



BOARD OF DIRECTORS 2011

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GENERAL MANAGER/CEO

## A G E N D A

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

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

**WEDNESDAY, OCTOBER 12, 2011 – 2:00 p.m.**

1. Pledge of Allegiance

#### **ACTION**

2. Approval of Minutes of Community Relations Committee Meeting of September 14, 2011
3. Designation of October as Disabilities Awareness Month

#### **INFORMATIONAL**

4. Accessibility Update - Tina DuBost
5. Paratransit Coordinating Council (PCC) Update - Nancy Keegan
6. Citizens Advisory Committee Liaison Report - Peter Ratto
7. Mobility Management Report – End-of-Year Performance
8. Multimodal Ridership Report - August 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  
SEPTEMBER 14, 2011**

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

Committee Members Absent: S. Harris

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

Other Board Members Absent, Constituting Committee of the Whole: A. Tissier

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

Committee Chair Rose Guilbault called the meeting to order at 3:27 p.m.

**Approval of Minutes of Community Relations Committee (CRC) Meeting of July 13, 2011**

The committee approved the minutes (Deal/Lloyd).

**Accessibility Update**

Accessibility Coordinator Tina DuBost reported:

- On September 10 the Commission on Disabilities celebrated its 20<sup>th</sup> Anniversary with a Disabilities Awareness Fair and a classic car show.
- The Interactive Voice Response (IVR) system implementation is being delayed due to technical issue.

Director Jeff Gee said there are new Americans with Disabilities Act amendments next year and asked if staff is prepared for them. Ms. DuBost said staff is focusing on the transportation impacts. Deputy CEO Chuck Harvey said two areas that will be looked at are bus stops and transit vehicles. Some of the requirements will not apply to the current vehicles.

**Paratransit Coordinating Council (PCC) Update**

PCC Chair Nancy Keegan reported:

- Thanked Chair Karyl Matsumoto for attending yesterday's PCC meeting. This demonstrates the District's commitment to the paratransit consumers of Redi-Wheels and Redi-Coast services.
- Thanked Accessibility Manager Bill Welch and Ms. DuBost for their hard work and dedication during the IVR testing.
- Next month the PCC will be hosting its annual staff appreciation event for MV Transportation.

Chair Matsumoto said she was very impressed with the PCC meeting yesterday.

### **CAC Liaison Report**

Chair Peter Ratto said presentations were given at the September meeting on the SamTrans Service Plan Public Outreach by Manager, Planning and Research Marisa Espinosa and on the Codified Tariff changes from Executive Officer, Customer Service and Marketing Rita Haskin. The CAC had some concerns on the Change Card, but very happy to see the implementation of the Day Pass.

### **Mobility Management Report – End-of-the-Year Performance**

Committee Chair Guilbault said this item will be postponed to next month.

### **Multimodal Ridership Report – June 2011**

- Bus ridership was 41,470, an increase of 0.4 percent.
- Paratransit ridership was 1,093, an increase of 2.2 percent.
- Caltrain ridership was 44,450, an increase of 11.6 percent.
- Caltrain shuttle ridership was 6,944, an increase of 32.1 percent.
- BART shuttle ridership was 1,990, an increase of 6.9 percent.
- Overall ridership was 95,947, an increase of 7.4 percent.

#### Year-to-date

- Bus ridership was 44,910, a decrease of 3 percent.
- Paratransit ridership was 1,080, a decrease of 2.2 percent.
- Caltrain ridership was 39,880, an increase of 5.5 percent.
- Caltrain shuttle ridership was 5,768, an increase of 5.1 percent.
- BART shuttle ridership was 1,993, an increase of 4.6 percent.
- Overall ridership was 93,631, an increase of 1.1 percent.

### **Multimodal Ridership Report – July 2011**

- Bus ridership was 37,720, a decrease of 0.7 percent.
- Paratransit ridership was 1,099, a decrease of 2.7 percent.
- Caltrain ridership was 44,130, an increase of 8.4 percent.
- Caltrain shuttle ridership was 6,451, an increase of 27.2 percent.
- BART shuttle ridership was 1,597, a decrease of 18.1 percent.
- Overall ridership was 90,547, an increase of 4.8 percent.

Chair Karyl Matsumoto asked if there is any way to track school ridership. Mr. Harvey said about one-quarter to one-third is youth. There has been an increase in Route 260, which serves Ralston Middle School and Carlmont High School.

Adjourned: 3:40 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

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

**ACTION**

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

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no budget impact to adopting this proclamation.

**BACKGROUND**

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

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

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

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

# Proclamation

## IN HONOR OF DISABILITIES AWARENESS MONTH

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

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

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

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

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

**WHEREAS**, on the twenty-first anniversary since landmark civil rights legislation, the Americans with Disabilities Act of 1990, was signed into law, SamTrans is enhancing its paratransit program to provide services to more local patrons.

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

**UNANIMOUSLY ADOPTED** by the San Mateo County Transit District this 12<sup>th</sup> day of October 2011.



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Chair, San Mateo County Transit District

**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 September 13 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  
September 13, 2011  
MEETING MINUTES**

**ATTENDANCE**

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

Absentees: James Asche, OES; Aki Eejima, Consumer.

Guests: Karyl Matsumoto, SamTrans Board Chair; Elly Colwell, SamTrans; Tina Dubost, SamTrans; Paul Lee, SamTrans; John Murphy, MV Transportation; Maxine Eastman, Consumer; Allan Newlands, COD; Linda Rhine, Nelson\Nygaard; Rose Berta, PCC Staff.

(Total Attendance: 25) Quorum--Yes

**WELCOME/INTRODUCTION**

Chair Nancy Keegan called the meeting to order at 1:30 pm and welcomed all to the September PCC meeting.

**APPROVAL OF JULY PCC MINUTES**

Nancy asked for a vote of approval for the July minutes. Michal moved to approve the minutes and Dan seconded the motion. The motion was approved with Myria and Ben abstaining.

**COMMITTEE REPORTS**

**A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)**

There was no August meeting. Mike reported on the July 5 meeting. The main issues dealt with same day services. Mike and the Serra Cab Company met to discuss the possibility of providing a discount to Redi-Wheels customers who need same day services; Serra Cab Company and SamTrans are evaluating how this would work.

Interactive Voice Response (IVR) system issues were discussed in terms of resolving software issues. Nancy thanked Bill and Tina for all their hard work on the IVR testing phase.

The next meeting will be on Tuesday, October 4.

**B. GRANT/BUDGET REVIEW**

Barbara reported that SamTrans will be receiving funding for two new vehicles from the 5310 application. This is in addition to two vehicles granted from prior years. Bill added his gratification for the four vehicles over the two cycles of the 5310 program. He further explained that it is important to understand the needs of ADHC agencies (Adult Day Care and Adult Day

Health Care Centers) and the changing demand in order to move forward with the purchase of the four vehicles. The issue is whether the larger paratransit cut-away vans are needed given the uncertainty with ADHC; productivity may suffer. Nancy suggested an agency meeting to discuss this issue in further detail. Agency trips are approximately 17% of Redi-Wheels ridership. Maureen said that more discussion is needed, but assures the PCC that agencies will remain open and there is no need not to pursue vehicle acquisition at this time. The Silver Tsunami is coming, and there is a massive plan in our County to integrate a lot of services that are now spread around. Adult Day Care and Adult Day Health are part of this whole effort. John commented that this was the best news he has heard on this subject, and Bill appreciated the input.

### **C. EDUCATION COMMITTEE**

Maureen reported the committee will meet this afternoon and the primary focus is the newsletter. There was great attendance at the July meeting; Maureen thanked the attendees and hope they continue to attend the meetings. There was a discussion on driver appreciation and how to recognize their efforts on an individual level.

### **D. EXECUTIVE COMMITTEE**

Nancy thanked SamTrans Board Chair Karyl Matsumoto for being present at our meeting. Our annual MV Appreciation Party will be held on October 11 following the 4:00 pm PCC meeting.

Nancy announced that Craig McCulloh, with regret, has resigned as a member of the PCC due to his time constraints. Craig has contributed significantly as a representative from the San Mateo County Aging and Adult Services; he has put many committees in place, such as the Consumer Corps and the Advocacy Legislative Committee, and he contributed to many other accomplishments of the PCC. Craig is assisting in finding a replacement. He also invited Allan Newlands to the meeting to help with the Commission on Disability report. Nancy welcomed and thanked Allan for his participation.

A PCC letter of support was sent to Corinne Goodrich for the SamTrans grant application for New Freedom funds for a volunteer driver program. Over 30 letters of support were received.

### **PCC Year End Expenses**

As requested by Barbara, Chair of the Budget Grant Committee, Linda reported the PCC contract for \$69,000 annually has been the same for over seven years. The vast majority of the budget is for labor expenses and a small budget for printing supplies, telephones, and miscellaneous items. For FY 2010/11 \$1,150 was unspent from the budget. This amount should be added to the prior year carry over funds held by SamTrans.

### **Bylaws**

Linda reviewed the proposed changes for the Bylaws. Members are requested to send any additional revisions to Linda or Rose. Approval of the proposed changes will be on the October 11 PCC agenda.



## **SAM TRANS/REDI-WHEELS REPORT**

### **A. Operational Report**

Bill expressed his delight in having Director Matsumoto take a tour of the Redi-Wheels facility. Allan Newlands of San Mateo County Commission on Disability invited Bill to the 20<sup>th</sup> Anniversary of the COD. The Disabilities Awareness Event was held at the TGIF parking lot in combination with a Classic Car Show. SamTrans was there to showcase and demonstrate their vehicle. Bill thanked Tina for doing a great tour job. The bus impressed a group from PARCA and they included the bus in their picture. Diane also attended and said it was a fun event.

The CalACT Conference will be on September 19 in Berkeley. SamTrans will provide a bus to transport participants to the Foster City eligibility facility and showcase the facility and equipment. Tina will act as the tour guide for the conference. All are welcome.

Bill gave an update on the IVR (Interactive Voice Response) project. He thanked the PCC members who have been pilot testers since May. A great deal has been learned and many problems have been solved. Accuracy of imminent arrival call still needs improvement. Trapeze, Ontira, and ACS are the three vendors working with the total IVR system. Nancy said the PCC appreciates all the work in the process, and appreciates postponing the “go live” date until all problems are resolved. Bill thanked Diane, Judy, Mike, Stephanie, and Dan for sharing their experiences with the IVR system.

### **Year End Budget Report Summary**

Tina reported Redi-Wheels and RediCoast was 4% under budget for the year. Revenues and cost numbers are still preliminary. Passenger fares make up 6% of the revenue; other revenue sources include one-time grants (19%); Transit Development Act (TDA) (10%); State Transit Assistance (STA) (5%) Sales Tax (37%); and Measure A (23%).

### **B. Performance Summary**

Tina reported same day cancels have declined; late cancels have increased; the number of no shows by operators is zero; total ridership is down; productivity is up; average ridership is down by 1%. On time performance is still above the 90% standard at 92%; the number of complaints per thousand trips is very low.

### **C. Customer Comments**

Elly reported that total comments increased from June to July, due to the increase in comment cards. Comments by category--compliments have gone up; all service related comments have decreased by a little; average response time both by provider and to customer are below 7-day turnaround due to the good efforts of Lynn and Sophie. Comments by type—compliments have increased and all other comments remain static.

Linda asked what type of format is given in a letter or email in response to customer comments or complaints. This was a follow-up question from a customer who reported her experience at the July AL-Com meeting. The format that will be used from now on will be to include a brief explanation about why an incident had occurred.

Stephanie inquired how complaints with taxi service are handled. John informs the taxi company. Diane asked how 1 ½ hours late incident is recorded; Tina responded that it is considered a missed trip.

#### **D. Safety Report**

John reported July was a great month with no chargeable accident for the coast side and one minor (back into vehicle) for Redi-Wheels. August was not a good month with seven accidents; two vehicles backed into other vehicles; five other vehicles backed into our vehicles. September so far has no accidents. John requires all drivers to have additional training to understand the operating environment—knowing their surroundings, placing vehicles in a safer position, etc.—one day retraining to get re-focused.

Nancy thanked John for working very hard to provide safe service.

Diane mentioned training drivers with guide dogs awareness is still needed. She will be glad to do a workshop with John.

Dale asked John to remind his drivers about the appreciation party in October. John will distribute the flyers when he receives them.

### **LIAISON REPORTS**

#### **A. MTC REPORT**

Because Marshall was absent, no report was given.

#### **B. AGENCY**

Barbara said they will schedule a meeting soon.

#### **C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)**

Michal shared that SamTrans staff did a good job at the meeting held last quarter about the study underway about potential service changes. CTC meetings in 2012 will rotate their meeting site between the three agencies. Michal shared a brochure of the Pumpkin Festival and how streets are configured; she also encourages members to attend and take public transit.

#### **D. EFFICIENCY REVIEW COMMITTEE (ERC)**

Mike said there was no face-to-face meeting in August; instead weekly conference calls on the IVR were held. Weekly conference calls will continue; Tina will call and email. Next meeting will be on October 4 at 11:00 am.

#### **E. COMMISSION ON AGING (COA) REPORT**

May did not attend last meeting; she has been termed out. She reported 15 acres adjacent to Foster City Hall potentially can be used for senior housing. Meetings are underway to explore the best solutions for Foster City.

#### **F. COMMISSION ON DISABILITY (COD) REPORT**

Allan shared the 20<sup>th</sup> anniversary celebration at TGIF was a good turnout. He said the SamTrans bus was very popular at the event. There was no meeting in August. There is a Disabled Art Show planned for October in downtown Redwood City. Allan will send out the date.

#### **G. OFFICE OF EMERGENCY SERVICES (OES) REPORT**

In Jim's absence, Mike shared his experience at the emergency event sponsored by THRIVE hosted by JCC, Red Cross, and others with the main focus on earthquake and disaster preparedness. He said there was lots of practical information and helpful hints for people to be ready for such a disaster. Jim has information that he will share at a future meeting.

#### **OTHER BUSINESS**

May announced that Jackie Speier will once again host "Senior on the Move" on November 10 at South San Francisco Conference Center. The conference theme is "connections".

Diane announced there will be a Health Fair held in Redwood City at the Senior Center Alameda de Las Pulgas.

Barbara shared the "Meals on Wheels Dine Out" will be held on Tuesday, October 4. The event will benefit Rosener House. Help support agencies and eat at participating restaurants.

Pumpkin Festival is on October 15 and 16, 9:00 am – 5:00 pm at Half Moon Bay.

All wish Aki well on his recovery from knee surgery.

**MEETING ADJOURNED: 3:30 PM.**

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

SUBJECT: **END-OF-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.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT - AUGUST 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 (FY) 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—AUGUST 2011 COMPARED TO  
AUGUST 2010**

**All Modes** – AWR of 94,758, an increase of 4.2 percent.

**Bus** – AWR of 39,760, a decrease of 4.4 percent.

**Paratransit** - AWR of 1,072, a decrease of 3.6 percent.

**Caltrain** - AWR of 45,200, an increase of 10.4 percent.

**Caltrain Shuttles** - AWR of 7,055, an increase of 33.6 percent.

**BART Shuttles** - AWR of 1,671, a decrease of 15.8 percent.

## **SamTrans Promotions – August 2011**

**Senior Showcase** – From the terrible twos to teenage rebellion, humans have always sought independence. SamTrans is the answer for senior citizens who want to remain connected to their communities. SamTrans participated in the Senior Showcase Information Fair as a way to let seniors know that the bus is the answer. The venue also provided an opportunity to recruit people interested in being SamTrans Mobility Ambassadors. In addition to being on hand to answer questions, SamTrans also ran a print ad and a web banner ad in *The Daily Journal*, which sponsored the information fair with the Health Plan of San Mateo. Our representatives also used this opportunity to inform customers that in a few months the Clipper card will be the only place to get a SamTrans Monthly Pass.

**North Fair Oaks Festival** – The 10<sup>th</sup> Annual North Fair Oaks Community Festival was a great venue for SamTrans to connect with the community. Thousands of people attend the festival for the live entertainment, parade, children’s activities, as well as for the arts and crafts. SamTrans Marketing and bilingual Customer Service employees staffed a booth, providing information to attendees and answering questions. To promote SamTrans’ connection to the community, the bus agency ran an ad in the festival program. Similar to the Senior Showcase mentioned above, SamTrans staff used the festival venue to inform customers about the conversion to Clipper.

**Clipper®** – With paper Monthly passes being eliminated at the end of 2011, SamTrans increased its communications to customers. Messages were sent to schools, flyers were created for two key audiences (youth and seniors) and nine outreach opportunities were attended to inform customers. Outreach locations included colleges, senior centers, community centers and onboard buses. In addition to SamTrans, Clipper can be used on AC Transit, BART, Caltrain, Golden Gate Transit & Ferry, Muni and Santa Clara Valley Transportation Authority.

**Publications:** SamTrans issued *Rider’s Digest*, which provides a summary of service changes and provides other valuable information, such as a safety message, an article about real time availability at key transit centers and information about Clipper.

