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A G E N D A

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

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

WEDNESDAY, DECEMBER 12, 2012 – 2:00 p.m.

1. Pledge of Allegiance

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of November 14, 2012

INFORMATIONAL

3. Accessibility Update – Tina Dubost
4. PCC Update – Mike Levinson
5. Citizens Advisory Committee Liaison Report - Peter Ratto
6. Mobility Management Report – Caltrain
7. Multimodal Ridership Report – October 2012

Committee Members: Rose Guilbault, Shirley Harris, Art Lloyd

NOTE:

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 14, 2012**

Committee Members Present: R. Guilbault (Committee Chair), S. Harris, A. Lloyd

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

Staff Present: J. Averill, J. Cassman, A. Chan, T. Dubost, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

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

**Approval of Minutes of Community Relations Committee (CRC) Meeting of
October 10, 2012**

The Committee approved the minutes (Harris/Lloyd).

Accessibility Update – Tina Dubost

Accessibility Coordinator Tina Dubost said earlier this month Senior Mobility Ambassadors attended an Easter Seals training class to further help seniors use the fixed-route service. She said travel training is very positive, gives people more choices and flexibility and is more cost effective for the San Mateo County Transit District (District).

Director Karyl Matsumoto said she is concerned with the decline in ridership. Ms. Dubost said an in-person interview is required to qualify for paratransit services and that may be a cause of decline for paratransit service.

General Manager/CEO Michael Scanlon said for the first quarter of the fiscal year paratransit ridership is within 10 rides of the number of rides for the same period last year. The District has always taken a position of not marketing the paratransit service, only the fixed-route service. Mr. Scanlon said ridership is down on fixed-routes, but revenue is up.

Paratransit Coordinating Council (PCC) Update – Aki Emijen

Mr. Emijen reported:

- Thanked Director Adrienne Tissier for providing a corner booth at Jackie Speier's Seniors On the Move event.
- The Interactive Voice Response system has a 99 percent accuracy for night-before pick up, and testing for imminent arrivals will begin soon.
- Thanked staff for the two new Redi-Wheels vehicles.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Committee Chair Guilbault said Mr. Ratto was unable to attend the meeting today, but he has submitted a written report (attached).

Mobility Management Report – End-of-Year Performance

Deputy CEO Chuck Harvey reported this is the annual end-of-year review of all modes:

- Fixed-route bus
 - Average weekday ridership is down.
 - Carried approximately 13 million passengers for the year.
 - There were nearly zero missed schedules.
 - The agency standard is 19,000 miles between service calls, and last year the goal was exceeded every month.
 - Expanded data sources and methods for analyzing on-time performance (OTP).
 - Participated in the Metropolitan Transportation Commission Sustainability Project.
 - Successfully negotiated the Amalgamated Teamsters Union 1574 contract through June 2014 and the Teamsters first contract through September 2014.
 - Renewed the Contracted Urban Bus fixed-route contract.
 - FY2013 focuses include:
 - New weekend Route ECR (August 26).
 - 16 new bus ad shelters.
 - Launch 511.org real-time information system.
 - Complete the SamTrans Service Plan (SSP).
 - Award a contract for 62 buses, including 25 hybrids, to replace 1998 bus fleet.
- Paratransit
 - Average weekday ridership is down slightly.

Director Tissier asked if registered participants have gone down, too. Mr. Harvey replied it has dropped by about 1,500 participants in the past 18 months, but that it is starting to pick up again.

Director Tissier said the Senior Mobility Ambassador Program has probably helped get seniors on fixed-routes.

Director Zoe Kersteen-Tucker said the drop could be because staff does a good job of training people on riding the fixed-routes. Mr. Harvey said added that the in-person eligibility system has helped put people on the fixed-routes.

- OTP has dropped below the agency 90 percent standard and MV Transportation is working to improve this.
- Telephone hold time is under 90 seconds.
- Highlights for FY2012 include:
 - Ten cutaways with new branding were replaced in the fleet.
 - Two expansion vehicles were added to the fleet through a Federal grant.
- FY2013 focuses include:
 - Continue work on service quality.
 - Continue discussions with contractor on cost containment strategies for paratransit service.
 - Add two more cutaways spring 2013.

- Caltrain
 - Average weekday ridership (AWR) is more than 50,000
 - OTP has been a struggle.
 - Farebox revenue increased 14.5 percent from \$49 million to \$59.9 million.
 - Contract was awarded to TransitAmerica Services, Inc. (TASI).
 - Jerrold Avenue Bridge replacement was completed.
 - San Bruno Grade Separation Project work continued.
 - San Mateo bridges foundation retrofits were completed.
 - South Terminal and Santa Clara Station improvements were completed.
 - Approximately 8,000 feet of fencing was installed along the right of way.
 - Continued development and procurement of the Positive Train Control System mandated by the Federal Railroad Administration.
 - FY2013 focuses include:
 - Continue transition and service quality focus with TASI.
 - Increase service on October 1 with the restoration of four shoulder-peak trains suspended in 2011, addition of two more trains and the addition of stops at Sunnyvale and Palo Alto stations.
 - Complete new control system in dispatch center.
 - Install an additional 16,000 feet of fencing.
 - Continue design, environmental work, project plans for next series of state of good repair projects.
 - Continue Caltrain Modernization Program activities.

Director Carole Groom asked how much fencing has been installed. Mr. Harvey said approximately 10 miles and the cost is between \$5 and \$6 million and almost all was paid by grants.

- Shuttles
 - AWR is up with 2.3 million annual trips.
 - Negotiated extension with shuttle operator Parking Company of America.
 - Next FY staff will be developing a joint Shuttles Program Request for Proposal with SamTrans, Caltrain and the Peninsula Traffic Congestion Relief Alliance for service in late 2013.
- There were more than 21,652 hours of human capital training.
- Sustainability
 - 2009 Gillig fleet gets 4.11 miles per gallon (mpg) versus 3.60 mpg for the 1998 fleet.
 - There are now 23 hybrids in support fleet.
 - Completed the Pacific Gas and Electric integrated energy audit to look at potential energy savings.
 - Installing a new bus washer at South Base to replace the 36-year-old washer that will reduce water consumption by 35 percent.

Total trips by all modes for FY2012 was 29.5 million rides.

Director Matsumoto said bus riders are different than Caltrain riders. She said most bus riders pay their fare with cash and depend on the service, especially if they transfer to other modes.

Public Comment

Jerry Grace, San Pablo, asked if SamTrans is still using the old buses that are going to be replaced. Mr. Harvey said the old buses are still in revenue service.

Mr. Grace asked how many new buses there will be. Mr. Harvey said 62 buses will be ordered next year and delivered late next year or early 2014.

Committee Chair Guilbault said the ridership among the three counties is astonishing and the amount of work being done by staff is very impressive.

Multimodal Ridership Report – September 2012

Mr. Harvey said:

- Bus ridership was 46,110, a decrease of 2.5 percent.
- Paratransit ridership was 1,091, a decrease of 0.7 percent.
- Caltrain ridership was 50,820, an increase of 12 percent.
- Caltrain shuttle ridership was 10,247, an increase of 52.1 percent.

Cumulative Year-to-date – September 2012

- Bus ridership was 3,051,560, a decrease of 4 percent.
- Caltrain ridership was 3,946,400, an increase of 9.3 percent.
- Total ridership was 7,761,690, an increase of 4.7 percent.

Mr. Harvey said there are fewer weekdays in September 2012 versus September 2011 and that can impact the numbers. Route ECR ridership is up 2.3 percent even though system ridership is down.

Director Matsumoto asked if Route ECR is implemented on weekdays, will travel time be the same due to traffic. Mr. Harvey said the running time will depend on traffic, but there will be a consistent 15-minute level of service along El Camino Real.

Director Guilbault asked what the impact was of ridership on SamTrans and Caltrain from the World Series. Mr. Harvey said on the day of the parade Caltrain carried almost 90,000 passengers.

Chair Jerry Deal requested the Board take general public comment now due to the number of speakers from Brisbane on the SSP.

Public Comment

Clarke Conway, Brisbane Councilmember, said Route 292 is a service needed by the citizens of Brisbane. He hopes the mid-day service is not cut, and said a number of citizens have requested a meeting in Brisbane with staff to discuss this route.

Nancy Lacsamana, Brisbane, said she rides Route 292, and this route is the lifeline for Brisbane residents to San Francisco. The proposed drop-off at Arleta and Bayshore Boulevard in San Francisco is not a safe location.

Anja Miller, Brisbane, said the original pledge of SamTrans was to provide equal service to all transit users. She said Route 292 runs every 30 minutes, and if it is taken away or modified it

will go against the original pledge to the residents of Brisbane. There is a definite marketing problem with this route.

Cliff Lentz, Mayor of Brisbane, said he appreciates the conversations he has had with members of the Board regarding Route 292. He said Route 292 is a lifeline to the outside world used by many residents of Brisbane.

Adjourned: 2:56 p.m.

**CRC ITEM # 3
DECEMBER 12, 2012**

**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 (SAAC) (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 SAAC meets every two months. The PCC Advocacy meetings are held on a quarterly basis.

The minutes from the October 9 PCC meeting and the October 2 Al-Com meeting are attached. The minutes from the September SAAC meeting are also attached.

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

650-508-6475
650-508-6247

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
MEETING MINUTES
October 9, 2012**

ATTENDANCE

Members Present: Mike Levinson, Chair; Michal Settles, Vice-Chair; Stephanie Hill, AL-Com Chair; Myria Barnes-Jackson, DOR; Aki Eejima, Consumer; Judy Garcia, Consumer; Diane Griffith, Consumer; Barbara Kalt, Rosener House; Dan Mensing, Consumer; Sammi Riley, Consumer; Bill Welch, SamTrans.

Absentees: Maureen Dunn, Senior Focus; Dale Edwards, Consumer; Nancy Keegan, SC Adult Day Services; Allan Newlands, COD; Marie Violet, Sequoia Hospital.

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; Jocelyn D. Feliciano, MV Transportation; Linda Rhine, Nelson\Nygaard; Drennen Shelton, MTC; Lynn Spicer, MV Transportation; Russ Whyte, MV Transportation; Rose Berta, PCC Staff.

(Total Attendance: 19) Quorum--Yes

WELCOME/INTRODUCTION

Chair Mike Levinson called the meeting to order at 1:30 p.m. and welcomed all to the October PCC meeting.

APPROVAL OF SEPTEMBER PCC MINUTES

Mike asked for a vote of approval for the September minutes. Dan moved to approve the minutes and Michal seconded the motion. The minutes were approved with Myria abstaining.

MTC Presentation

Guest speaker Drennen Shelton, MTC Transportation Human Services Program Coordinator, distributed a one-page information sheet highlighting transportation service gaps, explaining that all gaps have equal weight. MTC is currently updating the Coordinated Public Transit-Human Service Transportation Plan for the nine-county Bay Area and would like input and feedback regarding gaps in transportation services that seniors, people with disabilities, and people with low incomes encounter as they use the transportation services that are available to them.

Suggestions from members included:

- Effective coordination of cross county travel, inter-jurisdictional travel.
- Increase education on how to ride the vehicle; driver requesting space for people in wheelchairs and seniors.

- Accessible restrooms, benches, safety features such as lighting, lighted crosswalks on busy streets, etc.
- Improve the transfer between BART and Caltrain at Millbrae Station—a challenge to navigate the station. BART announcing options when elevators and/or escalators are down.
- “Same day service” availability.
- Door-to-door service, rather than curb to curb; level boarding—for wheelchairs on buses; more mobility assistance.

Ms. Shelton thanked everyone for their input and explained MTC is going to other PCCs to get feedback on gaps. The next step is to have a draft report for people to review later this year and plans to adopt the Final Plan in January 2013. She can be contacted at dshelton@mtc.ca.gov and at (510)817-5909 for more information or input.

All thanked Drennen for her presentation and allowing feedback to be given to the plan.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

AL-Com Chair Stephanie said Seamus Murphy, SamTrans Manager of Government Affairs, presented an update on legislation at the last meeting. She said that since the next AL-Com meeting would be on the 1st of January and it is New Year’s Day, we will move the meeting date and poll members to find out their date preference.

B. GRANT/BUDGET REVIEW

Since no non-profit agencies applied for the 5310 funds, SamTrans was able to apply and submitted a grant in 2010 for two expansion vehicles for the Redi-Wheels fleet. SamTrans is contemplating whether the vehicles “are needed” given that Redi-Wheels ridership has been declining for the past 2 years (2% per year). Barbara said the adult day agencies met with Bill and Tina to discuss their ideas for future needs. She said all agencies see an increase in demand for services—so they are urging SamTrans to accept buses. The key point is not to miss an opportunity when vehicles are available through this Federal funding program.

C. EDUCATION COMMITTEE

Linda reported for Maureen that PCC will have a booth at the “*Seniors on the Move 25th Anniversary Conference*” on October 26. Thank you to the volunteers—Dale, Mike, Diane, Stephanie, and Aki. The next meeting is December 11, immediately following the PCC meeting.

D. EXECUTIVE COMMITTEE

Mike said they will be meeting by the end of this year.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Bill reported that the IVR (Interactive Voice Response) “night before” calls have a 98% success rate, exceeding the standard of 95%. He will be looking at cancellations as part of the evaluation; evaluating if the “night before” calls have made it easier for customers to cancel trips. The IVR is about customer service and improved efficiency. One of the goals is to cut down on “no shows” and “late cancellations” and he would like to link these elements to cost savings, even though it is difficult to demonstrate from a quantitative perspective.

SamTrans is continuing to move ahead with “imminent arrival” calls but better accuracy is needed before going live. SamTrans will be working with ERC to establish a standard. Mike commented that calls coming in at 98% are a cursory review because it only speaks to whether the calls were made. It would be preferable to include the “content” of the call. Barbara suggested adding a question regarding the “night before call” to the Consumer Corps questionnaire to receive some feedback. This issue will be discussed at the next Executive Committee meeting. Diane commented on how good it is for the consumers.

The “Fare Assistance” program is based on income and all consumers utilizing the program must be re-certified annually for eligibility of the discounted fare. The three criteria for eligibility are SSI, Medi-Cal, and General Assistance. They are exploring adding another criteria—ACE, a County program for low-income people who are not eligible for other stat and/or federal health insurance programs.

November 30th has been set as a tentative date for no-show appeals, if needed.

