the Board authorize the General Manager/CEO or his designee to exercise an option to contract 07-SAMTR-M-023 with Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) in the amount of up to \$357,171 (inclusive of all charges, taxes and fees) for the purchase of up to four 22-foot paratransit vehicles (cutaways).

SIGNIFICANCE

Approval of this action will allow the District to purchase two cutaways to expand the Redi-Wheels fleet of small buses to serve group trips, accommodate extra-large wheelchairs and to reduce the use of sedans and supplemental taxis which are less efficient to operate. The District also will be able to replace one vehicle damaged in an accident, and contingent upon the availability of funds, and if it is in the best interest of the District, replace a second vehicle also damaged in an accident.

BUDGET IMPACT

Funding for the contract has been included in prior year approved Capital budgets. No additional funding is required.

BACKGROUND

In November 2006, the District, as the lead procuring agency, formed a buying consortium with Alameda-Contra Costa County Transit, Central Contra Costa Transit Authority, and San Joaquin Regional Transit District to solicit competitive proposals for paratransit vehicles. On March 15, 2007, by Resolution 2007-14, the District Board awarded a three year contract with two, one-year options to Creative Bus Sales, Inc. The Contract included a base order of 69 paratransit vehicles, 29 for the District and 40 for the other consortium members. In addition, the Contract included options, to be exercised by the District or assigned to other public agencies, to purchase up to an additional 525 paratransit vehicles during the term of the contract. Approval of this item will allow the District to purchase up to four additional vehicles as described below.

Presently, during weekday, peak travel times, due to the amount of equipment required to serve

agency adult day programs, Redi-Wheels experiences a shortage of small buses. Accommodating a customer in an extra-large wheelchair often requires ambulatory trips to be shifted to sedans or taxis to allow a small bus to be available for peak travel trips. This substitution consumes resources and reduces operating efficiency. Expansion of the small-bus fleet with two new cutaways will increase the overall productivity of the Redi-Wheels fleet and program.

In November 2010, District vehicle #261, (2009 El Dorado Cut-A-Way), was in an accident. The damage to the vehicle was so severe the District's insurance carrier determined the vehicle to be un-repairable. Due to current service demands and operational needs, the District requires a replacement vehicle to maintain the District fleet of paratransit vehicles and meet service demands. In 2011, a second paratransit vehicle was damaged in an accident. The District anticipates it will use the insurance settlement on this vehicle to repair it; however, if it is determined that the vehicle is un-repairable or deemed unsafe for operation, the District, upon availability of funds, will replace the vehicle with a new cutaway from the subject contract.

Contract Officer:	Brian Geiger	650-508-7973
Project Managers:	Greg Moyer, Superintendent Maintenance Technical Services	650-508-7987
	Bill Welch, Manager Accessible Transit Services	650-508-6475

RESOLUTION NO. 2011-

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

**AUTHORIZING EXERCISE OF OPTION TO CONTRACT 07-SAMTR-M-023 WITH
CREATIVE BUS SALES, INC. IN THE AMOUNT OF UP TO \$357,171 FOR THE
PURCHASE OF UP TO FOUR CUTAWAY BUSES**

WHEREAS, pursuant to Resolution 2007-14, the San Mateo County Transit District (District) awarded a contract to Creative Bus Sales, Inc. by which the District purchased a base order of 29 22-foot paratransit vehicles (cutaways) for use in the District's Redi-Wheels service, and preserved the option to purchase additional cutaways during the contract term; and

WHEREAS, in order to expand Redi-Wheels service and maximize operational efficiency, the District now has an additional need to purchase up to four cutaways for the total amount of up to \$357,171; and

WHEREAS, funding for the purchase of up to four cutaways has been budgeted in the prior year approved Capital Budget; and

WHEREAS, the General Manager/CEO has recommended, and the Committee concurs, that the Board authorize the General Manager/CEO to exercise an option to purchase up to four additional cutaways in the amount of up to \$357,171, inclusive of all charges, taxes and fees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the San Mateo County Transit District hereby authorizes the General Manager/CEO to execute an option to the contract with Creative Bus Sales to purchase up to four additional cutaways for a total amount of up to \$357,171.

Regularly passed and adopted this 14th day of September, 2011 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

An Evaluation Committee (Committee), comprised of qualified staff and an outside transit agency professional with experience in exterior bus advertising contracts, reviewed and ranked proposals according to the following weighted criteria set forth in the RFP:

- Qualifications and Experience of Firm 20 points
- Qualifications and Experience of Management Team and Key Personnel 10 points
- Approach to Scope of Services 20 points
- Revenue Share Proposal 50 points

After review, evaluation, and initial scoring of proposals, the Committee invited the three firms for interviews because they all fell within the competitive range. Following interviews, the Committee completed the final evaluation and consensus ranking. The firms are listed below in order of their final consensus ranking.

- Lamar Transit Advertising, Salt Lake City, UT
- Titan Outdoor LLC, New York, NY
- CBS Outdoor Group, Inc., New York, NY

The Committee determined that Lamar, the highest consensus ranked proposer, is qualified to be selected for contract award. Lamar Transit Advertising has been partnering with transit agencies for more than 30 years and operates 70 transit advertising franchises in the U.S., Canada and Puerto Rico. Currently, its local transit clients include the Santa Clara Valley Transportation Authority and County Connection. Lamar's sales revenue exceeded \$1 billion in 2010. This background demonstrates that the firm possesses the depth of experience and required qualifications to successfully perform the scope of services defined in the solicitation documents. Additionally, staff performed due diligence and contacted four transit agencies for which Lamar is providing similar services for references.

The current contractor for exterior bus advertising is CBS Outdoor Group, Inc.

Contract Officer: Adwoa Oni 650-508-6411
Project Manager: Rita Haskin, Executive Officer, Customer Service & Marketing 650-508-6248

RESOLUTION NO. 2011 -

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT TO
LAMAR TRANSIT ADVERTISING FOR EXTERIOR BUS ADVERTISING SERVICES
FOR A FIVE-YEAR TERM AT A MINIMUM REVENUE GUARANTEE SHARE OF
\$3,425,000**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive proposals for the provision of exterior bus advertising services; and

WHEREAS, in response to the District's advertisement, three proposals were received; and

WHEREAS, an Evaluation Committee reviewed and ranked the proposals according to the evaluation criteria set forth in the Request for Proposals and conducted interviews with the three firms; and

WHEREAS, upon completion of the evaluation and selection process, Lamar Transit Advertising (Lamar) received the highest consensus ranking; and

WHEREAS, legal counsel has reviewed the Lamar proposal and has determined that it complies with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the contract be awarded to Lamar for a five-year term for a minimum guarantee revenue share of \$3,425,000; and

WHEREAS, the Agreement is structured to allow the District to receive additional revenue based on results of advertising sales.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the San Mateo County Transit District hereby awards a contract to Lamar Transit Advertising of Salt Lake City, Utah, for the provision of exterior bus advertising services for a five-year term for which the District will receive a minimum guarantee revenue share of \$3,425,000 and additional revenue as may be due in excess of the minimum guarantee based on results of advertising sales; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to execute a contract on behalf of the District with Lamar in full conformity with all the terms and conditions of the solicitation documents and negotiated Agreement in a form approved by legal counsel.

Regularly passed and adopted this 14th day of September, 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: AUTHORIZING AWARD OF CONTRACTS FOR ON-CALL
INFORMATION TECHNOLOGY CONSULTING AND SUPPORT
SERVICES**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Authorize the General Manager/CEO or his designee to award 10 on-call, no compensation guarantee contracts for Information Technology (IT) consulting and support services, each for a three-year term, in an aggregate not-to-exceed amount of \$8,500,000, to the following firms:

Auriga Corporation, Milpitas, CA
CH2M HILL, Inc., San Francisco, CA (formerly Booz Allen Hamilton)
CMC America, Inc., Sunnyvale, CA
CompuCom Systems, Dallas, TX
Gannett Fleming, Inc., Mill Valley, CA
Karen Antion Consulting, LLC, Stamford, CT
LM Telecommunications, Cedar City, UT
Modis, San Jose, CA
RNR Consulting, Cleveland, OH
Stantec Consulting Services, San Francisco, CA

2. Authorize the General Manager/CEO, or his designee, to execute a contract with the 10 firms listed above in full conformity with the terms and conditions of the solicitation documents and negotiated agreements.
3. Authorize the General Manager/CEO, or his designee, to exercise up to two additional one-year option terms, with an aggregate not-to-exceed amount of \$2,833,333 for each year, if it is in the best interest of the District.

SIGNIFICANCE

These recommended contract awards will provide the District with the necessary consultant expertise on an as-needed project basis or staff augmentation basis for the following eight broad categories:

- General Programming Services
- Desktop User Technical Support
- Information Technology (IT) Infrastructure Support
- Web/Portal/SharePoint Development Services
- Intelligent Transportation Systems (ITS) Support Services
- Bus Operations Systems
- Technology Communication Services
- Fare Collection Technology Support

The specific technology and consulting support services are further defined in the scope of work for each of the eight broad categories. These on-call services will be conducted as needed under work directives. Award of these contracts will not obligate the District to purchase any level of service from any of the firms as the individual work directives will be issued on a project-by-project basis, considering factors such as work priorities, specialized expertise, cost and availability of funding.

BUDGET IMPACT

Work Directives issued under this contract will contain a defined scope of services, and a separate schedule and budget. Funds will come from approved capital project or operating budgets.