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**

<b>August 2011</b>				<b><u>FY2011/FY2012</u></b>
<b><u>Mode</u></b>	<b><u>FY2010<sup>^</sup></u></b>	<b><u>FY2011</u></b>	<b><u>FY2012</u></b>	<b><u>%Change</u></b>
Bus +	45,460	41,590	39,760	-4.4%
Paratransit	1,091	1,112	1,072	-3.6%
Caltrain # +	40,150	40,940	45,200	10.4%
Caltrain Shuttle #	5,404	5,281	7,055	33.6%
BART Shuttle	1,920	1,984	1,671	-15.8%
<b>Total</b>	<b>94,025</b>	<b>90,907</b>	<b>94,758</b>	<b>4.2%</b>
BART (Extension Only)*	36,684	38,762	42,700	10.2%
<b>Grand Total</b>	<b>130,709</b>	<b>129,669</b>	<b>137,458</b>	<b>6.0%</b>

<b>Year to Date</b>				<b><u>FY2011/FY2012</u></b>
<b><u>Mode</u></b>	<b><u>FY2010<sup>^</sup></u></b>	<b><u>FY2011</u></b>	<b><u>FY2012</u></b>	<b><u>%Change</u></b>
Bus +	43,560	39,570	38,520	-2.7%
Paratransit	1,137	1,121	1,086	-3.2%
Caltrain # +	40,500	40,820	44,670	9.4%
Caltrain Shuttle #	5,424	5,176	6,753	30.5%
BART Shuttle	1,928	1,967	1,634	-16.9%
<b>Total</b>	<b>92,548</b>	<b>88,653</b>	<b>92,663</b>	<b>4.5%</b>
BART (Extension Only)*	36,639	38,250	42,292	10.6%
<b>Grand Total</b>	<b>129,187</b>	<b>126,903</b>	<b>134,955</b>	<b>6.3%</b>

# System

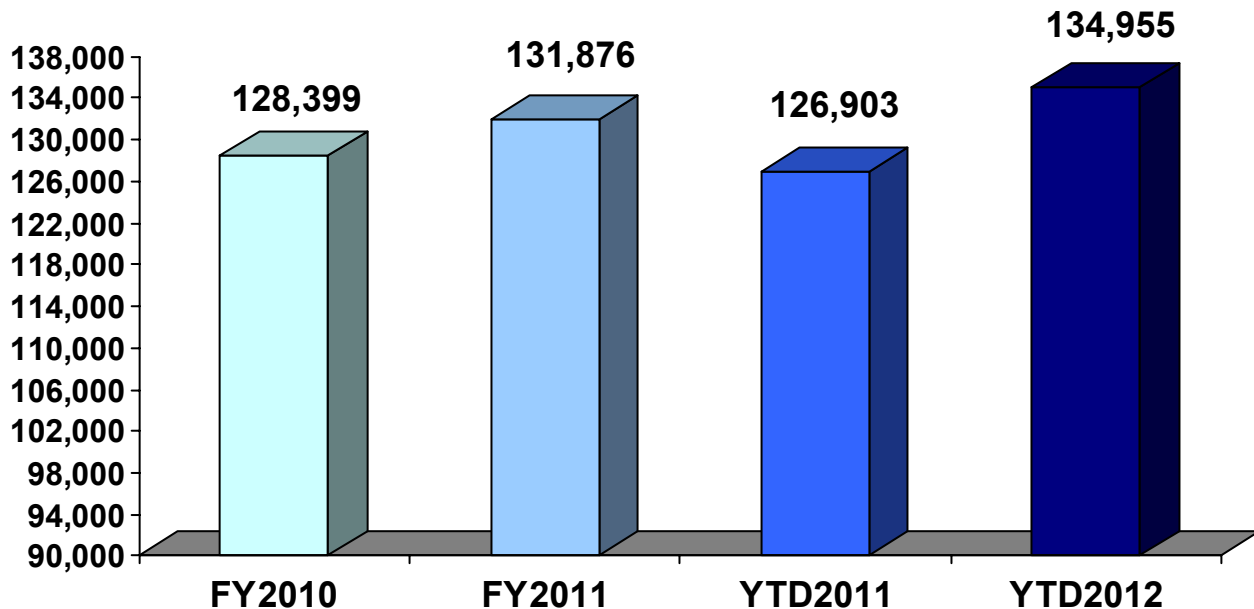
\* Extension Only (No Daly City)

+ Rounded to nearest tens

<sup>^</sup> Service cuts/reduced (12/09)

\*\* FY11 shuttle figures have been adjusted to reflect corrected number of days operated per month

**Chart A**  
**Average Weekday Ridership**





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

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

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

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

**ACTION**

1. Approval of Minutes of Finance Committee Meeting of September 14, 2011
2. Approval of Statement of Revenues and Expenses for August 2011
3. Authorize Approval of Annex of the 2010 Association of Bay Area Government's Local Hazard Mitigation Plan as the District's Local Hazard Mitigation Plan

**CONTRACTS**

4. Authorize Renewing the Contract with Delta Dental of California for the Next Three Calendar Years for an Annual Cost of \$1.135 Million
5. Authorize Award of Contract to Vision Service Plan for Vision Insurance Coverage for a Four Year Period Beginning November 1, 2011 for a Total Estimated Cost of \$424,000

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  
SEPTEMBER 14, 2011**

Committee Members Present: J. Gee

Committee Members Absent: S. Harris (Committee Chair), 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: A. Chan, G. Harrington, C. Harvey, R. Haskin, A. Hughes, R. Lake, M. Martinez,  
N. McKenna, D. Miller, M. Scanlon, M. Simon, J. Slavit

Director Carole Groom called the meeting to order at 3:40 p.m.

**Approval of Minutes of Finance Committee Meeting of July 13, 2011**

The Committee approved the minutes (Guilbault/Lloyd).

**Approval of Revenues and Expenses for July 2011**

Deputy CEO Gigi Harrington said revenues are slightly under budget and there are significant savings in salaries and benefits on the expense side. Fuel was \$3.17 per gallon last week and the fuel hedge was tripped in July and August.

Director Zoe Kersteen-Tucker said the interest income for paratransit seemed high. Ms. Harrington said she will follow-up.

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

**Acceptance of Quarterly Investment Report**

Bill Osher of CSI Capital Management said he continues to manage the portfolio with safety in mind. There was a downgrade in the United States Treasury Debt and interest rates fell. The real concern is that developed countries have so much debt they can't do much with fiscal policy to try and stimulate the economy. He said inflation is a concern with oil and commodity prices that monetary policy can't be stimulated. This is an environment where the globe is challenged for growth and all usual methods to help out the economies aren't at our disposal anymore. Mr. Osher said all eyes are on Europe and whether it can take care of its sovereign debt problems. The credit markets are saying Greece will default within two months. With this type of environment the best thing to do is focus on safety.

Director Rose Guilbault asked what focusing on safety means. Mr. Osher said there are two primary risks in a bond portfolio: credit risk and interest rate risk. Credit risk is where a credit is owned that you don't think you will get your money back. Every position in the portfolio carries a government level of risk. There are treasuries and agencies. The agencies are under

conservatorship of the government and essentially been nationalized and their debt is being treated as debt of the United States government.

Director Guilbault said there is a lot of discussion about double-dip recession coming so how is the portfolio prepared for this. Mr. Osher said that is a credit concern and he doesn't think interest rates will fall further then they already have fallen.

Director Jeff Gee asked if the Board has an investment policy and is it current. Mr. Osher said yes they do and it is current. District Secretary Martha Martinez said she will provide the policy to Director Gee.

Director Gee said the benchmarks seem inconsistent with the current economy. Mr. Osher said there are two objectives: the portfolio and the benchmark. The benchmark is longer term and the objectives have always been the overriding concern.

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

**Authorize Execution of a Cooperative Agreement with the City/County Association of Governments (C/CAG) of San Mateo County and Santa Clara Valley Transportation Authority (VTA) for Cost Sharing for the Performance of a Tiger II Planning Grant for Elements of the Grand Boulevard Initiative**

Interim Executive Officer Planning and Development Aidan Hughes said in March 2011 the San Mateo County Transit District (District) was awarded the Tiger II Planning Grant for the Grand Boulevard Initiative. This was a joint planning effort between the District, C/CAG and VTA. The Tiger II Planning Grant will fund three distinct projects.

The first is a complete streets case studies project, which will include four demonstration projects, facilitating the design of projects on El Camino Real to integrate the roadway with sustainable development and encourages pedestrian and transit activity.

The second is the economic and housing opportunities assessment. This will address development scenarios and potential barriers to development as well as assessing open design strategies to achieve revitalization.

The third phase of the study is infrastructure needs assessment and financing study. This will evaluate the level of readiness of infrastructure to accommodate transit supported development in the corridor. Staff will also investigate strategies for providing financing required for future density. The planning grant requires a match of \$600,000. The District will provide \$300,000 of in-kind services and staffing and C/CAG and VTA will, collectively, provide \$300,000 each in local cash match.

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

**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**

Manager Grants and Fund Programming Joel Slavit said staff is asking the Committee recommend the Board enter into a funding agreement with Caltrans to receive \$221,319 for a Bus Rapid Transit Phasing Plan study on El Camino Real and to include the funds as part of an amendment to the Fiscal Year (FY) 2012 Capital Budget. Caltrans awarded a discretionary planning grant to the District to evaluate the potential of bus rapid transit on El Camino Real. The study will complement the SamTrans Service Plan that is currently underway. The total cost of the bus rapid transit study is \$250,000. The required matching funds in the amount of \$28,681 are already included in the FY2012 Capital Budget.

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

**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**

Deputy CEO Gigi Harrington said the Board tasked staff with bringing forward a balancing plan for Caltrain for FY2013 as quickly as possible after the FY2012 Caltrain budget was balanced. There have been a series of working meetings with the general managers of VTA, SamTrans, San Francisco Municipal Transportation Agency (SFMTA) and the Steve Heminger, Executive Director of the Metropolitan Transportation Commission to try and find a path for FY2014.

In May, the Board approved a set of principles to direct staff in these negotiations and discussions, including VTA paying for the Gilroy service, administrative cost sharing and looking at the boarding formula and how costs are split between the three entities. In the principles, the Board also approved the concept of using the remaining right of way repayment money from VTA as part of an effort to balance the FY2014 budget. Ms. Harrington said this item is a recommendation to use the right of way money from both VTA and SFMTA to leverage the portion of funds that SamTrans receives from the San Mateo County Transportation Authority to put towards Caltrain which then leverages San Francisco and Santa Clara's shares. It was also agreed to implement a new administrative cost sharing formula which is part of the SamTrans overhead study which will increase the charge from SamTrans to Caltrain for support of the system and also agreed to open the boarding formula and the Gilroy discussion as part of the FY2014 budget discussion. . If the Board approves the tentative budget proposal, this item will be brought to the Caltrain Board in October for approval.

Director Gee asked if there are companion actions that have to be taken by the partner agencies. Ms. Harrington said the partners will have to budget the amounts that match the District's share in their FY2013 budgets.

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

**Authorize Execution of Funding Agreements with the San Mateo County Transportation Authority (TA) 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**

Director of Budgets and Grants April Chan said staff is asking the Committee to recommend the Board authorize the execution of funding agreements with the TA and C/CAG for the Regional Bicycle Share Pilot Program and authorize amendment of the FY2012 Capital Budget from funds received from the TA and C/CAG. The funding is \$105,000 of which \$80,000 is coming from the TA and \$25,000 is from C/CAG for the Regional Bike Sharing Program that SamTrans will be administering.

Chair Karyl Matsumoto asked if this is the project that MTC is giving \$800,000 and will be starting in Redwood City. Manager of Planning and Research Marisa Espinosa said this is the project funded by the MTC Climate Initiatives Grant.

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

**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**

Deputy CEO Chuck Harvey said the District is part of the Dumbarton Consortium and the Consortium operates the bus transportation services between Union City BART station and VTA. For many years this Consortium service was operated by a private contractor. Several years ago the Alameda-Contra Costa Transit District (AC Transit) asked to operate the service on behalf of the Consortium and the buses that were used for this service were transferred to AC Transit. The buses need to be transferred back to the District because AC Transit can not hold title to the vehicles and have them privately operated by a contractor. The District has held title to these buses in the past.

Director Gee asked if the buses were inspected. Mr. Harvey said yes.

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

**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**

Mr. Harvey said staff is asking the Committee to recommend the Board award a contract to MV Transportation for the Dumbarton Express Service. The District is a small player in the Consortium and pays about 12.7 percent of the annual operating expenses. The contract was done through a Request for Proposal. The contract contains provisions to allow for expansion of service for Dumbarton Rail.

Director Zoe Kersteen-Tucker asked why Union City's Consortium share is so small. Mr. Harvey said it is based on the origin of the passengers boarding.

Director Gee asked if there are performance metrics in the contract for the operator. Mr. Harvey said yes.

Director Deal said 0-20 points were allocated for the cost proposal, but nothing was stated in the staff report what the spread was between costs. Mr. Harvey said MV Transportation was the lowest cost as well. Mr. Harvey said when transportation services are purchased it is essential not to buy the lowest bid, but to buy the best value.

#### Public Comment

Cory LaVigin, AC Transit, thanked the Board and staff for the excellent procurement process that was done for this award of contract. He said Manager of Bus Contracts Paul Lee and Senior Contract Officer Tai Kwong did an outstanding job on the contract procurement and Mr. Slavitt and Ms. Chan for their work on the title transfer.

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

**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**

**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**

**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**

**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**

**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**

**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)**

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

**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**

Director Gee asked if the Board has a goal to move towards hybrids by 2020. Mr. Harvey said there is not a policy, but the District has started the conversion. Approximately one-third or one-half of the non-revenue support vehicles are hybrids.

Director Gee said it would be nice to have a Board goal that all non-revenue vehicles be hybrid vehicles by a certain date.

Director Gee asked if there is a standard procurement practice of making sure that there is a piggy-back provision in all procurements. Mr. Harvey said yes.

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

**Authorize Award of Contact to Lamar Transit Advertising for Exterior Bus Advertising Services for a Minimum Revenue Guarantee of \$3,425,000 Over a Five-year Period**

Director Kersteen-Tucker asked what kind of advertising will be on the bus. Mr. Miller there is a definite set of guidelines that must be followed and will be overseen by staff.

Director Kersteen-Tucker asked if this contractor has an advertising market that they are known for. Executive Officer Customer Service and Marketing Rita Haskin said they have a stable of advertisers and they look to the local market as well as the national market.

Chair Matsumoto said in South San Francisco staff specified what they didn't want appearing on the billboards. Ms. Haskin said policy prohibits liquor ads. She said staff will provide the Board a quarterly report on what ads are on the buses.

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

**Information of Preliminary Statement of Revenues and Expenses for June 2011**

Ms. Harrington said June revenues will be brought back at a later date. Staff is still working with the auditors to close the books.

**Update on the Execution of the Fiscal Year 2012 Fuel Hedging Program**

Ms. Harrington said fuel was hedged at \$2.90 per gallon the last week of June. Fifty percent of the portfolio was hedged.

Director Gee asked about doing a fuel hedge for more than one year. Ms. Harrington will look into it and bring the information back to the Board when this item comes back for the next fiscal year.

**Adjourned:** 4:17 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: Gigi Harrington  
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD  
ENDING AUGUST 31, 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 August 2011 and supplemental information.

**SIGNIFICANCE**

**Revenues:** *Total Revenues* (page 1, line 13) are \$232,416 or 0.9 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$176,070 or 6.1 percent, *Investment Interest* (page 1, line 9) is **worse** than budget by \$27,448 or 5.4 percent and *Other Interest, Rent & Other Income* (page 1, line 10) are **worse** than budget by \$30,382 or 4.0 percent.

**Expenses:** *Total Expenses* (page 4, line 73) are \$1,951,040 or 8.2 percent **better** than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$1,683,751 or 9.8 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$250,920 or 10.7 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$16,369 or 0.4 percent.