B. Performance Summary

Tina reported that the average and total ridership for August 2012 is similar to August 2011; late cancels have gone down from 1.3% to 1.1%; no shows have dropped; on-time performance and productivity improved with 1.75 passengers per hour. Aki commented that there is a strong correlation with on-time performance and productivity.

C. Customer Comments

Elly reported that total monthly comments slightly increased from July to August; comment cards have decreased. In Comments by Category, policy-related and service-related comments, and compliments all have gone up. The overall average response time has decreased thanks to the efforts of Lynn and Sophie and the MV staff. In the Comments by Type, compliments are slightly up and customer error has decreased; all others remain the same for the month.

There was mention of consumers being concerned of repercussions from drivers when they submit a comment card. Lynn said that all comment cards are anonymous and drivers are not

told who filled out the card. Taxi drivers are not to solicit comment cards; she will send another reminder notice of this policy.

D. Safety Report

Lynn reported the month of September had a total of 4 accidents; 1 passenger was ill and not really an accident; 1 preventable accident, no injuries; 2 non-preventable. RediCoast had no accidents.

Mike asked about communication between taxi and Redi-Wheels dispatcher. Lynn explained that MV sends information via fax to the taxi dispatcher and any information about the passenger is noted on the form and the taxi should then input the information. Mike commented that disabilities of passengers have not been noted at times and whether a passenger is ready for early pickup. Stephanie and Aki made similar comments. Lynn will check to make sure complete information is transferred from dispatch to taxi; she will get back to Tina.

LIAISON REPORTS

A. MTC REPORT

No report.

B. AGENCY

Barbara had nothing to report other than the expansion vehicles issue; she has been approached by a couple of other organizations that might be able to do something with these vehicles. Health Plan of San Mateo would like to keep people in the community and not be hospitalized. Drennen mentioned a possible coordination of services with Redi-Wheels and other agencies.

Barbara distributed flyers on “Meals on Wheels” fundraiser to be held on October 16.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal said they will be Christmas caroling with SamTrans and MV for their December meeting. The date will be determined. Michal invited everyone to take public transportation to the Pumpkin Festival in Half Moon Bay. She introduced herself to the Board at the September SamTrans Board of Directors meeting.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Aki mentioned they discussed IVR and they are not testing for “imminent arrival” calls at this time.

E. COMMISSION ON AGING (COA) REPORT

No report.

F. COMMISSION ON DISABILITY (COD) REPORT

No report.

G. CENTER FOR INDEPENDENCE OF INDIVIDUALS WITH DISABILITIES (CID)

No report.

H. DEPARTMENT OF REHABILITATION

Myria said there are no changes in the services offered by the Dept. of Rehabilitation, but as of January 2013 there will be changes on the administrative side to more of a “team approach” to improve efficiency and effectiveness to serve clients. This team approach will ensure no gaps in service and should be seamless to clients.

OTHER BUSINESS

Meals on Wheels will receive 10% of the cost of meals from participating restaurants on October 16. A group of PCC members will be participating and enjoying good food.

MEETING ADJOURNED: 3:26 PM.

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

MEETING MINUTES

October 2, 2012

ATTENDANCE

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

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; Seamus Murphy, SamTrans; Linda Rhine, Nelson\Nygaard; Enrique Silvas, SamTrans; Maria Kozak, Consumer; Rose Berta, PCC Staff.

(Total Attendance: 13)

WELCOME/INTRODUCTION

Chair Stephanie Hill welcomed everyone to the October AL-Com meeting.

LEGISLATIVE UPDATE

Guest speaker, Seamus Murphy, SamTrans Manager of Government Affairs, provided an update on legislative issues. Seamus announced that the Caltrain modernization program in July had a great leap forward with a State funding commitment to the electrification of the Caltrain corridor and advanced signal system including many benefits such as faster service, cleaner air, etc. Two more years of planning are expected, mainly for environmental work. The goal is for electrification of Caltrain by 2019.

There have been major milestones at the Federal level; Congress approved re-authorization of the federal funding bill in July 2012, known as MAP 21. The bill did not increase the formula funding for transit, not allowing for improvements or enhancements; it continues with the existing funding levels. MAP 21 was activated on October 1, the start of the new Federal fiscal year.

Seamus said that SamTrans and other transit agencies are working on options for bringing in new operating dollars. One option is for an increase in sales tax. The preliminary polling reveals that the required 2/3 threshold for passage does not look promising. Other revenue measures do not poll as high as sales taxes, so there are presently no definitive plans. Seamus explained that an increase in vehicle license fees passed a few years ago and that some funding for this legislation is being used for paratransit.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

Interactive Voice Response

Maria Kozak complimented the IVR (Interactive Voice Response) imminent arrival call system; however, she has not been receiving the call for the last 2-3 weeks. Bill said they are working on improving the accuracy of imminent arrival calls and thanked everyone for being a part of the test group. Internal testing is in progress to determine solutions to any glitches in the system.

Taxi Discussion

Mike asked about the communication process between Redi-Wheels and taxis. He mentioned issues have come up that show the drivers have no knowledge of the passenger's disability and no knowledge of conversations between the rider and Redi-Wheels dispatcher on the status of a ride. He would like to know if there is some type of communication connection between MV dispatcher and taxi dispatchers.

Maria explained that taxi drivers usually pick up passengers at the correct location, but they often do not know the passenger's destination. For example, she had a recent trip and was picked up in San Francisco and wanted to go home to San Bruno, however, the driver didn't know her destination and wanted to drop her off in South San Francisco. She noted that during shared rides passengers have been dropped off at incorrect places.

Stephanie suggested that perhaps the information is not being conveyed when there is a shift change with taxi dispatchers. Tina mentioned the electronic system may not be functioning correctly. She will follow up with MV.

Travel with Tapooz

Mike attended a luncheon meeting with Tapooz, a new company developing tours and travel arrangements for people with disabilities. He said Tapooz would like to consult with people with disabilities to make sure they are planning appropriately for all type of disabilities; they accept travelers worldwide. The contact information is <http://www.tapooztravel.com>.

Other Issues

Dale brought up an issue about the medical building at 101 South San Mateo Dr. There are three separate entrances to the building (front, rear, and driveway) and drivers do not pick up or drop off passengers in the same location each time. He would like clarification as to which location is the correct one. Dale suggested the rear entrance since it is covered, easier to access, and safer. Bill explained that the size of the vehicle and minimum lot space does not allow for ample maneuverability. This issue is being explored and Bill will consult with MV and will report back to Committee.

Diane said she recently moved and Redi-Wheels conducted a safety inspection to determine the safest location for her pick up from home. She explained that an agreed upon location was determined and it is now clear where the vehicles stop for her. She thanks Redi-Wheels for working out a safe solution.

There was a discussion whether there is a policy allowing drivers to play music in the vehicle, whether drivers are allowed to use GPS, and whether drivers are allowed to write their report as they are driving. Since there was no MV representative at the meeting to answer these questions, Bill or Henry will check with MV and report back at the next meeting.

Diane commented that music helps drown out the cell phone conversation. Bill assured Diane that there is absolutely no cell phone usage allowed while driving. He emphasized that passengers should complete a comment card when drivers are engaged in risky behavior. Bill also stated that drivers are prohibited from ever taking out issues with a consumer and that consumers should not hesitate to provide feedback, especially on safety issues. The issue of anonymity is important so consumers should be comfortable submitting complaints or comments.

COMPLAINT REVIEW COMMITTEE—OPEN DISCUSSION

Maria asked about night before calls, wondering why sometimes only one call is received when two rides are scheduled. Tina explained that consumers should report these incidents because there is a manual workaround when rides are not scheduled through the scheduling software. Mike explained that consumers should call dispatch to verify the trip and let Tina know if the “night before call” was not received.

OTHER BUSINESS

Tina announced that SamTrans is proposing changes to SamTrans bus routes. Public meetings are scheduled to inform the public about proposed changes and get feedback before the revised routes are finalized. There are eight meetings starting on Saturday, October 6 through Thursday, October 25. For details check the website: [http://www.samtrans.com/about/news/SamTrans to Hold Public Hearing Oct 10.html](http://www.samtrans.com/about/news/SamTrans%20to%20Hold%20Public%20Hearing%20Oct%2010.html).

Next AL-Com meeting will be determined after surveying members for an alternate date in 2013. The first Tuesday of the month is the 1st of January, New Year’s Day. Options are to hold the meeting on the first Tuesday of February or the first Wednesday of January.

MEETING ADJOURNED: 2:55 P.M.

SAMTRANS ACCESSIBILITY ADVISORY COMMITTEE

MEETING SUMMARY – September 24, 2012

PRESENT: Cam Acker, Alec Karp (Chair), Tom Collette, Jim Engvall, Doris Maez

ABSENT: None

GUEST: Frank Welte

SAMTRANS STAFF: Tina Dubost, Richard Lesser

I. Introductions

II. Agenda

III. Approval of Minutes

The minutes for the 7/19/12 meeting were approved.

IV. Fixed Route Bus and Caltrain

A. SamTrans Schedules and Maps Layouts

Alec Karp stated that certain SamTrans schedule maps do not have a name for the streets that the bus turns on to, making orientation more difficult for both visually impaired and sighted passengers. He suggested comparing VTA's schedules, which are clearly laid out and well-labeled.

Cam Acker and Doris Maez said that it is hard to tell the direction of a bus, since the side of the street and exact location of the bus stops are not indicated on the map. It was suggested that a dot could indicate the stop on the map to distinguish, for example, whether the stop is on the northeast or southeast corner.

A list of SamTrans maps that present such difficulties would be helpful to compile.

Tina Dubost suggested that this could be discussed with the Marketing department, which produces SamTrans maps.

The consensus was to bring these suggestions to Marketing, provide VTA maps as good examples, and ask whether a dot on the map could indicate bus stops to aid in orientation.

Jim Engvall suggested inviting someone from Marketing to speak with the committee about these issues.

B. Frank Welte from Lighthouse for the Blind presents sample “Strip Maps”

A “strip map” is a list of stations and stops, in order, with abbreviations for information regarding the stops, such as bus stop amenities, whether the stop is mid-block, near or far corner, whether train station platforms are in the center, above ground, or underground, as well as transfer information, all of which can help visually impaired passengers orient themselves.

Washington D.C. has strip maps for buses. New York City has them for the subway.

Mr. Welte brought Braille and large-print versions of “strip maps” for Caltrain and the SamTrans 391 bus route. Caltrain’s is much shorter, as there are fewer stops – only 32 stations. The strip map also gives an overview, with a bus schedule, and contact information for Lighthouse for the Blind, so that users can send in suggestions, corrections, or order additional maps.

The strip map for SFMTA’s 38 Geary route is close to ready. Cam Acker asked about the 30 Stockton route and the reply was that it is in the works.

Cam Acker asked how strip maps are distributed. Frank Welte replied that they are available upon request from the Lighthouse and can be provided to Vista Center, Caltrain, and other agencies.

As routes change, the strip maps can be continually updated if agencies would provide the changes.

In answer to a question about the statistic that only about 2% of visually impaired people read Braille, the reply was that among transit users that percentage may be higher. There are efforts under way to increase Braille literacy. Strip maps are also available in large print format.

Alec Karp teaches his travel training clients how to read basic Braille, such numbers on elevators.

C. AC Transit Signs for Riders to make Requests for “Kneeler”, “Lift”, “Wait Until Seated”

Richard Lesser discussed and shared samples of brightly colored flash cards provided to AC Transit consumers to facilitate requests for accessible service.

The cards have a translation of the request in three languages in addition to English: Spanish, Chinese, and Vietnamese. In this way non-native English speakers with disabilities can communicate these requests without speaking.

The committee members felt that these could be useful for English speakers as well. They can give bus drivers advance notice of mobility needs as they approach the stop, and signal from a distance that there is a waiting passenger with a disability.

The information received from AC Transit is that the flash cards are in limited use and reviews are positive from patrons and drivers.

Committee members suggested that research into the effectiveness and visibility of different colors for the cards would be worth investigating, to find colors that are visible to passengers with different forms of visual impairment. For instance, Cam Acker has difficulty seeing the color blue.

V. Committee Business – Proposed Meeting Date Changes

To better accommodate schedules, the Committee members agreed to change the regular meeting date to the first Monday of each month, from 11:30 AM to 1:00 PM.

VI. Paratransit Update

Tina Dubost expressed confidence that on-time performance issues have been addressed and should be back up to the standard by next month.

Alec Karp asked about ride reminder calls. They are being made for the night before. The “shortly before arrival” calls cannot start until the scheduling software is adjusted to make more accurate arrival estimates. This will take several months.

It is believed that the drivers are accurately pushing the buttons on the mobile data terminals to indicate pick-up times, but that the software is not calculating the right ongoing adjustments to pick-up times.

VII. No Citizens Advisory Committee Update

VIII. Valley Transportation Authority Committee of Transportation Accessibility Update

Cam Acker reported that the last meeting was cut short when an attendee had a seizure. They will meet again October 10th.

VTA is working on a similar issue as Caltrain: to make it easier for visually impaired passengers to find the Clipper Card Interface Device (CID) on the platform.

IX. Announcements and Other Business

Doris Maez praised the new signage in BART stations for better visibility.

Alec Karp asked for more Braille medallions on bus poles. Palo Alto depot has them and they are great. They let blind passengers know which route and direction picks up

at each bus pole. He asked that SamTrans install more of them at high traffic stops that have multiple bus poles and shelters, such as Millbrae.

X. Set Date for Next Meeting

The next meeting date is Monday, November 5th, from 11:30 AM to 1:00 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: MOBILITY MANAGEMENT REPORT: CALTRAIN

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

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

**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 – OCTOBER 2012

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 and Table “B” summarizes the total ridership figures for all SamTrans transportation modes. Chart “A” features year-to-date comparisons of AWR for Fiscal Year (FY) 2011, FY2012, and FY2013. Chart “B” has figures for total ridership year-to-date for FY2011, FY2012, and FY2013.

Tables “A” and “B” also provide the corresponding data for the BART SFO Extension as a separate line.

**AVERAGE WEEKDAY RIDERSHIP - OCTOBER 2012 COMPARED TO
OCTOBER 2011**

Total SamTrans Modes – AWR of 109,265, an increase of 9.7 percent.

Bus – AWR of 45,020, a decrease of 2.6 percent.

Paratransit - AWR of 1,062, a decrease of 1.8 percent.