BACKGROUND

A Request for Proposals (RFP) was issued and advertised in a local newspaper and on the District's procurement website. The RFP was issued as a joint procurement with the JPB that would result in a contract for each agency. The District received 25 proposals, 9 of which are from Disadvantaged Business Enterprises (DBE) and minority-owned firms. An Evaluation Committee (Committee) composed of qualified staff, reviewed and scored the proposals in accordance with the following weighted criteria:

- | | |
|--|-----|
| • Responsiveness of the Proposal | 10% |
| • Approach to Scope of Services | 25% |
| • Qualifications & Experience of Firm, Key Personnel & Management Team | 50% |
| • Labor Category Rates | 15% |

Ten firms (including three DBE and minority-owned firms) achieved scoring within the competitive range and were invited for interviews. Upon completion of interviews, checking references, financial review, and final scoring of proposals, it was determined that all ten firms determined to be in the competitive range have the requisite depth of experience and have the required qualifications to successfully perform the desired services.

The Committee reviewed the rates and other cost elements submitted with the ten top-ranked proposals and found that the proposed rates compared favorably to those in existing IT consultant support services contracts. Each firm is fully capable of providing the specified services at a fair and reasonable price.

Contract Officer:	Alicia Fraumeni	650-508-6442
Project Manager:	David Verderosa, Director, Information Technology & Telecommunications	650-508-7954

RESOLUTION NO. 2011-

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

* * *

**AUTHORIZING AWARD OF TEN ON-CALL CONTRACTS FOR
INFORMATION TECHNOLOGY (IT) CONSULTING AND SUPPORT
SERVICES FOR A THREE-YEAR BASE TERM
AT AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$8,500,000**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive proposals for providing on-call IT consulting and support services; and

WHEREAS, in response to the District's Request for Proposals (RFP) 25 firms submitted proposals; and

WHEREAS, an Evaluation Committee (Committee) comprised of qualified District staff reviewed and evaluated the proposals in accordance with the criteria set forth in the RFP; and

WHEREAS, upon completion of the initial evaluation and scoring process, the 10 top-ranked firms were invited for interviews; and

WHEREAS, upon completion of the interviews, checking of references, and final scoring of proposals, it was determined that all ten firms determined to be in the competitive range have the requisite depth of experience and have the required qualifications to successfully perform the desired services and will perform such services at fair and reasonable prices; and

WHEREAS, staff has determined that it would be in the best interest of the District to award contracts to the following 10 firms:

1. Auriga Corporation, Milpitas, California
2. CH2M HILL, Inc., San Francisco, California (formerly Booz Allen Hamilton)
3. CMC America, Inc., Sunnyvale, California
4. CompuCom Systems, Dallas, Texas
5. Gannett Fleming, Inc., Mill Valley, California
6. Karen Antion Consulting, LLC, Stamford, Connecticut
7. LM Telecommunications, Cedar City, Utah
8. Modis, San Jose, California
9. RNR Consulting, Cleveland, Ohio
10. Stantec Consulting Services, San Francisco, California

WHEREAS, the General Manager/CEO recommends and the Committee concurs that contracts be awarded to each of the 10 firms identified above, whose proposals meet all of the RFP requirements for furnishing on-call IT consulting and support services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District (Board) awards 10 on-call contracts for IT consulting and support services to the 10 firms identified above for a three-year base term at an aggregate not-to-exceed amount of \$8,500,000 and up to two additional, one-year option terms for an aggregate not-to-exceed amount of \$2,833,333 for each option year, with the understanding that the District is under no obligation to purchase any level of service from any of the firms as individual work directives will be issued on a project-by-project basis, considering factors such as work priorities, specialized expertise, cost and availability of funding; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager/CEO or his designee to execute the contracts on behalf of the San Mateo County Transit District with the 10 firms identified above in full conformity with all the terms and conditions of the solicitation documents and negotiated agreements and to exercise up to two one-year option terms if it is in the best interest of the District, subject to the compensation limits set forth above.

Regularly passed and adopted this 14th day of September, 2011, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**FINANCE ITEM # 18
SEPTEMBER 14, 2011**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **INFORMATION ON STATEMENT OF REVENUES AND EXPENSES FOR
THE PERIOD ENDING JUNE 30, 2011**

The Finance Division engages in many activities following the end of the June 30 fiscal year both to close out the old fiscal year and set up the new fiscal year. The demands of these activities require a longer time to produce a complete Statement of Revenues and Expenses than allowed by the normal board meeting cycle. Consequently, staff will present a Statement of Revenues and Expenses for June at the November 9 meeting of the Board of Directors.

Prepared by: Rima Lobo, Director of Finance

650-508-6274

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **UPDATE ON THE EXECUTION OF THE FUEL HEDGING PROGRAM**

ACTION

This item is presented for informational purposes only.

SIGNIFICANCE

On June 8, 2011, the Board approved forms of substantially final diesel fuel price cap purchase agreement documents and authorized the Deputy CEO, Finance and Administration to execute those documents with the winning diesel fuel price cap provider. On June 27, the San Mateo County Transit District's (District) financial advisors requested bids from the four firms, Deutsche Bank, Barclays Bank PLC, Canadian Imperial Bank of Commerce and Wells Fargo Bank, with which we had developed mutually agreed upon bid documents for a diesel fuel price cap. Based on the bid prices, the District selected Deutsche Bank as the winning bidder, with a cap of \$2.90 per gallon and a cost of cap at \$0.241 per gallon. The District hedged a total of 0.9 million gallons which represents approximately 50 percent of the District's expected fuel usage for Fiscal Year 2012. The average price per gallon of diesel fuel for the week ending June 23 was \$3.05, the lowest price between February 2011 to July 2011. The substantially final documents, on file for the Board on June 8, were executed subsequent to the bid. Staff was comfortable with the documents as executed and the price offered by Deutsche Bank.

Prior to requesting bids, staff worked together with the District's financial advisors and legal counsel to develop a Request for Commodity Price Caps and a bid package for diesel fuel price cap providers interested in bidding on the diesel fuel price cap. Included in that package were an International Swaps and Derivatives Association, Inc. (ISDA) Master Agreement (Master Agreement), a Schedule to the Master Agreement (Schedule) and a Credit Support Annex (CSA). The documents had been reviewed by Orrick, Herrington & Sutcliffe, LLP, special counsel to the District. In addition to the documents listed above, a Confirmation setting forth the pricing terms was executed.

The primary goal for the fuel hedging program is to reduce volatility and uncertainty in the fuel budget for FY2012. Consistent with the Fuel Hedging Policy, the District has hedged 0.9 million gallons, which represents approximately 50 percent of its expected annual fuel consumption. In

order to maximize the fuel hedging program's potential for economic efficiency, the District partnered with the Peninsula Corridor Joint Powers Board, which hedged 2.1 million gallons, which represents approximately 50 percent of its expected annual fuel consumption.

Staff expects to return to the Board next year with an assessment of the FY2012 fuel hedging program.

BUDGET IMPACT

The District's FY2012 adopted budget for fuel expenses is \$5.6 million which is only a minimal increase, about \$54,000 or 1 percent, over the revised FY2011 budget. This increase is mostly due to the increase in the budgeted price per gallon of diesel fuel since the last fuel hedge was executed. The purchase of the price cap from Deutsche Bank, which caps the District's fuel price for half of its fuel at \$2.90 per gallon, helps to keep the increase in the fuel budget to a minimal level even as fuel prices rise. The fuel hedging program also gives the District a measure of budgetary certainty and allows for more effective utilization of budget resources. The FY2012 fuel budget allows for hedging program fees including \$7,750 for financial advisor, \$34,500 for outside legal counsel and \$216,900 which is the premium for price cap.

BACKGROUND

The District currently purchases fuel from Pinnacle Petroleum based on the average weekly spot price for Oil Price Information Service (OPIS) index, exposing the District to market price fluctuation. During the past 12-month period from July 29, 2010 to July 28, 2011, the price of OPIS has ranged from a high of \$3.46 per gallon in the last week of April 2011 to a low of \$2.16 in the last week of July 2010.

In order to meet the primary goal of the fuel hedging program of reducing volatility and uncertainty in the fuel budget for FY2012, staff purchased a price cap consistent with the District's adopted Fuel Hedging Policy. This commodity price cap does not include taxes on the fuel price, however the price commonly reported to the Board of Directors includes taxes. A price cap allows the District to limit its exposure if fuel prices rise, while continuing to receive the benefit if prices fall.

Prepared by: Christina Tang, Senior Budget Analyst

650-508-6376

NOTE TIME CHANGE



BOARD OF DIRECTORS 2011

KARYL MATSUMOTO, CHAIR
JERRY DEAL, VICE CHAIR
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
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, SEPTEMBER 14, 2011 – 4:15 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of July 13, 2011

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Zoe Kersteen-Tucker, Jeff Gee, Rose Guilbault

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
JULY 13, 2011**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), J. Gee, R. Guilbault

Other Board Members Present, Constituting Committee of the Whole: J. Deal, C. Groom, S. Harris, A. Lloyd, K. Matsumoto, A. Tissier

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:53 p.m.

Approval of Minutes of Legislative Committee Meeting of June 8, 2011

The committee approved the minutes (Deal/Lloyd); Gee and Guilbault abstained.

