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GENERAL MANAGER/CEO

AGENDA

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

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

WEDNESDAY, DECEMBER 4, 2013 – 2:00 p.m.

ACTION

1. Approval of Minutes of Community Relations Committee Meeting of November 6, 2013

INFORMATIONAL

2. Accessibility Update – Tina Dubost
3. PCC Update - Mike Levinson
4. Citizens Advisory Committee Liaison Report - Peter Ratto
5. Mobility Management Report – Caltrain
6. Multimodal Ridership Report – October 2013

Committee Members: Rose Guilbault, Art Lloyd, Karyl Matsumoto

NOTE:

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 6, 2013**

Committee Members Present: A. Lloyd, K. Matsumoto

Committee Members Absent: R. Guilbault (Committee Chair)

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

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

Director Karyl Matsumoto called the meeting to order at 2:06 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of October 2, 2013

The Committee approved the minutes (Deal/Lloyd).

Accessibility Update – Tina Dubost

Tina Dubost, Acting Manager, Accessible Transit Services, said the paratransit contractor, Care Evaluators, has a new Northern California Regional manager, Christine Cuevas.

Director Jeff Gee asked if the safety incidents referenced in the Paratransit Coordinating Council (PCC) minutes have been corrected. Ms. Dubost said safety is taken seriously and staff meets with the contractor regularly to ensure compliance with all requirements.

PCC Update – Mike Levinson

Mike Levinson, PCC Chair, reported:

- The education committee is making presentations around the county to share what the PCC does.
- Thanked Director Adrienne Tissier for her Seniors on the Move presentation.

Director Tissier arrived at 2:09 p.m.

Director Matsumoto said she would like the PCC to make a presentation to the South San Francisco City Council. Mr. Levinson said to contact Ms. Dubost who will work with the PCC to schedule.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Peter Ratto, CAC Chair, said at its October 30 meeting the CAC toured South Base. The tour included the preparations for any potential disasters that may affect the county or

SamTrans including the emergency dispatch trailer, the emergency generator, and the emergency dispatch van.

Mobility Management Report – Facilities – State of Good Repair

Chuck Harvey, Deputy CEO, reported:

- State of Good Repair (SOGR) is the proper maintenance of all capital assets required to deliver the services of the San Mateo County Transit District (District).
- Why is a SOGR Program important?
 - Essential for delivery of transportation services
 - Essential to protect workforce, customers, and public
 - Essential to ensure compliance with all environmental regulations
 - Essential to obtain the full life cycle from investments made by the District
 - The Federal Transit Administration's (FTA) Moving Ahead for Progress in the 21st Century (MAP-21) Program requires all assets must be maintained with an appropriate SOGR Program
- South Base opened in 1984 and supports transportation and maintenance of up to 150 buses. North Base opened in 1988 and supports transportation and maintenance of up to 200 buses, unit repair of major bus components, support equipment, SamTrans and Caltrain revenue collection systems, and training for all operations and maintenance of human capital investment.
- Each base has 80,000 gallons of fuel in the ground and another 30,000 gallons of other oils and fluids.

Director Tissier asked if the District is overseen by the San Mateo County Health System. Mr. Harvey said the District is not overseen by the County Health System, but is overseen by the regional water board, U.S. Coast Guard, U. S. Environmental Protection Agency, U.S. Fish and Wildlife, and by the county for permitting.

- Support/Administration facilities include the Brewster facility (built in 1940 and formerly a Greyhound terminal) which supports MV Redi-Wheels operations and MV CUB fixed-route bus layover, and the central administration headquarters built in 1979.

Chair Carole Groom arrived at 2:21 p.m.

- There are approximately 2,100 bus stops systemwide, including 97 District-owned bus shelters, 95 revenue generating shelters, 221 benches and 197 trash cans.
- A third party, Gannett Fleming, prepared a base/building assessment report. Based on the report staff developed Facility Maintenance Plans. These Plans are submitted to the FTA and Metropolitan Transportation Commission as part of the District's Triennial Audit Process.
- Seven employees monitor all buildings and equipment, perform minor maintenance/repairs, and coordinate specialty contractors.
- The District's SOGR Program must be supported over the long term with appropriate levels of operating and capital funding.

Director Gee said he appreciates having an asset management strategy and asked what software is being used to maintain all the data. Mr. Harvey said SamTrans uses a maintenance material system called Spear. Caltrain has its own specific database.

Director Gee appreciates the effort to extend the life of the assets. He asked if there is a deferred maintenance value and if so, is it accounted for in the balance sheet. Mr. Harvey said there is no deferred maintenance that has reached the level of being on the books.

Director Matsumoto said once a certain dollar amount is reached when facilities are remodeled, the new State code pertaining to Americans with Disabilities Act (ADA) comes into play. She asked if this will be an issue at the District facilities. Mr. Harvey said it could happen at facilities where there is public access. The bases are pretty close to ADA code, but if extensive refurbishments or changes are made to the District's buildings it could bring up ADA type codes. Mr. Harvey said the Brewster facility has ramps and door widths that meet ADA requirements.

Multimodal Ridership Report – September 2013

Mr. Harvey reported:

- Bus average weekday ridership (AWR) was 46,310, an increase of 0.4 percent.
- Paratransit AWR was 1,100, an increase of 0.9 percent
- Caltrain AWR was 54,310, an increase of 6.9 percent.
- Caltrain shuttle AWR was 10,400, a decrease of 15.8 percent.

Year-to-date Total Ridership – September 2013

- Bus ridership was 3,131,570, an increase of 2.6 percent.
- Total ridership for all modes was 8,217,770, an increase of 5.8 percent.

Adjourned: 2:35 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

This item is for information only. No 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 October 1 PCC Advocacy and Legislation meeting and the October 8 PCC meeting are attached. The minutes from the September 16 SAAC meeting are also attached.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: Tina Dubost, Acting Manager, Accessible Transit
Services

650-508-6247

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

**MEETING MINUTES
October 1, 2013**

ATTENDANCE

Members Present: Stephanie Hill, AL-Com Chair; Mike Levinson, PCC Chair; Aki Eejima, Consumer; Dinae Cruise, Consumer; Dale Edwards, Consumer; Dan Mensing, Consumer; Linda Rhine, Nelson/Nygaard.

Absent: Barbara Kalt, Rosener House; Allan Newlands, COD; Erin Swartz, PCC Staff.

Guests: Tina Dubost, SamTrans; Lynn Spicer, MV Transportation; Shayla Walsh, CiD; Maria Kozak, Consumer; Craig McCulloh, COD

(Member Attendance: 7) Quorum—Yes

WELCOME/INTRODUCTION

Chair Stephanie Hill welcomed everyone to the October AL-Com meeting and called the meeting to order at 1:00 p.m.

APPROVAL OF JULY AL-COM MINUTES

Stephanie asked for a vote of approval for the July Minutes. Mike moved to approve the July Minutes, Dinae seconded the motion. The minutes were approved with no opposition or abstentions.

GUEST SPEAKER PRESENTATION

Craig McCulloh is a former PCC member and has been involved with PCC for many years. He said that he appreciates the opportunity to be here today. Craig wanted to talk about how effective the PCC has been over the years and to offer suggestions for increasing its impact and effectiveness.

Craig said that the PCC has a strong history of advocacy in San Mateo County. He thinks there has been so much progress in the last 20 years!

His background was as a Patient's Rights Advocate. Craig's goal with the PCC was to address issues riders experience in San Mateo County. Craig cited some examples of the PCC's effectiveness, including PCC input for vehicle specifications and the IVR. He applauded SamTrans for "taking to heart" the suggestions for vehicle specifications. Craig also mentioned his special project, "Consumer Corps," which is another example of how effective the PCC and SamTrans have been working together. Craig said that the PCC monthly report to the SamTrans Board of Directors is an indication that the Board listens to the important voices of paratransit users.

Craig then talked about opportunities for improvements. His suggestions listed below are based on the numerous calls he receives at the Commission about Redi-Wheels and RediCoast services:

1. The complaint process – he thinks there should be more education on how consumers submit a complaint and the manner in which they are resolved. “What is the outcome for the rider”?
2. Rider Education – more extensive rider education is needed. He thinks some of the complaints are because riders don’t understand how the system is supposed to work. Riders are unclear about the policies for Redi-Wheels. Craig said, “Having educated riders will result in a better system.”

Craig brought forward some ideas to educate riders including: 1) One-on-one training 2) Small classes – these could be hosted either by SamTrans or the PCC, but both groups should participate in the education process. Craig thinks personalized counseling to get new riders to understand how to use the system would provide a great benefit and once used to it, riders would be ready to travel on their own. What would be ideal is if new readers could talk with experienced riders.

3. Craig also said he hears a lot about drivers and noted that driver training is critical. He said at one point, some riders participated in the empathy training. If communication can be improved between Redi-Wheels drivers, SamTrans, and the users, then it would improve the situation for all concerned. Improved communication is needed to avoid hassles about pick-up, drop off locations, etc.
4. Consumers have also shared with Craig that the No-Show Policy is a “bit punitive.” Craig cited many situations that are “he said, she said,” where rider education is a more appropriate approach than designating a rider as a No-Show. He also suggested that Redi-Wheels reconsider the “automatic cancel” policy for return trips when a rider is a No-show on the outbound trip. Aki noted that he has served on the Appeals Panel for No-Shows and shared that the outcomes tend to be favorable for the rider. The emphasis of the Appeals Panel is to educate.

Craig says he hears from many people how important Redi-Wheels service is to them, so suspension from its use makes them feel vulnerable and should be avoided.

Tina offered information to clarify Redi-Wheels approach to supporting paratransit riders. Redi-Wheels has an emphasis on education, rather than a punitive process. In the customer complaints process, Tina noted that in “he said, she said” situations, Redi-Wheels uses GPS to verify a vehicle’s location at a given time. She also said reservationists repeat ride information before ending the call– to verify the pick-up location and time. Lastly, Tina stated, “If there are sanctions, then passengers have the right to appeal.” Tina further clarified the No-Show policy. If a passenger gets 3 No-Shows in a 4 month rolling period, then the passenger is subject to a one month suspension and the passenger can appeal the decision.

All of Craig's suggestions represent a challenge for how the PCC, in partnership with SamTrans, can be proactive in educating consumers, whether the support is provided through face-to-face education or in a small group setting. Craig posed a challenge – "How can the PCC work with the COD to make this happen?"

LEGISLATIVE UPDATE

No report available.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

Mike brought up three issues from prior meetings: 1) dispatchers unable to call long-distance (i.e. out of area code); 2) Making the Riders Guide available online and 3) Passengers being transported in rear-loading vehicles. Lynn and Tina will follow up on these issues and report back.

Maria Kozak raised an issue and a question. She had a doctor's appointment at 2:45 p.m. and called dispatch. Her reservation was for 1:30 p.m. and at 2:00 p.m. when she called dispatch; she was told the ride would be coming "soon." It actually arrived at 2:15 p.m. She was reminded that Redi-Wheels is shared ride. She filled out a Comment Card and received a very nice reply.

Mike suggested that Maria explain to dispatch and the reservationist that her ride was for a doctor's appointment. Tina apologized for the lateness of the trip. She said that Redi-Wheels is not able to give riders priority based on the purpose of their trip. Dan commented that he hears "shared ride" so often that he thinks it is an excuse for lateness. Lynn said that a shared ride is not an excuse or cop out – but it is used for scheduling purposes. MV works to treat all passengers equally. There was some miscommunication and dispatch should have given Maria the information to allow her to make a choice about her trip pick up time.

Aki brought up the issue of coordination for pick up points for Redi-Wheels drivers and taxi drivers. Tina reminded the group that it is the passenger's responsibility to state where they want to be picked up. Passengers can choose the front, back or side of a building and it is written on the manifest. The manifest is based on what information is given by the rider and then that is what is given to the driver.

Shayla asked questions about the "add on" for a specific rides, reporting that it took a rider 2.5 hours from their facility in San Mateo to arrive in Palo Alto because of "add on" rides. Shayla encouraged the person to fill out a Redi-Wheels Comment Card. Shayla wanted to know what advice she should offer a person with this experience. Lynn replied that Shayla should suggest submitting a Comment Card.

Dinae asked if a bench could be made available at Stonestown in San Francisco. She waits a long time at this location and there is no place to sit. Tina said that SamTrans will look into it.

Maria asked for clarification of the 20 minute pick up window. Lynn noted that riders need to consider the time of day of their travel. Issues like traffic congestion can make the pick-up time can vary within the 20 minute pick up window.

Stephanie asked about transfers with Outreach in Santa Clara County. Lynn reported that MV tries to contact Outreach to let them know if MV will be late. Lynn noted that

MV wants to know if an inter-county transfer is being made, however she is unsure what the policy is at Outreach for incoming transfers.

Aki asked a question about the AC Transit bus near Hillsdale. Tina explained that AC provides commute service across the San Mateo Bridge. This bus is called the M line. (The Dumbarton Express provides commuter bus service across the Dumbarton Bridge.)