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

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

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

% OF YEAR ELAPSED: **16.7%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>SOURCES OF FUNDS</b>								
<b>Operating Revenues</b>								
1 Passenger Fares	1,398,019	2,817,027	2,731,147	2,907,217	93.9	17,443,300	17,443,300	15.7
2 Local TDA and STA Funds	4,667,271	10,235,817	9,334,542	9,334,542	100.0	33,000,814	33,000,814	28.3
3 Pass through to Other Agencies	0	162,549	181,790	181,790	100.0	281,790	281,790	64.5
4 State/Federal Operating Grants	1,429	118,813	3,314	2,919	113.5	10,202,857	10,202,857	0.0
5 Measure A and AB434 Funds	711,157	1,381,939	1,412,201	1,411,112	100.1	8,996,335	8,996,335	15.7
6 <b>Subtotal - Operating Revenues</b>	<b>6,777,877</b>	<b>14,716,145</b>	<b>13,662,994</b>	<b>13,837,580</b>	<b>98.7</b>	<b>69,925,096</b>	<b>69,925,096</b>	<b>19.5</b>
<b>Other Revenue Sources</b>								
8 District 1/2 Cent Sales Tax	4,757,134	9,236,133	9,514,267	9,514,267	100.0	61,500,000	61,500,000	15.5
9 Investment Interest	233,881	585,535	483,834	511,282	94.6	2,150,620	2,150,620	22.5
10 Other Interest, Rent & Other Income	347,362	1,084,420	736,595	766,977	96.0	5,972,275	5,972,275	12.3
11 Other Sources	0	0	0	0	0.0	5,700,000	5,700,000	0.0
12 <b>Subtotal - Other Revenues</b>	<b>5,338,377</b>	<b>10,906,088</b>	<b>10,734,696</b>	<b>10,792,526</b>	<b>99.5</b>	<b>75,322,895</b>	<b>75,322,895</b>	<b>14.3</b>
13 <b>Total Revenues</b>	<b>12,116,254</b>	<b>25,622,233</b>	<b>24,397,690</b>	<b>24,630,106</b>	<b>99.1</b>	<b>145,247,991</b>	<b>145,247,991</b>	<b>16.8</b>
14 <b>Capital Assistance</b>	<b>37,007</b>	<b>672,465</b>	<b>85,112</b>	<b>85,112</b>	<b>100.0</b>	<b>14,194,614</b>	<b>25,982,954 A</b>	<b>0.3</b>
15 <b>Reserves Programmed for Capital</b>	<b>270,868</b>	<b>534,453</b>	<b>630,415</b>	<b>630,415</b>	<b>100.0</b>	<b>0</b>	<b>13,559,868 A</b>	<b>0.0</b>
16 <b>Total Revenues - All Sources</b>	<b>12,424,129</b>	<b>26,829,151</b>	<b>25,113,217</b>	<b>25,345,633</b>	<b>99.1</b>	<b>159,442,605</b>	<b>184,790,813</b>	<b>13.6</b>
<b>USES OF FUNDS</b>								
<b>Operations</b>								
20 Motor Bus	7,685,322	14,609,600	15,546,497	17,230,248	90.2	99,414,897	99,414,897	15.6
21 A. D. A. Programs	1,083,991	2,105,143	2,093,962	2,344,882	89.3	14,069,346	14,069,346	14.9
22 Caltrain	714,897	4,152,345	3,471,032	3,471,032	100.0	10,620,000	10,620,000	32.7
23 Other Multimodal Programs	332,466	832,801	644,419	660,788	97.5	3,967,226	3,967,226	16.2
24 <b>Subtotal - Operating Costs</b>	<b>9,816,676</b>	<b>21,699,889</b>	<b>21,755,910</b>	<b>23,706,950</b>	<b>91.8</b>	<b>128,071,469</b>	<b>128,071,469</b>	<b>17.0</b>
<b>Other Uses of Funds</b>								
26 Pass through to Other Agencies	0	162,549	181,790	181,790	100.0	281,790	281,790	64.5
27 Transfer Out to Debt Service	2,037,499	4,075,356	4,074,998	4,074,998	100.0	24,477,279	24,477,279	16.6
28 Fiscal Agent Fees	(4,038)	3,663	2,800	7,260	38.6	25,080	25,080	11.2
29 Land Transfer Interest Expense	0	0	0	0	0.0	70,000	70,000	0.0
30 <b>Subtotal - Other Uses</b>	<b>2,033,462</b>	<b>4,241,568</b>	<b>4,259,588</b>	<b>4,264,048</b>	<b>99.9</b>	<b>24,854,149</b>	<b>24,854,149</b>	<b>17.1</b>
31 <b>Capital Programs</b>	<b>402,682</b>	<b>1,250,711</b>	<b>857,626</b>	<b>857,626</b>	<b>100.0</b>	<b>19,180,994</b>	<b>44,529,202 A</b>	<b>1.9</b>
32 <b>Total Uses of Funds</b>	<b>12,252,820</b>	<b>27,192,168</b>	<b>26,873,124</b>	<b>28,828,624</b>	<b>93.2</b>	<b>172,106,612</b>	<b>197,454,820</b>	<b>13.6</b>
34 <b>NET SURPLUS / (DEFICIT)</b>	<b>171,309</b>	<b>(363,017)</b>	<b>(1,759,908)</b>	<b>(3,482,991)</b>	<b>50.5</b>	<b>(12,664,007)</b>	<b>(12,664,007)</b>	<b>13.9</b>

% 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  
AUGUST 2011**

% OF YEAR ELAPSED: 16.7%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>OPERATING REVENUES - MOTOR BUS</b>								
1 TOTAL MOTOR BUS FARES	1,332,950	2,680,176	2,603,385	2,768,167	94.0	16,609,000	16,609,000	15.7
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,806,948	7,834,626	7,613,896	7,613,896	100.0	26,648,636	26,648,636	28.6
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	587,865	1,785,963	1,175,730	1,175,730	100.0	4,444,973	4,444,973	26.5
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	1,429	31,999	3,314	2,919	113.5	8,813,584	8,813,584	0.0
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	1,651,856	1,368,117	3,502,614	5,047,093	69.4	39,193,611	39,193,611	8.9
10 Accessibility Fixed Route	93,363	175,830	181,458	109,985	165.0	659,919	659,919	27.5
11 TOTAL 1/2 CENT SALES TAX	1,745,219	1,543,947	3,684,072	5,157,078	71.4	39,853,530	39,853,530	9.2
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	5,990	18,987	11,591	27,260	42.5	163,570	163,570	7.1
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	40	247	86	260	33.0	1,580	1,580	5.4
16 Rental Income	87,897	173,282	175,095	177,370	98.7	1,064,230	1,064,230	16.5
17 Advertising Income	30,022	266,666	105,702	150,000	70.5	900,000	900,000	11.7
18 Other Income	86,962	273,707	173,625	157,569	110.2	915,794	915,794	19.0
19 TOTAL OTHER REVENUES	204,921	713,902	454,508	485,199	93.7	2,881,604	2,881,604	15.8
20								
21 TOTAL MOTOR BUS	7,685,322	14,609,599	15,546,497	17,230,248	90.2	99,414,897	99,414,897	15.6
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	65,069	136,851	127,761	139,050	91.9	834,300	834,300	15.3
25 Local TDA 4.5 Redi-Wheels	200,366	412,348	400,732	400,732	100.0	1,402,560	1,402,560	28.6
26 Local STA - Paratransit	72,092	202,880	144,184	144,184	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	405,043	718,023	751,026	1,017,626	73.8	4,786,142	4,786,142	15.7
29 Sales Tax - Paratransit Suppl. Coastside	116,698	189,442	219,746	192,772	114.0	1,156,636	1,156,636	0.0
30 Interest Income - Paratransit Fund	34,437	76,154	69,942	69,942	100.0	135,790	135,790	51.5
31 Measure A Redi-Wheels	190,286	369,445	380,571	380,576	100.0	2,460,000	2,460,000	15.5
32 Measure M Paratransit	0	0	0	0	0.0	1,400,000	1,400,000	0.0
33 TOTAL ADA PROGRAMS	1,083,991	2,105,143	2,093,962	2,344,882	89.3	14,069,346	14,069,346	14.9
34								
35 MULTIMODAL TRANSIT PROGRAMS:								
36 Sales Tax - Caltrain	0	3,413,454	0	0	0.0	0	0	0.0
37 Other Sources - Caltrain	334,327	0	2,709,891	2,709,885	100.0	5,700,000	5,700,000	47.5
38 Transfer from TA for Caltrain	380,571	738,891	761,141	761,147	100.0	4,920,000	4,920,000	15.5
39 TA Funded SM/Caltrain Shuttles	95,718	184,270	181,322	180,223	100.6	1,081,335	1,081,335	16.8
40 Employer Share SM/Caltrain Shuttles	27,491	140,618	52,187	51,879	100.6	311,271	311,271	16.8
41 AB434 Funds - SamTrans Shuttle	44,583	89,333	89,167	89,167	100.0	535,000	535,000	16.7
42 Employer SamTrans Shuttle Funds	114,950	229,900	229,900	229,900	100.0	1,379,400	1,379,400	16.7
43 Sales Tax - SamTrans Shuttle Program	25,483	56,057	50,884	56,581	89.9	341,990	341,990	14.9
44 Operating Grants	0	86,814	0	0	0.0	0	0	0.0
45 Sales Tax - Gen. Operating Asst.	24,241	45,810	40,959	53,038	77.2	318,230	318,230	12.9
46								
47 TOTAL MULTIMODAL	1,047,364	4,985,147	4,115,451	4,131,820	99.6	14,587,226	14,587,226	28.2
48								
49 TOTAL REVENUES	9,816,677	21,699,889	21,755,910	23,706,950	91.8	128,071,469	128,071,469	17.0

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

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

**% OF YEAR ELAPSED: 16.7%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	4,136,182	8,261,400	8,790,492	9,523,531	92.3	53,344,734	53,227,132	16.5
2								
3 Services:								
4 Board of Directors	512	4,399	6,639	13,017	51.0	53,100	53,100	12.5
5 Contracted Vehicle Maintenance	61,739	235,684	87,429	146,590	59.6	785,250	785,250	11.1
6 Property Maintenance	83,403	120,777	160,851	213,500	75.3	1,278,500	1,278,500	12.6
7 Professional Services	198,692	331,831	354,291	675,934	52.4	4,299,827	4,395,098	8.1
8 Technical Services	310,807	444,925	618,009	690,235	89.5	4,008,902	4,031,233	15.3
9 Other Services	21,701	47,029	47,738	101,758	46.9	490,500	490,500	9.7
10								
11 Materials & Supply:								
12 Fuel & Lubricants	501,707	702,804	948,399	939,393	101.0	5,636,357	5,636,357	16.8
13 Bus Parts & Materials	174,121	182,880	254,748	331,717	76.8	1,765,700	1,765,700	14.4
14 Uniforms & Driver Expense	7,897	11,487	11,826	45,745	25.9	391,130	391,130	3.0
15 Timetables & Tickets	0	22,767	973	25,517	3.8	153,100	153,100	0.6
16 Office Supplies / Printing	16,226	28,700	24,307	58,123	41.8	334,874	334,874	7.3
17 Other Materials & Supply	12,084	17,300	18,621	28,750	64.8	166,250	166,250	11.2
18								
19 Utilities:								
20 Telephone	31,950	55,155	53,055	80,083	66.3	480,500	480,500	11.0
21 Other Utilities	80,376	147,231	169,654	163,600	103.7	981,600	981,600	17.3
22 Insurance Costs	206,827	408,037	402,072	416,828	96.5	2,493,500	2,493,500	16.1
23 Workers' Compensation	257,203	514,613	508,338	509,566	99.8	3,183,888	3,183,888	16.0
24 Taxes & License Fees	31,740	68,384	73,304	82,717	88.6	496,300	496,300	14.8
25 Fixed Route Accessibility	93,363	175,830	181,458	109,985	165.0	659,919	659,919	27.5
26 Leases & Rentals	8,991	17,020	17,543	19,372	90.6	116,229	116,229	15.1
27 Promotional & Legal Advertising	13,147	15,149	14,987	39,117	38.3	230,700	230,700	6.5
28 Training & Business Travel	14,342	14,291	18,113	33,540	54.0	181,085	181,085	10.0
29 Dues & Membership	4,443	22,436	11,327	23,676	47.8	83,785	83,785	13.5
30 Postage & Other	2,859	4,638	6,181	54,958	11.2	346,646	346,646	1.8
31								
32 <b>Total District Operated Buses</b>	<b>6,270,314</b>	<b>11,854,768</b>	<b>12,780,356</b>	<b>14,327,250</b>	<b>89.2</b>	<b>81,962,376</b>	<b>81,962,376</b>	<b>15.6</b>
33								
34 <b>CONTRACTED BUS SERVICES</b>								
35 Contracted Urban Bus Service	1,239,940	2,394,813	2,432,305	2,560,148	95.0	15,360,895	15,360,895	15.8
36 Other Related Costs	27,372	58,742	55,198	50,889	108.5	339,820	339,820	16.2
37 Insurance Costs	62,337	126,347	108,565	109,162	99.5	655,000	655,000	16.6
38 Coastside Services	54,670	95,686	105,689	105,104	100.6	630,630	630,630	16.8
39 Redi Coast Non-ADA	15,602	40,183	31,991	39,702	80.6	238,216	238,216	13.4
40 Other Related Costs	790	1,596	2,326	6,920	33.6	41,520	41,520	5.6
41 La Honda - Pescadero	875	8,750	5,250	8,750	60.0	52,500	52,500	10.0
42 SamCoast - Pescadero	12,354	27,405	22,354	20,000	111.8	120,000	120,000	18.6
43 Other Related Cost - SamCoast	1,069	1,310	2,463	2,323	106.0	13,940	13,940	17.7
44 <b>Total Contracted Bus Service</b>	<b>1,415,009</b>	<b>2,754,832</b>	<b>2,766,141</b>	<b>2,902,998</b>	<b>95.3</b>	<b>17,452,521</b>	<b>17,452,521</b>	<b>15.8</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>7,685,322</b>	<b>14,609,600</b>	<b>15,546,497</b>	<b>17,230,248</b>	<b>90.2</b>	<b>99,414,897</b>	<b>99,414,897</b>	<b>15.6</b>

"% 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  
AUGUST 2011**

% OF YEAR ELAPSED: **16.7%**

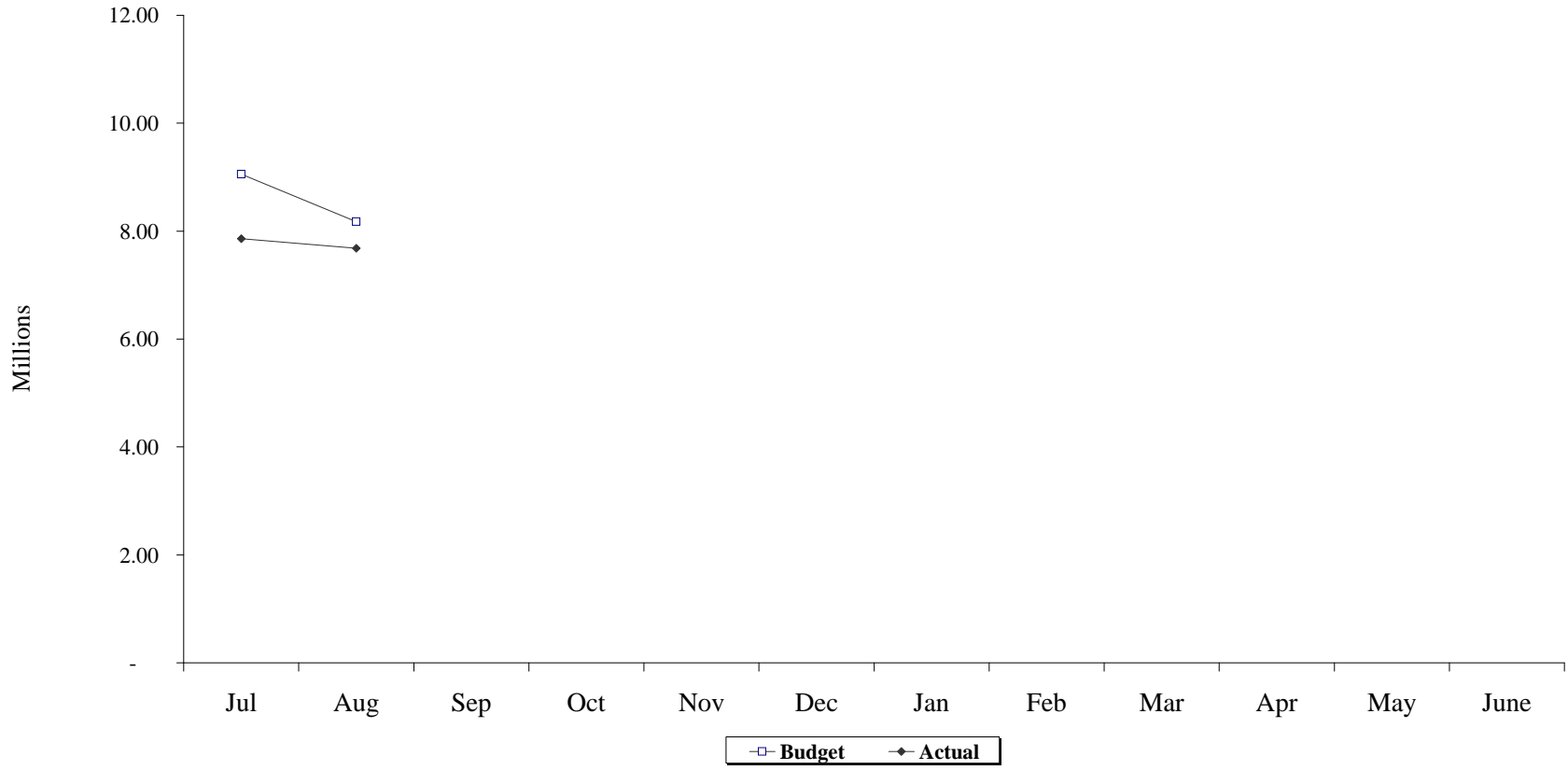
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	447,507	916,671	858,704	1,152,764	74.5	6,916,605	6,916,605	12.4
Other Related Costs	162,231	334,420	326,923	453,500	72.1	2,721,005	2,721,005	12.0
Sedan Service	244,239	468,657	471,368	290,666	162.2	1,744,010	1,744,010	27.0
ADA Accessibility Support	71,269	113,510	136,267	169,348	80.5	1,016,090	1,016,090	13.4
Coastside ADA Support	116,698	189,442	219,746	192,771	114.0	1,156,636	1,156,636	19.0
Insurance Costs	42,046	82,445	80,955	85,832	94.3	515,000	515,000	15.7
<b>TOTAL ADA PROGRAMS</b>	<b>1,083,991</b>	<b>2,105,143</b>	<b>2,093,962</b>	<b>2,344,882</b>	<b>89.3</b>	<b>14,069,346</b>	<b>14,069,346</b>	<b>14.9</b>
<b>MULTIMODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	714,897	4,152,345	3,471,032	3,471,032	100.0	10,620,000	10,620,000	32.7
<b>Total Caltrain Service</b>	<b>714,897</b>	<b>4,152,345</b>	<b>3,471,032</b>	<b>3,471,032</b>	<b>100.0</b>	<b>10,620,000</b>	<b>10,620,000</b>	<b>32.7</b>
<b>OTHER SUPPORT</b>								
Dumbarton Express Service	10,000	21,023	20,000	21,022	95.1	126,130	126,130	15.9
SamTrans Shuttle Service	185,016	375,290	369,951	375,648	98.5	2,256,390	2,256,390	16.4
SM/Caltrain Shuttles	123,209	411,702	233,509	232,101	100.6	1,392,606	1,392,606	16.8
Maintenance Multimodal Facilities	14,242	24,787	20,959	32,017	65.5	192,100	192,100	10.9
<b>Total Other Support</b>	<b>332,466</b>	<b>832,801</b>	<b>644,419</b>	<b>660,788</b>	<b>97.5</b>	<b>3,967,226</b>	<b>3,967,226</b>	<b>16.2</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>1,047,363</b>	<b>4,985,146</b>	<b>4,115,451</b>	<b>4,131,820</b>	<b>99.6</b>	<b>14,587,226</b>	<b>14,587,226</b>	<b>28.2</b>
<b>TOTAL EXPENSES</b>	<b>9,816,676</b>	<b>21,699,889</b>	<b>21,755,910</b>	<b>23,706,950</b>	<b>91.8</b>	<b>128,071,469</b>	<b>128,071,469</b>	<b>17.0</b>