Update on the State Legislative Program

Government Affairs Manager Seamus Murphy reported:

- The governor signed the State budget, which contained only cuts, no new revenues. The budget includes the gas tax swap provisions that provide transit operating funds. Despite the pressure to cut, the Legislature chose not to propose cutting transit any further on the operating side.
- The governor vetoed about \$200 million out of a total of \$995 million in Proposition 1A connectivity. He said \$4 million of the funds were programmed for Caltrain, but these were funds that we not anticipated for use in the Fiscal Year 2012 Capital Budget. The Legislature can appropriate these funds later, pending a signature by the governor and the sale of bonds.
- The governor also vetoed funding to support the Caltrain Memorandum of Understanding (MOU) with the California High Speed Rail Authority (CHSRA). The governor directed the CHSRA to use funding from capital outlay side.
- July 8 was the deadline to get bills out of the Policy Committee. One bill the agency supports, AB1105 by Assemblyman Rich Gordon, is awaiting the governor's signature. The bill would allow the Santa Clara Valley Transportation Authority (VTA) to extend High Occupancy Toll (HOT) lanes extend six miles into San Mateo County on Highway 101 and establish a HOT lane throughout the full length of the carpool lane.
- It doesn't look like there will be any significant restructuring of the CHSRA this session. There is a working group of legislative members and staff considering strategy to reorganize and reform the government structure of the CHSRA.

Update on the Federal Legislative Program

Mr. Murphy reported:

- There is a reauthorization proposal for \$556 billion measure over six years by the administration that would essentially double transit and transportation funding. A proposal in the Senate is a two-year proposal at \$109 billion, a bit more than what is under SAFETEA-LU.
- Last week House and Transportation and Infrastructure Chairman John Mica introduced a bill that would reduce funding from the current \$290 billion level, which is what SAFETEA-LU funds, to about \$230 billion. Staff is working with the American Public Transportation Association (APTA) to identify the impacts of such a funding reduction on transit service and capital projects. APTA is surveying members on how this reduction would impact their agencies and the expectation is that it would potentially cripple transportation and transit across the country. That information will be communicated to Congress.

Director Shirley Harris asked if SamTrans gets to share in the revenue of the HOT lanes.

Mr. Murphy said yes and there would be an agreement between the City/County Association of Governments and VTA to determine how revenues would be split.

Adjourned: 3:00 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: STATE AND FEDERAL LEGISLATIVE UPDATE

ACTION

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

SIGNIFICANCE

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

STATE ISSUES

Legislation

The deadline for passing State legislation is September 9. Governor Brown has until October 9 to sign bills into law. Two bills that SamTrans supports have cleared the Legislature:

AB 147 (Dickenson) allows local agencies to impose a development fee to cover the cost of constructing transportation facilities including pedestrian, bicycle, transit and traffic-calming facilities.

AB 1105 (Gordon) authorizes the Santa Clara Valley Transportation Authority (VTA) to extend a high-occupancy toll lane into San Mateo County covering the length of the existing high-occupancy vehicle lane provided there is agreement from the City/County Association of Governments of San Mateo County (C/CAG). The bill also authorizes VTA and C/CAG to negotiate a revenue sharing agreement to fairly distribute revenues generate from the proposed extension.

Legislation has also been introduced that would create new funding opportunities for transit operations and capital projects. SB 791 (Steinberg) would allow Metropolitan Planning Organizations to place a regional gasoline surcharge before voters. If approved by voters, revenues from the surcharge would be eligible to support transit operations and capital projects. Staff has been working with the California Transit Association and Senator Steinberg's staff to support the legislation.

FEDERAL ISSUES

Surface Transportation Authorization

The most recent extension of Federal spending authorization for surface transportation programs expires on September 30. Legislative leaders in both chambers have announced very different proposals for another extension. House Transportation and Infrastructure Chairman John Mica continues to push for a six-year authorization that would reduce existing funding levels to only those covered by Highway Trust Fund revenues, a 30 percent reduction in current spending levels. More recently, Senate Environment and Public Works Chairman Barbara Boxer proposed a two-year authorization that would maintain current funding levels and require an additional \$12 billion beyond what can be supported by the Highway Trust Fund. Boxer has also proposed a four-month extension of the existing authorization program. Since the proposal is a tax extension, it would need to originate in the House where the Republican majority has been resistant to extending funding for programs that cannot be maintained without future revenue increases.

Grand Boulevard Initiative Grant

The Federal Highway Administration announced that \$365,232 in Transportation, Community and System Preservation (TCSP) grant funds will be used to implement one of the Initiative's Complete Streets case studies. Complete Streets case studies in four cities are being funded through 40 percent design by a Federal Transportation Investment Generating Economic Recovery grant. The TCSP grant will bring one of these case studies to 100 percent design and The San Mateo County City/County Association of Governments has committed \$2 million to construct the project that is selected.

Caltrain Transit Asset Management Grant

The Federal Transit Administration (FTA) announced that a \$750,000 grant has been awarded to Caltrain to develop a comprehensive program to track the agency's maintenance needs. Caltrain was one of six recipients selected to receive a portion of the \$4 million FTA pilot program.

Prepared By: Seamus Murphy, Government Affairs Manager

650.508.6388

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 16</u> <u>Perea D</u></p> <p>High-Speed Rail Authority.</p>	<p>SENATE THIRD READING 7/12/2011 - Read second time. Ordered to third reading.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relating to the development and implementation of an intercity high-speed rail system. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, authorizes \$9.95 billion in general obligation bonds for high-speed rail development and other related purposes. The federal American Recovery and Reinvestment Act of 2009 (ARRA) provides funding for allocation nationally to high-speed rail projects.</p> <p>This bill would require the High-Speed Rail Authority to make every effort to purchase high-speed train rolling stock and related equipment that are manufactured in California, consistent with federal and state laws.</p>	
<p><u>AB 41</u> <u>Hill D</u></p> <p>High-Speed Rail Authority: conflicts of interest: disqualification: ex parte communications.</p>	<p>SENATE THIRD READING 8/23/2011 - Read second time. Ordered to third reading.</p>	<p>Existing provisions of the Political Reform Act of 1974 prohibit a public official at any level of state or local government from making, participating in making, or attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest, as defined. Existing law also requires specified elected and appointed officers at the state and local level of government to disclose specified financial interests by filing periodic statements of economic interests. Existing law further requires public officials who hold specified offices and who have a financial interest in a decision within the meaning of the Political Reform Act of 1974 to publicly identify the financial interest giving rise to the conflict of interest or potential conflict of interest, recuse themselves from discussing and voting on the matter, and leave the room until after the discussion, vote, and other disposition of the matter is concluded, except as specified.</p> <p>This bill would add members of the High-Speed Rail Authority to those specified offices who must publicly identify a financial interest giving rise to a conflict of interest or potential conflict of interest, and recuse themselves accordingly.</p> <p>Last Amended on 8/22/2011</p>	
<p><u>AB 147</u> <u>Dickinson D</u></p> <p>Subdivisions.</p>	<p>ASSEMBLY ENROLLED 8/22/2011 - Enrolled and presented to the Governor at 10:30 a.m.</p>	<p>The Subdivision Map Act authorizes a local agency to require the payment of fees, to be used for various purposes, as a condition of approval of a final map or as a condition of issuing a building permit, including, among others, for purposes of defraying the actual or estimated cost of constructing bridges or major thoroughfares if specified conditions are met. The Mitigation Fee Act authorizes a local agency to charge a variety of fees, dedications, reservations, or other exactions in connection with the approval of a development project, as defined.</p> <p>This bill would authorize a local ordinance to require payment of a fee subject to the Mitigation Fee Act, as a condition of approval of a final map or as a condition of issuing a building permit for purposes of defraying the actual or estimated cost of constructing transportation facilities, as defined. Last Amended on 5/31/2011</p>	Support

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 320</u> <u>Hill D</u></p> <p>Environmental quality: California Environmental Quality Act (CEQA): determination: dispute.</p>	<p>SENATE CONCURRENCE 8/31/2011 - Read third time. Passed. Ordered to the Assembly. (Ayes 21. Noes 15.).</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, which includes a local agency, to prepare, or cause to be prepared by contract, and certify the completion of, an environmental impact report on a project, as defined, that may have a significant effect on the environment, or to adopt a negative declaration if it finds that the project will not have that effect. CEQA requires a lead agency to file a notice of approval or a notice of determination containing specified information with the Office of Planning Research or the county clerk of each county in which the project is located, as appropriate. CEQA provides a procedure by which a party may attack, review, set aside, void, or annul the determination, finding, or decision of a public agency on specified grounds and requires that a petitioner or plaintiff name, as a real party in interest, a recipient of an approval that is the subject of an action or proceeding challenging the determination, finding, or decision of a public agency pursuant to CEQA.</p> <p>This bill would require a notice of approval or notice of determination to identify the person undertaking an activity that receives financial assistance from a public agency or the person receiving a lease, permit, license, certificate, or other entitlement of use from a public agency. Because a lead agency would be required to include additional information in the notice of approval or notice of determination, this bill would impose a state-mandated local program.</p> <p>Last Amended on 6/14/2011</p>	
<p><u>AB 348</u> <u>Buchanan D</u></p> <p>Highways: Safety Enhancement-Double Fine Zone.</p>	<p>ASSEMBLY ENROLLMENT 8/31/2011 - Senate amendments concurred in. To Engrossing and Enrolling.</p>	<p>Existing law requires the Department of Transportation to designate a state highway segment as a Safety Enhancement-Double Fine Zone if specified conditions are met, including that the governing board of the city or county in which the segment is located has by resolution indicated that it supports the designation.</p> <p>This bill would, notwithstanding these requirements and until January 1, 2017, provide for the designation of the segment of county highway known as Vasco Road, between the State Highway Route 580 junction in Alameda County and the Walnut Boulevard intersection in Contra Costa County, as a Safety Enhancement-Double Fine Zone upon the approval of the boards of supervisors of Alameda County and Contra Costa County. The bill would also impose specified duties on the local governing bodies regarding that double fine zone, including to prepare, in consultation with the department, a report to be submitted to the Legislature on the effectiveness of the zone. Last Amended on 7/7/2011</p>	
<p><u>AB 426</u> <u>Lowenthal,</u> <u>Bonnie D</u></p> <p>Transit fare evasion.</p>	<p>ASSEMBLY CHAPTERED 7/25/2011 - Chaptered by the Secretary of State, Chapter Number 100, Statutes of 2011</p>	<p>Existing law authorizes certain transit operators to adopt and enforce an ordinance to impose and enforce civil administrative penalties for fare evasion or passenger misconduct, other than by minors, on or in a transit facility or vehicle in lieu of the criminal penalties otherwise applicable, with specified administrative adjudication procedures for the imposition and enforcement of the administrative penalties, including an initial review and opportunity for a subsequent administrative hearing.</p> <p>This bill would authorize the Southern California Regional Rail Authority and the North County Transit District to adopt and enforce such an ordinance. The bill would provide that a person cited under these ordinances adopted by transit operators shall be afforded an opportunity to complete the administrative process under the circumstances set forth in the ordinance. The bill would require an entity that adopts such an ordinance to submit a report to specified committees of the Legislature both 2 and 5 years after the adoption of the ordinance, as specified. Last Amended on 6/10/2011</p>	

