



BOARD OF DIRECTORS 2014

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
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, NOVEMBER 5, 2014 – 2:00 p.m.

1. Call to Order (Committee of the Whole)
2. Pledge of Allegiance

ACTION

3. Approval of Minutes of Community Relations Committee Meeting of October 1, 2014

INFORMATIONAL

4. Accessibility Update – Tina Dubost
5. PCC Update - Mike Levinson
6. Citizens Advisory Committee Liaison Report - Peter Ratto
7. Mobility Management Report – Caltrain
8. Multimodal Ridership Report – September 2014

Committee Members: Karyl Matsumoto, Carole Groom, Shirley Harris

NOTE:

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 1, 2014**

Committee Members Present: K. Matsumoto (Committee Chair), C. Groom, S. Harris

Other Board Members Present, Constituting Committee of the Whole: J. Gee, R. Guilbault, 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

Committee Chair Karyl Matsumoto called the meeting to order at 2:03 p.m.

Approval of Minutes of Community Relations Committee (CRC) Meeting of September 3, 2014

Motion/Second: Guilbault/Tissier

Ayes: Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Absent: Gee

Designate October as “Disabilities Awareness Month”

Motion/Second: Kersteen-Tucker/Guilbault

Ayes: Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Absent: Gee

Committee Chair Matsumoto presented the proclamation to Jim Engvall, San Mateo County Commission on Disabilities.

Mr. Engvall thanked the Board for the proclamation.

Accessibility Update – Tina Dubost

Tina Dubost, Manager, Accessible Transit Services, said staff held their quarterly meeting with the paratransit eligibility contractor in September. The contract for paratransit eligibility ends in February and a Request for Proposals will be released in the coming months.

Director Shirley Harris asked what imminent arrival means. Ms. Dubost said staff is working on a system that will generate calls prior to a customer's pick-up informing them that their ride will be arriving soon.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, Paratransit Coordinating Council (PCC) Chair, said the PCC has been working with the new method of 5310 grants. He will be attending the TRB International Paratransit Conference in November.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Peter Ratto, CAC Chair, said at the August 27 meeting the CAC received a presentation on the District's Sustainability Program from Michelle Senatore, Principal Planner.

Mobility Management Report – End-of-Year Performance Report

Chuck Harvey, Deputy CEO, reported:

- Fixed-route:
 - Average weekday ridership (AWR) increased from Fiscal Year (FY) 2013.
 - Miles between preventable accidents remains above the goal of 110,000 miles.
 - On-time performance (OTP) continued to improve through FY2014.
 - There were 90 missed schedules in FY2014.
 - Fleet reliability consistently remained above the goal of 20,000 miles between service calls.
 - FY2014 highlights:
 - SamTrans Service Plan was implemented.
 - Ridership is increasing.
 - There were almost 30,000 hours of training.
 - An agreement was reached with the Amalgamated Transit Union (ATU) 1574 for new three-year contract.
 - New hybrid buses were placed in service.
 - FY2015 highlights:
 - New buses will be placed into revenue service.
 - There will be no fare changes.
 - Fifteen new bus ad shelters will be installed.
 - Staff development initiatives, succession planning efforts and retention strategies will continue.
 - SamTrans and ATU 1574 joint apprenticeship program will be developed.
- Paratransit
 - AWR continues to increase over FY2013.

Chair Jeff Gee arrived at 2:19 p.m.

- OTP remained above the goal of 90 percent.
- Telephone hold-time consistently has been at or below goal of 1.5 minutes.
- System productivity has remained at goal. RediCoast can never be as efficient as Redi-Wheels because the trips are longer and many of the trips have to travel to the bayside of the Peninsula.
- Fleet reliability was consistently above the goal of 20,000 miles between service calls.
- FY2014 highlights and FY2015 preview:
 - Maintained zero denial record.
 - Ridership increased in FY2014.
 - New Redi-Wheels contract effective January 1, 2015.
 - No fare changes in FY2014 or FY2015.

- Twenty-one cutaway buses and 14 minivans to be placed into service over the next two months.
- Scheduling software upgrade.
- Renewal of paratransit eligibility contractor.
- Caltrain
 - AWR consistently increased every month in FY2014.
 - OTP has suffered because of the large crowds.
 - FY2014 highlights:
 - Total ridership increased 9.2 percent from 15,595,559 to 17,029,447.
 - Farebox revenue increased 8.8 percent from \$68.8 million to \$74.8 million.
 - Installed 10,918 feet of right of way fencing.
 - San Bruno Station opened in April.
 - Caltrain celebrated 150 years of service.
 - Communications-based Overlay Signal System/Positive Train Control system installation progresses.
 - FY2015 highlights:
 - Continue transition, safety, and service quality focus with Transit America Services Inc.
 - Finalize near-term capacity increase car purchase and rehabilitation.
 - Begin bridge replacement projects in San Mateo and San Francisco.
 - Install an additional 16,500 feet of right of way fencing.
- Shuttles
 - AWR increased due to increase in Caltrain ridership.
 - FY2014 highlights and preview:
 - Daly City Shuttle started in January with AWR between 32 and 39 people.
 - Multi-agency shuttle service procurement will be coming to the Board for approval in January.
 - Changes in Bay Area Air Quality Management District funding rules will impact shuttle program.
- Total trips for FY2014 were 33 million.

Director Rose Guilbault asked how many people will start in the apprenticeship class. Mr. Harvey said between four and 10 people.

Director Zoe Kersteen-Tucker asked if all bikes are being accommodated on Caltrain. Mr. Harvey said the bike community wants more capacity. Currently Caltrain is carrying a high majority of the bike demand, which equates to between 6,000 to 7,000 bikes per day.

Multimodal Ridership Report – August 2014

Mr. Harvey reported:

- AWR - August 2014 Compared to August 2013
 - Bus was 41,570, an increase of 6.3 percent.
 - Paratransit was 1,110, an increase of 3.7 percent.
 - Caltrain was 60,870, an increase of 13.1 percent.

- Caltrain shuttle was 12,430, an increase of 23.2 percent.
- Total ridership was 115,980, an increase of 11.4 percent.
- Year to date total bus ridership was 2,096,450, an increase of 4.3 percent.

Mr. Harvey said Route 130/131 is up 33.1 percent, Route 260/267 is up 33.5 percent, Route 270/276 is up 33.6 percent, Route 281 is up 35.1 percent, Route 296 is up 31.1 percent and Route ECR is up 15.3 percent.

Adjourned: 2:37 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 AL-Com meetings are held on a quarterly basis.

Minutes from the September 9 PCC meeting are attached. Minutes from the most recent SAAC meeting are not yet available.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: John Sanderson, Accessibility Coordinator, Accessible
Transit Services

650-508-6475

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL (PCC)**

**MEETING MINUTES
September 9, 2014**

ATTENDANCE: Members Present: Dale Edwards, Consumer; Jim Engvall, COD; Nancy Keegan, San Carlos Adult Day Services; Sammi (Wilhelmina) Riley, Consumer; Vincent Merola, CiD; Maureen Dunn, Senior Focus; Dinae Cruise, Consumer; Mike Levinson, Chair; Tina Dubost, SamTrans; John Sanderson, SamTrans; Barbara Kalt, Rosener House; Sandra Lang, COA; Judy Garcia, Consumer.

GUESTS: John Murphy, MV Transportation; Lynn Spicer, MV Transportation; Elly Colwell, SamTrans; Ashish John, SamTrans; Siddiqu Shaikh and Ernesto Solero, ATU Representatives; Linda Rhine, Nelson-Nygaard; Erin Swartz, PCC Staff.

ABSENTEES: Aki Eejima, Consumer; Michal Settles, Vice-Chair; Susan Capeloto, DOR; Marie Violet, Sequoia Hospital; Dan Mensing, Consumer.

(Member Attendance: 13, Quorum—Yes.)

WELCOME/INTRODUCTION

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

APPROVAL OF JULY PCC MINUTES

Jim motioned and Sammi seconded the approval of the July minutes, with Nancy abstaining.

APPROVAL OF PCC OFFICERS FOR 2014-15

Barbara motioned and Sandra seconded to approve Mike Levinson as the PCC Chair and Michal Settles as PCC Vice-Chair. There were no oppositions or abstentions.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Mike reported that the next AL-Com meeting is scheduled for October 7, 2014 from 1-3:00 p.m. He also announced that the AI-COM Chair for this fiscal year is Sandra Lang.

B. GRANT/BUDGET REVIEW

Barbara distributed the PCC 2013/14 Budget and Year-End Expenses. Tina is hoping to have her year-end report available for the October PCC meeting. The PCC is working with the other non-profit agencies in San Mateo County to apply for 5310 Program funding. Barbara reported that many agencies in the past were not interested in applying for these funds because of the challenges in providing transportation services. Previously, 5310 funding was only for capital projects, now 55% is for capital projects and 45% can be for operations projects. Barbara mentioned that PJCC's Get Up and Go Program may be interested in pursuing funding.

C. EDUCATION COMMITTEE

Maureen reported that on Aug. 19 Erin and Dinae attended a transportation roundtable. Dinae represented the PCC, along with Betty Burr from PJCC and Victor Lee from the Mobility Ambassadors (SamTrans). No evaluation forms were distributed, due to the format of the presentation. It was a good opportunity to reach riders who use Redi-Wheels to provide information and receive feedback about their service experience.

This Saturday from 10-3 p.m., the Education Outreach Committee agreed to volunteer for the Transition to Independence Fair. Vincent is working to coordinate the event. Volunteers from the PCC are needed to hand out materials and answer questions from the attendees. Many topics will be presented throughout the day.

October 28 is the Seniors on the Move Conference that is presented by Jackie Speier's Office. Sammi and Dinae have volunteered, but other PCC members are encouraged to sign up for a shift. The PCC will have items to give away, including handouts and a key-chain style card holder. The volunteers will be engaging attendees with a few survey questions to educate people about topics, like the "real" cost of a Redi-Wheels ride. The Education Committee will be meeting in November to review the outreach completed over the past year. Mike reminded everyone that the Education Committee and PCC will be meeting on Tuesday, November 18, instead of the 11, due to the Veteran's Day Holiday.

D. EXECUTIVE COMMITTEE

Mike reported that the Executive Committee last met on July 30. The Committee discussed advocacy and legislative issues. Sandra has agreed to be the Al-Com Chair for the next year. Next Al-Com meeting is Oct. 7. One upcoming event is the International Paratransit Conference on the 29-31 of October. Mike is attending. A Bay Area wide paratransit conference is being explored with BAPCC (Bay Area Paratransit Coordinating Council). The annual Alameda County Mobility Summit is Friday, Oct. 17 from 9-3:00 p.m. at the Ed Roberts Campus in Berkeley. The Campus can be reached by an accessible elevator at the Ashby BART Station. Linda added that this is a free event, with updates on BART's new car design, many speakers, lunch provided, etc. Linda pointed out that this is usually a popular, well-attended event. People interested in volunteering or attending events should contact Erin or Linda as soon as possible. Mike also noted the PCC budget for this fiscal year was increased to approximately \$79,000.

PCC Work Plan Status: Linda provided an update on the PCC Work Plan Status. This Work Plan was developed at the bi-annual PCC retreat in June 2013. The update includes objectives, tasks, lead and supporting roles, timeline, and status as of September 2014.

The first item was an update on IVR. The PCC will be involved in testing the Imminent Arrival Calls and is expected to take place after the first of the year. The second objective is to promote and maintain good relations between drivers, passengers, and agencies. The PCC worked with MV Transportation to hold an Appreciation party in

April 2014 for the MV drivers and staff. The PCC will work to continue holding a special event once a year.

Another objective is to implement and evaluate a new outreach strategy, in order to encourage people to attend PCC meetings and recruit new agency representatives. The objective also includes working to encourage riders to come to the quarterly AL-Com meetings. As of September 2014, the Education Committee has held six outreach presentations in the first eight months of 2014. The Education Committee has performed ongoing monitoring and evaluation of outreach presentations.

The next objective, Improve the quality of taxi service, had three status updates for September 2014. Redi-Wheels and Redi-Coast Comment Cards are being monitored on an ongoing basis. In addition, taxi statistics are now separated out in the SamTrans Monthly Performance Reports.

The PCC's objectives include monitoring service performance on a regular basis and make recommendations to improve the quality of Redi-Wheels and RediCoast service. For the first six months of 2014, 240 Consumer Corps ride evaluation forms have been tabulated. New Consumer Corps members are being recruited informally, through outreach presentations and word-of-mouth.

The PCC also developed an objective to participate in the recruitment and selection process for the day-to-day operating contractor. The PCC Chair reviewed the RFP and written proposals and participated in the oral interviews. Another RFP process is for the ADA eligibility contractor which will be initiated on the first of October and a PCC representative will participate in this process. The PCC also participates in the eligibility appeals panels. The issue of renewing eligibility by mail is being reviewed through SamTrans' Efficiency Review Committee (ERC) which consists of several PCC members.

Educating and recruiting new PCC members and developing partnership with agencies that have common issues/concerns follows in the list of objectives. The PCC needs to further develop a strategy to reach agencies whose clients use Redi-Wheels and RediCoast. An orientation for new PCC members was held in April 2014. The PCC is working to develop a "buddy system" and network of agencies in fall/winter 2014/2015.

The last objective is to understand the new Federal Funding Bill known as MAP 21 and its impact on the PCC. The status for September 2014 is that the PCC needs to work on mobility management activities. The PCC has participated in and provided feedback to MTC on the new 5310 process. The new task for fall 2014 and winter 2015 is to coordinate with the MTC and other agencies for a Regional PCC Conference.

SAMTRANS/REDI-WHEELS REPORT

E. Operational Report

Tina provided the Operations Update. The new minivans will be updated with visual markings by the end of this year. The PCC members suggested added bigger markings on the vans for people with visual impairments. Tina distributed a picture of a minivan

with the new markings. Dinae asked Tina if any information is available about updating the older vans with bigger markings. Tina agreed to ask and report back.

Tina added that Mike Scanlon, the CEO at SamTrans, has recently announced his retirement. Mike Levinson reported that he contacted Mike Scanlon to ask if he might be able to attend a PCC meeting before his retirement.

Tina thanked the PCC for helping with the RFP process for the day-to-day contract operator.

Lynn confirmed for Sandra that the new cutaway busses also are painted brightly. Sandra noted that they look good!

F. Performance Summary

Nancy asked about changes to the Performance Report and suggested moving the "Current Month" column next to the column labeled "Average" for both the new format and the old version of the Performance Report. Tina and Erin will make sure that only the new version is in future meeting packets and will make the changes requested for the October PCC meeting packet.

Tina provided the Performance Summary report. Total trips served were higher in July 2014 than July 2013, with an increase of about 4%. The number of Inter-County Transfer Trips has decreased during the same time period. Tina noted that this change has come about as some riders have changed their travel plans. On-Time Performance (OTP) has exceeded the standard and Average phone wait time met the standard. Tina pointed out that while Total trips served has increased, the number of Taxi trips has continued to decrease. Productivity in June and July 2014 was below the standard. John Murphy reported that he has hired 15-20 new drivers recently, but that they are not yet able to carry the same number of trips as drivers with more experience. He noted that new drivers take about 3 months to reach the full level of trips that they carry.

G. Customer Comments

Elly reported on the Monthly Comment Statistics policy related comments are up and service related comments are down. Compliments stayed at the same level for June and July. Customer error comments were slightly higher in July than in June.

H. Safety Report

Lynn reported 6 incidents for July at Redi-Wheels. Two of the incidents were preventable, but minor (one driver backed into a fixed object and one driver rear-ended a car at a stop sign). In August, there were 9 total incidents; 5 were preventable, but minor. MV is having a mandatory safety meeting tonight and another one on Sept. 29 to address this issue. John Murphy reported that zero incidents were reported for RediCoast. Mike and Dale asked for Lynn's assistance with a drop-off point for two outreach events at the San Mateo County Event Center.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

In Michal's absence, Mike provided updates. He asked John Murphy about caroling, but no information was available yet. Ashish John provided a fixed route update. Route 17 on Sunshine Road has been re-routed in Montara. Things have been going well and no issues have been found with the customers.

B. AGENCY

Barbara reported that the agencies have not met recently, as they have been working out recertification issues through the ERC.

C. EFFICIENCY REVIEW COMMITTEE (ERC)

In Aki's absence, Mike reported that new participants were present, including Vincent Merola and Maureen Dunn. At the last ERC meeting, the members discussed options for expanding the Renewal-by-Mail process. Tina added that 15% of the initial applicants are currently eligible for Renewal-By-Mail status. Tina pointed out that only 2-3% of that number actually utilize Renewal-by-Mail. Tina explained that four options are possible for Redi-Wheels applicants: Unrestricted Eligibility, Conditional Eligibility, Trip-by-Trip Eligibility, Temporary Eligibility, with all other types of applicants being denied. Tina noted that Renewal by Mail is a special circumstance, for people with functional ability that is not likely to improve.