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## SAN MATEO COUNTY TRANSIT DISTRICT

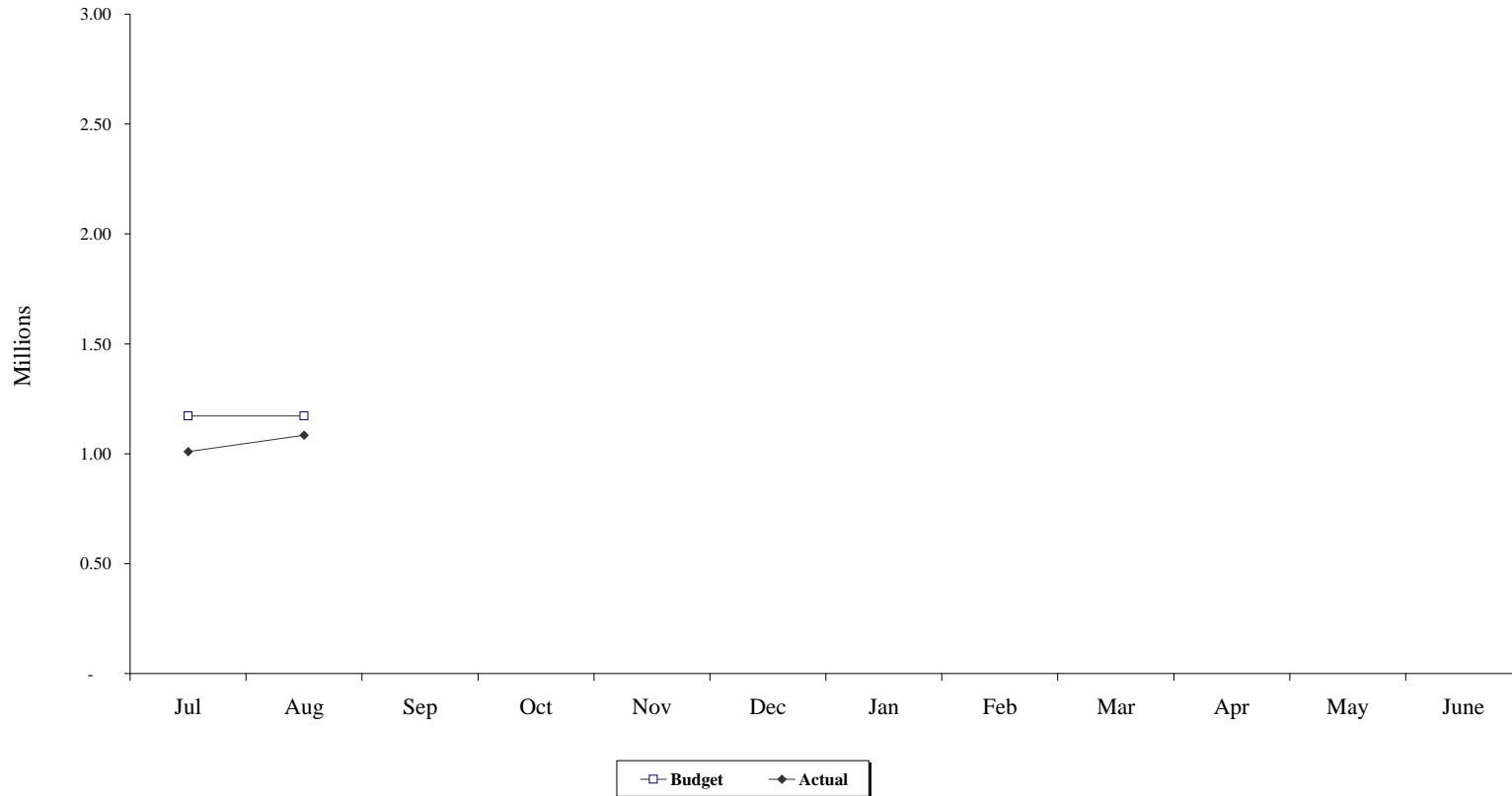
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
Budget	9,056,867	8,173,381											
Actual	7,861,175	7,685,322											
<b>CUMULATIVE EXPENSES</b>													
Budget	9,056,867	17,230,248											
Actual	7,861,175	15,546,497											
Variance - F(U)	1,195,692	1,683,751											
Variance %	13.20%	9.77%											

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

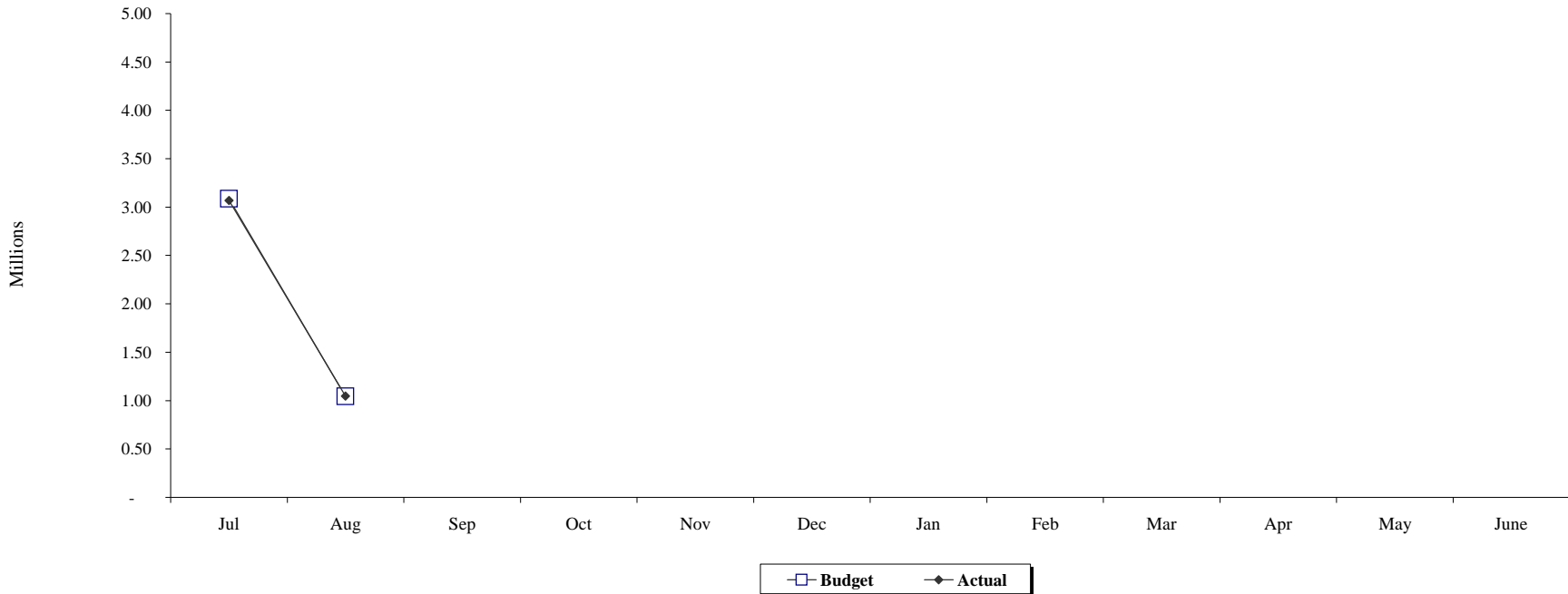


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
Budget	1,172,441	1,172,441										
Actual	1,009,971	1,083,991										
<b>CUMULATIVE EXPENSES</b>												
Budget	1,172,441	2,344,882										
Actual	1,009,971	2,093,962										
Variance - F(U)	162,470	250,920										
Variance %	13.86%	10.70%										

## 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
<b>MONTHLY EXPENSES</b>												
Budget	3,086,529	1,045,291										
Actual	3,068,088	1,047,363										
<b>CUMULATIVE EXPENSES</b>												
Budget	3,086,529	4,131,820										
Actual	3,068,088	4,115,451										
Variance - F(U)	18,441	16,368										
Variance %	0.60%	0.40%										

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

BUDGET AMENDMENTS

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

BUDGET REVISIONS

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

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

9/30/11 9:00 AM

Approved Budget		Receipts		Over/(Under)	Current																									
Date	Amount	Date	Amount	Budget/Projection	Projection																									
<b>FY2011:</b>																														
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)																									
<b>FY2011 Total</b>	<b>60,000,000</b>	<b>FY2011 Total</b>	<b>61,756,873</b>	<b>3,257,873</b>	<b>63,257,873</b>																									
<b>FY2012</b>																														
Jul. 11	4,225,700	Sep. 11		0	4,225,700 (1)																									
Aug. 11	4,225,700	Oct. 11		0	4,225,700 (1)																									
Sep. 11	5,634,300	Nov. 11		0	5,634,300 (1)																									
1st Qtr. Adjustment	1,594,300	Dec. 11		0	1,594,300 (1) July & Au																									
3 Months Total	15,680,000		0	0	15,680,000																									
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																									
<b>FY2012 Total</b>	<b>61,500,000</b>	<b>FY2012 Total</b>	<b>0</b>	<b>0</b>	<b>61,500,000</b>																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: right;">9,514,267</td> <td style="width: 25%;">1st Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>2nd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>3rd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>4th Quarter</td> <td colspan="3"></td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">9,514,267</td> <td>YTD Actual Per Statement of Revenues &amp; Expenses</td> <td colspan="3"></td> </tr> </table>						9,514,267	1st Quarter					2nd Quarter					3rd Quarter					4th Quarter				9,514,267	YTD Actual Per Statement of Revenues & Expenses			
9,514,267	1st Quarter																													
	2nd Quarter																													
	3rd Quarter																													
	4th Quarter																													
9,514,267	YTD Actual Per Statement of Revenues & Expenses																													

(1) Accrued



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon  
General Manager/CEO

FROM: Gigi Harrington  
Deputy CEO

SUBJECT: **APPROVAL OF THE ANNEX TO THE 2010 ASSOCIATION OF BAY AREA GOVERNMENTS' LOCAL HAZARD MITIGATION PLAN AS THE LOCAL HAZARD MITIGATION PLAN FOR THE SAN MATEO COUNTY TRANSIT DISTRICT**

**ACTION**

Staff proposes that the Committee recommend that the Board adopts the Annex to the Association of Bay Area Governments' (ABAG) Local Hazard Mitigation Plan, a report entitled *Taming Natural Disasters* (ABAG Plan), as the District's Local Hazard Mitigation Plan (LHMP).

**SIGNIFICANCE**

An LHMP is required in order for the District to be eligible for hazard mitigation funding from the Federal Emergency Management Agency (FEMA). By providing an Annex to the ABAG Plan, the District satisfies the LHMP requirements of FEMA.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

The District participates with other public agencies in planning for and coordinating cooperative interagency responses to natural disasters. The LHMP describes the disasters likely to affect the District, and outlines the coordinated responses that will be undertaken should they occur. The LHMP compiles and summarizes the internal training, emergency response plans and operations with respect to natural disasters that could threaten assets or public use of the District's facilities.

The Annex to the ABAG Plan was placed on the SamTrans website from April 28, 2011 to August 17, 2011 for public review and comment. No comments were received.

Prepared By: Peter Loverso, Security Manager (PB) 650-508-7929  
Project Manager: Dave Triolo, Chief of Protective Services, Acting 650-508-6237  
Director Risk Management



Annex to 2010 Association of Bay  
Area Governments  
Local Hazard Mitigation Plan  
*Taming Natural Disasters*

San Mateo County Transit District  
(SamTrans)  
Peninsula Corridor Joint Powers Board  
(Caltrain)  
and  
San Mateo County Transportation Authority

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# San Mateo County Transit District, Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority

## Introduction

The San Mateo County Transit District is the administrative body for the principal public transit and transportation programs in San Mateo County, including SamTrans, Caltrain and the San Mateo County Transportation Authority. Caltrain and the Transportation Authority have contracted with the District to serve as the managing agency for those two entities, under the direction of their appointed boards. As of March, 2011, the District employs 671 people and operates 322 vehicles serving 15 million bus passengers annually.

The San Mateo County Transit District operates fixed-route and paratransit bus service in San Mateo County and parts of San Francisco and Palo Alto. Fixed-route service runs on a scheduled route at designated times. Paratransit is a service for those who cannot use fixed-route service due to mobility impairment. Redi-Wheels and RediCoast are SamTrans' paratransit services.

The Peninsula Corridor Joint Powers Board operates and owns the Caltrain rail service and corridor between San Jose and San Francisco, and operates weekday commute-hours service to Gilroy. The Joint Powers Board is a tri-county Board, comprised of representatives from the City and County of San Francisco, San Mateo County Transit District and the Santa Clara Valley Transportation Authority.

The San Mateo County Transportation Authority is an independent agency that administers the half-cent "Measure A" sales tax revenue, which is used to fund transportation improvements throughout San Mateo County. Measure A was approved by voters in 1988 for a 20-year period and reauthorized by voters in 2004 for an additional 25 years, ending in December 2033.

## The Regional Planning Process

The San Mateo County Transit District staff, representing SamTrans, Caltrain and the Transportation Authority, participated in the regional process led by the Association Bay Area Governments (ABAG) workshops, conferences, and meetings in conjunction with the monthly meetings of the Metropolitan Transportation Commission. As part of this lengthy and comprehensive process, SamTrans participated in

- One Transportation Response Plan (TRP) Steering Committee meetings held to solicit input from transit operators and other interested agencies, and
- The Transit Workshop on February 12, 2009 review draft mitigation strategies and reach consensus on priorities for mitigation.

For more information on these meetings and for rosters of attendees, please see Appendix A and H in the ABAG Multi-Jurisdictional Local Hazard Mitigation Plan 2010 (MJ-LHMP). In addition, SamTrans has provided oral comments on the multi-jurisdictional plan and provided information on facilities that are defined as "critical" to ABAG.

## The Local Planning Process

Representatives from several District departments met to identify and prioritize appropriate mitigation strategies. Prior to the meeting, general priorities and appropriate departments were

## San Mateo County Transit District, Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority

identified. Personnel involved in the strategy meeting included senior management and staff from Safety & Risk Management, Budget & Grants, and Engineering & Construction responsible for communicating existing efforts on future actions within their area of expertise. The meeting discussed the mitigation strategies, prioritized said strategies, and reviewed preliminary budgets and potential funding sources for strategies designated as “High” priority for facilities owned-and-operated by the three agencies. Following this meeting, the final draft mitigation strategies were forwarded for comment to other departments whose responsibility it is to implement them, as well as to review preliminary budgets and potential funding sources for strategies designated as “High” priority. The Chief of Protective Services – Department of Safety & Risk Management chaired the discussion which included representatives from Planning & Development, Facilities, Operations and Maintenance, Information Technology, Engineering and Construction, Real Estate, Public Affairs, Marketing, Finance, and the Office of Sustainability.

### *Review and Incorporation of Existing Information*

This process involved consideration of both the hazard and risk information developed by ABAG and discussed in the overall multi-jurisdictional Local Hazard Mitigation Plan, as well as the assessments of the age and construction type of structures owned by SamTrans and described on page 6. These meetings also discussed the Business Continuity Plan and Short Range Transit Plan already in place at SamTrans. The Business Continuity Plan is planned for revision.

### *Process for Updating Plan Sections*

SamTrans did not participate in the 2005 multi-jurisdictional Local Hazard Mitigation Plan. Thus, none of the sections in this Annex are updates of a prior Annex.