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 427</u> <u>John A. Pérez</u> D</p> <p>Transportation bond funds: transit system safety.</p>	<p>ASSEMBLY ENROLLMENT 8/31/2011 - Senate amendments concurred in. To Engrossing and Enrolling.</p>	<p>This bill would provide that commuter rail operators eligible to receive State Transit Assistance funds are also eligible to receive funds from the 60% share of Transit System Safety, Security, and Disaster Response Account funds. The bill would require funds that otherwise would be allocated based on operator revenue for the Southern California Regional Rail Authority (SCRRA) to be allocated to the applicable county transportation commission. The bill would authorize the applicable commission to allocate those funds to eligible purposes, including eligible projects of the SCRRA, or to suballocate those funds to the SCRRA. This bill would delete the provision making intercity and commuter rail entities receiving bond funds from the 15% share of funds ineligible for the 60% share of funds. Last Amended on 8/15/2011</p>	
<p><u>AB 485</u> <u>Ma</u> D</p> <p>Infrastructure financing.</p>	<p>SENATE THIRD READING 7/11/2011 - Read second time. Ordered to third reading.</p>	<p>The Transit Village Development Planning Act of 1994 authorizes a city or county to create a transit village plan for a transit village development district that addresses specified characteristics. Existing law authorizes the legislative body of the city or county to adopt an infrastructure financing plan, create an infrastructure financing district, and issue bonds for which only the district is liable, to finance specified public facilities, upon voter approval.</p> <p>This bill would eliminate the requirement of voter approval for the adoption of an infrastructure financing plan, the creation of an infrastructure financing district, and the issuance of bonds with respect to a transit village development district. The bill would require a city or county that uses infrastructure financing district bonds to finance its transit village development district to use at least 20% of the revenue from those bonds for the purposes of increasing, improving, and preserving the supply of lower and moderate-income housing; to require that those housing units remain available and occupied by moderate-, low-, very low, and extremely low income households for at least 55 years for rental units and 45 years for owner-occupied units; and to rehabilitate, develop, or construct for rental or sale to persons and families of low or moderate income an equal number of replacement dwellings to those removed or destroyed from the low- and moderate-income segment of the housing market as a result of the development of the district, as specified. The bill would set forth the findings and declarations of the Legislature, and the intent of the Legislature that the development of transit village development districts be environmentally conscious and sustainable, and that related construction meet or exceed the requirements of the California Green Building Standards Code. Last Amended on 6/29/2011</p>	Support
<p><u>AB 492</u> <u>Galgiani</u> D</p> <p>High-Speed Rail Authority.</p>	<p>SENATE RLS. 6/27/2011 - From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on RLS.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relating to the development and implementation of an intercity high-speed rail system. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, authorizes \$9.95 billion in general obligation bonds for high-speed rail development and other related purposes.</p> <p>This bill would require the High-Speed Rail Authority to consider, to the extent permitted by federal and state law, the creation of jobs and participation by small business enterprises in California when awarding major contracts or purchasing high-speed trains. The bill would require the authority to appoint a small business enterprise advisory committee. Last Amended on 6/27/2011</p>	

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p>AB 516 V. Manuel Pérez D</p> <p>Safe routes to school.</p>	<p>ASSEMBLY ENROLLED 8/26/2011 - Enrolled and presented to the Governor at 3 p.m.</p>	<p>Existing law requires the Department of Transportation, in consultation with the California Highway Patrol, to establish and administer a "Safe Routes to School" program for construction of bicycle and pedestrian safety and traffic calming projects, and to award grants to local agencies in that regard from available federal and state funds, based on the results of a statewide competition. Existing law requires the department to rate proposals submitted by applicants using specified factors. One of the factors relates to consultation and support for projects by school-based organizations, local traffic engineers, local elected officials, law enforcement agencies, school officials, and other relevant community stakeholders.</p> <p>This bill would delete that factor and instead substitute a factor relating to use of a specified public participation process, with involvement by the public, schools, parents, teachers, local agencies, the business community, key professionals, and others, which process identifies community priorities, ensures those priorities are reflected in the proposal, and secures support for the proposal by relevant community stakeholders. The bill would add another factor relating to benefit of a proposal to a low-income school, as defined, and would make other related changes. Last Amended on 7/14/2011</p>	
<p>AB 551 Campos D</p> <p>Public contracts: prevailing wage requirements: violations.</p>	<p>ASSEMBLY CONCURRENCE 8/31/2011 - In Assembly. Concurrence in Senate amendments pending. May be considered on or after September 2 pursuant to Assembly Rule 77.</p>	<p>Existing law generally requires that not less than the general prevailing rate of per diem wages, as specified, be paid to workers employed on a public work, as defined. Existing law requires a contractor or subcontractor to submit, to the state or political subdivision on whose behalf a public work is being performed, a penalty of not more than \$50 per calendar day, and not less than \$10 per calendar day except in certain cases of a good faith mistake, as provided and determined by the Labor Commissioner, for violations of these prevailing wage provisions.</p> <p>This bill would increase that maximum penalty to \$200 for each calendar day and would increase the minimum penalty except in certain cases of a good faith mistake to no less than \$40 for each calendar day. The bill would also increase the penalty assessed to contractors and subcontractors with prior violations from \$20 to \$80, and from \$30 to \$120 for willful violations. Last Amended on 8/24/2011</p>	

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p>AB 615 Lowenthal, Bonnie D</p> <p>High-speed rail.</p>	<p>SENATE THIRD READING 8/31/2011 - Read second time and amended. Ordered to third reading.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system, including the acquisition of rights-of-way through purchase and eminent domain. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, general election, provides for the issuance of \$9.95 billion for high-speed train capital projects and other associated purposes.</p> <p>This bill would enact similar exceptions, authorizations, and exemptions relative to real property obtained for high-speed rail purposes by the High-Speed Rail Authority. The bill would make various additional conforming changes. The bill would also enact new provisions governing acquisition or disposal of right-of-way property by the authority, and would require the authority to provide a record of real property parcels it owns to the Department of General Services by July 1, 2014, and annually thereafter. The bill would require payments for leases or other conveyances of property controlled by the authority to be deposited with the authority for use in development, improvement, and maintenance of the high-speed rail system. The bill would create the High-Speed Rail Property Fund in the State Treasury for deposit of payments received by the authority from property transactions, with moneys in the fund to be available to the authority upon appropriation. The bill would require the authority to exercise all of these powers pursuant to a contract between the authority and the Department of Transportation, and would require the department to manage the activities relating to the exercise of those powers on behalf of the authority pursuant to that contract.</p> <p>Last Amended on 8/31/2011</p>	
<p>AB 650 Blumenfield D</p> <p>Blue Ribbon Task Force on Public Transportation for the 21st Century.</p>	<p>SENATE CONCURRENCE 8/31/2011 - Read third time. Passed. Ordered to the Assembly. (Ayes 23. Noes 15.).</p>	<p>This bill would establish, until March 30, 2013, the Blue Ribbon Task Force on Public Transportation for the 21st Century. The bill would require the task force to be comprised of 12 members and would require the Senate Committee on Rules and the Speaker of the Assembly to each appoint 6 specified members, by January 31, 2012. The bill would require the task force to elect one of its non-legislative members as chair. The bill would require the task force to issue a written report that contains specified findings and recommendations relating to, among other things, the current state of California's transit system, the estimated cost of creating the needed system over various terms, and potential sources of funding to sustain the transit system's needs, and to submit the report by September 30, 2012, to the Governor, the Legislature, the Joint Legislative Budget Committee, the Senate Committee on Rules, the Speaker of the Assembly, and the transportation committees of the Legislature. The bill would require the task force, for purposes of collecting information for the written report, to consult with appropriate state agencies and departments and would require the task force to contract with consultants for preparation of the report. The bill would require the Department of Transportation to provide administrative staffing to the task force. The bill would appropriate \$750,000 from the Public Transportation Account to the department, as specified, to accomplish the purposes of these provisions.</p> <p>Last Amended on 8/15/2011</p>	Support