Mike added that Linda has gathered research about the methods used in other counties on how they handle the eligibility renewal process. Vincent asked for clarification about the time(s) at which riders could be given Renewal by Mail status. Tina confirmed that at each three-year evaluation a rider's status was reviewed and Vincent asked if riders are made aware of Renewal-by-Mail. Tina noted that Redi-Wheels provides a ride to and from the appointment for people who are traveling for a renewal evaluation appointment, but that customers are not given the option to choose Renewal-by-Mail and it is not a choice available on the renewal paperwork that riders complete.

Nancy noted that, although she was unable to attend the most recent ERC meeting addressing this topic, she was concerned about the inconsistencies in selection process for individuals who are determined to be eligible for the Renewal-by-Mail process. Maureen asked about the number of riders re-certifying who were determined to be Renewal-by-Mail. Maureen requested that the PCC consider asking Tina for a quarterly update for the ERC on the number of Renewals and Renewal-by-Mail that were completed. Mike noted that although the agencies have been working on this issue with Tina for a long time, the PCC has not yet formally discussed this issue. Nancy also commented that there is an expense incurred when riders have to come in for an eligibility renewal. The next ERC meeting is Tuesday, October 7.

D. COMMISSION ON AGING (COA)

Sandra reported that at the last COA meeting on September 8, New Commissioners were sworn in. Sandra provided the PCC liaison report and noted that the PCC staff responded to questions from the COA members, following the Outreach Committee's presentation. Sandra also provided the COA with information about using Redi-Wheels Comment Cards. Sandra noted that the final presentation of the Elder Abuse

performance, "Making the Invisible, Visible" will take place at Doelger Center in Daly City on Thursday, Oct. 16.

E. COMMISSION ON DISABILITIES (COD)

Jim reported that there are no new updates to share.

F. CENTER FOR THE INDEPENDENCE OF INDIVIDUALS WITH DISABILITIES (CiD)

Vincent reported that the Transition to Independence Fair is going to be hosted by the CiD. Assistive Technology, Employment, and a Movie Screening will take place in addition to workshops and sporting/recreation activities. The fair is targeting youth transitioning to independence, but is also providing information for older people transitioning to independence.

G. DEPARTMENT OF REHABILITATION (DOR)

Susan absent, no report available.

I. METROPOLITAN TRANSPORTATION COMMISSION (MTC)

Linda reported that MTC has openings for representatives of low income individuals in San Mateo County and openings in Marin and Santa Clara County for a representative of seniors or people with disabilities for their Policy Advisory Council. Applications are due October 1. For more information, please see the MTC website.

http://www.mtc.ca.gov/news/press_releases/rel651.htm

OTHER BUSINESS

Barbara noted that the Peninsula Volunteers Dine Out Event will be on October 14. She will send Erin a link to the flyer that includes a list of participating restaurants. The URL is www.penvol.org under the Meals on Wheels tab. Mike confirmed with Barbara that other restaurants may be still added. Mike pointed out that the event coincides with the next PCC meeting, so several PCC members will be dining out and others that are interested are welcome to join in.

John noted that SamTrans has decided to negotiate with another provider for operating paratransit services, other than MV. Tina was unable to comment on this topic at this time.

Mike reported that a link to the International Paratransit Conference is:

<http://www.trb.org/Calendar/Blurbs/169858.aspx>.

MEETING ADJOURNED: 3:15 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: **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, 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 – SEPTEMBER 2014**

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) 2013, FY2014, and FY2015. Chart "B" has figures for total ridership year-to-date for FY2013, FY2014, and FY2015.

Tables "A" and "B" also provide the corresponding data for the Bay Area Rapid Transit (BART) San Francisco International Airport Extension as a separate line.

AVERAGE WEEKDAY RIDERSHIP – SEPTEMBER 2014 COMPARED TO SEPTEMBER 2013

Total District Modes – 174,120, an increase of 7.5 percent.

Bus – 48,320, an increase of 4.3 percent.

Paratransit – 1,200, an increase of 9.1 percent.

Caltrain – 61,220, an increase in 12.7 percent.

Shuttles – 12,130, an increase in 16.6 percent.

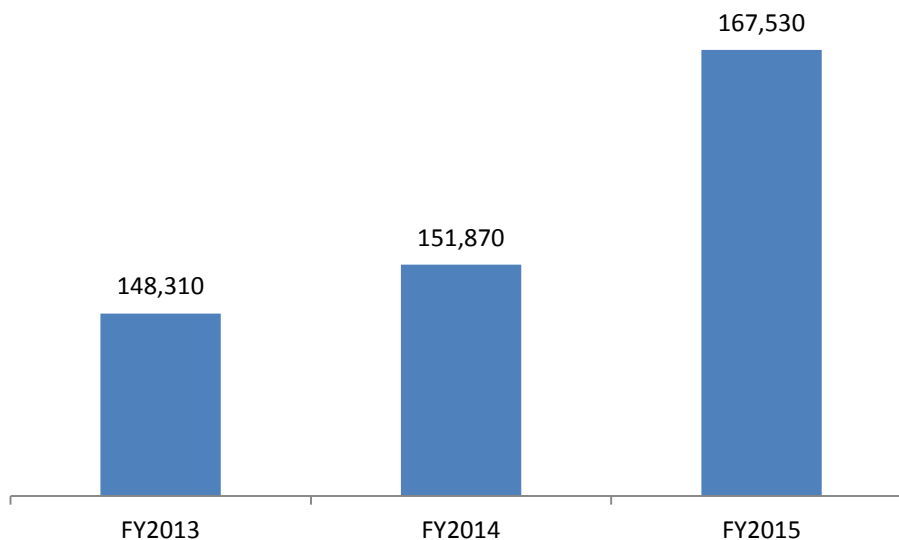
**Table A
Average Weekday Ridership**

September 2014 Average Weekday Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	46,110	46,310	48,320	4.3%
Paratransit	1,090	1,100	1,200	9.1%
Caltrain	50,820	54,310	61,220	12.7%
Shuttles	12,350	10,400	12,130	16.6%
Total	110,370	112,120	122,870	9.6%
BART Extension (No Daly City)	47,870	49,920	51,250	2.7%
Grand Total	158,240	162,040	174,120	7.5%
Weekdays	19	20	21	

September 2014 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	40,240	40,600	42,550	4.8%
Paratransit	1,080	1,100	1,160	5.5%
Caltrain	49,350	54,380	60,230	10.8%
Shuttles	10,990	10,000	12,300	23.0%
Total	101,670	106,080	116,230	9.6%
BART Extension (No Daly City)	46,650	45,790*	51,300	12.0%
Grand Total	148,310	151,870	167,530	10.3%

*BART experienced 8 total days of strikes in FY2014, during which time no trains operated.

**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 September for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – SEPTEMBER 2014 COMPARED TO SEPTEMBER 2013

All District Modes – 4,385,150, an increase of 9.4 percent.

Bus – 1,205,750, an increase of 7.6 percent.

Paratransit – 27,240, an increase of 6.8 percent.

Caltrain – 1,597,990, an increase of 14.5 percent.

Shuttles – 261,500, an increase of 23.3 percent.

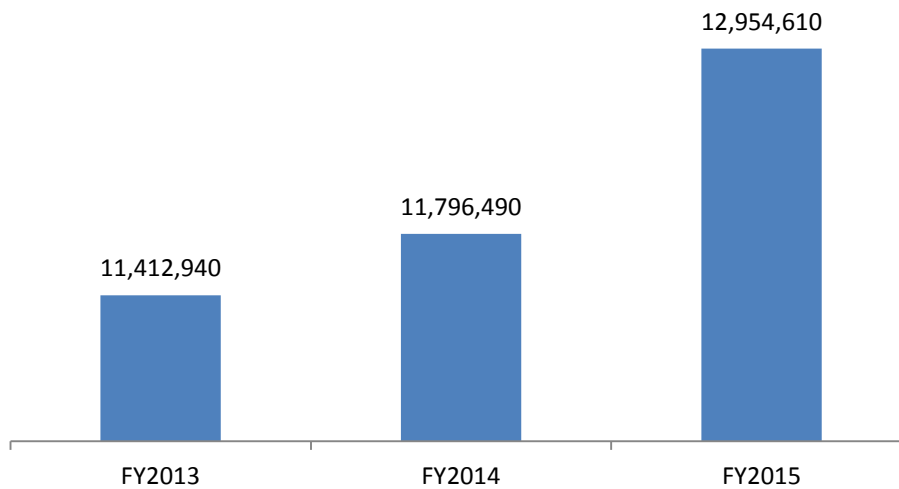
**Table B
Total Ridership**

September 2014 Total Monthly Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	1,084,020	1,120,830	1,205,750	7.6%
Paratransit	24,480	25,500	27,240	6.8%
Caltrain	1,289,890	1,395,710	1,597,990	14.5%
Shuttles	259,530	212,040	261,500	23.3%
Total	2,657,920	2,754,070	3,092,470	12.3%
BART Extension (No Daly City)	1,107,150	1,254,240	1,292,680	3.1%
Grand Total	3,765,060	4,008,310	4,385,150	9.4%
Weekdays	19	20	21	

September 2014 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	3,051,560	3,131,570	3,302,200	5.4%
Paratransit	77,590	79,940	84,120	5.2%
Caltrain	3,946,400	4,353,770	4,794,460	10.1%
Shuttles	736,380	652,490	801,690	22.9%
Total	7,811,920	8,217,770	8,982,460	9.3%
BART Extension (No Daly City)	3,601,020	3,578,720*	3,972,140	11.0%
Grand Total	11,412,940	11,796,490	12,954,610	9.8%

*BART experienced 8 total days of strikes in FY2014, during which time no trains operated.

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – September 2014

Labor Day – In partnership with the Amalgamated Transit Union Local 1574, which represents SamTrans Bus Operators, Customer Service Representatives and Maintenance employees, SamTrans ran an ad celebrating Labor Day in the San Mateo County Labor Council's newspaper. The ad featured a bus operator and invited readers to "Come experience the difference."

Exterior bus ad – To commemorate bus operator Jaime Moran's 35 years of service, SamTrans created a special exterior bus ad featuring him in front of a bus. The ad invited viewers to "Come experience the difference."

Hispanic Heritage Month – As part of Hispanic Heritage Month, SamTrans ran ads in *El Observador*. The ads featured teenagers and invited readers to "Come experience the difference." The copy also talked about the role that SamTrans plays in the community.

Where Public Transportation Goes Community Grows – SamTrans participated in the American Public Transportation Association's *Where Public Transportation Goes Community Grows* initiative. The goal of the initiative was to let decision makers and other stakeholders know that investment in public transportation drives growth. It attracts development and increases property values along its corridors. Public transit also connects employers to employees, restaurants to diners, landlords to renters and families to local stores. We conveyed the message through bus shelter ads, exterior bus ads and social media. The campaign concluded at the end of September.

Prepared by: Rita P. Haskin, Executive Officer, Customer Service and Marketing 650-508-6248
Tracey Lin, Associate Scheduler/Planner 650-508-6457



BOARD OF DIRECTORS 2014

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
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, NOVEMBER 5, 2014 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of October 1, 2014
2. Acceptance of Statement of Revenues and Expenses for September 2014
3. Authorize Initiating 2015 Debt Refinancing
4. Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended September 30, 2014
5. Approval of Salary Ordinance No. 96
6. Adoption of Conflict of Interest Code
7. Authorize the Filing of an Application for Federal Transit Administration Formula Program Funding for Bus Replacement Projects and Americans with Disabilities Act Operating Subsidy in the Amount of \$71,697,376
8. Authorize Executing a Quitclaim Deed in Favor of the City of Redwood City to Release the San Mateo County Transit District's Interest in Real Property in Consideration of Payment in the Amount of \$1.795 Million and Retention of Access Easement

CONTRACTS

9. Authorize Award of Contract to SacVal Janitorial Supply, Inc. to Furnish and Service Cleaning Supplies and Related Items for an Estimated Cost of \$145,045 for a Five-Year Term
10. Authorize Award of Contract to G4S Technology, LLC to Provide Security Upgrades at the San Mateo County Transit District's Sequoia Station Garage Facility in Redwood City for a Total Cost of \$273,153
11. Authorize Granting Relief to Valley Power Systems North, Inc. of its Bid and Award a Contract to Cummins Pacific, LLC to Provide Allison Factory-Remanufactured WBTEC III Transmissions for an Estimated Amount of \$358,375 for a Three-Year Base Term

12. Authorize Rejection of Bid from Agbayani Construction Corp as Non-Responsive and Award a Contract to MTECH Corp to Provide Heating, Ventilating and Air Conditioning Maintenance Services for an Estimated Amount of \$1,056,347 for a Five-Year Term
13. Authorize Amendment to the Contract with Pinnacle Petroleum, Inc. for Provision of California Air Resources Board ULSD Fuel and Fueling Services to Extend the Term of the Contract and Increase the Estimated Contract Amount by \$12,580,009

Committee Members: Zoe Kersteen-Tucker, Rose Guilbault, 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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

Draft

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 1, 2014**

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), R. Guilbault, A. Tissier

Other Board Members Present, Constituting Committee of the Whole: J. Gee, C. Groom, S. Harris, K. Matsumoto

Staff Present: J. Averill, J. Cassman, C. Cavitt, A. Chan, 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 2:37 p.m.

Approval of Minutes of Finance Committee Meeting of September 3, 2014

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Acceptance of Statement of Revenues and Expenses for August 2014

Gigi Harrington, Deputy CEO, said August revenue is slightly worse than budget. Expenses are under budget by \$3 million. Fuel was \$2.93 per gallon last week and year to date is \$3.00 per gallon. The District did not trip the fuel hedge in August.

Director Rose Guilbault asked about the "investment interest worse than budget" statement in the staff report. Ms. Harrington said this is the interest for the portfolio. The investments did not do as well as staff had projected.

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Authorize the Filing of Applications to Receive \$1,712,812 in State Proposition 1B Transit Security Grant Program Funds and to Enter into a Fund Transfer Agreement with the Peninsula Corridor Joint Powers Board (JPB) to Allow the JPB to Apply for a Total of \$500,000 of the District's Funds

April Chan, Executive Officer, Planning and Development, said this will fund a number of projects in the approved Fiscal Year (FY) 2015 Capital Budget including the installation of fencing around District-owned property, access control improvements in San Carlos, and the relocation of the reception area at the District's central office from the second floor to the first floor. Funds transferred to the JPB will be used to install inward-facing cameras on Caltrain locomotives.

Director Karyl Matsumoto asked for the reason for installing the inward-facing cameras. Michael Scanlon, General Manager/CEO, said this was recommended by the National

Transportation Safety Board after recent accidents caused by people not paying attention while operating equipment. He said the film will not be looked at live, but will be used in the case of an accident. The Federal Railroad Administrator is also advocating that these cameras be installed.

Motion/Second: Gee/Matsumoto

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Authorize Award of Contract to First Transit, Inc. to Provide Redi-Wheels Paratransit Service for a Grand Total Estimated Cost of \$42,854,464 for a Five-Year Base Term

Cheryl Cavitt, Director, Contracts and Procurement, said staff is recommending the Board authorize the General Manager/CEO or his designee execute a contract for five years and authorize exercising up to five one-year options in an aggregate amount of \$49.6 million over the option terms, if in the best interest of the District. Ms. Cavitt said this contract will provide the District with a dedicated contractor to provide Redi-Wheels paratransit service for up to 10 years. The services under the new contract are expected to begin January 1, 2015.

Staff issued a Request for Proposals (RFP), and advertised in local newspapers, the District's website and sent announcements to Disadvantaged Business Enterprises and Small Business Enterprises. Proposals were received from First Transit and MV Transportation. The proposals were reviewed and scored by an Evaluation Committee of staff from Accessible Services, Contracted Bus Administration, and a member of the San Mateo County Paratransit Coordinating Council (PCC). Both proposals were in the competitive range, and proposers participated in reference checks and interviews. Ms. Cavitt said upon completion of interviews, First Transit was ranked highest.

Director Carole Groom said she received phone calls from the agency directors at Rosener House and Senior Focus expressing concerns about not being included on the interview panel as service providers. She said they are concerned the clients at the senior adult day centers have become frailer and need more attention. The agency directors said they wanted assurances that the new provider will deliver the same level of service their clients are accustomed to.

Mr. Scanlon said there was a member of the PCC on the review panel. Both proposals were very high quality and the scoring was very close. MV Transportation has been providing the service for the past 15 years. Staff did a very thorough analysis of First Transit's references. Mr. Scanlon said First Transit will offer jobs to the current Redi-Wheels staff. The service quality must remain high and this point was made very clear to the First Transit staff.

Director Groom asked if staff could speak to Rosener House and Senior Focus to assure them of the service.

Chuck Harvey, Deputy CEO, said the agency trips are very important and provide a vital service. He said staff called San Diego Metropolitan Transit System and received positive feedback on the service First Transit provides.

Director Adrienne Tissier asked if there is something in the contract if First Transit doesn't perform at the highest level staff demands. Mr. Harvey said yes and there are incentives and rewards for good service.

