

samTrans



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, AUGUST 8, 2012 – 2:00 p.m.

1. Pledge of Allegiance

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of June 13, 2012
3. Certificate of Appreciation to Outgoing Paratransit Coordinating Council (PCC) Chair, Nancy Keegan
4. Certificate of Appreciation to Rob Gaskill

INFORMATIONAL

5. Accessibility Update – Tina Dubost
6. PCC Update – Mike Levinson
7. Citizens Advisory Committee Liaison Report - Peter Ratto
8. Mobility Management Report – ADA Paratransit Service
9. Multimodal Ridership Report – May 2012
10. Multimodal Ridership Report – June 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.

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
JUNE 13, 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, 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 2:04 p.m.

**Approval of Minutes of Community Relations Committee (CRC) Meeting of
May 9, 2012**

The committee approved the minutes (Lloyd/Harris).

Proclamation Designating June 21, 2012 as “National Dump the Pump Day”

General Manager/CEO Michael Scanlon said the American Public Transportation Association started “Dump the Pump Day” in 2006. This is a day of national awareness of how the public can better balance the use of automobiles and public transportation.

A motion (Lloyd/Gee) to designate June 21, 2012, as “National Dump the Pump Day” was unanimously approved.

Accessibility Update

Accessibility Coordinator Tina Dubost said John Murphy of MV Transportation retired last month. Dave Smith, MV Transportation’s Vice President of Business Development will be serving on an interim basis. Over the last month staff has been working with the city of San Mateo to install a curb cut in front of the San Mateo County Aging and Adult Services Center to improve access for SamTrans buses.

Paratransit Coordinating Council (PCC) Update

PCC Chair Nancy Keegan reported:

- Thanked Accessibility Manager Bill Welch for the new PCC contract and said the new proposed arrangement is good for the PCC.
- Mr. Murphy was honored at their June 12 meeting for all his work.
- A slate of officers was proposed for next fiscal year and she will not be seeking reelection. She thanked the Board for their patience and said it has been an honor working with the PCC and staff the last two years.

Director Carole Groom said Mr. Murphy could not have been a better service director and will be missed.

Citizens Advisory Committee (CAC) Liaison Report

CAC Chair Peter Ratto reported on their June 6 meeting:

- Welcomed two new members, Kathy Gilbert from Daly City and Tryn Miller from San Bruno. The last two recruitments allowed the CAC to achieve a much greater diversity in terms of geographical representation and variety of services utilized. The CAC now has a student, bike riders and commuters to San Francisco and Santa Clara counties. We now have a full committee slate with 15 members.
- Received a presentation on the weekend consolidation of Routes 390 and 391 known as “ECR.” The CAC fully supports this new service.

Deputy CEO Chuck Harvey said Mr. Murphy deserves all the accolades he has been given as far as his compassion, concern and partnership to improve the delivery of the contracted services.

Multimodal Ridership Report – April 2012

- Bus ridership was 41,090, a decrease of 6 percent.
- Paratransit ridership was 1,041, a decrease of 5.2 percent.
- Caltrain ridership was 45,930, an increase of 12.7 percent.
- Caltrain shuttle ridership was 8,022, an increase of 15.5 percent.
- BART shuttle ridership was 1,949, a decrease of 4.2 percent.
- Total ridership was 98,032, an increase of 3.7 percent increase.

Mr. Harvey said the routes that provide intercity or multimodal intra-city service are down and it is possible people have shifted to Caltrain. He said mainline Routes 390, 391, 292 and KX are down less than the system average of 6 percent. Staff will continue to track ridership by route.

Director Karyl Matsumoto asked if it is too early to tell if the Day Pass will be successful.

Mr. Harvey said yes. There is some growth but is not an overwhelming success yet. Executive Officer Customer Service and Marketing Rita Haskin said about 100 passes are being purchased daily and only being used 2.6 times per day. The Day Pass is priced at three times an adult fare.

Director Matsumoto asked if staff knows why the BART shuttle ridership is down. Mr. Harvey said a few employment centers served by the BART shuttles have closed or moved.

Adjourned: 2:20 p.m.

**CRC ITEM # 5
AUGUST 8, 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 (formerly the Americans with Disabilities Act Technical Advisory Committee or ATAC) is a SamTrans committee that advises on accessibility issues, particularly related to fixed-route service. Each group has requested that the Board be informed of the issues discussed at meetings.

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

The minutes from the May 8 PCC meeting and the June 12 PCC meeting are attached. The minutes from the most recent SAAC meeting are not yet available.

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

650-508-6475
650-508-6247

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
MEETING MINUTES
May 8, 2012**

ATTENDANCE

Members Present: Nancy Keegan, Chair; Mike Levinson, AL-Com Chair; Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Dale Edwards, Consumer; Aki Eejima, Consumer; Judy Garcia, Consumer; Diane Griffith, Consumer; Stephanie Hill, Consumer; Barbara Kalt, Rosener House; Dan Mensing, Consumer; Benjamin McMullan, CID; Allan Newlands, COD; Sammi Riley, Consumer; Marie Violet, Sequoia Hospital; Bill Welch, SamTrans.

Absentees: May Nichols, Vice Chair; Michal Settles, Coastside.

Guests: Rita Haskins, SamTrans; Elly Colwell, SamTrans; Paul Lee, SamTrans; Marshall Loring, MTC; John Murphy, MV Transportation; Jim Engvall, Consumer; Rose Berta, PCC Staff.

(Total Attendance: 22) Quorum--Yes

WELCOME/INTRODUCTION

Chair Nancy Keegan called the meeting to order at 1:30 p.m. and welcomed all to the May PCC meeting.

APPROVAL OF APRIL PCC MINUTES

Nancy asked for a vote of approval for the April minutes. Mike moved to approve the minutes and Allan seconded the motion. Minutes were approved with Barbara and Stephanie abstaining.

COMMITTEE REPORTS

A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)

Mike said there are no updates. He did hear on the news that the State budget is \$3.5 billion in the hole. Results of the November election can generate possible revenues.

Next AL-Com meeting will be on July 3, 2012.

B. GRANT/BUDGET REVIEW

No report.

C. EDUCATION COMMITTEE

Maureen said the Committee continues to target Redi-Wheels riders, rather than the general public, for outreach events. Focus will be on making presentations and attending agency meetings, Seniors on the Move Conference, and other venues that focus on Redi-Wheels riders. The PCC newsletter will be an avenue to educate consumers on being good riders and informing them that the PCC is available as a resource for them.

Next meeting will be on June 12 following the PCC meeting.

D. EXECUTIVE COMMITTEE

Nancy shared the items that were discussed at yesterday's conference call meeting:

- Current issue on the PCC contract transition—no final decisions, meeting with CID and SamTrans. Comments included the incredible work accomplished by Linda Rhine of Nelson\Nygaard.
- Printing of the special edition of the newsletter—pricing, costs, and creating a budget. The purpose of the newsletter is to help increase visibility of the PCC and assist consumers on ridership guidelines. The newsletter will be more fact-based. Mailing may be through SamTrans. The newsletter is available on the website.
- Developed a Nominating Committee for next year's slate for Chair and Vice Chair. Barbara Kalt will chair the committee and present the slate of officers and request nominations at the June PCC meeting and voting will take place at the July PCC meeting.

SAM TRANS/REDI-WHEELS REPORT

A. Operational Report

Interactive Voice Response (IVR)

Bill reported testers are continuing giving feedback on the night before calls and the imminent arrival calls. The 95% accuracy goal still needs to be achieved. A separate contractor is testing the scheduling parameters— how much time it takes for the vehicle to go from point A to point B. The key to refining the system is to get the estimated time of arrival (ETA) to be accurate. Bill will be adding 60 frequent travelers to be testers.

Bill said that Redi-Wheels is developing a scheduling protocol for Segway vehicles or two-wheel devices. There has been an increase in Segway vehicles, which are being listed as a scooter in the system.

Rita Haskins, Executive Officer of Customer Service and Marketing for SamTrans, was introduced by Bill as the guest speaker. Rita gave a presentation on the proposed new Redi-Wheels tickets and bus graphics. The ticket proposal included one sheet of perforated tickets that can be easily removed and will fit the fare box. The proposed new vehicle graphic goal is to “modernize the look, provide ‘movement’, make it part of the SamTrans brand, and have it be easily recognizable.” Rita welcomed comments and questions from the members. Diane asked if the stripe could be included on the minivans and sedans for visually-impaired riders to be easily seen and Dan asked if sound can be incorporated. John mentioned having a larger sign on both sides of the taxis and sedans to be easily seen and recognized, as requested by consumers. An enunciator was also discussed. Rita and Bill thanked everyone for their input and will take the comments and suggestions into consideration. Barbara and Nancy thanked Rita for sharing so much information and allowing members to provide comments and suggestions. Rita said it is nice to have an integrated-collaborative team and the customer has benefitted from it.

B. Performance Summary

Bill reported that late cancels are higher than a year ago with 1.7 %. No shows are steady; total trips served are consistent. Average weekday ridership is down. Advanced reservation and agency trips and individual subscriptions are the same. On-time performance has not been reported in the last two months due to the questionable accuracy of the reported amount. The report may be closer to 88% rather than 92% and the process of gathering the data and reporting it is being evaluated. Productivity is higher than last year at 1.79 passengers per hour and is above the standard and doing very well. Complaints are low and compliments are very high, which is excellent. **Bill will include the on-time performance in the next report with an asterisk. Nancy requested that the taxi reports also be individually reported in the next performance summary report and Bill agreed to do so.** Maureen suggested that a customer survey will be considered in a future newsletter. Nancy will continue the discussion possibly at the Education Committee meeting.

Bill explained that on-time performance data is generated through electronic data from drivers keying in time. Taxis have a different system.

C. Customer Comments

Elly reported that total monthly comments are up from February to March. Total consumer reports and comment cards have increased considerably. Total Comments by Category have increased due to compliments increasing by over a half. Overall average response time still remains in the 7-day turnaround time limit. Comment cards have increased but consumer reports have decreased. Under Comments by Type, compliments are up, customer error is down, and all others remain the same.

Bill will look into possibly reporting a break down between taxis and Redi-Wheels on compliments and complaints. Mike asked if there was a response or feedback from comments. Elly said that a consumer will only receive a response if the box was checked that a response is requested. If the box is not checked, no response is sent to the consumer in oral or written form.

D. Safety Report

John reported Redi-Wheels had 7 accidents, 1 chargeable and 6 non-chargeable for April. RediCoast had none. There seems to be more people running into vehicles; MV is stepping up monitoring of the drivers.

LIAISON REPORTS

A. MTC REPORT

Marshall said MTC is looking for more members for the Policy Council; anyone that is interested in applying may go on MTC's website for the application. The clipper card proposal will be discussed at the next meeting, along with the long-term investment strategy for transportation.

B. AGENCY

No agency meeting to report.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Next meeting is on July 18 at 535 Kelly, HMB.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike followed up on the meeting with Talib of Serra Cab and asked about the taxi drivers training requirements. John said taxi drivers are receiving supplemental training but are not required to attend. John and Paul said that taxi service was down 2,000 from March (2,500 trips in April vs. 4,500 trips in March); they are working on reducing taxi trips. Productivity of 1.8 this month is higher than ever.

E. COMMISSION ON AGING (COA) REPORT

No report.

F. COMMISSION ON DISABILITY (COD) REPORT

Allan reported the ADA Compliance Committee is still working on a small business seminar to explain what laws pertain to them. Informational fair was not well-attended.

G. CENTER FOR INDEPENDENCE OF THE DISABLED (CID)

Ben reported successfully transitioning back into the community 12 groups from the Burlingame Long Term facility. The Disability Capital Action Day on May 30 in Sacramento is a chance for the disability community to advocate their legislators and other educational advocates on disabilities. Ben will send a flyer to Rose for circulation to the members.

H. DEPARTMENT OF REHABILITATION

Myria said that anyone interested in their services may go to the website or make contact with one of the offices in the county.

OTHER BUSINESS

The PCC received a call and email from Gladys Gurbindo complimenting MV and SamTrans for listening to her comments and suggestions. Gladys mentioned the Redi-Wheels taxi service has improved and appreciated John and Paul's efforts.

John reinforced the importance of the comment cards and communicating with MV and SamTrans.

Stephanie shared her ride experience with an angry taxi driver.

Nancy and Barbara explained the process to nominate members for PCC Chair and Vice-Chair.

The comment card form is now available on the PCC website. The PCC has been receiving comments from consumers using this site.

Nancy thanked everyone for many excellent ideas.

MEETING ADJOURNED: 3:35 PM.

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL
MEETING MINUTES
June 12, 2012**

ATTENDANCE

Members Present: Nancy Keegan, Chair; Mike Levinson, AL-Com Chair; Myria Barnes-Jackson, DOR; Maureen Dunn, Senior Focus; Dale Edwards, Consumer; Aki Eejima, Consumer; Judy Garcia, Consumer; Stephanie Hill, Consumer; Allan Newlands, COD; Sammi Riley, Consumer; Marie Violet, Sequoia Hospital; Bill Welch, SamTrans.

Absentees: Diane Griffith, Consumer; Barbara Kalt, Rosener House; Benjamin McMullan, CID; Dan Mensing, Consumer; May Nichols, Vice Chair; Michal Settles, Coastside.

Guests: Elly Colwell, SamTrans; Tina Dubost, SamTrans; Paul Lee, SamTrans; John Murphy, MV Transportation; Linda Rhine, Nelson\Nygaard; Henry Silvas, SamTrans; Lynn Spicer, MV Transportation, David Smith, MV Transportation; Rose Berta, PCC Staff.

(Total Attendance: 21) Quorum--Yes

WELCOME/INTRODUCTION

Chair Nancy Keegan called the meeting to order at 1:30 p.m. and welcomed all to the June PCC meeting.

Nancy announced John Murphy's retirement and thanked him for his 12 years of excellent service. John thanked the PCC for creating a positive environment and for working as a team to improve and enhance service over the last several years. He applauds the positive approach in concert with the PCC. John commented on the tremendous leadership of the PCC, SamTrans, and Linda Rhine of Nelson\Nygaard.

Nancy welcomed David Smith and Lynn Spicer from MV who will be reporting in place of John.

APPROVAL OF MAY PCC MINUTES

Nancy asked for a vote of approval for the May minutes. Allan moved to approve the minutes and Stephanie seconded the motion. Minutes were approved with no abstentions.

COMMITTEE REPORTS

A. ADVOCATE LEGISLATIVE COMMITTEE (AL-COM)

Next AL-Com meeting will be on July 3, 2012. Mike reported that the State Budget is \$15.7 billion in the hole. Approval of the budget requires over 50% to be approved and may be on time this year.

B. GRANT/BUDGET REVIEW

Linda gave a report on the PCC Budget status which shows the budget to be on target with the PCC staff consultant contract. About \$63,000 of the \$69,000 budget has been spent through May.

Bill and Tina gave a report on the 3rd Quarter Paratransit Budget, which is on target for the fiscal year. Budget items such as Maintenance and Administration are under budget and Coastside is over budget due to lumping of costs that will come up at the end of the year; all will balance out.

C. EDUCATION COMMITTEE

Next meeting will be held following the PCC meeting. Maureen will report next month.

D. EXECUTIVE COMMITTEE

Nancy announced May's resignation. Nancy and the PCC thank May for her long term commitment and contributions to the PCC. A thank you card and flowers will be sent to her home.

Bill gave an update of the status of the PCC Contract Administration. SamTrans administers the pass through funds from Transportation Development Act funds for support of the PCC. The Center for Independence of Individuals with Disabilities (CID), a private non-profit agency, has agreed to take on this responsibility. This item will be going to the SamTrans Board on June 13 to formalize the new arrangement with the new fiscal year as the starting date. The final step will be a Memorandum of Understanding (MOU) between SamTrans and CID, and an informal agreement for the PCC to play an advisory role to report to CID that the PCC contractor is doing a good job.

Dale presented the nominations for FY 2012-13. He began by stating that Nancy has served for two years with May as Vice Chair. They have done an outstanding job. Nancy nominated Mike Levinson as PCC Chair and Maureen seconded the nomination. Mike nominated Michal Settles as Vice Chair and Dale seconded the nomination. No other nominations were submitted. Approval of the officers will take place at the next meeting on July 10, 2012.

Consumer Corps Report was presented by Linda. There were 324 evaluations submitted, an increase from last quarter. Approximately 80% of the respondents were picked up in the 20-minute window; callers were on-hold for a short time; 70% had trips shorter than 20 miles; 94% of the vehicles had comment cards that were visible; 99% of the riders responded that sufficient assistance was given by the driver. Types of vehicles ridden: Redi-Wheels bus or van—47%, minivan—25%, sedan—6%, Serra cab—12%. It was noted that not all members respond to each question. Recruitment for Consumer Corps members will be an activity for the PCC to continue.

SAM TRANS/REDI-WHEELS REPORT

Bill presented the proposed new weekend service for the El Camino Real Route 390 and 391. The new “ECR” service will operate continuously from the Palo Alto Caltrain station to the Daly City BART station, but will not directly serve the San Bruno or South San Francisco BART stations. The proposed changes are for weekends only and will go into effect on August 26, 2012. This is a pilot and will be evaluated at a later date. Bill offered to attend a COD meeting and explain the changes to Allan’s group.

A. Operational Report

For the update on IVR, Bill distributed a handout that showed nearly 100% of the time imminent arrival calls are made within 5-15 minutes of ETA. SamTrans is continuing to work on getting the accuracy up with Trapeze, the scheduling software used by Redi-Wheels. The plan is to go live as soon as practically possible with the night before calls only. A question will be added to the Consumer Corps for feedback from consumers.

Nancy remarked that she appreciates the implementation in phases; first with the night before calls and later go live with imminent arrivals. She requested data on the night before calls, similar to the type of data that Bill presented for imminent arrivals. Other members agreed that they would like to review data to be comfortable that standards have been met before going live. **Bill agreed that he would provide the data and it will be included in the July PCC packet to review in advance of the meeting.**

.Tina distributed a chart for On-time Performance (OTP) and discussed the reasons for its decline in the last several months. It had been over 90% for a long time and has been down in the last six months ranging between 84% to 88%. SamTrans is working with MV to understand some of the technical problems with monitoring and reporting OTP. A gradual increase in OTP is expected in the next several months.

B. Performance Summary

Tina reported that the average and total ridership for April 2012 is down from April 2011. There is an improvement in the late cancels and no shows. Productivity is better this year at 1.81 passengers per hour and remains above the standard. Compliments and complaints per 1,000 trips remain positive.

The members thanked Tina for the separate report she distributed on taxis and requested that she provide the data on the total number of taxi rides, complaints, and compliments. **Tina will include the report in the packet for July.**

C. Customer Comments

Elly reported that total monthly comments are up from March to April. Total consumer reports have increased and comment cards have decreased. Total Comments by Category have decreased. Overall average response time has increased but still remains in the 7-day turnaround time limit. Under Comments by Type, compliments are down, customer error is up, and all others remain the same.

D. Safety Report

John reported Redi-Wheels had 7 accidents— 2 preventable, 5 caused by the other party. There is 180,000 miles between accidents. RediCoast has no accidents.

John formally introduced Dave Smith, Vice President for MV Transportation. Dave joined in 1998 and has been tied to Redi-Wheels in some form since 1993. Dave will serve as interim to John's role.

LIAISON REPORTS

A. MTC REPORT

No report.

B. AGENCY

No agency meeting to report.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Next meeting is on July 18 at 535 Kelly, HMB.

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike had nothing to add to the report by Bill. Next meeting will be July 3, 2012.

E. COMMISSION ON AGING (COA) REPORT

No report.

F. COMMISSION ON DISABILITY (COD) REPORT

Allan shared a flyer for the Disabilities Awareness Fair that will be held at the County Center in Redwood City, on July 10, from 11:00 a.m.-2:00 p.m. SamTrans will have a bus on display as in previous years.

G. CENTER FOR INDEPENDENCE OF THE DISABLED (CID)

No report.

H. DEPARTMENT OF REHABILITATION

No new report.

OTHER BUSINESS

Contact Linda for information on the Annual Conference on Senior and Disability Mobility Workshop on Monday, July 16, Ed Roberts Campus in Berkeley, 10:00 a.m.-4:00 p.m.

Nancy and all members wish John the very best in his retirement.

MEETING ADJOURNED: 3:40 PM.

**CRC ITEM # 8
AUGUST 8, 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: MOBILITY MANAGEMENT REPORT: ADA PARATRANSIT SERVICE

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on Redi-Wheels and RediCoast operating statistics.

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

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

650-508-6329

**SAN MATEO COUNTY TRANSIT DISTRICT
PRELIMINARY STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: MULTIMODAL RIDERSHIP REPORT - MAY 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. Chart “A” shows AWR year-to-date comparisons of FY2010, FY2011 and FY2012.

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

MONTHLY RIDERSHIP HIGHLIGHTS - MAY 2012 COMPARED TO MAY 2011

All Modes – AWR of 103,659, an increase of 6.4 percent.

Bus – AWR of 44,000, a decrease of 2.1 percent.

Paratransit – AWR of 1,048, a decrease of 4.5 percent.

Caltrain – AWR of 49,020, an increase of 15.3 percent.

Caltrain Shuttles – AWR of 7,643, an increase of 10.3 percent.

BART Shuttles – AWR of 1,948, an increase of 2.3 percent.

SamTrans Promotions – May 2012

Day Pass – Advertisements for SamTrans’ newest fare media, the Day Pass, continue to run on the exterior of buses and inside bus shelters. Sales are slowly increasing as customers discover the convenient way to connect between routes. The ads focus on the main attributes of the pass: unlimited rides, easy, savings and fast. The pass also was promoted via onboard electronic messages in English and Spanish, and was included in brochures and on timetables. The promotion will continue through September.

Senior Showcase – Seniors seeking freedom and independence were offered a surefire prescription: SamTrans. The bus agency participated in the Senior Showcase Information Fair and let attendees know how easy the bus is to ride and the various destinations it can take them. The venue also provided an opportunity to recruit people interested in being SamTrans Mobility Ambassadors. In addition to being on hand to answer questions, SamTrans also ran a print ad and a web banner ad in *The Daily Journal*, which sponsored the information fair with the Health Plan of San Mateo County.

Art Takes a Bus Ride – Just as sure as the swallows return to San Juan Capistrano each March, SamTrans unveils the winners of its annual art contest each May. The community enrichment program is co-sponsored by the San Mateo County Office of Education and is focused on 1st through 6th graders. Students from 30 schools submitted 300 pieces of art based on this year’s theme, “Get Out & Ride.” Art from the six winning entries was reproduced on interior adcards and also was used to wrap a bus that will operate in regular service for the coming year.

Partnerships – SamTrans Marketing staff works with a number of event organizers to co-promote events that will generate bus ridership and also provide added value for current SamTrans customers. This month, SamTrans promoted Streets Alive! and let community residents know that the bus is a great way to get to numerous events throughout the county. SamTrans also partnered with the Maker Faire in San Mateo. The ever-growing event promoted SamTrans as a way to get to the event center. Events are generally promoted in the *Transit Fun Guide*, through social media and news releases. The promoters also include SamTrans in their promotional materials and often will offer a discount on the entry fee to SamTrans customers.