Caltrain - AWR of 51,720, an increase of 21.4 percent.

Caltrain Shuttles - AWR of 9,187, an increase of 19.7 percent.

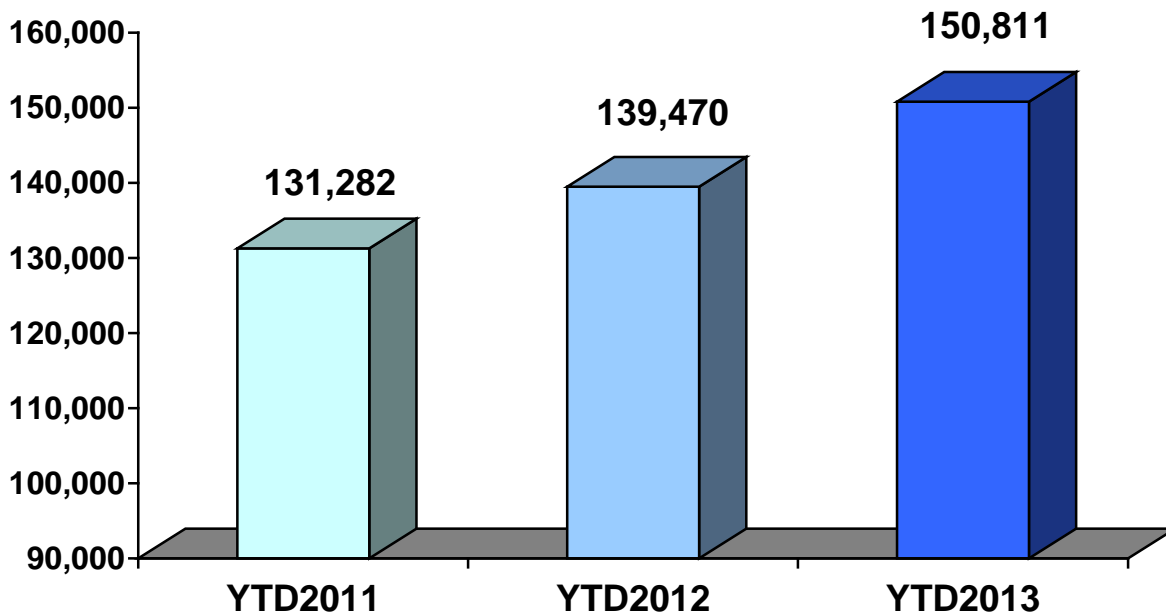
BART Shuttles - AWR of 2,276, an increase of 10.9 percent.

Table A
Average Weekday Ridership

October 2012				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	46,580	46,220	45,020	-2.6%
Paratransit	1,124	1,082	1,062	-1.8%
Caltrain	42,440	42,620	51,720	21.4%
Caltrain Shuttle	5,814	7,672	9,187	19.7%
BART Shuttle	2,083	2,053	2,276	10.9%
Total	98,041	99,647	109,265	9.7%
BART Extension (No Daly City)	39,265	42,978	49,470	15.1%
Grand Total	137,306	142,625	158,735	11.3%

Year to Date				<u>FY2012/FY2013</u>
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	42,590	42,640	41,440	-2.8%
Paratransit	1,124	1,088	1,076	-1.1%
Caltrain	41,350	44,330	49,950	12.7%
Caltrain Shuttle	5,301	6,848	8,820	28.8%
BART Shuttle	2,099	1,822	2,173	19.3%
Total	92,464	96,728	103,458	7.0%
BART Extension (No Daly City)	38,818	42,742	47,353	10.8%
Grand Total	131,282	139,470	150,811	8.1%

Chart A
Average Weekday Ridership (FYTD)



The following summary and exhibits include total ridership for all modes of transportation for which SamTrans is responsible. These numbers are a gross count of each boarding across all modes and all service days for the Month of October for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – OCTOBER 2012 COMPARED TO OCTOBER 2011

All SamTrans Modes – Total ridership of 2,911,234, an increase of 14.3 percent.

Bus – Total ridership of 1,191,210, an increase of 2.4 percent.

Paratransit – Total ridership of 27,242, an increase of 3.5 percent.

Caltrain – Total ridership of 1,428,470, an increase of 24.0 percent.

Caltrain Shuttles – Total ridership of 211,957, an increase of 31.6 percent.

BART Shuttles – Total ridership of 52,355, an increase of 19.3 percent.

FISCAL YEAR-TO-DATE TOTAL RIDERSHIP – OCTOBER 2012 COMPARED TO OCTOBER 2011

All SamTrans Modes – Total ridership of 10,672,904, an increase of 7.2 percent.

Bus – Total ridership of 4,242,760, a decrease of 2.3 percent.

Paratransit – Total ridership of 105,199, a decrease of 0.4 percent.

Caltrain – Total ridership of 5,374,860, an increase of 12.9 percent.

Caltrain Shuttles – Total ridership of 762,755, an increase of 28.1 percent.

BART Shuttles – Total ridership of 187,330, an increase of 20.0 percent.

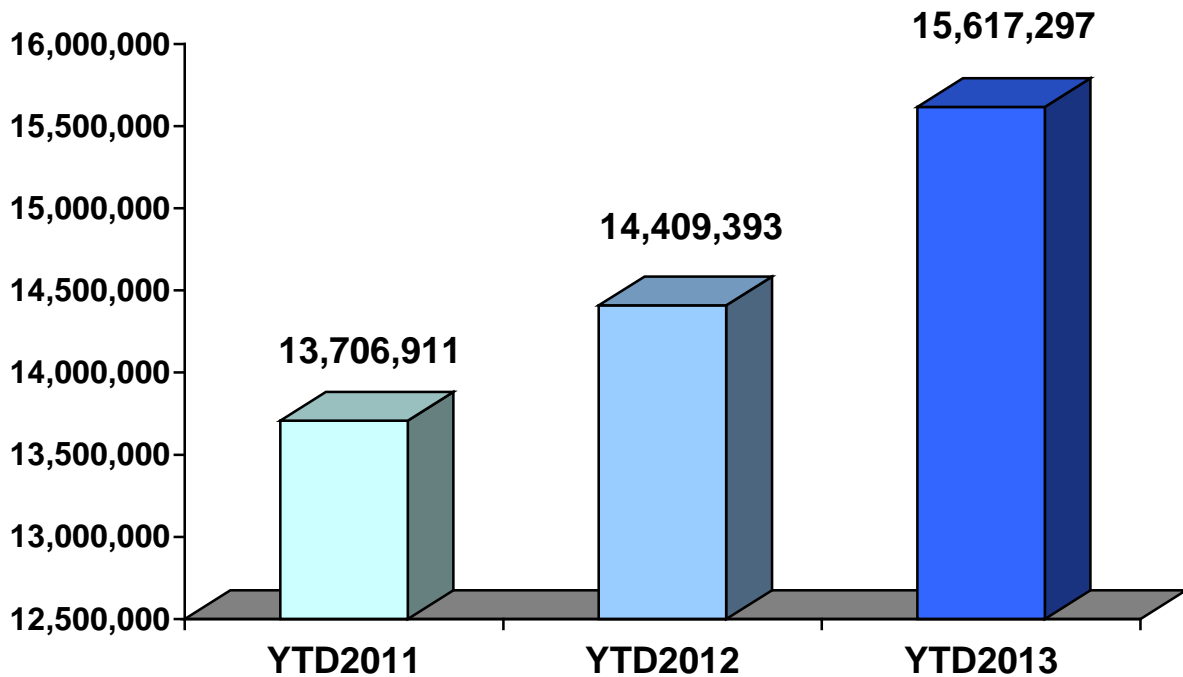
**Table B
Total Ridership**

October 2012		<u>FY2012/FY2013</u>		
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	1,204,200	1,163,340	1,191,210	2.4%
Paratransit	27,239	26,324	27,242	3.5%
Caltrain	1,126,010	1,151,880	1,428,470	24.0%
Caltrain Shuttle	122,063	161,098	211,957	31.6%
BART Shuttle	44,121	43,900	52,355	19.3%
Total	2,523,633	2,546,542	2,911,234	14.3%
BART Extension (No Daly City)	1,024,295	1,117,672	1,343,374	20.2%
Grand Total	3,547,928	3,664,214	4,254,608	16.1%

<u>Weekdays per Month</u>	21	21	23
----------------------------------	----	----	----

Year to Date		<u>FY2012/FY2013</u>		
<u>Mode</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>%Change</u>
Bus	4,499,860	4,340,460	4,242,760	-2.3%
Paratransit	110,053	105,671	105,199	-0.4%
Caltrain	4,387,420	4,760,980	5,374,860	12.9%
Caltrain Shuttle	451,584	595,456	762,755	28.1%
BART Shuttle	174,984	156,064	187,330	20.0%
Total	9,623,901	9,958,631	10,672,904	7.2%
BART Extension (No Daly City)	4,083,010	4,450,762	4,944,393	11.1%
Grand Total	13,706,911	14,409,393	15,617,297	8.4%

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – October 2012

Appreciation for Customers – As part of the national celebration of Customer Service Week, SamTrans let customers know that they appreciate them by running an exterior headsign (electronic sign on the front of the bus) and an interior electronic message that said, “We Love Our Customers.” Bus operators reported that the message made customers smile.

Connecting with Customers – Month two of the nine-month *Connecting with Customers* program included an afternoon visit to the Linda Mar Park and Ride lot in Pacifica. The program deploys teams of employees from throughout the agency to a key transit stop each month to thank customers for riding. Staff answers questions and provides information on upcoming events or service changes. Stocked with timetables and maps, staff will provide them to customers, along with a small “thank you” gift. Information about upcoming locations is online at www.samtrans.com/customers.

Route ECR – The promotion for weekend Route ECR, which travels along El Camino Real from Daly City to Palo Alto, continued into October. Elements of the two-month promotion included inclusion in *Transit Fun Guide*, bilingual information in *Rider’s Digest*, social media (Facebook, Google+, Twitter), staff ambassadors at the South San Francisco and San Bruno BART stations, special web button on the SamTrans homepage, as well as a dedicated web page for the new service, bilingual onboard electronic message, advertisements in Spanish and English newspapers, exterior bus ads, and bus shelter ads. A colorful oversized postcard also was sent to more than 44,000-plus residences along the corridor.

Housing Leadership – SamTrans promoted the vital connection between housing and transportation with an ad in the Housing Leadership program. The ad’s headline touted that SamTrans is “keeping San Mateo County on the move.”

Partnership: Disney on Ice – SamTrans Marketing staff works with a number of event organizers to co-promote events that will generate bus ridership and provide added value for current SamTrans customers. In September, promotions for Disney on Ice Celebrates 100 Years of Magic started with interior adcards, produced by the event sponsor. As part of the partnership, Disney is running television commercials with a SamTrans mention and also is offering a \$5 discount for SamTrans ticket holders

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



BOARD OF DIRECTORS 2012

JERRY DEAL, CHAIR
CAROLE GROOM, VICE CHAIR
JEFF GEE
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, DECEMBER 12, 2012 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of November 14, 2012
2. Acceptance of Statement of Revenues and Expenses for October 2012
3. Authorize Filing of an Application with the Metropolitan Transportation Commission to Program Federal Funds for SamTrans Capital and Operating Projects
4. Authorize Disposition of One Automatic Bus Washer

Committee Members: Jeff Gee, Zoe Kersteen-Tucker, Adrienne Tissier

NOTE:

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

Draft

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 14, 2012**

Committee Members Present: J. Gee (Committee Chair), Z. Kersteen-Tucker, A. Tissier

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

Staff Present: J. Averill, J. Cassman, C. Cavitt, A Chan, E. Goode, C. Goodrich, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Committee Chair Jeff Gee called the meeting to order at 2:56 p.m.

Approval of Minutes of Finance Committee Meeting of October 10, 2012

The Committee approved the minutes (Deal/Guilbault).

Acceptance of Statement of Revenues and Expenses for June 2012 (unaudited)

Deputy CEO Gigi Harrington said the auditors have completed their work and the financial reports will be included with the January agenda. Ms. Harrington said year-end revenue is slightly under budget, but staff adjusted the sales tax projections based on actual sales tax receipts. The San Mateo County Transit District (District) had the best year for sales tax over the past 10 years at \$69.4 million in receipts. Last year approximately \$63.5 million was received and the adjusted mid-year budget number was taken from \$63.5 million to \$68 million. Fuel for the year was \$3.11 per gallon and the District received \$126,000 from the bank.

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

Acceptance of Statement of Revenues and Expenses for September 2012

Ms. Harrington said revenues are slightly off and expenses are better than budget by \$3 million. She said year to date fuel is \$3.28 per gallon and last week it was \$3.16 per gallon. The District received \$36,000 from the bank for October.

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

Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2012

Bill Osher, CSI Capital, said the portfolio did fine in the quarter. The quarter was more interesting in that both the European Central Bank and the Federal Reserve Bank pursued additional monetary policy. He said some people are beginning to get increasingly concerned there will be a long-term impact. Mr. Osher said in the near term there is a lot of focus on the fiscal cliff and whether politicians will be able to come to a compromise before the end of the year. He said if there is a compromise rates will start to go back up and, if not, rates will continue to drop.

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

Authorize Increase to the Fiscal year 2013 Capital Budget by \$5,061,388 for the Replacement of 62 Gillig Buses

Manager, Capital Budgets, Evá Goode said staff is proposing the Committee recommend the Board amend the Fiscal Year 2013 Capital Budget to include more than \$5 million for the purchase of new buses to replace the 1998 Gillig buses. The District received a Federal Transit Administration Discretionary Grant to purchase hybrid buses.

Director Karyl Matsumoto asked how staff determines to purchase hybrid over diesel. Deputy CEO Chuck Harvey said this is hybrid is new technology and currently is applied in smaller vehicles. It will be pushed up to the heavier vehicles and buses, but that has yet to be the case. He said a hybrid bus doesn't necessarily pay for itself with fuel economy savings, but has reduced fuel consumption and emissions.

Committee Chair Gee asked should the new hybrids work well whether staff will look into getting more hybrids. Mr. Harvey said yes, but it is important to note the emissions targets that are being set by the California Air Resource Board are in flux and there may be a better technology behind this one.

Director Shirley Harris asked if the company vehicles are hybrid. Mr. Harvey said 40 percent of support vehicles are hybrid.