Director Groom said these senior programs are not only important to those who attend, but to those who care for them as well. Director Groom said it is important for the adult children to make sure their parents get to the programs and back home safely.

Director Matsumoto asked if this was a lowest-responsible bidder and what was the tipping point. Mr. Harvey said it was a RFP best value and the tipping point was cost.

Chair Jeff Gee said this is a very unique service and asked if there is a reason why only two proposals were received. Mr. Harvey said paratransit is more specialized and there are only one or two other firms who could have bid on the contract.

Mr. Harvey said MV Transportation will continue to manage the RediCoast and non-Americans with Disabilities Act paratransit services on the Coastside service.

Director Shirley Harris said she has talked to many people at American Public Transportation Association conferences and has heard positive remarks about both First Transit and MV Transportation.

Public Comment

W.C. Pihl, MV Transportation, thanked SamTrans for the fantastic partnership over the past 14 years. There have been zero trip denials since the start of the contract. Mr. Pihl said their proposal included increases in wages and benefits for employees and a firm commitment with their long-term partner, Serra Cab. Mr. Pihl said MV Transportation does understand that staff has recommended First Transit and as a long-standing partner of SamTrans they intend to leave this contract with their heads held high. He said they will do everything in their power to make this a smooth transition for the passengers and employees. Mr. Pihl said that if staff and the Board wish, MV Transportation is willing to extend their contract on a month-to-month basis at no increase in cost while the transition to First Transit occurs.

Nancy Keegan, Program Director, Catholic Charities Adult Day Services, said they have 40 clients serviced by Redi-Wheels. They do have some concerns how this change will negatively impact their clients. She said these older adults suffer from Alzheimer's and dementia and continuity is essential for this population and their caregivers.

Mr. Harvey thanked Mr. Pihl on the transition offer and the entire MV Transportation staff. He said First Transit has provided a start-up schedule and he believes the transition can occur by the end of the year, but it depends on reaching an agreement with the union.

Chair Gee asked if staff could report back in six months on the transition and the new service provider. Mr. Harvey said he will provide a monthly update on the status of the service provider transition.

Motion/Second: Tissier/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Director Rose Guilbault said Mr. Pihl is a class act and his offer will not go unnoticed and she appreciates all the service of his team.

Adjourned: 3:07 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
SEPTEMBER 30, 2014 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 September 2014 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$897,209 or 2.3 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$53,608 or 1.2 percent, *SMCTA Measure A* (page 1, line 4) is **better** than budget by \$30,816 or 1.4 percent, *Sales Tax* (page 1, line 9) is **better** than budget by \$770,700 or 4.5 percent, and *Other Interest, Rent & Other Income* (page 1, line 12) are \$76,110 or 4.6 percent **better** than budget, offset by *Investment Interest* (page 1, line 10) which is **worse** than budget by \$34,024 or 14.2 percent.

Expenses: *Total Expenses* (page 4, line 72) are \$3,984,025 or 11.7 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$3,704,930 or 13.3 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$259,839 or 6.8 percent and *Total Multimodal* (page 4, line 70) is **better** than budget by \$19,257 or 0.8 percent.

BUDGET IMPACT

There are no budget revisions for the month of September 2014.

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 2015
SEPTEMBER 2014**

% OF YEAR ELAPSED: 25.0%

	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	1,681,073	4,619,246	4,645,683	4,592,075	101.2	18,368,300	18,368,300	25.3
2 Local TDA and STA Funds	3,360,301	15,908,218	10,080,904	10,080,904	100.0	40,323,614	40,323,614	25.0
3 Operating Grants	588,206	1,891,662	1,597,644	1,597,644	100.0	6,892,643	6,892,643	23.2
4 SMCTA Measure A	818,483	2,022,001	2,281,816	2,251,000	101.4	9,140,000	9,140,000 B	25.0
5 SM County Measure A	459,206	0	1,292,539	1,292,539	100.0	5,000,000	5,000,000	25.9
6 AB434 Funds	48,500	141,500	145,500	145,500	100.0	582,000	582,000	25.0
7 Subtotal - Operating Revenues	6,955,768	24,582,627	20,044,086	19,959,663	100.4	80,306,558	80,306,558	25.0
Other Revenue Sources								
8 District 1/2 Cent Sales Tax	7,420,700	16,550,000	17,920,700	17,150,000	104.5	72,000,000	72,000,000	24.9
9 Investment Interest	66,990	250,873	206,276	240,300	85.8	948,840	948,840	21.7
10 Pass through to Other Agencies	25,347	76,042	81,969	81,969	100.0	383,948	383,948	21.3
11 Other Interest, Rent & Other Income	541,062	1,422,721	1,739,619	1,663,509	104.6	6,921,784	6,921,784	25.1
12 Subtotal - Other Revenues	8,054,100	18,299,637	19,948,564	19,135,778	104.2	80,254,572	80,254,572	24.9
13 Total Revenues	15,009,868	42,882,263	39,992,650	39,095,441	102.3	160,561,130	160,561,130	24.9
14 Capital Assistance	6,878,449	1,357,602	10,185,118	10,185,118	100.0	49,474,302	85,875,511 A	11.9
15 Reserves Programmed for Capital	3,584,801	788,390	4,984,238	4,984,238	100.0	0	12,619,744 A	39.5
16 Total Sources of Funds	25,473,119	45,028,255	55,162,006	54,264,797	101.7	210,035,432	259,056,384	21.3
USES OF FUNDS								
Operations								
17 Motor Bus	7,938,461	24,629,848	24,136,512	27,841,442	86.7	106,595,744	106,595,744	22.6
18 A. D. A. Programs	1,243,330	3,395,198	3,588,317	3,848,156	93.2	15,386,631	15,386,631	23.3
19 Caltrain	521,667	1,360,001	1,565,000	1,565,000	100.0	6,260,000	6,260,000	25.0
20 Other Multi-modal Programs	230,747	654,512	706,678	725,935	97.3	2,913,140	2,913,140	24.3
21 Subtotal - Operating Costs	9,934,205	30,039,559	29,996,508	33,980,533	88.3	131,155,515	131,155,515	22.9
Other Uses of Funds								
22 Pass through to Other Agencies	25,347	76,042	81,969	81,969	100.0	388,948	388,948	21.1
23 Debt Service	2,037,403	6,113,423	6,112,208	6,112,208	100.0	24,449,078	24,449,078	25.0
24 Fiscal Agent Fees	2,000	7,413	2,000	6,909	28.9	27,635	27,635	7.2
25 Land Transfer Interest Expense	0	0	0	0	0	45,895	45,895	0.0
26 Subtotal - Other Uses of Funds	2,064,750	6,196,878	6,196,177	6,201,086	99.9	24,911,556	24,911,556	24.9
27 Capital Programs	10,463,251	2,305,826	15,169,356	15,169,356	100.0	55,331,570	104,352,522 A	14.5
28 Total Uses of Funds	22,462,206	38,542,262	51,362,040	55,350,975	92.8	211,398,641	260,419,593	19.7
29 NET SURPLUS / (DEFICIT)	3,010,913	6,485,993	3,799,966	(1,086,178)	(349.8)	(1,363,210)	(1,363,210)	(278.8)

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

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

Note B - The Budget includes \$500K TA funds from prior year.

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2015
SEPTEMBER 2014**

% OF YEAR ELAPSED: 25.0%

	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	1,610,201	4,415,098	4,432,146	4,384,000	101.1	17,536,000	17,536,000	25.3
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,871,551	13,154,541	8,614,654	8,614,654	100.0	34,458,615	34,458,615	25.0
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	307,843	2,165,356	923,530	923,530	100.0	3,694,119	3,694,119	25.0
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	540,059	1,769,156	1,475,738	1,475,738	100.0	6,504,231	6,504,231	22.7
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	2,186,332	1,918,739	7,276,804	11,128,850	65.4	38,991,765	38,991,765	18.7
10 Accessibility Fixed Route	93,757	292,194	296,827	254,635	116.6	1,018,540	1,018,540	29.1
11 TOTAL 1/2 CENT SALES TAX	2,280,089	2,210,933	7,573,631	11,383,485	66.5	40,010,305	40,010,305	18.9
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	46,937	145,617	150,109	158,190	94.9	620,090	620,090	24.2
14 OTHER REVENUE SOURCES:								
15 Rental Income	106,743	291,234	428,142	323,400	132.4	1,293,600	1,293,600	33.1
16 Advertising Income	57,152	166,250	171,456	258,750	66.3	1,035,000	1,035,000	16.6
17 Other Income	117,885	311,662	367,108	319,696	114.8	1,443,784	1,443,784	24.7
18 TOTAL OTHER REVENUES	281,780	769,146	966,705	901,846	107.2	3,772,384	3,772,384	25.6
19								
20 TOTAL MOTOR BUS	7,938,461	24,629,848	24,136,512	27,841,442	86.7	106,595,744	106,595,744	22.6
21								
22 AMERICAN DISABILITIES ACT:								
23 Passenger Fares Redi-Wheels	70,871	204,148	213,538	208,075	102.6	832,300	832,300	25.7
24 Local TDA 4.5 Redi-Wheels	144,468	447,390	433,403	433,403	100.0	1,733,614	1,733,614	25.0
25 Local STA - Paratransit	36,439	140,931	109,317	109,317	100.0	437,266	437,266	25.0
26 Operating Grants	48,147	122,506	121,906	121,906	100.0	388,412	388,412	31.4
27 Sales Tax - District ADA Programs	(62,230)	1,143,561	(37,102)	256,668	(14.5)	1,050,989	1,050,989	0.0
28 Sales Tax - Paratransit Suppl. Coastside	119,810	313,700	357,419	333,825	107.1	1,335,300	1,335,300	26.8
29 Interest Income - Paratransit Fund	20,053	99,662	56,168	82,110	68.4	328,750	328,750	17.1
30 SMCTA Measure A Redi-Wheels	296,816	662,000	716,816	686,000	104.5	2,880,000	2,880,000	24.9
31 SM County Measure A	459,206	0	1,292,539	1,292,539	100.0	5,000,000	5,000,000	25.9
32 Measure M Paratransit	109,749	261,300	324,313	324,313	100.0	1,400,000	1,400,000	23.2
33 TOTAL ADA PROGRAMS	1,243,330	3,395,198	3,588,317	3,848,156	93.2	15,386,631	15,386,631	23.3
34								
35 MULTI-MODAL TRANSIT PROGRAMS:								
36 Transfer from SMCTA for Caltrain	521,667	1,360,001	1,565,000	1,565,000	100.0	6,260,000	6,260,000	25.0
37 AB434 Funds - SamTrans Shuttle	48,500	141,500	145,500	145,500	100.0	582,000	582,000	25.0
38 Employer SamTrans Shuttle Funds	149,533	392,275	448,600	437,350	102.6	1,749,400	1,749,400	25.6
39 Sales Tax - SamTrans Shuttle Program	26,678	87,991	83,019	92,060	90.2	377,640	377,640	22.0
40 Sales Tax - Gen. Operating Asst.	6,036	32,746	29,559	51,025	57.9	204,100	204,100	14.5
41								
42 TOTAL MULTIMODAL	752,414	2,014,513	2,271,678	2,290,935	99.2	9,173,140	9,173,140	24.8
43								
44 TOTAL REVENUES	9,934,205	30,039,559	29,996,508	33,980,533	88.3	131,155,515	131,155,515	22.9

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2015
SEPTEMBER 2014**

% OF YEAR ELAPSED: 25.0%

<u>EXPENSES</u>	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	4,069,093	13,436,807	13,604,067	13,985,666	97.3	52,325,457	51,844,814	26.2
2								
3 Services:								
4 Board of Directors	2,825	10,695	11,358	12,875	88.2	51,750	192,748	5.9
5 Contracted Vehicle Maintenance	200,630	99,701	300,014	419,685	71.5	1,625,280	1,625,280	18.5
6 Property Maintenance	83,650	290,007	240,538	310,375	77.5	1,242,000	1,242,000	19.4
7 Professional Services	199,311	694,119	548,120	1,174,737	46.7	4,720,740	4,746,015	11.5
8 Technical Services	742,954	1,250,915	1,380,821	1,433,706	96.3	5,704,354	5,747,244	24.0
9 Other Services	129,339	163,242	183,290	945,505	19.4	2,447,741	2,699,741	6.8
10								
11 Materials & Supply:								
12 Fuel & Lubricants	459,638	1,397,279	1,353,387	1,583,438	85.5	6,333,750	6,333,750	21.4
13 Bus Parts & Materials	176,773	629,840	461,224	472,939	97.5	1,911,257	1,911,257	24.1
14 Uniforms & Driver Expense	20,716	54,768	53,339	90,265	59.1	444,235	444,235	12.0
15 Timetables & Tickets	9,946	32,208	37,816	50,475	74.9	201,900	201,900	18.7
16 Office Supplies / Printing	18,745	32,642	46,698	90,067	51.8	339,062	354,818	13.2
17 Other Materials & Supply	15,112	20,615	32,403	40,750	79.5	159,500	159,500	20.3
18								
19 Utilities:								
20 Telecommunications	27,917	93,765	82,529	166,544	49.6	666,174	666,174	12.4
21 Other Utilities	95,154	251,350	290,434	271,000	107.2	1,084,000	1,084,000	26.8
22 Insurance Costs	(152,379)	760,460	(34,471) C	670,803	(5.1)	2,681,400	2,681,400	-1.3
23 Workers' Compensation	59,731	636,575	467,434	804,540	58.1	3,443,160	3,443,160	13.6
24 Taxes & License Fees	46,413	133,554	117,049	138,224	84.7	552,894	552,894	21.2
25 Fixed Route Accessibility	93,757	292,194	296,827	254,635	116.6	1,018,540	1,018,540	29.1
26 Leases & Rentals	10,157	27,615	32,217	33,508	96.1	134,631	134,631	23.9
27 Promotional & Legal Advertising	38,996	35,954	72,599	73,850	98.3	289,400	289,400	25.1
28 Training & Business Travel	38,228	39,385	73,149	84,356	86.7	292,075	292,075	25.0
29 Dues & Membership	7,187	24,072	20,291	22,450	90.4	87,624	87,624	23.2
30 Postage & Other	5,997	16,848	19,511	26,898	72.5	102,180	105,905	18.4
31								
32 Total District Operated Buses	6,399,892	20,424,610	19,690,645	23,157,289	85.0	87,859,104	87,859,104	22.4
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,294,614	3,651,184	3,828,143	3,841,382	99.7	15,365,530	15,365,530	24.9
36 Other Related Costs	35,014	91,221	98,699	95,007	103.9	380,030	380,030	26.0
37 Insurance Costs	21,477	157,403	(41,892) C	163,743	(25.6)	655,000	655,000	-6.4
38 Coastside Services	139,009	183,036	404,660	464,363	87.1	1,857,450	1,857,450	21.8
39 Redi Coast Non-ADA	22,593	55,829	59,058	55,555	106.3	222,220	222,220	26.6
40 Other Related Costs	5,185	17,821	20,389	19,118	106.6	76,470	76,470	26.7
41 La Honda - Pescadero	5,513	12,138	12,338	13,783	89.5	55,130	55,130	22.4
42 SamCoast - Pescadero	14,901	35,473	63,425	29,537	214.7	118,150	118,150	53.7
43 Other Related Cost - SamCoast	264	1,134	1,047	1,665	62.9	6,660	6,660	15.7
44 Total Contracted Bus Service	1,538,569	4,205,238	4,445,867	4,684,153	94.9	18,736,640	18,736,640	23.7
45								
46 TOTAL MOTOR BUS	7,938,461	24,629,848	24,136,512	27,841,442	86.7	106,595,744	106,595,744	22.6

% 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.

Note C - Insurance reserve of \$399.5K were released due to closing of claim #1852898, claim #1845750 and claim #1882192; plus \$220K reserve decrease on claim #1855866.