Prepared by:

Rita P. Haskin, Executive Officer, Customer Service and Marketing
Michael Eshleman, Planner, Operations Planning

650-508-6248
650-508-6227

Table A
Average Weekday Ridership

May 2012		FY2012/FY2011		
Mode	FY2010	FY2011	FY2012	%Change
Bus *	46,830	44,940	44,000	-2.1%
Paratransit	1,117	1,097	1,048	-4.5%
Caltrain	40,020	42,510	49,020	15.3%
Caltrain Shuttle	5,591	6,929	7,643	10.3%
BART Shuttle	1,895	1,904	1,948	2.3%
Total	95,453	97,380	103,659	6.4%
BART (Extension Only)	35,670	39,786	43,794	10.1%
Grand Total	131,123	137,166	147,453	7.5%

Year to Date		FY2012/FY2011		
Mode	FY2010 ^	FY2011	FY2012	%Change
Bus * #	46,780	43,040	42,300	-1.7%
Paratransit	1,107	1,079	1,050	-2.7%
Caltrain	37,610	39,500	43,650	10.5%
Caltrain Shuttle	5,511	5,621	7,165	27.5%
BART Shuttle	1,909	1,992	1,837	-7.8%
Total	92,917	91,233	96,002	5.2%
BART (Extension Only)	35,701	38,185	42,092	10.2%
Grand Total	128,618	129,418	138,093	6.7%

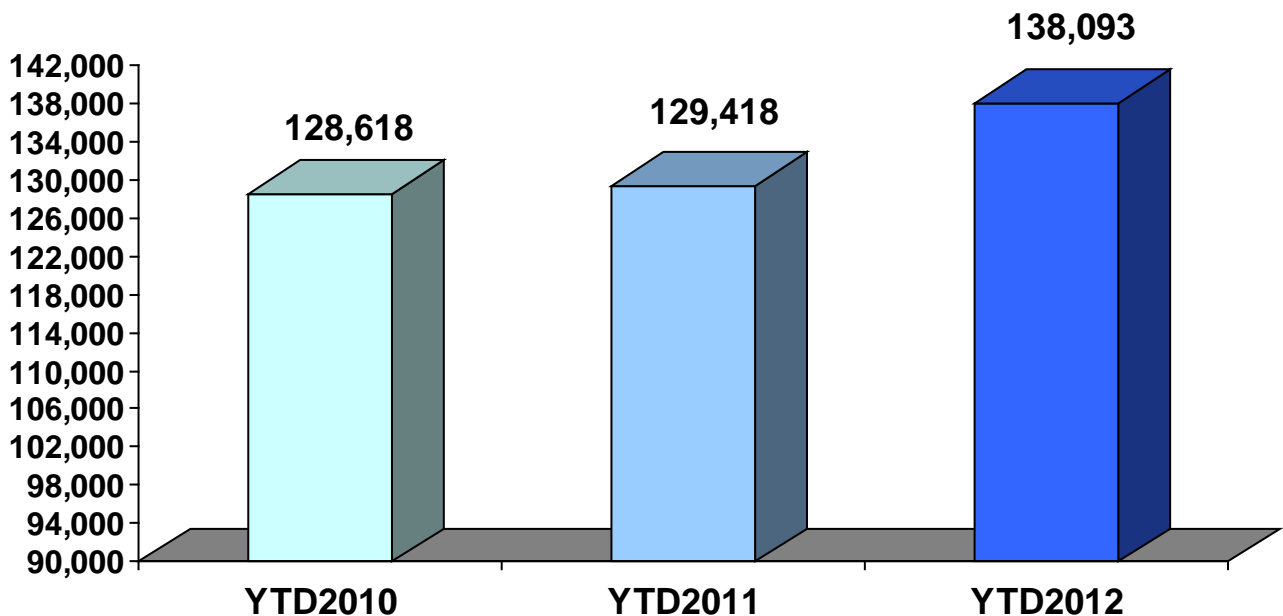
Table A Footnotes:

^ Bus service reductions December 20, 2009.

* May and Year to Date FY2011 Bus AWR adjusted.

Fare increase February 1, 2010

Chart A
Average Weekday Ridership



**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: MULTIMODAL RIDERSHIP REPORT - JUNE 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. Chart “A” shows AWR comparisons of complete FY2010, FY2011 and FY2012.

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

MONTHLY RIDERSHIP HIGHLIGHTS - JUNE 2012 COMPARED TO JUNE 2011

All Modes – AWR of 97,817, an increase of 4.2 percent.

Bus – AWR of 36,930, a decrease of 6.3 percent.

Paratransit – AWR of 1,035, a decrease of 5.3 percent.

Caltrain – AWR of 50,390, an increase of 13.4 percent.

Caltrain Shuttles – AWR of 7,521, an increase of 8.7 percent.

BART Shuttles – AWR of 1,941, a decrease of 2.6 percent.

SamTrans Promotions – June 2012

Youth Pass – SamTrans discounted its Youth Monthly Pass for June, July and August to encourage kids to ride the bus for adventures other than school. Instead of costing \$36 a month, the price was dropped to \$22 and was available on Clipper. To spread the word about the bargain of the summer, SamTrans issued a news release, notified schools, put notices onboard the bus (Spanish and English), included the information in the *Rider's Digest* newsletter and *Transit Fun Guide*, had a message on the toll-free customer service number, ran an ads (Spanish and English), put a special web button on the home page linking to a page targeted to youth, used social media (Facebook, Google+ and Twitter) and participated in a radio station's Summer Made Simple program (web, day planner and radio spots). The promotion will continue through August.

San Mateo County Fair – SamTrans hosted a booth at the fair on Teen Day. Staff encouraged those walking by the booth to step up and play “Tic Tac Transit.” When participants got three in a row, they won a complimentary ride on SamTrans. SamTrans collaborated with the fair on a joint promotion where SamTrans provided space for interior adcards, ran an ad in *The Examiner*, posted a fair web button, mentioned it in the *Transit Fun Guide* and issued a news release. The fair provided a complimentary one-day booth, posted SamTrans information on its web page, recognized SamTrans on the San Mateo County Event Center's electronic reader board and hung a corporate banner. SamTrans also promoted its presence via social media (Facebook, Google+ and Twitter) and provided SamTrans sunglasses to the first 300 people to come to the booth. Staff live-tweeted from the booth and posted photos of participants next to the mini SamTrans bus to Facebook.

Dump the Pump – SamTrans used social media and newspaper advertisements to encourage people to “dump the pump” and ride the bus. Dump the Pump is an annual awareness program organized by the American Public Transportation Association and embraced by transit agencies throughout the country.

Day Pass – Promotions for the Day Pass continued via exterior bus ads on 45 buses and ads in bus shelters throughout the county. The promotion will continue through September.

Transit Fun Guide – The spring edition of the *Transit Fun Guide* was issued. The publication is a guide to fun events around the Peninsula and lets readers know how to get to them on SamTrans. The current issue listed festivals, events, theatre shows, and 17 farmers' markets all accessible by SamTrans.

Prepared by:

Rita P. Haskin, Executive Officer, Customer Service and Marketing
Ted Yurek, Senior Planner, Operations Planning

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Table A
Average Weekday Ridership

June 2012					FY2012/FY2011
Mode		FY2010	FY2011	FY2012	%Change
Bus *		41,290	39,400	36,930	-6.3%
Paratransit		1,069	1,093	1,035	-5.3%
Caltrain		39,840	44,450	50,390	13.4%
Caltrain Shuttle		5,255	6,917	7,521	8.7%
BART Shuttle		1,862	1,992	1,941	-2.6%
Total		89,316	93,852	97,817	4.2%
BART (Extension Only)		36,663	40,950	47,857	16.9%
Grand Total		125,979	134,802	145,674	8.1%

Fiscal Year 2012					FY2012/FY2011
Mode		FY2010	FY2011	FY2012	%Change
Bus * #		46,320	42,880	41,860	-2.4%
Paratransit		1,104	1,080	1,049	-2.9%
Caltrain		37,800	39,910	44,210	10.8%
Caltrain Shuttle		5,490	5,729	7,195	25.6%
BART Shuttle		1,905	1,992	1,845	-7.4%
Total		92,618	91,592	96,159	5.0%
BART (Extension Only)		35,781	38,415	42,572	10.8%
Grand Total		128,400	130,007	138,731	6.7%

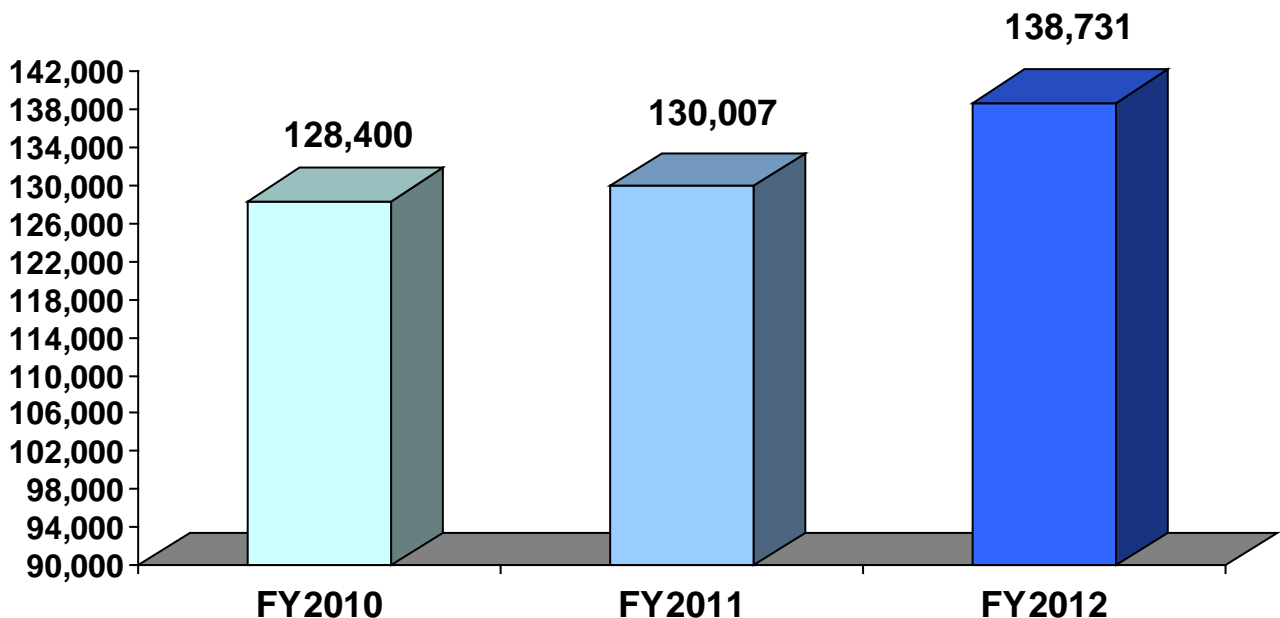
Table A Footnotes:

^ Bus service reductions December 20, 2009.

* June and Year to Date FY2011 Bus AWR adjusted.

Fare increase February 1, 2010

Chart A
Average Weekday Ridership





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, AUGUST 8, 2012 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of June 13, 2012
2. Acceptance of Statement of Revenues and Expenses for May 2012
3. Authorize Discount Pilot Program for an 18-Month Period to Encourage Advance Group Sales and Travel
4. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2013 and Amend the Fiscal Year 2013 Operating Budget in the Amount of \$2,869,030 From \$154,040,172 to \$156,909,202
5. Authorize Approval and Ratification of the Fiscal Year 2013 District Insurance Program with Wells Fargo Insurance Services for a Total Premium Cost of \$1,597,703
6. Authorize Execution of Cooperative Agreement Among the Dumbarton Bridge Route Operations Committee Consortium to Provide Administration Services for the Dumbarton Express Bus Service

CONTRACTS

7. Authorize Amendment to Extend the Contract with Green Carpet Landscaping and Maintenance for Providing Landscaping and Grounds Maintenance Services on a Month-to-Month Basis for Up to Six Months at a Cost of Up to \$68,000
8. Authorize Award of Contract to Miller Advertising Agency, Inc. to Provide Recruitment Advertising Services for a Five-year Term at an Estimated Cost of \$375,000
9. Authorize Award of Contract to Vanden Bos Electric, Inc. for Fire Alarm System Upgrade for a Total Amount of \$663,965
10. Authorize Award of Contract to ACS Transportation Solutions, Inc. to Provide ACS Software and Hardware Maintenance Support Services for an Estimated Amount of \$1,063,860 for a Five-year Term

11. Authorize Award of Contract to FE Controls Corp. for the Upgrade of the Security Office at the District's Headquarters in San Carlos for a Total Amount of \$154,544
12. Authorize Rejection of All Bids to Provide Printing and Delivery of Magnetic Tickets and Authorize Re-Solicitation of Bids

INFORMATIONAL

13. Update on the Execution of the Fuel Hedging Program
14. Information of Statement of Revenues and Expenses for the Period Ending June 30, 2012

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
JUNE 13, 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, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, J. Nogales-DeGuzman, M. Scanlon, M. Simon, B. Welch

Committee Chair Jeff Gee called the meeting to order at 2:20 p.m.

Approval of Minutes of Finance Committee Meeting of May 9, 2012

Committee Chair Gee said on the last page of the minutes his comment about a contingency plan was not about the city of Redwood City, but his day job.

The Committee approved the amended minutes (Kersteen-Tucker/Guilbalt).

Approval of Revenues and Expenses for April 2012

Deputy CEO Gigi Harrington said consistent with ridership, revenues are down and there is about \$6 million in savings on the expense side. Last week fuel was \$2.85 per gallon and year-to-date is \$3.14 per gallon. A payment of \$4,000 was received from the bank and year-to-date we have received about \$126,000. She said on May 26 bids were taken for the Fiscal Year (FY) 2013 fuel hedge and she was able to purchase fuel at \$2.80 per gallon. Based on the Board's direction she hedged 65 percent of the fuel portfolio.

Director Karyl Matsumoto asked about the bonds matured shown in the Statement. Ms. Harrington said this was something that had matured and needed to be placed in the correct month.

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

Authorize Adoption of Proposed Fiscal Year 2013 Operating Budget in the Amount of \$131,767,917

Manager, Budgets Ladi Bhuller said at the May 9 meeting a preliminary FY2013 Operating Budget was presented. Since then staff has revised the budget to include decreased administrative overhead costs and increased the diesel fuel budget from \$3.25 per gallon to \$3.40 per gallon. She said the proposed budget is an increase of \$2.7 million or 2.1 percent over the FY2012 revised budget.

- Total Revenues are projected at \$154 million, an increase of \$6.8 million from FY2012.
- Proposed operating expenses are projected at \$131.8 million.
- District-operated expenses are projected to decrease \$100,000.
- Contracted urban bus service is projected to decrease \$300,000.
- Americans with Disabilities Act expenses are projected to increase \$400,000.
- Multimodal Transit Program expenses are projected to increase \$2.4 million.
- Total use of reserves is \$10.6 million.
- Sales tax receipts are estimated at \$65 million.
- Staff will continue to work with the Metropolitan Transportation Commission (MTC) on the Transit Sustainability Project.

Committee Chair Gee said the SamTrans Service Plan (SSP) subcommittee met with staff to understand the development of the SSP and the context of the FY2012 and FY2013 budgets, as well as the longer-range projections for the San Mateo County Transit District (District). There is a structural deficit and there are three major components to it. Staff has asked the labor groups to help and they did; the SSP is to make sure we are operating as efficiently as possible, to make sure we can live within the budget parameters of the current budget and future ones; and assistance from the voters to bridge the gap is needed.

Director Matsumoto asked if the projected increase in motor bus is because of the decrease in ridership. General Manager/CEO Michael Scanlon said the budget is built on revenues that assume a 2 percent increase over the actual budget for FY2012. He said year-to-date ridership is off 1.7 percent, but actually on the number for budget. Staff is working to improve ridership and increase revenue.

Director Matsumoto asked if the Redi-Wheels decrease is because staff is trying to get people on fixed-route service. Deputy CEO Chuck Harvey said it is a combination of things, but staff is doing a number of things to manage senior mobility including senior ambassadors, senior drivers and travel training to get seniors on fixed-routes. He said staff is managing the demand by providing Redi-Wheels to only those who need it.

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

Authorize Adoption of Proposed Fiscal Year 2013 Capital Budget in the Amount of \$41,172,847

Manager, Budgets Eva Goode said no changes were made since the preliminary Capital Budget was presented in May. The FY2013 Capital Budget is \$41.2 million to be funded out of a proposed variety of sources including Federal, State and local funding and approximately \$8.9 million from sales tax.

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

Approval of Salary Ordinance No. 94 and a Three Percent Wage Increase for the Administrative (Non-Representative) Staff

Manager, Personnel Operations Juliet Nogales-DeGuzman said Salary Ordinance No. 94 includes minor changes to the Table of Position Classification and the approval of the addition of the social media officer position. Staff is requesting approval of a 3 percent wage increase to the

administrative or non-represented employees. The proposed wage increase is included in the FY2013 budget.

Director Matsumoto asked what the Social Media Officer position is. Mr. Scanlon said this position is in Public Affairs and is essential to enhance our program of communications across various platforms.

Director Matsumoto asked if it will be an open recruitment. Mr. Scanlon said yes.

Director Zoe Kersteen-Tucker said she is impressed with the way staff has ramped up their social media presence.

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

Authorize Reduction of Employer Paid Member Contributions to the Public Employees' Retirement System from Five Percent to Three Percent

Ms. Nogales-DeGuzman said staff proposes the Committee recommend the Board approve decreasing the employer-paid member contributions to the California Public Employees Retirement System on behalf of represented and non-represented employees from 5 percent to 3 percent effective July 1, 2012. The effect of this change is to increase from 3 percent to 5 percent the amount employees pay toward the employer share of the pension system. The anticipated savings from this reduction is included in the FY2013 budget.

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

Authorize Filing Claims to Receive an Allocation of \$707,048 of State Transit Assistance Transit Funds Through the Lifeline Transportation Program to Fund the Continuation of Fixed-Route Service on Route 17 and SamCoast Demand Responsive Service

Director, Budgets and Grants April Chan said staff is recommending the Board authorize the General Manager/CEO or his designee to accept a proposed grant award of \$70,048 through MTC's Lifeline Transportation Program. This will fund the expanded fixed-route service on Route 17 and SamCoast Demand Responsive for the next three budget years starting in FY2013-FY2015. She said the funding for FY2013 has been included in the Operating Budget that was previously presented.

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

Authorize Entering into a Memorandum of Understanding, File Claims and Pass Through Funds to San Mateo County Human Service Agency, City of Menlo Park, City of Redwood City and City of South San Francisco Community Learning Center for Lifeline Transportation Projects in San Mateo County

Ms. Chan said this item is related to the Lifeline Transportation Program. There are four projects that MTC and City/County Association of Governments of San Mateo County (C/CAG) are recommending for funding. The projects are for San Mateo County Human Services Agency, City of Menlo Park, City of Redwood City and City of South San Francisco. The total is

\$918,506; these recipients cannot file the claims directly with MTC and the District has agreed to accept the funding on their behalf.

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

Authorize Entering into a Memorandum of Understanding (MOU), File Claims and Pass Through Funds to the Center for Independence of Individuals with Disabilities of San Mateo County

Manager, Accessible Transit Services Bill Welch said staff is asking the Committee to recommend the Board authorize the General Manager or his designee to enter into a MOU and take any other steps to provide funds of up to \$75,000 for the Center for Independence (CID) of Individuals with Disabilities of San Mateo County, to provide administrative assistance to the Paratransit Coordinating Council (PCC) of San Mateo County and file claims to receive a total of \$69,000 in Transportation Development Act Funds each year and disperse these funds to CID. He said this is the one thing the District does to make sure the PCC can continue to function with administrative assistance. Over the last 15 years Nelson Nygaard has been providing the administrative support.

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

Authorize Entering into a Funding Agreement with City/County Association of Governments of San Mateo County to Receive Measure M Funds to Support Paratransit Services

Ms. Chan said staff is asking the Committee to recommend the Board authorize the General Manager or his designee to enter into a funding agreement with C/CAG to receive Measure M funds in the amount of approximately \$1.4 million per year over FY2012 and FY2013. She said the Measure M funding is generated from an additional \$10 vehicle registration fee and 22 percent of the net proceeds are to be used for Countywide Transportation Program. The District is the designated recipient of that funding.

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

Authorize Amendment to Extend the Contract on a Month-to-Month Basis for up to One Year with Wells Fargo Insurance Services, USA, Inc. for Insurance Services for a Cost of up to \$71,480

Ms. Harrington said this item is to extend the current insurance program. She said the primary component of the program is liability insurance. Staff is currently doing a procurement for these services and will be back in October for an award of contract.

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

Authorize Contract Amendments with Wipro, Inc. in the Amount of \$1,318,950 for Option 1, Phase 2b of the PeopleSoft Integration Service to Test, Train and Deliver all Modules, Amend Contract to Include Hardware Support Services for the Business Optimization Project and Extend the Term for the Legacy Application Support and Data Cleansing Services for One Additional Year

Ms. Harrington said this item is putting in place the next set of actions for this program. It includes three adjustments to the arrangement; increase the warranty and training component of the program, put in place hardware support services; and continues data cleansing efforts. Ms. Harrington said she will be back in December with a recommendation for longer-term support of the new system and provide an update on how the project is going.

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

Authorize the Execution of Contracts over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2013 for an Aggregate Not-to-Exceed Amount of \$850,000

Authorize Execution of Contracts for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2013 for an Aggregate Not-to-Exceed Amount of \$900,000

Ms. Harrington said the two items are yearly delegations of authority to the General Manager/CEO for software licenses, maintenance agreements and the authority to buy items from the State competitive contract.

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

Authorize Rejection of All Bids for Provision of Diesel Fuel

Director, Contracts and Procurement Cheryl Cavitt said staff is proposing the Committee recommend the Board reject all bids received for the provision of diesel fuel. Staff participated in a joint procurement with the Regional Transit Coordinating Council and the bids were not of a quality to recommend award. The bids suffered many problems. The apparent low bidder, SC Fuels, conditioned its bid which is not allowed in a seal bid process. Ms. Cavitt said Mansfield Oil, Boyett Petroleum and Hunt and Sons each used the wrong OPIS index. She said Pinnacle Petroleum's bid contained many math errors and River City Petroleum and Golden Gate Petroleum did not offer any desirable pricing.

Committee Chair Gee asked what the current pricing is. Mr. Scanlon said through 48 weeks the weighted average was \$3.17 per gallon for the Peninsula Corridor Joint Powers Board and \$3.1432 per gallon for the District.

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

Adjourned: 2:55 p.m.

FINANCE ITEM # 2
AUGUST 8, 2012

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 MAY 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 May 2012 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 13) are \$1,107,794 or 0.8 percent *worse* than revised budget. *Passenger Fares* (page 1, line 1) are *better* than budget by \$29,321 or 0.2 percent, *Operating Grants* (page 1, line 3) are *worse* than budget by \$411,878 or 9.3 percent, *Investment Interest* (page 1, line 8) is *worse* than budget by \$837,137 or 40.0 percent due to an accounting adjustment for bonds that have matured, *Other Interest, Rent & Other Income* (page 1, line 10) are *better* than budget by \$113,984 or 2.7 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$5,753,890 or 4.9 percent *better* than revised budget. Within *Total Expenses*, *Total Motor Bus* (page 3, line 46) is *better* than budget by \$5,087,081 or 5.6 percent, *Total ADA Programs* (page 4, line 55) are *better* than budget by \$609,969 or 4.7 percent and *Total Multimodal* (page 4, line 71) is *better* than budget by \$56,841 or 0.4 percent.

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

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

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

% OF YEAR ELAPSED: **91.7%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,480,756	15,769,921	16,019,013	15,989,692	100.2	17,443,300	17,443,300	91.8
2 Local TDA and STA Funds	0	29,835,175	35,622,157	35,622,157	100.0	33,000,814	35,665,456	99.9
3 State/Federal Operating Grants	972,299	2,771,307	4,021,176	4,433,054	90.7	10,202,857	10,592,261	38.0
4 Measure A and AB434 Funds	838,587	7,969,614	8,565,340	8,567,423	100.0	8,996,335	9,409,335	91.0
5 Subtotal - Operating Revenues	3,291,642	56,346,016	64,227,686	64,612,326	99.4	69,643,306	73,110,352	87.9
Other Revenue Sources								
7 District 1/2 Cent Sales Tax	5,872,179	56,411,339	59,009,415	59,009,415	100.0	61,500,000	65,000,000	90.8
8 Investment Interest	145,029	3,452,898	1,255,833	2,092,970	60.0	2,150,620	2,162,219	58.1
9 Pass through to Other Agencies	0	894,019	181,790	181,790	100.0	281,790	281,790	64.5
10 Other Interest, Rent & Other Income	394,982	4,949,232	4,405,251	4,291,267	102.7	5,972,275	5,993,230	73.5
11 Other Sources	159,573	0	4,549,098	4,549,098	100.0	5,700,000	4,733,000	96.1
12 Subtotal - Other Revenues	6,571,764	65,707,488	69,401,386	70,124,540	99.0	75,604,685	78,170,239	88.8
13 Total Revenues	9,863,406	122,053,504	133,629,072	134,736,866	99.2	145,247,991	151,280,591	88.3
14 Capital Assistance	199,021	4,477,255	2,386,891	2,386,891	100.0	14,194,614	25,982,954 A	9.2
15 Reserves Programmed for Capital	262,669	3,753,511	6,067,869	6,067,869	100.0	0	13,559,868 A	0.0
16 Total Revenues - All Sources	10,325,096	130,284,270	142,083,832	143,191,626	99.2	159,442,605	190,823,413	74.5
USES OF FUNDS								
Operations								
20 Motor Bus	8,351,317	83,283,863	86,383,015	91,470,096	94.4	99,414,897	100,034,745	86.4
21 A. D. A. Programs	1,251,752	11,539,302	12,409,196	13,019,165	95.3	14,069,346	14,069,346	88.2
22 Caltrain	714,897	13,652,322	9,905,105	9,905,105	100.0	10,620,000	10,620,000	93.3
23 Other Multimodal Programs	353,160	4,077,087	3,699,803	3,756,644	98.5	3,967,226	3,967,226	93.3
24 Subtotal - Operating Costs	10,671,126	112,552,574	112,397,120	118,151,010	95.1	128,071,469	128,691,317	87.3
Other Uses of Funds								
26 Pass through to Other Agencies	0	894,019	181,790	181,790	100.0	281,790	281,790	64.5
27 Transfer Out to Debt Service	2,037,499	22,414,458	22,412,489	22,412,489	100.0	24,477,279	24,477,279	91.6
28 Fiscal Agent Fees	3,525	15,343	18,263	23,505	77.7	25,080	29,600	61.7
29 Land Transfer Interest Expense	0	3,878	0	0	0.0	70,000	70,000	0.0
30 Subtotal - Other Uses	2,041,024	23,327,697	22,612,542	22,617,784	100.0	24,854,149	24,858,669	91.0
31 Capital Programs	797,356	9,043,251	9,985,308	9,985,308	100.0	19,180,994	46,424,202 A	21.5
32 Total Uses of Funds	13,509,506	144,923,522	144,994,969	150,754,102	96.2	172,106,612	199,974,188	72.5
33 NET SURPLUS / (DEFICIT)	(3,184,410)	(14,639,252)	(2,911,137)	(7,562,476)	38.5	(12,664,007)	(9,150,775)	31.8

"% 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 (audited).