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

Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of \$40,000 for the Proposed Grand Boulevard Campaign Project and Increase the Fiscal Year 2013 Operating Budget to \$131,807,917

Manager, Strategic Development, Corinne Goodrich said this is the fourth grant from the Silicon Valley Community Foundation and will provide funding to develop a communications plan and branding for the Grand Boulevard Initiative.

Director Matsumoto asked for an explanation of a "community values audit to determine core values of the communities along the El Camino Real" referenced in the staff report. Ms. Goodrich said it is looking at social media, Twitter feeds, television, news reports about the Grand Boulevard and interviewing stakeholders to hone in on messages.

Director Zoe Kersteen-Tucker asked who will develop the communications plans. Ms. Goodrich said a consulting firm will be hired.

Director Rose Guilbault asked if the purpose of hiring a communications person is to increase visibility. Ms. Goodrich said visibility, support and funding.

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

Adoption of Conflict of Interest Code

District Secretary Martha Martinez said the Conflict of Interest Code (Code) has been revised to reflect current staff positions and new disclosure requirements that conform to recent Fair Political Practices Commission updates. Ms. Martinez said the Code is amended and reviewed every even numbered year. After the Board adopts the Code it will be forwarded over to the San Mateo County Board of Supervisors for their approval.

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

Authorize Disposition of 17 Surplus Gillig Buses

Director, Contracts and Procurement Cheryl Cavitt said staff is proposing the Committee recommend the Board dispose of 17 surplus Gillig buses in accordance with the procedures in the Procurement Policy.

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

Authorize Award of Contract to Wells Fargo Insurance Services USA, Inc. for Insurance Brokerage Services for a Not-to-Exceed Amount of \$405,000 for a Five-year Term

Ms. Cavitt said staff is requesting the Committee recommend the Board approve an award of a contract to Wells Fargo Insurance Services for \$305,000 with an additional not-to-exceed amount of \$100,000 for on-call services. She said the normal Request for Proposal (RFP) process was followed for these services.

Director Guilbault asked if this is a new insurer or an extension of the current contract. Ms. Cavitt said it is a new contract with the long-term incumbent.

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

Authorize Award of Contract to Electronic Data Magnetics to Provide Printing and Delivery of Magnetic Tickets for an Estimated Amount of \$129,372 for a Five-year Term

Ms. Cavitt said staff is requesting the Committee recommend Board approval of the contract to Electronic Data Magnetics.

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

Authorize Award of Contract to G4S Secure Solutions (USA), Inc. for Security Officer Services for an Estimated Cost of \$5,293,073 for a Three-year Term

Ms. Cavitt said staff is asking the Committee recommend the Board approve an award of contract for security officer services to G4S Secure Solutions. She said 14 proposals were received and two were from Disadvantaged Business Enterprise (DBE) firm. Ms. Cavitt said staff followed the normal RFP process, established a competitive range and invited four firms for interviews. She said G4S is offering enhanced services to the District.

Director Groom asked about security being included at Sequoia Station, but not at other stations. General Manager/CEO Michael Scanlon said there have been instances of gang-related crime at Sequoia Station, which also is a transfer point for bus and rail. He said at Daly City BART and some other locations the District is the beneficiary of security services provided by other agencies.

Director Kersteen-Tucker asked if this is an expansion of services. Ms. Cavitt said yes. Mr. Scanlon said there is also increased supervision, training and bringing the service up to a more professional level.

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

Authorize Award of Contract to Commercial Environment Landscape to Furnish Landscape and Grounds Maintenance for a Total Not-to-Exceed Amount of \$397,260 for a Three-year Base Term

Chair Deal recused himself from this item.

Ms. Cavitt said staff is asking the Committee recommend the Board award a contract to the lowest responsible, responsive bidder Commercial Environment Landscape. She said staff followed the normal Invitation for Bids process.

Director Adrienne Tisser asked if the non-profit Community Gatepath is ever considered and can they legally be considered. Mr. Scanlon said staff could speak to them in the future.

Committee Chair Gee asked how many proposals were received. Ms. Cavitt said four.

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

Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Urban Bus (CUB) Service for a Total Estimated Cost of \$60,970,718 for a Four-year Base Term

Ms. Cavitt said staff is asking the Committee recommend the Board award a contract to MV Transportation for a four-year base term and six one-year options. This contract will provide a dedicated contractor to operate a fleet of vehicles and provision of maintenance and operation facilities. Ms. Cavitt said three proposals were received and two firms were invited for interviews. MV Transportation received the highest consensus ranking and was found to be responsive to all the requirements of the RFP. Staff did a successful negotiation with MV Transportation and found their costs were fair and reasonable. Ms. Cavitt said MV's total cost was \$4.5 million lower than the next highest ranked firm and their vehicle revenue hour rate was 3 percent less than the next highest ranked firm.

Director Shirley Harris said she was pleased to see MV Transportation was offering DBE opportunities for subcontractors. She asked when an RFP is issued if bidders are asked what their usage or inclusion of DBE is. Ms. Cavitt said yes.

Committee Chair Gee asked what outreach was done besides newspapers as he wants to make sure there was robust outreach for such a large contract. Ms. Cavitt said it was listed on the District's website for an extensive length of time. Mr. Scanlon said there is a defined universe of would-be bidders for this type of contract and that this RFP was well known and well publicized within the industry.

Chair Deal said this is possibly a 10-year contract and asked if after the four-year base term an RFP is issued to see if rates are still competitive. Ms. Cavitt said staff can put out a prevailing rates inquiry within the industry to see comparisons. Mr. Harvey said every option has to be

analyzed and negotiated and the contractor has to meet certain performance standards in the contract.

Director Matsumoto said some bus operators are very engaging and some have no personality. Mr. Harvey said there is variability in the driver's willingness to engage with the public. Staff works with the drivers on customer service, people with disabilities, sensitivity and managing conflict.

Director Kersteen-Tucker asked how much weight is given to a bidder's safety in the evaluation and award of the contract. Mr. Scanlon said it is a very important element of the evaluation.

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

Authorize Amendment to Extend the Contract with Diversified Maintenance Services, Inc. for Providing Building Maintenance Services at a Cost of \$460,000 from \$2,423,727 up to \$2,883,727 on a Month-to-Month Basis

Ms. Cavitt said staff is asking the Committee recommend the Board execute an amendment to this contract for providing building maintenance services. This extension is needed to continue services while staff issues a new RFP.

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

Authorize Amendment to On-call Transportation Planning and Program Support Services Contracts with CDM Smith, Inc. Fehr & Peers and HNTB Corporation by an Estimated Aggregate Amount Not-to-Exceed by \$1,800,000 from \$6,000,000 to \$7,800,000

Authorize Amendment to On-call Environmental Planning Consulting Services Contracts with The Louis Berger Group, Inc. and Jones and Stokes Associates, Inc. by an Estimated Aggregate Amount Not-to-Exceed by \$225,000 from \$750,000 to \$975,000

Ms. Cavitt said staff is requesting the Committee recommend the Board amend the contracts for on-call transportation planning and program support services and on-call environmental planning consulting services. In each of these contracts additional government grant funding has been received and staff would like to take advantage of it and perform additional tasks while the funds are available.

Director Matsumoto asked if in future the staff reports show the original contract amounts and then the amended amounts to show the history of the contracts.

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

Adjourned: 3:37 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 OCTOBER 31, 2012 AND SUPPLEMENTAL INFORMATION**

ACTION

Staff proposes the Committee recommend the Board accept and enter into the record the Statement of Revenues and Expenses for the month of October 2012 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 13) are \$52,373,785 **on target** compared to revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$82,361 or 1.4 percent and *Investment Interest* (page 1, line 8) are \$25,320 or 3.3 percent **worse** than revised budget, offset by *Other Interest, Rent & Other Income* (page 1, line 10) which are **better** than budget by \$110,049 or 5.7 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$3,621,235 or 8 percent **better** than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$3,329,603 or 10.1 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$278,046 or 5.8 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$13,585 or 0.2 percent.

Budget Amendments: There are no budget amendments for the month of October 2012.

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

650-508-7752
650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2013
OCTOBER 2012**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,590,102	5,815,007	5,895,239	5,977,600	98.6	17,932,800	17,932,800	32.9
2 Local TDA and STA Funds	3,196,827	18,669,084	12,787,308	12,787,308	100.0	35,492,900	38,361,930	33.3
3 State/Federal Operating Grants	527,530	92,550	1,820,442	1,820,443	100.0	10,724,485	10,724,485	17.0
4 Measure A and AB434 Funds	735,292	3,009,542	2,815,608	2,815,608	100.0	8,354,400	8,354,400	33.7
5 Subtotal - Operating Revenues	6,049,751	27,586,183	23,318,597	23,400,959	99.6	72,504,585	75,373,615	30.9
Other Revenue Sources								
7 District 1/2 Cent Sales Tax	5,741,500	20,587,733	21,923,300	21,923,300	100.0	65,000,000	65,000,000	33.7
8 Investment Interest	112,443	882,305	752,728	778,048	96.7	1,243,920	1,243,920	60.5
9 Pass through to Other Agencies	5,850	181,790	5,850	5,850	100.0	467,959	467,959	1.3
10 Other Interest, Rent & Other Income	565,535	1,470,330	2,039,545	1,929,496	105.7	6,023,708	6,023,708	33.9
11 Other Sources	529,642	0	4,333,765	4,333,765	100.0	8,800,000	8,800,000	49.2
12 Subtotal - Other Revenues	6,954,970	23,122,158	29,055,188	28,970,459	100.3	81,535,587	81,535,587	35.6
13 Total Revenues	13,004,722	50,708,341	52,373,785	52,371,418	100.0	154,040,172	156,909,202	33.4
14 Capital Assistance	30,486	212,561	343,217	343,217	100.0	32,297,067	54,352,487 A	0.6
15 Reserves Programmed for Capital	289,112	1,214,199	1,876,956	1,876,956	100.0	525,780	13,321,254 A	0.0
16 Total Revenues - All Sources	13,324,320	52,135,101	54,593,958	54,591,591	100.0	186,863,019	224,582,943	24.3
USES OF FUNDS								
Operations								
20 Motor Bus	7,877,960	31,622,012	29,797,131	33,126,734	89.9	99,740,708	99,740,708	29.9
21 A. D. A. Programs	1,004,278	4,265,110	4,506,968	4,785,014	94.2	14,477,220	14,477,220	31.1
22 Caltrain	989,037	4,900,826	6,087,704	6,087,704	100.0	14,000,000	14,000,000	43.5
23 Other Multimodal Programs	248,338	1,288,146	993,635	1,007,220	98.7	3,015,460	3,015,460	33.0
24 Subtotal - Operating Costs	10,119,612	42,076,094	41,385,437	45,006,672	92.0	131,233,388	131,233,388	31.5
Other Uses of Funds								
26 Pass through to Other Agencies	5,850	181,790	5,850	5,850	100.0	467,959	467,959	1.3
27 Transfer Out to Debt Service	2,037,787	8,149,996	8,151,147	8,151,147	100.0	24,453,463	24,453,463	33.3
28 Fiscal Agent Fees	2,375	3,175	6,550	7,805	83.9	29,600	29,600	22.1
29 Land Transfer Interest Expense	0	0	0	0	0	66,570	66,570	0.0
30 Subtotal - Other Uses	2,046,012	8,334,961	8,163,547	8,164,802	100.0	25,017,592	25,017,592	32.6
31 Capital Programs	413,183	1,676,240	2,479,778	2,479,778	100.0	41,172,847	76,023,741 A	3.3
32 Total Uses of Funds	12,578,808	52,087,295	52,028,763	55,651,252	93.5	197,423,827	232,274,721	22.4
33 NET SURPLUS / (DEFICIT)	745,512	47,806	2,565,195	(1,059,662)	(242.1)	(10,560,808)	(7,691,778)	(33.3)

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

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 2013
OCTOBER 2012**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,522,293	5,549,748	5,630,255	5,712,333	98.6	17,137,000	17,137,000	32.9
LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,655,940	15,227,792	10,623,759	10,623,759	100.0	29,121,548	31,871,276	33.3
STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	367,979	2,351,460	1,471,917	1,471,917	100.0	4,415,758	4,415,758	33.3
OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	499,892	92,550	1,673,960	1,673,960	100.0	9,725,142	9,725,142	17.2
DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	2,350,487	7,098,419	8,413,324	11,753,124	71.6	34,646,868	31,897,140	26.4
10 Accessibility Fixed Route	76,916	371,752	334,196	331,355	100.9	994,064	994,064	33.6
11 TOTAL 1/2 CENT SALES TAX	2,427,403	7,470,171	8,747,520	12,084,479	72.4	35,640,932	32,891,204	26.6
INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	94,343	23,584	631,873	652,490	96.8	966,720	966,720	65.4
OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	40	160	47	120	38.9	360	360	13.0
16 Rental Income	89,258	350,994	356,374	350,920	101.6	1,052,760	1,052,760	33.9
17 Advertising Income	124,475	212,660	285,725	221,667	130.2	665,000	665,000	43.4
18 Other Income	96,338	342,884	375,700	335,089	112.1	1,015,488	1,015,488	37.0
19 TOTAL OTHER REVENUES	310,110	906,698	1,017,845	907,796	112.1	2,733,608	2,733,608	37.2
21 TOTAL MOTOR BUS	7,877,959	31,622,002	29,797,131	33,126,734	89.9	99,740,708	99,740,708	29.9
AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	67,809	265,259	264,984	265,267	99.9	795,800	795,800	33.3
25 Local TDA 4.5 Redi-Wheels	131,918	801,464	527,672	527,672	100.0	1,463,713	1,583,015	33.3
26 Local STA - Paratransit	40,990	288,368	163,960	163,960	100.0	491,881	491,881	0.0
27 Operating Grants	27,638	0	146,483	146,483	100.0	999,343	999,343	14.7
28 Sales Tax - District ADA Programs	286,023	1,499,569	1,551,181	1,799,803	86.2	4,986,373	4,867,071	31.9
29 Sales Tax - Paratransit Suppl. Coastside	108,871	449,401	442,884	454,303	97.5	1,362,910	1,362,910	0.0
30 Interest Income - Paratransit Fund	5,081	137,540	107,835	125,558	85.9	277,200	277,200	38.9
31 Measure A Redi-Wheels	229,697	823,509	876,969	876,969	100.0	2,600,000	2,600,000	33.7
32 Measure M Paratransit	106,250	0	425,000	425,000	100.0	1,500,000	1,500,000	28.3
33 TOTAL ADA PROGRAMS	1,004,278	4,265,110	4,506,968	4,785,014	94.2	14,477,220	14,477,220	31.1
MULTIMODAL TRANSIT PROGRAMS:								
36 Other Sources - Caltrain	529,642	3,253,807	4,333,765	4,333,765	100.0	8,800,000	8,800,000	49.2
37 Transfer from TA for Caltrain	459,395	1,647,019	1,753,939	1,753,939	100.0	5,200,000	5,200,000	33.7
38 TA Funded SM/Caltrain Shuttles	0	360,681	0	0	0.0	0	0	0.0
39 Employer Share SM/Caltrain Shuttles	0	103,832	0	0	0.0	0	0	0.0
40 AB434 Funds - SamTrans Shuttle	46,200	178,333	184,700	184,700	100.0	554,400	554,400	33.3
41 Employer SamTrans Shuttle Funds	149,175	459,800	596,700	596,700	100.0	1,790,100	1,790,100	33.3
42 Sales Tax - SamTrans Shuttle Program	29,791	104,313	120,465	113,514	106.1	334,040	334,040	36.1
43 Sales Tax - Gen. Operating Asst.	23,172	81,187	91,771	112,307	81.7	336,920	336,920	27.2
45 TOTAL MULTIMODAL	1,237,375	6,188,972	7,081,339	7,094,924	99.8	17,015,460	17,015,460	41.6
46 TOTAL REVENUES	10,119,613	42,076,084	41,385,437	45,006,672	92.0	131,233,388	131,233,388	31.5