COMPLAINT REVIEW COMMITTEE—OPEN DISCUSSION

Tina reviewed the customer complaint statistics:

- Complaints per 1000 rides were following a very positive trend –0.95 complaints per 1000 rides.
- There were more complaints since her last report, but performance is still good.
- On-Time Performance (OTP) was not quite as good, Redi-Wheels is working to improve OTP.
- Customer error complaints are the same as prior quarter. Most are determined to be not valid. The customer is contacted in order to verify information from the complaint.
- Six missed trips were reported; meaning the number of missed trips is low.
- Safety complaints are at or near zero.

OTHER BUSINESS

Tina announced the new ECR bus route on El Camino Real replaces the old routes 391 and 392. Customer feedback has been positive. Some additional route changes will be made in January 2014.

Starting Nov. 1, MV will be operating the SamCoast service. MV is working to make a smooth transition from the current contractor.

Stephanie announced the next AI-Com meeting is scheduled for January 7, 2014.

MEETING ADJOURNED: 2:55 P.M.

PARATRANSIT COORDINATING COUNCIL

MEETING MINUTES

October 8, 2013

ATTENDANCE: Members Present: Mike Levinson, Chair; Dr. Michal Settles, Vice-Chair; Stephanie Hill, Al-Com Chair; Dinae Cruise, Consumer; Myria Barnes-Jackson, DOR; Nancy Keegan, SC Adult Day Services; Marie Violet, Sequoia Hospital; Sandra Lang, COA; Dale Edwards, Consumer; Sammi Riley, Consumer; Shayla Walsh, CID.

ABSENTEES: Barbara Kalt, Rosener House; Allan Newlands, COD; Maureen Dunn, Senior Focus; Aki Eejima, Consumer; Dan Mensing, Consumer; Erin Swartz, PCC Staff.

GUESTS: Ashish John, SamTrans; Tina Dubost, SamTrans; Lynn Spicer, MV Transportation; Linda Rhine, Nelson/Nygaard.

(Member Attendance: 11) Quorum--Yes.

WELCOME/INTRODUCTION

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

APPROVAL OF SEPTEMBER PCC MINUTES

Mike asked for a vote of approval for the September PCC minutes. Mike moved to approve the minutes, the motion was seconded by Dinae and the minutes were approved with Shayla abstaining.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Stephanie reported that Craig McCulloh, a former PCC member, was the guest speaker at the October 1 Al-Com meeting. He highlighted major accomplishments of the PCC and talked about how to further improve advocacy and educating riders. Stephanie said the next meeting is Jan 7, 2013.

Nancy asked about whether dispatch can call phone numbers with area codes outside of the Bay Area. This is important because many consumers have cell phones with "out of area" telephone codes. Tina said she is checking into this.

B. GRANT/BUDGET REVIEW

Linda reported that MTC has just issued a notice for one more grant cycle of FTA 5310 funding under the old rules. Tina said that SamTrans will not likely be seeking funds in this cycle. In response to questions about vehicle usage, Tina explained that taxi service costs less than using larger Redi-Wheels vehicles at certain times of day, such as evening when a large vehicle is not needed. A discussion followed about the proposed new 5310 cycle in which funds for capital purchases will continue to require a 20% local match for Federal funds with funding for operations at a 50/50 split.

C. EDUCATION COMMITTEE

In Maureen's absence, Linda announced that the second PCC outreach presentation is scheduled for Oct 9th with the United Airlines Retired Machinists Union. Dinae and Dale will be the presenters. Mike said that the third outreach presentation is scheduled with the San Mateo County Council of the Blind on Saturday, November, 2 at 11AM. He is seeking a volunteer to assist that morning.

D. EXECUTIVE COMMITTEE

Mike reported there was an Executive Committee meeting last month. The items discussed were the second phase of the IVR and how to incorporate taxi service into this phase, a plan for the volunteers to coordinate for the Nov 4th Seniors on the Move event, and a scaled down MV Appreciation Party. He said the Executive Committee also talked about coordinating caroling on the coast with the December Coastside meeting. The date has tentatively been set for Wednesday, December 11th.

Linda presented a summary of the Consumer Corps Report for 1st quarter of 2013 covering July, August, and September, during which time 209 reports were submitted. Consumer Corps members observed Redi-Wheels Comment Cards in vehicles 81% of the time and were able to request one from the driver on most occasions. Almost 90% of Consumer Corps members reported being picked up within 20 minutes of their scheduled ride time. Only 18 reports of incomplete Night Before calls were submitted. Telephone holds were reported by 21% of Corps members, with a maximum hold time of 8 minutes. Driver Assistance reported as "met needs" or "above needs" continues to be very high! About two-thirds of the Consumer Corps members were picked up in a Redi-Wheels vehicle and the remaining one-third rode in a taxicab. Four reports from riders using RediCoast were submitted during this time period.

Nancy made an observation about how nice it is to have Coastside representation on the Consumer Corps and it would be even nicer if there was increased participation from the coast! Michal said this has been talked about at the Coastside meetings and that the committee members will be setting targets to concentrate on next year.

Linda reviewed the changes in the PCC's two year Work Plan based on feedback from the September meeting. The major changes related to taxi service. She clarified that taxi ridership has already been included in the monthly performance reports and thanked Tina for being so responsive. The more detailed performance statistics will be included on a quarterly basis starting in Jan 2014.

Nancy moved to approve the 2014-2015 PCC Work Plan and Sandra seconded approval of Work Plan – All approved ---- We now have our work set out for the next two years! Linda said she will give update on a quarterly basis to monitor progress of the Work Plan.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina announced that SamTrans is now running ECR bus service that replaces Routes 390 and 391. Customer feedback is positive. SamTrans plans to make changes to many routes in Jan 2014; for details refer to the SamTrans website. Tina also said that SamTrans is working on an experimental demand response service in San Carlos with details to

follow in the coming months. Tina added that SamTrans Board approved the HNTB contract to administer the Nelson\Nygaard contract for the next three years.

B. Performance Summary

Tina referred to the Monthly Operations Performance Summary on page 15 of the PCC meeting packet for her report. More trips were taken in August 2013 than in the prior year. Average weekday ridership increased by 7%. On time performance did not meet the 90% standard and productivity was 1.75 passengers per hour. Telephone hold time averaged 1.3 minutes, which is a slight increase because of more negotiation on ride time to schedule rides more efficiently.

Nancy asked a question about how much time is allowed for negotiating pick-ups. Tina reported that the rule is that rides can be negotiated up to one hour before desired time and up to one hour after desired time. This is consistent with ADA.

C. Customer Comments

Tina reported an overall increase in the number of customer comments. The response time of 5 days continues to meet the 7-day turn-around time standard. By category, there have been slightly fewer complaints about late vehicles and slightly more customer error comments.

D. Safety Report

Lynn provided the September updates. There were four incidents; two were preventable. One of the preventable incidents was a minor rear-end accident and the other was with a passenger when the driver did not offer proper assistance. The passenger fell but was not hurt. No safety report updates were available for the coast.

LIAISON REPORTS

A. MTC REPORT

Mike gave a brief overview of the 10th Annual Mobility Workshop held on October 7th in Berkeley. The major topic was mobility management, an emphasis area under the new federal legislation known as MAP-21. There is now an approach that extends region-wide, establishing larger umbrella organizations to oversee transportation services. Nancy said she serves on a committee of the New Beginnings Coalition that has transportation as a focus area because it was determined to be a high priority in their assessment of needs. She said that the group is in the process of identifying current services and then identifying the gaps and how best to close them. Corrine Goodrich is good person to contact about this topic; Linda will call her and then report back to PCC in November on what she learns about the process and timing for moving forward with this new initiative.

B. AGENCY

Linda reported in Barbara's absence and said that there have been no meetings since the last report updating the PCC.

C. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal reported that the fourth and final meeting for 2013 has been tentatively set for December 11th. She will bring the final agenda to the next PCC meeting. She said there

are some concerns about the two SamTrans bus routes that serve the coast (routes 17 and 294) and there is no service over the hill on weekends, although there is some demand for Saturday service. Michal thanked Tina for promptly following up with a gentleman who expressed a desire for some Saturday service. The January changes may address some of his concerns.

Michal reported that the Senior Coastsiders completed their fall 2013 Annual Report that showcases their good community. She passed around the report so members could review it. Michal also reminded everyone that the Pumpkin Festival is in two weeks and the route to the festival will be very crowded, so get there early to avoid traffic jams!

D. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported on the ERC meeting in Aki's absence. He explained that the discussion was focused on taxis because it is an increasing share of Redi-Wheels service. Taxi service will be an agenda item at the November ERC meeting.

E. COMMISSION ON AGING (COA) REPORT

Sandra reported that the next meeting of the Commission on Aging is October 21, so she has no report at this time. She will continue to do outreach and direct people to Linda or Erin if they express interest in serving on the Consumer Corps. The Commission on Aging will be meeting on Oct 21 at 9AM at 225 37th Ave in San Mateo, Room 100.

The next New Beginning Coalition is meeting on Oct 22nd at 9AM, also at 225 37th Ave.

F. COMMISSION ON DISABILITY (COD) REPORT

Allan absent, no report available.

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

Shayla reported that CID received a grant for a WIPA (Work Incentive Planning Assistance) program. Two coordinators have been hired and they are in the process of adding another part time coordinator. The statewide advocacy campaign on transportation in the Bay Area had a meeting with Dorene Giacobini, MTC non-voting Commissioner. Community members advocated for better accessibility including modifying the application process for RTC and Clipper to reflect the independent living model and for same day paratransit service throughout the Bay Area. The campaign meetings are held via conference call on the third Tuesday of the month. The DO Network is also in the process of organizing a managed care forum December 4th and is trying to find a suitable location.

H. DEPARTMENT OF REHABILITATION (DOR)

Myria reminded the group that DOR just celebrated its 50th anniversary. She reviewed the mission of the DOR, "The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities." For additional information on the services and programs of the DOR, their website is <https://www.dor.ca.gov>

OTHER BUSINESS

Mike announced the passing of Marianne Mania who was a long time member and Chair of the PCC. She was a strong advocate, inspired people and brought them together, and had an enormous impact on the PCC. Marianne inspired the Golden Apple Award and was the first recipient. Nancy explained that the award was established because of her tradition of giving apples to MV staff, drivers and other as a way to thank people for their efforts and good work. Marie said that she is in touch with her family and will be happy to share the PCC's thoughts and remembrances with them. Tina commented that Marianne was an amazing person and that when she resigned from the PCC, the SamTrans Board presented her with a proclamation. Michal suggested that we adjourn today's meeting in memory of Marianne Mania.

The next PCC meeting will be on November 12, 2013.

MEETING ADJOURNED: Mike adjourned the meeting at 3:15 in memory of Marianne Mania.

SAMTRANS ACCESSIBILITY ADVISORY COMMITTEE

MEETING SUMMARY – SEPTEMBER 16, 2013

PRESENT: Alec Karp (Chair), Cam Acker, Jim Engvall, Donald Jacobberger, Doris Maez, Jennifer Sutton

ABSENT: NONE

GUEST: Judy Mckie, Karen Vanderwoert

SAMTRANS STAFF: Tina Dubost, Michael Eshleman, Operations Planner; Richard Lesser

I. **INTRODUCTIONS**

II. **AGENDA**

III. **APPROVAL OF MINUTES**

IV. **FIXED ROUTE BUS AND CALTRAIN**

A. SAMTRANS SERVICE PLAN UPDATE, AND REPORT ON THE SUCCESS OF THE IMPLEMENTATION OF WEEKDAY ECR SERVICE

Michael Eshleman, SamTrans Operations Planner, spoke to the Committee about progress with the SamTrans Service Plan (SSP). After two years of planning and public meetings, the SSP is being brought into effect in two main phases. The first phase, which includes consolidating the 390 and 391 bus routes on El Camino Real into the new, more efficient ECR route, took effect August 12th. After the weekend ECR trial brought a 5% ridership growth and very positive reception, extending the route to weekdays was a very welcome service improvement. Service frequency on the ECR corridor south of Redwood City doubled from every 30 minutes to every 15 minutes.

The second phase of the SSP, which will increase service along key corridors, cut under-performing routes, introduce pilot services in San Carlos and Pacifica, and improve connections, will be implemented starting Monday, January 27th. Key improvements were reviewed. Details are listed at samtrans.com.

The price of the SamTrans Day Pass may be reduced from \$6.00 to \$5.00 (from \$3.00 to \$2.50 for Eligible Discount) to mitigate the burden of any additional bus transfers needed.

Alec Karp asked about Braille medallions on bus poles on bus bays at transit centers to help orientation for visually impaired passengers. Richard Lesser

responded that he is putting such a project together for the near future but it will not be concurrent with the SSP implementation.

In response to a question about bus shelters, Michael Eshleman said that CBS is adding or replacing about 50 of them.

B. SAMTRANS BUS OPERATOR SENSITIVITY TRAINING PANEL

Jennifer Sutton, a member of our Committee, also chairs the panel of persons with disabilities that helps to instruct operators, in a day-long class, regarding how to better serve this community. She explained that SamTrans holds about two such classes per year. The last class was the biggest one yet, as 26 new bus operators underwent training.

After discussion led by the panel, the entire class takes part in an experiential exercise to gain understanding of how a person with disabilities encounters different challenges in their daily life. Participants are given either a blindfold, a wheelchair, a walker, earplugs, a cane, or other device to approximate what it is like to have a disability. They then take a trip to a food court, and have to navigate the entire process with their adopted disability.