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2015
SEPTEMBER 2014**

% OF YEAR ELAPSED: 25.0%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	503,972	1,407,384	1,544,485	1,573,665	98.1	6,294,660	6,294,660	24.5
Other Related Costs	208,180	573,638	630,900	766,639	82.3	3,060,554	3,060,554	20.6
ADA Sedan/Taxi Service	283,504	787,860	800,089	783,430	102.1	3,133,720	3,133,720	25.5
ADA Accessibility Support	99,426	189,931	202,539	261,849	77.3	1,047,397	1,047,397	19.3
Coastside ADA Support	119,810	313,700	357,419	333,825	107.1	1,335,300	1,335,300	26.8
Insurance Costs	28,438	122,685	52,885 C	128,748	41.1	515,000	515,000	10.3
TOTAL ADA PROGRAMS	1,243,330	3,395,198	3,588,317	3,848,156	93.2	15,386,631	15,386,631	23.3
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	521,667	1,360,001	1,565,000	1,565,000	100.0	6,260,000	6,260,000	25.0
Total Caltrain Service	521,667	1,360,001	1,565,000	1,565,000	100.0	6,260,000	6,260,000	25.0
OTHER SUPPORT								
SamTrans Shuttle Service	224,712	621,766	677,119	674,910	100.3	2,709,040	2,709,040	25.0
Bicycle Coordinating Activities	0	0	0	6,250	0.0	25,000	25,000	0.0
Maintenance Multimodal Facilities	6,036	32,746	29,559	44,775	66.0	179,100	179,100	16.5
Total Other Support	230,747	654,512	706,678	725,935	97.3	2,913,140	2,913,140	24.3
TOTAL MULTI-MODAL PROGRAMS	752,414	2,014,513	2,271,678	2,290,935	99.2	9,173,140	9,173,140	24.8
TOTAL EXPENSES	9,934,205	30,039,559	29,996,508	33,980,533	88.3	131,155,515	131,155,515	22.9

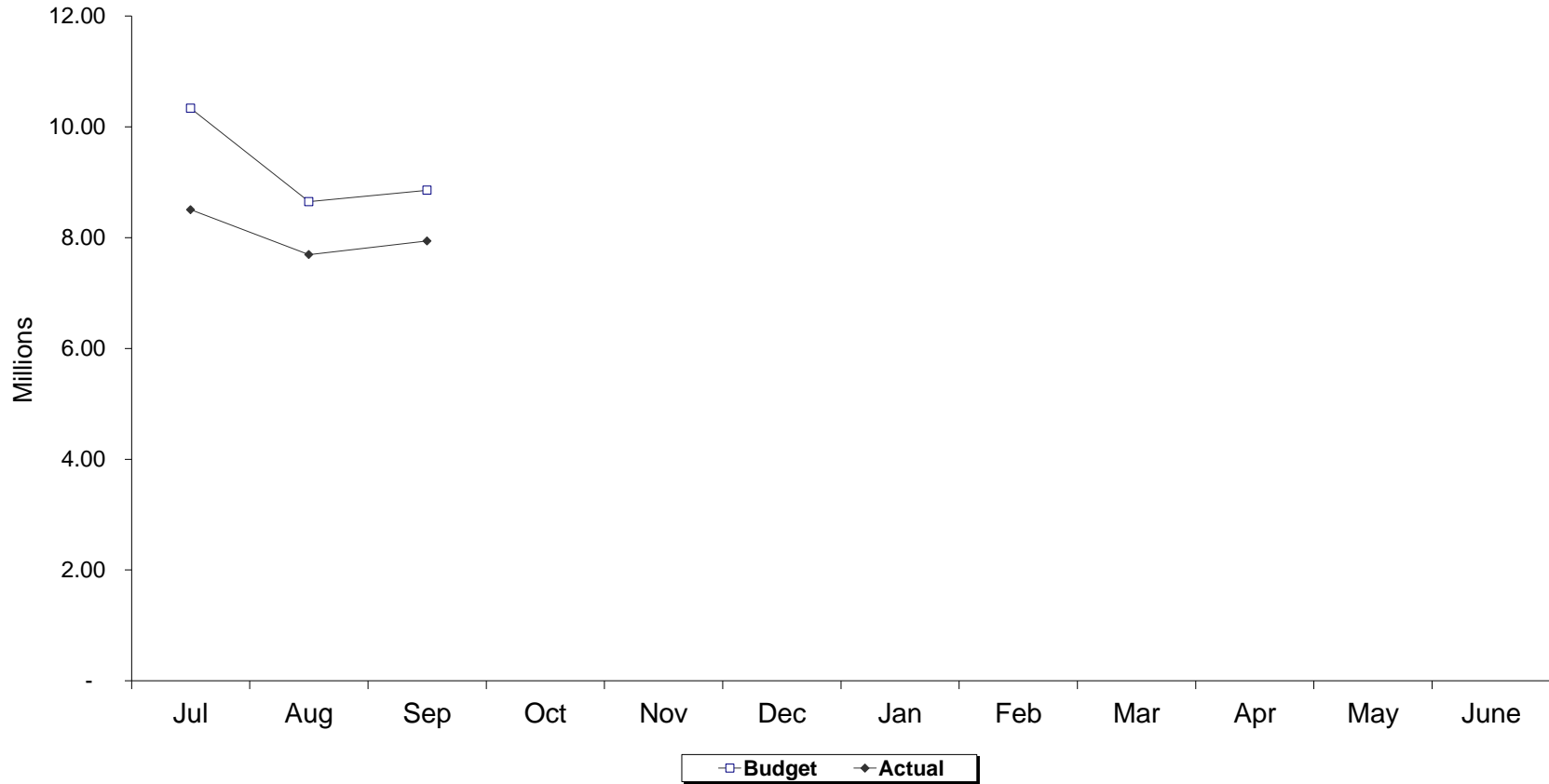
% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

Note C - Insurance reserve of \$399.5K were released due to closing of claim #1852898, claim #1845750 and claim #1882192; plus \$220K reserve decrease on claim #1855866.

SAN MATEO COUNTY TRANSIT DISTRICT

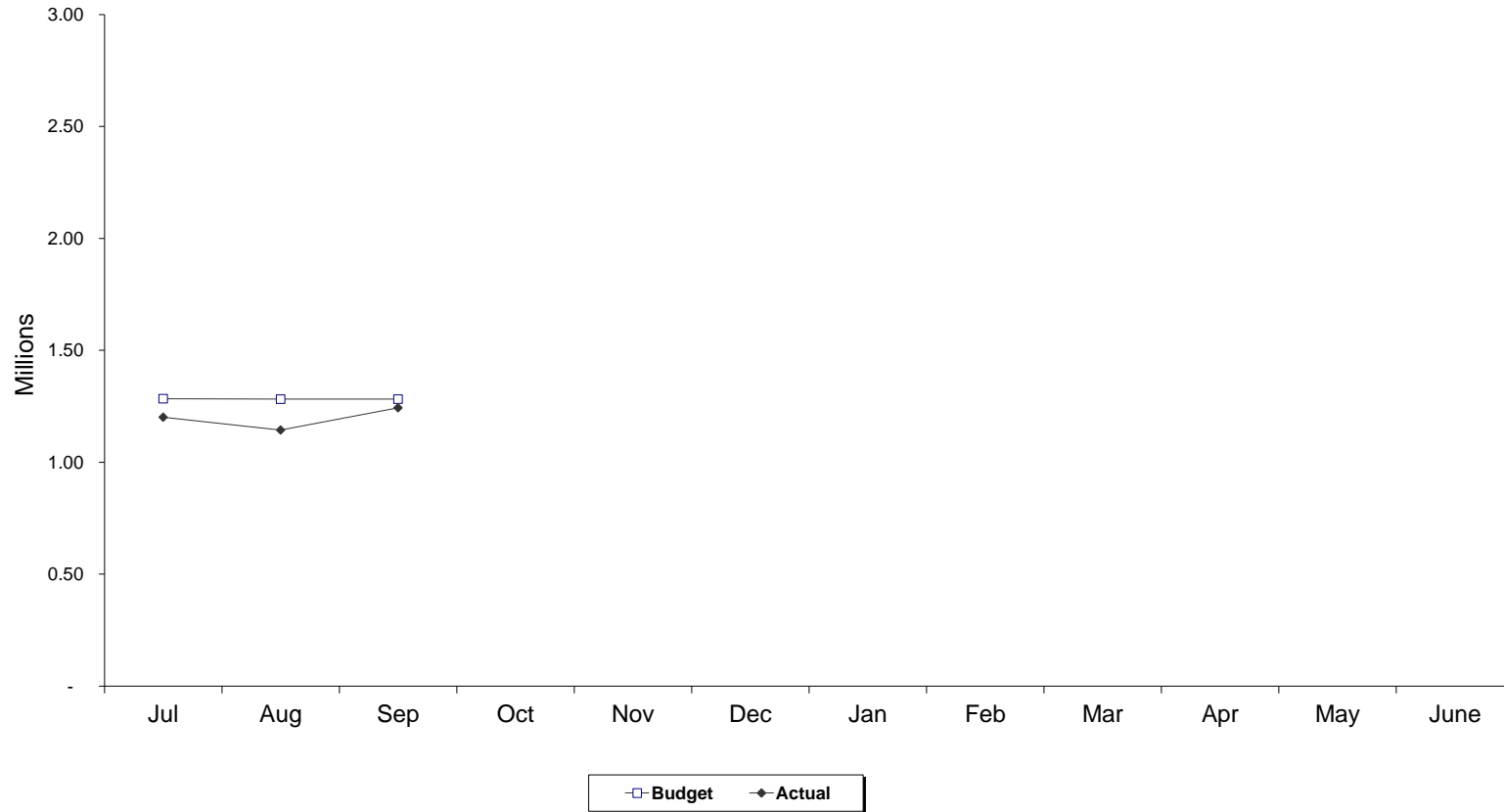
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2015



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	10,335,340	8,648,809	8,857,293										
Actual	8,504,261	7,693,790	7,938,461										
CUMULATIVE EXPENSES													
Budget	10,335,340	18,984,149	27,841,442										
Actual	8,504,261	16,198,051	24,136,512										
Variance - F(U)	1,831,080	2,786,098	3,704,930										
Variance %	17.72%	14.68%	13.31%										

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2015

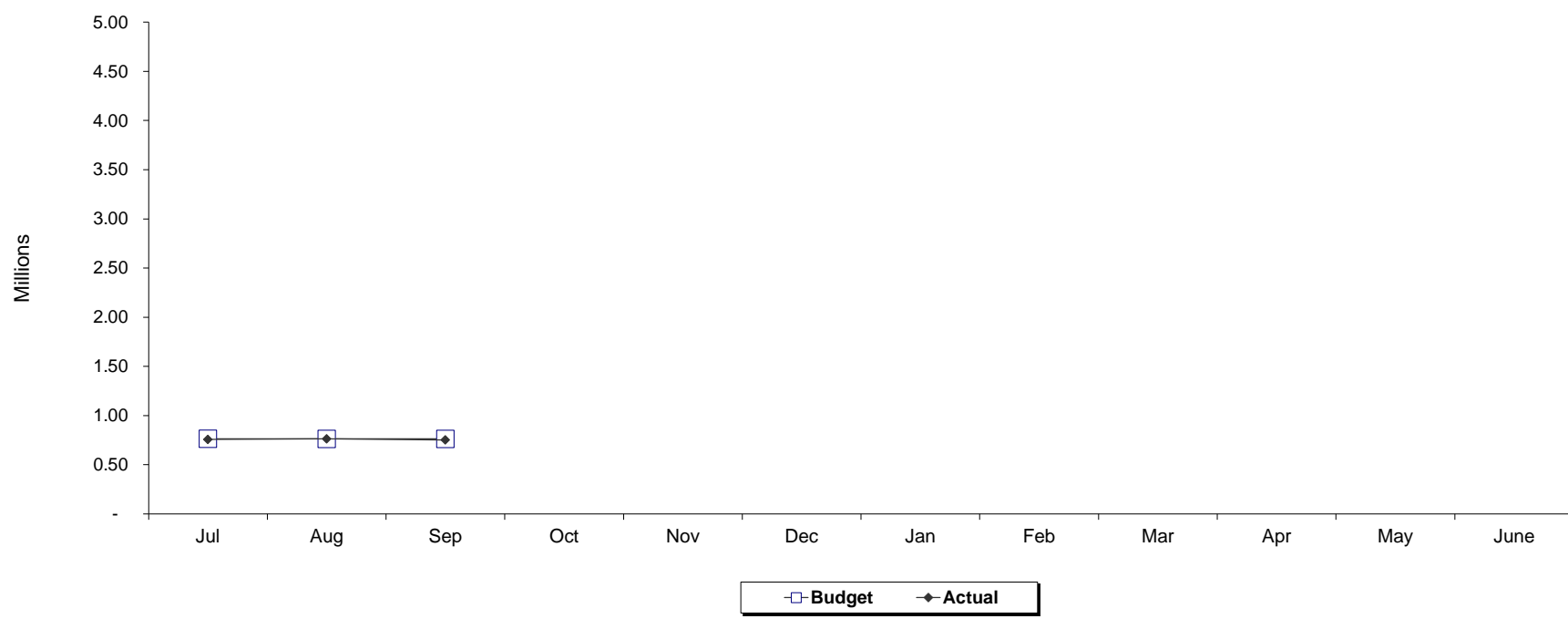


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,284,052	1,282,052	1,282,052									
Actual	1,201,166	1,143,821	1,243,330									
CUMULATIVE EXPENSES												
Budget	1,284,052	2,566,104	3,848,156									
Actual	1,201,166	2,344,988	3,588,317									
Variance - F(U)	82,886	221,117	259,839									
Variance %	6.46%	8.62%	6.75%									

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2015



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	764,108	763,418	763,408									
Actual	756,768	762,497	752,414									
CUMULATIVE EXPENSES												
Budget	764,108	1,527,527	2,290,935									
Actual	756,768	1,519,264	2,271,678									
Variance - F(U)	7,341	8,263	19,257									
Variance %	0.96%	0.54%	0.84%									

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

September 30, 2014

DESCRIPTION	TOTAL INVESTMENT 09-30-14	INTEREST RECEIVABLE 8-31-14	PREPAID INT RECEIVABLE 8-31-14	INTEREST EARNED 09-30-14	INTEREST RECEIVED 09-30-14	ADJ.	INTEREST RECEIVABLE 09-30-14
RESERVE FOR CAPITAL PROJ	8,058,191.00	9,406.53	0.00	4,280.17	0.00	(53.96)	13,632.74
LAIF -- CAPITAL PROJ	76,485.52	36.40	0.00	15.98	0.00	0.00	52.38
REIMB SECURITIES -- L76R	84,090,680.50	169,890.09	2,201.09	46,736.77	96,056.25	(262.78)	122,508.92
LAIF -- REIMB FUNDS L76R	16,602,151.53	15,368.70	0.00	2,471.23	0.00	0.00	17,839.93
PARATRANSIT FUNDS	24,939,573.00	37,019.21	1,742.53	20,697.92	0.00	(219.52)	59,240.14
LAIF -- PARATRANSIT	5,033,047.43	1,204.77	0.00	1,051.56	0.00	0.00	2,256.33
BANK OF AMERICA	11,330,017.93	0.00	0.00	1,162.98	1,162.98	0.00	0.00
WELLS FARGO	58,918.67	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	10,442,242.42	3,557.80	0.00	721.38	4,279.18	0.00	(0.00)
	<u>160,631,308.00</u>	<u>236,483.50</u>	<u>3,943.62</u>	<u>77,137.99</u>	<u>101,498.41</u>	<u>(536.26)</u>	<u>215,530.44</u>

SEP 2014 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 09/30/14	76,601.73
Add:	
CEO Interest	0.00
Less:	
Commissions	(8,448.35)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>68,153.38</u>

YEAR TO DATE -- SUMMARY

Interest Earned	235,188.91
Add:	
CEO Interest	0.00
Less:	
Commissions	(25,345.04)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>209,843.87</u>