### *Public Meetings*

The public will have had two opportunities to comment on the draft Annex

- (1) During a public meeting on September 22, 2009 at a publicly noticed workshop jointly held by MTC, ABAG, and several transit districts and advertised on the ABAG and MTC. No public comments were received from either the meeting or the internet posting.
- (2) The Annex strategies will be posted on both the ABAG website and the District website providing the public with an additional opportunity to comment. The Draft Annex itself was posted for public comment on the ABAG website from April 27 through May 16, 2011. The Draft Annex also has been posted on the SamTrans, Caltrain and Transportation Authority websites between April 27 and May 16, 2011. Any comments received will be incorporated into the Annex.

The SamTrans, Caltrain and Transportation Authority boards of directors will adopt the plan in a public meeting via an official Resolution upon approval by Federal Emergency Management

## San Mateo County Transit District, Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority

Agency. The mitigation strategies will be integrated into the Emergency Operations Plan and Capital Improvement Plan of SamTrans and Caltrain.

SamTrans is committed to affording the public an opportunity to participate when this plan is updated in five years. To improve this process, SamTrans and Caltrain will issue a news release and include information in its customer publications as appropriate.

### Hazard and Risk Assessment

The ABAG multi-jurisdictional Local Hazard Mitigation Plan, to which this is an Annex, lists nine hazards that impact the Bay Area, five related to earthquakes (faulting, shaking, earthquake-induced landslides, liquefaction, and tsunamis) and four related to weather (flooding, landslides, wildfires, and drought). All of these impacts are in the planning region of SamTrans, Caltrain and the Transportation Authority. However, in their role as a transit agency, drought has no impact on the provision of transportation services. All relevant reports developed by SamTrans, Caltrain, and the Transportation Authority have been incorporated into this plan. No additional reports describe the hazard or risk to the SamTrans service area.

SamTrans owns an administration building and adjacent parking garage in San Carlos, two bus maintenance and operations facilities (in San Carlos and South San Francisco) and a bus operations facility (Redwood City). SamTrans also holds title to the Dumbarton Rail Bridge, but that bridge is not currently used for rail service.

Caltrain owns a rail line, the property along the rail line alignment (including 4 tunnels), approximately 25 stations, and station property. Only the San Jose Diridon and San Francisco stations are significant in size. In addition, Caltrain opened a repair facility – the Centralized Equipment Maintenance and Operations Facility (CEMOF) in San Jose.

Potential hazards at these facilities include:

**Earthquake:** None of these facilities are in an Alquist-Priolo Fault Rupture Study Zone. In addition, all of the SamTrans facilities are all in the highest areas of earthquake shaking potential, while the Caltrain stations are exposed to lower (but still high) levels of shaking. While they are also not in the highest categories of liquefaction susceptibility, both bus yards are in areas underlain by Bay mud. The bus operations facility in Redwood City is not underlain by Bay mud, however. None are in areas of expected earthquake-triggered landslides.

**Tsunamis:** The December 2009 version of the CalEMA tsunami evacuation planning maps indicated that the main administration building and the Redwood City facility are not in the tsunami evacuation planning area. However, both bus yards are on the edge of this evacuation area.

**Flooding:** None of these facilities are in the 100-year flood plain.

**Landsliding:** None of these facilities are in an area of existing landslides.

**Wildfire:** None of these facilities are in areas subject to higher than average wildfire threat, but the San Carlos bus yard and the Menlo Park Caltrain station are in a wildland-urban interface threat area.

## San Mateo County Transit District, Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority

**Dam-Failure Inundation:** Two Caltrain stations (the Santa Clara and San Jose Diridon stations) are subject to dam inundation.

**Delta Levee Failures:** The SamTrans and Caltrain facilities are not in an area protected by a levee, or in the Delta.

**Drought:** The operations of SamTrans and Caltrain are not significantly impacted by drought conditions.

**Hazards Conclusion:** The most significant hazards to all of these facilities are earthquake shaking and liquefaction, while wildland-urban-interface fire is a secondary concern. Tsunami evacuation planning also needs to be addressed. This conclusion was based on the hazard exposure information for the facilities of SamTrans and Caltrain facilities, as well as past occurrences of disasters impacting the SamTrans and Caltrain service area described in the following section.

**Risk Assessment of SamTrans:** The main administration building is a braced steel frame building built in 1980, and the 5-story concrete frame parking garage was also built in 1980. These two structures, which house critical equipment and management operations, need to be re-evaluated. In addition, the tilt-up buildings at the bus facilities built in 1984 and 1988 should be re-evaluated based on current engineering procedures. Both facilities are located on Bay mud. The Redwood City facility is a former Greyhound bus depot estimated to have been built in the 1940s. It, too, may need to be evaluated for seismic vulnerability.

In the Loma Prieta earthquake, there was a back fill failure due to liquefaction under one column at the maintenance building at the San Carlos site. This was apparently only a problem with this one column and this one building at this one location.

Also in the Loma Prieta earthquake, there was a problem with the pea gravel back-fill around the underground tanks. It dropped and caused the slabs on top to drop and be damaged. This problem was fixed in San Carlos, but it might want to be done in South San Francisco.

While both bus yards have flooded in the past, the drainage system has been adequate.

**Risk Assessment of Caltrain:** The San Jose Diridon station is a historic building originally built in 1935 rehabilitated by the State of California before being signed over to Caltrain in 1994. The San Francisco station was constructed in 1972. It is unknown if the state conducted a structural evaluation as part of the 1999-2000 expansion. The Burlingame, San Carlos, Santa Clara, and Menlo Park stations are also larger and older and may need a structural evaluation.

### *Repetitive Loss Properties*

The SamTrans and Caltrain facilities are not repetitive loss properties for flooding.

### **Past Occurrences of Disasters (natural and human-induced)**

The Loma Prieta Earthquake of 1989 is an example of the kind of large-scale disaster which can strike the Bay Area. It killed 63 persons, injured 3,757, and displaced more than 12,000 persons. With more than 20,000 homes and businesses damaged and more than 1,100 destroyed, this quake caused approximately \$6 billion in damage. Reconstruction continues some two decades later as the replacement for Oakland-Bay Bridge is still several years from completion.

## San Mateo County Transit District, Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority

More information on State and Federally declared disasters in San Mateo County and the SamTrans, Caltrain and Transportation Authority service areas can be found at <http://quake.abag.ca.gov/mitigation/ThePlan-D-Version-August10.pdf>

The SamTrans, Caltrain, and Transportation Authority service areas have experienced a number of different disasters over the last 50 years, including numerous earthquakes, floods, droughts, wildfires, energy shortages, landslides, and severe storms. The most significant disaster impacting the district was the Loma Prieta earthquake.

In the Loma Prieta earthquake, there was a back fill failure due to liquefaction under one column at the maintenance building at the San Carlos site. This was apparently only a problem with this one column and this one building at this one location.

Also in the Loma Prieta earthquake, there was a problem with the pea gravel back-fill around the underground tanks. It dropped and caused the slabs on top to drop and be damaged. This problem was fixed in San Carlos, but it might want to be undertaken in South San Francisco.

### National Flood Insurance Program

As transit and transportation agencies, SamTrans, Caltrain and the Transportation Authority are not eligible to participate in the National Flood Insurance Program (NFIP).

### Mitigation Goals and Objectives

The goal of the ABAG MJ-LHMP is to maintain and enhance a disaster-resistant region by reducing the potential for loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters. This goal is unchanged from the 2005 plan and continue to be the goal of SamTrans, Caltrain, and the Transportation Authority in designing their mitigation program.

The specific goals of the mitigation program of SamTrans, Caltrain and the Transportation Authority are consistent with this goal. They are to:

- Ensure the safety and security of SamTrans and Caltrain employees and passengers
- Minimize disruption of service to SamTrans and Caltrain passengers
- Minimize damage and loss to SamTrans, Caltrain and the Transportation Authority equipment and facilities
- Speed recovery from any disruption to provide service to SamTrans and Caltrain passengers as quickly as possible



## Mitigation Activities and Priorities

### *Existing Mitigation Activities*

SamTrans, Caltrain and Transportation Authority were not participants in the 2005 ABAG-led Local Hazard Mitigation Plan. However, they have been committed to hazard mitigation for many years.

The two transit agencies have utilized, and will continue to utilize, the latest code standards during the design and construction of any future buildings or facilities in particular related to fire and earthquake mitigation.

SamTrans also has a policy to encourage public transit and to develop green alternatives to people commuting in cars, thus promoting policies that will reduce greenhouse gas emissions.

### *Future Mitigation Actions and Priorities*

As a participant in the 2010 ABAG multi-jurisdictional planning process, the staff of the San Mateo County Transit District, on behalf of the three agencies, helped in the development and review of the comprehensive list of mitigation strategies in the overall multi-jurisdictional plan; however, the decision on specific priorities for SamTrans and Caltrain were made by the team identified in the section on the Planning Process, and reviewed by the SamTrans General Manager/CEO, who also serves as the Executive Director of Caltrain. The decision on the priority was made based the hazards and risks present in the transit agencies' service area, as well as the hazards and risks specific to their facilities, and past occurrences of natural disasters. The decision on priority was made based on a variety of criteria, not simply on an economic cost-benefit analysis. These criteria include being technically and administratively feasible, politically acceptable, socially appropriate, legal, economically sound, and not harmful to the environment or our heritage. It was decided that the best way to leverage implementation of this plan, was to incorporate it into the District's Business Continuity Plan.

A key priority for SamTrans and Caltrain during the next five years is to take the existing Threat and Vulnerability Assessment and to update the seismic evaluations of key facilities that are 25 to 30 years old. They recognize that this evaluation is essential to determine the extent to which facility retrofits or replacements are needed.

Representatives from multiple departments then met to review progress on the mitigation, to identify and prioritize additional mitigation strategies to be a specific focus for the 2010-2015 period.

These draft priorities were submitted and reviewed by the SamTrans General Manager/CEO (who also serves as the Caltrain Executive Director). The draft priorities will be provided to the SamTrans, Caltrain and Transportation Authority boards of directors for adoption pending pre-approval of this LHMP by FEMA.

## San Mateo County Transit District, Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority

This list includes implementation process, funding strategy, and responsible agency. The full list is included as an attachment to this Annex. In particular, SamTrans, Caltrain and the Transportation Authority plan to focus on obtaining funding to ensure that:

- As funding becomes available, shelving, file cabinets, computer systems, and other nonstructural components of the SamTrans and Caltrain critical facilities will be evaluated and anchored to meet the performance needs of the agency following an earthquake when funds become available (GOVT a-4). The lead on this strategy will be the Facilities group within Engineering & Construction
- As funding becomes available, SamTrans and Caltrain will work with structural engineers and others to ensure that engineers are available to inspect the buildings at its facilities within three days after an earthquake and will encourage staff to talk ATC-21 training (INFR f-1). This task is led by Engineering & Construction. Funding may be needed if upgrades are needed. The need for future funding will be examined if any facilities are found deficient.
- SamTrans and Caltrain are currently seeking funding to update its Business Continuity Plan and have identified funding next fiscal year to develop site-specific Emergency Plans for its facilities (GOVT b-1, GOVT b-2, GOVT b-3). This task is led by Safety & Risk Management.
- SamTrans and Caltrain have recently received a grant from DHS to upgrade its facilities and security control center (GOVT c-4). This task is being led by Safety & Risk Management. No further funding is needed.
- While SamTrans and Caltrain recently constructed a major new facility, most of its buildings are 25 to 30 years old. At the present time, the District staff is looking for sources of funding to evaluate those buildings, particularly the headquarters building and the buildings at the bus yards that are critical to short-term return to operations. Once these analyses are completed, the District will plan to seek funding to upgrade any buildings and structures found to be deficient (GOVT a-1 and INFR a-1). The leads on this strategy are Engineering & Construction, and Planning & Development.

The timetable for these strategies is five to 10 years, depending on the economic recovery of the Bay Area.

The specific strategy priorities of SamTrans and Caltrain are included in the SamTrans spreadsheet attached to this LHMP.

### **Incorporation into Existing Planning Mechanisms**

SamTrans has, and will continue to use, a variety of project-specific mechanisms to ensure that the projects and mitigation strategies identified as existing or having relatively high priorities in this LHMP Annex are implemented. SamTrans and Caltrain will incorporate the goals, objectives and strategies identified in this annex into their Business Continuity Plan and the Short Range Transit Plan.

## San Mateo County Transit District, Peninsula Corridor Joint Powers Board and San Mateo County Transportation Authority

As shown in the attached list, the specific mitigation strategies and priorities will be implemented as part of the SamTrans and Caltrain Short Range Transit Plans., which identifies the overall budget needed for major facilities improvements over a 10-year period. Goals will be incorporated into the Business Continuity Plan. There are no other planning mechanisms available to SamTrans or Caltrain that are appropriate to incorporate this plan. SamTrans and Caltrain are also looking for funding from the grants process to hire a structural engineering firm to reevaluate the structural integrity of its facilities. This assessment would include both the buildings and tanks. The cost of any needed upgrades can only be estimated following the initial assessment.

The final strategies and Annex will be adopted in the same resolution adopting the overall LHMP following Approval Pending Adoption by FEMA by both the SamTrans and Caltrain boards of directors.

Ongoing integration of the policies and programs identified in this Local Hazard Mitigation Plan will occur at SamTrans within the Safety and Risk Management Department.

SamTrans will continue to work with MTC and the transit districts in the Bay Area to encourage them to adopt the Local Hazard Mitigation Plan and to ensure that these mitigation plans are incorporated into an overall regional planning process.

### Plan Update Process

As required Disaster Mitigation Act of 2000, SamTrans, Caltrain and the Transportation Authority will update this plan annex at least once every five years, either by participating in a multi-agency effort led by ABAG, or with other agencies as part of a multi-jurisdictional plan.

The Annex is considered a “living document”, and therefore the Safety and Risk Management Department will champion appropriate departments within the agency on follow-through of outlined strategies. Major disasters, notices from ABAG, and legal changes that might affect our service area may impact those strategies. For example, if a structural engineer determines that a major risk exists at one or more buildings at one of the SamTrans facilities, the priority associated with upgrading those facilities will be re-evaluated. In another example, if the need for rail service on the Dumbarton Rail Bridge is identified, that facility would be upgraded to a critical facility and the need for mitigation of any structural deficiencies would be evaluated. Finally, the Annex will be a discussion item on the agenda of the meeting of department heads at least once a year in April. At that meeting, the department heads will focus on evaluating the Annex in light of technological and political changes during the past year or other significant events. The department heads will be responsible for determining if the plan should be updated.

SamTrans, Caltrain and the Transportation Authority are committed to reviewing and updating this plan annex at least once every five years, as required by the Disaster Mitigation Act of 2000. The Safety and Risk Management Department will contact ABAG four years after this plan is approved to ensure that ABAG plans to undertake the plan update process. If so, the agency again plans to participate in the multi-jurisdictional plan. If ABAG is unwilling or unable to act as the lead agency in the multi-jurisdictional effort, other agencies will be contacted, including

**San Mateo County Transit District, Peninsula Corridor Joint Powers Board and  
San Mateo County Transportation Authority**

San Mateo County's Office of Emergency Services. Counties and agencies should then work together to identify another regional forum for developing a multi-jurisdictional plan.

SamTrans, Caltrain and the Transportation Authority encourage public participation. All SamTrans, Caltrain and Transportation Authority board meetings are open to the public, and the public is invited to comment on items on the board agendas. The public will continue to be involved whenever the plan is updated and as appropriate during the monitoring and evaluation process. Prior to adoption of updates, SamTrans, Caltrain and the Transportation Authority will provide the opportunity for the public to comment on the updates. A public notice will be posted prior to the meeting to announce the comment period and meeting logistics. SamTrans, Caltrain and the Transportation Authority are committed to improving public participation in the update process over the next five years. To improve this process, they will issue a news release regarding the update and seek input from the public and examine other creative mechanisms to encourage public participation.

## **Mitigation Plan Point of Contact**

Name: Dave Triolo

Title: Chief of Protective Services / Acting Director, Risk Management

Mailing Address: P.O. Box 3006, San Carlos, CA 94070-1306

Telephone: 650-508-6237

E-mail: triolod@samtrans.com

### ***Alternate Point of Contact***

Name: Michael Scanlon

Title: General Manager/CEO

Mailing Address: P.O. Box 3006, San Carlos, CA 94070-1306

Telephone: 650-508-6222

E-mail: scanlonm@samtrans.com

Exhibit A - General SamTrans Bus and Caltrain System Maps



SamTrans buses serve the communities of the San Francisco Peninsula from San Francisco to Palo Alto. Caltrain operates from San Francisco to Gilroy. These same maps are on the transit websites of these two organizations.



**Exhibit B - SamTrans, Caltrain and Transportation Authority 2010  
Mitigation Strategy Spreadsheet**

[Available on LHMP CD or at <http://www.abag.ca.gov/bayarea/eqmaps/mitigation/strategy.html>]

**RESOLUTION NO. 2011-**

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

\* \* \*

**APPROVING THE ANNEX TO THE 2010 ASSOCIATION OF BAY AREA  
GOVERNMENTS' LOCAL HAZARD MITIGATION PLAN  
AS THE LOCAL HAZARD MITIGATION PLAN FOR THE  
SAN MATEO COUNTY TRANSIT DISTRICT**

**WHEREAS**, in order for the San Mateo County Transit District (District) to be eligible for hazard mitigation funding from the Federal Emergency Management Agency (FEMA), a Local Hazard Mitigation Plan (LHMP) is required; and

**WHEREAS**, the Association of Bay Area Governments has developed an LHMP plan, which is a report entitled *Taming Natural Disasters* (ABAG Plan); and

**WHEREAS**, by providing an Annex to the ABAG Plan, the District satisfies the LHMP requirements of FEMA; and

**WHEREAS**, the Annex to the ABAG Plan was placed on the SamTrans website from April 28, 2011 to August 17, 2011 for public review and comment and no comments were received; and

**WHEREAS**, Staff recommends the Board approve the Annex to the ABAG Plan, as the District's Local Hazard Mitigation Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District approves the Annex to the 2010 Association of Bay Area Governments' Local Hazard Mitigation Plan as the Local Hazard Mitigation Plan for the San Mateo County Transit District.