As the chair, Ms. Sutton facilitates and prepares training materials. The panel includes people with different disabilities, and a senior. They are currently seeking a senior to fill that vacant position. The suggestion was made to ask Jean Conger if one of the senior Mobility Ambassadors might be interested.

The panelists are paid for their time, which highlights the fact that SamTrans recognizes the value of their contribution and is glad to remunerate them for it.

Richard Lesser, SamTrans Accessibility Specialist, participates by talking to trainees about accessibility and customer service, and also reminding them to pass on to customers that he will install tether straps on hard to secure wheelchairs to make securement easier.

Doris Maez said she feels that Muni operators should have more training like this.

Karen Vanderwoert expressed that some operators should take more care to properly secure her wheelchair.

Alec Karp mentioned that drivers should not question requests to lower the lift/ramp, as many disabilities are not visible. Jennifer Sutton said that the answer to any such request for use of the lift/ramp is an unequivocal "yes". Alec Karp added "without judgment, and with a smile on their face."

Donald Jacobberger asked how often the operators go through this training. Response: After the initial full day training, they have a shorter refresher course annually. Sometimes an operator is retrained in areas that management finds necessary.

Jennifer Sutton and Alec Karp agreed that in their experience on multiple Bay Area transit systems, SamTrans operators are the most consistently courteous and pleasant.

Doris Maez is glad to hear that seniors are represented on the sensitivity panel.

V. **Paratransit Update**

Tina Dubost reported that the interactive voice (IVR) project is working for the night before calls for reservations.

Redi-Wheels has worked out contingency plans for any projected BART strike, finding alternate pick up locations to those at BART stations.

VI. **Citizens Advisory Committee Update**

This Committee welcomes Judy McKie from the CAC, where she reports that they also received a presentation about the SamTrans Service Plan (SSP), and saw the new bus stop sign designs. The ECR route has received near unanimous praise.

Sidewalk conditions at bus stops were discussed. Requests should be made to cities for needed sidewalk repairs. SamTrans responds to reports regarding benches, shelters, and other amenities that we provide.

VII. **Valley Transportation Authority Committee of Transportation Accessibility Update**

Our representative, Cam Acker, will report on their upcoming meeting at this Committee's next gathering.

VIII. **Announcements and Other Business**

New "strip maps" of Caltrain in Braille and large print are available free of charge from Lighthouse for the Blind.

IX. **Set Date for Next Meeting**

The next meeting will be on Monday, November 4, 2013, from 11:30 am to 1:00 pm.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **MOBILITY MANAGEMENT REPORT: CALTRAIN**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – OCTOBER 2013**

ACTION

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

SIGNIFICANCE

Table "A" summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible and Table "B" summarizes the total ridership figures for all SamTrans transportation modes. Chart "A" features year-to-date comparisons of AWR for Fiscal Year (FY) 2012, FY2013, and FY2014. Chart "B" has figures for total ridership year to date for FY2012, FY2013, and FY2014.

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

AVERAGE WEEKDAY RIDERSHIP – OCTOBER 2013 COMPARED TO OCTOBER 2012

Total District Modes – 108,810, a decrease of 0.4 percent.

Bus – 46,070, an increase of 2.3 percent.

Paratransit – 1,100, an increase of 3.8 percent.

Caltrain – 51,740, flat from last year.

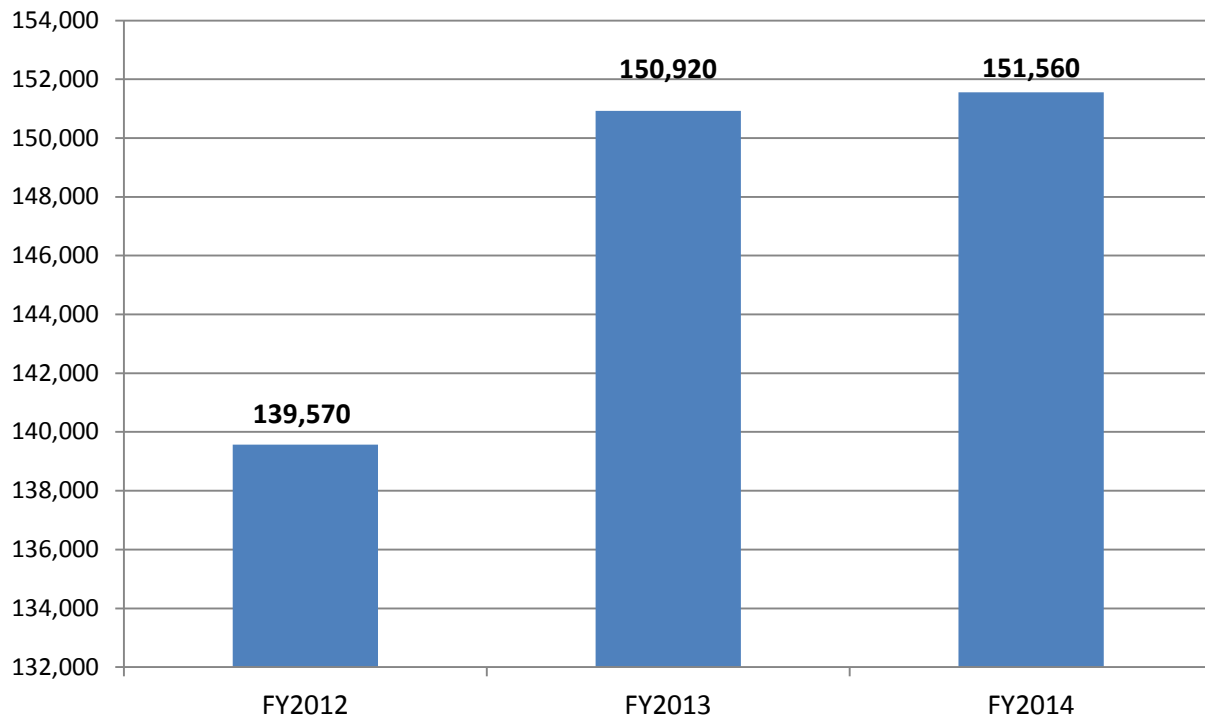
Shuttles – 9,890, a decrease of 13.7 percent.

Table A
Average Weekday Ridership

October 2013 Average Weekday Ridership				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	46,220	45,020	46,070	2.3%
Paratransit	1,080	1,060	1,100	3.8%
Caltrain	42,620	51,720	51,740	0.0%
Shuttles	9,730	11,460	9,890	-13.7%
Total	99,650	109,260	108,810	-0.4%
BART Extension (No Daly City)	42,980	49,470	41,820	-15.5%
Grand Total	142,620	158,730	150,630	-5.1%
Weekdays	21	23	23	0.0%

October 2013 Year to Date				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	42,640	41,440	41,970	1.3%
Paratransit	1,090	1,080	1,100	1.9%
Caltrain	44,330	49,950	53,720	7.5%
Shuttles	8,770	11,110	9,970	-10.3%
Total	96,820	103,560	106,760	3.1%
BART Extension (No Daly City)	42,740	47,350	44,800	-5.4%
Grand Total	139,570	150,920	151,560	0.4%

Chart A
Average Weekday Ridership (FYTD)



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

MONTHLY TOTAL RIDERSHIP – OCTOBER 2013 COMPARED TO OCTOBER 2012

All District Modes – 2,916,780, an increase of 0.5 percent.

Bus – 1,222,960, an increase of 2.7 percent.

Paratransit – 28,370, an increase of 4.1 percent.

Caltrain – 1,435,690, an increase of 0.5 percent.

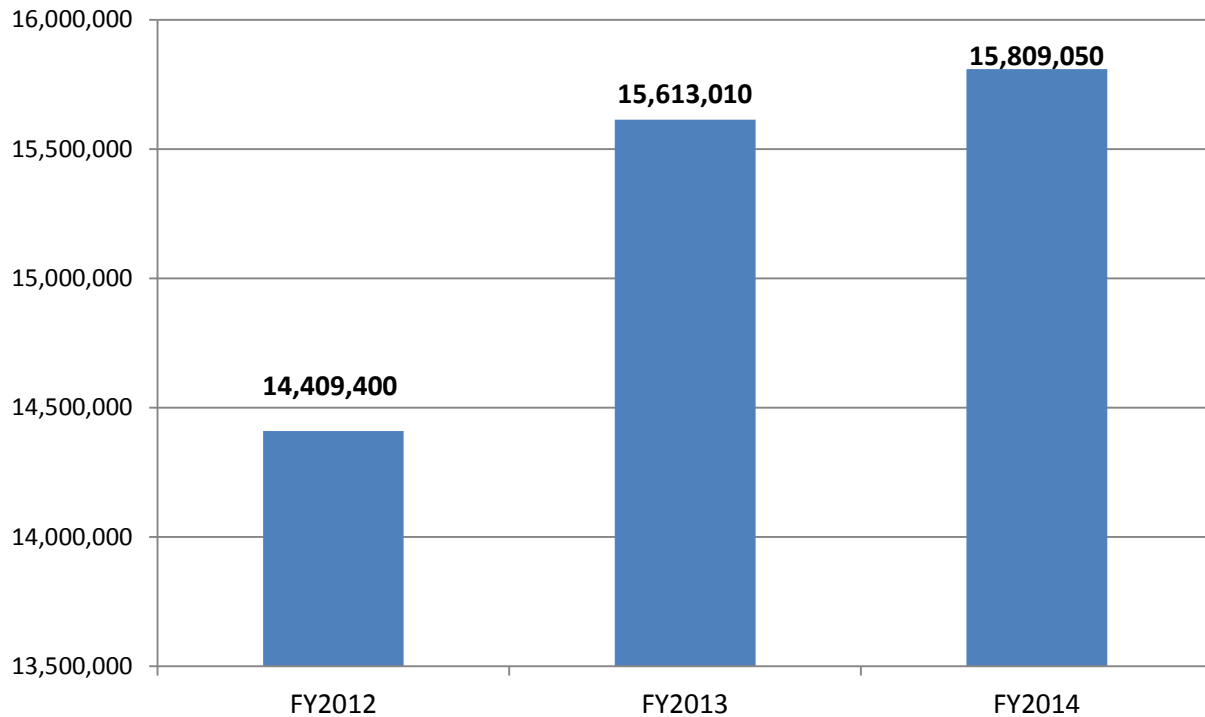
Shuttles – 229,760, a decrease of 10.2 percent.

**Table B
Total Ridership**

October 2013 Total Monthly Ridership				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	1,163,340	1,191,210	1,222,960	2.7%
Paratransit	26,320	27,240	28,370	4.1%
Caltrain	1,151,880	1,428,470	1,435,690	0.5%
Shuttles	205,000	255,860	229,760	-10.2%
Total	2,546,540	2,902,770	2,916,780	0.5%
BART Extension (No Daly City)	1,117,670	1,343,370	1,095,780	-18.4%
Grand Total	3,664,220	4,246,150	4,012,560	-5.5%
Weekdays	21	23	23	0.0%

October 2013 Year to Date				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	4,340,460	4,242,770	4,354,530	2.6%
Paratransit	105,670	104,830	108,310	3.3%
Caltrain	4,760,980	5,374,860	5,789,460	7.7%
Shuttles	751,520	946,160	882,260	-6.8%
Total	9,958,630	10,668,620	11,134,550	4.4%
BART Extension (No Daly City)	4,450,760	4,944,390	4,674,500	-5.5%
Grand Total	14,409,400	15,613,010	15,809,050	1.3%

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – October 2013

Route ECR – Using the slogan, “Going Your Way,” SamTrans continued its promotion for its weekday Route ECR service, which travels along El Camino Real from Daly City to Palo Alto. Various channels were used to promote the service, including advertisements in Spanish and English newspapers, *Rider’s Digest* bilingual newsletter, social media, a news release and ads in bus shelters.

Appreciation for Customers – As part of the national celebration of Customer Service Week, SamTrans ran a special exterior headsign (electronic sign on the front of the bus) and an interior electronic message that said, “We Love Our Customers.” The message also was posted to social media.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Michael Eshleman, Planner 650-508-6227



BOARD OF DIRECTORS 2013

CAROLE GROOM, CHAIR
JEFF GEE, VICE CHAIR
JERRY DEAL
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
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, DECEMBER 4, 2013 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of November 6, 2013
2. Acceptance of Statement of Revenues and Expenses for October 2013

CONTRACTS

3. Authorize Award of Contract to Golden Gate Petroleum to Furnish Petroleum Products for a Total Estimated Cost of \$1,088,239 for a Five-Year Term

Committee Members: Shirley Harris, Jerry Deal, Adrienne Tissier

NOTE:

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

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

MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 6, 2013

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

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

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

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

Committee Chair Shirley Harris called the meeting to order at 2:35 p.m.

Approval of Minutes of Finance Committee Meeting of October 2, 2013

The Committee approved the minutes (Lloyd/Gee).

Acceptance of Statement of Revenues and Expenses for June 2013 (unaudited)

Gigi Harrington, Deputy CEO, said Fiscal Year 2013 was a good year. Savings on the expense side will be rolled into reserves. Ms. Harrington said the auditors did additional testing this year and verbally reported they found no concerns with the financial statements.