SAN MATEO COUNTY TRANSIT DISTRICT									
STATEMENT OF REVENUES									
FISCAL YEAR 2012									
May 2012									
% OF YEAR ELAPSED: 91.7%									
	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
OPERATING REVENUES - MOTOR BUS									
1	TOTAL MOTOR BUS FARES	1,418,084	15,078,046	15,308,371	15,224,917	100.5	16,609,000	16,609,000	92.2
2	LOCAL (TDA) TRANSIT FUND:								
3	General Operating Assistance	0	23,503,880	30,569,366	30,569,366	100.0	26,648,636	30,569,366	100.0
4	STATE TRANSIT ASSISTANCE:								
5	Local STA Operating Assistance	0	4,483,131	2,939,325	2,939,325	100.0	4,444,973	2,982,624	98.5
6	OPERATING GRANTS								
7	TOTAL OPERATING GRANTS	915,651	1,873,553	3,644,357	3,644,357	100.0	8,813,584	9,202,988	39.6
8	DISTRICT 1/2 CENT SALES TAX:								
9	General Operating Asst.	5,683,487	34,272,533	30,139,753	35,393,353	85.2	39,193,611	36,671,275	82.2
10	Accessibility Fixed Route	94,975	964,104	1,016,801	986,658	103.1	659,919	1,012,759	100.4
11	TOTAL 1/2 CENT SALES TAX	5,778,462	35,236,637	31,156,554	36,380,011	85.6	39,853,530	37,684,034	82.7
12	INVESTMENT INTEREST INCOME:								
13	Investment Interest Income	10,556	138,360	51,114	76,780	66.6	163,570	84,174	60.7
14	OTHER REVENUE SOURCES:								
15	Overnight Deposits Interest Income	55	1,445	563	660	85.3	1,580	660	85.3
16	Rental Income	88,574	954,910	967,182	975,535	99.1	1,064,230	1,064,230	90.9
17	Advertising Income	53,750	1,003,826	732,510	825,000	88.8	900,000	900,000	81.4
18	Other Income	86,186	1,010,075	1,013,674	834,146	121.5	915,794	937,669	108.1
19	TOTAL OTHER REVENUES	228,565	2,970,256	2,713,928	2,635,341	103.0	2,881,604	2,902,559	93.5
20									
21	TOTAL MOTOR BUS	8,351,317	83,283,863	86,383,015	91,470,096	94.4	99,414,897	100,034,745	86.4
22									
23	AMERICAN DISABILITIES ACT:								
24	Passenger Fares Redi-Wheels	62,672	691,876	710,642	764,775	92.9	834,300	834,300	85.2
25	Local TDA 4.5 Redi-Wheels	0	1,237,046	1,608,821	1,608,821	100.0	1,402,560	1,608,821	100.0
26	Local STA - Paratransit	0	611,118	504,645	504,645	100.0	504,645	504,645	100.0
27	Operating Grants	56,649	787,916	376,819	788,697	47.8	1,389,273	1,389,273	27.1
28	Sales Tax - District ADA Programs	304,740	4,630,382	3,962,242	4,122,103	96.1	4,786,142	4,122,103	96.1
29	Sales Tax - Paratransit Suppl. Coastsides	110,955	1,030,266	1,230,406	1,230,407	100.0	1,156,636	1,254,490	98.1
30	Interest Income - Paratransit Fund	35,341	387,127	371,620	355,714	104.5	135,790	355,714	104.5
31	Measure A Redi-Wheels	233,616	2,163,571	2,360,669	2,360,669	100.0	2,460,000	2,600,000	90.8
32	Measure M Paratransit	447,780	0	1,283,333	1,283,333	100.0	1,400,000	1,400,000	91.7
33	TOTAL ADA PROGRAMS	1,251,752	11,539,302	12,409,196	13,019,165	95.3	14,069,346	14,069,346	88.2
34									
35	MULTIMODAL TRANSIT PROGRAMS:								
36	Sales Tax - Caltrain	88,092	9,325,180	634,662	634,662	100.0	0	687,000	92.4
37	Other Sources - Caltrain	159,573	0	4,549,098	4,549,098	100.0	5,700,000	4,733,000	96.1
38	Transfer from TA for Caltrain	467,232	4,327,142	4,721,345	4,721,345	100.0	4,920,000	5,200,000	90.8
39	TA Funded SM/Caltrain Shuttles	93,822	987,568	1,000,243	1,000,243	100.0	1,081,335	1,081,335	92.5
40	Employer Share SM/Caltrain Shuttles	26,968	409,183	287,853	277,313	103.8	311,271	311,271	92.5
41	AB434 Funds - SamTrans Shuttle	43,917	491,333	483,083	485,167	99.6	535,000	528,000	91.5
42	Employer SamTrans Shuttle Funds	139,450	1,569,793	1,403,469	1,378,614	101.8	1,379,400	1,379,400	101.7
43	Sales Tax - SamTrans Shuttle Program	29,530	285,096	300,826	323,597	93.0	341,990	348,990	86.2
44	Operating Grants	0	109,837	0	0	0.0	0	0	0.0
45	Sales Tax - Gen. Operating Asst.	19,473	224,277	224,328	291,711	76.9	318,230	318,230	70.5
46									
47	TOTAL MULTIMODAL	1,068,056	17,729,409	13,604,908	13,661,749	99.6	14,587,226	14,587,226	93.3
48									
49	TOTAL REVENUES	10,671,125	112,552,575	112,397,119	118,151,010	95.1	128,071,469	128,691,317	87.3

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2012
May 2012**

% OF YEAR ELAPSED: 91.7%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,647,503	46,878,016	46,646,652	48,499,452	96.2	53,344,734	52,796,587	88.4
2								
3 Services:								
4 Board of Directors	4,482	46,445	45,620	49,692	91.8	53,100	53,100	85.9
5 Contracted Vehicle Maintenance	67,735	659,963	636,496	749,456	84.9	785,250	785,250	81.1
6 Property Maintenance	87,876	987,675	1,069,465	1,172,500	91.2	1,278,500	1,278,500	83.6
7 Professional Services	403,361	1,953,614	3,267,062	4,146,216	78.8	4,299,827	4,816,231	67.8
8 Technical Services	251,258	3,307,370	3,542,910	3,755,528	94.3	4,008,902	4,252,232	83.3
9 Other Services	44,602	263,711	329,185	462,576	71.2	490,500	490,500	67.1
10								
11 Materials & Supply:								
12 Fuel & Lubricants	498,993	3,951,593	5,066,878	5,166,661	98.1	5,636,357	5,636,357	89.9
13 Bus Parts & Materials	124,661	1,328,811	1,409,480	1,624,492	86.8	1,765,700	1,765,700	79.8
14 Uniforms & Driver Expense	16,169	269,116	281,932	391,722	72.0	391,130	403,130	69.9
15 Timetables & Tickets	15,383	155,408	113,538	140,342	80.9	153,100	153,100	74.2
16 Office Supplies / Printing	21,661	228,755	214,275	334,028	64.1	334,874	366,474	58.5
17 Other Materials & Supply	9,164	112,338	118,923	152,500	78.0	166,250	166,250	71.5
18								
19 Utilities:								
20 Telephone	29,726	298,158	293,969	440,458	66.7	480,500	480,500	61.2
21 Other Utilities	74,015	829,623	879,168	899,800	97.7	981,600	981,600	89.6
22 Insurance Costs	158,506	2,242,746	2,236,127	2,285,804	97.8	2,493,500	2,493,500	89.7
23 Workers' Compensation	271,483	2,908,041	2,904,450	2,929,113	99.2	3,183,888	3,183,888	91.2
24 Taxes & License Fees	38,030	420,285	449,370	454,942	98.8	496,300	496,300	90.5
25 Fixed Route Accessibility	94,975	964,104	1,016,801	986,659	103.1	659,919	1,012,759	100.4
26 Leases & Rentals	8,736	95,294	98,593	106,543	92.5	116,229	116,229	84.8
27 Promotional & Legal Advertising	12,161	117,148	76,756	202,892	37.8	230,700	209,100	36.7
28 Training & Business Travel	7,323	98,651	115,363	168,317	68.5	181,085	181,085	63.7
29 Dues & Membership	8,296	73,403	76,663	77,495	98.9	83,785	83,785	91.5
30 Postage & Other	12,978	80,763	60,922	272,617	22.3	346,646	380,067	16.0
31								
32 Total District Operated Buses	6,909,076	68,271,033	70,950,599	75,469,803	94.0	81,962,376	82,582,224	85.9
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,263,069	13,178,780	13,504,620	14,080,818	95.9	15,360,895	15,340,895	88.0
36 Other Related Costs	38,430	313,485	321,824	305,688	105.3	339,820	339,820	94.7
37 Insurance Costs	43,215	571,535	588,049	600,391	97.9	655,000	655,000	89.8
38 Coastside Services	54,858	555,097	589,451	586,072	100.6	630,630	630,630	93.5
39 Redi Coast Non-ADA	20,930	203,266	213,058	218,361	97.6	238,216	238,216	89.4
40 Other Related Costs	1,106	9,284	25,684	38,060	67.5	41,520	41,520	61.9
41 La Honda - Pescadero	7,975	45,675	51,713	48,125	107.5	52,500	52,500	98.5
42 SamCoast - Pescadero	11,000	127,870	124,020	110,000	112.7	120,000	140,000	88.6
43 Other Related Cost - SamCoast	1,657	7,837	13,998	12,778	109.5	13,940	13,940	100.4
44 Total Contracted Bus Service	1,442,241	15,012,830	15,432,416	16,000,293	96.5	17,452,521	17,452,521	88.4
45								
46 TOTAL MOTOR BUS	8,351,317	83,283,863	86,383,015	91,470,096	94.4	99,414,897	100,034,745	86.4

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2012
May 2012**

% OF YEAR ELAPSED: **91.7%**

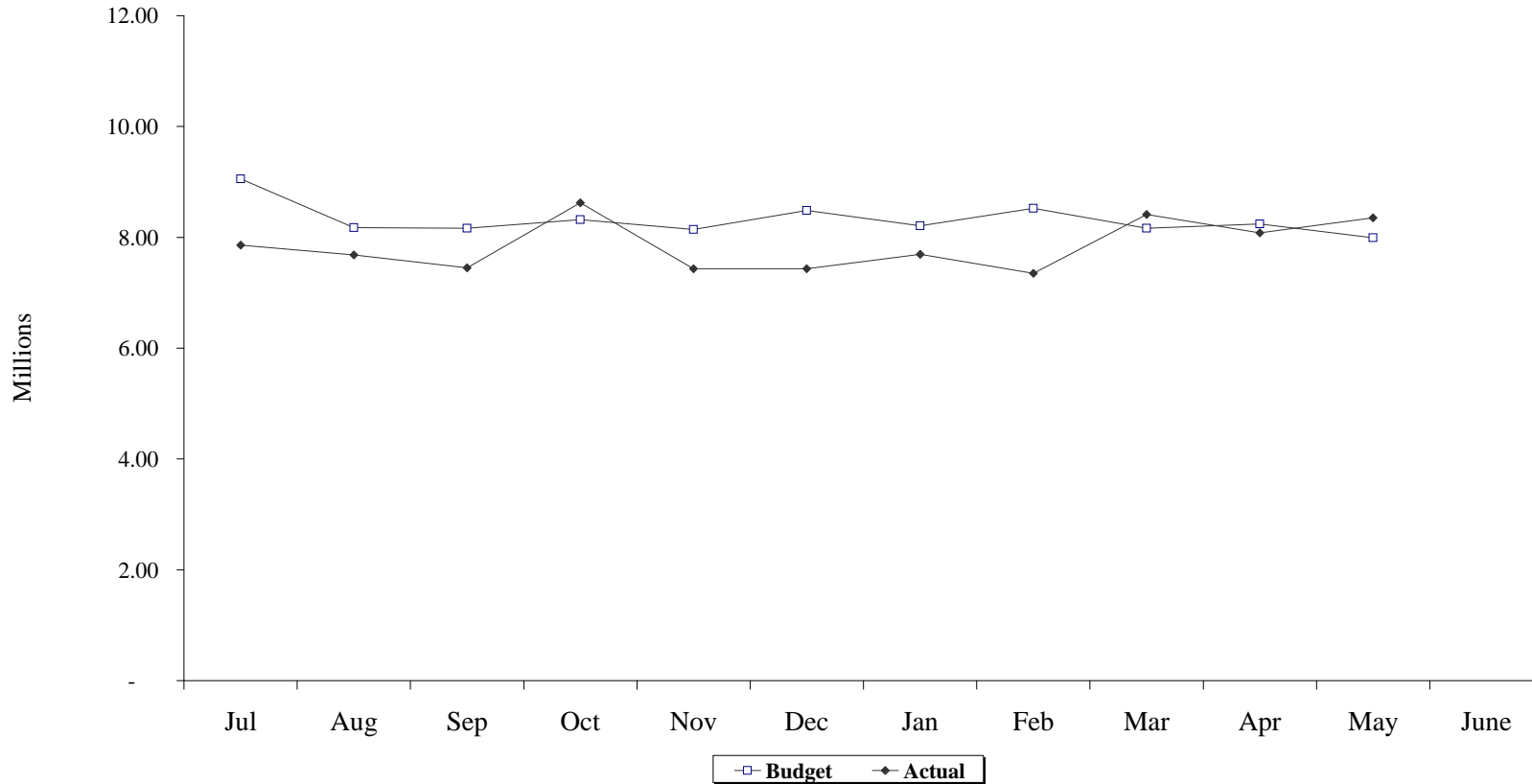
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	437,389	5,040,667	4,708,293	5,197,407	90.6	6,916,605	5,549,519	84.8
Other Related Costs	218,139	1,900,926	2,056,036	2,494,247	82.4	2,721,005	2,721,005	75.6
Sedan Service	249,621	2,425,459	2,674,835	2,693,613	99.3	1,744,010	3,013,242	88.8
ADA Accessibility Support	78,957	674,032	715,938	931,416	76.9	1,016,090	1,016,090	70.5
Coastside ADA Support	110,955	1,030,267	1,230,406	1,230,406	100.0	1,156,636	1,254,490	98.1
Insurance Costs	156,692	467,953	1,023,687	472,076	216.8	515,000	515,000	198.8
TOTAL ADA PROGRAMS	1,251,752	11,539,302	12,409,196	13,019,165	95.3	14,069,346	14,069,346	88.2
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	714,897	13,652,322	9,905,105	9,905,105	100.0	10,620,000	10,620,000	93.3
Total Caltrain Service	714,897	13,652,322	9,905,105	9,905,105	100.0	10,620,000	10,620,000	93.3
Dumbarton Express Service	10,634	110,848	114,853	115,619	99.3	126,130	126,130	91.1
SamTrans Shuttle Service	212,897	2,346,221	2,187,378	2,187,378	100.0	2,256,390	2,256,390	96.9
SM/Caltrain Shuttles	120,789	1,506,588	1,288,097	1,277,556	100.8	1,392,606	1,392,606	92.5
Maintenance Multimodal Facilities	8,840	113,429	109,476	176,092	62.2	192,100	192,100	57.0
Total Other Support	353,160	4,077,087	3,699,803	3,756,644	98.5	3,967,226	3,967,226	93.3
TOTAL MULTI-MODAL PROGRAMS	1,068,057	17,729,409	13,604,908	13,661,749	99.6	14,587,226	14,587,226	93.3
TOTAL EXPENSES	10,671,126	112,552,574	112,397,120	118,151,010	95.1	128,071,469	128,691,317	87.3

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

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012

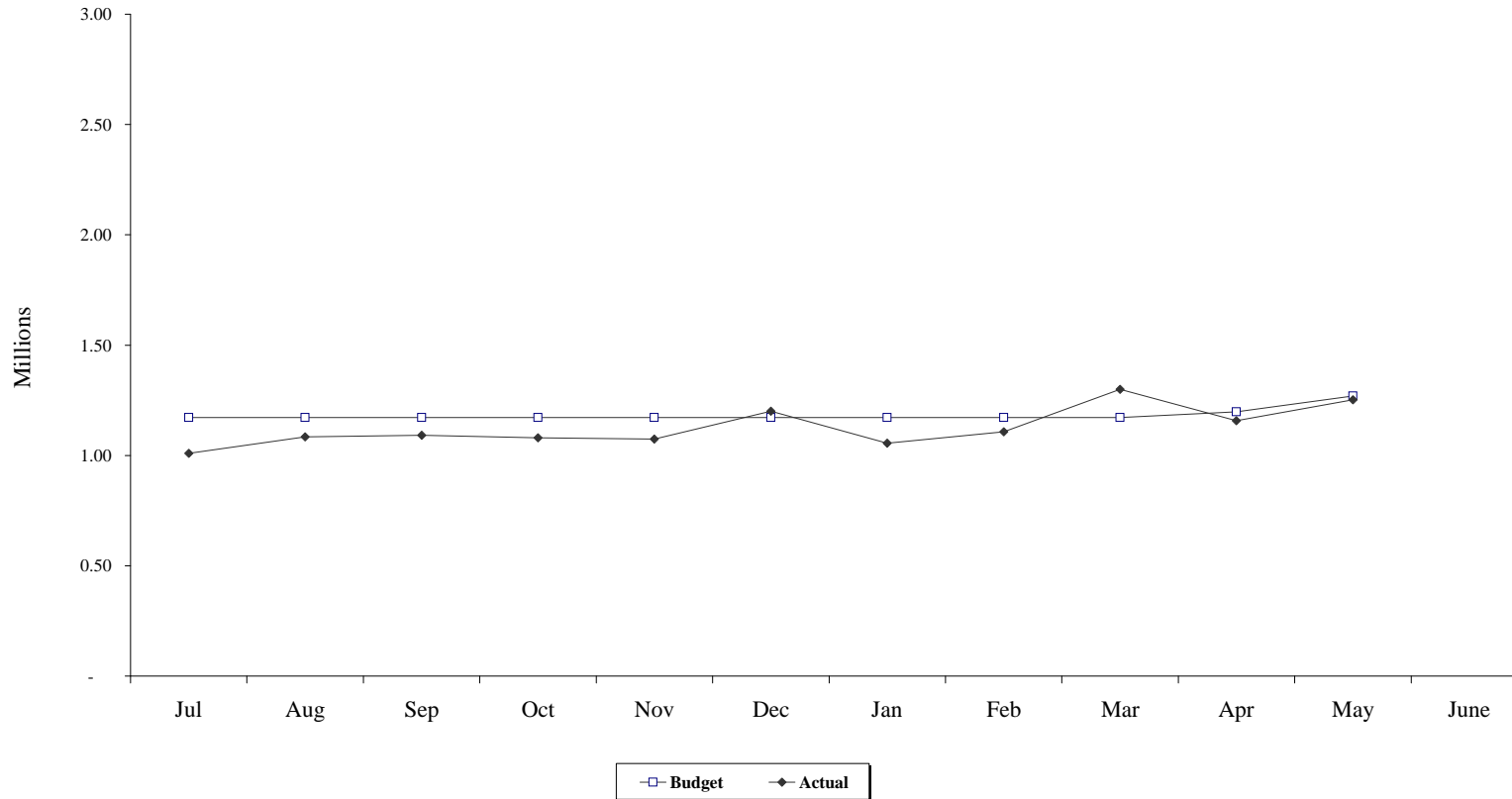


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	9,056,867	8,173,381	8,165,523	8,319,077	8,141,293	8,484,744	8,210,653	8,521,978	8,162,846	8,241,495	7,992,239	
Actual	7,861,175	7,685,322	7,451,351	8,624,165	7,435,134	7,434,679	7,694,778	7,352,769	8,411,745	8,080,580	8,351,317	
CUMULATIVE EXPENSES												
Budget	9,056,867	17,230,248	25,395,771	33,714,848	41,856,141	50,340,885	58,551,538	67,073,516	75,236,362	83,477,857	91,470,096	
Actual	7,861,175	15,546,497	22,997,848	31,622,012	39,057,146	46,491,826	54,186,604	61,539,373	69,951,118	78,031,698	86,383,015	
Variance - F(U)	1,195,692	1,683,751	2,397,923	2,092,836	2,798,995	3,849,059	4,364,934	5,534,143	5,285,244	5,446,159	5,087,081	
Variance %	13.20%	9.77%	9.44%	6.21%	6.69%	7.65%	7.45%	8.25%	7.02%	6.52%	5.56%	

SAN MATEO COUNTY TRANSIT DISTRICT

ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012

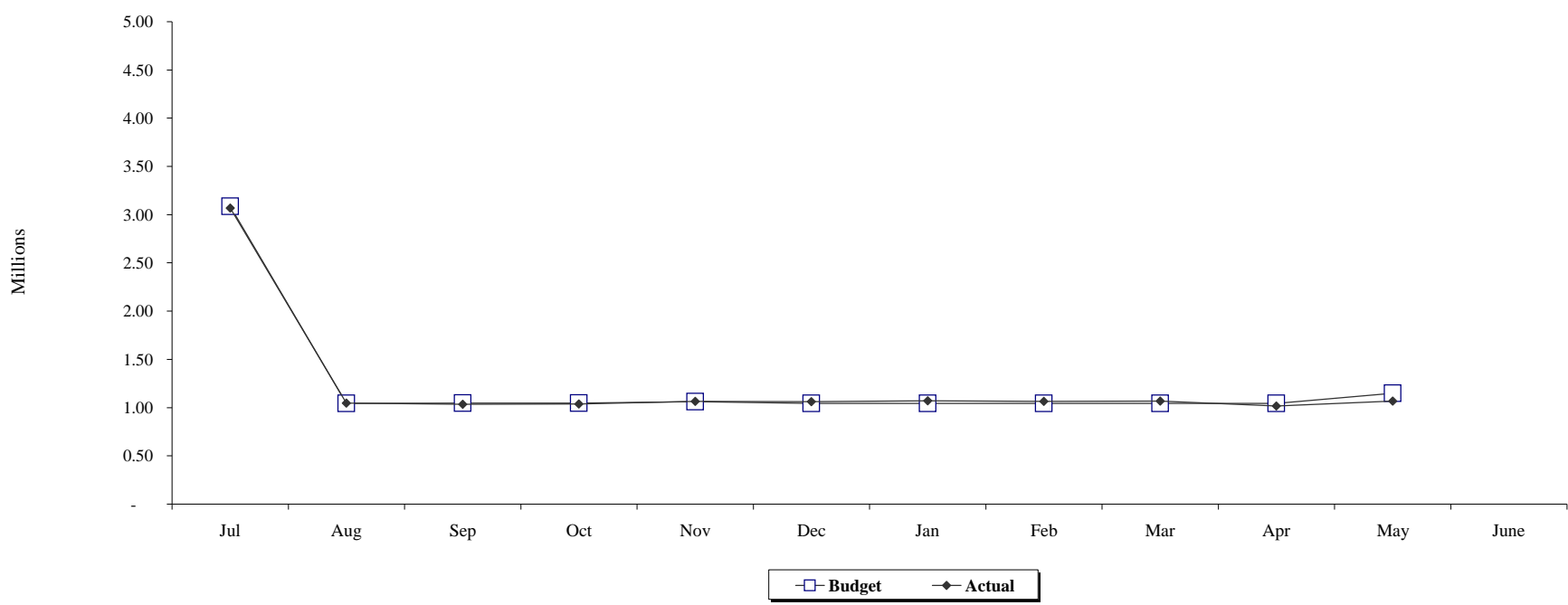


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,172,441	1,172,441	1,172,441	1,172,441	1,172,441	1,172,441	1,172,433	1,172,441	1,172,441	1,197,446	1,269,757	
Actual	1,009,971	1,083,991	1,091,019	1,080,128	1,073,695	1,200,466	1,055,090	1,106,575	1,299,197	1,157,313	1,251,752	
CUMULATIVE EXPENSES												
Budget	1,172,441	2,344,882	3,517,323	4,689,764	5,862,206	7,034,647	8,207,080	9,379,521	10,551,962	11,749,408	13,019,165	
Actual	1,009,971	2,093,962	3,184,981	4,265,110	5,338,805	6,539,271	7,594,360	8,700,935	10,000,131	11,157,444	12,409,196	
Variance - F(U)	162,470	250,920	332,342	424,655	523,401	495,376	612,720	678,586	551,831	591,964	609,969	
Variance %	13.86%	10.70%	9.45%	9.05%	8.93%	7.04%	7.47%	7.23%	5.23%	5.04%	4.69%	