Balance Per Ledger as of 09/30/14

Deferred Int Acct. 210852/3	3,567.58
Interest Acct. 409102	2,144.50
Interest Acct. 409101	204,131.79
Gain(Loss) Acct. 405210	0.00
	<u>209,843.87</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
September 30, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 08/31/14	PREPAID INT REC'VBLE 09/30/14	INTEREST EARNED 09/30/14	INTEREST RECEIVED 09/30/14	PP INTEREST	INTEREST REC'VBLE 09/30/14	INT REC'VBLE LESS PREPAID 09/30/14	PAR VALUE	
			PURCHASE PRICE	ADJUSTED 06-30-14	VALUE 09/30/14									RECEIVED				ADJ.
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828VL1	12-19-13	2,005,781.25	2,006,100.00	2,004,600.00	07-15-16	0.625%	34.7222	30	1,630.43		1,041.67			(22.64)	2,649.46	2,649.46	2,000,000
US TREASURY NOTE	912828WX4	08-27-14	5,999,531.25	6,003,300.00	6,000,720.00	07-31-16	0.500%	83.3333	30	2,608.70	2,201.09	2,500.00			(54.35)	5,054.35	2,853.26	6,000,000
US TREASURY NOTE	912828WA4	03-21-14	8,480,410.16	8,486,060.00	8,496,685.00	10-15-16	0.625%	147.5694	30	20,175.89		4,427.08			(72.57)	24,530.40	24,530.40	8,500,000
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	9,971,900.00	9,987,500.00	11-15-16	0.625%	173.6111	30	18,512.23		5,208.33			(113.22)	23,607.34	23,607.34	10,000,000
																	28.32%	
<u>GOVERNMENT BONDS</u>																		
FHLMC	3134G2WG3	2-15-12	9,686,631.75	9,629,518.65	9,618,653.70	09-22-14	0.750%	200.3125	21	31,849.69		4,206.56	36,056.25			0.00	0.00	9,615,000
FHLMC	3134G4HZ4	10-28-13	4,999,750.00	5,004,550.00	5,001,350.00	10-28-15	0.500%	69.4444	30	8,541.67		2,083.33				10,625.00	10,625.00	5,000,000
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,514,535.00	8,520,570.00	11-24-15	0.450%	106.2500	30	10,306.25		3,187.50				13,493.75	13,493.75	8,500,000
FFCB	31331H5L7	5-11-07	1,020,404.50	1,032,327.00	1,017,155.50	12-29-15	6.125%	161.6319	30	10,021.18		4,848.96				14,870.14	14,870.14	950,000
FNMA	3135G0UM3	5-29-13	3,999,600.00	4,002,840.00	4,003,520.00	02-26-16	0.520%	57.7778	30	288.89		1,733.33				2,022.22	2,022.22	4,000,000
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,017,280.00	6,016,500.00	03-04-16	0.750%	125.0000	30	22,125.00		3,750.00	22,500.00			3,375.00	3,375.00	6,000,000
FNMA	3135G0VA8	5-15-13	15,026,145.00	15,025,500.00	15,011,400.00	03-30-16	0.500%	208.3333	30	31,458.33		6,250.00	37,500.00			208.33	208.33	15,000,000
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,996,240.00	8,002,480.00	05-20-16	0.500%	111.1111	30	11,222.22		3,333.33			0.01	14,555.56	14,555.56	8,000,000
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,976,450.00	4,988,000.00	07-05-16	0.375%	52.0833	30	2,916.67		1,562.50				4,479.17	4,479.17	5,000,000
FNMA	3135G0YE7	03-07-14	5,009,800.00	5,003,000.00	5,002,700.00	08-26-16	0.625%	86.8056	30	434.03	0.00	2,604.17			(0.01)	3,038.19	3,038.19	5,000,000
																	71.65%	
LAIF			16,602,151.53	16,602,151.53	16,602,151.53					14,497.69		2,471.23	0.00			16,968.93	16,968.93	16,602,152
TOTAL LAIF			16,602,151.53	16,602,151.53	16,602,151.53													
TOTAL A/C 121100 & 112010			93,712,427.66	93,707,100.65	93,709,334.20													
<u>MATURED/CALLED</u>																		
FHLMC	3134G2WG3	2-15-12	(9,686,631.75)	(9,629,518.65)	(9,618,653.70)	09-22-14												(9,615,000)
TOTAL			<u>84,025,795.91</u>	<u>84,077,582.00</u>	<u>84,090,680.50</u>					<u>172,091.18</u>	<u>2,201.09</u>	<u>46,736.77</u>	<u>96,056.25</u>		<u>(262.78)</u>	<u>122,508.92</u>	<u>120,307.83</u>	<u>110,167,152</u>

17-Oct-14

**SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
September 30, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 09-30-14	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 08/31/14	PREPAID INT REC'VBLE 09-30-14	INTEREST EARNED 09-30-14	INTEREST RECEIVED 09-30-14	ADJ.	INTEREST REC'VBLE 09-30-14	INT REC'VBLE LESS PREPAID 09-30-14	PAR VALUE
U.S. TREASURY NOTES AND BONDS																	
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,909,875.00	7,907,426.00	06-15-16	0.500%	109.7222	30	8,418.03		3,291.67		(53.96)	11,655.74	11,655.74	7,900,000
GOVERNMENT BONDS																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,760.50	150,765.00	08-01-17	7.908%	32.9500	30	988.50		988.50			1,977.00	1,977.00	150,000
LAIF			76,485.52	76,485.52	76,485.52					36.40		15.98	0.00		52.38	52.38	76,486
MATURED/CALLED CALLED																	
TOTAL LAIF			76,485.52	76,485.52	76,485.52												
TOTAL A/C 121100 & 112010			8,045,397.85	8,060,635.50	8,058,191.00												
TOTAL			<u>8,045,397.85</u>	<u>8,060,635.50</u>	<u>8,058,191.00</u>					<u>9,406.53</u>	<u>0.00</u>	<u>4,280.17</u>	<u>0.00</u>	<u>(53.96)</u>	<u>13,632.74</u>	<u>13,632.74</u>	<u>8,050,000</u>

17-Oct-14

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
September 30, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST	PP INTEREST	INTEREST	INTEREST	PP INTEREST	ADJ.	INTEREST	INT REC'VBLE	PAR VALUE
			PURCHASE PRICE	ADJUSTED	VALUE					REC'VBLE	REC'VBLE	EARNED	RECEIVED	RECEIVED		REC'VBLE	LESS PREPAID	
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828WX4	08-27-14	4,749,628.91	4,752,612.50	4,750,570.00	07-31-16	0.500%	65.9722	30	2,065.22	1,742.53	1,979.17			(43.03)	4,001.36	2,258.83	4,750,000
US TREASURY NOTE	912828WA4	03-21-14	5,487,324.22	5,505,610.00	5,497,855.00	10-15-16	0.625%	95.4861	30	13,054.99		2,864.58			(46.96)	15,872.61	15,872.61	5,500,000
US TREASURY NOTE	912828WF3	03-28-14	4,985,546.88	5,001,150.00	4,993,750.00	11-15-16	0.625%	86.8056	30	9,256.11		2,604.17			(56.61)	11,803.67	11,803.67	5,000,000
US TREASURY NOTE	912828SC5	03-19-14	4,619,960.72	4,620,470.00	4,608,648.00	01-31-17	0.875%	111.8056	30	3,500.00		3,354.17			(72.92)	6,781.25	6,781.25	4,600,000
																		79.88%
<u>GOVERNMENT BONDS</u>																		
FNMA	31398AU34	2-15-12	5,299,150.00	5,117,150.00	5,088,750.00	07-28-15	2.375%	329.8611	30	10,885.42	0.00	9,895.83				20,781.25	20,781.25	5,000,000
																		20.12%
<u>CASH AND CASH EQUIVALENTS</u>																		
<u>CASH INVESTMENT</u>																		
LAIF			5,033,047.43	5,033,047.43	5,033,047.43					1,131.72	0.00	1,051.56	0.00			2,183.28	2,183.28	5,033,047
<u>MATURED/CALLED</u>																		
TOTAL LAIF			5,033,047.43	5,033,047.43	5,033,047.43													
TOTAL A/C 122010			5,299,150.00	5,117,150.00	5,088,750.00													
TOTAL			25,141,610.73	24,996,992.50	24,939,573.00					38,761.74	1,742.53	20,697.92	0.00	0.00	(219.52)	59,240.14	57,497.61	24,850,000

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR SEPTEMBER 2014

BUDGET AMENDMENTS

	Amount	Line Item		Description
Sep-14				No Budget Revisions in September 2014.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Sep-14				No Budget Revisions in September 2014.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
 FY2014 & FY2015
 SEPTEMBER 2014

10/17/14 4:23 PM

Approved Budget		Receipts		Over/(Under)	Current																														
Date	Amount	Date	Amount	Budget/Projection	Projection																														
FY2014:																																			
1st Quarter	16,550,000		19,084,264	2,534,264	19,084,264																														
2nd Quarter	17,525,000		20,581,648	3,056,648	20,581,648																														
3rd Quarter	18,132,500		18,012,945	(119,556)	18,012,945																														
4th Quarter	17,792,500	4th Quarter	19,927,940	2,135,440	19,927,940																														
FY2014 Total	70,000,000	FY2014 Total	77,606,796	7,606,796	77,606,796																														
FY2015																																			
Jul. 14	5,250,000	Sep. 14	6,020,700	770,700	6,020,700 (1)																														
Aug. 14	5,250,000	Oct. 14			5,250,000 (1)																														
Sep. 14	6,650,000	Nov. 14			6,650,000 (1)																														
3 Months Total	17,150,000		6,020,700	770,700	17,920,700																														
Oct. 14	5,725,000	Dec. 14			5,725,000																														
Nov. 14	5,725,000	Jan. 15			5,725,000																														
Dec. 14	6,955,000	Feb. 15			6,955,000																														
6 Months Total	35,555,000		6,020,700	770,700	36,325,700																														
Jan. 15	5,400,000	Mar. 15			5,400,000																														
Feb. 15	5,400,000	Apr. 15			5,400,000																														
Mar. 15	6,700,000	May 15			6,700,000																														
9 Months Total	53,055,000		6,020,700	770,700	53,825,700																														
Apr. 15	6,115,000	Jun. 15			6,115,000																														
May 15	6,215,000	Jul. 15			6,215,000																														
Jun. 15	6,615,000	Aug. 15			6,615,000																														
FY2015 Total	72,000,000	FY2015 Total	6,020,700	770,700	72,770,700																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">17,920,700</td> <td style="width: 20%;">1st Quarter</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td>2nd Quarter</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td>3rd Quarter</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td>4th Quarter</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>17,920,700</u></td> <td colspan="4">YTD Actual Per Statement of Revenues & Expenses</td> </tr> </table>							17,920,700	1st Quarter					0	2nd Quarter					0	3rd Quarter					0	4th Quarter					<u>17,920,700</u>	YTD Actual Per Statement of Revenues & Expenses			
	17,920,700	1st Quarter																																	
	0	2nd Quarter																																	
	0	3rd Quarter																																	
	0	4th Quarter																																	
	<u>17,920,700</u>	YTD Actual Per Statement of Revenues & Expenses																																	
(1) Includes Accrual for Quarterly Adjustment																																			

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **AUTHORIZATION TO INITIATE 2015 DEBT REFINANCING**

ACTION

Staff proposes the Committee recommend the Board:

1. Authorize staff to initiate the process of structuring a fixed rate 2015 Debt Refinancing of the portion of the San Mateo County Transit District's (District) outstanding 2005 tax-exempt debt that is economically feasible, in order to reduce the District's debt service expenses in the near-term and medium-term.
2. Ratify and approve issuance of a Request for Proposals (RFP) for Investment Banking Services to be utilized in connection with the proposed Debt Refinancing previously sent out to expedite the District's ability to take advantage of current low interest rates.
3. Authorize the General Manager/CEO to execute a contract with Orrick, Herrington & Sutcliffe, LLP, in an amount not to exceed \$275,000 to serve as bond counsel to the District in connection with the proposed Debt Refinancing.

SIGNIFICANCE

The 2015 Debt Refinancing is expected to result in significant annual savings for the District during the coming decade. It represents one of a number of processes or initiatives staff will bring to the Board during the coming year to realign the District's operating revenues and expenses.

BUDGET IMPACT

Execution of a 2015 Debt Refinancing is expected to result in annual debt service reductions in the near-term (i.e. next five years) and medium-term (i.e. next 10 or more years), in amounts to be determined as the details of the Debt Refinancing are developed during the coming weeks.

BACKGROUND

The District currently has \$285,915,000 in outstanding debt, sales tax revenue bonds, resulting from bond sales that occurred in 1993, 2005 and 2009. The District's Fiscal Year (FY) 2015 projected debt service expense is approximately \$24.44 million, of which \$10.56 million is attributable to the District's outstanding 2005A Series debt. Unless the District's debt is refinanced, annual debt service will remain at approximately \$24.44 million through FY2019. The final maturity of the District's outstanding debt is in FY2034.

Staff proposes to initiate a 2015 Debt Refinancing of a portion of the District's 2005 outstanding debt. In addition to seeking to lock in lower interest rates on the District's debt, staff will evaluate the potential for extending certain existing bond maturities by several years, within the constraints of tax law and prudent financial management, in order to maximize the near-term (i.e. next five years) and medium-term (i.e. next 10 or more years) reductions in debt service expenses. Staff proposes the refinancing utilize a traditional fixed rate approach.

Interest rates are at a historic low. As a result, staff has developed a proposed plan to expedite the 2015 Debt Refinancing. The plan includes:

1. Obtaining Finance Committee and Board approval to initiate a fixed rate debt refinancing process.

This item seeks Board authorization to initiate development of a 2015 Debt Refinancing structure, within the constraints of tax law and prudent financial management, and obtain various services in connection with the structuring and marketing of the transaction.

Staff expects to return to the Finance Committee and the Board in winter to provide the details concerning the terms of the 2015 Debt Refinancing, including the projected debt service reduction in the near- and medium-terms, and the anticipated impact on future debt service expenses. Forms of the financing documents associated with a 2015 Debt Refinancing structure also would be presented for approval at that meeting.

With regard to the potential amounts to be refinanced, if it is possible under the applicable tax requirements for the District to refinance all of 2005 Series A refunding bond issues, the principal amount to be refinanced would be approximately \$219 million. However, the determination of the final principal amount of the 2015 Debt Refinancing will depend upon the tax analysis, the structure selected for the refinancing, and the level of interest rates and other market conditions at the time of the refunding bonds are priced and sold.

2. Ratification and approval of issuance of a RFP for Investment Banking Services that will be utilized in connection with the proposed Debt Refinancing.

Public agencies that undertake debt financings may sell their bonds through a competitive bid process or through a negotiated sale process. Competitive bidding

processes are best suited for relatively simple "new money" financing transactions, rather than refundings and debt restructurings. A negotiated financing is best suited for more complex financings, such as those involving the refunding and restructuring of existing debt. If a public agency decides to utilize a negotiated sale process, the investment bank or banks usually are selected through a RFP process. The District conducted a negotiated financing in 1993, 2005 and 2009, and competitive financings in 1997, 1998 and 1999.

Due to the complexities that will arise in connection with the 2015 Debt Refinancing, staff recommends a negotiated sale financing utilizing a RFP process to obtain the services of one or more investment banks to assist in the structuring of the fixed rate refinancing, and marketing of the District's bonds to potential investors. A selection panel will score the proposals, and will conduct oral interviews, prior to making its recommendations.

Staff expects to return to the Board in winter to obtain approval for the General Manager/CEO to appoint one or more investment banks to underwrite the 2015 Debt Refinancing, and at the appropriate time in the financing process, to enter into a bond purchase contract to sell the bonds to such investment bank or banks.

3. Authorize the General Manager/CEO to execute a contract with Orrick, Herrington & Sutcliffe, LLP, to serve as bond counsel to the District in connection with the proposed Debt Refinancing.

In connection with a bond sale, the District must utilize the services of bond counsel to ensure that the bond issue is in compliance with Federal tax law requirements. Staff requests that the Board authorize the General Manager/CEO to enter into a contract with Orrick, Herrington & Sutcliffe, LLP (Orrick), to serve as bond counsel to the District on this transaction, pursuant to its existing contract. Orrick has previously served as the District's bond counsel on its 1993, 1997, 1998, 1999, 2005 and 2009 bond financings, and would bring a strong understanding of the District's financing history and requirements. In addition, Orrick is regarded as one of the premier bond counsel firms in the country, with substantial experience with public transit financings. Orrick's compensation for the 2015 Debt Refinancing is not to exceed \$275,000.

Project Manager: Gigi Harrington, Deputy CEO

650-508-7950

RESOLUTION NO. 2014 -

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

AUTHORIZE INITIATING 2015 DEBT REFINANCING

WHEREAS, in accordance with applicable Federal tax law and regulations, public agencies are permitted to issue tax-exempt bonds to refund eligible outstanding tax-exempt bonds; and

WHEREAS, the San Mateo County Transit District (District) proposes to evaluate its alternatives related to the refunding and restructuring of its existing tax-exempt bonds for the purpose of lowering its debt service expenses in the near-term and medium-term; and

WHEREAS, the District requires the services of one or more investment banking firms to assist in the development of a recommended Debt Refinancing structure, the marketing of the refunding bonds, and related activities; and

WHEREAS, the District requires the services of bond counsel to assist it in the process of issuing the refunding bonds.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District hereby takes the following actions:

1. Authorizing the General Manager/CEO to initiate the process of restructuring the District's 2005 outstanding tax-exempt debt (2015 Debt Refinancing), in order to reduce the District's debt service expenses in the near-term and medium-term; and
2. Ratifying and approving the issuance of a Request For Proposals for Investment Banking Services that will be utilized in connection with the proposed 2015 Debt Refinancing; and

3. Authorizing the General Manager/CEO to execute a contract with Orrick, Herrington & Sutcliffe, LLP, to serve as bond counsel to the District in connection with the 2015 Debt Refinancing, at a cost not to exceed \$275,000, to be documented in an Amendment to the District's existing contract with this firm.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

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

ACTION

Staff proposes the Finance Committee recommend the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended September 30, 2014.