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

Acceptance of Statement of Revenues and Expenses for September 2013

Ms. Harrington said September is on budget with fare and revenue and there are approximately \$1.7 million savings on the expense side. Last week fuel was \$2.96 per gallon and year to date is \$3.10 per gallon. The fuel hedge resulted in revenue to the San Mateo County Transit District (District) of \$8,000 in October and \$57,000 year to date.

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

Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2013

Bill Osher, CSI Investment, said the portfolio was okay for the quarter. The portfolio is invested in safe securities that it will not get hurt if things go bad. Mr. Osher said the market has changed a little bit. The bond market is being driven by expectations of the Federal Reserve (Fed) and the leadership change in January. Mr. Osher said long-term interest rates will be driven by expectations while short-term interest rates will be driven by when the market believes the Fed will raise rates.

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

Authorize Ratification of Execution of a Funding Agreement with the County of San Mateo for the Allocation of \$10 Million to the San Mateo County Transit District for Fiscal Years 2014 and 2015

Mark Simon, Executive Officer, Public Affairs, said the District was fortunate to receive an allocation of funding as a reflection of the partnership the District has with the county in delivering paratransit services to many of the same people the county serves. Mr. Simon said the San Mateo County Board of Supervisors needed to adopt this measure prior to this meeting and required the agreement be executed so staff is asking the Board to ratify the executed agreement.

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

Authorize Amending the Memoranda of Understanding with the Cities of Menlo Park and Redwood City to Increase Funding in the Amount of \$72,421 to Implement Two Lifeline Transportation Programs and File Claims with the Metropolitan Transportation Commission to Receive the State Transit Assistance Funds

April Chan, Executive Officer, Planning and Development, said this program was set up by the Metropolitan Transportation Commission (MTC) and is administered by the City/County Association of Governments (C/CAG). MTC revised its estimates for San Mateo County's share of State Transit Assistance funds by \$72,421. Ms. Chan said through the process C/CAG originally underwent, two cities would receive additional funds if funds became available.

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

Authorize Approval of Funding Agreement with the City/County Association of Governments of San Mateo County to Provide \$25,000 in Funding in Fiscal Year 2014 and Fiscal Year 2015 for a San Mateo County Pedestrian and Bicycle Coordinator

Ms. Chan said this funding agreement with C/CAG is to provide for a pedestrian and bicycle coordinator for the county. The county made the determination that this position is necessary to help coordinate planning and project implementation in the county.

Director Harris asked where this position will report. Ms. Chan said the position will be housed with C/CAG.

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

Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of \$57,000 for the Grand Boulevard Initiative: Empowering Civic Discourse and Authorize Increasing the Fiscal Year 2014 Operating Budget to a New Total of \$124,326,902

Corinne Goodrich, Manager, Strategic Development, said this is the fifth grant from the Silicon Valley Community Foundation. Last year staff partnered with Santa Clara Valley Transportation Authority, the health departments in Santa Clara and San Mateo counties, and Greenbelt Alliance to develop a communications plan for the Grand Boulevard Initiative. This year the Local Government Commission will be added to the partnership. Ms. Goodrich said informational materials will be developed and communications training for the task force, working committee, community leaders, and roundtable leaders will be provided.

The Committee (Tissier/Kersteeen-Tucker) unanimously recommended Board acceptance of the report.

Adjourned: 2:45 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
OCTOBER 31, 2013 AND SUPPLEMENTAL INFORMATION**

ACTION

Staff proposes the Committee recommend the Board accept and enter into the record the Statement of Revenues and Expenses for the month of October 2013 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$1,294,412 or 2.3 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$367,046 or 6.1 percent, *Sales Tax* (page 1, line 8) is **better** than budget by \$736,334 or 3.4 percent and *Other Interest, Rent & Other Income* (page 1, line 11) are \$240,491 or 12.9 percent **better** than budget offset by *Investment Interest* (page 1, line 9) which is **worse** than budget by \$36,958 or 9.9 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$1,654,606 or 4 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$1,333,721 or 3.9 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$307,033 or 6.3 percent and *Total Multimodal* (page 4, line 71) is **better** than budget by \$13,853 or 0.5 percent.

BUDGET IMPACT

There are no budget revisions for the month of October 2013.

Prepared By: Jeannie Chen, Senior Accountant 650-508-6259
Sheila Tioyao, Manager, General Ledger 650-508-7752

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2014
OCTOBER 2013**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,736,133	5,895,239	6,355,379	5,988,333	106.1	17,965,000	17,965,000	35.4
2 Local TDA and STA Funds	4,350,140	12,787,308	20,258,359	20,258,359	100.0	42,542,322	42,542,322	47.6
3 State/Federal Operating Grants	642,426	1,820,442	2,534,088	2,534,088	100.0	8,050,834	8,050,834	31.5
4 Measure A Funds	694,720	2,630,908	2,716,721	2,716,721	100.0	8,160,000	8,160,000	33.3
5 AB434 Funds	47,167	184,700	188,667	188,667	100.0	566,000	566,000	33.3
6 Subtotal - Operating Revenues	7,470,587	23,318,597	32,053,213	31,686,168	101.2	77,284,156	77,284,156	41.5
Other Revenue Sources								
8 District 1/2 Cent Sales Tax	6,034,667	21,923,300	22,584,667	21,848,333	103.4	68,000,000	68,000,000	33.2
9 Investment Interest	84,262	752,728	335,135	372,093	90.1	1,056,160	1,056,160	31.7
10 Pass through to Other Agencies	25,347	5,850	101,389	113,890	89.0	379,169	379,169	26.7
11 Other Interest, Rent & Other Income	686,517	2,039,545	2,109,238	1,868,747	112.9	6,346,565	6,346,565	33.2
12 Other Sources	0	4,333,765	0	0	0	0	0	0.0
13 Subtotal - Other Revenues	6,830,793	29,055,188	25,130,429	24,203,063	103.8	75,781,894	75,781,894	33.2
14 Total Revenues	14,301,379	52,373,785	57,183,643	55,889,231	102.3	153,066,050	153,066,050	37.4
15 Capital Assistance	1,755,115	343,217	3,112,717	3,112,717	100.0	6,336,651	58,719,891 A	5.3
16 Reserves Programmed for Capital	1,061,481	1,876,956	1,849,871	1,849,871	100.0	74,000	18,236,805 A	10.1
17 Total Revenues - All Sources	17,117,975	54,593,958	62,146,231	60,851,819	102.1	159,476,701	230,022,746	27.0
USES OF FUNDS								
Operations								
21 Motor Bus	8,162,116	29,797,131	32,791,963	34,125,684	96.1	100,725,200	100,731,345	32.6
22 A. D. A. Programs	1,208,337	4,506,968	4,603,535	4,910,568	93.7	14,780,900	14,774,755	31.2
23 Caltrain	453,334	6,087,704	1,813,334	1,813,334	100.0	5,440,000	5,440,000	33.3
24 Other Multimodal Programs	202,131	993,635	856,643	870,496	98.4	2,880,681	2,880,681	29.7
25 Subtotal - Operating Costs	10,025,918	41,385,437	40,065,476	41,720,082	96.0	123,826,781	123,826,781	32.4
Other Uses of Funds								
27 Pass through to Other Agencies	25,347	5,850	101,389	113,890	89.0	383,742	383,742	26.4
28 Transfer Out to Debt Service	2,037,808	8,151,147	8,151,231	8,151,231	100.0	24,453,287	24,453,287	33.3
29 Fiscal Agent Fees	375	6,550	7,788	10,105	77.1	26,410	26,410	29.5
30 Land Transfer Interest Expense	0	0	0	0	0	59,379	59,379	0.0
31 Subtotal - Other Uses	2,063,530	8,163,547	8,260,408	8,275,226	99.8	24,922,818	24,922,818	33.1
32 Capital Programs	2,918,721	2,479,778	5,224,547	5,224,547	100.0	11,682,276	82,302,321 A	6.3
33 Total Uses of Funds	15,008,169	52,028,763	53,550,431	55,219,855	97.0	160,431,875	231,051,920	23.2
34 NET SURPLUS / (DEFICIT)	2,109,806	2,565,195	8,595,800	5,631,964	152.6	(955,174)	(1,029,174)	(835.2)

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

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

SAN MATEO COUNTY TRANSIT DISTRICT STATEMENT OF REVENUES FISCAL YEAR 2014 OCTOBER 2013									
								% OF YEAR ELAPSED:	33.3%
	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
OPERATING REVENUES - MOTOR BUS									
1	TOTAL MOTOR BUS FARES	1,662,353	5,630,255	6,077,451	5,718,667	106.3	17,156,000	17,156,000	35.4
2	LOCAL (TDA) TRANSIT FUND:								
3	General Operating Assistance	3,558,440	10,623,759	16,712,981	16,712,981	100.0	34,505,186	34,505,186	48.4
4	STATE TRANSIT ASSISTANCE:								
5	Local STA Operating Assistance	597,684	1,471,917	2,763,040	2,763,040	100.0	5,633,670	5,633,670	49.0
6	OPERATING GRANTS								
7	TOTAL OPERATING GRANTS	601,458	1,673,960	2,370,614	2,370,614	100.0	7,051,491	7,051,491	33.6
8	DISTRICT 1/2 CENT SALES TAX:								
9	General Operating Asst.	1,108,827	8,413,324	3,027,566	4,968,566	60.9	31,475,368	31,481,513	9.6
10	Accessibility Fixed Route	94,534	334,196	386,728	345,048	112.1	1,035,143	1,035,143	37.4
11	TOTAL 1/2 CENT SALES TAX	1,203,361	8,747,520	3,414,294	5,313,614	64.3	32,510,511	32,516,656	10.5
12	INVESTMENT INTEREST INCOME:								
13	Investment Interest Income	52,511	631,873	198,128	231,803	85.5	697,450	697,450	28.4
14	OTHER REVENUE SOURCES:								
15	Overnight Deposits Interest Income	0	47	0	0	0.0	0	0	0.0
16	Rental Income	97,355	356,374	388,590	362,480	107.2	1,087,440	1,087,440	35.7
17	Advertising Income	223,237	285,725	389,487	310,000	125.6	930,000	930,000	41.9
18	Other Income	165,717	375,700	477,379	342,485	139.4	1,153,452	1,153,452	41.4
19	TOTAL OTHER REVENUES	486,310	1,017,845	1,255,456	1,014,965	123.7	3,170,892	3,170,892	39.6
20									
21	TOTAL MOTOR BUS	8,162,116	29,797,131	32,791,963	34,125,684	96.1	100,725,200	100,731,345	32.6
22									
23	AMERICAN DISABILITIES ACT:								
24	Passenger Fares Redi-Wheels	73,780	264,984	277,929	269,667	103.1	809,000	809,000	34.4
25	Local TDA 4.5 Redi-Wheels	147,039	527,672	594,429	594,429	100.0	1,839,741	1,839,741	32.3
26	Local STA - Paratransit	46,977	163,960	187,908	187,908	100.0	563,725	563,725	33.3
27	Operating Grants	40,968	146,483	163,474	163,474	100.0	999,343	999,343	16.4
28	Sales Tax - District ADA Programs	420,330	1,551,181	1,563,891	1,886,165	82.9	4,846,042	4,839,897	32.3
29	Sales Tax - Paratransit Suppl. Coastside	116,936	442,884	430,636	414,780	103.8	1,244,339	1,244,339	34.6
30	Interest Income - Paratransit Fund	31,751	107,835	131,413	140,290	93.7	358,710	358,710	36.6
31	Measure A Redi-Wheels	241,387	876,969	903,387	903,387	100.0	2,720,000	2,720,000	33.2
32	Measure M Paratransit	89,169	425,000	503,469	350,469	100.0	1,400,000	1,400,000	25.0
33	TOTAL ADA PROGRAMS	1,208,337	4,506,968	4,603,535	4,910,568	93.7	14,780,900	14,774,755	31.2
34									
35	MULTIMODAL TRANSIT PROGRAMS:								
36	Other Sources - Caltrain	0	4,333,765	0	0	0.0	0	0	0.0
37	Transfer from TA for Caltrain	453,334	1,753,939	1,813,334	1,813,334	100.0	5,440,000	5,440,000	33.3
38	AB434 Funds - SamTrans Shuttle	47,167	184,700	188,667	188,667	100.0	566,000	566,000	33.3
39	Employer SamTrans Shuttle Funds	111,038	596,700	503,313	503,313	100.0	1,775,673	1,775,673	28.3
40	Sales Tax - SamTrans Shuttle Program	33,762	120,465	121,753	121,753	100.0	356,218	356,218	34.2
41	Sales Tax - Gen. Operating Asst.	10,164	91,771	42,910	56,763	75.6	182,790	182,790	23.5
42									
43	TOTAL MULTIMODAL	655,465	7,081,339	2,669,977	2,683,830	99.5	8,320,681	8,320,681	32.1
44									
45	TOTAL REVENUES	10,025,918	41,385,437	40,065,476	41,720,082	96.0	123,826,781	123,826,781	32.4