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2012



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	3,086,529	1,045,291	1,046,191	1,046,891	1,061,291	1,045,291	1,045,291	1,045,291	1,045,291	1,045,291	1,149,103	
Actual	3,068,088	1,047,363	1,035,517	1,038,003	1,065,369	1,062,822	1,071,853	1,064,815	1,067,374	1,015,648	1,068,057	
CUMULATIVE EXPENSES												
Budget	3,086,529	4,131,820	5,178,010	6,224,901	7,286,192	8,331,483	9,376,774	10,422,065	11,467,355	12,512,646	13,661,749	
Actual	3,068,088	4,115,451	5,150,969	6,188,972	7,254,341	8,317,162	9,389,015	10,453,830	11,521,204	12,536,852	13,604,908	
Variance - F(U)	18,441	16,368	27,042	35,929	31,851	14,320	(12,241)	(31,766)	(53,849)	(24,206)	56,841	
Variance %	0.60%	0.40%	0.52%	0.58%	0.44%	0.17%	-0.13%	-0.30%	-0.47%	-0.19%	0.42%	

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

DESCRIPTION	TOTAL INVESTMENT 05-31-12	INTEREST RECEIVABLE 04-30-12	INTEREST EARNED 05-31-12	INTEREST RECEIVED 05-31-12	ADJ.	INTEREST RECEIVABLE 05-31-12
RESERVE FOR CAPITAL PROJ	150,903.45	4,432.52	1,021.45	0.00	0.00	5,453.97
LAIF -- CAPITAL PROJ	7,936,975.90	1,621.42	2,446.98	0.00	0.00	4,068.40
REIMB SECURITIES -- L76R	88,730,965.06	177,110.64	108,084.62	9,916.04	(56.64)	275,222.58
LAIF -- REIMB FUNDS L76R	6,437,086.25	9,363.39	5,355.99	0.00	0.00	14,719.38
PARATRANSIT FUNDS	26,415,418.11	81,467.83	37,341.52	0.00	(126.13)	118,683.22
LAIF -- PARATRANSIT	306,030.21	85.37	94.35	0.00	0.00	179.72
BANK OF AMERICA	2,698,025.42	0.00	55.47	55.47	0.00	0.00
Debt Service Reserves						
Held by Trustee:	18,878,389.02	4,702.14	711.56	0.00	0.00	5,413.70
	<u>151,553,793.42</u>	<u>278,783.32</u>	<u>155,111.94</u>	<u>9,971.51</u>	<u>(182.77)</u>	<u>423,740.97</u>

MAY 2012 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 5/31/12	154,929.17
Add:	
CEO Interest	2,000.00
Misc Interest	
Less:	
BNY Mellon Fees & Interest	(735.84)
Commissions	(7,802.75)
GASB 31 Gain/Loss	
Capital Gain(Loss)	(189.07)
Total Interest & Capital Gain(Loss)	<u>148,201.51</u>

YEAR TO DATE -- SUMMARY

Interest Earned	2,286,946.41
Add:	
CEO Interest	19,000.00
Misc. Income	
Less:	
BNY Mellon Fees & Interest	(8,948.58)
Commissions	(85,377.32)
GASB 31 Gain/Loss	
Capital Gain(Loss)	(880,423.99)
Total Interest & Capital Gain(Loss)	<u>1,331,196.52</u>
Balance Per Ledger as of 5/31/12	
Interest Acct. 409100	562.67
Interest Acct. 409102	37,168.87
Interest Acct. 409101	2,173,888.97
GASB 31 Gain/Loss 405220	
Gain(Loss) Acct. 405210	(880,423.99)
Adjustment	
	<u>1,331,196.52</u>

INVEST\FY01INV\MM INVESTA

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

BUDGET AMENDMENTS

	Amount	Line Item	Description
May-12			No Budget Amendments in May 2012
	\$ -	Total	\$ - Total

BUDGET REVISIONS

	Amount	Line Item	Description
May-12			No Budget Revisions in May 2012.
	\$ -	Total	\$ - Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2011 & FY2012
MAY 2012

7/23/12 2:18 PM

Approved Budget		Receipts		Over/(Under)	Current																														
Date	Amount	Date	Amount	Budget/Projection	Projection																														
FY2011:																																			
1st Quarter	15,224,400	1st Quarter	15,365,997	141,597	15,365,997																														
2nd Quarter	15,910,800	2nd Quarter	16,917,979	1,007,179	16,917,979																														
3rd Quarter	13,855,400	3rd Quarter	14,737,296	881,896	14,737,296																														
4th Quarter	15,009,400	4th Quarter	16,492,475	1,227,200	16,492,475 (1)																														
FY2011 Total	60,000,000	FY2011 Total	63,513,748	3,257,873	63,513,748																														
FY2012																																			
Jul. 11	4,225,700	Sep. 11	4,224,900	(800)	4,224,900																														
Aug. 11	4,225,700	Oct. 11	4,533,800	308,100	4,533,800																														
Sep. 11	5,634,300	Nov. 11	5,633,200	(1,100)	5,633,200																														
1st Qtr. Adjustment	1,594,300	Dec. 11	2,649,302	1,055,002	2,649,302																														
3 Months Total	15,680,000		17,041,202	1,361,202	17,041,202																														
Oct. 11	4,463,600	Dec. 11	4,855,100	391,500	4,855,100																														
Nov. 11	4,463,600	Jan. 12	5,108,800	645,200	5,108,800																														
Dec. 11	6,034,400	Feb. 12	6,473,400	439,000	6,473,400																														
2nd Qtr. Adjustment	1,653,700	Mar. 12	1,583,103	(70,597)	1,583,103																														
6 Months Total	32,295,300		35,061,604	2,766,304	35,061,604																														
Jan. 12	3,927,700	Mar. 12	4,186,500	258,800	4,186,500																														
Feb. 12	3,927,700	Apr. 12	4,477,700	550,000	4,477,700																														
Mar. 12	5,354,800	May 12	5,582,000	227,200	5,582,000 (1)																														
3rd Qtr. Adjustment	1,455,100	Jun. 12		(833,459)	621,641 (1)																														
9 Months Total	46,960,600		49,307,804	2,968,845	49,929,445																														
Apr. 12	4,328,300	Jun. 12		0	4,328,300 (1)																														
May 12	4,328,300	Jul. 12		0	4,328,300																														
Jun. 12	5,778,900	Aug. 12		0	5,778,900																														
4th Qtr. Adjustment	1,603,900	Sep. 12		(968,846)	635,054 (2/3) Apr & N																														
FY2012 Total	63,000,000	FY2012 Total	49,307,804	2,000,000	65,000,000																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 15%;">17,041,202</td> <td style="width: 15%;">1st Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>18,020,403</td> <td>2nd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>14,867,841</td> <td>3rd Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td>9,079,970</td> <td>4th Quarter</td> <td colspan="3"></td> </tr> <tr> <td></td> <td><u>59,009,415</u></td> <td>YTD Actual Per Statement of Revenues & Expenses</td> <td colspan="3"></td> </tr> </table>							17,041,202	1st Quarter					18,020,403	2nd Quarter					14,867,841	3rd Quarter					9,079,970	4th Quarter					<u>59,009,415</u>	YTD Actual Per Statement of Revenues & Expenses			
	17,041,202	1st Quarter																																	
	18,020,403	2nd Quarter																																	
	14,867,841	3rd Quarter																																	
	9,079,970	4th Quarter																																	
	<u>59,009,415</u>	YTD Actual Per Statement of Revenues & Expenses																																	

(1) Accrued

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

**SUBJECT: AUTHORIZE DISCOUNT PILOT PROGRAM TO ENCOURAGE
ADVANCE GROUP SALES AND TRAVEL**

ACTION

Staff proposes the Committee recommend the Board authorize a maximum 18-month pilot program to encourage advance sales to groups of 25 or more by providing a 20 percent discount off the cash fare. The pilot program would go into effect September 1, 2012.

SIGNIFICANCE

Offering a modest discount on tickets sold to groups provides an incentive for the groups to pre-purchase tickets and allows for improved customer service and operations. Having customers pre-ticketed provides streamlined boarding, leading to better on-time performance. Bus operators also have found it helpful to have advance information that a large group will be boarding at a particular stop. Providing the discount also may encourage more school classes and other groups to ride SamTrans for field trips. Providing a positive introduction to riding the bus for groups may result in the individuals riding the bus more often.

BUDGET IMPACT

There is no impact on the budget. The proposed discount is equivalent to the discount provided to customers who purchase tokens.

BACKGROUND

Under the authority of the General Manager/CEO, a Class Pass was provided to schools on a trial basis, with the price tied to the cost of a token. The program was used only sporadically but those who used it found it beneficial. This proposed pilot program similarly encourages groups to pre-purchase tickets by providing a discount, which is also tied to the cost of a token. Metrics will be established by staff in order to determine the pilot program's effectiveness. If it proves successful, staff may recommend the program be included in the codified tariff.

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

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZATION TO FILE ANNUAL CLAIM WITH MTC FOR TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE, REGIONAL MEASURE 2 FUNDS AND AMEND THE FY2013 OPERATING BUDGET REVENUE BY \$2,869,030 FROM \$154,040,172 to \$156,909,202.**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to file a Transportation Development Act (TDA), State Transit Assistance (STA), and Regional Measure 2 (RM2) claim for Fiscal Year (FY) 2013 and amend the FY2013 Operating Budget revenue by \$2,869,030.

Based on the Metropolitan Transportation Commission's (MTC) latest revised estimates, SamTrans is allowed to claim the following amounts for FY2013:

<u>Funding Source</u>	<u>FY2013 Approved Budget</u>	<u>FY2013 MTC Claim</u>	<u>Increase/ (Decrease)</u>
TRANSPORTATION DEVELOPMENT ACT FUND			
TDA Article 4.0 (SamTrans)	\$29,121,548	\$31,871,276	\$2,749,728
TDA Article 4.5 (SamTrans)	<u>1,463,713</u>	<u>1,583,015</u>	<u>119,302</u>
TDA Total	\$30,585,261	\$33,454,291	\$2,869,030
STATE TRANSIT ASSISTANCE			
Revenue Based:			
Lifeline Transportation Program (LTP)			
Route 17*	\$ 129,120	\$ 407,048	\$ 277,928
Coastside*	100,000	300,000	200,000
STA fund from AB X8 9	4,186,638	4,186,638	0

Funding Source	FY2013 Approved Budget	FY2013 MTC Claim	Increase/ (Decrease)
STATE TRANSIT ASSISTANCE (CONT'D)			
Population Based:			
Regional Paratransit	\$ 491,881	\$ 491,881	\$ 0
Passthru to Other Agencies			
Caltrain	5,310,982	5,310,982	0
San Mateo Human Services Agency*	94,000	300,000	206,000
City of South SF*	68,000	210,000	142,000
Menlo Park*	62,084	204,253	142,169
Redwood City*	62,084	204,253	142,169
Daly City	112,639	0	(112,639)
East Palo Alto	69,152	0	(69,152)
STA Total	\$10,686,580	\$ 11,615,055	\$ 928,475
RM2 (SamTrans Owl Service)	\$ 305,876	\$ 305,876	\$ 0
TOTAL	\$41,577,717	\$45,375,222	\$3,797,505

SIGNIFICANCE

TDA and STA funding support fixed-route bus and paratransit service for San Mateo County residents. These sources also provide support for administration of the Paratransit Coordinating Council which monitors paratransit activities. SamTrans also claims STA funds on behalf of the Peninsula Corridor Joint Powers Board (JPB) and Lifeline Transportation Program (LTP) claimants in San Mateo County, which will be used towards the JPB operating budget and to pass thru to LTP claimants in the county, respectively. The LTP was established by the MTC to fund projects that result in improved mobility for low income residents in the San Francisco Bay Area. In addition, the Regional Measure 2 funding included in the above claim will offset operating costs for Route 397, which provides late night Owl service from the Palo Alto Caltrain Station to San Francisco Airport (SFO) and then to the Transbay Terminal in San Francisco.

Three years' worth of the LTP funds and Pass through to other agencies (*) are proposed in the annual claim. Only the funds for the current fiscal year are budgeted and will be passed thru to the LTP claimants. Pass-throughs to Daly City and East Palo Alto were claimed in previous years.

BUDGET IMPACT

TDA, STA, and RM2 funding included in the FY2013 adopted District Operating Budget are \$30.6 million, \$10.7 million and \$0.30 million, respectively. Since the adoption of the budget, previous years' TDA fund balances were reconciled and carry forward and staff is proposing to claim these funds in FY2013. As a result, staff is requesting an amendment to the FY2013 operating budget revenues by \$2,869,030 from \$154,040,172 to \$156,909,202.

BACKGROUND

TDA funding provides a significant share of the District's operating revenues. TDA and STA dollar amounts cited are estimates from the MTC and are subject to adjustment if actual receipts differ from projections over the course of the fiscal year.

Prepared By: Ladi Bhuller, Manager, Budgets
Angela Ho, Sr. Budget Analyst

650-508-7755
650-508-6416

RESOLUTION NO. 2012-

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

**AUTHORIZING THE FILING OF AN APPLICATION WITH THE METROPOLITAN
TRANSPORTATION COMMISSION FOR TRANSPORTATION DEVELOPMENT
ACT, STATE TRANSIT ASSISTANCE, REGIONAL MEASURE 2 FUNDS AND
AMENDING THE FISCAL YEAR 2013 OPERATING BUDGET REVENUE BY
\$2,869,030 FROM \$154,040,172 TO \$156,909,202**

WHEREAS, the Mills-Alquist-Deddeh Act, commonly known as the Transportation Development Act of 1971 (TDA or the Act) (Public Utilities Code Section 99200 et seq.), provides for the disbursement of funds from the Local Transportation Fund of the County of San Mateo for use by qualified operators to support public transportation systems and to aid public transportation research and demonstration projects; and

WHEREAS, pursuant to the Rules and Regulations that have been adopted by the Secretary of the Business and Transportation Agency of the State of California in accordance with the Act, an operator wishing to receive an allocation for any or all Local Transportation Funds is to file its application with the appropriate transportation planning agency; and

WHEREAS, the Act, as amended, further provides that up to five percent (5%) of the Local Transportation Funds remaining after apportionments for administering the Act for TDA planning and for pedestrian and bicycle facilities shall be made available to cities, counties, and transit districts for “community transit services” as defined in Public Utilities Code Section 99275, namely, transportation services that link intracommunity origins and destinations, including services for customers, such as individuals with disabilities who cannot use conventional transit services, unless the Metropolitan Transportation Commission (MTC) makes a specified finding regarding the use of the Local Transportation Fund; and

WHEREAS, the San Mateo County Transit District (District) is the mass transportation carrier in San Mateo County charged with the responsibility for providing regional and local transit services, and this agency is reposed with the necessary authority, and has exercised this authority, to provide community transit services; and

WHEREAS, funds from the Local Transportation Fund will be required to operate, administer and plan the regional and local transportation system, including community transit services and special services for the mobility impaired during Fiscal Year 2013; and

WHEREAS, the District is an eligible claimant for TDA funds pursuant to Public Utilities Code Sections 99260(a), 99260.2, 99260.6, and 99275, as attested by the District's Opinion of Counsel dated April 13th, 2012; and

WHEREAS, the State Transit Assistance (STA) Fund that was created pursuant to the Public Utilities Code Sections 99310, et seq., makes funds available to support approved transit projects for allocation to eligible claimants; and

WHEREAS, eligible claimants for STA funds are those entities eligible for TDA funds; and

WHEREAS, pursuant to Resolution No. 2010-57, dated September 8, 2010, the District is authorized to claim STA funds and pass through these funds to Lifeline Transportation Program Sponsors in San Mateo County; and

WHEREAS, the District is eligible for Regional Measure 2 (RM2) funds, which will be used to operate its Route 397 Owl Service; and

WHEREAS, the Route 397 Owl Service is eligible for consideration in the Regional Traffic Relief Plan of RM2, as identified in the California Streets & Highways Code Section 30914(c) or (d).

and

WHEREAS, since the adoption of the budget, previous years' TDA fund balances were revised. Staff is proposing to claim these funds in FY2013. As a result, staff is proposing to revise the FY2013 operating budget revenues to reflect the latest revised MTC estimates by \$2,869,030.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District as follows:

1. The General Manager/CEO or his designee hereby is authorized and directed to file appropriate claims pursuant to the terms of the TDA of 1971, Article 4.0 and Article 4.5, as amended, and applicable rules and regulations, together with all necessary supporting documents, with the MTC for Fiscal Year 2013 TDA monies for San Mateo County, including funds for regional, local and community transit services, to be used for the costs of operating, administering and planning the District transportation system during Fiscal Year 2013, more particularly described as follows: Article 4.0 funding for fixed route operating assistance and Article 4.5 funding for paratransit service.

2. The General Manager/CEO or his designee is authorized and directed to file appropriate amendments to these claims pursuant to the terms of the Act of 1971, as amended, and applicable rules and regulations, together with all necessary supporting documents, with the MTC to carry out the policies of the Board of Directors and attendant funding requirements, during Fiscal Year 2013 as may be adopted from time to time by the Board of Directors.

3. The General Manager/CEO or his designee is authorized and directed to file a claim and required documentation with the MTC for an allocation of STA funds for the District.

4. The General Manager/CEO or his designee is authorized and directed to file a claim and required documentation with the MTC for an allocation of RM2 funds for Route 397 Owl Service for Fiscal Year 2013.

5. The District indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of the District, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages.

6. A copy of this Resolution shall be transmitted to the MTC in conjunction with the filing of the claims authorized pursuant to this Resolution, and the MTC shall be requested to concur in these findings and to grant the allocation of funds as specified.

7. The Board of Directors of the San Mateo County Transit District hereby approves an amendment increasing the Fiscal Year 2013 Operating Budget Revenue by \$2,869,030, from \$154,040,172 to \$156,909,202.

Regularly passed and adopted this 8th day of August, 2012, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

SAN MATEO COUNTY TRANSIT DISTRICT
FY2013 REVISED OPERATING BUDGET

Attachment A

	FY2011 <u>ACTUAL</u> A	FY2012 <u>REVISED</u> B	FY2013 <u>ADOPTED</u> C	FY2013 <u>REVISED</u> D	FY13 REVISED Compared to FY13 ADOPTED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C	
SOURCES OF FUNDS:							
Operating Revenues							
1 Passenger Fares	17,373,064	17,443,300	17,932,800	17,932,800	0	0.0%	1
2 Local TDA and STA Funds	29,825,940	35,665,456	35,492,900	38,361,930	2,869,030	8.1%	2
3 Pass through to Other Agencies	1,123,376	281,790	467,959	467,959	0	0.0%	3
4 Operating Grants	7,801,782	10,614,136	10,724,485	10,724,485	0	0.0%	4
5 Measure A	8,743,213	8,581,335	7,800,000	7,800,000	0	0.0%	5
6 AB434 Funds	536,000	528,000	554,400	554,400	0	0.0%	6
7 Subtotal - Operating Revenues	65,403,375	73,114,017	72,972,544	75,841,574	2,869,030	3.9%	7
Other Revenue Sources							
9 District 1/2 Cent Sales Tax	63,513,748	63,000,000	65,000,000	65,000,000	0	0.0%	9
10 Investment Interest	561,491	439,888	1,243,920	1,243,920	0	0.0%	10
11 Other Interest, Rent & Other Income	5,598,588	5,971,355	6,023,708	6,023,708	0	0.0%	11
12 Other Sources		4,733,000	8,800,000	8,800,000	0	0.0%	12
13 Subtotal - Other Revenues	69,673,827	74,144,243	81,067,628	81,067,628	-	0.0%	13
14							14
15 Total Sources of Funds	135,077,202	147,258,260	154,040,172	156,909,202	2,869,030	1.9%	15
16							16
USES OF FUNDS:							
18 Motor Bus	92,310,649	100,034,745	99,740,708	99,740,708	0	0.0%	18
19 A.D.A. Programs	12,677,004	14,069,346	14,477,220	14,477,220	0	0.0%	19
20 Caltrain	14,707,875	10,620,000	14,000,000	14,000,000	0	0.0%	20
21 Other Multi-Modal Programs	4,528,529	3,967,226	3,015,460	3,015,460	0	0.0%	21
22 Pass through to Other Agencies	1,123,376	281,790	467,959	467,959	0	0.0%	22
23 Land Transfer Interest Expense	81,248	70,000	66,570	66,570	0	0.0%	23
24 Total Uses of Funds	125,428,680	129,043,107	131,767,917	131,767,917	0	0.0%	24
25							25
26 TOTAL OPERATING SURPLUS/(DEFICIT)	9,648,522	18,215,153	22,272,255	25,141,285	2,869,030	12.9%	26
27							27
28 Sales Tax Allocation - Capital Programs	957,131	6,881,380	8,350,000	8,350,000	0	0.0%	28
29							29
30 SURPLUS/(DEFICIT)	8,691,391	11,333,773	13,922,255	16,791,285	2,869,030	20.6%	30
31							31
DEBT SERVICE							
SOURCES OF FUNDS:							
34 Investment Interest	3,129,598	1,722,331	0	0	0	0.0%	34
35 Total Sources of Funds	3,129,598	1,722,331	0	0	0	0.0%	35
36							36
USES OF FUNDS:							
38 Debt Service	24,451,963	24,477,279	24,453,463	24,453,463	0	0.0%	38
39 Fiscal Agent Fees	22,180	29,600	29,600	29,600	0	0.0%	39
40 Total Uses of Funds	24,474,143	24,506,879	24,483,063	24,483,063	0	0.0%	40
41 * Debt Service - BART - \$12.7M							41
42							42
43 USE OF RESERVES FOR DEBT SERVICE	(21,344,545)	(22,784,548)	(24,483,063)	(24,483,063)	0	0.0%	43
44							44
45 TOTAL USES OF RESERVES	(12,653,154)	(11,450,775)	(10,560,808)	(7,691,778)	2,869,030	-27.2%	45

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

**SUBJECT: APPROVAL AND RATIFICATION OF THE FISCAL YEAR 2013 DISTRICT
INSURANCE PROGRAM**

ACTION

Staff proposes the Committee recommend the Board approve and ratify the San Mateo County Transit District (District) Insurance Program obtained through the District's insurance broker, Wells Fargo Insurance Services, for Fiscal Year (FY) 2013, at a total premium cost of \$1,597,703 inclusive of the following:

- Continue the current \$1 million self-insured retention on the liability program.
- Purchase \$99 million of coverage for Commercial General and Business Automobile Liability.
- Renew the District's Employment Practices Liability and Non-liability insurance program.

SIGNIFICANCE

Driven by the hardening of the liability insurance marketplace and increased losses, the District's FY2013 total insurance premium has increased 8 percent over last year's premium. While the District's liability premium increased 8 percent, the Non-liability program is also up with the renewal of the 3-year pre-paid Environmental Liability insurance program and the addition of Kidnap & Ransom insurance. Despite market pressure to increase retentions, the District was able to maintain a \$1 million retention per claim. This retention is a key factor in the District's risk management program and is integrated into contract insurance requirements for vendors and other District activities. Public Official's liability limits remain at \$50 million. Below is an overview of the District's FY2012 and FY2013 premiums:

<u>Principal Program</u>	<u>Conditions</u>	<u>FY2012 Premium</u>	<u>FY2013 Premium</u>
Liability, including: -Excess Liability -Public Officials Liability	\$100 million excess liability \$1 million self-insured retention	\$ 796,648	\$ 859,581
Employment Practices	\$5 million limit \$75,000 retention	\$ 49,163	\$ 55,000
Non-Liability		\$ 632,457	\$ 683,122
TOTALS		\$1,478,268	\$1,597,703

BUDGET IMPACT

Funds to underwrite the recommended program are included in the FY2013 Operating Budget.

BACKGROUND

Liability Program

The District's \$100 million limit of liability contains a \$1 million self-insured retention and excess limits of \$100 million. Coverage for the Terrorism Recovery Insurance Extension Act is included in the full \$100 million limits while Public official's liability is included to \$50 million.

The liability insurance program covers all of the District's services, including the Contracted Urban Bus service, Redi-Wheels, and the taxi and lift-van programs. The San Mateo County Transportation Authority is a named insured and afforded coverage under the District's insurance program.

As the liability insurance marketplace has hardened, any increases in exposures or losses has a dramatic effect on premiums. In particular, progressively higher liability settlements throughout the industry over the past 10 years is making the maintenance of the District's \$1 million retention more challenging with an accompanying premium impact. However, if the District were to carry a higher retention, any premium savings would very likely be exceeded by the increased cost of paying claims up to the higher retention.