SIGNIFICANCE

The San Mateo County Transit District (District) Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. This staff report was forwarded to the Board of Directors under separate cover on October 15, 2014 in order to meet the 30-day requirement.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The District is required by state law to submit quarterly reports within 30 days of the end of the quarter covered by the report. The report is required to include the following information:

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

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

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

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

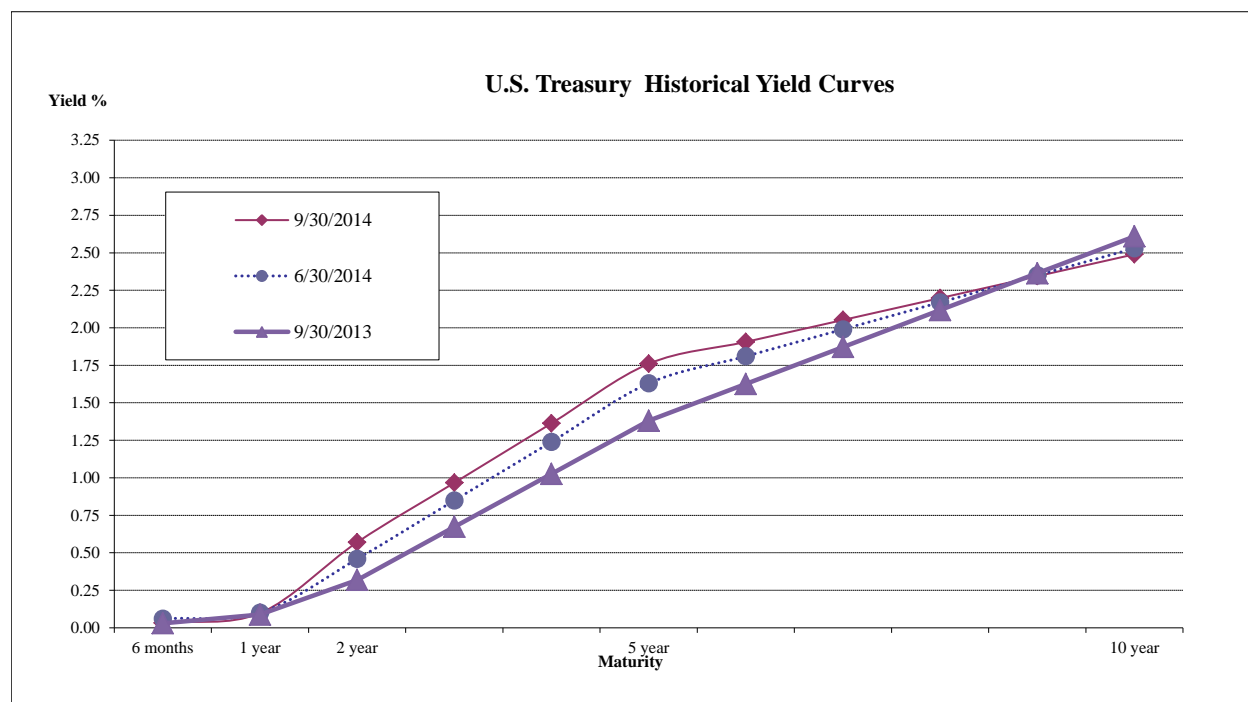
The Liquidity funds managed by District staff are considered to be cash equivalents and therefore market value is considered to be equal to book value, (i.e. cost). The shares of beneficial interest generally establish a nominal value per share. Because the Net Asset Value is fixed at a nominal value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

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

DISCUSSION

Fixed Income Market Review and Outlook

Interest rates were mixed during the third quarter of the year as short-term rates rose and long-term rates fell. As the time approaches when the Federal Reserve Board (Fed) ultimately begins to increase short-term rates, speculation surrounding the timing and pace of monetary policy will undoubtedly increase. The volatility of the short-term bond market is also likely to increase.



Data Source: Bloomberg Finance L.P.

Interest rates remain below the level that would be considered normal given the current outlook for economic growth and inflation. Towards the end of the quarter, interest rates on some very short-term Treasury Bills actually fell into negative territory and interest rates on Treasury Notes with maturity dates out to 2020 remained below the anticipated pace of inflation. For a time, interest rates were held down as a result of the actions taken by the Fed, notably as a result of a program of buying longer-term Treasuries and Mortgage Backed Securities. These actions are winding down, and, by the end of October, are anticipated to be reduced to the ongoing reinvestment of maturing securities and interest.

It is widely anticipated that the Fed will begin to raise the Federal Funds rate in mid-2015; this rate serves as the benchmark for all short-term rates in this country. The anticipation of an increase in the Fed Funds rate can have an immediate impact on short-term interest rates going out several years. As the time approaches when the Fed begins to raise rates, the average rate, as well as two-year Treasury notes, should rise over the next two years.

CSI remains positive on the outlook for the economy, and believes strong economic growth will soon lead to a lower unemployment rate, higher interest rates, and possibly

rising inflation. As long as the fundamentals point to the potential for rising rates, CSI recommends that the District continues to maintain a defensive portfolio.

Strategy

Over the foreseeable future interest rates are expected to move gradually higher. Currently the portfolio's sensitivity to a change in interest rates is below that of the benchmark. The current low rate environment leaves the bond market without much of a yield cushion to avoid the potential for negative rates of returns should interest rates begin to rise more than already anticipated by the market.

Given CSI's outlook and the current level of uncertainty in the markets, CSI is comfortable keeping the portfolio's exposure to a change in interest rates below that of the benchmark.

As of the end of the quarter, the District's consolidated portfolios consisted of approximately 53.6 percent Agency Securities and 46.4 percent US Treasury Securities; see Exhibit 5.

Budget Impact

The portfolio's performance is reported on a total economic return basis. This method includes the coupon interest, amortization of discounts and premiums, capital gains and losses and price changes (i.e., unrealized gains and losses). For the quarter ending September 30, the General Fund portfolio returned 0.11 percent. This compares to the benchmark return of -0.08 percent. Over this same time period, the Paratransit Fund portfolio returned 0.03 percent. This compares to the benchmark return of -0.03 percent.

The performance graph in Exhibit 3 shows the relative performance of each fund for the trailing 12-month period. The Growth of a Thousand Dollars graph in Exhibit 4 shows the cumulative performance over this same time frame for each portfolio.

The consolidated portfolio's yield to maturity, the return the portfolio will earn in the future if all securities are held to maturity, is also reported. This calculation is based on the current market value of the portfolio including unrealized gains and losses. For the quarter ending September 30, the portfolio's yield to maturity, or call, was 0.52 percent. The General Fund benchmark's yield to maturity was 1.10 percent.

Another method of measuring the consolidated portfolio's yield to maturity is the yield of the portfolio at cost. This calculation is based on the value of the portfolio at cost and excludes any unrealized gains or losses in the computation. As of the end of the quarter the consolidated portfolio's rate of return on investments, at cost, was 0.64 percent.

Prepared by: Kathryn Watson, Interim Manager, Treasury

650-508-6425

**SAN MATEO COUNTY TRANSIT DISTRICT
REPORT OF INVESTMENTS
FOR QUARTER ENDED SEPTEMBER 30, 2014**

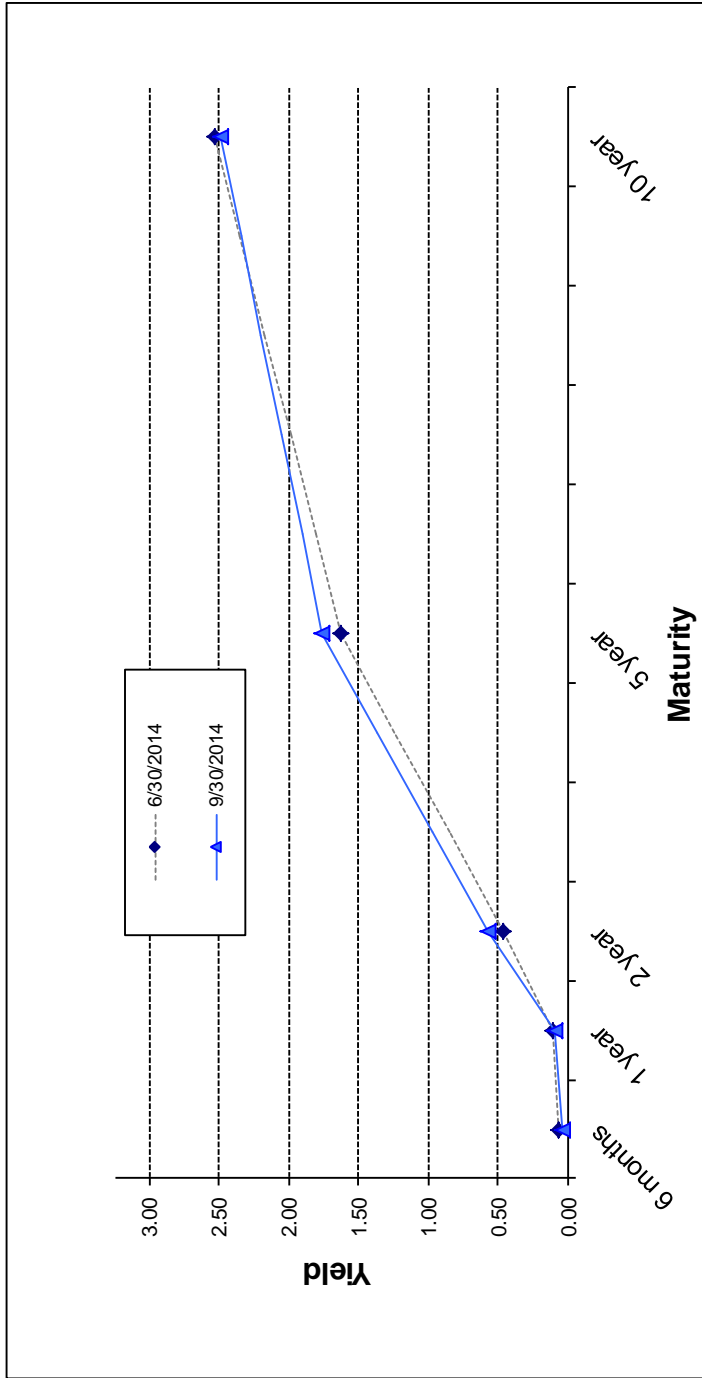
TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET	
						VALUE	+ACCR. INT.
<u>FUNDS MANAGED BY SUNTRUST BANK/CSI GROUP</u>							
<u>INVESTMENT PORTFOLIO:</u>							
GOVERNMENT BONDS							
FHLMC	10-28-15	5,000,000	4,999,750	5,001,350	10,625	5,011,975	
FHLMC	11-24-15	8,500,000	8,502,380	8,520,570	13,494	8,534,064	
FFCB	12-29-15	950,000	1,020,405	1,017,156	14,870	1,032,026	
FNMA	02-26-16	4,000,000	3,999,600	4,003,520	2,022	4,005,542	
FNMA	03-04-16	6,000,000	6,031,500	6,016,500	3,375	6,019,875	
FNMA	03-30-16	15,000,000	15,026,145	15,011,400	208	15,011,608	
FNMA	05-20-16	8,000,000	7,962,000	8,002,480	14,556	8,017,036	
FNMA	07-05-16	5,000,000	4,979,900	4,988,000	4,479	4,992,479	
FNMA	08-26-16	5,000,000	5,009,800	5,002,700	3,038	5,005,738	
HUD	08-01-17	150,000	155,582	150,765	1,977	152,742	
UNITED STATES TREASURY NOTES							
USTN	06-15-16	7,900,000	7,889,816	7,907,426	11,656	7,919,082	
USTN	07-15-16	2,000,000	2,005,781	2,004,600	2,649	2,007,249	
USTN	07-31-16	6,000,000	5,999,531	6,000,720	5,054	6,005,774	
USTN	10-15-16	8,500,000	8,480,410	8,496,685	24,530	8,521,215	
USTN	11-15-16	10,000,000	9,971,094	9,987,500	23,607	10,011,107	
CASH AND CASH EQUIVALENTS							
US TREASURY MM FUND	-	37,500	37,500	37,500	0	37,500	
TOTAL INVESTMENT FUNDS PORTFOLIO				92,037,500	92,071,194	92,148,872	92,285,013
MANAGED BY SUNTRUST BANK/CSI GROUP				92,037,500	92,071,194	92,148,872	92,285,013

SAN MATEO COUNTY TRANSIT DISTRICT
 REPORT OF INVESTMENTS (Con't)
 FOR QUARTER ENDED SEPTEMBER 30, 2014

TYPE	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE +ACCR. INT.
<u>PARATRANSIT TRUST FUND PORTFOLIO:</u>						
GOVERNMENT BONDS						
FNMA Step Up	07-28-15	5,000,000	5,299,150	5,088,750	20,781	5,109,531
UNITED STATES TREASURY NOTES						
USTN	07-31-16	4,750,000	4,749,629	4,750,570	4,001	4,754,571
USTN	10-15-16	5,500,000	5,487,324	5,497,855	15,873	5,513,728
USTN	11-15-16	5,000,000	4,985,547	4,993,750	11,804	5,005,554
USTN	01-31-17	4,600,000	4,619,961	4,608,648	6,781	4,615,429
TOTAL PARATRANSIT PORTFOLIO						
MANAGED BY SUNTRUST BANK/CSI GROUP		24,850,000	25,141,611	24,939,573	59,240	24,998,813
TOTAL DISTRICT PORTFOLIO						
MANAGED BY SUNTRUST BANK/CSI GROUP		116,887,500	117,212,804	117,088,445	195,382	117,283,826
<u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u>						
BANK OF AMERICA CHECKING						
			4,468,150	4,468,150	0	4,468,150
LAIF						
			21,711,684	21,711,684	18,816	21,730,501
TOTAL FUNDS MANAGED BY DISTRICT STAFF						
			26,179,834	26,179,834	18,816	26,198,651
<u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u>						
First American Gov't. Oblig. CID						
			2,655,829	2,655,829	0	2,655,829
Chesham Finance Ltd.						
	10-01-2014	5,507,000	5,507,000	5,507,000	0	5,507,000
FNMA						
	03-16-2015	2,277,000	2,258,546	2,279,414	2,135	2,281,548
TOTAL FUNDS MANAGED BY THIRD PARTY TRUSTEE						
		10,439,829	10,421,374	10,442,242	2,135	10,444,377
TOTAL AS OF SEPTEMBER 30, 2014						
			153,814,013	153,710,521	216,333	153,926,854