% 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 2013
OCTOBER 2012**

% OF YEAR ELAPSED: 33.3%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,044,814	17,452,561	15,552,092	16,712,425	93.1	50,244,115	50,050,569	31.1
2								
3 Services:								
4 Board of Directors	5,073	15,658	13,767	17,567	78.4	52,900	52,900	26.0
5 Contracted Vehicle Maintenance	33,478	327,049	112,792	263,709	42.8	791,128	791,128	14.3
6 Property Maintenance	86,234	358,101	380,661	419,667	90.7	1,258,500	1,258,500	30.2
7 Professional Services	299,274	978,199	822,163	1,537,109	53.5	4,777,013	4,822,226	17.0
8 Technical Services	376,347	1,289,547	1,359,799	1,636,461	83.1	4,829,402	4,966,448	27.4
9 Other Services	78,823	97,382	199,313	425,689	46.8	1,277,066	1,277,066	15.6
10								
11 Materials & Supply:								
12 Fuel & Lubricants	501,389	1,867,785	1,848,121	2,183,828	84.6	6,551,477	6,551,477	28.2
13 Bus Parts & Materials	150,009	505,643	544,059	581,716	93.5	1,758,740	1,758,740	30.9
14 Uniforms & Driver Expense	9,961	35,101	39,276	75,363	52.1	400,970	400,970	9.8
15 Timetables & Tickets	13,285	27,964	48,771	57,267	85.2	171,800	171,800	28.4
16 Office Supplies / Printing	20,155	54,399	64,811	117,589	55.1	342,137	342,137	18.9
17 Other Materials & Supply	7,927	36,954	39,912	53,167	75.1	156,500	156,500	25.5
18								
19 Utilities:								
20 Telephone	30,258	112,764	108,557	193,500	56.1	580,500	580,500	18.7
21 Other Utilities	86,709	343,389	355,705	327,200	108.7	981,600	981,600	36.2
22 Insurance Costs	220,544	831,281	874,520	882,902	99.1	2,647,000	2,647,000	33.0
23 Workers' Compensation	271,732	1,019,017	1,050,308	1,065,687	98.6	3,197,060	3,197,060	32.9
24 Taxes & License Fees	43,739	165,096	162,122	191,274	84.8	573,823	573,823	28.3
25 Fixed Route Accessibility	76,916	371,752	334,196	331,355	100.9	994,064	994,064	33.6
26 Leases & Rentals	8,926	36,072	36,504	41,667	87.6	119,800	119,800	30.5
27 Promotional & Legal Advertising	10,265	33,249	53,514	79,500	67.3	238,500	238,500	22.4
28 Training & Business Travel	22,575	45,430	54,935	59,568	92.2	164,050	164,050	33.5
29 Dues & Membership	6,837	32,584	29,995	30,323	98.9	87,200	87,200	34.4
30 Postage & Other	2,976	20,182	15,449	114,590	13.5	349,003	360,290	4.3
31								
32 Total District Operated Buses	6,408,245	26,057,158	24,101,342	27,399,123	88.0	82,544,348	82,544,348	29.2
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,291,586	4,881,787	4,986,760	5,019,773	99.3	15,059,320	15,059,320	33.1
36 Other Related Costs	36,100	111,579	123,071	116,033	106.1	361,600	361,600	34.0
37 Insurance Costs	49,102	214,976	212,124	218,324	97.2	655,000	655,000	32.4
38 Coastside Services	54,732	213,969	215,257	215,673	99.8	647,020	647,020	33.3
39 Redi Coast Non-ADA	20,808	68,072	81,147	73,233	110.8	219,700	219,700	36.9
40 Other Related Costs	2,211	4,692	8,098	15,680	51.6	47,040	47,040	17.2
41 La Honda - Pescadero	3,300	17,650	17,475	17,500	99.9	52,500	52,500	33.3
42 SamCoast - Pescadero	10,337	47,048	46,105	46,667	98.8	140,000	140,000	32.9
43 Other Related Cost - SamCoast	1,538	5,081	5,751	4,727	121.7	14,180	14,180	40.6
44 Total Contracted Bus Service	1,469,715	5,564,854	5,695,788	5,727,611	99.4	17,196,360	17,196,360	33.1
45								
46 TOTAL MOTOR BUS	7,877,960	31,622,012	29,797,131	33,126,734	89.9	99,740,708	99,740,708	29.9

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**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2013
OCTOBER 2012**

% OF YEAR ELAPSED: 33.3%

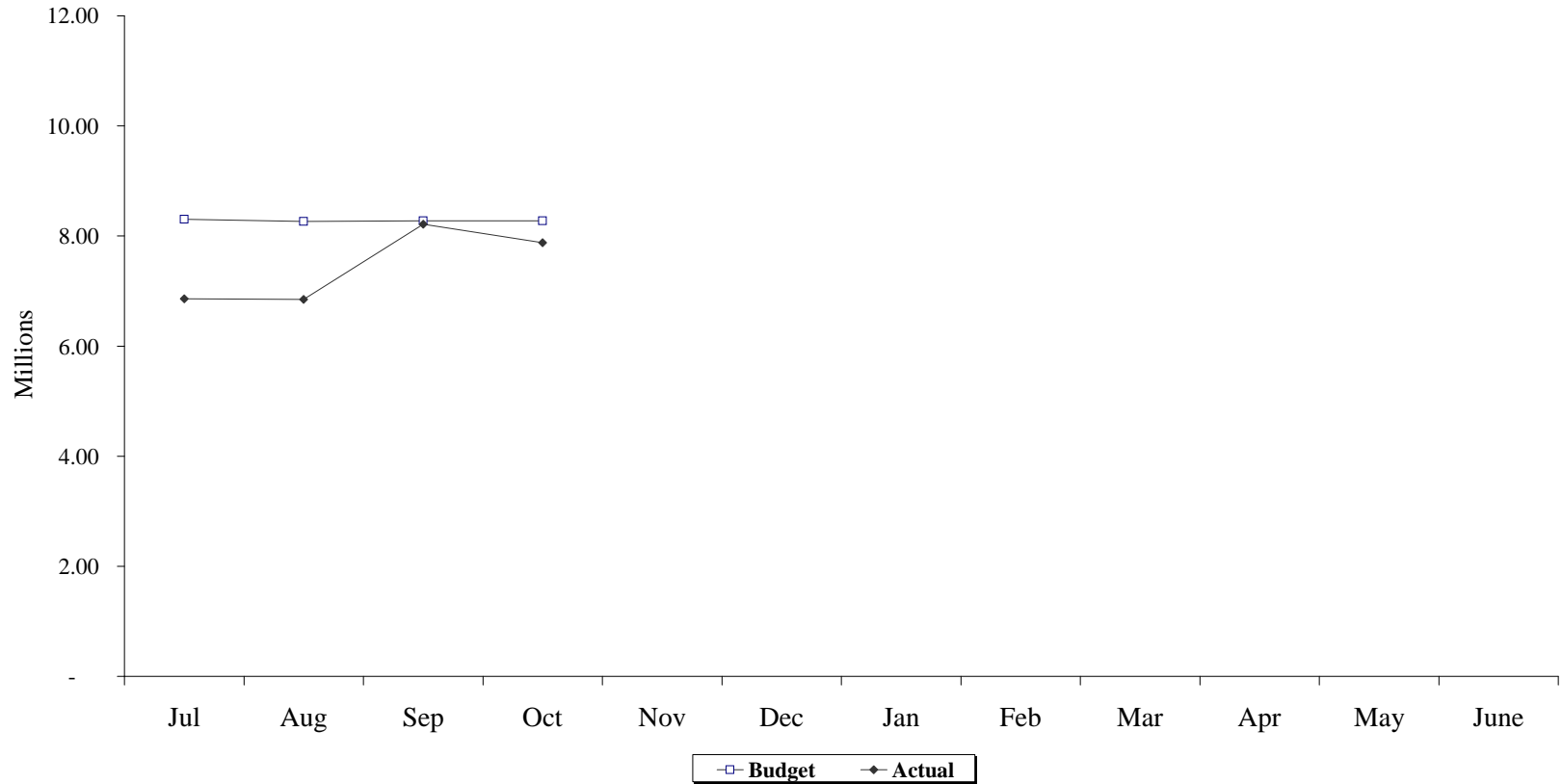
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	505,422	1,705,589	1,894,575	2,321,400	81.6	6,964,200	6,964,200	27.2
Other Related Costs	185,972	697,708	760,802	943,632	80.6	2,826,395	2,826,395	26.9
Sedan Service	274,868	981,608	948,790	593,063	160.0	1,779,190	1,779,190	53.3
ADA Accessibility Support	80,742	263,429	278,676	300,952	92.6	1,029,525	1,029,525	27.1
Coastside ADA Support	108,871	449,401	442,884	454,303	97.5	1,362,910	1,362,910	32.5
Insurance Costs	(151,596)	167,376	181,241	171,664	105.6	515,000	515,000	35.2
TOTAL ADA PROGRAMS	1,004,278	4,265,110	4,506,968	4,785,014	94.2	14,477,220	14,477,220	31.1
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	989,037	4,900,826	6,087,704	6,087,704	100.0	14,000,000	14,000,000	43.5
Total Caltrain Service	989,037	4,900,826	6,087,704	6,087,704	100.0	14,000,000	14,000,000	43.5
OTHER SUPPORT								
Dumbarton Express Service	12,614	40,492	49,506	52,607	94.1	157,820	157,820	31.4
SamTrans Shuttle Service	225,166	742,446	901,865	894,913	100.8	2,678,540	2,678,540	33.7
SM/Caltrain Shuttles	0	464,513	0	0	0.0	0	0	0.0
Maintenance Multimodal Facilities	10,558	40,695	42,265	59,700	70.8	179,100	179,100	23.6
Total Other Support	248,338	1,288,146	993,635	1,007,220	98.7	3,015,460	3,015,460	33.0
TOTAL MULTI-MODAL PROGRAMS	1,237,375	6,188,972	7,081,339	7,094,924	99.8	17,015,460	17,015,460	41.6
TOTAL EXPENSES	10,119,612	42,076,094	41,385,437	45,006,672	92.0	131,233,388	131,233,388	31.5

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

SAN MATEO COUNTY TRANSIT DISTRICT

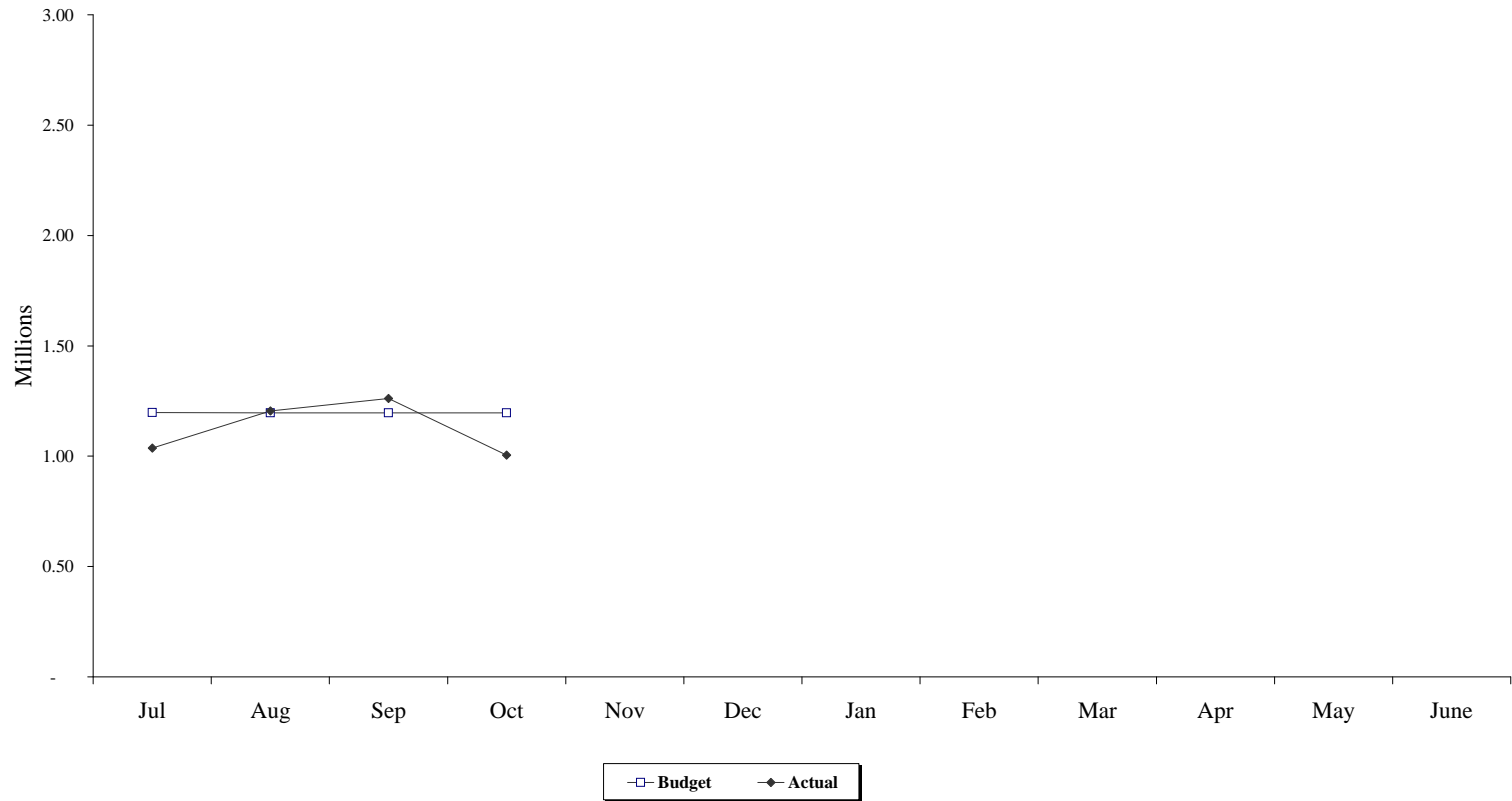
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2013