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

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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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 RENEWAL OF DELTA DENTAL INSURANCE  
CONTRACT**

**ACTION**

Staff proposes that the Committee recommend that the Board renew the contract with Delta Dental Plan of California for continued provision of dental insurance coverage for the next three calendar years. The annual cost for coverage is estimated at \$1.135 million.

**SIGNIFICANCE**

The District contracts with Delta Dental Plan of California for dental insurance coverage for employees and members of the Board of Directors. The District's standard plan requires the employee to pay 20 percent of the cost of the service, with the deductibles for diagnostic and preventive services waived. No changes to the benefits are anticipated during the next three years, and the Delta Dental Passive Plan Organization (a dental PPO) option remains available for plan participants. The administrative fee will increase by 3.6 percent to \$14.22 per employee per month for the renewal period. The anticipated annual cost of the contract will be \$1.135 million.

**BUDGET IMPACT**

After the estimated first year-end cost of \$1.135 million, second and third year costs will be calculated and adjusted annually based on usage of the benefit by employees and the changing costs of dental care.

**BACKGROUND**

The District's insurance broker solicited quotes for dental insurance from eight separate carriers, including Delta Dental, the District's current vendor. One of the carriers declined to quote and six of the carriers (with significantly smaller dentist networks) provided similar or slightly lower administrative rates. Delta's proposal had an increase of 3.6 percent with a three year rate guarantee.



Delta Dental is the preferred carrier because continuing with Delta Dental will not “effect a reduction in the dental benefits” as agreed to by the District and Amalgamated Transit Union under the collective bargaining agreement. Ninety-seven percent of the dentists in the Bay Area participate in Delta Dental’s provider network. Switching providers would require a significant number of our employees to either find a new dentist or pay out of network costs for services.

The new administrative fee for Delta Dental will increase from \$13.72 per employee per month to \$14.22 for the renewal period. The quotes were based on our current benefit levels and a three year rate guarantee on the administrative fees. Plan participants still have the option to choose the Delta Dental Passive Plan Organization (a dental PPO) during the renewal period.

Prepared By: Monica Colondres, Director, Human Resources

650/508-6233

**RESOLUTION NO. 2011-**

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

\* \* \*

**AUTHORIZE A THREE-YEAR RENEWAL OF THE AGREEMENT WITH  
DELTA DENTAL PLAN OF CALIFORNIA FOR FURNISHING DENTAL INSURANCE  
COVERAGE FOR AN ESTIMATED ANNUAL COST OF \$1.135 MILLION**

**WHEREAS**, pursuant to Resolution No. 1997-76, dated December 10, 1997, the District renewed its agreement with Delta Dental Plan of California ("Delta Dental") for dental insurance and authorized changing the program from a fully-insured plan to a self-funded plan; and

**WHEREAS**, given the success of these changes, and the continued provision of dental insurance provided by Delta Dental, the General Manager/CEO has recommended that the contract with Delta Dental for a self-funded dental insurance plan with an administrative fee be renewed for the next three calendar years until December 31, 2014 for an estimated annual cost of \$1.135 million, with the Delta Dental Passive Plan Organization (a dental PPO) option available for plan participants; and

**WHEREAS**, the administrative fee will increase from \$13.72 per employee per month to \$14.22 per employee per month for the renewal period.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the San Mateo County Transit District authorizes renewal of the contract with Delta Dental Plan of California for furnishing self-funded dental insurance for the next three calendar years until December 31, 2014, for an estimated annual cost of \$1.135 million, with the Passive Dental Plan Organization option available for plan participants.

Regularly passed and adopted this 12<sup>th</sup> day of October, 2011, by the following votes:

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 CONTRACT AWARD TO VISION SERVICE PLAN  
(VSP) FOR PROVISION OF VISION INSURANCE COVERAGE**

**ACTION**

Staff proposes that the Committee recommend Board approval of a contract to Vision Service Plan (VSP) for provision of vision insurance coverage for four years beginning November 1, 2011. The cost to the District for this coverage is estimated to be \$424,000 for the full contract term, or \$106,000 per annum.

**SIGNIFICANCE**

VSP will provide vision insurance coverage for employees, dependents, domestic partners, and members of the Board of Directors. The vision coverage will provide a comprehensive vision exam every 12 months, standard lenses every 12 months, and frames every 24 months. The patient co-payment will remain at \$20.

**BUDGET IMPACT**

The District's premium will be \$6.25 per month for an individual and \$14.75 per month for family coverage. The estimated annual cost is \$106,000, incorporated in present and projected budgets. Since this represents a decrease in the insurance rate for this year, no adjustment to the budget is required.

**BACKGROUND**

In anticipation of the expiration of the four-year contract with the current carrier, MES Vision, the District's insurance brokers, Image Financial, surveyed the market for better rates for comparable services. Six vendors provided quotes, with four providing four-year contract guarantees. Of the four vendors considered, VSP provides a slightly higher out-of-network allowance for exams and contains a larger provider network at a lower rate than the other respondents, including MES Vision. An additional benefit provided by VSP is the affiliation contract with Costco, which offers an added level of convenience for employees. The new premium rates represent an annual decrease of 2.7 percent or almost \$3,000 annual savings from the current plan. The four-year rate is guaranteed, though actual costs to the District may vary based on the number of enrolled employees.

Prepared by: Monica Colondres, Director, Human Resources

650-508-6233

**RESOLUTION NO. 2011-**

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

\* \* \*

**AUTHORIZE CONTRACT AWARD FOR PROVISION OF VISION INSURANCE TO  
VISION SERVICE PLAN (VSP)  
FOR A FOUR-YEAR TERM AT AN ESTIMATED COST OF \$424,000**

**WHEREAS**, the District provides vision coverage for employees and their eligible dependents, domestic partners, and members of the Board of Directors; and

**WHEREAS**, the vision insurance coverage plan currently provides a comprehensive vision examination and standard lenses every twelve months and the purchase of frames every twenty four months subject to a \$20 co-pay; and

**WHEREAS**, Image Financial, the District's insurance broker, solicited a variety of cost estimates and found that Vision Service Plan (VSP) presents the least expensive alternative while maintaining the same benefit level; and

**WHEREAS**, staff recommends awarding the contract to VSP for a four-year period beginning November 1, 2011, at the rate of \$6.25 per individual per month and \$14.75 per family per month, for an estimated annual premium of \$106,000; and

**WHEREAS**, this represents a 2.7 percent, or almost \$3,000, annual decrease in the rate for this year such that no adjustment to the budget is required.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the San Mateo County Transit District hereby authorizes the award of the contract for vision insurance to VSP for a four-year term effective November 1, 2011, at an estimated cost per annum of \$106,000 or \$424,000 for the full contract term.

Regularly passed and adopted this 12<sup>th</sup> day of October, 2011, by the following votes:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, San Mateo County Transit District

ATTEST:

\_\_\_\_\_  
District Secretary



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

**ACTION**

1. Approval of Minutes of Legislative Committee Meeting of September 14, 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  
SEPTEMBER 14, 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, A. Lloyd, K. Matsumoto

Other Board Members Absent, Constituting Committee of the Whole: S. Harris, A. Tissier

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 4:17 p.m.

**Approval of Minutes of Legislative Committee Meeting of July 13, 2011**

The committee approved the minutes (Gee/Deal).

**Update on the State Legislative Program**

Government Affairs Manager Seamus Murphy reported:

- The Legislature ended its session on September 9. Governor Brown has until October 9 to take action on these bills.
- SB 791 is an amendment to an existing bill and allows metropolitan planning organizations such as the Metropolitan Transportation Commission to place a measure on the ballot that would impose a gasoline surcharge on a per gallon basis, the revenues to fund transportation improvements throughout the region, including transit operations. One of the key provisions is that transit operations would be an eligible expense. The threshold for voter approval would be 50 percent.

**Update on the Federal Legislative Program**

Mr. Murphy reported:

- The House adopted a six-month extension of SAFETEA-LU on September 13 maintaining current funding levels. The Senate is expected to take this bill up by September 16 in order to reauthorize the aviation programs. This is good news that the authorization is being extended for another six months, but the House Appropriations Subcommittee is advancing an appropriations bill that reduces funding by a significant amount. This is something staff continues to oppose. The longer-term reauthorization is also disturbing because it reduces funding levels by over 30 percent. Staff is working with the American Public Transportation Association to participate in a nationwide effort later this month that would communicate the impact these cuts would have on local transit service.

- The Senate is pushing for a short-term, two year, authorization that would maintain current funding levels. An additional \$12 billion would be needed in order to supplement the Highway Trust Fund to accommodate the funding levels. The press release that came out from the House committee states that if authorization legislation is passed that enables higher funding levels from the Highway Trust Fund, then the House would appropriate that increased funding. Staff has heard that House leadership has directed Committee staff to identify ways to supplement the Highway Trust Fund to support existing funding levels for a longer period of time.
- The president announced a separate legislative effort to improve the economy this week. The \$447 billion American Jobs Act proposal has a major transportation infrastructure component. Staff is still looking at the details, but includes \$9 billion for public transportation, \$4 billion for High Speed Rail, \$5 billion for multimodal discretionary programs and \$10 billion to support the creation of a National Infrastructure Bank to finance major transportation, water and energy projects.

Committee Chair Kersteen-Tucker said if there is any help staff needs please let the Board know.

**Adjourned:** 4:22 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**

The 2011 legislative regular session ended on September 9. Please refer to the attached legislative matrix for a final summary of bills that were monitored this session in accordance with the Board's approved 2011 Legislative Program.

**FEDERAL ISSUES**

**Surface Transportation Authorization**

With a September 30 deadline looming, Congress passed H.R. 2887, the Surface and Air Transportation Extension Act of 2011, which extends authorization for Federal highway and public transit programs at current funding levels through March 31, 2012. The bill marks the eighth short-term extension of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

Congress continues to work on a new surface transportation authorization bill to replace SAFETEA-LU. A two-year proposal advocated by Senate Environment and Public Works Committee Chairman Barbara Boxer (D-CA) would maintain current funding levels, but would require an additional \$12 billion in supplementary revenue. A six-year proposal introduced by House Transportation and Infrastructure Committee Chairman John Mica (R-FL) would reduce funding for transportation programs by approximately 30% to reflect anticipated Highway Trust Fund revenues.

Recently, House leadership directed the Ways and Means Committee to explore revenue options that could be used to support a larger bill.



### Appropriations

On September 8, the House Appropriations Transportation Housing and Urban Development (THUD) Subcommittee approved legislation that would severely cut Federal transportation investment in Fiscal Year (FY) 2012. Transportation investment would be limited to what is expected to be available in the Highway Trust Fund and Mass Transit Account.

In contrast, on September 21, the Senate Appropriation Committee approved a THUD appropriations bill that slightly increases overall investment compared to FY 2011 and, unlike the House bill, retains some funding for key discretionary programs such as the Transportation Investment Generating Economic Recovery (TIGER), Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) and High Speed and Intercity Passenger Rail programs.

Before resolving the differences between the two bills Congress will need to pass a Continuing Resolution (CR) to maintain government operation beyond the end of FY 2011 on September 30. On September 27, after rejecting an earlier House-approved CR, the Senate approved a bill that would fund government agencies through November 18 along with a bill that would continue funding for a shorter period of time through October 4. The House is expected to approved the short-term CR shortly and consider the longer-term CR next week.

### American Jobs Act

On September 8, President Obama unveiled the \$447 billion American Jobs Act. The proposal is for \$50 billion in immediate surface transportation investment and includes:

- \$9 billion dedicated to public transportation;
- \$2 billion for intercity passenger rail service;
- \$4 billion for high-speed rail;
- \$5 billion for the multimodal TIGER and Transportation Infrastructure Finance and Innovation Act (TIFIA) programs; and
- \$10 billion for a National Infrastructure Bank (NIB)

The proposal was immediately met with opposition from Republican Congressional leaders.

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 147</a> <a href="#">Dickinson D</a></p> <p>Subdivisions.</p>	<p>ASSEMBLY CHAPTERED 9/6/2011 - Chaptered by the Secretary of State, Chapter Number 228, Statutes of 2011</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. <b>Last Amended on 5/31/2011</b></p>	<p>Support</p>
<p><a href="#">AB 320</a> <a href="#">Hill D</a></p> <p>Environmental quality: California Environmental Quality Act (CEQA): determination: dispute.</p>	<p>ASSEMBLY ENROLLED 9/14/2011 - Enrolled and presented to the Governor at 3 p.m.</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. <b>Last Amended on 6/14/2011</b></p>	
<p><a href="#">AB 348</a> <a href="#">Buchanan D</a></p> <p>Highways: Safety Enhancement-Double Fine Zone.</p>	<p>ASSEMBLY CHAPTERED 9/21/2011 - Chaptered by the Secretary of State, Chapter Number 290, Statutes of 2011</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. <b>Last Amended on 7/7/2011</b></p>	

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 426</a> <a href="#">Lowenthal, Bonnie D</a></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. <b>Last Amended on 6/10/2011</b></p>	
<p><a href="#">AB 427</a> <a href="#">John A. Pérez D</a></p> <p>Transportation bond funds: transit system safety.</p>	<p>ASSEMBLY ENROLLED 9/7/2011 - Enrolled and presented to the Governor at 3:30 p.m.</p>	<p>Existing law, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, authorizes the issuance of \$19.925 billion of general obligation bonds for specified purposes. Existing law requires the deposit of \$1 billion of the bond proceeds in the Transit System Safety, Security, and Disaster Response Account to be used, upon appropriation, 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 that can move people, goods, and emergency personnel and equipment in the aftermath of a disaster impairing that movement. Existing law designates the California Emergency Management Agency as the administrative agency for this account and requires the allocation of 60% of the funds in the account for capital expenditures to transit operators and other transportation agencies using the allocation formulas applicable to the State Transit Assistance Program, and 15% of the funds for capital expenditures to specified intercity passenger rail systems and commuter rail systems. Existing law requires allocation of the 60% share of funds based on 2 different formulas also used for the State Transit Assistance Program, with 50% of available funds allocated based on population and the remaining 50% based on operator revenue. Existing law provides that entities that receive bond funds from the 15% share for intercity passenger rail systems and commuter rail systems are not eligible for the 60% share of funds.</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. <b>Last Amended on 8/15/2011</b></p>	

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 485</a> <a href="#">Ma D</a></p> <p>Infrastructure financing.</p>	<p>SENATE INACTIVE FILE 9/7/2011 - Ordered to inactive file at the request of Senator Wolk.</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. <b>Last Amended on 6/29/2011</b></p>	<p>Support</p>
<p><a href="#">AB 516</a> <a href="#">V. Manuel Pérez D</a></p> <p>Safe routes to school.</p>	<p>ASSEMBLY CHAPTERED 9/7/2011 - Chaptered by the Secretary of State, Chapter Number 277, Statutes of 2011</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. <b>Last Amended on 7/14/2011</b></p>	

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Bill ID/Topic	Location	Summary	Position
<p><a href="#"><u>AB 551</u></a> <b>Campos D</b></p> <p>Public contracts: prevailing wage requirements: violations.</p>	<p>ASSEMBLY ENROLLED 9/19/2011 - Enrolled and presented to the Governor at 1:30 p.m.</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. <b>Last Amended on 8/24/2011</b></p>	
<p><a href="#"><u>AB 615</u></a> <b>Lowenthal, Bonnie D</b></p> <p>High-speed rail.</p>	<p>ASSEMBLY ENROLLED 9/22/2011 - Enrolled and presented to the Governor at 12:30 p.m.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relative to development and implementation of a high-speed train system. 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 supplement these Budget Act appropriations by appropriating \$4,000,000 from the High-Speed Passenger Train Bond Fund to the authority for the Los Angeles to San Diego segment, subject to similar conditions and provisions. <b>Last Amended on 9/2/2011</b></p>	
<p><a href="#"><u>AB 650</u></a> <b>Blumenfield D</b></p> <p>Blue Ribbon Task Force on Public Transportation for the 21st Century.</p>	<p>ASSEMBLY VETOED 9/26/2011 - Vetoed by the Governor</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 nonlegislative 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. <b>Last Amended on 8/15/2011</b></p>	<p>Support</p>

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Bill ID/Topic	Location	Summary	Position
<p><a href="#"><u>AB 892</u></a> <a href="#"><u>Carter D</u></a></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. <b>Last Amended on 7/13/2011</b></p>	<p>Support</p>
<p><a href="#"><u>AB 912</u></a> <a href="#"><u>Gordon D</u></a></p> <p>Local government: organization.</p>	<p>ASSEMBLY CHAPTERED 7/25/2011 - Chaptered 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. <b>Last Amended on 5/27/2011</b></p>	
<p><a href="#"><u>AB 952</u></a> <a href="#"><u>Jones R</u></a></p> <p>High-speed rail.</p>	<p>ASSEMBLY ENROLLED 9/19/2011 - Enrolled and presented to the Governor at 1:30 p.m.</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. 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.</p> <p>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. <b>Last Amended on 8/16/2011</b></p>	