Employment Practices

Employment practices liability coverage has a \$5 million limit with the same \$75,000 self-insured retention. General Counsel reports that the claims service provided by the District's incumbent insurer has been excellent. Combined with a competitive bid and excellent service, the recommendation is to renew with the same insurer.

Non-Liability Program

The non-liability program includes coverage for bus physical damage, property, boiler and machinery, public employees blanket bond and excess bond, business auto, Dumbarton Rail Bridge, environmental, cyber liability, peace officers liability, fiduciary liability and kidnap & ransom.

Bus Physical Damage

The bus physical damage policy is written on a full replacement cost basis for active buses and other District vehicles. Coverage also includes a step-deductible feature so that deductibles are proportional to the value of the vehicle. The program is designed with tiered rates so that inactive and retired buses are insured at lower insurance premiums than active vehicles. Terrorism coverage is included for all vehicles. Total fleet values and premiums have decreased slightly.

Property

The District's total insurable values and property premium increased slightly for FY2013. The policy contains Boiler and Machinery coverage and a Green Sustainability endorsement, which allows for higher limits following a loss for upgrades using green material rather than traditional materials. With the District's South Base maintenance and operations facility in a 100-year federal flood zone, the District's ability to include flood in its property policy is a significant enhancement to coverage generally available.

Business Auto Insurance

The District insures 11 vehicles that are issued to employees on a 24-hour basis.

Crime Insurance

Crime coverage applies to the District, the San Mateo County Transportation Authority and the Peninsula Corridor Joint Powers Board. This is the second year of a new 3-year program and premiums have remained flat.

Dumbarton Rail Bridge

The Dumbarton Rail Bridge continues to be insured on an actual cash value basis (not replacement cost) with a \$5 million limit, including coverage for debris removal and collisions with ships.

Environmental

The District's environmental liability coverage is in the first year of a three-year prepaid program with a \$5 million limit and a \$50,000 deductible. The premiums for this 3-year program are substantially lower than the FY2010 policy.

Peace Officers Liability

Some peace officers liability coverage is included in the District's general liability program but is subject to the District's \$1 million self-insured retention. For a premium of less than \$8,000, the District was able to secure broader, more specialized coverage with a \$5,000 deductible and a \$5 million limit.

Cyber Liability

The increasing use of the internet by all organizations to gather, store, and disseminate information has created new liability exposures for the vast majority of public entities and businesses. With new

federal and state legislation imposing liability, strict fines, penalties and notification requirements, many entities are adding Cyber Liability coverage to their insurance portfolios. For a premium of \$46,525, and a limit of \$5 million, the District was able to secure a broad Cyber Liability policy. Although the District's website does not allow online credit card transactions, information on vendors, employees, and other confidential data resides on the District's servers.

Fiduciary Liability

Fiduciary liability coverage in the amount of \$2 million for liabilities that the District could incur as a result of the administration and management of employee benefit plans is being renewed for FY2013 with the same premium as in FY2012.

Kidnap & Ransom

The District added \$1 million of kidnap & ransom insurance that indemnifies the District for ransom payments and expenses for actual or alleged kidnappings.

Summary

The District's overall insurance premium has increased by 8 percent for FY2013 as a result of hardening market conditions, the binding of the 3-year prepaid environmental liability program and the addition of kidnap & ransom coverage. The District enjoys below-market pricing even though public transit is a challenging risk with a limited number of insurers. All coverage is written by insurers that meet the District's financial stability requirement of a Best's Rating of A X or better.

Prepared by: David Triolo, Director, Risk Management

650-508-6237

RESOLUTION NO. 2012-

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

* * *

**APPROVING AND RATIFYING THE INSURANCE PROGRAM FOR
FISCAL YEAR 2013**

WHEREAS, the General Manager/CEO of the San Mateo County Transit District (District) has approved an insurance program for Fiscal Year (FY) 2013 with premiums totaling \$1,597,703 the costs for which are included in the FY2013 budget; and

WHEREAS, in conjunction with the expiration of the District's existing insurance program on June 30, 2012, District staff renewed its insurance program for FY2013 based on the plan approved by the General Manager/CEO, with the following significant elements:

1. Maintain self-insured retention for the District in the amount of \$1 million;
2. Purchase Excess Liability insurance program with a total limit of \$100 million, including Public Official's Liability coverage with a \$50 million limit, at an annual premium of \$859,581;
3. Purchase an Employment Practices Legal Liability policy with a total limit of \$5 million and an annual premium of \$55,000; and
4. Purchase non-liability policies covering Bus Physical Damage, Property, Boiler and Machinery, Public Employees Blanket Bond and Excess Bond, Business Auto, Crime, Dumbarton Rail Bridge, Environmental, Peace Officers Liability, Cyber Liability with Privacy Coverage, Fiduciary Liability and Kidnap & Ransom insurance with an annual premium of \$683,122.

WHEREAS, staff requests that the Board of Directors approve and ratify the renewal of the District's insurance program for FY2013, as delineated above.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the San Mateo County Transit District hereby approves and ratifies the renewal of the District's insurance program for Fiscal Year 2013, including the types of coverage, limits and premiums recited above.

Regularly passed and adopted this 8th day of August, 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: C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENT TO
PROVIDE ADMINISTRATION SERVICES FOR THE DUMBARTON
EXPRESS BUS SERVICE**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO to execute a new Cooperative Agreement (Agreement) among the Dumbarton Bridge Route Operations Committee (Consortium) members, which include the Alameda-Contra Costa Transit District (AC Transit), the San Francisco Bay Area Rapid Transit District (BART), the City of Union City, and the Santa Clara Valley Transportation Authority (VTA) to provide administrative services for the Dumbarton Express Bus Service (DBX) and to amend it as necessary to address receipt of Regional Measure 2 funds for DBX service expansion.

SIGNIFICANCE

Cooperative Agreement

Consortium members have been party to a Cooperative Agreement for DBX service since 1990. Recent events discussed below in this report now require a new Agreement. AC Transit has been appointed by the Consortium to administer the DBX service through 2016. Under the Agreement, the Consortium would reimburse AC Transit's annual administrative cost according to rates specified in the Agreement. Some of AC Transit's administrative duties for the DBX specified in the Agreement include: meeting coordination, posting schedules on 511.org, vendor management and invoices, reporting service statistics, budgeting, minor service and schedule changes, map/timetable printing, and customer service. One change related to Administrative Duties under this proposed Agreement is that some functions are specified as "not included" in the annual reimbursement rate. These functions could be requested by the Consortium, but AC Transit would be reimbursed on a full-cost-recovery basis. Some of the administrative duties not covered by the annual fee include extensive planning and scheduling of service changes, marketing, outreach, and surveys that the Consortium may decide to pursue.

Regional Measure 2 (RM2) Funding

RM2 is funded by a \$1 increase on all Bay Area state-owned toll bridges that commenced in 2004. On January 25, 2012, the Metropolitan Transportation Commission adopted a resolution

amending the RM2 funding program to allow these funds to support the existing and expanded bus service along with ancillary operating expenses such as AC Transit's administration, real-time transit information and Wi-Fi service.

DBX Service Expansion

The DBX service expansion was implemented on July 2, 2012 using RM2 funds to underwrite the costs associated with administering, operating and maintaining the full DBX service. Before the expansion, there were 53.48 revenue hours of daily service; the service expansion increases that to 97.62 per day, representing an 83% increase in hours. The service expansion was approved by the AC Transit Board on April 25, 2012.

BUDGET IMPACT

Consortium agencies provide an operating subsidy to fund the difference between operating expenses and actual fare box receipts, based on the origin of transit riders for all hours of the service. The following percentages currently apply: AC Transit 18.79%, BART 23.08%, SamTrans 12.72%, VTA 41.12%, and Union City 4.29%. In Fiscal Year 2012, the total operating expenses is estimated at \$1.9 million of which SamTrans' subsidy was \$147,603. The recent availability of RM2 funding removes the need for each of the participating transit agencies to provide a subsidy for the DBX. This would save the District about \$150,000 annually.

BACKGROUND

The DBX service is a regional commuter bus service that operates through a Agreement between AC Transit, BART, SamTrans, VTA, and the City of Union City. The five agencies are collectively known as the Consortium. SamTrans Board Resolution No. 1990-60 allowed SamTrans to join the Consortium in 1990. The DBX operates two lines from the Union City BART station, across the Dumbarton Bridge, and into Palo Alto. This all-day service connects East Bay commuters with the Palo Alto Caltrain Station and serves many major employment, health and educational centers including Facebook, Hewlett-Packard, Stanford University, the Stanford Research Park, Palo Alto Veterans Hospital, and the VA Medical Center in Menlo Park.

In an effort to significantly reduce operating costs, the Consortium directed that the DBX be operated by a private contractor. SamTrans led a procurement effort and awarded a contract to MV Transportation that runs from December 19, 2011 through December 31, 2016, with a five-year option through 2021. SamTrans subsequently assigned the contract with MV Transportation to AC Transit.

Prepared by: Paul Lee, Manager, Bus Contracts

650-508-6433

RESOLUTION NO. 2012 -

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

* * *

**AUTHORIZING EXECUTION OF COOPERATIVE AGREEMENT TO
PROVIDE ADMINISTRATION SERVICES FOR THE DUMBARTON
EXPRESS BUS SERVICE**

WHEREAS, in 1990, the Board of Directors of the San Mateo County Transit District approved the creation of the Dumbarton Bridge Route Operations Committee (Consortium) consisting of Alameda-Contra Costa Transit District (AC Transit), San Francisco Bay Area Rapid Transit District (BART), City of Union City, Santa Clara Valley Transportation Authority (VTA) and San Mateo County Transit District (District); and

WHEREAS, since 1990, the Consortium has arranged for provision of the Dumbarton Express bus service (DBX) pursuant to a Cooperative Agreement among the Consortium members; and,

WHEREAS, DBX service had traditionally been provided by AC Transit, but beginning in December 2011, after a competitive procurement process led by the District, DBX service is now provided by a private operator; and

WHEREAS, because of the change in service providers, it is necessary to renew the Cooperative Agreement that governs the operations of the Consortium to address issues such as administration and management of the private operator's contract, annual budget development, Consortium member share of cost of providing the DBX service, and other administrative details; and

WHEREAS, a new Cooperative Agreement has been developed by the Consortium members that, among other things, identifies AC Transit as the lead agency with regard to all administrative requirements and leaves unchanged the District's current share of the cost of providing the DBX service at 12.72%, which share is to be recalculated based on ridership surveys conducted every three years; and

WHEREAS, the District's projected share of the cost of providing the DBX service for Fiscal Year 2013 is included in the FY13 District Operating budget in the amount of \$150,000; and

WHEREAS, since the development of the new Cooperative Agreement, the Metropolitan Transportation Commission has amended its Regional Measure 2 (RM-2) program to allow RM-2 funds to be used to support existing and expanded DBX service, which program amendment will likely require an amendment to the Cooperative Agreement that will allow both for the expansion of DBX service and the reduction to the amount to be paid by the Consortium members, including the District, in FY13; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Cooperative Agreement should be renewed, and then amended, to reflect the new conditions of provision of DBX service as described above.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District (Board) authorizes the General Manager/CEO or his designee to execute a Cooperative Agreement among the Consortium members for the provision of the Dumbarton Express Bus Service, and to enter into subsequent amendment(s) consistent with the terms of this Resolution and in a form approved by legal counsel.

Regularly passed and adopted this 8th day of August, 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 AMENDMENT TO EXTEND THE CONTRACT WITH
GREEN CARPET LANDSCAPING AND MAINTENANCE FOR
PROVIDING LANDSCAPING AND GROUNDS MAINTENANCE
SERVICES**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to execute a contract amendment to the contract with Green Carpet Landscaping and Maintenance (Green Carpet) for providing landscaping and grounds maintenance services, to extend the contract on a month-to-month basis for up to six months at a cost of up to \$68,000.

SIGNIFICANCE

Award of the extension of this contract will assure the continuance of regular and on-call landscaping and grounds maintenance services at all District facilities while a new contract is being solicited.

BUDGET IMPACT

The current approved contract amount is insufficient to provide landscaping and ground maintenance services during the six-month contract extension. This amendment will increase the total contract amount from \$904,641 to \$972,641. Funding for the extension of this contract has been included in the Fiscal Year 2013 SamTrans Operating Budget.

BACKGROUND

Pursuant to Resolution 2006-27, the Board awarded a five-year contract to Green Carpet, to provide the landscaping and grounds maintenance services at District facilities. Subsequently staff extended the contract for an additional one-year term and the General Manager/CEO issued an amendment adding the maximum funding allowable to the contract based on the General Manager/CEO's Procurement Authority authorized by the Board. The re-solicitation of the landscaping and grounds maintenance services was delayed and additional time was required to develop the revised scope of services and issue the Invitation for Bids contract documents. Currently staff is advertising the solicitation for a new contract.

Contract Officer: Patrick May 650-508-7732
Project Manager: Greg Moyer, Supt. Maint. Technical Services 650-508-7790

RESOLUTION NO. 2012-

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

* * *

**AUTHORIZING AMENDMENT TO THE CONTRACT WITH GREEN CARPET
LANDSCAPING AND MAINTENANCE FOR PROVIDING LANDSCAPING AND
GROUNDS MAINTENANCE SERVICES TO EXTEND THE AGREEMENT
ON A MONTH-TO-MONTH BASIS FOR UP TO SIX MONTHS
AT A COST OF UP TO \$68,000**

WHEREAS, Pursuant to Resolution 2006-27, the San Mateo County Transit District (District) awarded a contract with Green Carpet Landscaping and Maintenance (Green Carpet), to provide landscape and grounds maintenance services at District facilities for a five-year term (Agreement); and

WHEREAS, at the end of the contract term, staff extended the Agreement for an additional one-year term; and

WHEREAS, staff proposes to further extend the Agreement for up to six months, on a month-to-month basis, to allow the District time to complete the Invitation for Bids process currently underway for re-solicitation of landscape and grounds maintenance services at District facilities; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board authorize the amendment to the Agreement with Green Carpet to extend the contract term on a month-to-month basis up to January 31, 2013 at an estimated cost of \$68,000; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO, or his designee, to execute a contract amendment to the Agreement with Green Carpet Landscaping and

Maintenance, in a form approved by Legal Counsel, to extend the contract term on a month-to-month basis for up to six months at a cost of up to \$68,000.

Regularly passed and adopted this 8th day of August, 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
Deputy CEO

**SUBJECT: AUTHORIZE AWARD OF CONTRACT TO PROVIDE RECRUITMENT
ADVERTISING SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to Miller Advertising Agency, Inc. (Miller Advertising) to provide recruitment advertising services for a five-year term at an estimated cost of \$375,000.
2. Authorize the General Manager/CEO to execute a contract with Miller Advertising in full conformity with all of the terms and conditions of the contract documents.

SIGNIFICANCE

Award of this contract will provide the District with a professional recruitment advertising firm to assist staff in promoting employment vacancies in the most cost effective and efficient manner, resulting in attracting qualified candidates for open positions. Services may include creative advertising development and production for print, electronic, and outdoor recruitment outreach.

BUDGET IMPACT

Funds to support these services will be available under approved and projected operating budgets.

BACKGROUND

A Request for Proposals (RFP) was issued detailing the District's requirements for services. The solicitation information was advertised in a newspaper of general circulation and on the District's procurement website. Solicitation notices also were sent to interested proposers, small business enterprises (SBEs) and disadvantaged business enterprises (DBEs). In response to the RFP, two proposals were received (none of which were from SBEs or DBEs).

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

- Approach to Scope of Services 0-35 points
- Qualifications and Experience of Firm 0-20 points
- Qualifications and Experience of Key Personnel 0-20 points
- Cost Proposal 0-25 points

After review, evaluation, and initial scoring of proposals, both firms were determined to be in the competitive range and were invited for interviews. As part of the evaluation process, staff contacted agencies where the firms in the competitive range are providing similar services and received positive references. Following interviews, the Committee completed the final evaluation and consensus ranking and determined that Miller Advertising received the highest ranking and is qualified to be selected for contract award. Negotiations were conducted successfully with this firm. The proposals received are listed below:

1. Miller Advertising Agency, Inc., New York
2. Daily Journal Corporation, Los Angeles

Miller Advertising meets all of the solicitation requirements and it's agreed upon price has been determined by staff to be fair and reasonable.

The District's current contract is with Miller Advertising at a five-year estimated cost of \$428,000.

Senior Contract Officer: Julie Taylor 650-508-7915
 Contract Administrator: Juliet Nogales-Deguzman 650-508-6236

RESOLUTION NO. 2012-

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT TO MILLER
ADVERTISING AGENCY, INC. TO PROVIDE RECRUITMENT
ADVERTISING SERVICES FOR AN ESTIMATED COST OF \$375,000
FOR A FIVE-YEAR TERM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive proposals for qualified firms to provide recruitment advertising services; and

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

WHEREAS, an evaluation committee has reviewed and evaluated the proposals, and conducted interviews in accordance with the criteria and procedures set forth in the RFP; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to the highest consensus-ranked firm, Miller Advertising Agency, Inc. of New York, New York for a five-year term at an estimated cost of \$375,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District awards a contract to Miller Advertising Agency, Inc. to provide recruitment advertising services for a five-year term at an estimated cost of \$375,000 based upon the estimated requirements of the District, as set forth in the RFP and supplemented by the proposal received from Miller Advertising, Inc.; and

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

Regularly passed and adopted this 8th day of August, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

Company	Total Bid Amount
<i>Engineer's Estimate</i>	\$650,000
Vanden Bos Electric, Inc., Roseville, CA (a small business enterprise - SBE)	\$663,965
All Power, Inc., Grass Valley, CA (SBE)	\$674,850

Staff evaluated Vanden Bos Electric, Inc., the apparent low bidder, for responsibility and determined that it is responsible. References provided by Vanden Bos Electric, Inc. indicate that they have satisfactorily performed construction projects for many firms for over 21 years. Staff and Legal Counsel analyses of the low bidder's responsiveness concluded that Vanden Bos Electric, Inc. submitted all of the required bid documents and complied with all the bidding requirements. Therefore Vanden Bos Electric, Inc. was determined to be the lowest responsible and responsive bidder.

The District's DBE Officer reviewed the sub-bid documentation from Vanden Bos Electric, Inc., and determined that the firm was responsive to the DBE requirements. Vanden Bos Electric, Inc., subcontracting practices appear non-discriminatory and it intends to procure electrical material from a DBE material supplier.

Contract Officer: Alicia Fraumeni
Project Manager: Jim Kellner

650-508-6442
650-508-6333

RESOLUTION NO. 2012-

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

* * *

**AUTHORIZING AWARD OF CONTRACT
TO VANDEN BOS ELECTRIC, INC.
FOR THE FIRE ALARM SYSTEM UPGRADE PROJECT
FOR A TOTAL COST OF \$663,965**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for a fire alarm system upgrade; and

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

WHEREAS, staff and Legal Counsel reviewed the bids and determined that the apparent low bidder, Vanden Bos Electric, Inc. of Roseville, California, was responsive to the requirements of the solicitation; and

WHEREAS, staff examined references provided by Vanden Bos Electric, Inc. and concluded that it is responsible as it has satisfactorily performed construction projects for many firms for over 21 years; and

WHEREAS, the General Manager/CEO recommends, and the Committee concurs, that the contract be awarded to the lowest responsive and responsible bidder, Vanden Bos Electric, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract for the Fire Alarm System Upgrade project to Vanden Bos Electric, Inc. for a total cost of \$663,965, inclusive of all taxes, other costs and expenses; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to execute contract on behalf of the District with Vanden Bos Electric, Inc., in full conformity with all the terms and conditions of the solicitation documents and in a form approved by Legal Counsel.

Regularly passed and adopted this 8th day of August, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

Board Resolution 2003-57, the District awarded a sole source contract to Orbital to upgrade the System software. Orbital provided software support and maintenance under those contracts until they expired in December 2005. Month-to-month purchase orders were used until, under Board Resolution 2006-55, the District awarded a contract to continue software support for one year, with four additional one-year option terms for a not to exceed amount of \$600,000. The contract was assigned by Orbital to ACS Transport Solutions, Inc. in June 2008. Currently, software support services are being provided on a month-to-month basis until the negotiated five-year term agreement is awarded. AMDTs are repaired on an as-needed basis by purchase orders.

Staff determined that the requirement to solicit competitive proposals is inapplicable to this procurement because ACS, the developer of the software and original supplier of the AMDTs, is the sole source for these maintenance and support services. The required cost analysis performed by staff confirmed that the negotiated price and terms and conditions are fair and reasonable.

Senior Contract Officer:	Julie Taylor	650-508-7915
Project Manager:	Roi Kingon, Operations Technology Administrator	650-508-7998

RESOLUTION NO. 2012-

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

* * *

**AUTHORIZING AWARD OF CONTRACT
TO ACS TRANSPORT SOLUTIONS, INC. FOR SOFTWARE AND HARDWARE
MAINTENANCE SUPPORT SERVICES
FOR AN ESTIMATED AMOUNT OF \$1,063,860 FOR FIVE YEARS**

WHEREAS, the San Mateo County Transit District (District) has determined the need for software and revenue and non-revenue vehicle hardware (hardware) maintenance and support services for its Advanced Communications System (System); and

WHEREAS, staff has determined that ACS Transport Solutions, Inc., a Xerox company, (ACS) is the sole source of maintenance and support services for the System software and hardware; and

WHEREAS, staff has negotiated a five-year software and hardware maintenance and support agreement and conducted a cost analysis that confirmed the negotiated pricing and terms and conditions are fair and reasonable; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the District enter into an agreement with ACS Transport Solutions, Inc., to provide software and hardware maintenance and support services for an estimated amount of \$1,063,860 for a five-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the San Mateo County Transit District hereby awards a contract for software and hardware maintenance and support services to ACS Transport Solutions, Inc., of Columbia, Maryland for a five-year term for an estimated amount of \$1,063,860, with the understanding that annual

software support services shall not exceed \$105,402, hardware support services shall not exceed \$107,370, and time and material services shall be provided at an hourly rate of \$200 plus the cost of materials; and

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

Regularly passed and adopted this 8th day of August, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

The three lowest bids are listed below:

Company	Total Bid Amount
<i>Engineer's Estimate</i>	\$200,000
FE Controls Corp., Santa Clara, CA (a small business enterprise)	\$154,544
Energywise Works, Inc., Fremont, CA	\$180,000
McEntee Construction, Inc., San Mateo, CA	\$183,516

Staff evaluated FE Controls, Corp., the apparent low bidder, for responsibility and determined that it is responsible. References provided by Fe Controls, Corp. indicate that they have satisfactorily performed construction projects for many firms for over 10 years. Staff and Legal Counsel verified that FE Controls, Corp. submitted all of the required bid documents and complied with all bidding requirements. Therefore staff analyses concluded that FE Controls, Corp. is the lowest responsible and responsive bidder.

The District's DBE Officer reviewed the sub-bid documentation from FE Controls Corp. and determined that the firm was responsive to the DBE requirements. While there is no DBE participation, FE Controls Corp. (a small business enterprise certified by the State of California) solicited sub-bids from a number of subcontractors and its decision to engage its subcontractors appears nondiscriminatory.

Contract Officer: Alicia Fraumeni
Project Manager: Jim Kellner

650-508-6442
650-508-6333

RESOLUTION NO. 2012-

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

* * *

**AUTHORIZING AWARD OF CONTRACT
TO FE CONTROLS, CORP.
FOR THE CENTRAL SECURITY OFFICE UPGRADE PROJECT
FOR A TOTAL COST OF \$154,544**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive bids for the Central Security Office Upgrade Project; and

WHEREAS, in response to the District's Invitation for Bids, six firms submitted bids;
and

WHEREAS, staff and Legal Counsel have reviewed the bids and determined that the bid of the apparent low bidder, FE Controls, Corp. of Santa Clara, California, meets the requirements of the solicitation and is therefore responsive; and

WHEREAS, staff evaluated FE Controls, Corp. and determined that it is responsible;
and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the contract be awarded to the lowest, responsive and responsible bidder, FE Controls, Corp.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract for the Central Security Office Upgrade Project to FE Controls, Corp. for a total cost of \$154,544, inclusive of all taxes, other costs and expenses; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to execute a contract on behalf of the District with FE Controls, Corp. in full conformity with all the terms and conditions of the solicitation documents and in a form approved by Legal Counsel.

Regularly passed and adopted this 8th day of August, 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
Deputy CEO

Rita Haskin
Executive Officer
Customer Service and Marketing

SUBJECT: REJECTION OF ALL BIDS TO PROVIDE PRINTING AND DELIVERY OF MAGNETIC TICKETS AND AUTHORIZATION OF RE-SOLICITATION OF BIDS

ACTION

Staff proposes the Committee recommend the Board reject the bids received from Magnadata USA, Inc. (Magnadata) and Electronic Data Magnetics (Electronic Data) as non-responsive and authorize staff to re-solicit for printing and delivery of magnetic tickets.