"% 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 2014								
OCTOBER 2013								
% OF YEAR ELAPSED: 33.3%								
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,217,309	15,552,092	17,654,116	17,579,885	100.4	50,777,535	50,471,448	35.0
2								
3 Services:								
4 Board of Directors	5,707	13,767	16,402	17,200	95.4	51,800	51,800	31.7
5 Contracted Vehicle Maintenance	39,024	112,792	138,725	235,226	59.0	696,080	705,678	19.7
6 Property Maintenance	124,426	380,661	414,434	414,500	100.0	1,273,500	1,233,500	33.6
7 Professional Services	188,425	822,163	882,544	1,381,151	63.9	4,173,153	4,214,589	20.9
8 Technical Services	365,458	1,359,799	1,616,373	1,757,759	92.0	5,280,779	5,561,725	29.1
9 Other Services	83,489	199,313	246,731	313,762	78.6	1,507,128	1,507,994	16.4
10								
11 Materials & Supply:								
12 Fuel & Lubricants	481,970	1,848,121	1,879,249	2,163,886	86.8	6,491,659	6,491,659	28.9
13 Bus Parts & Materials	162,688	544,059	792,528	762,010	104.0	1,886,670	1,886,670	42.0
14 Uniforms & Driver Expense	13,329	39,276	68,097	96,973	70.2	443,122	443,122	15.4
15 Timetables & Tickets	17,909	48,771	50,118	57,333	87.4	172,000	172,000	29.1
16 Office Supplies / Printing	16,569	64,811	49,211	130,088	37.8	369,267	369,267	13.3
17 Other Materials & Supply	17,408	39,912	38,023	53,433	71.2	156,500	156,500	24.3
18								
19 Utilities:								
20 Telephone	31,465	108,557	125,230	200,823	62.4	602,470	602,470	20.8
21 Other Utilities	108,745	355,705	360,095	329,667	109.2	989,000	989,000	36.4
22 Insurance Costs	430,773	874,520	1,191,233	880,070	135.4	2,640,150	2,640,150	45.1
23 Workers' Compensation	231,152	1,050,308	867,727	1,077,020	80.6	3,231,060	3,231,060	26.9
24 Taxes & License Fees	43,607	162,122	177,161	189,703	93.4	569,109	569,109	31.1
25 Fixed Route Accessibility	94,534	334,196	386,728	345,048	112.1	1,035,143	1,035,143	37.4
26 Leases & Rentals	9,847	36,504	37,462	41,494	90.3	124,483	124,483	30.1
27 Promotional & Legal Advertising	12,302	53,514	48,256	93,067	51.9	275,200	275,200	17.5
28 Training & Business Travel	16,689	54,935	56,075	78,003	71.9	207,765	227,085	24.7
29 Dues & Membership	6,844	29,995	30,915	31,916	96.9	91,652	91,652	33.7
30 Postage & Other	3,232	15,449	20,080	63,412	31.7	200,049	175,115	11.5
31								
32 Total District Operated Buses	6,722,903	24,101,342	27,147,513	28,293,430	95.9	83,245,274	83,226,419	32.6
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,248,261	4,986,760	4,899,445	5,013,798	97.7	15,041,393	15,041,393	32.6
36 Other Related Costs	41,506	123,071	132,727	121,528	109.2	347,720	372,720	35.6
37 Insurance Costs	46,470	212,124	203,872	218,324	93.4	655,000	655,000	31.1
38 Coastside Services	63,227	215,257	246,263	285,851	86.2	857,553	857,553	28.7
39 Redi Coast Non-ADA	19,433	81,147	75,262	84,736	88.8	254,209	254,209	29.6
40 Other Related Costs	3,806	8,098	21,627	33,800	64.0	101,400	101,400	21.3
41 La Honda - Pescadero	5,750	17,475	17,888	18,375	97.3	55,125	55,125	32.4
42 SamCoast - Pescadero	11,000	46,105	46,473	53,632	86.7	160,896	160,896	28.9
43 Other Related Cost - SamCoast	(240)	5,751	894	2,210	40.5	6,630	6,630	13.5
44 Total Contracted Bus Service	1,439,213	5,695,788	5,644,450	5,832,254	96.8	17,479,926	17,504,926	32.2
45								
46 TOTAL MOTOR BUS	8,162,116	29,797,131	32,791,963	34,125,684	96.1	100,725,200	100,731,345	32.6

"% 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.

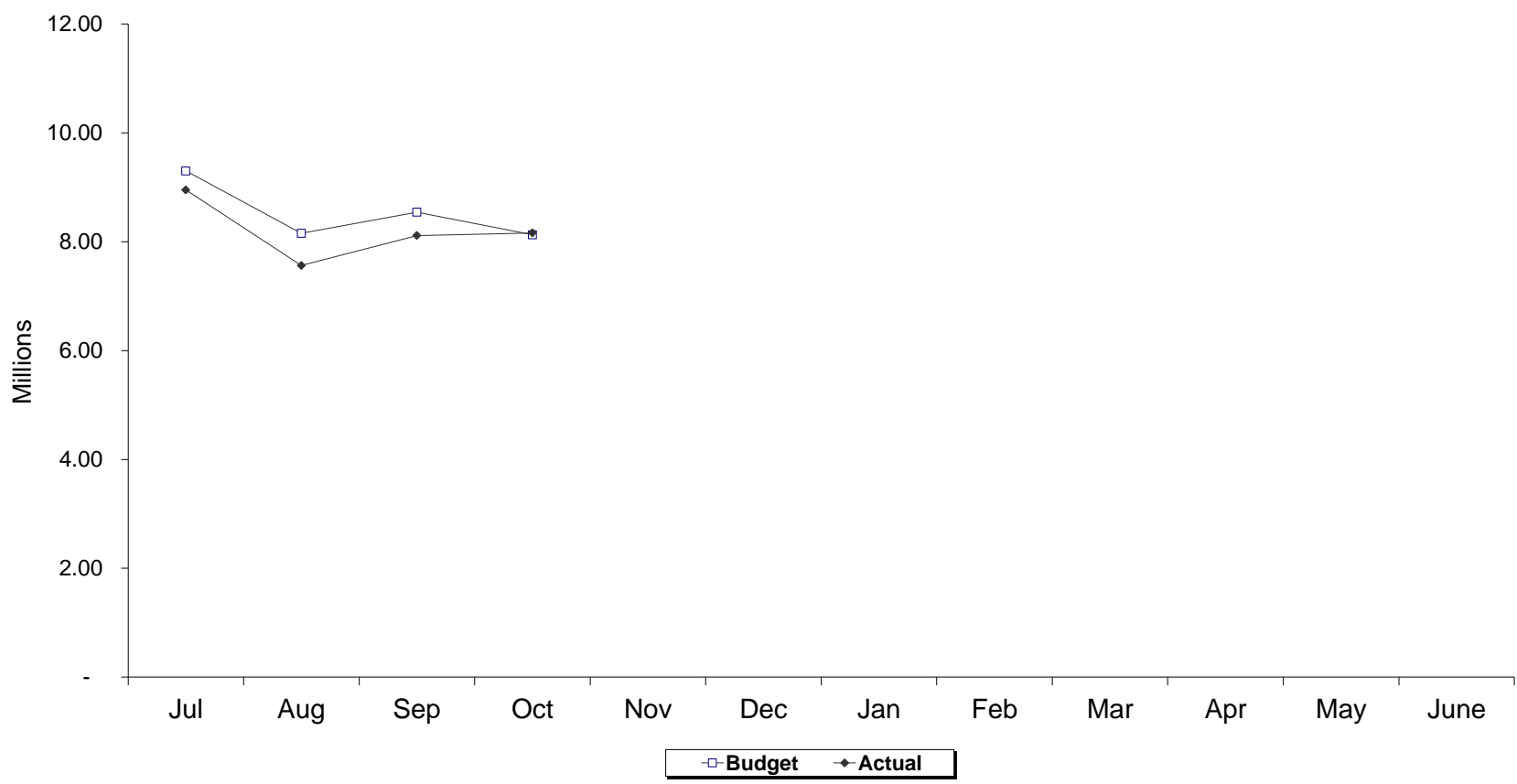
SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2014 OCTOBER 2013									
% OF YEAR ELAPSED: 33.3%									
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
47 AMERICAN DISABILITY ACT PROGRAMS									47
48									48
49 Elderly & Disabled/Redi-Wheels	486,668	1,894,575	1,894,052	2,119,997	89.3	6,359,982	6,359,982	29.8	49
50 Other Related Costs	199,954	760,802	773,592	979,350	79.0	2,937,197	2,931,052	26.4	50
51 Sedan Service	294,942	948,790	1,082,802	844,934	128.2	2,534,802	2,534,802	42.7	51
52 ADA Accessibility Support	63,871	278,676	253,802	379,844	66.8	1,189,580	1,189,580	21.3	52
53 Coastside ADA Support	116,936	442,884	430,636	414,780	103.8	1,244,339	1,244,339	34.6	53
54 Insurance Costs	45,966	181,241	168,651	171,664	98.2	515,000	515,000	32.7	54
55 TOTAL ADA PROGRAMS	1,208,337	4,506,968	4,603,535	4,910,568	93.7	14,780,900	14,774,755	31.2	55
56									56
57									57
58 MULTIMODAL TRANSIT PROGRAMS									58
59									59
60 CALTRAIN SERVICE									60
61 Peninsula Rail Service	453,334	6,087,704	1,813,334	1,813,334	100.0	5,440,000	5,440,000	33.3	61
62 Total Caltrain Service	453,334	6,087,704	1,813,334	1,813,334	100.0	5,440,000	5,440,000	33.3	62
63									63
64 OTHER SUPPORT									64
65 Dumbarton Express Service	0	49,506	-	-	0.0	0	0	0.0	65
66 SamTrans Shuttle Service	191,967	901,865	813,733	813,733	100.0	2,697,891	2,697,891	30.2	66
67 Bicycle Coordinating Activities	0	0	0	4,167	0.0	0	25,000	0.0	67
68 Maintenance Multimodal Facilities	10,164	42,265	42,910	52,597	81.6	182,790	157,790	27.2	68
69 Total Other Support	202,131	993,635	856,643	870,496	98.4	2,880,681	2,880,681	29.7	69
70									70
71 TOTAL MULTI-MODAL PROGRAMS	655,465	7,081,339	2,669,977	2,683,830	99.5	8,320,681	8,320,681	32.1	71
72									72
73 TOTAL EXPENSES	10,025,918	41,385,437	40,065,476	41,720,082	96.0	123,826,781	123,826,781	32.4	73

"% 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

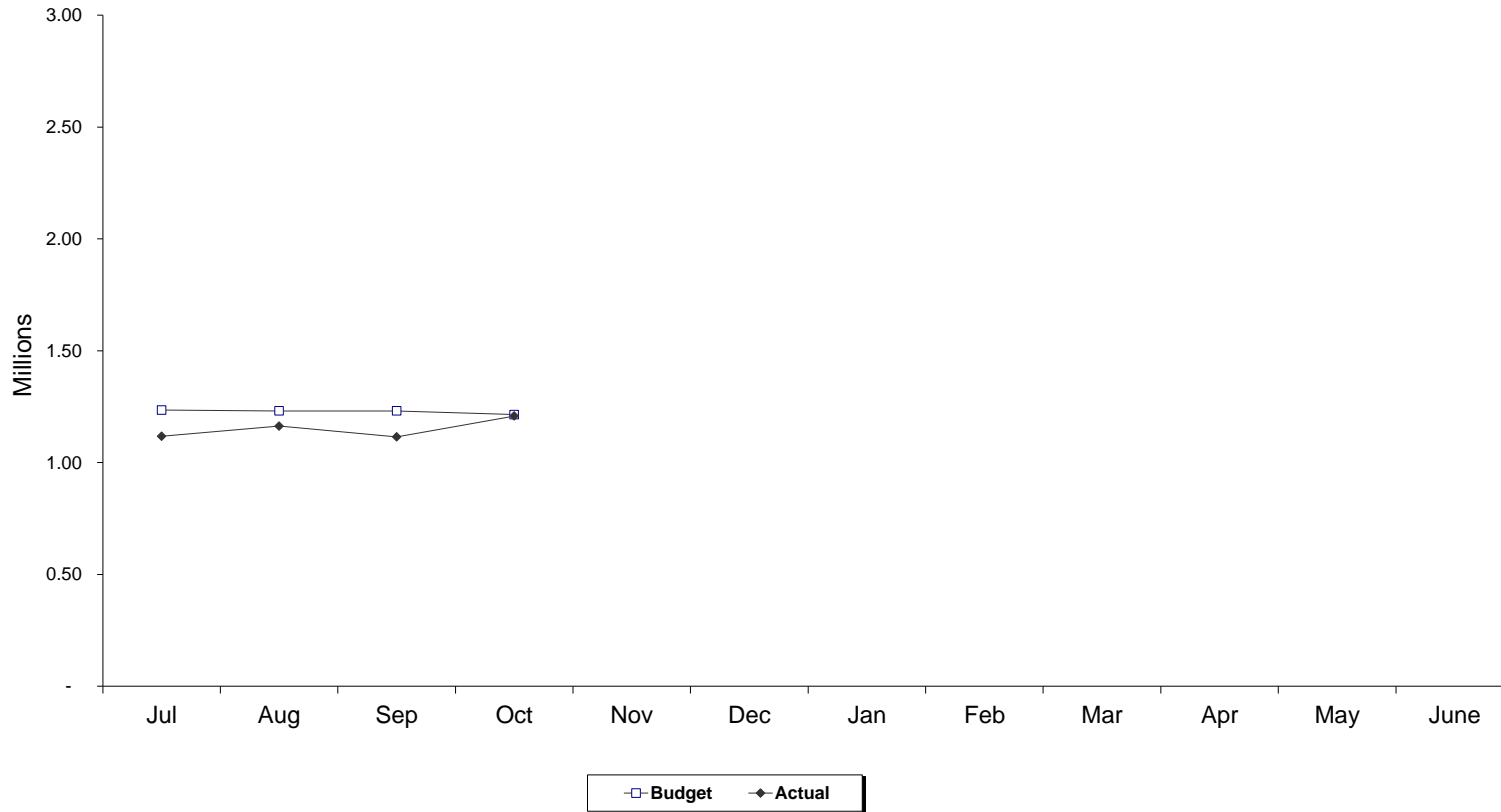
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2014