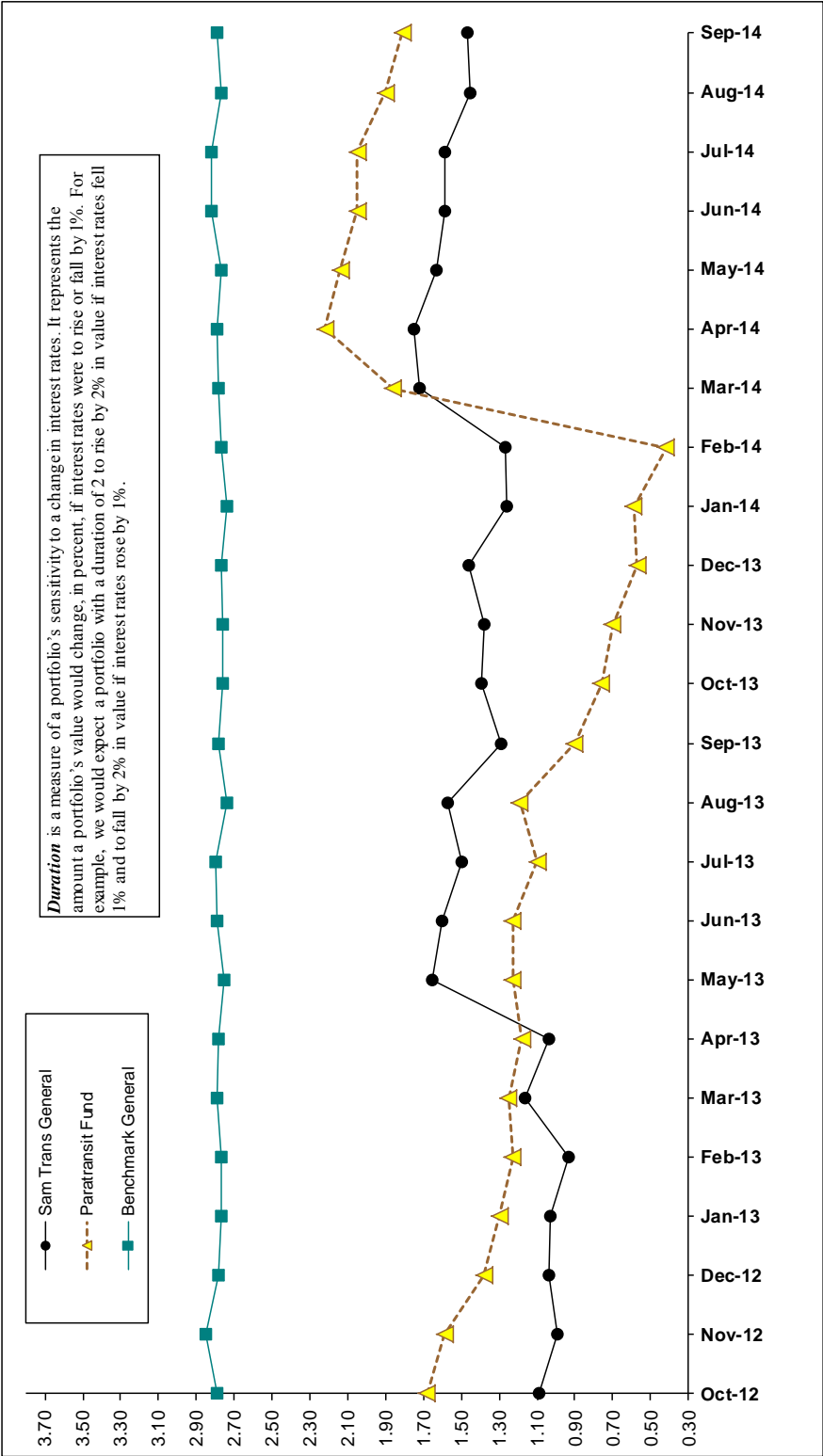
SamTrans
Exhibit I

Historical Yield Curve



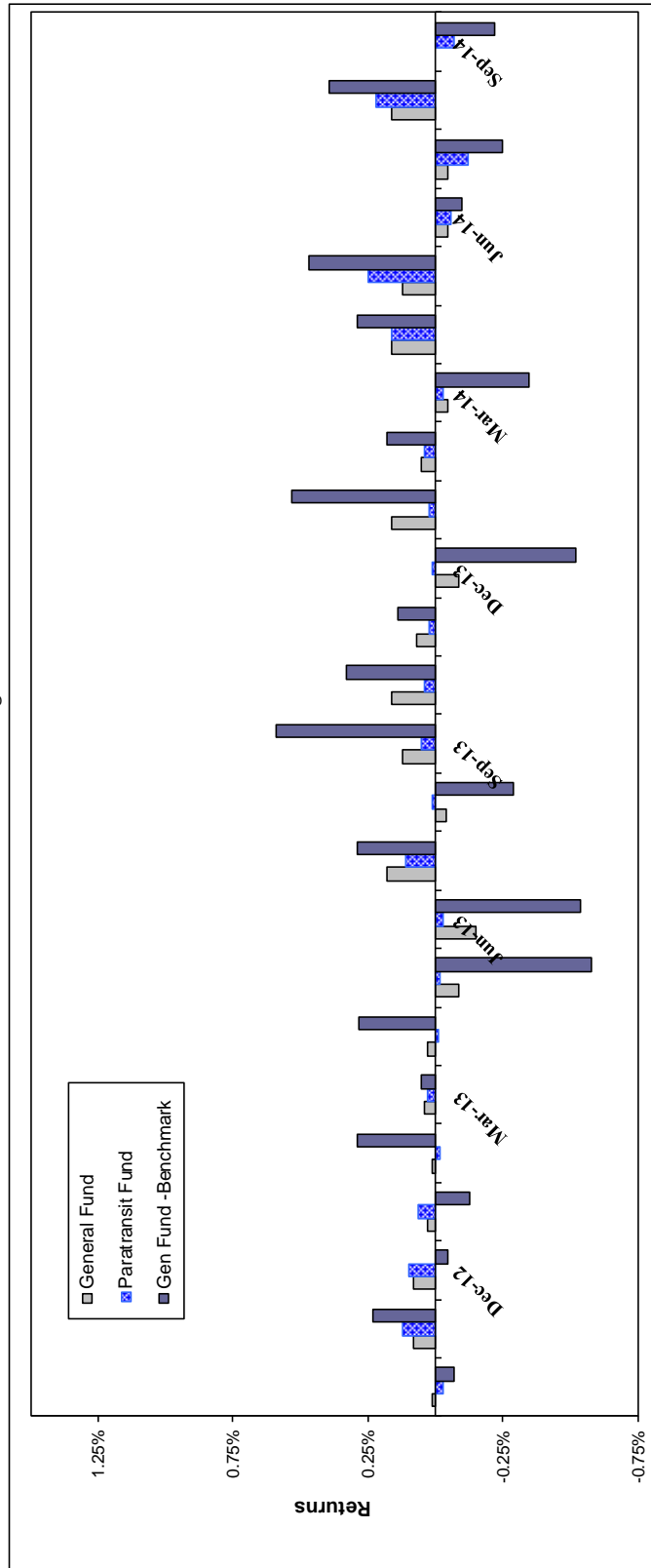
Data Source: Bloomberg

SamTrans
Duration vs. Benchmark
 Rolling 24 Months



SamTrans

Monthly Review - Account vs. Benchmark
Rolling 12 Months



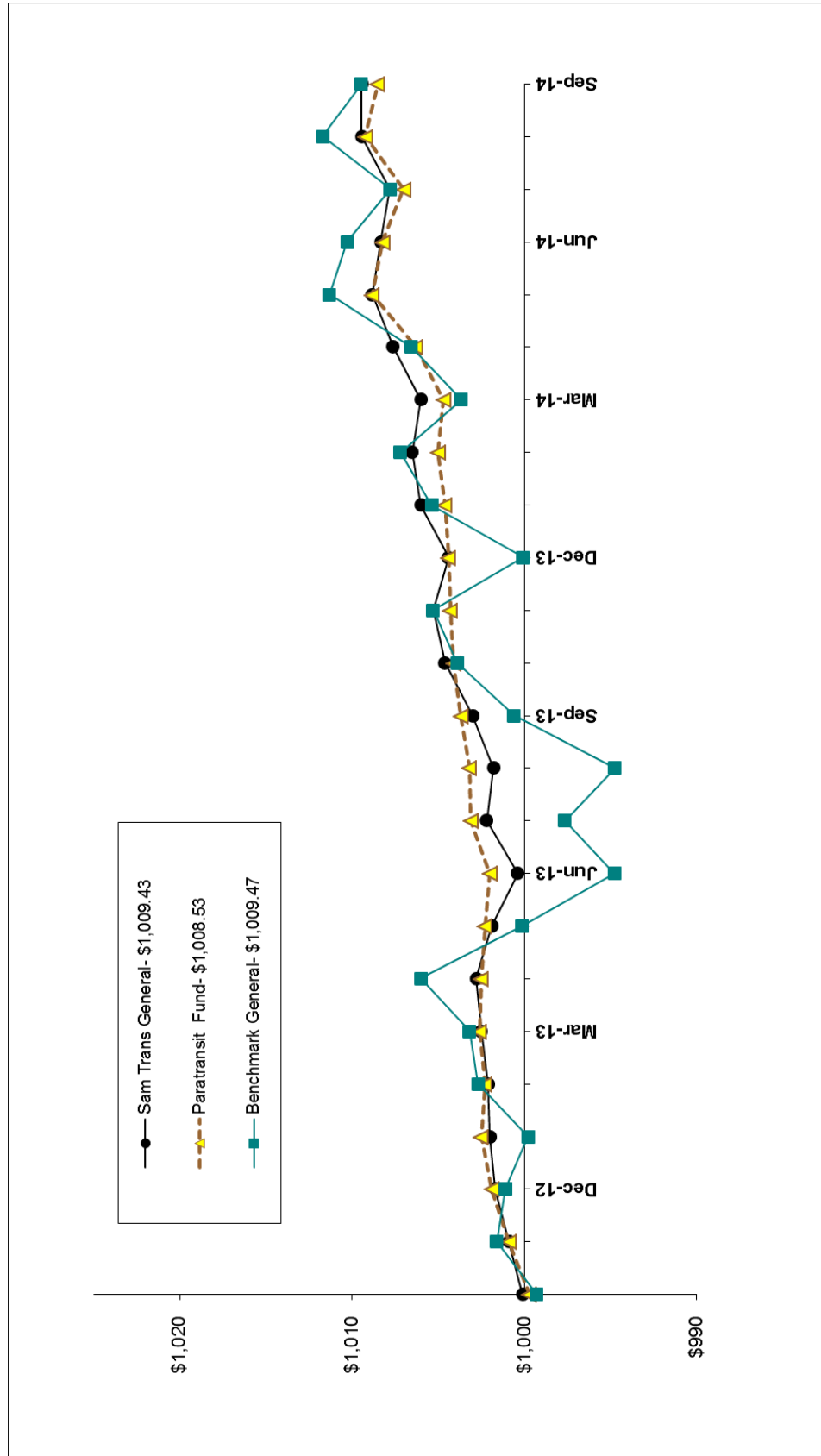
Trailing 12 Months	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Trailing 12
MONTHLY PERFORMANCE DATA													
SamTrans - Gen Funds	0.16%	0.07%	-0.09%	0.16%	0.05%	-0.05%	0.16%	0.12%	-0.05%	-0.05%	0.16%	0.00%	0.64%
SamTrans - Paratran	0.04%	0.02%	0.01%	0.02%	0.04%	-0.03%	0.16%	0.25%	-0.06%	-0.12%	0.22%	-0.07%	0.48%
Benchmark - Gen Fund	0.33%	0.14%	-0.52%	0.53%	0.18%	-0.35%	0.29%	0.47%	-0.10%	-0.25%	0.39%	-0.22%	0.89%
Benchmark - Paratran	0.60%	-0.17%	-1.34%	1.43%	0.29%	-0.66%	0.55%	1.10%	-0.21%	-0.42%	0.99%	-0.59%	1.54%

EXHIBIT 3

CSI Capital Management, Inc.

SamTrans Growth of a Thousand Dollars

Rolling 24 Months



SamTrans Percent of Assets Held by Type

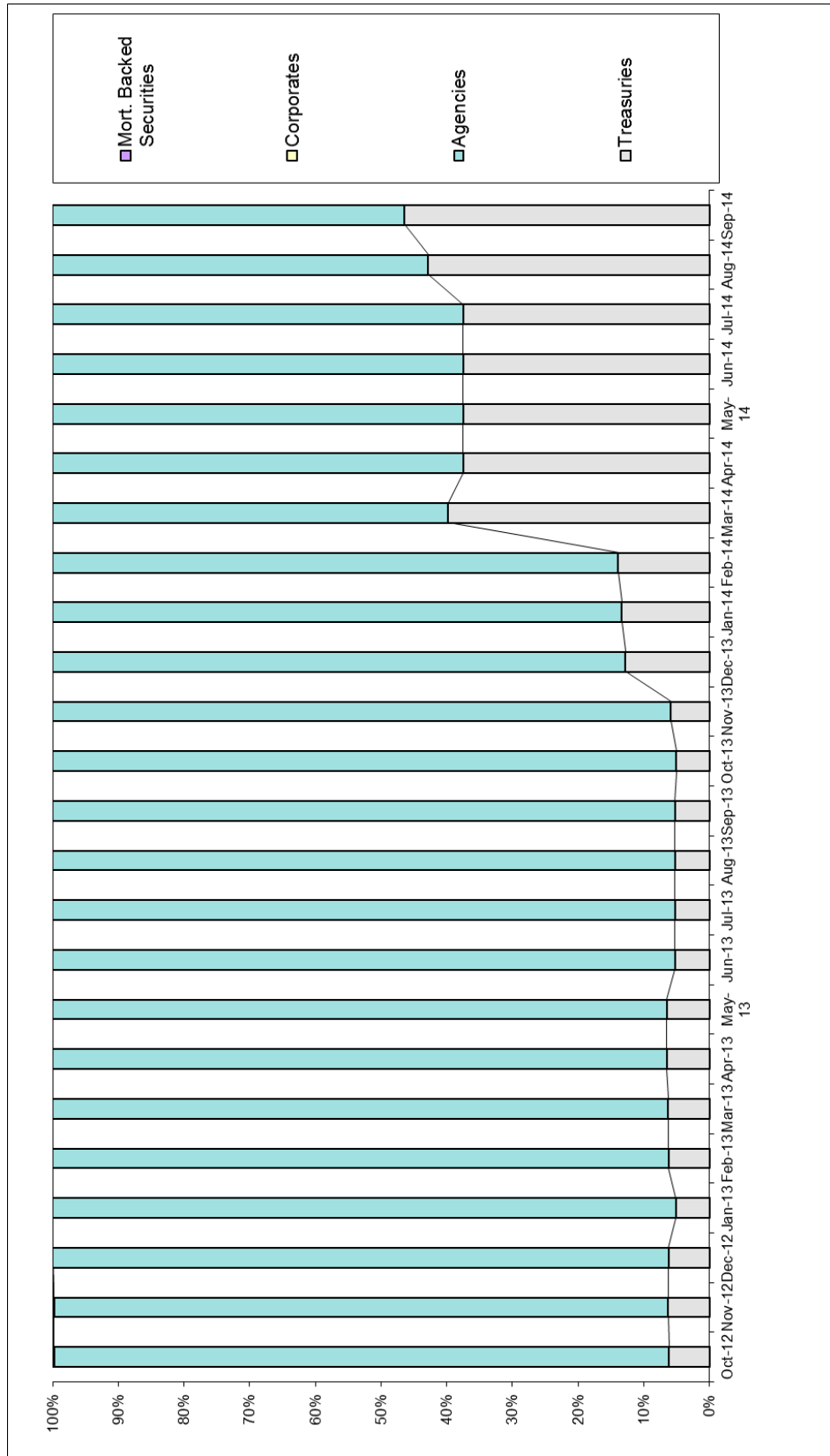


EXHIBIT 5

CSI Capital Management, Inc.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM : Gigi Harrington
Deputy CEO

SUBJECT: **SALARY ORDINANCE NO.96 AND WAGE ADJUSTMENT FOR ADMINISTRATIVE
(NON-REPRESENTED) EMPLOYEES**

ACTION

The General Manager/CEO proposes the Committee recommend the Board:

1. Adopt Salary Ordinance 96 which includes:
 - Sixteen additional positions.
 - A 3 percent adjustment to the salary ranges contained in the Table of Position Classifications.

2. Approve a 3.5 percent increase in wages for the administrative (non-represented) employees

SIGNIFICANCE

From time to time, the General Manager/CEO, utilizes authority previously delegated to him by the Board, to authorize certain changes to the Table of Position Classifications (Exhibit A). These adjustments are required so the San Mateo County Transit District (District) can effectively and efficiently carry out the missions of the District, the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA). The Table of Position Classifications has been amended to reflect the changes. When such adjustments are made, ratification of them is sought from the Board of Directors through the adoption of a Salary Ordinance.

The General Manager/CEO is asking the Board approve 16 additional positions to the Table of Position Classifications, increasing the number of full-time and part-time employees from 728 to 744.

In support of the Caltrain Modernization Program, seven new positions are being requested by the General Manager/CEO: a Deputy Director, Project Delivery; a GIS Specialist; a Manager, Engineering, Configuration and Control; a Rail Construction Liaison; a Senior Budget Analyst; a Senior Contract Officer; and a Senior Real Estate Acquisition Specialist.

Due to the creation of a state certified (Mechanic) Apprenticeship Program, an additional five Mechanic "A" positions are needed.

To support the ongoing Senior Mobility Project, two additional positions are needed: a part-time Office Technician and part-time Senior Mobility Project Coordinator.

To support the expansion of our Part-time Bus Operator initiative, one additional Instructor is needed.

To support the complex and expanding financial services of the District, a new position of Controller is necessary.

In addition to the new positions, Salary Ordinance 96 also reflects a 3 percent adjustment to the salary ranges and a 3.5 percent increase in the compensation of administrative (non-represented) employees. These adjustments are intended to allow the District to retain and continue to attract employees with the background and experience needed to carry out the missions of SamTrans, the JPB and the TA.

BUDGET IMPACT

The Fiscal Year 2015 Operating and Capital budgets contain the necessary funds to underwrite all proposed position and salary range changes and wage increases for administrative (non-represented) employees. The JPB and the TA are required to reimburse the District for all expenses associated with the positions necessary to carry out the missions of their agencies.

BACKGROUND

The new positions being sought are for well-established and thriving programs (Senior Mobility, Caltrain Modernization), for new programs (Mechanic Apprenticeship and Part-time Operator initiative) that have been previously approved by the Board, or to meet the needs of the District in the face of increasingly complex management and oversight needs (Controller).

The adjustments in salary levels and compensation reflect the longstanding policy of the Board to take steps necessary to ensure the District can continue to attract and retain a highly skilled and motivated workforce to carry out critical programs of the District, the JPB and the TA and to remain an employer of choice in the highly competitive Bay Area job market. This action is consistent with the recommendations of an in-depth study of District compensation practices and philosophy undertaken at the Board's direction in 2008.