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p>AB 710 Skinner D</p> <p>Local planning: infill and transit-oriented development.</p>	<p>SENATE THIRD READING 8/30/2011 - Read third time. Refused passage. (Ayes 17. Noes 19.). Motion to reconsider made by Senator Wolk. Reconsideration granted. (Ayes 37. Noes 0.)</p>	<p>The Planning and Zoning Law requires specified regional transportation planning agencies to prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system, and requires the regional transportation plan to include, among other things, a sustainable communities strategy, for the purpose of using local planning to reduce greenhouse gas emissions.</p> <p>This bill would state the findings and declarations of the Legislature with respect to parking requirements and infill and transit-oriented development, and would state the intent of the Legislature to reduce unnecessary government regulation and to reduce the cost of development by eliminating excessive minimum parking requirements for infill and transit-oriented development. This bill would also express a legislative finding and declaration that its provisions shall apply to all cities, including charter cities.</p> <p>Last Amended on 8/18/2011</p>	
<p>AB 845 Ma D</p> <p>Transportation: bond funds.</p>	<p>SENATE INACTIVE FILE 8/22/2011 - Ordered to inactive file at the request of Senator Liu.</p>	<p>Existing law, the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, provides for the issuance of \$9.95 billion in general obligation bonds for high-speed rail and related purposes, including \$950 million to be allocated by the California Transportation Commission to eligible recipients for capital improvements to intercity and commuter rail lines and urban rail transit systems in connection with or otherwise related to the high-speed train system. Of this amount, 80% is to be allocated to eligible commuter and urban rail recipients based on track miles, vehicle miles, and passenger trips pursuant to guidelines to be adopted by the commission. A dollar-for-dollar match is to be provided by a commuter and urban rail recipient for bond funds received.</p> <p>This bill would require the guidelines adopted by the commission to determine the funding share for each eligible commuter and urban rail recipient to use the distribution factors gathered from the 2007 Data Tables of the National Transit Database of the Federal Transit Administration. The bill would require the commission to accept from each eligible recipient a priority list of projects up to the target amount expected to be available for the recipient and would require matching funds provided by the recipient to be from nonstate funds. The bill would define "nonstate matching funds" for purposes of these bond fund allocations to mean local, federal, and private funds, as well as state funds available to an eligible recipient that are not subject to allocation by the commission. Last Amended on 5/10/2011</p>	
<p>AB 892 Carter D</p> <p>Department of Transportation: environmental review process: federal pilot program.</p>	<p>ASSEMBLY ENROLLED 8/31/2011 - Enrolled and presented to the Governor at 1:30 p.m.</p>	<p>Existing law gives the Department of Transportation full possession and control of the state highway system. Existing federal law requires the United States Secretary of Transportation to carry out a surface transportation project delivery pilot program, under which the participating states assume certain responsibilities for environmental review and clearance of transportation projects that would otherwise be the responsibility of the federal government. Existing law requires the department to submit a report to the Legislature regarding state and federal environmental review. Existing law requires the report to be submitted no later than January 1, 2009, and again, no later than January 1, 2011.</p> <p>This bill would, instead, require the report to be submitted no later than January 1, 2016.</p> <p>Last Amended on 7/13/2011</p>	Support

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p>AB 912 Gordon D</p> <p>Local government: organization.</p>	<p>ASSEMBLY CHARTERED 7/25/2011 - Chartered by the Secretary of State, Chapter Number 109, Statutes of 2011</p>	<p>The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires a local agency formation commission, where the commission is considering a change of organization that consists of a dissolution, disincorporation, incorporation, establishment of a subsidiary district, consolidation, or merger, to either order a change of organization subject to confirmation of the voters, as specified, or order the change of organization without an election if the change of organization meets certain requirements.</p> <p>This bill would authorize the commission, where the commission is considering a change of organization that consists of the dissolution of a district that is consistent with a prior action of the commission, to immediately order the dissolution if the dissolution was initiated by the district board, or if the dissolution was initiated by an affected local agency, by the commission, or by petition, hold at least one noticed public hearing on the proposal, and order the dissolution without an election, unless a majority protest exists, as specified. Last Amended on 5/27/2011</p>	
<p>AB 952 Jones R</p> <p>High-speed rail.</p>	<p>ASSEMBLY CONCURRENCE 8/22/2011 - In Assembly. Concurrence in Senate amendments pending. May be considered on or after August 24 pursuant to Assembly Rule 77.</p>	<p>The High-Speed Rail Authority is composed of 9 members, including 5 members appointed by the Governor. Members of the authority are subject to the Political Reform Act of 1974.</p> <p>This bill would prohibit a member, employee, or consultant of the authority from being the recipient of any gift, as defined, in a specified provision of the act. The bill would prohibit a construction company, engineering firm, consultant, legal firm, or any other company, vendor, or business entity with a contract or seeking a contract with the authority, or subcontractor of any of the foregoing, or owner, employee, or any member of their immediate families of any of these companies, firms, vendors, entities, or subcontractors, from making any gift to a member, employee, or consultant of the authority, or to any member of their immediate families. The bill would authorize the authority itself to receive gifts, and to transfer those gifts as specified, with the written approval of the Department of Finance. Last Amended on 8/16/2011</p>	
<p>AB 957 Committee on Transportation</p> <p>Transportation omnibus bill.</p>	<p>SENATE SECOND READING 8/29/2011 - Read second time. Ordered to third reading.</p>	<p>Existing law, the Sacramento Regional Transit District Act, creates the Sacramento Regional Transit District, with specified powers and duties relative to providing transit services in the Sacramento region. Existing law provides that the district is comprised of specified cities and unincorporated territories in the Counties of Sacramento and Yolo. Existing law sets forth provisions for transition from the Sacramento Transit Authority to the district and also sets forth provisions applicable to the establishment of the first board of the district.</p> <p>This bill would provide that the district includes the Cities of Citrus Heights, Elk Grove, Rancho Cordova, and West Sacramento. The bill would delete obsolete provisions relating to the transition from the authority to the district and establishment of the district's first board. Last Amended on 8/31/2011</p>	
<p>AB 1097 Skinner D</p> <p>Transit projects: domestic content.</p>	<p>SENATE CONCURRENCE 8/31/2011 - Read third time. Passed. Ordered to the Assembly. (Ayes 34. Noes 0.).</p>	<p>This bill would specifically authorize the state or a local agency , relative to the use of federal funds for transit purposes , to provide a bidding preference to a bidder if the bidder exceeds Buy America requirements applicable to federally funded transit projects , as specified . Last Amended on 8/29/2011</p>	Support

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<u>AB 1105</u> <u>Gordon D</u> High-occupancy toll lanes: roadway markings.	ASSEMBLY CHAPTERED 7/25/2011 - Chaptered by the Secretary of State, Chapter Number 114, Statutes of 2011	<p>Existing law authorizes the Santa Clara Valley Transportation Authority (VTA) to conduct, administer, and operate a value pricing high-occupancy toll (HOT) lane program on 2 corridors included in the high-occupancy vehicle lane system in Santa Clara County.</p> <p>This bill would provide that such a HOT lane established on State Highway Route 101 may extend into San Mateo County as far as the high-occupancy vehicle lane in that county existed as of January 1, 2011, subject to agreement of the City/County Association of Governments of San Mateo County.</p> <p>Last Amended on 4/13/2011</p>	Support
<u>AB 1164</u> <u>Gordon D</u> Federal transportation funds.	SENATE CONSENT CALENDAR 8/17/2011 - Read second time. Ordered to third reading.	<p>Existing law generally provides for programming and allocation of state and federal transportation capital improvement program funds pursuant to the state transportation improvement program process administered by the California Transportation Commission.</p> <p>This bill would enact similar provisions authorizing the department, until September 30, 2015, to make loans from the State Highway Account of other specified federal transportation funds to fund bond-funded projects pursuant to the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 , if the department has determined the loans will not impact the funding other programs or projects, as specified, and only under circumstances in which federal funds might otherwise be lost, as specified . The bill would appropriate those federal transportation funds in the State Highway Account for these purposes and would require those funds to be obligated to advance the bond-funded projects, as specified. The bill would require the loans to be repaid to the State Highway Account within 3 years from the proceeds of bonds sold pursuant to the bond act and would provide for the appropriation of those repaid funds to the department for use on projects in the state highway operation and protection program or the local assistance program, as specified. The bill would require the department to report to the Joint Legislative Budget Committee each year that federal transportation funds are loaned pursuant to these provisions. Last Amended on 8/15/2011</p>	
<u>AB 1298</u> <u>Blumenfield D</u> Vehicles: parking: mobile billboard advertising displays.	ASSEMBLY TRANS. 8/22/2011 - Re-referred to Com. on TRANS. pursuant to Assembly Rule 77.2.	<p>Existing law authorizes a local authority to regulate mobile billboard advertising displays. Existing law defines "mobile billboard advertising display" to mean an advertising display attached to nonmotorized vehicles for the primary purpose of advertising.</p> <p>This bill would revise the definition of "mobile billboard advertising display." The bill would additionally authorize a local authority, subject to specified exceptions, to regulate advertising signs on motor vehicles parked or left standing upon a public street. Last Amended on 7/12/2011</p>	