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	8,304,164	8,267,551	8,278,032	8,276,987									
Actual	6,857,423	6,845,903	8,215,844	7,877,960									
CUMULATIVE EXPENSES													
Budget	8,304,164	16,571,715	24,849,748	33,126,734									
Actual	6,857,423	13,703,327	21,919,171	29,797,131									
Variance - F(U)	1,446,741	2,868,389	2,930,577	3,329,603									
Variance %	17.42%	17.31%	11.79%	10.05%									

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2013

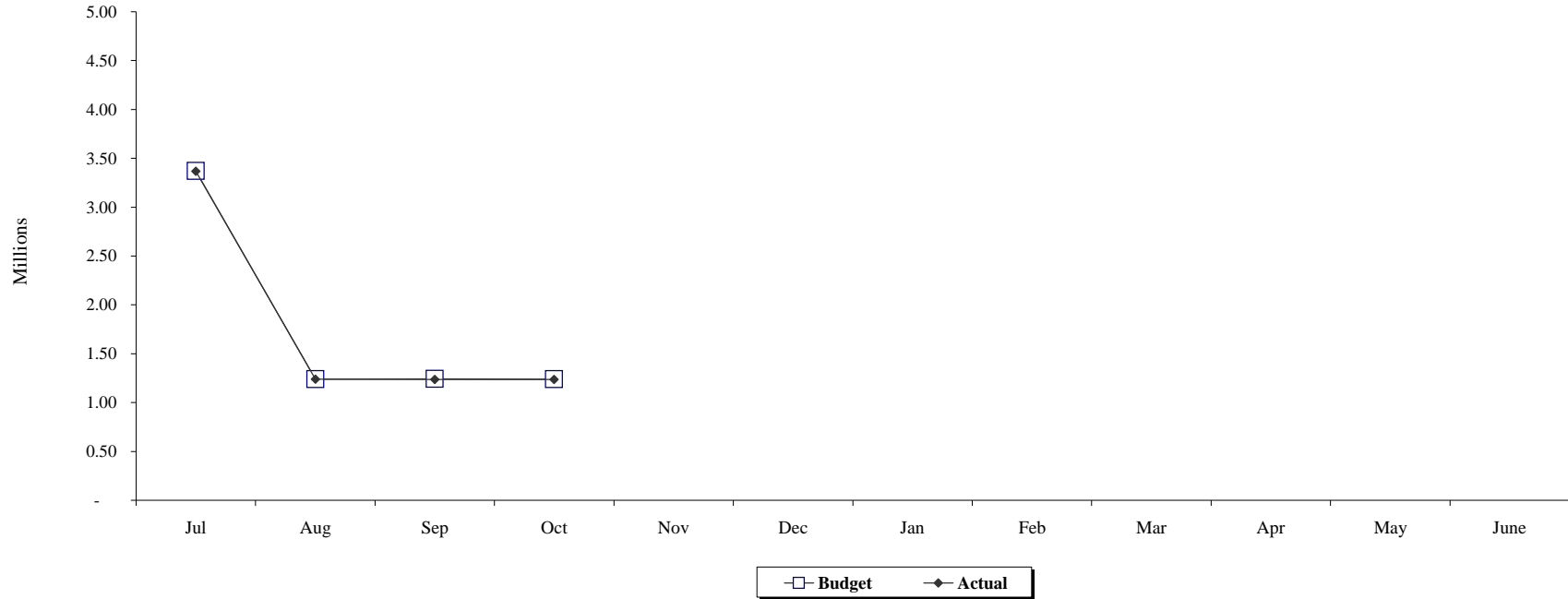


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,197,315	1,195,900	1,195,900	1,195,900								
Actual	1,036,402	1,205,261	1,261,026	1,004,278								
CUMULATIVE EXPENSES												
Budget	1,197,315	2,393,215	3,589,115	4,785,014								
Actual	1,036,402	2,241,663	3,502,690	4,506,968								
Variance - F(U)	160,913	151,551	86,425	278,047								
Variance %	13.44%	6.33%	2.41%	5.81%								

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2013



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	3,371,623	1,240,067	1,243,167	1,240,067								
Actual	3,367,131	1,240,911	1,235,923	1,237,375								
CUMULATIVE EXPENSES												
Budget	3,371,623	4,611,690	5,854,857	7,094,924								
Actual	3,367,131	4,608,042	5,843,965	7,081,339								
Variance - F(U)	4,492	3,648	10,892	13,585								
Variance %	0.13%	0.08%	0.19%	0.19%								

SAN MATEO COUNTY TRANSIT DISTRICT
INTEREST ON INVESTMENTS
October 31, 2012

DESCRIPTION	TOTAL INVESTMENT 10-31-12	INTEREST RECEIVABLE 09-30-12	INTEREST EARNED 10-31-12	INTEREST RECEIVED 10-31-12	ADJ.	INTEREST RECEIVABLE 10-31-12
RESERVE FOR CAPITAL PROJ	150,928.50	1,977.00	988.50	0.00	0.00	2,965.50
LAIF -- CAPITAL PROJ	7,949,542.49	7,515.11	2,294.65	7,060.11	(442.88)	2,306.77
REIMB SECURITIES -- L76R	83,394,364.23	227,604.14	91,920.78	127,603.51	(7.00)	191,914.41
LAIF -- REIMB FUNDS L76R	5,479,629.53	1,527.18	1,236.29	1,450.85	(91.02)	1,221.60
PARATRANSIT FUNDS	26,363,354.74	113,589.57	36,149.65	66,957.34	4.79	82,786.67
LAIF -- PARATRANSIT	482,615.35	378.89	131.20	354.11	(22.21)	133.77
BANK OF AMERICA	881,740.38	0.00	39.75	39.75	0.00	0.00
Debt Service Reserves						
Held by Trustee:	12,470,979.66	0.00	711.56			711.56
	<u>137,173,154.88</u>	<u>352,591.89</u>	<u>133,472.38</u>	<u>203,465.67</u>	<u>(558.32)</u>	<u>282,040.28</u>

OCTOBER 2012 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 10/31/12	132,914.06
Add:	
CEO Interest	3,000.00
Misc Interest	
Less:	
Commissions	(7,159.65)
Amortized Premium/Discount	(20,598.27)
Capital Gain(Loss)	(371.51)
Total Interest & Capital Gain(Loss)	<u>107,784.63</u>

YEAR TO DATE -- SUMMARY

Interest Earned	547,853.62
Add:	
CEO Interest	9,000.00
Misc. Income	
Less:	
Commissions	(32,403.89)
Amortized Premium/Discount	(26,334.30)
Capital Gain(Loss)	254,658.71
Total Interest & Capital Gain(Loss)	<u>752,774.14</u>
Balance Per Ledger as of 10/31/12	
Expense Acct. 530011	(26,334.30)
Interest Acct. 409100	46.63
Interest Acct. 409102	2,839.80
Interest Acct. 409101	521,563.30
Gain(Loss) Acct. 405210	254,658.71
	<u>752,774.14</u>

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR OCTOBER 2012

BUDGET AMENDMENTS

	Amount	Line Item		Description
Oct-12				No Budget Amendments in October 2012
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Oct-12				No Budget Revisions in October 2012.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2012 & FY2013
OCTOBER 2012

11/29/12 2:30 PM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
FY2012:						FINAL
1st Quarter	15,680,000	15,680,000	1st Quarter	17,041,202	1,361,202	17,041,202
2nd Quarter	16,615,300	16,615,300	2nd Quarter	18,020,403	1,405,103	18,020,403
3rd Quarter	14,665,300	14,665,300	3rd Quarter	16,475,872	1,810,572	16,475,872
4th Quarter	16,039,400	21,540,400	4th Quarter	17,832,709	429,109	17,832,709
FY2012 Total	63,000,000	68,501,000	FY2012 Total	69,370,185	5,005,985	69,370,185
FY2013						
Jul. 12		4,360,900	Sep. 12	4,902,300	541,400	4,902,300
Aug. 12		4,360,900	Oct. 12	5,241,900	881,000	5,241,900
Sep. 12		5,810,000	Nov. 12		541,100	6,351,100
1st Qtr. Adjustment		1,650,000	Dec. 12		(981,750)	668,250 (1)
3 Months Total		16,181,800		10,144,200	981,750	17,163,550
Oct. 12		4,507,000	Dec. 12			4,507,000 (1)
Nov. 12		4,507,000	Jan. 13			4,507,000
Dec. 12		6,330,000	Feb. 13			6,330,000
2nd Qtr. Adjustment		1,740,000	Mar. 13		(981,750)	758,250 1/3
6 Months Total		33,265,800		10,144,200	0	33,265,800
Jan. 13		4,092,500	Mar. 13			4,092,500
Feb. 13		4,092,500	Apr. 13			4,092,500
Mar. 13		5,580,800	May 13			5,580,800
3rd Qtr. Adjustment		1,516,400	Jun. 13			1,516,400
9 Months Total		48,548,000		10,144,200	0	48,548,000
Apr. 13		4,442,000	Jun. 13			4,442,000
May 13		4,442,000	Jul. 13			4,442,000
Jun. 13		5,923,000	Aug. 13			5,923,000
4th Qtr. Adjustment		1,645,000	Sep. 13			1,645,000
FY2013 Total		65,000,000	FY2013 Total	10,144,200	0	65,000,000
			17,163,550	1st Quarter		
			4,759,750	2nd Quarter		
				3rd Quarter		
				4th Quarter		
			<u>21,923,300</u>	YTD Actual Per Statement of Revenues & Expenses		

(1) Accrual

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZE FILING OF APPLICATIONS WITH THE
METROPOLITAN TRANSPORTATION COMMISSION TO PROGRAM
FEDERAL FUNDS FOR SAMTRANS CAPITAL AND OPERATING
PROJECTS**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO to submit applications to the Metropolitan Transportation Commission (MTC) to program Federal funds to be included in Federal Transit Administration (FTA) grants for SamTrans capital and operating transit projects.

SIGNIFICANCE

Staff is proposing to submit applications to the MTC to program Federal funds in Fiscal Years (FY) 2013 and 2014 to transit projects in support of the SamTrans capital and operating programs. The applications consist of the following projects:

<u>Projects</u>	<u>Projected Federal Funds</u>	<u>Totals With Match</u>
Replacement of 62 40-foot 1998 Gillig Buses	\$17,397,271	\$30,129,968
Replacement of 14 2009 Amerivan Minivans	\$619,597	\$779,597
Replacement of 19 El Dorado Paratransit Cutaway Buses	\$1,837,710	\$2,214,108
Replacement of 55 60-foot 2002 NABI Articulated Buses	\$33,353,646	\$41,488,128
Preventive Maintenance	<u>\$6,896,630</u>	<u>\$8,620,788</u>
TOTAL	\$60,104,854	\$83,232,589

All of the projects listed are consistent with the SamTrans Short Range Transit Plan.

BUDGET IMPACT

The Federal funds consist of FTA Formula Program funds, which require a 20 percent local match and may also include Surface Transportation Program (STP) funds, which require an 11.47 percent match. The MTC will continue its policy of programming projected Assembly Bill (AB) 664 Bridge Toll revenues, in an amount to be determined, to fund a portion of the required matching funds. Total match requirements will be finalized once MTC determines the amount and type of funds that are to be programmed for SamTrans' list of capital projects. The replacement of the 62 1998 Gillig buses and 14 2009 Amerivan minivans are already included as part of the adopted FY2013 Capital Budget. The remaining projects will be considered for inclusion in future year Capital and Operating budgets.

BACKGROUND

The MTC is soliciting transit projects from eligible Federal grantees for programming an estimated amount of approximately \$400 million in annual regional apportionments from FY2013 through FY2014 FTA Section 5307 Urbanized Area, Section 5309 Fixed Guideway, Section 5337 State of Good Repair and Section 5339 Bus and Bus Facilities funds and matching AB 664 Bridge Toll funds. In addition, approximately \$37 million of Surface Transportation Program funds are estimated to be available for transit capital projects to ensure that high-scoring project needs are met. The selection process will be based on MTC's Transit Capital Priorities process and criteria, which are intended to fund transit projects that are most important to the region and are consistent with Transportation 2035, Change in Motion, MTC's Regional Transportation Plan.