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	9,300,130	8,153,495	8,544,786	8,127,273									
Actual	8,951,662	7,563,066	8,115,120	8,162,116									
CUMULATIVE EXPENSES													
Budget	9,300,130	17,453,625	25,998,410	34,125,684									
Actual	8,951,662	16,514,728	24,629,848	32,791,963									
Variance - F(U)	348,468	938,897	1,368,563	1,333,720									
Variance %	3.75%	5.38%	5.26%	3.91%									

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2014

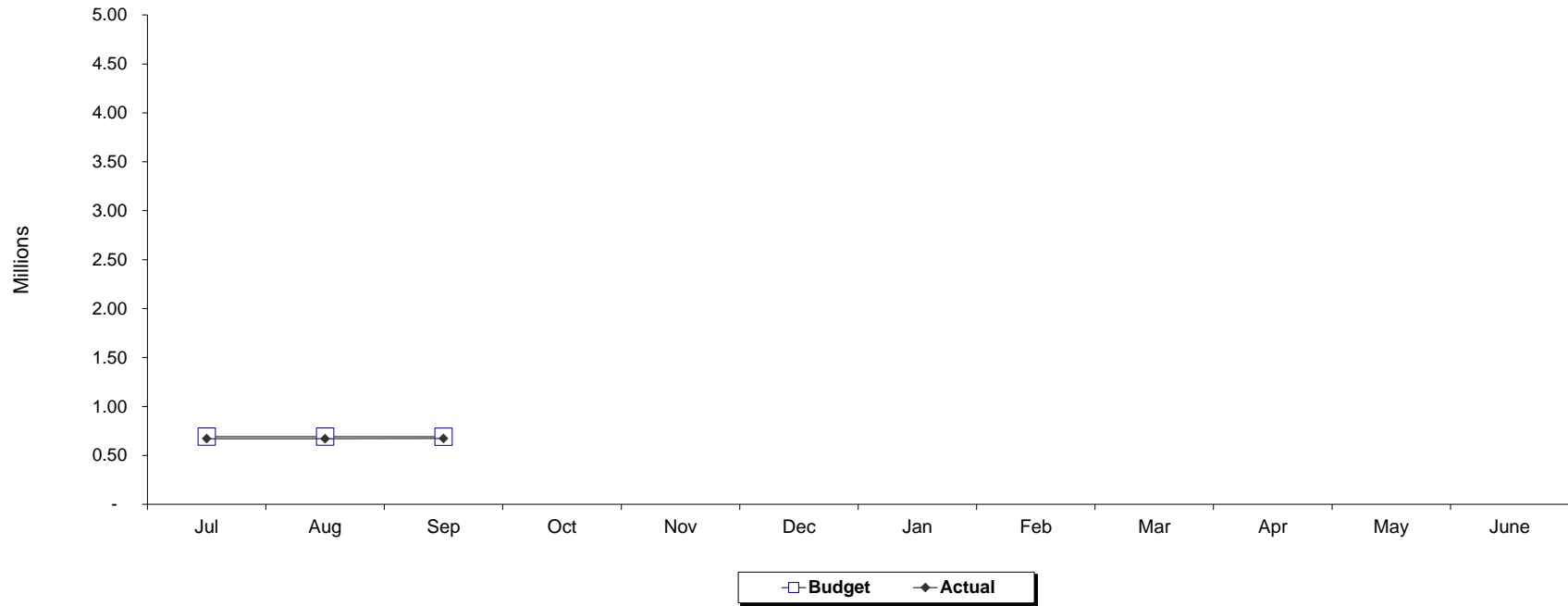


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,234,437	1,230,937	1,230,937	1,214,257								
Actual	1,117,158	1,163,018	1,115,023	1,208,337								
CUMULATIVE EXPENSES												
Budget	1,234,437	2,465,374	3,696,312	4,910,568								
Actual	1,117,158	2,280,176	3,395,198	4,603,535								
Variance - F(U)	117,279	185,199	301,113	307,033								
Variance %	9.50%	7.51%	8.15%	6.25%								

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2014



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	693,110	693,110	691,026	606,585								
Actual	671,817	670,256	672,440	655,465								
CUMULATIVE EXPENSES												
Budget	693,110	1,386,220	2,077,246	2,683,830								
Actual	671,817	1,342,073	2,014,513	2,669,977								
Variance - F(U)	21,293	44,147	62,733	13,853								
Variance %	3.07%	3.18%	3.02%	0.52%								

SAN MATEO COUNTY TRANSIT DISTRICT
INTEREST ON INVESTMENTS
October 31, 2013

DESCRIPTION	TOTAL INVESTMENT 10-31-13	INTEREST RECEIVABLE 09-30-13	PREPAID INT RECEIVABLE 09-30-13	INTEREST EARNED 10-31-13	INTEREST RECEIVED 10-31-13	ADJ.	INTEREST RECEIVABLE 10-31-13
RESERVE FOR CAPITAL PROJ	150,769.50	2,009.95	0.00	988.50	0.00	(32.95)	2,965.50
LAIF -- CAPITAL PROJ	7,971,375.23	5,322.28	0.00	1,800.32	5,155.07	(167.21)	1,800.32
REIMB SECURITIES -- L76R	96,713,781.99	83,325.01	16,111.11	52,769.12	28,136.07	(176.47)	123,892.70
LAIF -- REIMB FUNDS L76R	21,903,199.51	11,283.87	0.00	4,393.90	10,966.21	(355.71)	4,355.85
PARATRANSIT FUNDS	25,047,984.05	90,605.09	0.00	33,548.67	45,054.75	(15.01)	79,084.00
LAIF -- PARATRANSIT	110,874.84	87.97	0.00	19.29	48.35	(1.57)	57.34
BANK OF AMERICA	(360,317.60)	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	12,474,940.07	(0.00)	0.00	711.56	0.00	0.00	711.56
	<u>164,012,607.59</u>	<u>192,634.17</u>	<u>16,111.11</u>	<u>94,231.36</u>	<u>89,360.45</u>	<u>(748.92)</u>	<u>212,867.27</u>

OCTOBER 2013 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 10/31/13	93,482.44
Add:	
CEO Interest	1,833.33
Less:	
Commissions	(8,475.86)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>86,839.91</u>

YEAR TO DATE -- SUMMARY

Interest Earned	366,549.77
Add:	
CEO Interest	7,833.33
Less:	
Commissions	(33,976.97)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>340,406.13</u>
Balance Per Ledger as of 10/31/13	
Interest Acct. 409100	0.00
Interest Acct. 409102	2,846.26
Interest Acct. 409101	337,559.87
Gain(Loss) Acct. 405210	0.00
	<u>340,406.13</u>

SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
October 31, 2013

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST	PREPAID	INTEREST	INTEREST	PP INTEREST	INTEREST	INT REC'VBLE	PAR VALUE	
			PURCHASE PRICE	ADJUSTED 06-30-13	VALUE 10/31/13					REC'VBLE 09/30/13	INT REC'VBLE 10/31/13	EARNED 10/31/13	RECEIVED 10/31/13	RECEIVED DATE	REC'VBLE 10/31/13	LESS PREPAID 10/31/13		
GOVERNMENT BONDS																		
FHLMC - Discount Note	313385NK8	4-29-13	7,996,022.22	7,997,422.23	7,999,488.89	10-25-13	0.000%	0.0000	30	0.00		3,977.76	3,977.76		0.01	0.00	0.00	8,000,000
FHLMC - Discount Note	313397NV9	5-8-13	4,997,500.00	4,998,250.00	4,999,958.33	11-04-13	0.000%	0.0000	30	0.00		0.00				0.00	0.00	5,000,000
FHLMC	3134G2WG3	2-15-12	9,686,631.75	9,671,151.60	9,663,844.20	09-22-14	0.750%	200.3125	29	2,003.13		5,809.06				7,812.19	7,812.19	9,615,000
FHLMC	3134G3SD3	03-28-12	9,996,000.00	10,034,200.00	10,025,300.00	09-28-15	0.750%	208.3333	29	38,333.33		6,041.67	37,500.00			6,875.00	6,875.00	10,000,000
FHLMC	3134G4HZ4	10-28-13	4,999,750.00	5,007,350.00	5,007,350.00	10-28-15	0.500%	69.4444	3	0.00		208.33				208.33	208.33	5,000,000
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,475,605.00	8,510,795.00	11-24-15	0.450%	106.2500	29	13,600.00		3,081.25				16,681.25	16,681.25	8,500,000
FHLMC	3134G3Y20	12-28-12	5,000,500.00	4,986,050.00	5,001,300.00	11-27-15	0.500%	69.4444	29	8,680.56		2,013.89		(0.01)	10,694.44	10,694.44	5,000,000	
FNMA	3135G0RX3	12-07-12	7,005,250.00	7,001,750.00	7,001,750.00	11-27-15	0.500%	97.2222	29	12,152.78		2,819.44				14,972.22	14,972.22	7,000,000
FFCB	31331H5L7	5-11-07	1,020,404.50	1,078,478.00	1,066,517.50	12-29-15	6.125%	161.6319	29	15,031.77		4,687.33				19,719.10	19,719.10	950,000
FNMA	3135G0UM3	5-29-13	3,999,600.00	3,981,120.00	4,000,960.00	02-26-16	0.520%	57.7778	29	2,080.00		1,675.56				3,755.56	3,755.56	4,000,000
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,011,700.00	6,035,520.00	03-04-16	0.750%	125.0000	29	3,500.00		3,625.00				7,125.00	7,125.00	6,000,000
FHLMC	3134G3SE1	03-21-12	8,505,312.50	8,529,410.00	8,524,480.00	03-21-16	1.000%	236.1111	29	2,597.22		6,847.22				9,444.44	9,444.44	8,500,000
FNMA	3135G0VA8	5-15-13	15,026,145.00	14,916,000.00	15,002,250.00	03-30-16	0.500%	208.3333	29	37,916.67		6,041.67	37,500.00	(0.01)	6,458.33	6,458.33	6,458.33	15,000,000
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,985,200.00	7,985,200.00	05-20-16	0.500%	111.1111	16		16,111.11	1,777.78				17,888.89	1,777.78	8,000,000
95.99%																		
TREASURY INFLATION PROTECTED SECURITIES																		
TREAS INFLATION INDEX	912828KM1	01-21-10	3,737,186.68	3,898,301.13	3,888,556.96	04-15-14	1.250%	134.2955	31	22,429.55		4,163.16	24,158.31	(176.46)	2,257.94	2,257.94	3,867,710	4.01%
CASH INVESTMENT																		
CASH INVESTMENT	3134G3SD3	03-28-12											(37,500.00)					
CASH INVESTMENT	3135G0VA8	5-15-13											(37,500.00)					
LAIF			21,903,199.51	21,903,199.51	21,903,199.51					11,321.92		4,393.90	10,966.21	(355.71)	4,393.90	4,393.90	21,903,200	
TOTAL LAIF			<u>21,897,687.99</u>	<u>21,897,687.99</u>	<u>21,897,687.99</u>													
TOTAL A/C 121100 & 112010			104,466,182.65	104,571,987.96	104,713,270.88													
MATURED/CALLED																		
FHLMC - Discount Note	313385NK8	4-29-13	7,996,022.22	(7,997,422.23)	(7,999,488.89)													(8,000,000)
TOTAL			<u>112,462,204.87</u>	<u>96,574,565.73</u>	<u>96,713,781.99</u>					<u>158,325.01</u>	<u>16,111.11</u>	<u>52,769.12</u>	<u>28,136.07</u>	<u>(176.47)</u>	<u>123,892.69</u>	<u>107,781.58</u>	<u>88,432.710</u>	

**SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
October 31, 2013**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST	PREPAID	INTEREST	INTEREST	ADJ.	INTEREST	INT REC'VBLE	PAR VALUE
			PURCHASE PRICE	ADJUSTED 06-30-13	VALUE 10-31-13					REC'VBLE 09-30-13	INT REC'VBLE 10-31-13	EARNED 10-31-13	RECEIVED 10-31-13		REC'VBLE 10-31-13	LESS PREPAID 10-31-13	
GOVERNMENT BONDS																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,873.00	150,769.50	08-01-17	7.908%	32.9500	30	2,009.95		988.50		(32.95)	2,965.50	2,965.50	150,000
LAIF			7,971,375.23	7,971,375.23	7,971,375.23					5,322.28		1,800.32	5,155.07	(167.21)	1,800.32	1,800.32	7,971,375
MATURED/CALLED CALLED																	
TOTAL LAIF			7,971,375.23	7,971,375.23	7,971,375.23												
TOTAL A/C 121100 & 112010			155,581.50	150,873.00	150,769.50												
TOTAL			<u>155,581.50</u>	<u>150,873.00</u>	<u>150,769.50</u>					<u>2,009.95</u>	<u>0.00</u>	<u>988.50</u>	<u>0.00</u>	<u>(32.95)</u>	<u>2,965.50</u>	<u>2,965.50</u>	<u>150,000</u>