SIGNIFICANCE

Approval of the above actions will allow rejection of both bids received and permit staff to re-solicit for these services.

BUDGET IMPACT

Rejection of the bids will have no budget impact.

BACKGROUND

An Invitation for Bids (IFB) was issued to procure a five-year contract for printing and delivery of magnetic tickets. Staff advertised the solicitation via the San Mateo County Transit District's (District) website and a newspaper of general circulation. Standard language setting forth the District's policy regarding Disadvantaged Business Enterprises (DBEs) was included in the solicitation documents. Solicitation notices were also sent to interested bidders, Small Business Enterprises (SBEs) and DBEs. The District received two bids, neither of which was from an SBE or DBE, as listed below:

Company	Bid Amount
1. Magnadata USA, Inc., Toms River, NJ	\$134,910
2. Electronic Data Magnetics, High Point, NC	\$210,417

Magnadata altered the bid form and did not submit the required bidder's security. Bidder's written exceptions and/or changes to bid forms are not allowed under the sealed bid procedures

and District procurement policy, rendering Magnadata's bid non-responsive. Electronic Data made a calculation error on its bid form that cannot be waived as a minor discrepancy. Consequently, both bids have been determined to be non-responsive, requiring rejection.

Neither State law nor the District's procurement policy and procedures prevent the District from rejecting all bids.

The District's original provider for these services was Genfare, GFI of Elk Grove, IL. The purchase of magnetic tickets was included in the original Farebox Request for Proposals to provide a supply of tickets until enough usage data was collected to develop an IFB for magnetic tickets.

Upon Board authorization, staff will re-solicit these services.

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Melissa Wicklow, Market Development Specialist

650-508-6292

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

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

ACTION

This item is presented for informational purposes only.

SIGNIFICANCE

On May 9, 2012, the Board approved the Request for Bids for the Fiscal Year (FY) 2013 Fuel Hedging Program and authorized the General Manager/CEO or Deputy CEO, Finance and Administration to execute those documents with the winning diesel fuel price cap provider. On May 22, the San Mateo County Transit District's (District) financial advisors requested bids from the four firms, Deutsche Bank AG, Barclays Bank PLC (Barclays), Canadian Imperial Bank of Commerce and Wells Fargo Bank, N.A., with which we had developed mutually agreed upon bid documents for a diesel fuel price cap. Based on the bid prices, the District selected Barclays as the winning bidder, with a cap of \$2.80 per gallon and a cost of cap at \$0.2695 per gallon. The District hedged a total of 1.2 million gallons which represents approximately 65 percent of the District's expected fuel usage for FY2013. The substantially final documents, on file for the Board on May 9, were executed subsequent to the bid. Staff was comfortable with the documents as executed and the price offered by Barclays.

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

The primary goal for the Fuel Hedging Program is to reduce volatility and uncertainty in the fuel budget for FY2013. Consistent with the Fuel Hedging Policy, the District has hedged 1.2 million gallons, which represents approximately 65 percent of its expected annual fuel consumption. In order to maximize the Fuel Hedging Program's potential for economic efficiency, the District

partnered with the Peninsula Corridor Joint Powers Board, which hedged 2.25 million gallons, which represents approximately 50 percent of its expected annual fuel consumption.

Staff expects to return to the Board next year with an assessment of the FY2013 Fuel Hedging Program.

BUDGET IMPACT

The District's FY2013 adopted budget for fuel expenses is \$6.6 million which is an increase, of \$0.9 million or 16 percent, over the revised FY2012 budget. This increase is primarily due to the increase in the budgeted price per gallon of diesel fuel since the last fuel hedge was executed. The purchase of the price cap from Barclays, which caps the District's fuel price for over half of its fuel at \$2.80 per gallon, helps to keep the increase in the fuel budget to a minimal level even as fuel prices rise. The Fuel Hedging Program also gives the District a measure of budgetary certainty and allows for more effective utilization of budget resources. The fees for the FY2013 Fuel Hedging Program include \$7,600 for financial advisory services, \$21,750 for outside legal counsel and \$332,827 which is the premium for price cap.

BACKGROUND

The District currently purchases fuel from Pinnacle Petroleum based on the average weekly spot price for Oil Price Information Service (OPIS) index, exposing the District to market price fluctuation. During the past 12-month period from July 7, 2011 to June 28, 2012, the price of OPIS has ranged from a high of \$3.45 per gallon in the first week of March 2012 to a low of \$2.61 in the last week of June 2012.

In order to meet the primary goal of the Fuel Hedging Program of reducing volatility and uncertainty in the fuel budget for FY2013, staff purchased a price cap consistent with the District's adopted Fuel Hedging Policy. This commodity price cap does not include taxes on the fuel price, however the price commonly reported to the Board of Directors includes taxes. A price cap allows the District to limit its exposure if fuel prices rise, while continuing to receive the benefit if prices fall.

Prepared by: Éva Goode, Manager, Budgets

650-508-7914

**FINANCE ITEM # 14
AUGUST 08, 2012**

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **INFORMATION ON STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING JUNE 30, 2012**

The Finance Division engages in many activities following the end of the June 30 fiscal year both to close out the old fiscal year and set up the new fiscal year. The demands of these activities require a longer time to produce a complete Statement of Revenues and Expenses than allowed by the normal board meeting cycle. Consequently, staff will present a Statement of Revenues and Expenses for June at the November 14 meeting of the Board of Directors.

Prepared by: Rima Lobo, Director of Finance

650-508-6274



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, AUGUST 8, 2012 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of June 13, 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
JUNE 13, 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, 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 2:55 p.m.

Approval of Minutes of Legislative Committee Meeting of May 9, 2012

The committee approved the minutes (Lloyd/Guilbault).

Update on the State Legislative Program

Director, Government and Community Affairs Seamus Murphy said High Speed Rail (HSR) continues to be the most controversial transportation issue with the State budget and all other transportation issues are status quo. The HSR issue should see progress over the next few weeks and staff has been advocating for the inclusion of Proposition 1A funds in the State budget, which would help fund Caltrain Modernization, electrification and support future blended HSR service from the Peninsula. He said staff has been working with the Department of Finance, the California Transportation Commission and our legislative delegation to address some of the concerns about these investments and so far good things have been heard. The original budget proposal from the administration included the Proposition 1A Connectivity Funds that are a part of the Memorandum of Understanding (MOU) funding plan. Staff has made some progress with the delegation, both in the Assembly and Senate, to include certain conditions that would closely mirror the conditions that are in the MOU to ensure the blended system project is limited in terms of scope and does not reflect the original four-track fully dedicated HSR right of way discussed a few years ago. Mr. Murphy said there will be some conditions about the Proposition 1A HSR funding investment in the Central Valley, which is separate from the Proposition 1A Connectivity Funding being invested in the bookend sections. Those conditions will be along the lines of requiring ridership analysis and various reporting requirements to the Legislature to ensure the project is moving forward.

Mr. Murphy said the latest advocacy effort with regard to Caltrain Modernization is the Bay Area Council completed a study that looked at the economic impacts and value Caltrain electrification would create for both the region and the state. It actually showed there could be up to a \$2.5 million economic value for California associated with Caltrain electrification. He said most of that would be centered in the Bay Area and reflects economic value associated with jobs being created through construction of the project, real estate value increases of up to

\$1 billion along the right of way due to the performance enhancements and improved service and travel time improvements for Caltrain passengers. Mr. Murphy said staff will meet next week with legislators on this study and make a pitch for their approval of the funds in the State budget. On June 12 the Assembly budget proposal was released and it included not only the connectivity funding for the MOU of the Northern California section, but also the full appropriation of the Proposition 1A HSR money. He said instead of receiving \$105 million for Caltrain Modernization they are proposing to appropriate \$705 million. These bonds still need to be sold and allocated to the project over the course of the next five or six years, but it is very encouraging news.

Mr. Murphy said the Senate is a bit more unpredictable. We have heard a positive response from our local delegation with regard to the bookend investment, but they have serious concerns about the Central Valley proposal and the investment of HSR dollars there. The administration has linked the investment and appropriation of Central Valley dollars with the appropriation of bookend dollars.

Federal Update

Mr. Murphy said the Conference Committee negotiating a Surface Transportation Bill continues to meet. They have been meeting for about a month and went from making great progress to reporting they will not be able to come up with a compromise and will have to negotiate an extension to the current law. The issues have less to do with investment in transportation infrastructure and more to do with issues like the approval of the Keystone Oil Pipeline.

Mr. Murphy said it is not all bad news. The extension of current funding is pretty much what we would get through the funding levels included in the Senate bill that we support. He said there are people in the House who would like to see the programs and the Federal Gas Tax expire, but staff is hopeful the Senate and the bipartisan support for extending these programs at current funding levels in the Senate will be able to control the debate. Mr. Murphy said at the very minimum an extension would take us through the election and then the Senate will have a better ability to negotiate a compromise in the lame-duck session in Congress when political issues aren't making this so controversial.

Director Art Lloyd said the proposal to build a test track between Merced and Bakersfield has received a lot of negative media coverage and should be pointed out it is a test track and will be required for the HSR vehicles, but also Amtrak would be allowed to run on this test track.

Adjourned: 3:05 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

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

STATE ISSUES

Caltrain Modernization/High-speed Rail

The Caltrain Modernization Program has achieved several key milestones over the last two months:

- On June 19, approval of the Bay Area High Speed Rail (HSR) Memorandum of Understanding (MOU) that identifies full funding for Caltrain modernization was completed with approval from the San Jose City Council.
- On June 27, the California Transportation Commission (CTC) approved a project list that programs the remaining Proposition 1A connectivity funding, including \$105 million for Caltrain modernization as specified in the Bay Area HSR MOU.
- On July 6, following the Assembly's approval on the previous day, the State Senate approved SB 1029, which appropriates \$705 million in Proposition 1A funding for Caltrain modernization.
- On July 18, the Governor signed SB 1029, authorizing the State's full share of funding for Caltrain modernization identified in the Bay Area HSR MOU.

Several additional before the Caltrain Modernization Program can access these funds, including the sale of Proposition 1A bonds by the State Controller's Office, the allocation of revenues to the project and the allocation of Proposition 1A connectivity funds by the CTC.

FEDERAL ISSUES

Authorization

On June 29, after several extensions following the expiration of SAFETEA-LU in 2009, Congress approved House Resolution 4348 (Mica), Moving Ahead for Progress in the 21st Century (MAP-21).

MAP-21 authorizes \$120 billion for surface transportation programs over the next 27 months, or through September 2014. The bill includes a slight 1.3% increase for public transportation programs, retains the historic 80/20 split between highway and transit funding and includes provisions that guarantees states will receive at least 95% of the gas tax funds they generate.

Generally, the bill shifts a greater share of funding into formula programs and away from discretionary programs. It also consolidates several programs and expands their eligibility to include a broader range of projects and transportation modes.

Notable changes include the expansion of the New Starts program to cover renovations of existing rail systems that increase capacity by at least 10 percent, and the expansion of the Transportation Infrastructure Finance and Innovation Act loan program from \$120 million to \$1.75 billion over the next 27 months.

The bill also expands the eligibility so that transit projects can benefit from a program that allows the California Environmental Quality Act to satisfy National Environmental Policy Act approval.

Under the bill, California and the Bay Area are expected to retain or slightly increase funding levels for the region's transit needs. However, the bill does not address several transportation priorities.

Reauthorization of passenger rail programs, including high-speed rail, was not included in the legislation and will need to be reauthorized before the expiration of the Passenger Rail Investment and Improvement Act in 2013.

Also not included were provisions that address the extension of the 2015 deadline for the installation of positive train control on passenger rail systems, or the restoration of pre-tax commute benefits for transit riders that are equal to the benefits that drivers receive.

The bill also does not address the overall solvency of the Highway Trust Fund. The bill transfers \$19 billion from the General Fund to fund authorized programs in Fiscal Year 2013, but in order for MAP-21 to be fully funded through September 2014, additional revenue will be necessary.

Prepared By: Seamus Murphy, Government Affairs Manager

650.508.6388

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 41</u> <u>Hill D</u></p> <p>High-Speed Rail Authority: conflicts of interest: disqualification.</p>	<p>SENATE THIRD READING 5/1/2012 - Read second time. Ordered to third reading.</p>	<p>Existing provisions of the Political Reform Act of 1974 prohibit a public official at any level of state or local government from making, participating in making, or attempting to use his or her official position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest, as defined. Existing law also requires specified elected and appointed officers at the state and local levels of government to disclose specified financial interests by filing periodic statements of economic interests. Existing law further requires public officials who hold specified offices and who have a financial interest in a decision within the meaning of the Political Reform Act of 1974 to publicly identify the financial interest giving rise to the conflict of interest or potential conflict of interest, recuse themselves from discussing and voting on the matter, and leave the room until after the discussion, vote, and other disposition of the matter is concluded, except as specified.</p> <p>This bill would add members of the High-Speed Rail Authority to those specified officers who must publicly identify a financial interest giving rise to a conflict of interest or potential conflict of interest, and recuse themselves accordingly. This bill contains other related provisions and other existing laws. Last amended on 4/30/2012</p>	
<p><u>AB 57</u> <u>Beall D</u></p> <p>Metropolitan Transportation Commission.</p>	<p>ASSEMBLY CHAPTERED 7/13/2012 - Chaptered by the Secretary of State, Chapter Number 88, Statutes of 2012</p>	<p>The Metropolitan Transportation Commission Act creates the Metropolitan Transportation Commission as a regional agency in the 9-county San Francisco Bay Area with comprehensive regional transportation planning and other related responsibilities. Existing law requires the commission to consist of 19 members, including 2 members each from the Counties of Alameda and Santa Clara, and one member appointed by the San Francisco Bay Conservation and Development Commission, and establishes a 4-year term of office for members of the commission.</p> <p>This bill would, instead, require the commission to consist of 21 members, including one member appointed by the Mayor of the City of Oakland and one member appointed by the Mayor of the City of San Jose. The bill would require the initial term of those 2 members to end in February 2015. The bill would prohibit more than 3 members of the commission from being residents of the same county, as specified. The bill would require the member from the San Francisco Bay Conservation and Development Commission to be a member of that commission, a resident of San Francisco, and to be approved by the Mayor of San Francisco. By imposing new requirements on a local agency, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last amended on 6/20/2012</p>	
<p><u>AB 441</u> <u>Monning D</u></p> <p>Transportation planning.</p>	<p>SENATE THIRD READING 6/26/2012 - Read second time. Ordered to third reading.</p>	<p>Existing law requires certain transportation planning activities by the Department of Transportation and by designated regional transportation planning agencies, including development of a regional transportation plan. Existing law authorizes the California Transportation Commission, in cooperation with regional agencies, to prescribe study areas for analysis and evaluation and guidelines for the preparation of a regional transportation plan.</p> <p>This bill would require the commission to attach a summary of the policies, practices, or projects that have been employed by metropolitan planning organizations that promote health and health equity to the commission's next revision of specified regional transportation planning guidelines .</p> <p>Last amended on 6/4/2012</p>	

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
AB 819 Wieckowski D Bikeways.	SENATE APPR. 7/6/2012 - Do pass as amended and re-refer to Com. on APPR.	<p>Existing law requires the Department of Transportation, in cooperation with county and city governments, to establish minimum safety design criteria for the planning and construction of bikeways, and authorizes cities, counties, and local agencies to establish bikeways. Existing law requires all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted to utilize all minimum safety design criteria and uniform specifications and symbols for signs, markers, and traffic control devices established pursuant to specified provisions of existing law.</p> <p>This bill would require the department to establish procedures for cities, counties, and local agencies to be granted exceptions from the requirement to use those criteria and specifications for purposes of research, experimentation, testing, evaluation, or verification. Last amended on 5/8/2012</p>	
AB 890 Olsen R Environment: CEQA exemption: roadway improvement.	SENATE E.Q. 7/2/2012 - Do pass as amended.	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would, until January 1, 2026, exempt a project or an activity to repair, maintain, or make minor alterations to an existing roadway if the project or activity is initiated by a city or county to improve public safety, does not cross a waterway, and involves negligible or no expansion of existing use. This bill contains other existing laws. Last amended on 1/13/2012</p>	
AB 1126 Calderon, Charles D Transaction and use tax: rate.	SENATE THIRD READING 7/2/2012 - Read second time. Ordered to third reading.	<p>The Transaction and Use Tax Law authorizes a district to impose a transactions tax for the privilege of selling tangible personal property at retail upon every retailer in the district at a rate of 1/4 of 1%, or a multiple thereof, of the gross receipts of the retailer from the sale of all tangible personal property sold by that person at retail in the district. That law requires that a use tax portion of a transaction and use tax ordinance be adopted to impose a complementary tax upon the storage, use, or other consumption in the district of tangible personal property purchased from any retailer for storage, use, or other consumption in the district at a rate of 1/4 of 1%, or a multiple thereof, of the sales price of the property whose storage, use, or other consumption is subject to the tax.</p> <p>This bill would decrease those rates to 1/8 of 1%. Last amended on 1/4/2012</p>	

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 1532</u> <u>John A. Pérez D</u></p> <p>California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Account.</p>	<p>SENATE RLS. 5/29/2012 - In Senate. Read first time. To Com. on RLS. for assignment.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emissions reductions. The act authorizes the state board to include use of market-based compliance mechanisms. The act authorizes the state board to adopt a schedule of fees to be paid by the sources of greenhouse gas emissions regulated pursuant to the act, and requires the revenues collected pursuant to that fee schedule be deposited into the Air Pollution Control Fund and be available, upon appropriation by the Legislature, for the purposes of carrying out the act.</p> <p>This bill would create the Greenhouse Gas Reduction Account within the Air Pollution Control Fund. The bill would require moneys, as specified, collected pursuant to a market-based compliance mechanism be deposited in this account. The bill also would require those moneys, upon appropriation by the Legislature, be used for specified purposes. The bill would require administering agencies, including the state board and any other state agency identified by the Legislature, to allocate those moneys to measures and programs that meet specified criteria. The bill would require the state board to develop and adopt every 3 years, as specified, an investment plan that identifies the anticipated expenditures of moneys appropriated from the account to the budget committees of each house of the Legislature, as specified. The bill would require the state board to annually submit a report no later than December of each year to the appropriate committees of the Legislature on the status of projects and their outcomes and any changes the state board recommends need to be made to the investment plan.</p> <p>Last amended on 5/1/2012</p>	
<p><u>AB 1570</u> <u>Perea D</u></p> <p>Environmental quality: California Environmental Quality Act: record of proceedings.</p>	<p>SENATE APPR. 7/2/2012 - Do pass as amended, and re-refer to the Committee on Appropriations</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA establishes a procedure for the preparation and certification of the record of proceedings upon the filing of an action or proceeding challenging a lead agency's action on the grounds of noncompliance with CEQA.</p> <p>This bill would require, until January 1, 2016, the lead agency, at the request of a project applicant, to, among other things, prepare a record of proceedings concurrently with the preparation of negative declarations, mitigated negative declarations, EIRs, or other environmental documents for specified projects . Because the bill would require a lead agency to prepare the record of proceedings as provided, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last amended on 4/10/2012</p>	

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
<p>AB 1606 Perea D</p> <p>Local public employee organizations: impasse procedures.</p>	<p>SENATE THIRD READING 6/26/2012 - Read second time. Ordered to third reading.</p>	<p>The Meyers-Milias-Brown Act contains various provisions that govern collective bargaining of local represented employees, and delegates jurisdiction to the Public Employment Relations Board to resolve disputes and enforce the statutory duties and rights of local public agency employers and employees. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations.</p> <p>This bill would instead authorize the employee organization to request that the parties' differences be submitted to a fact-finding panel not sooner than 30 days or more than 45 days following the appointment or selection of a mediator pursuant to the parties' agreement to mediate or a mediation process required by a public agency's local rules. The bill would also authorize an employee organization, if the dispute was not submitted to mediation, to request that the parties' differences be submitted to a fact-finding panel not later than 30 days following the date that either party provided the other with a written notice of a declaration of impasse. The bill would specify that the procedural right of an employee organization to request a fact-finding panel cannot be expressly or voluntarily waived. The bill would also specify that its provisions are intended to be technical and clarifying of existing law. This bill contains other existing laws. Last amended on 5/17/2012</p>	
<p>AB 1665 Galgiani D</p> <p>California Environmental Quality Act: exemption: railroad crossings.</p>	<p>SENATE APPR. 7/2/2012 - Do pass as amended, and re-refer to the Committee on Appropriations</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would exempt from CEQA the closure of a railroad grade crossing by order of the PUC under the above authority if the PUC finds the crossing to present a threat to public safety. This bill contains other existing laws. Last amended on 4/18/2012</p>	
<p>AB 1671 Huffman D</p> <p>Department of Transportation: retention proceeds: State Contract Act: bids: bidder's security.</p>	<p>SENATE APPR. 7/6/2012 - Read second time, amended, and re-referred to Com. on APPR.</p>	<p>Existing law prohibits the Department of Transportation, until January 1, 2014, from withholding retention proceeds when making progress payments for work performed by a contractor.</p> <p>This bill would make these provisions operative until January 1, 2020. The bill would also make a statement of legislative findings. Last amended on 7/6/2012</p>	

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 1706</u> <u>Eng D</u></p> <p>Vehicles: transit bus weight.</p>	<p>SENATE APPR. 7/5/2012 - Do pass as amended, and re-refer to the Committee on Appropriations</p>	<p>Under existing law, the gross weight imposed upon the highway by the wheels on any one axle of a vehicle is prohibited from exceeding 18,000 pounds, except the gross weight on any one axle of a bus is prohibited from exceeding 20,500 pounds. A violation of these requirements is a crime.</p> <p>This bill would prohibit a publicly owned or operated transit system or an operator of a transit system under contract with a publicly owned or operated transit system from procuring through a solicitation process pursuant to which a solicitation is issued on or after January 1, 2019, a new transit bus whose unladen weight on any axle exceeds 21,000 pounds, and whose gross weight on any one axle exceeds 24,000 pounds. The bill would prohibit a publicly owned or operated transit system, for the period between January 1, 2013, to January 1, 2019, inclusive, from procuring, through a solicitation process pursuant to which a solicitation is issued on or after January 1, 2013, a new transit bus whose unladen weight on any one axle exceeds 21,000 pounds, or whose gross laden weight on any one axle exceeds 24,000 pounds, unless every city and county through which the transit bus would operate has approved the procurement or the operation of the transit bus. The bill would impose a state-mandated local program by imposing new requirements upon transit buses. Last amended on 6/26/2012</p>	<p>Support</p>
<p><u>AB 1770</u> <u>Lowenthal</u>, <u>Bonnie D</u></p> <p>California Transportation Financing Authority</p>	<p>SENATE APPR. 7/5/2012 - From committee: Do pass.</p>	<p>Existing law creates the California Transportation Financing Authority, with specified powers and duties relative to issuance of bonds to fund transportation projects to be backed, in whole or in part, by various revenue streams of transportation funds, and toll revenues under certain conditions, in order to increase the construction of new capacity or improvements for the state transportation system consistent with specified goals. Existing law defines "project" for these purposes to include, among other things, a rail project.</p> <p>This bill would provide that a rail project may consist of, or include, rolling stock.</p>	
<p><u>AB 1779</u> <u>Galgiani D</u></p> <p>Intercity rail agreements.</p>	<p>SENATE APPR. 7/5/2012 - Do pass as amended, and re-refer to the Committee on Appropriations</p>	<p>Existing law authorizes the Department of Transportation to contract with Amtrak for intercity rail passenger services and provides funding for these services from the Public Transportation Account. Existing law, until December 31, 1996, authorized the department, subject to approval of the Secretary of Business, Transportation and Housing, to enter into an interagency transfer agreement under which a joint powers board assumes responsibility for administering the state-funded intercity rail service in a particular corridor. Existing law, with respect to a transferred corridor, requires the board to demonstrate the ability to meet performance standards established by the secretary.</p> <p>This bill would authorize the department, with the approval of the secretary, to enter into an additional interagency transfer agreement with respect to the San Joaquin Corridor, as defined, if a joint powers authority and governing board are created and organized. In that regard, the bill would provide for the creation of the San Joaquin Corridor Joint Powers Authority, to be governed by a board of not more than 11 members. The bill would provide that the board shall be organized when at least 6 of the 11 agencies elect to appoint members. The bill would provide for the authority to be created when the member agencies enter into a joint powers agreement, as specified. The bill would provide for future appointments of additional members if the service boundaries of the San Joaquin Corridor are expanded. Last amended on 6/27/2012</p>	