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
AB 1388 Wieckowski D Earnings withholding orders.	ASSEMBLY JUD. 8/30/2011 - Re-referred to Com. on JUD. pursuant to Assembly Rule 77.2.	<p>Existing law requires an employer to withhold the amounts required by an earnings withholding order from all earnings of the employee payable for any pay period of the employee that ends during the withholding period. Under existing law, the portion of the judgment debtor's earnings that the judgment debtor proves is necessary for the support of the judgment debtor or the judgment debtor's family supported in whole or in part by the judgment debtor is exempt from the levy of an earnings withholding order. This exemption is not available if the debt was incurred for the common necessities of life furnished to the judgment debtor or the family of the judgment debtor.</p> <p>This bill would delete that exception for the common necessities of life. This bill would, instead, provide an exception for a debt incurred pursuant to an order or award for the payment of attorney's fees in connection with certain family law proceedings. Last Amended on 6/10/2011</p>	
ABX1 8 Ma D Transportation bond funds.	ASSEMBLY PRINT 12/7/2010 - From printer.	<p>Existing law, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, authorizes the issuance of general obligation bonds for various transportation purposes. Existing law requires that \$1,000,000,000 of those funds be deposited in the Transit System Safety, Security, and Disaster Response Account, administered by the California Emergency Management Agency (Cal EMA), for capital projects that provide increased protection against a security and safety threat, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems, as specified. Existing law requires 25% of the available funds to be allocated to certain regional public waterborne transit agencies. Existing law requires entities receiving funds from the account to expend those funds within 3 fiscal years of the fiscal year in which the funds were allocated and requires that funds remaining unexpended after those 3 years revert to Cal EMA for reallocation in subsequent fiscal years.</p> <p>This bill would declare that it is to take effect immediately as an urgency statute.</p>	
AJR 5 Lowenthal, Bonnie D Transportation revenues.	ASSEMBLY CHAPTERED 6/8/2011 - Chaptered by the Secretary of State, Chapter Number 29, Statutes of 2011	<p>This measure would request the President and the Congress of the United States to consider and enact legislation to conduct a study regarding the feasibility of the collection process for a transportation revenue source based on vehicle miles traveled, in order to facilitate the creation of a reliable and steady transportation funding mechanism for the maintenance and improvement of surface transportation infrastructure. Last Amended on 3/29/2011</p>	
SB 46 Correa D Public officials: compensation disclosure.	ASSEMBLY DESK 8/22/2011 - In Assembly. Read first time. Held at Desk.	<p>Existing provisions of the Political Reform Act of 1974 require certain persons employed by agencies to file annually a written statement of the economic interests they possess during specified periods. The act requires that state agencies promulgate a conflict of interest code that must contain, among other topics, provisions that require designated employees to file statements disclosing reportable investments, business positions, interests in real property, and income. The act requires that every report and statement filed pursuant to the act is a public record and is open to public inspection.</p> <p>This bill would, commencing on January 1, 2013, and continuing until January 1, 2019, require every designated employee and other person, except a candidate for public office, who is required to file a statement of economic interests to include, as a part of that filing, a compensation disclosure form that provides compensation information for the preceding calendar year, as specified. Last Amended on 6/2/2011</p>	

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p>SB 126 Steinberg D California Transportation Commission: guidelines.</p>	<p>ASSEMBLY THIRD READING 8/15/2011 - From consent calendar. Ordered to third reading.</p>	<p>Existing law generally provides for programming and allocation of state and federal funds available for transportation capital improvement projects by the California Transportation Commission, pursuant to various requirements. Existing law authorizes the commission, in certain cases, to adopt guidelines relative to its programming and allocation policies and procedures.</p> <p>This bill would establish specified procedures that the commission would be required to utilize when it adopts guidelines, except as specified, and would exempt the adoption of those guidelines from the requirements of the Administrative Procedure Act. This bill contains other existing laws.</p>	
<p>SB 211 Emmerson R California Global Warming Solutions Act of 2006: tire inflation regulation.</p>	<p>SENATE ENROLLED 8/25/2011 - Enrolled and presented to the Governor at 4 p.m.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum technologically feasible and cost-effective greenhouse gas emission reductions. A violation of a regulation adopted by the state board pursuant to the act is subject to specified civil and criminal penalties. Pursuant to the act, the state board adopted a regulation requiring automobile service providers, by September 1, 2010, among other things, to check and inflate vehicle tires to the recommended pressure rating when performing automobile maintenance or repair services.</p> <p>This bill, until January 1, 2017, would require a tire pressure gauge used to meet the requirements of this regulation to be accurate within a range of plus or minus 2 pounds per square inch of pressure (2 psi). The bill, until January 1, 2017, would authorize automotive service providers to meet the requirements of the regulation without checking and inflating a vehicle's tire if that tire is determined to be an unsafe tire, as defined. Last Amended on 8/16/2011</p>	
<p>SB 310 Hancock D Local development.</p>	<p>ASSEMBLY THIRD READING 8/31/2011 - Action rescinded whereby the bill was re- referred to Com. on RLS. pursuant to Assembly Rule 77.2. Ordered to third reading.</p>	<p>Existing law authorizes the legislative body of a city or county to adopt an infrastructure financing plan, which is required to contain specified information, for the purpose of financing certain infrastructure facilities, if specified procedural requirements are met, and requires the legislative body, if it adopts the plan, to submit the proposal to the voters. Existing law authorizes the legislative body to create an infrastructure financing district, by ordinance, if 2/3 of the qualified electors of the proposed district vote in favor of adoption of the plan, and also authorizes the legislative body to initiate proceedings to issue bonds to finance the infrastructure facilities if 2/3 of those electors vote in favor of the issuance. Existing law authorizes infrastructure finance districts to finance specified projects, including financing certain infrastructure facilities.</p> <p>This bill would authorize a district to reimburse a developer that meets specified requirements for permit expenses or expenses related to the construction of affordable housing units pursuant to the Transit Priority Project Program described below. This bill would also require that an infrastructure financing plan also include a plan to finance any potential costs for reimbursing a developer that meets specified requirements for permit and affordable housing expenses related to a project of the Transit Priority Project Program.</p> <p>Last Amended on 8/29/2011</p>	

**San Mateo County Transit District
State Legislative Matrix 9/1/2011**

Bill ID/Topic	Location	Summary	Position
<p>SB 565 DeSaulnier D</p> <p>Transportation.</p>	<p>SENATE ENROLLMENT 8/30/2011 - Assembly amendments concurred in. (Ayes 26. Noes 12.) Ordered to engrossing and enrolling.</p>	<p>Existing law prescribes certain standards for a transit bus operated by a motor carrier, whether the motor carrier is a private company or a public agency that provides public transportation services. A violation of these provisions is a crime.</p> <p>This bill would additionally require that the transit bus be equipped with a speedometer that is maintained in good working order. By creating a new crime, the bill would impose a state-mandated local program.</p> <p>Last Amended on 8/22/2011</p>	
<p>SB 791 Steinberg D</p> <p>Regional congestion reduction charge.</p>	<p>ASSEMBLY RLS. 8/25/2011 - Read third time and amended. Ordered to third reading. Re-referred to Com. on RLS. pursuant to Assembly Rule 77.2.</p>	<p>Existing law provides various funding sources for transportation programs and capital improvement projects. Existing law provides for designation of transportation planning agencies throughout the state with various transportation planning and programming responsibilities, including preparation of a regional transportation plan. Certain of these agencies are also designated as metropolitan planning organizations under federal law.</p> <p>This bill would authorize a metropolitan planning organization, subject to majority voter approval, to impose, for up to 30 years, a regional transportation congestion reduction charge on purchasers of motor vehicle fuel in all or part of its jurisdiction, which would be collected by the fuel retailer or wholesaler and transmitted to the State Board of Equalization. The bill would define motor vehicle fuel for these purposes to include gasoline and diesel. A corresponding vehicle registration charge would be imposed on electric vehicles licensed to be driven on public roads, which would be collected by the Department of Motor Vehicles. Prior to adopting a regional congestion reduction charge, the metropolitan planning organization would be required to make certain determinations, including that the transportation demand reduction projects funded by the charge would directly and specifically benefit motorists within the region by reducing vehicle congestion so as to increase overall mobility for motorists who are paying the charge. The bill would impose various other requirements. Last Amended on 8/25/2011</p>	



NOTE TIME CHANGE

AGENDA

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, SEPTEMBER 14, 2011– 4:30 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of June 8, 2011

INFORMATIONAL

2. Presentation on the SamTrans Service Plan – Market Analysis and Community Outreach
3. Capital Projects Quarterly Status Report – Fourth Quarter Fiscal Year 2011

Committee Members: Carole Groom, 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
JUNE 8, 2011**

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

Other Board Members Present, Constituting Committee of the Whole: S. Harris,
Z. Kersteen-Tucker, A. Tissier

Other Board Members Absent, Constituting Committee of the Whole: R. Guilbault,
K. Matsumoto

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

Committee Chair Carole Groom called the meeting to order at 2:55 p.m.

**Approval of Minutes of Planning, Development and Sustainability Committee Meeting of
April 13, 2011**

The Committee approved the minutes (Lloyd/Tissier).

Presentation of the SamTrans Service Plan (SSP)

Manager of Planning and Research, Marisa Espinosa introduced the SSP project team:
Russ Chisholm, Founder and Principal of Transportation Management and Design (TMD);
Project Manager Marie Lewis, TMD; Consultant Lauren Dong and Senior Planner Sylvia Cox.

Ms. Espinosa reported:

- The SSP is a key initiative in the SamTrans Strategic Plan and is an in-depth study of the fixed-route bus system to understand existing bus services, assess efficiency, identify areas of improvement; identify new markets for future growth; evaluate current and future resource constraints or opportunities, as well as engage and learn from stakeholders.
- The process starts with a set of guiding principles and soliciting stakeholder input.
- The role of the guiding principles is to provide context for SSP data analysis and then soliciting stakeholder input. It will also help focus public involvement to frame the project discussion and eventually become criteria for decision-making.
- The themes of the guiding principles are the same focus areas of the Strategic Plan with a special emphasis on service, customers, service markets, financial stability for the long-term and integrated planning.

- Next steps include stakeholder outreach in July and data analysis through the summer. Staff will present the service alternatives to the Board in September, a draft SSP in December and Board adoption in February 2012.
- The SSP project website is being launched today - <http://www.samtrans.com/ssp.html>.

Director Zoe Kersteen-Tucker asked how staff will manage the public's expectations. Ms. Espinosa said stakeholder input on needs and trends will be incorporated into service alternatives. This will also allow staff to develop a road map as resources become available.