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Bill ID/Topic	Location	Summary	Position
<p><a href="#"><u>AB 957</u></a> <b>Committee on Transportation</b></p> <p>Transportation omnibus bill.</p>	<p>ASSEMBLY ENROLLED 9/22/2011 - Enrolled and presented to the Governor at 12:30 p.m.</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. <b>Last Amended on 8/31/2011</b></p>	
<p><a href="#"><u>AB 1097</u></a> <b>Skinner D</b></p> <p>Transit projects: domestic content.</p>	<p>ASSEMBLY ENROLLED 9/16/2011 - Enrolled and presented to the Governor at 11:30 a.m.</p>	<p>Existing law provides various sources of funding for transit projects.</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. <b>Last Amended on 8/29/2011</b></p>	Support
<p><a href="#"><u>AB 1105</u></a> <b>Gordon D</b></p> <p>High-occupancy toll lanes: roadway markings.</p>	<p>ASSEMBLY CHAPTERED 7/25/2011 - Chaptered by the Secretary of State, Chapter Number 114, Statutes of 2011</p>	<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. <b>Last Amended on 4/13/2011</b></p>	Support
<p><a href="#"><u>AB 1164</u></a> <b>Gordon D</b></p> <p>Federal transportation funds.</p>	<p>ASSEMBLY ENROLLED 9/22/2011 - Enrolled and presented to the Governor at 12:30 p.m.</p>	<p>Existing law generally provides for programming and allocation of state and federal transportation capital improvement program funds pursuant to the state transportation improvement program process administered by the California Transportation Commission.</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 of 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 fund 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</p>	

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Bill ID/Topic	Location	Summary	Position
<p><a href="#"><u>AB 1229</u></a> <a href="#"><u>Feuer D</u></a></p> <p>Transportation: financing: federal highway grant anticipation notes.</p>	<p>SENATE 2 YEAR 8/26/2011 - Failed Deadline pursuant to Rule 61(a)(11). (Last location was APPR. SUSPENSE FILE on 8/16/2011)</p>	<p>provisions. <b>Last Amended on 9/1/2011</b></p> <p>Existing law continuously appropriates the amounts specified in the annual Budget Act as having been deposited in the State Highway Account from federal transportation funds, and pledged by the California Transportation Commission, to the Treasurer for the purposes of issuing federal highway grant anticipation notes, commonly known as GARVEE bonds, to fund transportation projects selected by the commission. Existing law defines an "eligible project" for these purposes as the federally funded portion of a highway or other transportation project that has been designated for accelerated construction by the commission, and increases the capacity, reduces the travel time, or provides long-life rehabilitation of the key bridges and roadways of a corridor or gateway for interregional travel and movement of goods. Existing law prohibits the Treasurer from authorizing the issuance of the notes if the annual repayment obligations of all outstanding notes in any fiscal year would exceed 15% of the total amount of federal transportation funds deposited in the account for any consecutive 12-month period within the preceding 24 months.</p> <p>This bill would provide that an "eligible project" may include projects programmed by a regional transportation planning agency using its share of apportionments of federal regional surface transportation program funds or congestion mitigation and air quality funds, as specified. The bill would authorize no more than 50% of bonding capacity of GARVEE bonds from being made available for these projects and would require the commission to require a regional transportation planning agency to commit to repaying the state for debt service if that agency's share of federal regional surface transportation program funds or federal congestion mitigation and air quality funds is insufficient to repay the GARVEE bonds or if a portion of the project costs is ineligible for federal funding. The bill would, for such a repayment by a regional transportation planning agency, authorize the commission to amend into the State Transportation Improvement Program some or all of the funds necessary for the repayment to be counted against the county share of State Transportation Improvement Program funds for the county in which the project is located. By expanding the types of projects for which GARVEE bonds may be used, the bill would make an appropriation. <b>Last Amended on 6/21/2011</b></p>	
<p><a href="#"><u>AB 1298</u></a> <a href="#"><u>Blumenfield D</u></a></p> <p>Vehicles: parking: mobile billboard advertising displays.</p>	<p>ASSEMBLY ENROLLED 9/16/2011 - Enrolled and presented to the Governor at 11:30 a.m.</p>	<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. <b>Last Amended on 7/12/2011</b></p>	



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Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1388</a> <a href="#">Wieckowski D</a></p> <p>Earnings withholding orders.</p>	<p>ASSEMBLY ENROLLED 9/19/2011 - Enrolled and presented to the Governor at 1:30 p.m.</p>	<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. This bill would delete that exception for the common necessities of life.</p> <p>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. The bill would also make a conforming change. <b>Last Amended on 6/10/2011</b></p>	
<p><a href="#">AJR 5</a> <a href="#">Lowenthal, Bonnie D</a></p> <p>Transportation revenues.</p>	<p>ASSEMBLY CHAPTERED 6/8/2011 - Chaptered by the Secretary of State, Chapter Number 29, Statutes of 2011</p>	<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. <b>Last Amended on 3/29/2011</b></p>	
<p><a href="#">SB 310</a> <a href="#">Hancock D</a></p> <p>Local development.</p>	<p>SENATE ENROLLED 9/16/2011 - Enrolled and presented to the Governor at 10:30 a.m.</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. <b>Last Amended on 8/29/2011</b></p>	

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<a href="#">SB 565</a> <a href="#">DeSaulnier D</a>  Transportation.	SENATE CHAPTERED 9/26/2011 - Chaptered by the Secretary of State, Chapter Number 341, Statutes of 2011	<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><b>Last Amended on 8/22/2011</b></p>	
<a href="#">SB 582</a> <a href="#">Yee D</a>  Commute benefit policies.	SENATE VETOED 8/1/2011 - Vetoed by the Governor	<p>This bill, beginning on January 1, 2013, subject to certain exceptions, would authorize a metropolitan planning organization jointly with the local air quality management district or air pollution control district to adopt a commute benefit ordinance that requires covered employers operating within the common area of the organization and district with a specified number of covered employees to offer those employees certain commute benefits. The bill would require that the ordinance specify certain matters, including any consequences for noncompliance, and would impose a specified reporting requirement. The bill would provide for the 8 metropolitan planning organizations within the region served by a specified air district to adopt the ordinance only after the district first acts to adopt the ordinance. The bill would exclude from its provisions an air district with a trip reduction regulation initially adopted prior to the federal Clean Air Act Amendments of 1990 as long as it continues to have a regulation that allows trip reduction as a method of compliance. The bill would make its provisions inoperative on January 1, 2017. <b>Last Amended on 7/7/2011</b></p>	
<a href="#">SB 867</a> <a href="#">Padilla D</a>  Build California Bonds.	SENATE 2 YEAR 5/10/2011 - Failed Deadline pursuant to Rule 61(a)(2). (Last location was T. & H. on 4/7/2011)	<p>Existing law creates the California Transportation Financing Authority with specified powers and duties relative to the issuance of bonds to fund transportation projects to be backed, in whole or in part, by various revenue streams of transportation funds and toll revenues in order to increase the construction of new capacity or improvements for the state transportation system.</p> <p>This bill would, in addition, provide for the authority to issue Build California Bonds, the proceeds of which would be used for specified transportation capital improvements. Bondholders would be entitled to nonrefundable tax credits against their personal income tax or corporate tax liability. The bonds would not be a debt or liability of the state or a political subdivision of the state, except for the authority. The bill would provide for the authority to enter into financing agreements with participating local transportation authorities for the purpose of financing or refinancing transportation projects. Each series of bonds issued by the authority would be secured by a financing agreement between the authority and the local transportation authority. The bill would limit the principal amount of bonds to be issued by the authority under these provisions to \$5 billion over a 5-year period commencing January 1, 2012.</p>	Support



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**

### **PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE**

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

**WEDNESDAY, OCTOBER 12, 2011– 3:00 p.m.**  
or immediately following previous Committee meeting

#### **ACTION**

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of September 14, 2011
2. Adoption of SamTrans Service Plan Criteria and Endorse the Use of Performance Metrics

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  
SEPTEMBER 14, 2011**

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

Other Board Members Present, Constituting Committee of the Whole: J. Gee, R. Guilbault, Z. Kersteen-Tucker, K. Matsumoto

Other Board Members Absent, Constituting Committee of the Whole: S. Harris, A. Tissier

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

Committee Chair Carole Groom called the meeting to order at 4:22 p.m.

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

The Committee approved the minutes (Lloyd/Deal).

**Presentation of the SamTrans Service Plan (SSP) – Market Analysis and Community Outreach**

Manager of Planning and Research, Marisa Espinosa reported:

- Data analysis was conducted over the summer.
- Five open houses were held in Burlingame, Half Moon Bay, Redwood City, Daly City and San Carlos.
- Three senior center lunchtime events were held at North Fair Oaks Senior Center in Redwood City, Doelger Senior Center in Daly City and Onetta Harris Senior Center in Menlo Park.
- Two SamTrans staff events were held at San Carlos and North Base.
- Participants learned about travel markets in San Mateo County and information stations provided background on SamTrans passengers travel behavior.
- Many participants were regular riders who rode three or more days a week. Topics of interest included retaining specific service routes, increasing service hours on evenings and weekends, improving bus schedules, destinations and frequency.
- Additional outreach activities included a dedicated SSP phone line, website, email, fixed-route bus variable message signs and multilingual translation
- Market findings included that San Mateo County is made up of unique neighborhoods and communities with varying travel needs; five market types are El Camino Corridor and Caltrain, community center, auto-oriented center, suburban and coastside-rural

- Next steps include refining data analysis and developing criteria, a second phase of public outreach and final SSP adoption in Spring 2012.

Chair Matsumoto thanked staff for presenting the SSP to the City/County Association of Governments of San Mateo County.

Director Jerry Deal said only two people showed up at Burlingame and maybe smaller venues should be used for cost savings..

### **Capital Projects Quarterly Status Report – Fourth 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:** 4:32 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

**TO:** SamTrans Board

**THROUGH:** Michael J. Scanlon  
General Manager/CEO

**FROM:** Aidan Hughes  
Interim Executive Officer, Planning and Development

**SUBJECT: SAMTRANS SERVICE PLAN (SSP) – CRITERIA DEVELOPMENT**

**ACTION**

Staff proposes that the Committee recommend the Board adopt the proposed SamTrans Service Plan (SSP) criteria and endorse the use of performance metrics to guide the development of the SSP.

**SIGNIFICANCE**

The Board received an update on the SSP at its board workshop on September 26, 2011. The update included a presentation of potential performance metrics that could be used to guide the development of service alternatives and assist in the evaluation of those alternatives. In addition to the potential performance metrics, a set of proposed criteria were presented. The criteria are grounded in the SSP guiding principles and are proposed to be used to:

- guide the assessment of draft service alternative scenarios
- help define the trade-offs that will take place between different service scenarios
- build on a data-driven process for improved efficiency and financial effectiveness
- balance the results of the data with community input and necessary actions to meet community needs.

The criteria include three major categories: service productivity; market matching; and financial stability. The general focus of each category is described below.

Service productivity:

- Service Route Frequency
- Route Design
- Intermodal Connections
- Competition with other Transit
- Service Quality

Market matching:

- Maintaining Existing Ridership
- Capturing New Riders
- Key Ridership Destinations
- Route Type
- Competitiveness of the Transit Service

Financial stability:

- Capital Investment
- Cost/Revenue Neutrality
- Total Funding
- New Service Models

The Board also moved forward with developing an advisory committee to guide the development of the SSP. Next steps include a second phase of public outreach events, which will be focused on proposed service alternatives, that are scheduled for fall 2011 to solicit community input on the draft service concepts. The SSP is scheduled to be completed in early 2012.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

The SSP 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 District's Strategic Plan, will provide a foundation upon which the District can fully understand its existing bus services and how it can continue to best serve its customers. The study will assess the efficiency of fixed-route bus services; identify areas for improvement; and identify new markets for future growth.

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

**RESOLUTION NO. 2011-**

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

\* \* \*

**ADOPTING THE PROPOSED SAMTRANS SERVICE PLAN CRITERIA AND  
ENDORING THE USE OF PERFORMANCE METRICS TO GUIDE THE  
DEVELOPMENT OF THE SAMTRANS SERVICE PLAN**

**WHEREAS**, one of the key initiatives in the San Mateo County Transit District's (District) Strategic Plan is the development of a SamTrans Service Plan (SSP), which is an in-depth study of the SamTrans fixed route bus system; and

**WHEREAS**, the SSP will provide a foundation upon which the District can fully understand its existing bus services and how it can continue to best serve its customers; and

**WHEREAS**, staff has developed proposed criteria for the SSP, which are grounded in the guiding principles for the SSP; and

**WHEREAS**, the proposed criteria include three major categories: service productivity; market matching; and financial stability; and

**WHEREAS**, staff has also developed potential performance metrics that could be used to guide the development of service alternatives and assist in the evaluation of those alternatives; and

**WHEREAS**, staff recommends, and the Committee concurs, the Board adopt the proposed SSP criteria as set forth in the staff report and endorse the use of performance metrics to guide the development of the SSP.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby adopts the proposed SSP criteria and endorses the use of performance metrics to guide the development of the SSP.

Regularly passed and adopted this 12<sup>th</sup> day of October, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Chair, San Mateo County Transit District

\_\_\_\_\_  
District Secretary





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

### BOARD OF DIRECTORS

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

**WEDNESDAY, OCTOBER 12, 2011 – 3:20 p.m.**  
or immediately following Committee meetings

- 1. CALL TO ORDER/ROLL CALL**
  - 2. CONSENT CALENDAR**  
MOTION
    - a. Approval of Minutes of Board of Directors Meeting of September 14, 2011
    - b. Acceptance of Statement of Revenues and Expenses for August 2011
  - 3. PUBLIC COMMENT**  
Public comment by each individual speaker shall be limited to one minute
  - 4. REPORT OF THE CHAIR**
  - 5. AUTHORIZE ADOPTION OF REVISED CODIFIED TARIFF**
  - 6. REPORT OF THE GENERAL MANAGER/CEO**
    - a. Resolution of Appreciation to Outgoing American Public Transportation Association President William Millar
  - 7. COMMUNITY RELATIONS COMMITTEE**  
*(Accessibility, Senior Services, and Community Issues)*  
MOTION
    - a. Designation of October as Disabilities Awareness Month
- SUBJECTS DISCUSSED
- b. Accessibility Update
  - c. Paratransit Coordinating Council (PCC) Update
  - d. Citizens Advisory Committee Liaison Report
  - e. Mobility Management – End-of-Year Performance
  - f. Multimodal Ridership Report – August 2011

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

**8. FINANCE COMMITTEE**

RESOLUTION

- a. Approval of Annex of the 2010 Association of Bay Area Government's Local Hazard Mitigation Plan as the District's Local Hazard Mitigation Plan
- b. Authorize Renewing the Contract with Delta Dental of California for the Next Three Calendar Years for an Annual Cost of \$1.135 Million
- c. Authorize Award of Contract to Vision Service Plan for Vision Insurance Coverage for a Four Year Period Beginning November 1, 2011 for a Total Estimated Cost of \$424,000

**9. LEGISLATIVE COMMITTEE**

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

**10. PLANNING, DEVELOPMENT AND SUSTAINABILITY**

RESOLUTION

- a. Adoption of SamTrans Service Plan Criteria and Endorse the Use of Performance Metrics

**11. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

**12. BOARD MEMBER REQUESTS/COMMENTS**

**13. DATE, TIME AND PLACE OF NEXT MEETING** – November 9, 2011 at 2 p.m.,  
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,  
2<sup>nd</sup> Floor, 1250 Carlos Ave., San Carlos 94070

**14. GENERAL COUNSEL PROPOSAL**

- a. Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) to Discuss Pending Litigation: Antonio Santiago III v San Mateo County Transit District, Peninsula Corridor Joint Powers Board and County of San Mateo et al
- b. Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) to Discuss Pending Litigation: Musaravakkam Krishnan, Mohan Krishnan, Sangeetha Krishnan and Prema Krishnan v San Mateo County Transit District

**15. 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](http://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](mailto:board@samtrans.com); or by phone at 650-508-6242, or TTY 650-508-6448.

### **Availability of Public Records**

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
SEPTEMBER 14, 2011**

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

Board Members Absent: S. Harris, A. Tissier

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

Chair Karyl Matsumoto called the meeting to order at 3:03 p.m.

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

District Secretary Martha Martinez provided a background on the public hearing: Public notices appeared in the *Half Moon Bay Review*, *San Mateo Daily Journal*, *the Examiner*, *El Mensajero* and *El Observador* at least 15 days in advance of this meeting. Community meetings were held in Half Moon Bay, East Palo Alto, South San Francisco and SamTrans headquarters in San Carlos. A presentation was also made to the Citizens Advisory Committee (CAC). To-date six comments have been received.

Executive Officer Customer Service and Marketing Rita Haskin provided the following information:

- Clipper is a regional fare card so the monthly paper passes and Muni stickers will be eliminated in December.
- Day Passes will be:
  - issued by the farebox
  - available for local adult, youth and eligible discount
  - valid for unlimited rides from time of issue to 2 a.m. the next day
  - priced at three times the one-way fare.
- Other proposed changes to the Codified Tariff include a Change Card that will expire one year from date of issue; elimination of transit pass for spouses of CAC members; and clarification of ways to pay fare upgrades.