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
<p><u>AB 1780</u> <u>Bonilla D</u></p> <p>Department of Transportation: project studies reports.</p>	<p>SENATE APPR. 7/5/2012 - From committee: Do pass.</p>	<p>Existing law requires the Department of Transportation, in consultation with transportation planning agencies, county transportation commissions, counties, and cities, to carry out long-term state highway planning. Existing law authorizes the department, to the extent that it does not jeopardize the delivery of projects in the adopted state transportation improvement program, to prepare a project studies report for capacity-increasing state highway projects. Existing law requires the department to review and approve project studies reports performed by an entity other than the department. Existing law authorizes a local entity to request the department to prepare a project studies report for a capacity-increasing state highway project that is being proposed for inclusion in a future state transportation improvement program. If the department determines that it cannot complete the report in a timely fashion, existing law authorizes the requesting entity to prepare the report. Existing law makes specified guidelines adopted by the California Transportation Commission applicable to project studies reports commenced after October 1, 1991.</p> <p>This bill would revise these provisions to authorize the department to prepare project study reports or equivalent planning documents for any projects on the state highway system, limited by the resources available to the department. The bill would require the department to pay for the costs of its review and approval of project study reports or equivalent planning documents that are prepared by other entities for projects that are in an adopted regional transportation plan, a voter-approved county sales tax measure expenditure plan, or other voter-approved transportation program. In other cases, the bill would require the cost of the department's review and approval to be paid by the entity preparing the project study report or equivalent planning document. The bill would delete the provisions relating to the guidelines adopted by the California Transportation Commission and would instead require open and continuous communications between the parties during the development of project study reports or equivalent planning documents.</p> <p>Last amended on 3/29/2012</p>	<p>Support</p>
<p><u>AB 1890</u> <u>Solorio D</u></p> <p>Vehicles: toll highways: motorcycles.</p>	<p>ASSEMBLY CHAPTERED 7/10/2012 - Chaptered by Secretary of State - Chapter 81, Statutes of 2012.</p>	<p>Existing law prohibits any person, except as specified, from driving any motor vehicle with any object or material placed, displayed, installed, affixed, or applied in or upon the vehicle that obstructs or reduces the driver's clear view through the windshield or side windows. Existing law makes it unlawful for any person to refuse to pay tolls or other charges on any vehicular crossing or toll highway and requires, among other things, that if a transponder or other electronic toll payment device is used to pay tolls or other charges due, the device be located in or on the vehicle in a location so as to be visible for the purpose of enforcement at all times when the vehicle is located on the vehicular crossing or toll highway.</p> <p>This bill would require a motorcyclist to instead use any one of 5 specified methods when using a transponder or other electronic toll payment device to pay tolls or other charges when entering a vehicle crossing or toll highway. Last amended on 6/6/2012</p>	
<p><u>AB 1915</u> <u>Alejo D</u></p> <p>Safe routes to school.</p>	<p>SENATE APPR. 6/26/2012 - Read second time and amended. Re-referred to Com. on APPR.</p>	<p>Existing law requires the Department of Transportation, in consultation with the California Highway Patrol, to establish and administer a "Safe Routes to School" program for construction of bicycle and pedestrian safety and traffic calming projects, and to award grants to local agencies in that regard from available federal and state funds, based on the results of a statewide competition. Existing law sets forth various factors to be used to rate proposals submitted by applicants for these funds.</p> <p>This bill would provide that up to 10% of program funds may be used to assist eligible recipients in making infrastructure improvements, other than school bus shelters that create safe routes to school bus stops located outside of the vicinity of schools. Last amended on 6/26/2012</p>	

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
<p>AB 1960 Dickinson D</p> <p>State contracts: reports: lesbian, gay, bisexual, and transgender businesses.</p>	<p>SENATE APPR. 6/26/2012 - Re-referred to Com. on APPR.</p>	<p>Existing law requires the Department of General Services to make available a report on contracting activity containing specified information, including the level of participation of business enterprises, by race, ethnicity, and gender of owner, in specified contracts.</p> <p>This bill would require the Department of General Services to include in the report on contracting activity information regarding the level of participation of lesbian, gay, bisexual, or transgender owned businesses in specified contracts, as provided. Last amended on 3/27/2012</p>	
<p>AB 2200 Ma D</p> <p>Vehicles: high-occupancy vehicle lanes.</p>	<p>SENATE APPR. 7/5/2012 - Do pass as amended.</p>	<p>Existing law authorizes the Department of Transportation and local agencies, with respect to highways under their respective jurisdictions, to designate certain lanes for preferential or exclusive use by high-occupancy vehicles.</p> <p>This bill would, until January 1, 2020, consistent with the state implementation plan for the San Francisco Bay area adopted pursuant to the federal Clean Air Act and other federal requirements, suspend the hours of operation for highway lanes designated for high-occupancy vehicles, in the Interstate 80 corridor within the Metropolitan Transportation Commission's jurisdiction, in the reverse commute direction. Because the commission would be required to post signage of the above requirements along the Interstate 80 corridor, the bill would impose a state-mandated local program. Last amended on 5/1/2012</p>	
<p>AB 2245 Smyth R</p> <p>Environmental quality: California Environmental Quality Act: exemption: bikeways.</p>	<p>SENATE E.Q. 7/2/2012 - Do pass as amended.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would, until January 1, 2017, additionally exempt a Class II bikeway project, as defined for purposes of the Streets and Highways Code, undertaken by a city, county, or city and county within an existing road right-of-way. For a Class II bikeway project that is determined to be exempted from CEQA under this provision, the bill would require a city, county, or city and county to prepare an assessment of traffic and safety impacts and to hold a public hearing to review those impacts, and receive and respond to public comments. Last amended on 5/15/2012</p>	
<p>AB 2298 Ma D</p> <p>Metal theft and related recycling crimes.</p>	<p>SENATE APPR. 7/3/2012 - Do pass.</p>	<p>Existing law, commencing July 1, 2012, establishes the Board of State and Community Corrections as an entity independent of the Department of Corrections and Rehabilitation and commencing that date deems any reference to the "Board of Corrections" or the "Corrections Standards Authority" to refer, instead, to the Board of State and Community Corrections.</p> <p>This bill would require the Board of State and Community Corrections to establish a Metal Theft Task Force Program to provide grants to applicant regional task forces for the purposes of providing local law enforcement and district attorneys with the tools necessary to successfully interdict the commission of metal theft and related metal recycling crimes. This bill contains other related provisions. Last amended on 6/25/2012</p>	

**San Mateo County Transit District
State Legislative Matrix 7/30/2012**

Bill ID/Topic	Location	Summary	Position
<p>AB 2382 Gordon D</p> <p>Department of Transportation: Innovative Delivery Team Demonstration Program.</p>	<p>SENATE APPR. 7/6/2012 - From committee: Do pass as amended and re-refer to Com. on APPR. (Ayes 8. Noes 0.) (July 3).</p>	<p>Existing law provides that the Department of Transportation has full possession and control of the state highway system. Existing law creates the Santa Clara Valley Transportation Authority with various transportation responsibilities in the County of Santa Clara.</p> <p>This bill would, by July 1, 2013, require the department, and the Santa Clara Valley Transportation Authority to enter into a memorandum of understanding to implement the Innovative Delivery Team Demonstration Program, which would, until January 1, 2020, provide a different business model for the application of advanced technologies with the goal of delivering transportation projects and services in the County of Santa Clara in a more responsive, cost-effective, and efficient manner. The bill would require the demonstration program to serve as a mechanism for testing innovative approaches for improving project delivery and local assistance. The bill would require the department to assign specified personnel to the demonstration program. The bill would also require the authority to provide space, equipment, and other resources, as specified, to the demonstration program. The bill would require the authority to carry out, for purposes of implementing the demonstration program, specified responsibilities for state highway projects in Santa Clara County. The bill would require the demonstration program to adhere to all applicable federal rules and regulations, as specified. The bill would require the authority, in consultation with the department, to evaluate the effectiveness of the demonstration program and to report to the Legislature by July 1, 2015, and by July 1, 2018, on specified matters. By requiring the authority to participate in this demonstration program, the bill would impose a state-mandated local program. Last amended on 6/26/2012</p>	
<p>AB 2405 Blumenfield D</p> <p>Vehicles: high-occupancy toll lanes.</p>	<p>SENATE THIRD READING 6/28/2012 - Read second time. Ordered to third reading.</p>	<p>Existing law authorizes the Department of Transportation to designate certain lanes for the exclusive use of high-occupancy vehicles (HOV), which lanes may also be used, until January 1, 2015, by certain eligible low-emission and hybrid vehicles not carrying the requisite number of passengers otherwise required for the use of an HOV lanes if the vehicle displays a valid identifier issued by the Department of Motor Vehicles. Existing law provides that a vehicle, eligible under these provisions to use HOV lanes, that meets the California's enhanced advanced technology partial zero-emission vehicle (enhanced AT PZEV) standard is not exempt from toll charges imposed on single-occupant vehicles in lanes designated for tolls pursuant to a federally supported value-pricing and transit development program involving high-occupancy toll (HOT) lanes conducted by the Los Angeles County Metropolitan Transportation Authority.</p> <p>This bill would instead exempt, with specified exceptions applicable to passage on designated state highways, all of the low emission and hybrid vehicles eligible to use HOV lanes under these provisions, including vehicles that meet the enhanced AT PZEV standards, from toll charges imposed on HOT lanes unless prohibited by federal law. The bill would exclude a toll imposed for passage on a toll road or toll highway, that is not an HOT lane , a toll imposed for crossing a state-owned bridge, or, until March 1, 2014, a toll imposed for passage in HOT lanes designated for State Highway Route 10 or 110, from this exemption. The bill would provide that these changes shall be known as the Choose Clean Cars Act of 2012. Last amended on 6/27/2012</p>	

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Bill ID/Topic	Location	Summary	Position
<u>AB 2489</u> <u>Hall D</u> Vehicles: license plates: obstruction or alteration.	SENATE APPR. 6/27/2012 - Re-referred to Com. on APPR.	<p>Existing law prohibits a person from displaying upon a vehicle a license plate altered from its original markings. Existing law also prohibits a person from selling a product or device that obscures, or is intended to obscure, the reading or recognition of a license plate, as specified. A violation of these provisions is an infraction and the penalty for the first conviction of an infraction under the Vehicle Code is a fine not exceeding \$100.</p> <p>This bill would additionally prohibit a person from selling a product or device that obscures, or is intended to obscure, the reading or recognition of a license plate by visual means. The bill would also prohibit a person from operating a vehicle with such a product or device and would make it a crime for a person to erase the reflective coating of, paint over the reflective coating of, or alter a license plate to avoid visual or electronic capture of the license plate or its characters by state or local law enforcement. This bill contains other related provisions and other existing laws. Last amended on 6/15/2012</p>	
<u>AB 2498</u> <u>Gordon D</u> Department of Transportation: Construction Manager/General Contractor project method.	SENATE APPR. 6/27/2012 - Re-referred to Com. on APPR.	<p>Existing law sets forth the requirements for the solicitation and evaluation of bids and the awarding of contracts by state agencies for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement.</p> <p>This bill would authorize the Department of Transportation to engage in a Construction Manager/General Contractor project delivery method, as specified, for projects for the construction of a highway, bridge, or tunnel. This bill contains other related provisions and other existing laws. Last amended on 6/15/2012</p>	
<u>AB 2679</u> <u>Committee on Transportation</u> Transportation: omnibus bill.	SENATE APPR. 7/6/2012 - Re-referred to Com. on APPR.	<p>Existing law authorizes the Department of Transportation (department) to pay claims or damages up to a maximum of \$5,000 without the approval of the California Victim Compensation and Government Claims Board.</p> <p>This bill would adjust the claim limit that may be paid by the department under these provisions to equal the maximum amount of a claim that can be brought in small claims court. Last amended on 7/6/2012</p>	
<u>ACA 23</u> <u>Perea D</u> Local government transportation projects: special taxes: voter approval.	ASSEMBLY APPR. 6/27/2012 - Re-referred to Com. on APPR.	<p>The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities.</p> <p>This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition. The measure would also make conforming and technical, non-substantive changes.</p>	Support

**San Mateo County Transit District
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Bill ID/Topic	Location	Summary	Position
<p><u>SB 46</u> Correa D</p> <p>Public officials: compensation disclosure.</p>	<p>ASSEMBLY DESK 8/22/2011 - In Assembly. Read first time. Held at Desk.</p>	<p>Existing provisions of the Political Reform Act of 1974 require certain persons employed by agencies to file annually a written statement of the economic interests they possess during specified periods. The act requires that state agencies promulgate a conflict of interest code that must contain, among other topics, provisions that require designated employees to file statements disclosing reportable investments, business positions, interests in real property, and income. The act requires that every report and statement filed pursuant to the act is a public record and is open to public inspection.</p> <p>This bill would, commencing on January 1, 2013, and continuing until January 1, 2019, require every designated employee and other person, except a candidate for public office, who is required to file a statement of economic interests to include, as a part of that filing, a compensation disclosure form that provides compensation information for the preceding calendar year, as specified. This bill contains other related provisions and other existing laws. Last amended on 6/2/2011</p>	
<p><u>SB 52</u> Steinberg D</p> <p>Environmental quality: jobs and economic improvement.</p>	<p>ASSEMBLY DESK 2/1/2012 - In Assembly. Read first time. Held at Desk.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would require instead that a project result in a minimum investment of \$100,000,000 spent on planning, design, and construction of the project. The bill, in order to maximize public health, environmental, and employment benefits, would require a lead agency to place the highest priority on feasible measures that will reduce greenhouse gas emissions on the project site and in the neighboring communities of the project site. Last amended on 1/31/2012</p>	
<p><u>SB 829</u> Rubio D</p> <p>Public contracts: public entities: project labor agreements.</p>	<p>SENATE CHAPTERED 4/26/2012 - Chaptered by the Secretary of State, Chapter Number 11, Statutes of 2012</p>	<p>Existing law sets forth the requirements for the solicitation and evaluation of bids and the awarding of contracts by public entities and authorizes a public entity to use, enter into, or require contractors to enter into, a project labor agreement for a construction project if the agreement includes specified taxpayer protection provisions. Existing law also provides that if a charter provision, initiative, or ordinance of a charter city prohibits the governing board's consideration of a project labor agreement for a project to be awarded by the city, or prohibits the governing board from considering whether to allocate funds to a city-funded project covered by such an agreement, state funding or financial assistance may not be used to support that project, as specified.</p> <p>This bill would additionally provide that if a charter provision, initiative, or ordinance of a charter city prohibits, limits, or constrains in any way the governing board's authority or discretion to adopt, require, or utilize a project labor agreement that includes specified taxpayer protection provisions for some or all of the construction projects to be awarded by the city, state funding or financial assistance may not be used to support any construction projects awarded by the city, as specified. Last amended on 4/9/2012</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 878 DeSaulnier D</p> <p>California Transportation Commission.</p>	<p>ASSEMBLY APPR. 7/5/2012 - From committee: Do pass.</p>	<p>Existing law creates the California Transportation Commission and imposes various duties on the commission, including, but not limited to, assisting the Legislature in formulating and evaluating state policies and plans for transportation programs in the state. Under existing law, there is also a Department of Transportation and its duties include, among others, supporting the commission in coordinating and developing, in cooperation with local and regional entities, comprehensive balanced transportation planning and policy for the movement of people and goods within this state. Existing law requires the state transportation improvement program to include a listing of all capital improvement projects that are expected to receive a specified allocation of state transportation funds from the commission. Under existing law, the commission is required to biennially adopt and submit a state transportation improvement program to the Governor and the Legislature.</p> <p>The bill would require the commission to undertake a study to assess the appropriateness of establishing an office of inspector general to ensure that the department and transportation agencies with projects funded completely or in part from funds in the state transportation improvement program are operating efficiently, effectively, and in compliance with the state and federal laws governing the performance of transportation agencies. The bill would require the commission to consult with federal and state agencies in this regard and would require the commission to prepare a written report regarding the advisability of creating an office of inspector general and to submit it to the Governor and the Legislature by January 31, 2014. Amended on 6/25/2012</p>	
<p>SB 972 Simitian D</p> <p>Environmental quality: California Environmental Quality Act: scoping meeting and notice of completion.</p>	<p>ASSEMBLY APPR. 6/19/2012 - Re-referred to Com. on APPR.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment, or to adopt a negative declaration if it finds that the project will not have that effect.</p> <p>This bill would additionally require the lead agency to provide the above notice to a public agency that has filed a written request for the notice, thereby imposing a state-mandated local program. This bill contains other related provisions and other existing laws. Last amended on 4/9/2012</p>	
<p>SB 984 Simitian D</p> <p>Environmental quality: California Environmental Quality Act: record of proceedings.</p>	<p>ASSEMBLY DESK 4/23/2012 - In Assembly. Read first time. Held at Desk.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA establishes a procedure for the preparation and certification of the record of proceedings upon the filing of an action or proceeding challenging a lead agency's action on the grounds of noncompliance with CEQA.</p> <p>This bill would require, until January 1, 2016, the lead agency, at the request of a project applicant, to, among other things, prepare a record of proceedings concurrently with the preparation of negative declarations, mitigated negative declarations, EIRs or other environmental documents for specified projects. Because the bill would require a lead agency to prepare the record of proceedings as provided, this bill would impose a state-mandated local program. Last amended on 4/9/2012</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 1102 DeSaulnier D</p> <p>State transportation improvement program.</p>	<p>ASSEMBLY APPR. 6/12/2012 - Re-referred to Com. on APPR.</p>	<p>Existing law establishes the state transportation improvement program process, pursuant to which the California Transportation Commission generally programs and allocates available funds for transportation capital improvement projects over a multiyear period. Existing law provides that the Department of Transportation is responsible for the state highway system. Existing law requires the department to annually prepare a project delivery report that identifies milestone dates for state highway projects costing \$1,000,000 or more for which the department is the responsible agency for project development work.</p> <p>This bill would require the department, beginning not later than November 15, 2014 , as part of the annual project delivery report, to report on the difference between the original allocation made by the commission and the actual construction capital and support costs at project close for all state transportation improvement program projects completed during the previous fiscal year. This bill contains other related provisions and other existing laws. Last amended on 5/31/2012</p>	
<p>SB 1117 DeSaulnier D</p> <p>Passenger rail: planning.</p>	<p>ASSEMBLY APPR. 7/5/2012 - Read second time and amended. Re-referred to Com. on APPR. (Corrected July 6.)</p>	<p>Existing law creates the California Transportation Commission, with various powers and duties relating to the programming and allocation of certain funds available for transportation capital improvement projects and various other transportation policy matters, and authorizes the commission to develop guidelines for preparation of regional transportation plans. Existing law creates the Department of Transportation with various powers and duties relating to the state highway system and other transportation modes, including the authority to contract for conventional rail passenger service. Existing law requires the department to prepare a 10-year State Rail Plan on a biennial basis, with both passenger and freight rail elements. Existing law creates the High-Speed Rail Authority to develop and implement a high-speed rail system in the state, with specified powers and duties, including preparation of a business plan on a biennial basis. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, provides for the issuance of \$9.95 billion in general obligation bonds for high-speed rail and related purposes.</p> <p>This bill would require the California Transportation Commission to include in its guidelines for regional transportation plans policy direction regarding the integration of all passenger rail services into a coordinated system with emphasis on intermodal facilities and cost-effective rail services, as specified. The bill would revise the requirements for the 10-year state rail plan prepared by the department to require the plan to be consistent with the federal Passenger Rail Investment and Improvement Act of 2008 and to contain various passenger rail elements, including, among other things, plans for a comprehensive and integrated statewide rail system, a statement of the state's passenger rail service objectives, and identification of improvements that have utility both for freight and passenger rail services. The bill would delete the requirement for the state rail plan to have a freight rail element and would delete the requirement that it be prepared on a biennial basis . The bill would require the department to submit a draft plan under these new requirements for review and comment to the commission and authority by December 1, 2015, and would require public hearings on the plan . The bill would require the final plan to be approved by the Secretary of Business, Transportation and Housing by March 1, 2016, and then to be submitted to the Legislature, Governor, and various state agencies. The bill would require the plan to be updated at least every 5 years. Last amended on 7/5/2012</p>	

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Bill ID/Topic	Location	Summary	Position
<p>SB 1160 Padilla D</p> <p>Communications: service interruptions.</p>	<p>ASSEMBLY SECOND READING 7/5/2012 - Read second time and amended. Ordered to second reading.</p>	<p>Existing law provides that an agent, operator, or employee of a telegraph or telephone office who willfully refuses or neglects to send a message received by the office is guilty of a misdemeanor. Existing law provides that these requirements are not applicable when charges for transmittal or delivery of the message have not been paid or tendered, for messages counseling, aiding, abetting, or encouraging treason or resistance to lawful authority, to a message calculated to further any fraudulent plan or purpose, to a message instigating or encouraging the perpetration of any unlawful act, or to a message facilitating the escape of any criminal or person accused of crime.</p> <p>This bill would retain the provision that the above-described requirements are not applicable when payment for charges for transmittal or delivery of the message has not been paid or tendered, but would delete the other enumerated exceptions. Last amended on 7/5/2012</p>	
<p>SB 1225 Padilla D</p> <p>Intercity rail agreements.</p>	<p>ASSEMBLY APPR. 7/3/2012 - From committee: Do pass and re-refer to Com. on APPR. (Ayes 8. Noes 0.) (July 2). Re-referred to Com. on APPR.</p>	<p>Existing law authorizes the Department of Transportation to contract with Amtrak for intercity passenger rail services and provides funding for these services from the Public Transportation Account. Existing law, until December 31, 1996, authorized the department, subject to approval of the Secretary of the Business, Transportation and Housing Agency, to enter into an interagency transfer agreement under which a joint powers board assumes responsibility for administering the state-funded intercity rail service in a particular corridor. Existing law, with respect to a transferred corridor, requires the board to demonstrate the ability to meet performance standards established by the secretary.</p> <p>This bill would authorize the department, with the approval of the secretary, to enter into an additional interagency transfer agreement with respect to the LOSSAN Corridor, defined to mean the intercity passenger rail corridor between San Diego, Los Angeles, and San Luis Obispo, if the LOSSAN Agency, an existing joint powers agency, is reconstituted through an amended joint powers agreement approved by the governing boards of its members to enable that agency to enter into an interagency transfer agreement with the secretary relative to the LOSSAN Corridor. Last amended on 6/27/2012</p>	
<p>SB 1257 Hernandez D</p> <p>Utility user tax: exemption: public transit vehicles.</p>	<p>ASSEMBLY THIRD READING 7/5/2012 - Read second time. Ordered to third reading.</p>	<p>Existing law generally provides that the legislative body of any city and any charter city may make and enforce all ordinances and regulations with respect to municipal affairs, as provided, including, but not limited to, a utility user tax on the consumption of gas and electricity. Existing law provides that the board of supervisors of any county may levy a utility user tax on the consumption of, among other things, gas and electricity, in the unincorporated area of the county.</p> <p>This bill would provide that a local jurisdiction, as defined, may not impose a utility user tax, as specified, upon either the consumption of compressed natural gas dispensed by a gas compressor, within a local jurisdiction, that is separately metered and is dedicated to providing compressed natural gas as a motor vehicle fuel for use by the local agency or public transit operator or the consumption of electricity used to charge electric bus propulsion batteries, within a local jurisdiction, that is separately metered and is dedicated to providing electricity as fuel for an electric public transit bus. Last amended on 6/11/2012</p>	