Director Kersteen-Tucker wants to make sure that people are not disappointed when they come to these meetings. General Manager/CEO Michael Scanlon said staff is going to have to manage expectations. Staff needs to figure out what business we want to be in and then there will be a subset of what we can afford to be in at the moment and what we want to be when we grow up or get more resources.

Director Kersteen-Tucker asked if translators will be on hand, especially on the coast. Ms. Espinosa said yes.

Director Adrienne Tissier asked if the meeting locations have public transit access. Ms. Espinosa said yes.

Director Tissier asked who the target audience is, new or current riders. Ms. Espinosa said it is both, but staff anticipates more current riders attending these meetings.

Director Tissier is concerned all the meetings are in the evening and this may limit some of the older riders from attending. Staff should consider having a few meetings at large senior centers during the day.

Capital Projects Quarterly Status Report – Third Quarter Fiscal Year 2011

Director of Budgets and Grants April Chan said this item is information only and the report provides a status of the capital projects.

Adjourned: 3:10 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Aidan Hughes
Interim Executive Officer, Planning and Development

**SUBJECT: SAMTRANS SERVICE PLAN UPDATE – MARKET ANALYSIS AND
COMMUNITY OUTREACH**

ACTION

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

SIGNIFICANCE

This presentation is an opportunity to provide an update on some key SamTrans Service Plan (SSP) tasks conducted to date. The project has currently finished its first phase of public outreach with a series of community open houses and stakeholder meetings throughout the month of July. The Board presentation will provide a summary of the outreach events and input received from the public. Service market data was used to inform the public open houses.

The SSP process is scheduled to be conducted through early 2012. A second phase of public outreach events, focused on preliminary service recommendations are scheduled for fall 2011.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

The SamTrans Service Plan is an in-depth study of the SamTrans fixed-route bus system, which covers San Mateo County and parts of Palo Alto and San Francisco.

The study, identified as one of the key initiatives in the SamTrans Strategic Plan, will provide a foundation upon which SamTrans can fully understand its existing bus services and how it can continue to best serve its customers, given the appropriate level of necessary resources. The study will assess the efficiency of fixed-route bus services, identify areas for improvement and new markets for future growth.

Prepared by: Marisa Espinosa, Manager, Planning and Research 650-508-6226

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
4TH QUARTER FISCAL YEAR 2011**

ACTION

No action required. The attached Capital Projects Quarterly Status Report is submitted to the Board for information only.

SIGNIFICANCE

The attached report will be submitted quarterly to keep the Committee advised as to the status of active capital projects. This report is formatted to illustrate the status of projects and to establish reporting consistency with the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will be preparing the Capital Projects Quarterly Status Report for the Committee on a quarterly basis. The report is a summary of the scope, budget and progress of capital projects. It is being presented to the Committee for informational purposes and is intended to better inform the Committee of the capital project status.

The Quarterly Capital Status Report can be viewed at the following link:

http://www.samtrans.com/pdf/quarterly_report/FY11_Q4_SamTrans_Quarterly_Report.pdf



NOTE TIME CHANGE

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, SEPTEMBER 14, 2011 – 4:45 p.m.
or immediately following Committee meetings

RECONVENE FROM COMMITTEE MEETINGS

5. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of Board of Directors Meeting of July 13, 2011
- b. Approval of Minutes of Special Board of Directors Meeting of September 1, 2011
- c. Acceptance of Statement of Revenues and Expenses for July 2011
- d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended June 30, 2011

6. PUBLIC COMMENT

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

7. REPORT OF THE CHAIR

8. REPORT OF THE GENERAL MANAGER/CEO

9. 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. Mobility Management Report – End-of-the-Year Performance
- e. Multimodal Ridership Report – June 2011
- f. Multimodal Ridership Report – July 2011

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

10. FINANCE COMMITTEE

RESOLUTION

- a. Authorize Execution of a Cooperative Agreement with the City/County Association of Governments of San Mateo County and Santa Clara Valley Transportation Authority for Cost Sharing for the Performance of a Tiger II Planning Grant for Elements of the Grand Boulevard Initiative
- b. Authorize Execution of a Funding Agreement with the California Department of Transportation (Caltrans) for an Urban Transit Planning Studies Grant for the El Camino Real Bus Rapid Transit Phasing Plan and Amend the Fiscal Year 2012 Capital Budget by \$221,319 to Include the Caltrans Planning Funds
- c. Authorize Approval of a Tentative Budget Proposal for the Fiscal Year 2013 Caltrain Operating Budget and a Budget Framework for Fiscal 2014 and Beyond
- d. Authorize Execution of Funding Agreements with the San Mateo County Transportation Authority and the City/County Association of County Governments in Support of the Regional Bicycle Share Pilot Program and Amend the Fiscal Year 2012 Capital budget by \$105,000
- e. Authorize Execution of a Transfer of Ownership Agreement with the Alameda-Contra Costa Transit District (AC Transit) and an Agreement with the Metropolitan Transportation Commission for the Purpose of Accepting the Title Transfer of 10 Buses for the Dumbarton Bridge Express Bus Service
- f. Authorize Award of Contract to MV Transportation, Inc. for Operation and Maintenance of Dumbarton Bridge Express Service for a Not-to-Exceed Amount of \$6,527,795 for a Five-year Term
- g. Authorize Extension of the Contract with MV Transportation, Inc. for Providing Contracted Urban Bus Service for a One-year Period at the Negotiated Vehicle Revenue Mile Rate of \$7.959
- h. Authorize Rejection of Low Monetary Bid from Daimler Bus North America, Inc. as Non-Responsive and Award of Contract to New Flyer Industries Canada ULC for Furnishing Non-Asbestos Brake Blocks for a Total Estimated Cost of \$155,494 for a Five-year Term
- i. Authorize Rejection of Low Monetary Bid from SimplexGrinnell, Inc. as Non-Responsive and Award of Contact to Siemens Industry for Fire Suppression Equipment Inspection, Maintenance and Fire Alarm Monitoring Services for \$289,258 for a Three-year Term
- j. Authorize the Purchase of Seven Vehicles Through the State of California Contract for a Total Estimated Cost of \$174,518 and Authorize Disposition of Seven Surplus Vehicles
- k. Authorize the Purchase of 10 Paratransit Minivans for Americans with Disabilities Act Paratransit Service for a Total Cost of \$66,014 and Authorize Disposal of 10 Surplus Paratransit Minivans
- l. Authorize Amendment of Contract with Creative Bus Sales, Inc. in an Estimated Amount of \$357,171 for the Purchase of up to Four 22-foot Paratransit Vehicles (Cutaways)

- m. Authorize Award of Contract to Lamar Transit Advertising for Exterior Bus Advertising Services for a Minimum Revenue Guarantee of \$3,425,000 Over a Five-year Period
- n. Authorize Award of 10 On-call, No Guarantee Contracts for Information Technology Consulting and Support Services for a Not-to-Exceed Amount of \$8,500,000 for a Three-year term

INFORMATIONAL

- o. Information on Preliminary Statement of Revenues and Expenses for June 2011
- p. Update on the Execution of the Fiscal Year 2012 Fuel Hedging Program

11. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

12. PLANNING, DEVELOPMENT AND SUSTAINABILITY

SUBJECTS DISCUSSED

- a. Presentation of the SamTrans Service Plan – Market Analysis and Community Outreach
- b. Capital Projects Quarterly Status Report – Fourth Quarter Fiscal Year 2011

13. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

14. BOARD MEMBER REQUESTS/COMMENTS

- 15. DATE, TIME AND PLACE OF NEXT MEETING** – Board Retreat, September 26, 2011 at 9 a.m., location TBD. The next regular meeting will be October 12, 2011 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

16. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)
- c. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Bus Operators, Mechanics, Utility Workers and Storeskeeper Employees)
- d. Consideration of Compensation Adjustments for Non-Bargaining Unit (Administrative) Employees and Customer Service Unit Employees Represented by Amalgamated Transit Union, Local 1574

17. 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.

Draft

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JULY 13, 2011**

Board Members Present: J. Deal, J. Gee, C. Groom, G. Guilbault, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto (Chair), A. Tissier

Staff Present: J. Cassman, G. Harrington, R. Haskin, R. Lake, M. Martinez, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 3:00 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Groom/Deal); Gee abstained from the minutes.

- a. Approval of Minutes of Board of Directors Meeting of June 8, 2011
- b. Acceptance of Statement of Revenues and Expenses for May 2011

PUBLIC COMMENT

Jerry Grace, San Lorenzo, said he wished there wasn't a closed meeting today because he wanted to talk to General Manager/CEO Michael Scanlon. He said he never knows if the Giants games are going to be long or short and that is why he is late sometimes to these meetings. He asked if there was a Clipper card for youths.

REPORT OF THE CHAIR

Chair Matsumoto is the Board's representative on the San Mateo County Transportation Authority (TA) and reported on the July TA meeting:

- There was a call for bike/pedestrian projects and the competition was so good and close that the TA Board decided to take \$1.5 million from the next round of projects to get the current projects off the ground.
- Under the new Measure A funding, monies were allocated for ferry service. The Water Emergency Transportation Authority gave a presentation at the July Board meeting. Construction of the new ferry terminal in South San Francisco will be completed at the end of the year and ferry service is scheduled to begin in spring 2012.
- The TA Board cancelled its August meeting.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Welcomed Director Jeff Gee to the Board. Director Gee's father, Dick Gee, was an early employee to the District, joining the District in 1981 as an engineer. He is remembered fondly and was regarded as highly respected, quiet and extremely capable. When he retired in 1993 he was the Deputy General Manager for Planning and Engineering.