Director Carole Groom arrived at 3:13 p.m.

Director Zoe Kersteen-Tucker asked about monthly paper passes and the impact on the youth who live on the coast. Ms. Haskin said staff has requested the Metropolitan Transportation Commission (MTC) find a retailer in Half Moon Bay and Pacifica so that Clipper cards can be loaded.

Public Comment

Shirley Newman, Belmont, said she took her card over to Walgreens to be loaded and when she tagged on the bus after a few times she was out of money. The machine took too much money off her card. How does the machine know when she tags that she is an eligible discount passenger? Ms. Haskin said customers with disabilities can get a Regional Transit Discount Card. She said the misunderstanding is the Disabled Pass costs \$25 per month and when Ms. Newman went to Walgreen's the clerk loaded \$25 in cash on her card instead of the pass.

Legal Counsel David Miller said the Board and District have met their legal obligations to offer the public a chance to speak today or comment in writing. This item will be brought back to the Board for action at the October meeting.

A motion (Lloyd/Gee) to close the public hearing was approved.

Director Jeff Gee asked about the outreach that was done for the upcoming changes. Ms. Haskin said the action being taken next month is not the elimination of the paper passes which has been in the works for a long time. Outreach includes a notice on the buses, the electronic sign on the bus was updated, news releases, notices for distribution were sent to schools and staff is going to many senior organizations.

Director Jerry Deal asked if someone loses their Clipper Card what happens or can it be deactivated. Ms. Haskin said if a person registers their card and it is lost the customer just needs to call and have the funds moved to a new card. The youth, disability and eligible cards all have to be registered.

Director Deal asked how someone would know how much is remaining on their card. Ms. Haskin said that information can be found on the Clipper website and also when a passenger tags the card it shows the balance.

Director Kersteen-Tucker asked about the multi-lingual outreach that was done. Ms. Haskin said Spanish was the main focus, but will see what can be done in Mandarin too.

Chair Matsumoto asked if there are any caveats with the Day Pass. Ms. Haskin said no.

Recessed to Committee Meetings at 3:27 p.m.

Reconvened the Board Meeting at 4:32 p.m.

**CONSENT CALENDAR**

The Board approved the consent calendar (Lloyd/Guilbault).

- 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

**PUBLIC COMMENT**

None

## **REPORT OF THE CHAIR**

Chair Matsumoto reported:

- Vice Chair Deal was appointed to the Peninsula Corridor Joint Powers Board (JPB) and Director Adrienne Tissier was elected vice chair of the JPB.
- Thanked Director of Bus Transportation Chester Patton for mapping out buses for her to ride through out the county.
- Thanked Manger of Accessibility Bill Welch and Accessibility Coordinator Tina DuBost for providing an extensive briefing on the paratransit program and for setting up a tour of the eligibility facility.
- Requested that the meeting be adjourned in memory of Director Tissier's mother, Mary Tissier.

## **REPORT OF THE GENERAL MANAGER/CEO**

General Manager/CEO Michael Scanlon reported:

- Legal Counsel Joan Cassman suffered a tragic loss when her niece Celestial Cassman was killed in Maui. Celestial was a bright attorney who served local governments, including the city of Santa Cruz and was very involved in charity work and donating legal services. He asked the Board to join the staff in expressing condolences and thoughts and prayers to Ms. Cassman and her entire family at this extraordinarily difficult time and respectfully requested the Board adjourn the meeting in Celestial's memory too.
- Many participated in the annual Heart Walk today. This was a special year as we walked in memory of Omar Ahmad who was a member of this Board and San Carlos Mayor. There was substantial participation by the cities of San Carlos and Burlingame. Thanked Deputy CEO Chuck Harvey for his leadership in this event and Senior Budget Analyst Leslie Fong as the company leader. SamTrans was the number one fund-raising company in San Mateo County this year. To date, 166 walkers have raised \$61,000.
- The California Association for Coordinated Transportation will be conducting a conference in Berkeley September 20-22. SamTrans will be showcasing the eligibility evaluation center in Foster City and Operations will be providing buses to the facility.
- Investment in human capital continues with the start of the third Leadership Academy on September 7.
- Transportation specials include driver safety programs in San Carlos and Burlingame.
- Fixed-routes averaged 32,500 miles between service calls and Redi-wheels averaged almost 26,000 between road calls which well above the standard of 19,000.
- A new runbook started in August with minor changes
- Nurses at Mills and Peninsula hospitals are staging a one-day strike on September 22 and staff is looking at paratransit contingency plans.
- Participated in a Moment of Remembrance on September 11 during which buses pulled over to a safe location and a pre-recorded message played at 10 a.m. Operations Technology Administrator Roi Kingon and Customer Service Representative Rachel Bravo were acknowledged for their work.
- Commended all the staff who worked on all the grants that will be awarded today.
- Personally appreciated reading the article by Directors Carole Groom and Tissier in the *San Mateo Journal* that public employees have stepped up during these difficult times. Public employees are making sacrifices along with others.

## COMMUNITY RELATIONS COMMITTEE

### 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 - postponed
- e. Multimodal Ridership Report – June 2011
- f. Multimodal Ridership Report – July 2011

## FINANCE COMMITTEE

### RESOLUTIONS

- 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 Year 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 Contract 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 \$466,014 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 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 48,500,000 for a Three-year Term

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

**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

**LEGISLATIVE COMMITTEE**

**SUBJECTS DISCUSSED**

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT AND SUSTAINABILITY**

**INFORMATIONAL**

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

**WRITTEN COMMUNICATIONS**

In reading file

**BOARD MEMBER COMMENTS**

Director Groom thanked everyone for bringing the bus to the 20<sup>th</sup> Anniversary on Commission of Disabilities event and for the message on the head sign.

**DATE AND TIME 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, 1250 San Carlos Avenue, San Carlos, CA 94070.

**GENERAL COUNSEL PROPOSAL**

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



Mr. Miller said the Board will meet in closed session to discuss pending labor negotiations.

Adjourned to closed session at 4:53 p.m.

Reconvened to open session at 5:22 p.m.

Mr. Miller said the Board met in closed session as permitted by the Brown Act to hear a report on negotiations that were concluded today in a mediated framework with the Teamsters Union, Local 856, which represents the Bus Transportation Supervisors, Dispatchers and Radio Controllers. A thorough report was presented to the Board regarding the outcome of these discussions.

Mr. Miller recommends the Board approve the execution of a Collective Bargaining Agreement with Teamsters Union Local 856 for a three-year term through September 30, 2014 subject to ratification of this agreement by the members of the bargaining unit.

A motion (Lloyd/Deal) to approve execution of the agreement was approved unanimously.

Mr. Miller said staff recommends the Board adopt or consider adopting a resolution that would relate to a salary adjustment for the employees of this organization whose wages have been frozen since 2008 and at a future date, in addition to the 2.75 percent wage adjustment authorized by this resolution all employees receiving this increase would be making contributions as provided for in the ratified collective bargaining agreements toward medical costs and their pension.

A motion (Deal/Guilbault) to approve the resolution was approved unanimously.

The meeting adjourned at 5:25 p.m. in memory of Celestial Cassman and Mary Tissier.

**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: **ADOPTION OF REVISED CODIFIED TARIFF**

**ACTION**

Staff proposes that the Board adopt a revised Codified Tariff (Attachment A) that:

- Establishes a local Day Pass priced at three times the one-way cash fare
- Revises language to reflect Clipper<sup>®</sup> card implementation (includes elimination of paper monthly passes, Muni sticker add on, fee for the card, interagency transfer agreements)
- Establishes expiration date for Change cards
- Eliminates transit pass for spouses of members of the Citizens Advisory Committee
- Changes the name of the Needy Family Pass to the Discount Youth Pass

**SIGNIFICANCE**

The adoption will allow SamTrans to introduce a Day Pass, which customers have requested, and make necessary adjustments as a result of the introduction of the Clipper card.

**BUDGET IMPACT**

There is minimal impact to the budget, and the expenses have been included in the adopted Fiscal Year 2012 Operating Budget.

**BACKGROUND**

Staff conducted an extensive public outreach program to notify customers and the community of the proposed changes and to solicit their input. The notification process included four community meetings (Daly City, East Palo Alto, Half Moon Bay and San Carlos), bilingual newspaper notices, a news release, bilingual onboard messages, Facebook postings, Tweets, a presentation to the SamTrans Citizens Advisory Committee (CAC) and a public hearing at the September 14 Board of Directors meeting. Information regarding the proposal was posted to the SamTrans website, which allows readers to translate it into dozens of languages. Customers and the public were able to provide input at the community meetings, via a unique e-mail address, through the postal service, and with a call to the Customer Service Center. Eleven comments were received from the public and the CAC.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service & 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>Zone B</u>	
	<u>Local Service</u>	<u>Fares for patrons with service ending in San Francisco</u>	<u>Fares for patrons with service beginning in San Francisco</u>
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>Zone B</u>	
	<u>Local Service</u>	<u>Fares for patrons with service ending in San Francisco</u>	<u>Fares for patrons with service beginning in San Francisco</u>
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	Fares for patrons with service 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	Fares for patrons with service 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	Fares for patrons with service 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 A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending	beginning
		<u>in San Francisco</u>	<u>in San Francisco</u>
KX (Palo Alto - Redwood City - San Mateo - SFIA - San Francisco)	\$1.25	\$2.50	\$2.50

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 ride any District or Contractor Operated fixed-route and Special Service route at any time using their identification 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, TOKENS AND CHANGE CARDS**

**A. Rules Governing Use of Passes, Local-ride tickets, 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. 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
3. Passes, tickets, tokens and Change cards shall not be subject to refund or replacement.

4. The individual ride value of a pass shall be valid for any route that has a fare for the specified ride value or less.
5. A Local ride ticket covers the cost of a single local ride 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).
6. The Adult token carries a value of \$2.00. The Youth token carries a value of \$1.25 and may be used only by youth. Adult and Youth tokens are for single riders only. (No Change Card is given.)
7. The single-ride value 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, tokens, Local ride tickets or Change cards.
8. Passes, tickets, and tokens shall be subject to District regulations as may be adopted from time to time.
9. 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.
10. Passes must be kept in the possession of the rider at all times.
11. 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.

**C. 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 is accepted as full fare on any route at any time, except Special Service routes or Paratransit service.

**D. Express Service Monthly Passes**

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

**E. Tokens**

1. Adult Token

The Adult token is valid for all Local route service. Multiple tokens, 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.

**F. CLIPPER®**

Valid for use on SamTrans. Use of Clipper requires customers to “tag” the card at the Card Interface Device onboard buses. 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) 31-day Ticket = Local Fare Credit within two hours of tagging on home system
- Santa Clara Valley Transportation Authority Monthly and Day Passes = Local Fare Credit within two hours of tagging on home system
- AC Transit 31-day Ticket = Local Fare Credit within two hours of tagging on home system

**RESOLUTION NO. 2011 -**

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

\* \* \*

**ADOPTING AN AMENDED AND RESTATED CODIFIED TARIFF**

**WHEREAS**, pursuant to Resolution No. 1982-27, dated April 28, 1982, the Board of Directors of the San Mateo County Transit District adopted comprehensive amendments to its classifications of service, rate structures and fare zones; and

**WHEREAS**, pursuant to Resolution No. 1982-76, dated November 17, 1982, the Board of Directors adopted a Codified Tariff, which subsequently was revised by Resolutions Nos. 1983-31, 1983-36, 1984-24 and 1985-40, outlining and consolidating the classifications of service, rate structures and fare zones for fixed route service of the District; and

**WHEREAS**, pursuant to Resolution No. 1985-61, dated October 23, 1985, the Board of Directors amended and restated the Codified Tariff by increasing the basic fare, eliminating free transfers, adjusting Express fares and implementing a discounted monthly pass program; and

**WHEREAS**, pursuant to Resolution Nos. 1990-83, 1991-81 and 1994-72, dated October 24, 1990, November 25, 1991 and September 14, 1994, respectively, the Board of Directors amended the Codified Tariff by increasing all Local fares, including Adult, Youth and Senior and Disabled fares; and

**WHEREAS**, pursuant to Resolution No. 1995-35, dated April 19, 1995, the Board of Directors amended the Codified Tariff to adjust fares upon the opening of the Colma BART Station, given the District's financial participation in the extension of BART into San Mateo County to the San Francisco International Airport; and

**WHEREAS**, pursuant to Resolution Nos. 1995-93, 1998-6, 2002-13 and 2008-26 dated November 15, 1995, February 18, 1998, April 10, 2002 and June 8, 2005, respectively, the Board of Directors amended the Codified Tariff by increasing Local and Express fares, including Adult, Youth, Senior and Disabled and Paratransit fares; and

**WHEREAS**, pursuant to Resolution No. 2008-60 dated November 12, 2008, the Board of Directors amended the Codified Tariff by increasing fares for Local and Express one-way trips, monthly passes and tokens as well as the fares for Routes 391, 292 and 397, Redi-Wheels,

Redi-Wheels Lifeline, 5311 Coastside On-Demand Non-ADA Paratransit and associated Lifeline, and football service fares; by eliminating Año Nuevo and Bay to Breakers services; and by updating Charter Service language;

**WHEREAS**, staff has identified the Day Pass as a viable and beneficial option for providing a long-desired discount for passengers paying more than three one-way fares for travel on a single day who choose not to, or are unable to, purchase a monthly pass for SamTrans service; and

**WHEREAS**, staff has identified several additional changes that must be made to the Codified Tariff to reflect upcoming operational changes due to the implementation of the Clipper<sup>®</sup> card fare payment system, and the new SamTrans fare boxes which automatically generate an expiration date for change cards, or that should be made to more appropriately reflect the economic and social environment in which the SamTrans service operates; and

**WHEREAS**, staff recommends that the following amendments to the Codified Tariff be adopted, effective January 1, 2012:

1. Establishes a local Day Pass priced at three times the one-way cash fare
2. Revises language to reflect Clipper<sup>®</sup> card implementation, including elimination of paper monthly passes, elimination the Muni sticker add on, fee for the card, interagency transfer agreements)
3. Establishes expiration date for Change cards
4. Eliminates transit pass for spouses of members of the Citizens Advisory Committee
5. Re-titles Needy Family Pass as Discount Youth Pass;

**WHEREAS**, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations, District staff has reviewed the proposed fare changes and has determined the changes would not discriminate in the delivery of District service to minority or low-income communities; and

**WHEREAS**, the proposed revisions set forth are for the purposes of meeting the financial needs and requirements of the District and obtaining funds for operating expenses, and are therefore exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8); and

**WHEREAS**, the District held a duly noticed public hearing to afford members of the public an opportunity to comment upon the fare increase proposals outlined above.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby approves the five amendments to the Codified Tariff, recited above, effective January 1, 2012; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby adopts the amended Codified Tariff, attached as Attachment A and incorporated by this reference.

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

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

*Resolution 2011-54*

# *Resolution of Appreciation*

*Presented to*

**WILLIAM MILLAR**

**WHEREAS**, after four decades in the transportation industry, including the last 15 years as chairman of the American Public Transportation Association (APTA), **WILLIAM MILLAR** is retiring on October 31; and

**WHEREAS**, after stints as a county transportation planner in Lancaster County, PA., and as a transit program planner at the Pennsylvania Department of Transportation, **MR. MILLAR** began a 19-year career at the Port Authority of Allegheny County, the transit agency for the Pittsburgh, PA., region, during which he rose through positions of increasing authority to Chief Executive Officer; and

**WHEREAS**, among **MR. MILLAR'S** notable achievements at the Port Authority were the creation of a model paratransit service program, the construction of several busways and a light rail system, the transformation of the agency from a politically driven to a policy-oriented entity; and

**WHEREAS**, during this period, **MR. MILLAR** played an instrumental role in the creation of the Transit Cooperative Research Program, a leading source of ideas and research funding, and the development of the Port Authority as a model of how transit can influence the economic and social development of a community; and

**WHEREAS**, after years of activism in APTA, **MR. MILLAR** was appointed President of APTA on November 1, 1996, bringing to the task credibility, expertise, and characteristic enthusiasm; and

**WHEREAS**, under **MR. MILLAR'S** direction, APTA has become the leading voice of the transportation industry throughout the nation's halls of power and a major factor in such critical matters as transportation and infrastructure funding, while broadening the membership and political base of the organization; and

**WHEREAS**, throughout these endeavors, **MR. MILLAR** has been a true leader, visionary and advocate, preaching to any audience and in any venue the central role transportation plays in the lives of Americans and can play in the promise of a better tomorrow for the nation and the world, doing so with infectious energy and unabashed love for his industry.

**THEREFORE, BE IT RESOLVED** that the San Mateo County Transit District Board of Directors, upon the occasion of his retirement, does thank and commend **WILLIAM MILLAR** for his years of service to this industry and to the American Public Transportation Industry; and

**BE IT FURTHER RESOLVED** that the Board of Directors does recognize **WILLIAM MILLAR** as one of the pillars of the transportation industry and a man who has provided a foundation of leadership and vision upon which a better America can be built.

**UNANIMOUSLY ADOPTED** by the San Mateo County Transit District this 12<sup>th</sup> day of October 2011.



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Chair, San Mateo County Transit District