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Bill ID/Topic	Location	Summary	Position
<p><u>SB 1269</u> <u>Fuller R</u></p> <p>Income taxes: credit: highway maintenance and enhancement.</p>	<p>SENATE G. & F. 6/19/2012 - Action From G. & F.: To G. & F..</p>	<p>Existing law authorizes the Department of Transportation to enter into an agreement to accept funds, materials, equipment, or services from any person for maintenance or roadside enhancement of a section of a state highway.</p> <p>This bill would authorize a credit against those taxes for each taxable year beginning on or after January 1, 2013, and before January 1, 2017, in an amount equal to 50% of the value of materials, equipment, or, in the case of individuals, services donated, as defined, by the taxpayer during the taxable year for maintenance or roadside enhancement of a section of a state highway pursuant to existing provisions of the Streets and Highways Code.</p>	
<p><u>SB 1339</u> <u>Yee D</u></p> <p>Commute benefit policies.</p>	<p>SENATE- 6/25/2012 - In Senate. Ordered to engrossing and enrolling.</p>	<p>Existing law creates the Metropolitan Transportation Commission, with various transportation planning and programming responsibilities in the 9-county San Francisco Bay Area. Existing law creates the Bay Area Air Quality Management District, with various responsibilities relative to the reduction of air pollution in the area of its jurisdiction, which incorporates a specified portion of the jurisdiction of the Metropolitan Transportation Commission.</p> <p>This bill would authorize the Metropolitan Transportation Commission and the Bay Area Air Quality Management District to jointly adopt a commute benefit ordinance that requires covered employers operating within the common area of the 2 agencies with a specified number of covered employees to offer those employees certain commute benefits. The bill would require that the ordinance specify certain matters, including any consequences for noncompliance, and would impose a specified reporting requirement. The bill would make its provisions inoperative on January 1, 2017.</p>	
<p><u>SB 1380</u> <u>Rubio D</u></p> <p>Environmental quality: California Environmental Quality Act: bicycle transportation plan.</p>	<p>ASSEMBLY NAT. RES. 7/2/2012 - Do pass.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA requires the lead agencies to make specified findings in an EIR.</p> <p>This bill, until January 1, 2018, would exempt from CEQA a bicycle transportation plan for an urbanized area, as specified and would also require a local agency or person who determines that the bicycle transportation plan is exempt under this provision and approves or determines to carry out that project, to file notice of the determination with the OPR. Last amended on 5/3/2012</p>	
<p><u>SB 1396</u> <u>Dutton R</u></p> <p>Sales and use taxes: excise taxes: fuel.</p>	<p>SENATE T. & H. 5/3/2012 - Set, first hearing. Hearing canceled at the request of author.</p>	<p>The Sales and Use Tax Law imposes a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state, or a tax, measured by the sales price, on the storage, use, or other consumption of tangible personal property in this state." That law defines the terms "gross receipts" and "sales price."</p> <p>This bill would exclude from the terms "gross receipts" and "sales price" the amount charged at retail for gasoline and diesel fuels in excess of \$3.88 or \$3.52 per gallon, respectively, as provided. This bill contains other related provisions and other existing laws. Last amended on 4/11/2012</p>	<p>Oppose</p>

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Bill ID/Topic	Location	Summary	Position
<p>SB 1464 Lowenthal D</p> <p>Vehicles: bicycles: passing distance.</p>	<p>ASSEMBLY APPR. 6/26/2012 - From committee: Do pass and re-refer to Com. on APPR. (Ayes 10. Noes 3.) (June 25). Re-referred to Com. on APPR.</p>	<p>Under existing law, a driver of a vehicle overtaking another vehicle or a bicycle proceeding in the same direction is required to pass to the left at a safe distance without interfering with the safe operation of the overtaken vehicle or bicycle, subject to certain limitations and exceptions. A violation of this provision is an infraction punishable by a fine not exceeding \$100 for a first conviction, and up to a \$250 fine for a 3rd and subsequent conviction occurring within one year of 2 or more prior infractions.</p> <p>This bill would recast this provision as to overtaking and passing a bicycle by requiring, with specified exceptions, the driver of a motor vehicle overtaking and passing a bicycle that is proceeding in the same direction on a highway to pass in compliance with specified requirements applicable to overtaking and passing a vehicle, and to do so at a safe distance that does not interfere with the safe operation of the overtaken bicycle, having due regard for the size and speed of the motor vehicle and the bicycle, traffic conditions, weather, and the surface and width of the highway. The bill would prohibit, with specified exceptions, the driver of the motor vehicle that is overtaking or passing a bicycle proceeding in the same direction on a highway from passing at a distance of less than 3 feet between any part of the motor vehicle and any part of the bicycle or its operator. The bill would make a violation of these provisions an infraction punishable by a \$35 fine. The bill would also require the imposition of a \$220 fine on a driver if a collision occurs between a motor vehicle and a bicyclist causing bodily harm to the bicyclist, and the driver is found to be in violation of the above provisions. Last amended on 6/19/2012</p>	
<p>SB 1533 Padilla D</p> <p>Electricity: energy crisis litigation.</p>	<p>ASSEMBLY APPR. 6/27/2012 - Re-referred to Com. on APPR.</p>	<p>Existing law, until January 1, 2013, requires the Attorney General to represent the Department of Finance and to succeed to all rights, claims, powers, and entitlements of the Electricity Oversight Board in any litigation or settlement to obtain ratepayer recovery for the effects of the 2000-02 energy crisis. Existing law additionally prohibits the Attorney General from expending the proceeds of any settlements of those claims, except as specified.</p> <p>This bill would repeal the above-described requirements on January 1, 2016. Last amended on 5/1/2012</p>	
<p>SB 1545 DeSaulnier D</p> <p>Bay Area toll bridges.</p>	<p>SENATE T. & H. 7/2/2012 - Set, second hearing. Failed passage in committee.</p>	<p>Existing law designates the Metropolitan Transportation Commission as the regional transportation planning agency for the 9-county San Francisco Bay Area. Existing law creates the Bay Area Toll Authority with specified powers and duties relative to administration of certain toll revenues from state-owned toll bridges within the geographic jurisdiction of the Metropolitan Transportation Commission. Existing law establishes procedures for a public agency to bring an action in superior court for the judicial validation of specified matters.</p> <p>This bill would provide that, unless the State Auditor finds that the Metropolitan Transportation Commission and the Bay Area Toll Authority, acting through the Bay Area Headquarters Authority, a joint powers agency, clearly had the authority to purchase an office building at 390 Main Street, San Francisco, and clearly had the authority to use toll revenues for that purchase, the Metropolitan Transportation Commission and the Bay Area Toll Authority, acting through the Bay Area Headquarters Authority, are required to bring an action to determine the validity of those matters, subject to specified procedures. The bill would prohibit toll moneys from being used for the validation action and would prohibit additional contracts from being entered into with respect to the office building until the validation action is complete. The bill would thereby impose a state-mandated local program. Last amended on 6/26/2012</p>	

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Bill ID/Topic	Location	Summary	Position
<p><u>SB 1549</u> <u>Vargas D</u></p> <p>Transportation projects: alternative project delivery methods.</p>	<p>ASSEMBLY APPR. 7/5/2012 - Read second time and amended. Re-referred to Com. on APPR.</p>	<p>Existing law sets forth the requirements for the solicitation and evaluation of bids and the awarding of contracts by state agencies for projects, as specified, and for local agencies for public works contracts, as specified.</p> <p>This bill would allow the San Diego Association of Governments to utilize alternative project delivery methods, as defined, for public transit projects within its jurisdiction. The bill would also, upon completion of a project, require a progress report to be submitted by the San Diego Association of Governments to its governing board and would require the report to be made available on its Internet Web site. This bill would require specified information to be verified under oath, thus imposing a state-mandated local program by expanding the scope of an existing crime. The bill would provide that its provisions are severable.</p> <p>Last amended on 7/5/2012</p>	
<p><u>SB 1572</u> <u>Pavley D</u></p> <p>California Global Warming Solutions Act of 2006: AB 32 Investment Fund.</p>	<p>ASSEMBLY APPR. 7/3/2012 - From committee: Do pass and re-refer to Com. on APPR. (Ayes 6. Noes 3.) (July 2). Re-referred to Com. on APPR.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act requires the state board to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emission reductions. The act authorizes the state board to include use of market-based compliance mechanisms. The state board has adopted by regulation a program pursuant to the act to cap greenhouse gas emissions and provide for market-based compliance mechanisms, including the auction of allowances (cap-and-trade program). The act authorizes the state board to adopt a schedule of fees to be paid by the sources of greenhouse gas emissions regulated pursuant to the act, and requires the revenues collected pursuant to that fee schedule be deposited into the Air Pollution Control Fund and be available, upon appropriation by the Legislature, for the purposes of carrying out the act.</p> <p>This bill, with certain exceptions, would require revenues collected by the state board and derived from the auction or sale of allowances to be deposited in the Greenhouse Gas Reduction Account which the bill would establish. Under the bill, a specified portion of the money in the fund would be available, subject to appropriation by the Legislature, to administering agencies to fund prescribed projects that meet certain goals relating to greenhouse gas emissions reductions. The bill would require administering agencies to prepare and submit to the Legislature quarterly reports on funded projects and activities. The bill would require the state board to publish information on projects on its Internet Web site. Last amended on 6/25/2012</p>	
<p><u>SCA 7</u> <u>Yee D</u></p> <p>Public bodies: meetings.</p>	<p>ASSEMBLY APPR. SUSPENSE</p>	<p>The California Constitution requires meetings of public bodies to be open to public scrutiny.</p> <p>This measure would also include in the California Constitution the requirement that each public body provide public notice of its meetings and disclose any action taken. Last amended on 4/13/2011</p>	



BOARD OF DIRECTORS 2012

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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, AUGUST 8, 2012– 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of June 13, 2012

INFORMATIONAL

2. Update on SamTrans Service Plan

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
JUNE 13, 2012**

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

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

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

Committee Chair Art Lloyd called the meeting to order at 3:05 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of May 9, 2012

The Committee approved the minutes (Gee/Deal).

Proposed El Camino Real (ECR) Weekend Service Consolidation of Routes 390/391

Director, Bus Transportation Chester Patton reported:

- This is a pilot program and does not require Board action.
- The on-time performance on the weekend for the ECR falls below the 85 percent standard with buses as late as 30 minutes.
- There is unnecessary complexity with having two routes, four different terminals and alternating service to BART.
- The design of this program helps prevent bus bunching of Routes 390 and 391.
- The goals of this program:
 - Improve customer experience and increase ridership by improving on-time performance along ECR to 85 percent or better on weekends.
 - Increase reliability.
 - Simplify route structure and provide common terminals.
- Service solution:
 - Pilot weekend service from Palo Alto Caltrain to Daly City BART.
 - Offer service every 20 minutes.
 - Serve San Bruno and South San Francisco BART stations along ECR.
 - Brand the new route “ECR.”
 - Start the new service on August 26.
- Potential impacts:
 - Transfer or walk necessary between ECR and San Bruno BART station.
 - Walk necessary between ECR and South San Francisco BART.
 - Hourly Route KX customers may opt for frequency of Route ECR.

- Serving Top of the Hill results in slightly extended travel time to/from Daly City BART.
- Benefits:
 - Increased frequency.
 - Improved operational effectiveness.
 - Simplified customer experience.
 - Updated running times.
 - Improved on-time performance.
 - Most cost-effective solution.
 - Enhanced connections.
 - Potential for increased ridership.
- Progress to date:
 - Staff has inventoried all bus stop signs along corridor.
 - Alignment has been finalized.
 - Draft trip schedules have been developed.
 - Simulated and live testing has been conducted.
- Next steps
 - Finalize trip and operator schedules.
 - Conduct training.
 - Update bus stop signs.
 - Promote new service.

Director Lloyd asked if there is going to be any public outreach. Mr. Patton said yes and there will be onboard recorded announcements and Take Ones on the buses.

Director Karyl Matsumoto asked what the current running time is from Palo Alto to Daly City. Mr. Patton said it is about 2.5 hours.

Director Jeff Gee asked what is considered the weekend. Mr. Patton said it is the first bus out on Saturday morning to the last bus in on Sunday evening.

Director Gee said he likes this program and it is consistent with the SamTrans Service Plan.

Director Lloyd would like to see a preliminary schedule.

Capital Projects Quarterly Status Report – 3rd Quarter Fiscal Year 2012

Director, Budgets and Grants April Chan said this is an informational item and no action is required.

Adjourned: 3:20 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: UPDATE ON SAMTRANS SERVICE PLAN

ACTION

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

SIGNIFICANCE

Staff will give an overview of the Draft *SamTrans Service Plan*. The plan will be released by August 10th for public review.

The Board presentation will highlight the proposed service recommendations and themes. Following the release of the Draft *SamTrans Service Plan*, public outreach will be conducted throughout the Fall of 2012. Further details on times, dates, and locations for all public events will be provided at a later date.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

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

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

Prepared by: Aidan Hughes, Project Manager, Planning & Development 650-508-6249



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, AUGUST 8, 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 June 13, 2012
 - b. Acceptance of Statement of Revenues and Expenses for May 2012
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
5. **REPORT OF THE GENERAL MANAGER/CEO**
6. **CALL FOR A PUBLIC HEARING ON OCTOBER 10, 2012 TO DISCONTINUE PARTICIPATION IN THE BART PLUS PROGRAM**
7. **CALL FOR A PUBLIC HEARING ON OCTOBER 10, 2012 TO ELIMINATE SELECT UNPRODUCTIVE FIXED-ROUTE TRIPS**
8. **COMMUNITY RELATIONS COMMITTEE**
(*Accessibility, Senior Services, and Community Issues*)
SUBJECTS DISCUSSED
 - a. Certificate of Appreciation to Outgoing Paratransit Coordinating Council (PCC) Chair, Nancy Keegan
 - b. Certificate of Appreciation to Rob Gaskill
 - c. Accessibility Update
 - d. PCC Update
 - e. Citizens Advisory Committee Liaison Report

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

- f. Mobility Management Report – ADA Paratransit Service
- g. Multimodal Ridership Report – May 2012
- h. Multimodal Ridership Report – June 2012

9. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Filing Annual Claim with the Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance and Regional Measure 2 Funds for Fiscal Year 2013 and Amend the Fiscal Year 2013 Operating Budget in the Amount of \$2,869,030 From \$154,040,172 to \$156,909,202
- b. Authorize Approval and Ratification of the Fiscal Year 2013 District Insurance Program with Wells Fargo Insurance Services for a Total Premium Cost of \$1,597,703
- c. Authorize Execution of Cooperative Agreement Among the Dumbarton Bridge Route Operations Committee Consortium to Provide Administration Services for the Dumbarton Express Bus Service
- d. Authorize Amendment to Extend the Contract with Green Carpet Landscaping and Maintenance for Providing Landscaping and Grounds Maintenance Services on a Month-to-Month Basis for Up to Six Months at a Cost of \$68,000
- e. Authorize Award of Contract to Miller Advertising Agency, Inc. to Provide Recruitment Advertising Services for a Five-year Term at an estimated Cost of \$375,000
- f. Authorize Award of Contract to Vanden Bos Electric, Inc. for Fire Alarm System Upgrade for a Total Amount of \$663,965
- g. Authorize Award of Contract to ACS Transportation Solutions, Inc. to Provide ACS Software and Hardware Maintenance Support Services for an Estimated Amount of \$1,063,860 for a Five-year Term
- h. Authorize Award of Contract to FE Controls Corp. for the Upgrade of the Security Office at the District's Headquarters in San Carlos for a Total Amount of \$154,544

MOTION

- i. Authorize Discount Pilot Program for an 18-Month Period to Encourage Advance Group Sales and Travel
- j. Authorize Rejection of All Bids to Provide Printing and Delivery of Magnetic Tickets and Authorize Re-Solicitation of Bids

INFORMATIONAL

- k. Update on the Execution of the Fuel Hedging Program
- l. Information of Statement of Revenues and Expenses for the Period Ending June 30, 2012

10. LEGISLATIVE COMMITTEE

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

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

**9. PLANNING, DEVELOPMENT & SUSTAINBILITY COMMITTEE
SUBJECTS DISCUSSED**

- a. Update on SamTrans Service Plan

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. GENERAL COUNSEL PROPOSAL

13. DATE, TIME AND PLACE OF NEXT MEETING – September 12, 2012 at 3 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd
Floor, 1250 Carlos Ave., San Carlos 94070

14. ADJOURNMENT

INFORMATION TO THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
JUNE 13, 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, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Chair Jerry Deal called the meeting to order at 3:20 p.m.

CONSENT CALENDAR

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

- a. Approval of Minutes of Board of Directors Meeting of May 9, 2012
- b. Acceptance of Statement of Revenues and Expenses for April 2012

PUBLIC COMMENT

None

REPORT OF THE CHAIR

Chair Deal reported:

- The Leadership Group had a meeting in Burlingame and he presented on SamTrans and Director, Caltrain Modernization Program Marian Lee presented on Caltrain.
- At the June 7 Peninsula Corridor Joint Powers Board (JPB) meeting, Legal Counsel David Miller was honored for his honorary doctorate.

REPORT OF THE GENERAL MANAGER/CEO

General Manager/CEO Michael Scanlon reported:

- Introduced new Assistant District Secretary Josh Averill.
- Thanked Chair Deal, Burlingame Councilmember Michael Brownrigg and the Leadership Group for assisting Ms. Lee with questions on High Speed Rail (HSR) and funding.
- On May 24 the Women's Transportation Seminar dinner was held and SamTrans was presented with the Innovative Project Award of the Year for the Grand Boulevard Initiative and Director Adrienne Tissier was recognized as the Woman of the Year.
- The Stores Department was congratulated on their annual audit. Total inventory is approximately \$1.6 million and staff was off by only \$759.
- During the month of April bus operators logged more than 500,000 miles without a single chargeable incident.
- Staff participated in 2,094 hours of training in May. A new class of bus operators graduates on June 15.
- Bus contracts staff has received proposals for the Coastsides transportation services and are evaluating, ranking and interviewing proposers.

- Contracted Urban Bus service proposals are due on June 21. The current contract expires at the end of September.
- MV Transportation helped with extra service for Bay to Breakers, Makers Faire in San Mateo and at the Transbay Terminal for the Golden Gate Bridge 75th Anniversary.
- Fixed-routes averaged 23,000 miles between road calls and Redi-Wheels averaged 148,000 miles between road calls. Year-to-date fixed-route is 26,048 miles and Redi-Wheels is 26,041 miles between road calls. These are all above the 20,000 mile standard.
- Runbook 108 goes into effect June 17. It reestablishes the part-time bus operators and is consistent with the Metropolitan Transportation Commission's Transit Sustainability Project. The bulk of the changes are the elimination of school service for the summer.
- The August 26 runbook will have the new El Camino Real Route and tweaked times on Routes 83, 292, 390, 391 and KX.
- The Colma Park & Ride Lot is being used by the U.S. Golf Association for staging buses for the U.S. Open.
- SamTrans provided mutual aid on June 6 at 6:05 a.m. when a call was received from the Redwood City Fire Department asking for assistance to transport residents who were displaced by a residential fire to the Red Morton Community Center.
- Staff continues to work with the California Highway Patrol on the Older Drivers Safety Seminar. One was recently held on June 6 in South San Francisco.
- The U.S. Senate Appropriations Committee staff toured and reviewed the San Bruno Grade Separation Project on May 31.
- Staff will be participating in the regional Emergency Functional Exercise on June 14.
- This past weekend nine district employees participated in the Out of the Darkness walk to bring awareness of suicide. The team raised more than \$10,000.
- The JPB and San Mateo County Transportation Authority approved balanced budgets for FY2013 and Deputy CEO Gigi Harrington and her team were thanked for their work.
- Reading file contains the latest issue of *Rider's Digest*, Dump the Pump flyer, a chart on the April ridership and a Take One for the Summer Youth Pass promotion.

Executive Officer Customer Service and Marketing Rita Haskin said staff is promoting the Summer Youth Pass with newspaper ads, onboard announcements, Take Ones and a radio spot. Ms. Haskin shared the radio spot with the Board.

COMMUNITY RELATIONS COMMITTEE – Rose Guilbault

MOTION

- a. Proclamation Designating June 21, 2012 as “National Dump the Pump Day”

A motion (Lloyd/Gee) to designate June 21, 2012 “National Dump the Pump Day” was approved unanimously.

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council (PCC) Update
- d. Citizens Advisory Committee Liaison Report
- e. Multimodal Ridership Report – April 2012

FINANCE COMMITTEE – Jeff Gee

RESOLUTIONS

- a. Authorize Adoption of Proposed Fiscal Year 2013 Operating Budget in the Amount of \$131,767,917
- b. Authorize Adoption of Proposed Fiscal Year 2013 Capital Budget in the Amount of \$41,172,847
- c. Approval of Salary Ordinance No. 94 and a Three Percent Wage Increase for the Administrative (Non-Represented) Staff
- d. Authorize Reduction of Employer Paid Member Contributions to the Public Employees' Retirement System from Five Percent to Three Percent
- e. Authorize Filing Claims to Receive an Allocation of \$707,048 of State Transit Assistance Transit Funds Through the Lifeline Transportation Program to Fund the Continuation of Fixed-Route Service on Route 17 and SamCoast Demand Responsive Service
- f. Authorize Entering into a Memorandum of Understanding, File Claims and Pass Through Funds to San Mateo County Human Service Agency, City of Menlo Park, City of Redwood City and City of South San Francisco Community Learning Center for Lifeline Transportation Projects in San Mateo County
- g. Authorize Entering into a Memorandum of Understanding, File Claims and Pass Through Funds to the Center for Independence of Individuals with Disabilities of San Mateo County
- h. Authorize Entering into a Funding Agreement with City/County Association of Governments of San Mateo County to Receive Measure M Funds to Support Paratransit Services
- i. Authorize Amendment to Extend the Contract on a Month-to-Month Basis for up to One Year with Wells Fargo Insurance Services, USA, Inc. for Insurance Services for a Cost of up to \$71,480
- j. Authorize Contract Amendments with Wipro, Inc. in the Amount of \$1,318,950 for Option 1, Phase 2B of the PeopleSoft Integration Service to Test, Train and Deliver all Modules, Amend contract to Include Hardware Support Services for the Business Optimization Project and Extend the Term for the Legacy Application Support and Data Cleansing Services for One Additional Year
- k. Authorize Execution of Contracts over \$100,000 for Information Technology License Renewals, Maintenance Services and Professional Services for Fiscal Year 2013 for an Aggregate Not-to-Exceed Amount of \$850,000
- l. Authorize Execution of Contracts for Technology Related Products and Services to Vendors Under Cooperative Purchasing Agreements for Fiscal Year 2013 for an Aggregate Not-to-Exceed Amount of \$900,000

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

MOTION

- m. Authorize Rejection of all Bids for Provision of Diesel Fuel

A motion (Gee/Lloyd) to reject all bids for provision of diesel fuel was approved unanimously.

Director Gee said staff also reported on a successful fuel hedge bid for Fiscal Year 2013.

LEGISLATIVE COMMITTEE – Shirley Harris

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE – Art Lloyd

SUBJECTS DISCUSSED

- a. Proposed El Camino Real Weekend Service Consolidation
- b. Capital Projects Quarterly Status Report – 3rd Quarter Fiscal Year 2012

WRITTEN COMMUNICATIONS

None

BOARD MEMBER REQUESTS

Director Matsumoto reported on the June 7 TA Board meeting:

- The South San Francisco ferry service has begun.
- Reappointed five members to the TA CAC.
- Approved the FY2013 budget and allocated funds to the Shuttle Program.
- Meeting was adjourned in memory of former Director John Lee.

GENERAL COUNSEL PROPOSAL

No report

DATE AND TIME OF NEXT MEETING – August 8, 2012 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting was adjourned at 3:45 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

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

**SUBJECT: CALL FOR A PUBLIC HEARING REGARDING DISCONTINUANCE OF
PARTICIPATION IN THE BART PLUS PROGRAM**

ACTION

Staff recommends the Board schedule a public hearing at its October 10, 2012 Board meeting to consider discontinuing participation in the BART Plus ticket program.

SIGNIFICANCE

With the BART Plus agreement expiring at the end of December 2012, staff took the opportunity to evaluate the viability of continued District participation. The purpose of the BART Plus program was to allow for ease of connectivity between BART and bus systems. With the District's transition to Clipper, along with an analysis of the BART Plus program's cost effectiveness, staff has concluded that the BART Plus program is no longer financially sustainable for the District. Setting the public hearing will allow staff to schedule a community meeting to solicit input from customers and the general public on the elimination of the BART Plus program on SamTrans in advance of holding the hearing.

BUDGET IMPACT

Holding a public hearing will not impact the budget.

BACKGROUND

The District has participated in the BART Plus program since 1991. The pass, valid for a half-month period, has a limited amount of stored-BART value and also is used as an unlimited local flash pass on 10 bus systems, including SamTrans. Alameda-Contra Costa Transit ended its participation in the BART Plus program a few years ago. San Francisco Municipal Transportation Agency and Santa Clara Valley Transportation Authority are anticipated to discontinue participation in the program at the end of 2012.

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CALL FOR A PUBLIC HEARING TO ELIMINATE SELECT
UNPRODUCTIVE FIXED-ROUTE TRIPS**

ACTION

Staff recommends the Board schedule a public hearing at its October 10 meeting to consider the elimination of several unproductive trips currently in service.

SIGNIFICANCE

Staff has identified three trips on community routes which are unproductive or redundant (i.e., their passengers could be carried by another trip). These changes are consistent with proposals within the draft SamTrans Service Plan and would not result in conflict when Phase 1 of that plan is implemented. Setting the public hearing will allow staff to schedule a community meeting to solicit input from customers and the general public on the elimination of the fixed-route trips in advance of holding the hearing.

BUDGET IMPACT

Holding a public hearing will not impact the budget.

BACKGROUND

These proposed changes would trigger a public hearing based on the District's Public Comment Process for Fare and Service Changes (adopted December 8, 2004). Under the adopted process, any "Major Reduction in Service" would result in the need to hold a public hearing. According to the formal policy: A "Major Reduction in Service" is:

...a reduction of 25 percent or more in total revenue vehicle miles in service on any specific route over a one-week period. The discontinuation of promotional, demonstration, seasonal or emergency service, and the discontinuation of service within the first year of its implementation, is not considered a "Major Reduction in Service."