Recognition of 35-year Employees

- Deputy CEO Chuck Harvey is on vacation, but his heart is with all of us in recognizing the 35-year employees.
- In July 1976 the District went into business and opened its doors. The system did a consolidation of what was previously 11 different municipal systems and one countywide system and grew from 4 million riders when it was first started to about 15 million riders today. The number one asset is not the buildings or buses, but the employees. It is the employees who make SamTrans. To commemorate the 35th anniversary of SamTrans employees who were hired in 1976 and are still with the District were introduced. The employees are:
 - William Snell, Senior Instructor – May 20, 1976
 - Kathie Hollinger, Bus Transportation Supervisor – June 1, 1976
 - Chuck Petrocchi, MechanicA – June 17, 1976
 - Al Camilleri, Assistant Superintendent, Bus Maintenance – June 29, 1976
 - Ed Proctor, Superintendent, Bus Transportation – July 1, 1976
 - Vince Gavin, Jr., Bus Operator – July 1, 1976
 - Fran Tobar, Dispatcher – July 6, 1976
 - Kathy Zaldivar, Bus Operator – July 12, 1976
 - Larry Fazio, Bus Operator - July 19, 1976
 - Kitty Mansfield, Bus Operator – July 19, 1976
 - Stanley Woods, Maintenance Supervisor – September 1, 1976
 - Geary Bastain, Bus Operator – November 8, 1976
- An honorable mention goes to Legal Counsel David Miller who was with the District from the beginning.
- Executive Officer Public Affairs Mark Simon said that an ad card was prepared honoring the 35-year employees and will be displayed in the buses as well as the outside of the buses.

Meeting recessed for cake at 3:20 p.m.

Meeting reconvened at 3:33 p.m.

Mr. Scanlon continued:

- On June 16 SamTrans joined with the American Public Transportation Association encouraging people to take public transportation by celebrating national “Dump the Pump” day. Staff hosted a tour of the North Base Operations and Maintenance Facility in South San Francisco and thanked everyone who worked on the event. Thanked Director Zoe Kersteen-Tucker and CAC Chair Peter Ratto for attending the event. Two videos were shown: Patch.com, an online news media, made a very entertaining video of the event, and Marketing Specialist James Namba took advantage of the North Base tour to create a video on the SamTrans spirit, providing a behind-the-scenes look at the base.
- Hope everyone had a chance to see the new farebox in the 2009 Gillig bus before the meeting today. Would like to congratulate Operations Technology Administrator Roi Kingon who was the project manager and his entire team for a great job on a project that ran very smoothly. The new fareboxes will make it easier for not only the customers, but the operators.

- Staff will be holding five community meetings for the SamTrans Service Plan. The meetings will be held on Thursday, July 14 from 6:30 to 8 p.m. at the Burlingame Women's Club in Burlingame; Monday, July 18 from 6 to 7:30 p.m. at Cunha Intermediate School in Half Moon Bay; Wednesday, July 20 from 6:30 to 8 p.m. at Fairs Oaks Community Center in Redwood City; Thursday, July 21 from 6:30 to 8 p.m. at Doelger Senior Center in Daly City; and Wednesday, July 27 from 1 to 2:30 p.m. here at SamTrans headquarters in this auditorium.
- Thanked Director Tissier for being the moving force for the volunteer driver symposium that was held here in this auditorium. Approximately 50 county stakeholders attended.
- Investment in human capital continues with 11 employees obtaining their certificates of completion on June 15 for the Leadership Program.
- Paratransit staff met with evaluators to ensure the eligibility certification program is maintaining good service in an efficient manner.
- Final testing will be completed this month for the Interactive Voice Response system and staff hopes to roll-out by the end of next month.
- The Dumbarton Express proposals have been submitted and final selection should be completed later this month.
- Staff is negotiating with Redi-Wheels for the third option year and also negotiating a final year extension on the shuttle contract.
- Fixed-route service went over 22,000 miles between service calls and over 20,000 miles on paratransit. These are both above the goal of 19,000.
- New runbook changes go into effect on August 14. There are mostly minor adjustments, but Route 295 service will be extended to the Menlo Park Veterans Medical Center.
- There is a peer working group with the Massachusetts Bay Transportation Authority in Boston to share information and technical knowledge on the relationship with Hastus Scheduling and Orbital Communications System.
- Deputy CEO Gigi Harrington hedged the fuel for Fiscal Year 2012 at \$2.90 per gallon, an outstanding price.
- Staff recommends the Board cancel the August meeting in the absence of pressing business.
- The September 14 meeting start time will be pushed back to 3 p.m. and would warmly greet people who came in t-shirts from the Heart Walk. Staff will do something very special this year, particularly as "Friends of Omar" in memory of Omar Ahmad.

Chair Matsumoto said Director Rose Guilbault will be attending the community meeting in Burlingame. She asked Board planning to attend these meetings please coordinate with District Secretary Martha Martinez so recognition can be made at these meetings as it is important the community knows that the Board cares and are in attendance. Director Shirley Harris said she would attend Daly City. Director Art Lloyd said he will attend the meeting in San Carlos. Director Jerry Deal said he also would attend the Burlingame meeting. Director Zoe Kersteen-Tucker said she will attend the meeting in Half Moon Bay.

Public Comment

Jerry Grace, San Lorenzo, asked about the driver training if anyone has ever met any of the people at the American with Disabilities Act (ADA) meetings. Mr. Scanlon said staff does travel training for ADA customers.

COMMUNITY RELATIONS COMMITTEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – May 2011

FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Execution of a Three-year Use Agreement with Sunset Real Properties LLC for Pico Boulevard Near San Carlos for a Total of \$292,890
- b. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for a Total Amount of \$36,726,192
- c. Authorize Approval and Ratification of the Fiscal Year 2012 Insurance Program for a Total Not-to-Exceed Amount of \$1,483,053
- d. Authorize Extending the Agreement with the County of San Mateo for Law Enforcement and Police Communications Services for a Six-Month Period for a Total Cost Not-to-Exceed Amount of \$1,800,000
- e. Authorize Award of Contract to Gillig LLC to Furnish New and Remanufactured Exchange Brake Valves, Air Valves and Related Items for a Total Estimated Cost of \$178,532 for a Five-year Term

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

LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

In reading file

BOARD MEMBER COMMENTS

Chair Matsumoto said she missed the last meeting and the Paratransit report and would like to sit with staff to learn more about this service; any other Board member who would like to attend is welcome.

Director Tissier said she appreciates all the kudos for the volunteer driver symposium, but the credit needs to go to Manager, Strategic Development Corinne Goodrich for coordinating the event.

Director Kersteen-Tucker commended staff for the “Dump the Pump” day. It was a fantastic event and a great opportunity for the media to see the caliber of men and women who work at SamTrans. She said the maintenance facility is always an interesting place to tour and hopes this type of event can become an annual event.

DATE AND TIME OF NEXT MEETING – September 14, 2011 at 3 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Ms. Martinez said she will send the web page link to the Board for those who wish to participate in the Heart Walk.

GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a): Victor Orpilla v San Mateo County Transit District
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- c. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)
- d. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Bus Operators, Mechanics, Utility Workers and Storeskeeper Employees)

Mr. Miller said there are four items listed on the agenda that are permitted for discussions in closed session under the Brown Act. The first item is a pending litigation matter and there are three pending labor discussion matters. Legal Counsel will be reporting out after the closed session and do not anticipate any formal action on these items today.

Adjourned to closed session at 4:01 p.m.

Reconvened to open session at 4:29 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act to hear a report from general counsel on a case of pending litigation involving Victor Orpilla versus SamTrans. Instructions have been given to the litigation team and staff regarding the disposition of that matter.

There also was a report from the chief negotiator and the team regarding pending labor negotiations. Negotiations are continuing and although the regular meeting for the Board for August has been cancelled and the next regular meeting will be on September 14, the Board of Directors stands ready to convene in special session at any time appropriate progress is made in negotiations.

Adjourned at 4:30 p.m.

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

**MINUTES OF BOARD OF DIRECTORS SPECIAL MEETING
SEPTEMBER 1, 2011**

Board Members Present: J. Deal, C. Groom, S. Harris, Z. Kersteen-Tucker, A. Lloyd, K. Matsumoto (Chair)

Board Members Absent: J. Gee, R. Guilbault, A. Tissier

Staff Present: J. Cassman, M. Colondres, G. Harrington, C. Harvey, R. Haskin, A. Hughes, M. Martinez, D. Miller, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 7:04 p.m. and Director of Human Resources Monica Colondres led the Pledge of Allegiance.

GENERAL COUNSEL PROPOSAL

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

Legal Counsel David Miller said the purpose of this special meeting is to discuss pending labor negotiations listed on the agenda and qualifies for closed session.

Adjourned to closed session at 7:05 p.m.

Reconvened to open session at 8:02 p.m.

Mr. Miller said the Board met in closed session for the purpose of hearing and considering reports on pending labor negotiations listed on the agenda. An extensive report was presented, particularly with negotiations involving two units. One unit pertains to the bus operators, mechanics and utility workers and storeskeeper employees and the second unit involves customer service center employees. Based on the closed session deliberations, Mr. Miller recommended that the Board formally vote to ratify the action of the General Manager/CEO taken on August 31, 2011 to execute a Submission Agreement whereby the issues that have been the subject of negotiations and subsequent mediation with the Amalgamated Transit Union (ATU) have been tendered to John Kagel for issuance of a binding decision in an arbitration framework. This agreement previously was executed by representatives of the ATU.

A motion (Lloyd/Deal) to ratify the action previously taken by General Manager/CEO was approved unanimously.

Adjourned at 8:03 p.m.