Prepared by: Peter Skinner, Senior Grants Analyst

650-622-7818

RESOLUTION NO. 2012 -

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

**AUTHORIZING THE FILING OF AN APPLICATION FOR FTA FORMULA
PROGRAM AND SURFACE TRANSPORTATION PROGRAM FUNDING FOR
SAMTRANS CAPITAL AND OPERATING PROJECTS**

WHEREAS, Moving Ahead for Progress in the 21st Century (MAP-21, Public Law 112-141) continues and establishes new Federal Transit Administration (FTA) formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (STP) (23 U.S.C. §33); and

WHEREAS, pursuant to MAP-21 and the regulations promulgated thereunder, eligible project sponsors wishing to receive FTA Section 5307, Section 5309 Fixed Guideway, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or STP grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO) for review and inclusion in the MPO's Transportation Improvement Program; and

WHEREAS, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

WHEREAS, the San Mateo County Transit District (District) is an eligible project sponsor for FTA Formula Program and STP funds; and

WHEREAS, the District wishes to submit a grant application to MTC for funds from the Fiscal Year (FY) 2012-13 or FY2013-14 FTA Formula Program and STP funds for the following SamTrans capital projects and projected funds:

<u>Projects</u>	<u>Projected Federal Funds</u>	<u>Totals With Match</u>
Replacement of 62 40-foot 1998 Gillig Buses	\$17,397,271	\$30,129,968
Replacement of 14 2009 Amerivan Minivans	\$619,597	\$779,597
Replacement of 19 El Dorado Paratransit Cutaway Buses	\$1,837,710	\$2,214,108
Replacement of 55 60-foot 2002 NABI Articulated Buses	\$33,353,646	\$41,488,128
Preventive Maintenance	<u>\$6,896,630</u>	<u>\$8,620,788</u>
TOTAL	\$60,104,854	\$83,232,589

WHEREAS, the amount of Federal funds and match requirements will be finalized once the MTC determines the type of funds to be programmed for Caltrain capital projects; and

WHEREAS, MTC requires, as part of the application, a resolution stating the following:

1. The sponsor will commit local matching funds of at least of 20 percent for FTA Formula Program funds, and 11.47 percent for STP funds; and
2. That the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; and
3. That the sponsor will complete the project as described in the application, and if approved, as programmed in MTC's Transportation Improvement Program (TIP); and
4. That the sponsor understands that FTA Formula Program funds must be obligated within three years of programming, and STP funds must be obligated by September 30 of the year that the project is programmed for in the TIP, or the project may be removed from the program.

NOW, THEREFORE, BE IT RESOLVED that the District, by adopting this resolution, does hereby state that:

1. It will provide local matching funding for the Federal amounts the MTC will program to the cost of the aforementioned projects of at least 20 percent for FTA and 11.47 percent for STP funds, subject to the District's annual budget approval process; and
2. It understands that the FTA Section 5307 funding for the aforementioned projects are fixed and that any cost increases must be funded by the District from local matching funds, and that the District does not expect any cost increases to be funded with FTA Section 5307 funds; and
3. The projects listed in this resolution will be built, if approved, for the amount shown in the MTC's TIP with obligation occurring within the timeframe established below; and
4. The program funds shall be obligated by September 30 of the year for which the project is programmed for in the TIP; and
5. It is an eligible sponsor of projects in the FTA Formula Program and STP funds; and
6. It is authorized to submit applications for FTA Formula Program and STP funds; and
7. There is no legal impediment to the District making applications for FTA Formula Program and STP funds; and
8. There is no pending or threatened litigation which might in any way adversely affect the proposed list of projects, or the ability of the District to deliver such projects.

BE IT FURTHER RESOLVED that the District agrees to:

1. Comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

2. Transmit a copy of this resolution to the MTC prior to MTC programming the FTA Formula Program or Surface Transportation Program funded projects in the TIP.

BE IT FURTHER RESOLVED that the MTC is requested to support the application for the projects described in this resolution and to program these projects, if approved, in MTC's TIP.

Regularly passed and adopted this 12th Day of December, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **AUTHORIZE THE DISPOSITION OF ONE AUTOMATIC BUS
WASHER**

ACTION

Staff proposes the Committee recommend the Board:

1. Approve the disposition of one automatic bus washer.
2. Authorize the General Manager/CEO or his designee to dispose of the bus washer in accordance with District Procurement Policy.

SIGNIFICANCE

The San Mateo County Transit District (District) routinely disposes of rolling stock, equipment, and other property that has reached the end of its useful life. Disposition of the bus washer listed above is in keeping with this practice and will be carried out in full compliance with District Procurement Policy and applicable Federal Transit Administration regulations. District-approved methods of disposition are by sealed bid, public auction, sale, negotiation, transfer to another public agency, or by discarding as scrap. The bus washer will be scrapped. This bus washer was customized to the District's needs and does not present resale or commercial value to any subsequent user. The new bus wash system provider, N/S Corporation, will perform the work needed to dismantle and scrap the automatic bus washer, as described in its contract documents.

BUDGET IMPACT

The automatic bus washer was originally purchased with District sales tax funds. Any proceeds gained from the disposition of the bus washer will be deposited to the District's General Fund.

BACKGROUND

The bus washer was purchased in 1978 for \$223,493 and has reached the end of its useful life. The materials and labor needed to maintain bus washer functions after 34 years of use were taking a disproportionate amount of District resources. District staff defined performance standards for a new wash system with provisions for the latest technologies that are now common to the bus industry. An Invitation for Bids was issued and a subsequent award was made in February 2012 to N/S Corporation for a new bus wash system.

Sr. Contract Officer: Juanita Vigil 650-508-7731
Project Manager: Greg Moyer, Superintendent Maintenance Technical Services 650-508-7987

RESOLUTION NO. 2012-

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

* * *

AUTHORIZING THE DISPOSITION OF ONE AUTOMATIC BUS WASHER

WHEREAS, the San Mateo County Transit District (District) has a policy to routinely dispose of rolling stock, equipment and other property that has reached the end of its useful life; and

WHEREAS, District staff has identified for disposition one automatic bus washer, which has reached the end of its useful life, and has investigated the most effective means of disposition permitted by the District's Procurement Manual, including through sealed bid procedure, auction, sale or transfer to another public agency, negotiation, or by discarding items as scrap; and

WHEREAS, staff's investigation has revealed that given the age and customized features of the District's old bus washer, it has no resale or commercial value to any potential user; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the District's Board of Directors authorize the disposition of the surplus bus washer through the vendor for the new bus wash system, N/S Corporation, which will dismantle and scrap the old bus washer and provide the District with net proceeds, if any, from this disposition for deposit in the District's General Fund.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District hereby authorizes the disposition of one automatic bus washer in the manner recited above consistent with the District's Procurement Policy.

Regularly passed and adopted this 12th day of December, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District Board

ATTEST:

District Secretary



BOARD OF DIRECTORS 2012

JERRY DEAL, CHAIR
CAROLE GROOM, VICE CHAIR
JEFF GEE
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
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, DECEMBER 12, 2012 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of November 14, 2012

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Shirley Harris, Karyl Matsumoto, Adrienne Tissier

NOTE:

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

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 14, 2012**

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

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

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

Committee Chair Shirley Harris called the meeting to order at 3:37 p.m.

Approval of Minutes of Legislative Committee Meeting of October 10, 2012

The Committee approved the minutes (Lloyd/Tissier).

Update on the State Legislative Program

State

Director, Government and Community Affairs, Seamus Murphy said San Mateo County approved Measure A, the half-cent general purpose sales tax. This tax will raise \$60 million annually. He said the San Mateo County Board of Supervisors will need to go through a process to determine how these funds can best address some of the most critical issues facing the county. Mr. Murphy said Santa Clara County also approved a general purpose sales tax that will provide \$50 million annually. He said Alameda County and Los Angeles County were the only counties with transportation measures on the ballot. They were both special purpose sales taxes that required a two-thirds vote and they failed by 1 percent.

Mr. Murphy said the Federal delegation will remain the same. There are new members of the State delegation from San Mateo County. Kevin Mullin was elected to the Assembly to represent the 22nd District and he will be joined by Phil Ting who represents San Francisco and a portion of Daly City. He said Assemblyman Jerry Hill is not a new member of the delegation, but a new member of the State Senate, representing southern San Mateo County. All the new members will be sworn in on December 3.

Federal

Mr. Murphy said the Federal government remains status quo. The Democrats retained the presidency and expanded their hold on the Senate slightly and gained some ground in the House. This is important because recently transportation infrastructure used to be a bipartisan issue and there have been differences in opinion between the two parties. The Republican majority in the House proposed cuts to transportation programs that would have been debilitating for a lot of public transportation services so retaining control of the Senate was critical. Mr. Murphy said the formula transportation funds received will not be affected by any cuts that would occur if a deal is not reached to prevent the fiscal cliff from happening.

Mr. Murphy said in the State, the Democrats will control two-thirds of the Legislature and will have the ability to act to increase revenues, make reforms over tax measures, local ballot measures, voter approval thresholds and a number of different issues. He said the governor has already cautioned, especially after the approval of Proposition 30, about moving forward with any revenue measures as a result of this new supermajority in the Legislature. The leadership in the Legislature has recently indicated that one of the issues they are hoping to address is voter threshold levels for different special purpose tax increases, parcel tax and potentially sales tax.

Mr. Murphy said at the Federal level there will be some committee reshuffling in Congress. The most significant potential reshuffling is Representative Bill Shuster (R-PA) is likely to take over as chairman of the House Transportation and Infrastructure Committee. Representative John Mica has been in control of that committee for a few years and has been critical of the rail program at the Federal level. The expectation is that Representative Shuster would be a lot more friendly to transit and public transportation, generally, because he comes from an area that is largely served by a robust transit infrastructure. Mr. Murphy said Senator Barbara Boxer (D-CA), is going to retain the chairmanship of the Environment and Public Works Committee. They are going to need to work quickly on reauthorization again since the current reauthorization is only for two years.

Director Zoe Kersteen-Tucker asked how the San Mateo County Transit District will be able to get funds from Measure A. Mr. Murphy said it is a blank slate for the county.

Director Adrienne Tissier said the Board of Supervisors will have a workshop on the distribution of Measure A funds.

Public Comment

Jerry Grace, San Pablo, asked how many new members were elected to office. Mr. Murphy said he is not sure of how many.

Adjourned: 3:52 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

November 2012 Election Results

The passage of two statewide propositions will provide the State with additional revenue and help avoid potential cuts to a variety of programs including those critical to public transportation agencies. California Proposition 30 was approved by a 54 percent vote. It is estimated that Proposition 30 will generate between \$6.8 and \$9 billion through a four-year quarter-cent sales tax increase and a seven-year income tax increase on those with taxable incomes over \$250,000. An additional \$1 billion will be raised through the passage of Proposition 39, which requires that out-of-state companies calculate their California income tax based on their sales that occur within the state.

Following the approval of these propositions, the Legislative Analyst's Office issued a report that puts the State's current fiscal year deficit at \$1.9 billion and estimates annual budget surpluses in future years.

When new members are sworn in on December 3, Democrats will control a supermajority in both the State Assembly and the State Senate, providing them with a rare ability to unilaterally pass tax and fee increases, urgency legislation and potentially reduce voter threshold requirements for local revenue measures.

Two new members will join the Peninsula's legislative delegation. South San Francisco Councilmember Kevin Mullin and San Francisco Treasurer Phil Ting were both elected to the

State Assembly. Assemblyman Jerry Hill was elected to the State Senate district representing portions of San Mateo and Santa Clara counties.

Cap-and-Trade

On November 14, the California Air Resources Board (CARB) held its first auction of emissions allowances under the State's cap-and-trade system. Under the system, 350 businesses that emit more than 25,000 metric tons of greenhouse gases each year will be required to either purchase allowances or reduce their emissions below the cap.

The auction raised \$289.3 million in revenue, which can be allocated to programs including public transportation operations and infrastructure that further reduce the State's greenhouse gas emission levels. CARB estimates that the system will raise more than \$1 billion per year.

High-speed Rail

A Sacramento Superior Court judge ruled against a group of Central Valley farmers seeking an injunction that would temporarily halt construction of the project between Merced and Fresno. Construction is set to begin in July 2013. The farmers' lawsuit is set to be heard on April 19, 2013.

FEDERAL ISSUES

November 2012 Election Results

The election results essentially maintain the status quo in Washington. President Barack Obama won reelection decisively. Democrats will retain control over the Senate, and Republicans will continue to control the House.

Some changes in leadership at the committee level are expected. Representative John Mica (R-FL) termed out. Representative Bill Shuster (R-PA) is seeking the House Transportation and Infrastructure Committee chairmanship. Senator Barbara Boxer (D-CA) will retain her role as Chairman of the Senate Environment and Public Works Committee and may begin working next year on the successor to MAP-21, which expires in September 2014.

Lame Duck Session

Congress' lame duck session began on November 15, and the primary issue before lawmakers is the impending "fiscal cliff," which will trigger cuts to many critical Federal programs unless Congress reaches agreement on a series of spending cuts and the expiration of the Bush tax cuts at the end of the year. Federal transit formula grants are largely protected from these potential cuts, but some discretionary programs, including New Starts, would be impacted.

Prepared By: Seamus Murphy, Government and Community Affairs Director 650-508-6388



BOARD OF DIRECTORS 2012

JERRY DEAL, CHAIR
CAROLE GROOM, VICE CHAIR
JEFF GEE
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
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, DECEMBER 12, 2012– 2:50 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 10, 2012
2. Authorize Administration of Peninsula Fleet Share and Execution of Peninsula Fleet Share Members Agreements

INFORMATIONAL

3. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2013

Committee Members: Art Lloyd, Rose Guilbault, Carole Groom

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
OCTOBER 10, 2012**

Committee Members Present: A. Lloyd (Committee Chair), C. Groom, G. Guilbault

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

Other Board Members Absent, Constituting Committee of the Whole: J. Gee

Staff Present: J. Averill, J. Cassman, A. Chan, J. Conger, C. Goodrich, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Simon

Committee Chair Art Lloyd called the meeting to order at 2:54 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of September 12, 2012

The Committee approved the minutes (Matsumoto/Tissier).

Senior Mobility Initiative – Mobility Ambassador Recognition

Manager, Strategic Development Corinne Goodrich said when the Senior Mobility Action Plan was developed in 2006 one of the findings was that very few seniors had experience riding public transit. She said the steering committee felt if more people had experience on public transit while they were still driving they would be more willing or able to use it later in life. Ms. Goodrich said this was the start of the Senior Mobility Ambassador Program that recruits volunteers to train individuals and groups to navigate public transit. She said the goal is encourage older adults to maintain their mobility independence. Ms. Goodrich said staff has been fortunate enough to obtain four New Freedom Grants to support the program from the Metropolitan Transportation Commission.

Senior Mobility Coordinator Jean Conger said the program has recruited and trained 25 ambassadors who have volunteered 2,250 hours and trained 365 people to ride public transit. For 2013-2014, staff is expanding outreach to target new communities.