25-Nov-13

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
October 31, 2013**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-13	MARKET VALUE 10-31-13	MATURITY DATE	INT RATE	RATE/DAY	APPL DAYS	INTEREST REC'VBLE 09-30-13	PP INTEREST REC'VBLE 10-31-13	INTEREST EARNED 10-31-13	INTEREST RECEIVED 10-31-13	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 10-31-13	INT REC'VBLE LESS PREPAID 10-31-13	PAR VALUE
<u>GOVERNMENT BONDS</u>																		
FHLM	3137EABX6	1-30-09	4,583,892.80	4,625,982.50	4,590,336.50	01-07-14	2.500%	317.3611	29	26,975.69	0.00	9,203.47			0.01	36,179.17	36,179.17	4,570,000
FHLM	3137EACB3	3-26-10	2,510,690.00	2,546,825.00	2,528,625.00	04-23-14	2.500%	173.6111	29	27,604.17	0.00	5,034.72	31,250.00			1,388.89	1,388.89	2,500,000
FNMA	31398AU34	2-15-12	5,299,150.00	5,197,600.00	5,178,500.00	07-28-15	2.375%	329.8611	29	21,111.11	0.00	9,565.97				30,677.08	30,677.08	5,000,000
FHMLC	3134G3SD3	03-28-12	4,998,000.00	5,017,100.00	5,012,650.00	09-28-15	0.750%	104.1667	29	19,166.67	0.00	3,020.83	18,750.00			3,437.50	3,437.50	5,000,000
FHMLC	3134G3SE1	03-21-12	5,503,437.50	5,519,030.00	5,515,840.00	03-21-16	1.000%	152.7778	29	1,680.56	0.00	4,430.56			(0.01)	6,111.11	6,111.11	5,500,000
																		91.09%
<u>TREASURY INFLATION PROTECTED SECURITIES</u>																		
TREAS INFLATION INDEX	912828KM1	03-26-10	2,111,329.89	2,227,600.65	2,222,032.55	04-15-14	1.288%	78.9802	29	12,816.89	0.00	2,290.43	13,804.75		(12.32)	1,290.25	1,290.25	2,207,520
																		8.91%
<u>CASH INVESTMENT</u>																		
CASH INVESTMENT	3134G3SD3	03-28-12								0.00			(18,750.00)					
LAIF			110,874.84	110,874.84	110,874.84					49.92	0.00	19.29	48.35		(1.57)	19.29	19.29	110,875
TOTAL LAIF			110,874.84	110,874.84	110,874.84													
TOTAL A/C 122010			25,006,500.19	25,134,138.15	25,047,984.05													
TOTAL			<u>25,006,500.19</u>	<u>25,134,138.15</u>	<u>25,047,984.05</u>					<u>109,355.09</u>	<u>0.00</u>	<u>33,548.67</u>	<u>45,054.75</u>	<u>0.00</u>	<u>(15.01)</u>	<u>79,084.00</u>	<u>79,084.00</u>	<u>24,780,121</u>

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR OCTOBER 2013

BUDGET AMENDMENTS

	Amount	Line Item		Description
Oct-13				No Budget Amendments in October 2013.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Oct-13				No Budget Revisions in October 2013.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2013 & FY2014
OCTOBER 2013

11/26/13 12:12 PM

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
FY2013:					
1st Quarter	16,181,800	1st Quarter	18,855,582	2,673,782	18,855,582
2nd Quarter	17,084,000	2nd Quarter	18,954,017	1,870,017	18,954,017
3rd Quarter	17,782,200	3rd Quarter	17,437,422	(344,778)	17,437,422
4th Quarter	16,952,000	4th Quarter	18,612,162	1,660,162	18,612,162
FY2013 Total	68,000,000	FY2013 Total	73,859,183	5,859,183	73,859,183
FY2014					
Jul. 13	4,400,000	Sep. 13	5,504,500	1,104,500	5,504,500
Aug. 13	4,400,000	Oct. 13	5,504,500	1,104,500	5,504,500
Sep. 13	6,100,000	Nov. 13	6,100,000	0	6,100,000
1st Qtr. Adjustment	1,650,000	Dec. 13	545,500	0	545,500
3 Months Total	16,550,000		17,654,500	2,209,000	17,654,500
Oct. 13	4,700,000	Dec. 13	4,700,000	0	4,700,000 (1)
Nov. 13	4,700,000	Jan. 14			4,700,000
Dec. 13	6,330,000	Feb. 14			6,330,000
2nd Qtr. Adjustment	1,795,000	Mar. 14	230,167	(1,104,500)	690,500 (1/3)
6 Months Total	34,075,000		22,584,667	1,104,500	34,075,000
Jan. 14	5,140,000	Mar. 14			5,140,000
Feb. 14	5,140,000	Apr. 14			5,140,000
Mar. 14	5,600,000	May 14			5,600,000
3rd Qtr. Adjustment	1,500,000	Jun. 14			1,500,000
9 Months Total	51,455,000		22,584,667	1,104,500	51,455,000
Apr. 14	4,500,000	Jun. 14			4,500,000
May 14	4,500,000	Jul. 14			4,500,000
Jun. 14	5,900,000	Aug. 14			5,900,000
4th Qtr. Adjustment	1,645,000	Sep. 14			1,645,000
FY2014 Total	68,000,000	FY2014 Total	22,584,667	1,104,500	68,000,000
	17,654,500	1st Quarter			
	4,930,167	2nd Quarter			
	0	3rd Quarter			
	0	4th Quarter			
	<u>22,584,667</u>	YTD Actual Per Statement of Revenues & Expenses			

(1) Accrual

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AWARD OF A CONTRACT TO FURNISH PETROLEUM PRODUCTS**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to Golden Gate Petroleum (GGP) of Martinez, CA, to furnish petroleum products for a total estimated cost of \$1,088,239 for a five-year term.
2. Authorize the General Manager/CEO to execute a contract with GGP in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Award of this contract will assure the continued supply of quality petroleum products, including motor oils, transmission and hydraulic fluids and greases, needed to support vehicle and maintenance requirements of the San Mateo County Transit District's (District) revenue vehicle fleet and equipment.

BUDGET IMPACT

Funding for these services will be available under approved and projected operating budgets.

BACKGROUND

An Invitation for Bids was posted to the District's website and advertised in a newspaper of general circulation. Solicitation notices were sent out to interested bidders, including three Disadvantaged Business Enterprises (DBEs) in the petroleum wholesale industry. Three bids were received as listed below. None of the bids was from a minority-owned or DBE firm.

Company	Bid Amount
1. Golden Gate Petroleum, Martinez, CA	\$1,088,239
2. Western States Oil, CA, San Jose, CA	\$1,095,535
3. Redwood Coast Petroleum, Inc., Newark, CA	\$1,124,605

GGP was determined to be the lowest, responsive, and responsible bidder. GGP's bid amount is consistent with current market pricing. There is a significant decline in oil prices due to increased drilling activity and oil production around the world. While supply increased, demand dropped due to a slowing economy. Other factors for the decline in prices are due to the supply of alternative energy. SamTrans' largest bulk purchase is 80,000 gallons of 15W/40 motor oil. The price SamTrans is currently paying per gallon is \$8.97. The new price will be \$6.81.

The District's current contractor is Western States Oil which was awarded a five-year contract in 2008 for a total estimated cost of \$1,425,564.

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

RESOLUTION NO. 2013-

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

* * *

**AUTHORIZING AWARD OF A CONTRACT TO GOLDEN GATE PETROLEUM
TO FURNISH PETROLEUM PRODUCTS
AT A TOTAL ESTIMATED COST OF \$1,088,239.90**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for the furnishing of petroleum products needed to support vehicle and maintenance requirements of the District's revenue vehicle fleet and equipment; and

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

WHEREAS, staff and legal counsel reviewed the bids and determined Golden Gate Petroleum (GGP) of Martinez, CA, is the lowest, responsive, and responsible bidder; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to GGP, whose bid meets the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District awards a contract to GGP to furnish petroleum products for a five-year term for a total estimated cost of \$1,088,239.90, inclusive of all delivery and other costs and expenses exclusive of taxes; and

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

Regularly passed and adopted this 4th day of December, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, San Mateo County Transit District

District Secretary



BOARD OF DIRECTORS 2013

CAROLE GROOM, CHAIR
JEFF GEE, VICE CHAIR
JERRY DEAL
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
Bacciocco Auditorium - Second Floor
1250 San Carlos Ave., San Carlos, CA

WEDNESDAY, DECEMBER 4, 2013 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of November 6, 2013

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Jerry Deal, Rose Guilbault, Art Lloyd

NOTE:

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

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

MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 6, 2013

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

Committee Members Absent: R. Guilbault

Other Board Members Present, Constituting Committee of the Whole: J. Gee, C. Groom, 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, M. Scanlon, M. Simon

Committee Chair Jerry Deal called the meeting to order at 2:45 p.m.

Approval of Minutes of Legislative Committee Meeting of November 6, 2013

The Committee approved the minutes (Lloyd/Harris).

Update on the State and Federal Legislative Program

State

Seamus Murphy, Director, Government and Community Affairs, said letters were received from the U.S. Department of Transportation (DOT) stating how the DOT is going to certify grants now that legislation has been passed that reconcile the State's pension reform with Federal rules governing transit workers.

Federal

Mr. Murphy said the Budget Conference Committee is scheduled to present a proposal for budget framework by December 13 that will deal with the upcoming January 15 deadline triggering a new set of cuts under sequestration.

Mr. Murphy said a Request for Proposal was issued last week for State Legislative Advocacy Services. Staff will be working on the 2014 State and Federal Legislative Program for Board review early next year. He said if the Board has any thoughts on issues to be included please let him know.

Adjourned: 2:48 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 action is required.

SIGNIFICANCE

Staff will provide a verbal update to the Board in accordance with the approved Legislative Program.

Cap-and-Trade

Next year, the California Air Resources Board will finalize a scoping plan that will guide how the state meets its greenhouse gas reduction goals. At the same time, legislation will be considered that affects how fuel related cap-and-trade revenues can be allocated to help achieve these goals.

In anticipation of legislation that allocates a large portion of these revenues on a regional basis, the Metropolitan Transportation Commission (MTC) will consider a cap-and-trade investment program that would guide revenue allocations over the next 30 years.

The framework would divide funding into five categories. Three of those categories would potentially be available to help fund our public transportation projects, programs and services:

- One Bay Area Grants - \$1 billion for transit-oriented development, affordable housing, complete streets, bike and pedestrian improvements
- Transit Operating Efficiency Program - \$450 million for expanded transit operations and capital investments that foster operating efficiencies
- Climate Initiatives - \$400 million for transportation projects that reduce greenhouse gas emissions.

Staff will continue to monitor the proposal as it is considered at the committee level. MTC is scheduled to consider the proposal on December 18.

FEDERAL ISSUES

Transportation Empowerment Act (TEA)

A group of Republican lawmakers has introduced legislation to reduce the Federal gas tax from 18.4 cents to just 3.7 cents and turn all transportation spending decisions over to State governments. TEA is sponsored by 21 legislators and would essentially put an end to all Federal support for public transportation, highways and local streets and roads. The bill is unlikely to pass, however, the conservative group, Heritage Action, which supports the bill, has indicated that they will be scoring lawmakers according to how they vote.

Staff will monitor the legislation and take action to oppose its passage when appropriate.

Federal Railroad Administration (FRA) Train Horn Rules

At the request of two Colorado lawmakers, the FRA has agreed to review rules that govern the use of train horns and consider ways to make quiet zones more attainable for local communities. Draft rules should be available for review and comment sometime in early 2014.

Staff will keep the Board apprised of this issue as the rule making process is carried out.

Prepared By: Seamus Murphy, Director, Government and Community
Affairs

650-508-6388



BOARD OF DIRECTORS 2013

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

AGENDA

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, DECEMBER 4, 2013 – 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 2, 2013

INFORMATIONAL

2. SamTrans Service Plan Progress Update
3. Quarterly Capital Progress Report – 1st Quarter Fiscal Year 2014

Committee Members: Zoe Kersteen-Tucker, Jeff Gee, Shirley Harris

NOTE:

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

Draft

SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 2, 2013

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), J. Gee, S. Harris

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

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 3:26 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of September 4, 2013

The Committee approved the minutes (Harris/Gee).

Authorize Approval of the Codified Tariff Title VI Fare Equity Analysis

Michael Eshleman, Planner, said in March the Board approved Title VI Standards and Guidelines with respect to Title VI and how the agency deals with changes in the fare structure and service. If there is any change to the fare structure, whether it is a reduction or increase, it would trigger the need to do a comprehensive equity analysis. Staff will be presenting three changes to the Codified Tariff: reduction in the cost of the Day Pass to 2.5 times the one-way fare, addition of a group travel discount for groups of 25 or more, and the modification of the Residential Pass. Staff performed a comprehensive analysis on these three changes and found that not only did these changes not have any disparate impacts, but have a solid, positive benefit for the classes under the protection of Title VI.

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

Adjourned: 3:30 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development, and Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **SAMTRANS SERVICE PLAN (SSP) PROGRESS UPDATE**

ACTION

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

SIGNIFICANCE

Staff will present an update on progress made toward implementation, next steps, and the performance monitoring system being put in place to ensure the service meets the goals laid out by the SSP once it is implemented.

Since Route ECR service was implemented across all service days in August, riders have experienced increased service reliability and ridership. The new service carried 3 percent more weekday riders in October 2013 than Routes 390 and 391 did in October 2012. Staff plans to build upon this momentum with the changes coming in January.

With the January 26, 2014 changes, SamTrans will offer more than 70 routes to its customers (up from 49 last January), with changes falling into five main categories:

- Increase service along key corridors
- Adjust alignments to better serve communities
- Eliminate or curtail under-performing routes
- Introduce pilot services in San Carlos & Pacifica
- Improve connections throughout the county

Along with these service changes, SamTrans also will reduce the price of the Day Pass from three times the base fare to 2.5 times the base fare, allowing passengers to take advantage of multiple routes in a given day at a lower cost.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

Following Board approval of the SSP in May 2013, a multi-disciplinary team has been working on plan implementation. The first round of changes were implemented in August when changes were made to routes serving schools as well as the introduction of Route ECR seven days a week.

Prepared by: Michael Eshleman, Planner

650-508-6227

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
1st QUARTER FISCAL YEAR 2014**

ACTION

No action required. The [Capital Projects Quarterly Status Report](#) is submitted to the Board for information only.

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Kelvin Yu, Manager, Project Controls

650-622-7853



CAROLE GROOM, CHAIR
JEFF GEE, VICE CHAIR
JERRY DEAL
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

BOARD OF DIRECTORS

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

WEDNESDAY, DECEMBER 4, 2013 – 3:20 p.m.
or immediately following Committee meetings

1. **CALL TO ORDER/ROLL CALL**
2. **CONSENT CALENDAR**
RESOLUTION
 - a. Approval of Minutes of Board of Directors Meeting of November 6, 2013
 - b. Acceptance of Statement of Revenues and Expenses for October 2013
 - c. Authorize Amending the Rules of Procedure of the Board of Directors to Change the Regular Meeting
 - d. Approval of 2014 Meeting Calendar
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
 - a. Appointment of Nominating Committee for 2014 Chair and Vice Chair
5. **REPORT OF THE GENERAL MANAGER/CEO**
6. **COMMUNITY RELATIONS COMMITTEE**
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. PCC Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Mobility Management Report – Caltrain
 - e. Multimodal Ridership Report – October 2013
7. **FINANCE COMMITTEE**
RESOLUTION
 - a. Authorize Award of Contract to Golden Gate Petroleum to Furnish Petroleum Products for a Total Estimated Cost of \$1,088,239 for a Five-Year Term

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

8. LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT & SUSTANABILITY

SUBJECT DISCUSSED

- a. Update on SamTrans Service Plan Implementation
- b. Quarterly Capital Progress Report – 1st Quarter Fiscal Year 2014

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 – January 8, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

14. ADJOURNMENT

INFORMATION FOR 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: First Wednesday of the month, 2 p.m.; SamTrans Citizens Advisory Committee: Last 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, ECR, KX. [Map link](#)
Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

Draft

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

**MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 6, 2013**

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

Board Members Absent: R. Guillbault

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

Chair Carole Groom called the meeting to order at 2:48 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of October 2, 2013
- b. Acceptance of Statement of Revenues and Expenses for June 2013 (unaudited)
- c. Acceptance of Statement of Revenues and Expenses for September 2013
- d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2013

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

PUBLIC COMMENT

None

REPORT OF CHAIR

Chair Groom said her office sponsors a conference once a year called Active San Mateo. She thanked Mark Simon, Executive Officer, Public Affairs, and Doug Kim, Director, Planning and Development, for their participation.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO, reported:

- Congratulated Directors Jeff Gee and Karyl Matsumoto on their re-election victories.
- During the Bay Area Rapid Transit (BART) strike, SamTrans operated shuttles from the Colma and Daly City BART stations to the Transbay Terminal in San Francisco during the morning and evening commute hours. On October 18, six buses carried about 440 riders and on October 21, 11 buses carried 780 riders. In addition, the regular fixed-route service carried about 5,000 additional passengers on October 21 and Caltrain carried 9,000 additional passengers.

- During the month of September, fixed-routes averaged 45,000 miles between service calls and Redi-Wheels averaged 20,800 miles between services calls, both above the goal of 20,000 miles between service calls.
- New maintenance employees received about 456 hours of training and 26 current maintenance employees received more than 500 hours of training during the month.
- Route ECR weekend ridership is strong and weekdays are off slightly. Total ridership is up 2,000 passengers for the month.
- The second phase of the SamTrans Service Plan implementation is set for January 26.
- SamCoast service was transitioned from Pescadero Foundation to MV Transportation on November 1.
- Grand Boulevard winners will be acknowledged this evening at an event in Redwood City. The winners were chosen for projects that are most consistent with the Grand Boulevard Guiding Principles.
- Public meetings will be held for the Bus Rapid Transit Phasing Study. There will be public workshops on November 13 in San Carlos and November 14 in South San Francisco.
- The San Carlos Planning Commission approved the application of Legacy Partners for a transit-oriented development project at the property adjacent to the San Carlos Caltrain Station. The city council is considering the project and hopes to make a decision soon. The San Carlos Chamber of Commerce voted unanimously at their October meeting to support the project.
- The Reading File contained the SamTrans Progress Report, list of exterior bus ads for the most recent quarter, and the Holiday Train brochure.

INTRODUCTION OF PROPOSED ACTION TO AMEND THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS TO CHANGE THE REGULAR MEETING

Martha Martinez, District Secretary, said this item introduces the proposed change to continue holding the Board meetings on the first Wednesday of the month. The proposed action will come before the Board at the December 4 meeting along with the 2014 Board meeting calendar.

COMMUNITY RELATIONS COMMITTEE – K. Matsumoto

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. Citizens Advisory Committee (CAC) Liaison Report
- d. Mobility Management Report – Facilities – State of Good Repair
- e. Multimodal Ridership Report – September 2013

FINANCE COMMITTEE – S. Harris

RESOLUTIONS

- a. Authorize Ratification of a Funding Agreement with the County of San Mateo for the Allocation of \$10 Million to the San Mateo County Transit District for Fiscal Years 2014 and 2015

- b. Authorize Amending the Memoranda of Understanding with the Cities of Menlo Park and Redwood City to Increase Funding in the Amount of \$72,421 to Implement Two Lifeline Transportation Programs and Authorize Filing Claims with the Metropolitan Transportation Commission to Receive the State Transit Assistance Funds
- c. Authorize Approval of Funding Agreement with the City/County Association of Governments of San Mateo County to Provide \$25,000 in Funding in Fiscal Year 2014 and in Fiscal Year 2015 for a San Mateo County Pedestrian and Bicycle Coordinator
- d. Authorize Acceptance of a Grant from the Silicon Valley Community Foundation in the Amount of \$57,000 for the Grand Boulevard Initiative: Empowering Civic Discourse and Authorize Increasing the Fiscal Year 2014 Operating Budget to a New Total of \$124,326,902

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

LEGISLATIVE COMMITTEE – J. Deal

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Matsumoto requested the meeting be adjourned in memory of former Board member and San Mateo County Supervisor Bill Schumacher.

DATE AND TIME OF NEXT MEETING –December 4, 2013 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

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

David Miller, Legal Counsel, said the purpose of the closed session is to discuss personnel matters involving performance evaluations of the General Manager/CEO and legal counsel. The Board will receive a report from the advisory committee appointed by Chair Groom.

Adjourned to closed session at 3:07 p.m.

Reconvened at 3:57 p.m.

Mr. Miller said the Board met in closed session and there are two resolutions before the Board for approval.

Mr. Miller said the first resolution is to authorize a 10th amendment to the employment agreement with Mr. Scanlon and incorporates an increase in his base salary of 2.75 percent, the first increase since 2008.

A motion (Tissier/Harris) to authorize the 10th amendment to Mr. Scanlon's employment contract and a 2.75 percent in his base salary was approved unanimously by roll call.

Director Jeff Gee acknowledged the great service and leadership of Mr. Scanlon in leading all three agencies and his outstanding contributions to the community. He said to defer any compensation for five years is exemplary of Mr. Scanlon's commitment to SamTrans and the community.

Director Gee said the second resolution is approving compensation rates for services performed by legal counsel effective July 1, 2014 and appointing Joan Cassman as Chief Legal Counsel effective January 1, 2015.

A motion (Gee/Kersteem-Tucker) to approve compensation rates and Legal Counsel appointment was approved unanimously by roll call.

Director Gee thanked Mr. Miller for all his years of service and starting the succession plan with Ms. Cassman to keep things moving forward seamlessly without skipping a beat.

Meeting adjourned at 4:07 p.m. in memory of Bill Schumacher.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha A. Martinez
District Secretary

SUBJECT: **AMEND THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS TO
CHANGE THE REGULAR MEETING**

ACTION

The General Manager/CEO and staff recommend that the Board amend Section 4 of the Rules of Procedure of the Board of Directors to provide that the regular meetings of the Board of Directors and Standing Committees of the Board will take place on the first, in lieu of the second, Wednesday of every month.

SIGNIFICANCE

The General Manager/CEO and staff recommend that the Board and Standing Committee regular meetings be scheduled on the first Wednesday of each month on a permanent basis. Having operated in this manner since 2013, staff has found value and efficiencies in having the SamTrans Board and Standing Committees meet the same week as the other two transit board meetings that are managed by the District.

The change in the regular meeting day of the Board and Standing Committees requires the amendment of Section 4, *Regular Meetings*, of the Rules of Procedure of the Board of Directors, as shown:

“Except as otherwise determined by the Board, regular meetings of the Board and the Standing Committees of the Board shall be held on the first Wednesday of every month commencing at 2:00 p.m. at the District’s Administrative Headquarters located at 1250 San Carlos Avenue, San Carlos, California. Meetings of the full Board will take place directly following the noticed Committee meetings.”

BUDGET IMPACT

There is no budget impact.

BACKGROUND

The regular meeting change from the second Wednesday to the first Wednesday was first modified by the Board in February 2013, commencing in April 2013 through December 2013, to allow for the continued participation of the Chair on the SamTrans board due to her conflict with the California Coastal Commission's monthly meetings, which also met on the second Wednesday of the month.

This amendment was introduced to the Board at the November 6, 2013 meeting.

Prepared By: Martha A. Martinez

650-508-6242

RESOLUTION NO. 2013 –

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

* * *

**AMENDING THE RULES OF PROCEDURE
OF THE BOARD OF DIRECTORS TO CHANGE THE REGULAR MEETING**

WHEREAS, pursuant to Resolution No. 1976-24, dated April 28, 1976, the Board of Directors adopted the Rules of Procedure of the Board of Directors of the San Mateo County Transit District (District) to govern its proceedings ; and

WHEREAS, Carole Groom was elected chair of the Board of Directors at the February 13, 2013 meeting and to allow for her continued participation as the Chair on the SamTrans Board due to her conflict with the California Coastal Commission's monthly meetings, which also meet on the second Wednesday of the month, the SamTrans meetings were moved to the first Wednesday of the month effective April 3, 2013 through December, 2013; and

WHEREAS, staff has found value and efficiencies associated with having the SamTrans Board and Standing Committees meet the same week as the other two transit board meetings managed by the District; and

WHEREAS, at the Board meeting on November 6, 2013, staff introduced a recommendation to change the regular Board and Standing Committee meetings from the second Wednesday to the first Wednesday of the month on a continuing basis and to amend Section 4 of the Board's Rules of Procedure to reflect this change.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District hereby amends Section 4 of the Rules of Procedure of the Board of Directors to change the regular meetings of the Board and Standing Committees from the second Wednesday to the first Wednesday of the month.

Regularly passed and adopted this 4th day of December 2013, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Board of Directors

THOROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha Martinez
District Secretary

SUBJECT: **2014 BOARD OF DIRECTORS MEETING CALENDAR**

ACTION:

Staff recommends that the Board approve the Meeting Calendar for 2014 (attached).

SIGNIFICANCE:

The Board of Directors monthly meeting is scheduled for the first Wednesday of each month at 2:00 p.m. except for the January meeting.

BUDGET IMPACT:

There is no impact on the budget.

Prepared by: Nancy McKenna, Assistant District Secretary

650-508-6279



Board/Committee Meeting Calendar for 2014

Wednesday – 2:00 PM
January 8*
February 5
March 5
April 2
May 7
June 4
July 2
August 6
September 3
October 1
November 5
December 3

All meetings are held at 1250 San Carlos Ave., Second Floor, San Carlos, CA 94070.

*Second Wednesday