Committee Chair Lloyd and Chair Jerry Deal presented certificates to the following Senior Mobility Ambassadors:

- Victor Lee
- Marie Louise Schwartz-Honor
- Donna Marcus
- Anna Von Essen

Adjourned: 3:09 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning & Development

SUBJECT: **AUTHORIZE ADMINISTRATION OF PENINSULA FLEET
SHARE DEMONSTRATION PROJECT AND EXECUTION OF
MEMBER AGREEMENTS**

ACTION

Staff proposes the Committee recommend the Board:

1. Authorize District staff to administer the Peninsula Fleet Share (PFS) vehicle-sharing demonstration project; and
2. Authorize the General Manager/CEO or his designee to execute agreements with PFS members to govern their participation in the project.

SIGNIFICANCE

This demonstration project is an 18-month pilot project of the San Mateo County Transit District's (District) Senior Mobility Initiative. This vehicle-sharing demonstration project will provide a mechanism for San Mateo County agencies, organizations, and transportation providers (public, private and non-profit) to develop partnerships for sharing existing vehicle capacity amongst themselves and provide increased mobility for their constituents. Entities that are interested in making their own vehicles available to other agencies, and/or in using other agencies' vehicles through PFS, must become members of the demonstration project. Each member will then provide detailed information about their available resources (e.g., vehicles, drivers, emergency road-side support), and any requirements for borrowers, for inclusion in a searchable database that will be available to all members on an ongoing basis.

Each PFS member will enter into a agreement with the District setting forth the terms of membership, including minimum levels of insurance to be held by all members and restrictions on certain types of transportation (such as school transportation), and limiting the liability of the District. The District will serve as administrator of the project; however, other District resources, such as vehicles, are not included in the project. District staff will monitor PFS activities to determine the success of the project, including the amount of vehicle usage, trip purposes, and whether passengers benefiting from PFS partnerships are seniors and/or persons with disabilities.

BUDGET IMPACT

There is no budget impact. This 18- month demonstration project is funded by New Freedom funds and District matching funds. The total demonstration project cost is \$96,000. The Fiscal Year 2013 adopted budget includes \$42,000 for the project of which \$22,148 is New Freedom funds and \$19,852 is District matching funds.

BACKGROUND

The need for a mechanism to coordinate vehicle sharing among agencies and organizations in San Mateo County was first identified in the District's Senior Mobility Action Plan (2006). The project scope, membership materials, and web site for Peninsula Fleet Share were developed under a New Freedom Cycle 1 grant from the Metropolitan Transportation Commission; implementation of the pilot project is funded under a New Freedom grant.

Vehicles owned by agencies and organizations that transport their clients or constituents often have significant downtime that could be used by other agencies that do not own vehicles, or do not have access to the required type or number of vehicles to provide desired transportation. Vehicle sharing captures excess fleet capacity, allowing agencies to meet the needs of their own and their partner agencies' constituents better and more efficiently, resulting in a higher level of mobility in the county.

The Peninsula Traffic Congestion Relief Alliance (Alliance) conducted a survey of municipal parks and recreation departments in early 2008 to evaluate the prospects for vehicle sharing in San Mateo County. In November 2008, based on these study results, the District convened a Vehicle Sharing Working Group that included the Alliance and representatives of interested city parks and recreation departments. Using information collected in a follow-up survey and stakeholder interviews, the Working Group evaluated potential opportunities and obstacles, identified a preferred structure for the program, and drafted a schedule for program development and implementation. The District consulted with the San Mateo County Parks and Recreation Directors Association throughout the process.

Program materials, including the member agreements, were developed with assistance from the District's Legal Counsel.

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

RESOLUTION NO. 2012 –

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

**AUTHORIZING ADMINISTRATION OF PENINSULA FLEET SHARE AND
EXECUTION OF PENINSULA FLEET SHARE MEMBER AGREEMENTS**

WHEREAS, Peninsula Fleet Share (PFS) is a vehicle sharing demonstration project designed by the District in coordination with numerous stakeholders to provide a mechanism for San Mateo County agencies, organizations, and transportation providers to identify and develop partnerships for sharing excess vehicle capacity; and

WHEREAS, vehicle sharing allows partner agencies to meet the transportation needs of their own and their partner agencies' constituents better and more efficiently, and to provide a higher level of mobility in the county; and

WHEREAS, PFS is included in the San Mateo County Senior Mobility Action Plan, and is funded by New Freedom funds and District matching funds included in the adopted Fiscal Year 2013 budget; and

WHEREAS, staff recommends authorization to administer the PFS demonstration project and execute agreements with PFS members governing members' participation in the demonstration project.

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

1. District staff to administer the PFS vehicle-sharing demonstration project; and
2. The General Manager/CEO, or his designee, to execute agreements with PFS members to govern their participation in the demonstration project.

Regularly passed and adopted this 12th day of December 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
1st QUARTER FISCAL YEAR 2013**

ACTION

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

SIGNIFICANCE

The attached report will be submitted quarterly to keep the Committee advised as to the status of active capital projects.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Kelvin Yu, Manager, Project Controls

650-622-7853

The 1st Quarter Fiscal Year 2013 Capital Projects Quarterly Status Report can be viewed at the following link:

http://www.samtrans.com/Assets/_Finance/Quarterly+Capital+Program+Status+Report/SamTrans+Quarterly+-+Q1+FY13.pdf



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, DECEMBER 12, 2012 – 3:00 p.m.
or immediately following Committee meetings

- 1. CALL TO ORDER/ROLL CALL**
- 2. CONSENT CALENDAR**
MOTION
 - a. Approval of Minutes of Board of Directors Meeting of November 14, 2012
 - b. Acceptance of Statement of Revenues and Expenses for October 2012
- 3. PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
- 4. REPORT OF THE CHAIR**
 - a. Appointment of Nominating Committee for 2012 Chair and Vice Chair
 - b. Appointment of Representative to the San Mateo County Transportation Authority
- 5. REPORT OF THE GENERAL MANAGER/CEO**
- 6. COMMUNITY RELATIONS COMMITTEE**
(Accessibility, Senior Services, and Community Issues)
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. PCC Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Mobility Management Report - Caltrain
 - e. Multimodal Ridership Report - October 2012

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

7. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Filing of an Application with the Metropolitan Transportation Commission to Program Federal Funds for SamTrans Capital and Operating Projects
- b. Authorize Disposition of One Automatic Bus Washer

8. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE

RESOLUTION

- a. Authorize Administration of Peninsula Fleet Share and Execution of Peninsula Fleet Share Members Agreements

SUBJECT DISCUSSED

- b. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2013

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. DATE, TIME AND PLACE OF NEXT MEETING – January 9, 2013 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

13. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Public Employee Performance Evaluation and Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO and Attorney
- b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ella Dupertius v. San Mateo County Transit District
- c. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Joan E. Doyle v. San Mateo County Transit District

14. ADJOURNMENT

INFORMATION TO THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2012**

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

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

Chair Jerry Deal called the meeting to order at 3:52 p.m.

CONSENT CALENDAR

The Board approved the consent calendar (Groom/Gee).

- a. Approval of Minutes of Board of Directors Meeting of October 10, 2012
- b. Acceptance of Statement of Revenues and Expenses for June 2012 (unaudited)
- c. Acceptance of Statement of Revenues and Expenses for September 2012
- d. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2012
- e. Approval of 2013 Board of Directors Calendar

PUBLIC COMMENT

Jerry Grace, San Pablo, said he is very surprised at the Caltrain ridership number for the Giants parade.

REPORT OF CHAIR

No report.

AUTHORIZE DISCONTINUING PARTICIPATION IN THE BART PLUS TICKET PROGRAM

Executive Officer, Customer Service and Marketing, Rita Haskin said staff proposes the Board authorize discontinuing participation in the BART Plus Ticket Program effective January 1, 2013. Staff estimates the annual farebox revenue would increase approximately \$625,000 if riders are retained. BART established the ticket for a link between train and bus, not bus-to-bus transportation.

A motion (Lloyd/Gee) to discontinue participation in the BART Plus Ticket Program was approved unanimously.

AUTHORIZE ELIMINATION OF SELECT UNDERUTILIZED FIXED-ROUTE TRIPS

Deputy CEO Chuck Harvey said staff proposes the Board eliminate two trips on two community routes that are underutilized. Staff will be eliminating one of the trips immediately; one of the trips has some ridership because of an after-school program. If the program is canceled, the route will be eliminated.

A motion (Tissier/Lloyd) to eliminate select underutilized fixed-route trips was approved unanimously.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- All head signs on buses were programed with “We Salute Our Veterans” on November 11 and 12.
- Public outreach for the SamTrans Service Plan (SSP) ended in October. There were nine public meetings, 16 city council presentations, four community college events and three senior center fair events. A broad range of comments was received from more than 500 individuals, most about Route 292. Directors Carole Groom, Karyl Matsumoto, Zoe Kersteen-Tucker, CAC members Peter Ratto, Sonny Koya and Andy Chow were thanked for attending meetings. The Board Advisory Committee will be meeting in December and staff hopes to have a final plan released in January for public comment. Staff is hoping to conduct a public hearing at the February Board meeting and Board consideration at the March meeting.
- The opening of the Devil’s Slide Tunnel opening has been pushed to the first quarter of 2013.
- Runbook 110 will be effective in January.
- A class of part-time operators started on November 2; the total of part-time operators is 17.
- Accessible Services staff is doing outreach with the Lighthouse for the Blind to check for accuracy on stripe maps, bus routes and train schedules that are done in Braille.
- A new five-year contract for the Coastside services started in November.
- Contracted bus operators did a great job with service for the Giants World Series parade.
- Miles between service calls on fixed-routes in October was more than 30,000 miles.
- The reading file contains flyers for the Caltrain Holiday Train on December 1 and 2, the Redwood City Hometown Holidays Parade on December 1, additional holiday service to Serramonte Shopping Center and a Park and Ride Notice on increased parking fees at the Colma Park and Ride Lot.

COMMUNITY RELATIONS COMMITTEE – R. Guilbault

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee Liaison Report – written report
- d. Mobility Management Report – End-of-Year Performance
- e. Multimodal Ridership Report – September 2012

FINANCE COMMITTEE – J. Gee

RESOLUTIONS

- a. Authorize Increase to the Fiscal Year 2013 Capital Budget by \$5,061,388 for the Replacement of 62 Gillig Buses
- b. Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of 40,000 for the Proposed Grand Boulevard Campaign Project and Amend the Fiscal Year 2013 Operating Budget to \$131,807,917
- c. Adoption of Conflict of Interest Code
- d. Authorize Disposition of 17 Surplus Gillig Buses
- e. Authorize Award of Contract to Wells Fargo Insurance Services USA, Inc. for Insurance Brokerage Services for a Not-to-Exceed Amount of \$405,000 for a Five-year Term
- f. Authorize Award of Contract to Electronic Data Magnetics to Provide Printing and Delivery of Magnetic Tickets for an Estimated Amount of \$129,372 for a Five-year Term
- g. Authorize Award of Contract to G4S Secure Solutions (USA), Inc. for Security Officer Services for an Estimated Cost of \$5,293,073 for a Three-year Term
- h. Authorize Award of Contract to MV Transportation, Inc. to Provide Contracted Urban Bus (CUB) Service for a Total Estimated Cost of \$60,970,718 for a Four-year Base Term
- i. Authorize Amendment to Extend the Contract with Diversified Maintenance Services, Inc. for Providing Building Maintenance Services at a Cost of \$460,000 from \$2,423,727 up to \$2,883,727 on a Month-to-Month Basis
- j. Authorize Amendment to On-call Transportation Planning and Program Support Services Contracts with CDM Smith, Inc., Fehr & Peers and HNTB Corporation by an Estimated Aggregate Amount Not-to-Exceed by \$1,800,000 from \$6,000,000 to \$7,800,000
- k. Authorize Amendment to On-call Environmental Planning Consulting Services Contracts with The Louis Berger Group, Inc. and Jones and Stokes Associates, Inc. by an Estimated Aggregate Amount Not-to-Exceed by \$225,000 from \$750,000 to \$975,000

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

- l. Authorize Award of Contract to Commercial Environment Landscape to Furnish Landscape and Grounds Maintenance for a Total Not-to-Exceed Amount of \$397,260 for a Three-year Base Term

Chair Deal recused himself from this item due to a conflict of interest.

A motion (Gee/Groom) to approve the resolution was approved by roll call.

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion

BOARD MEMBER REQUESTS/COMMENTS

Director Carole Groom said Project Manager Aidan Hughes and consultant Loren Dong did a great job on the SSP community meetings and it was very effective to bring in an independent management company to take notes and keep order during the meeting.

Director Karyl Matsumoto thanked Mr. Hughes for the SSP presentation to the South San Francisco City Council.

Director Zoe Kersteen-Tucker said someone called her about trash around bus stops and the ability to collect trash on buses. Deputy CEO Chuck Harvey said there are trash receptacles on every bus and trash cans at stops with shelters or benches. If anyone receives comments, send them to him or Director, Bus Transportation, Chester Patton and they will get the appropriate people out to correct the problem.

Mr. Harvey said the District was the number one fundraising company in the county for the American Heart Association (AHA) Heartwalk raising \$58,611. He introduced the company co-captains: Senior Budget Analyst Leslie Fong, Manager, Software System Development, Diane Shaw, and Director, Maintenance, David Olmeda who were honored by the AHA as Team Captains of the Year.

Director Jeff Gee congratulated staff for their work on the Caltrain service for the Giants parade. He invited everyone to attend the Hometown Holidays event in Redwood City on December 1.

DATE AND TIME OF NEXT MEETING – December 12, 2012 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

Closed Session: Public Employee Performance Evaluation and Associated Negotiations – Pursuant to Government Code Sections 54957 and 54957.6: General Manager/CEO and Attorney

Legal Counsel David Miller said the Board will meet in closed session as permitted by the Brown Act for the purpose of an employee performance evaluation for the General Manager/CEO Michael Scanlon. The evaluation of the attorney will be postponed until next month.

The meeting adjourned at 4:17 p.m. to closed session.

Reconvened to open session at 5:17 p.m.

Directors Art Lloyd and Matsumoto left at 5:17 p.m.

Mr. Miller said based on a recommendation from an advisory committee of the Board, consisting of Chair Deal, Directors Adrienne Tissier, Kersteen-Tucker and Gee, the Board is prepared to pass a motion to confirm Mr. Scanlon's performance has been outstanding. There are no changes being made to Mr. Scanlon's contract at this time.

A motion (Guilbault/Harris) to confirm Mr. Scanlon's performance as outstanding was approved unanimously.

Meeting adjourned at 5:19 p.m.