ORDINANCE NO. 96

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

**RECLASSIFICATIONS, TITLE CHANGES, MODIFICATION OF POSITIONS AND INCREASE
IN THE DISTRICT'S TABLE OF POSITION CLASSIFICATIONS AND
WAGE ADJUSTMENT FOR ADMINISTRATIVE (NON-REPRESENTED) EMPLOYEES**

WHEREAS, the Board of Directors of the San Mateo County Transit District (District) adopted the current Table of Position Classifications as Salary Ordinance 95 on June 5, 2013; and

WHEREAS, in June 2000, the Board of Directors granted the General Manager/CEO the power, authority and discretion to implement and administer the Salary Ordinance and subsequent amendments thereto within the overall constraints of the annual operating and capital budgets adopted by the Board of Directors and within the salary ranges approved by the Board of Directors; and

WHEREAS, over the past 16 months, the General Manager/CEO has implemented position reclassifications, changed titles and changed positions in the District's Table of Position Classifications, which he deemed necessary to organize and manage effectively the transit needs of the public within the parameters of the District's Operating and Capital Budgets and for the District to remain competitive as an employer in the Bay Area; and

WHEREAS, to prepare for future staffing needs of the District, the General Manager/CEO recommends an increase of 16 positions in the District's Table of Position Classifications (Exhibits "A" Administrative positions, "B" Caltrain Modernization positions and "C" bargaining unit positions), from 728 to 744 full-time and part-time positions, as described further below; and

WHEREAS, among the 16 recommended new positions, the General Manager/CEO recommends the Board of Directors authorize the addition of one Senior Mobility Project Coordinator (Part-time), one Office Technician (Part-time), one Instructor, one Controller and five Mechanic "A" positions to the District's Table of Position Classifications; and

WHEREAS, comprising the remainder of the 16 recommended new positions, to support the Caltrain Modernization Program, the General Manager/CEO recommends the Board of Directors authorize the addition of one Deputy Director, Project Delivery; one Senior Budget Analyst; one Senior Contract Officer; one GIS Specialist; one Senior Real Estate Acquisition Specialist; one Manager, Engineering, Configuration Control; and one Rail Construction Liaison on a program/project specific basis to the District's Table of Position Classifications (Exhibit "B"), to be funded predominantly by the Peninsula Corridor Joint Powers Board (JPB); and

WHEREAS, consistent with Ordinance 91 enacted by the Board of Directors on July 30, 2008, approving the compensation and benefits philosophy recommended by the Hay Group upon completion of a comprehensive compensation study and the adoption of a new pay structure, the General Manager/CEO proposes the salary ranges be adjusted by 3 percent to maintain external competitiveness as included in the revised Table of Position Classifications attached hereto and incorporated herein as Exhibits "A" and "B", with said adjustment to be effective June 29, 2014 as permitted by the resolution of uncertainty passed by the Board on July 2, 2014 and effective June 29, 2014 ; and

WHEREAS, the aforementioned General Manager/CEO's recommendations and actions are reflected in the revised District's Table of Position Classifications

attached hereto and incorporated herein as Exhibits "A", "B" and "C"; and

WHEREAS, the General Manager/CEO also recommends the Board approve a 3.5 percent increase in wages for administrative (non-represented) employees, effective June 29, 2014, also as permitted by the resolution of uncertainty passed by the Board on July 2, 2014 and effective June 29, 2014; and

WHEREAS, the JPB and the San Mateo County Transportation Authority are obligated to reimburse the District for all expenses associated with positions required to carry out the missions of their agencies.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the San Mateo County Transit District, the revised Table of Position Classifications hereinabove identified, which reflects an adjustment in the salary ranges by 3 percent, and the recommended salary increase for administrative (non-represented) employees in the amount of 3.5 percent, hereby are approved and adopted effective June 29, 2014 pursuant to the resolution of uncertainty adopted by the Board of Directors on July 2, 2014.

Regularly passed and adopted this November 5, 2014, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

Table of Position Classifications, (Ord 96 effective 6/29/14)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Accessibility Coordinator	1		16	\$66,255 – \$99,382
Accessibility Specialist	1		13	52,514 – 80,041
Accountant	7	2	16	66,255 – 99,382
Accounting Specialist	2	2	12	48,400 – 75,141
Accounting Technician	1		12	48,400 – 75,141
Accounts Payable Specialist**	1		11	41,367 – 64,223
Administrative Accountant	1		16	66,255 – 99,382
Assistant District Secretary	2	2	15	61,442 – 92,161
Assistant Manager, Transit Operations Training	1		18	78,179 – 113,361
Assistant Superintendent, Bus Maintenance	2		18	78,179 – 113,361
Assistant Superintendent, Bus Transportation	2		18	78,179 – 113,361
Associate Manager, Rail Equipment	1	1	18	78,179 – 113,361
Associate Contract Officer	1	1	14	56,627 – 84, 941
Associate Scheduler/Planner	2		14	56,627 – 84, 941
Associate Operations Contract Administrator	1	1	16	66,255 – 99,382
Associate Operations Contract Administrator (Bus)	1		16	66,255 – 99,382
Associate Operations Contract Administrator (Facilities)	1		16	66,255 – 99,382
Associate Operations Contract Administrator (Shuttles)	1	1	16	66,255 – 99,382
Bus Maintenance Contract Administrator	1		18	78,179 – 113,361
Buyer	1		14	56,627 – 84, 941
CAD Operator	1	1	14	56,627 – 84, 941
Capital Program Specialist	1	1	14	56,627 – 84, 941
Chief of Protective Services	1		20	100,556 – 145,805
Claims Administrator	1	1	15	61,442 – 92,161
Community Relations Officer	1	1	17	72,217 – 106,372
Construction Manager**	1		17	72,217 – 106,372
Contract Officer	8	7	17	72,217 – 106,372
Controller	1		23	133,827 – 194,051
Customer Relations Specialist	2		12	48,400 – 75,141
Database Administrator	2		18	78,179 – 113,361
Data Technician (Bus Transportation)	1		12	48,400 – 75,141
Data Technician (Maintenance)	1		12	48,400 – 75,141
Data Technician (Maintenance Technical Services)	1	1	12	48,400 – 75,141
Data Technician (Operations)	1		12	48,400 – 75,141
Data Technician (Rail Services)	1	1	12	48,400 – 75,141
Deputy Director, Engineering Support	1	1	21	109,605 – 158,928
Deputy Director, Rail Contracts and Budget	1	1	21	109,605 – 158,928
Deputy CEO	2		26	186,629 – 270,143
DBE Officer	1	1	18	78,179 – 113,361
Director, Budgets	1		22	120,567 – 174,821
Director, Bus Transportation	1		22	120,567 – 174,821
Director, Contracts and Procurement	1		21	109,605 – 158,928
Director, Engineering and Construction*	1	1	22	120,567 – 174,821
Director of Finance	1		22	120,567 – 174,821
Director, Grants	1	1	22	120,567 – 174,821
Director, Government and Community Affairs	1	1	22	120,567 – 174,821

Table of Position Classifications, (Ord 96 effective 6/29/14)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Director, Human Resources	1		22	120,567 – 174,821
Director, Information Technology and Telecommunications	1		22	120,567 – 174,821
Director, Maintenance	1		22	120,567 – 174,821
Director, Planning	1	1	22	120,567 – 174,821
Director, Rail Transportation	1	1	22	120,567 – 174,821
Director, Safety	1		21	109,605 – 158,928
Director, Transportation Authority Program	1	1	22	120,567 – 174,821
District Secretary	1		20	100,556 – 145,805
Distribution Clerk	2		10	35,671 – 55,379
Employee Relations Officer	2		18	78,179 – 113,361
Engineer	3	3	18	78,179 – 113,361
Engineering Contract Administrator	1	1	17	72,217 – 106,372
Executive Assistant	5	1	12	48,400 – 75,141
Executive Officer, Customer Service and Marketing	1		24	148,826 – 215,797
Executive Officer, Planning and Development	1	1	24	148,826 – 215,797
Executive Officer, Public Affairs	1		24	148,826 – 215,797
Facilities Contract Administrator	1		16	66,255 – 99,382
Facilities Technician	4		12	48,400 – 75,141
Government Affairs Officer	2	2	18	78,179 – 113,361
Graphic Specialist	1		12	48,400 – 75,141
Grants and Real Estate Analyst	1	1	15	61,442 – 92,161
Information Technology Analyst	1		16	66,255 – 99,382
Labor Compliance Officer	1	1	18	78,179 – 113,361
Labor Compliance Specialist	1	1	14	56,627 – 84, 941
Maintenance Instructor**	2		16	66,255 – 99,382
Maintenance Supervisor	7	1	16	66,255 – 99,382
Manager, Accessible Transit Services	1		19	92,252 – 133,766
Manager, Budgets	2	1	20	100,556 – 145,805
Manager, Bus Contracts	1		19	92,252 – 133,766
Manager, Capital Projects and Environmental Planning	1	1	20	100,556 – 145,805
Manager, Communications	1	1	20	100,556 – 145,805
Manager, Customer Service	1		19	92,252 – 133,766
Manager, Employee Relations and Civil Rights	1		21	109,605 – 158,928
Manager, Engineering	4	4	20	100,556 – 145,805
Manager, Engineering and Maintenance Interface	1	1	20	100,556 – 145,805
Manager, Engineering, Traction Power/OCS	1	1	20	100,556 – 145,805
Manager, Engineering, Utilities	1	1	20	100,556 – 145,805
Manager, ERP Hosting and Support Services	1		20	100,556 – 145,805
Manager, Finance Treasury	1		20	100,556 – 145,805
Manager, General Ledger	1		20	100,556 – 145,805
Manager, Grants and Capital Accounting	1	1	20	100,556 – 145,805
Manager, Information Technology and Telecommunications	1		20	100,556 – 145,805
Manager, Maintenance of Way	1	1	20	100,556 – 145,805
Manager, Maintenance Rail Equipment	1	1	20	100,556 – 145,805
Manager, Marketing	1		20	100,556 – 145,805
Manager, Market Research and Development	1	1	20	100,556 – 145,805

Table of Position Classifications, (Ord 96 effective 6/29/14)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Manager, Operations Planning	1		20	100,556 – 145,805
Manager, Operations Technology	1		19	92,252 – 133,766
Manager, Payroll	1		20	100,556 – 145,805
Manager, Personnel Operations	1		19	92,252 – 133,766
Manager, Programming and Monitoring	1	1	20	100,556 – 145,805
Manager, Project Controls	1	1	20	100,556 – 145,805
Manager, Quality Assurance and Management Analysis**	1		19	92,252 – 133,766
Manager, Rail Compliance	1	1	20	100,556 – 145,805
Manager, Rail Operations	1	1	20	100,556 – 145,805
Manager, Real Estate and Property Development	1	1	20	100,556 – 145,805
Manager, Software Systems Development	1		20	100,556 – 145,805
Manager, Standards and Procedures	1	1	19	92,252 – 133,766
Manager, Stations and Access	1	1	18	78,179 – 113,361
Manager, Strategic Development	1		20	100,556 – 145,805
Manager, Technology Research and Development	1	1	20	100,556 – 145,805
Manager, Transit Operations Training	1		19	92,252 – 133,766
Manager, Transportation Communications (Rail)*	1	1	20	100,556 – 145,805
Manager, TVM Program	1	1	20	100,556 – 145,805
Market Development Assistant	1	1	11	41,367 – 64,223
Market Development Specialist	1	1	13	52,514 – 80,041
Market Research Specialist	1	1	16	66,255 – 99,382
Marketing Specialist	2		15	61,442 – 92,161
Network Administrator	3	1	18	78,179 – 113,361
Office Technician (full-time/part-time)	5	1	11	41,367 – 64,223
Operations Technology Administrator	1		17	72,217 – 106,372
Payroll Specialist	1		11	41,367 – 64,223
Personnel Specialist	4		12	48,400 – 75,141
Planner	3	2	15	61,442 – 92,161
Principal Planner	1		19	92,252 – 133,766
Principal Planner, Sustainability	1		19	92,252 – 133,766
Procurement Specialist	1		12	48,400 – 75,141
Program Manager	1	1	20	100,556 – 145,805
Program Manager, Construction Services	1	1	21	109,605 – 158,928
Project Manager*,**	6	6	19	92,252 – 133,766
Public Affairs Specialist	2	2	14	56,627 – 84, 941
Public Information Officer	1	1	19	92,252 – 133,766
Rail Compliance Inspector	1	1	16	66,255 – 99,382
Rail Contract Cost Administrator	1	1	18	78,179 – 113,361
Rail Safety Officer	2	2	18	78,179 – 113,361
Real Estate Specialist	1	1	14	56,627 – 84, 941
Records Administrator	1	1	11	41,367 – 64,223
Recruitment Officer	1		15	61,442 – 92,161
Revenue Collection Clerk	3		10	35,671 – 55,379
Risk Management Specialist	1		12	48,400 – 75,141
Safety Officer	1		18	78,179 – 113,361
Scheduling Aide	1		11	41,367 – 64,223

Table of Position Classifications, (Ord 96 effective 6/29/14)

Exhibit "A"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Schedules Analyst	1		14	56,627 – 84, 941
Secretary	5	3	11	41,367 – 64,223
Senior Accountant **	7	3	18	78,179 – 113,361
Senior Accounting Specialist	1	1	13	52,514 – 80,041
Senior Budget Analyst	4	3	18	78,179 – 113,361
Senior Business Systems Analyst	1		19	92,252 – 133,766
Senior Contract Officer	3	3	19	92,252 – 133,766
Senior Designer	1	1	15	61,442 – 92,161
Senior Engineer**	3	2	19	92,252 – 133,766
Senior Engineer, Track	1	1	19	92,252 – 133,766
Senior Executive Assistant	1		14	56,627 – 84, 941
Senior Financial Analyst	2	2	18	78,179 – 113,361
Senior Grants Analyst	2	2	18	78,179 – 113,361
Senior Information Technology Analyst	2		17	72,217 – 106,372
Senior Mobility Project Coordinator (part-time)***	1	1	17	72,217 – 106,372
Senior Operations Financial Analyst	1		19	92,252 – 133,766
Senior Payroll Specialist	1		13	52,514 – 80,041
Senior Planner	1	1	17	72,217 – 106,372
Senior Programmer Analyst	1	1	18	78,179 – 113,361
Senior Project Controls Engineer	1	1	19	92,252 – 133,766
Senior Project Manager**	1	1	20	100,556 – 145,805
Senior Real Estate Officer	1	1	19	92,252 – 133,766
Senior Recruitment Officer	1		16	66,255 – 99,382
Senior Scheduler/Planner	1		17	72,217 – 106,372
Senior Systems Accountant	1		18	78,179 – 113,361
Senior Systems Software Analyst*	2		19	92,252 – 133,766
Social Media Officer	1	1	17	72,217 – 106,372
Staffing Coordinator	1		14	56,627 – 84, 941
Stores Coordinator	1		14	56,627 – 84, 941
Superintendent, Bus Maintenance	2		19	92,252 – 133,766
Superintendent, Bus Transportation	2		19	92,252 – 133,766
Superintendent, Maintenance Technical Services	1		19	92,252 – 133,766
Superintendent, Materials and Inventory Control	1		18	78,179 – 113,361
Supervisor, Customer Service	1		15	61,442 – 92,161
Supervisor, Distribution	1		13	52,514 – 80,041
Supervisor, Facilities Maintenance	1		16	66,255 – 99,382
Supervisor, Revenue Collection	1		14	56,627 – 84, 941
Systems and Business Analyst	1		16	66,255 – 99,382
Telecommunications Specialist	1		17	72,217 – 106,372
Utility Maintenance Supervisor	2		14	56,627 – 84, 941
Warranty Administrator	1		14	56,627 – 84,

Table of Position Classifications, (Ord 96 effective 6/29/14)

Exhibit "B"

<u>Job Title</u>	<u>Authorized Positions</u>	<u>FTE^(a) Offloads</u>	<u>Class</u>	<u>Salary Range</u>
<u>Caltrain Modernization</u>				
Deputy Director, Project Delivery	1	1	21	109,605 – 158,928
Director, Caltrain Modernization Planning	1	1	22	120,567 – 174,821
Director, Project Delivery	1	1	22	120,567 – 174,821
Executive Assistant	1	1	12	48,400 – 75,141
Executive Officer, Caltrain Modernization Program	1	1	24	148,826 – 215,797
GIS Specialist	1	1	17	72,217 – 106,372
Manager, Engineering, Configuration Control	1	1	20	100,556 – 145,805
Manager, Planning (Caltrain Modernization)	1	1	20	100,556 – 145,805
Rail Construction Liaison	1	1	15	61,442 – 92,161
Senior Budget Analyst	1	1	18	78,179 – 113,361
Senior Contract Officer	1	1	19	92,252 – 133,766
Senior Planner	2	2	17	72,217 – 106,37
Senior Real Estate Acquisition Specialist	1	1	19	92,252 – 133,766

Table of Position Classifications, (Ord 96 effective 6/29/14)

Exhibit "C"

Job Title	Authorized Positions	FTE ^(a) Offloads	Class	Salary Range
Represented				
Bus Contracts Inspector	2		IBT2	(c)
Bus Operator (full-time/part-time)	308		ATU1	(c)
Bus Operator Trainee	as needed		ATU1	\$18.00 hour
Bus Transportation Supervisor	14		IBT1	(c)
Customer Service Representative 2	2	2	ATU2	(c)
Customer Service Representative 1 (extra-help)	8		ATU2	(c)
Customer Service Representative 1 (full-time)	11		ATU2	(c)
Customer Service Representative 1 (part-time)	4		ATU2	(c)
Dispatcher	4		IBT1	(c)
Mechanic "A"	37	1	ATU1	(c)
Mechanic "B"	21	4	ATU1	(c)
Mechanic "C"	8		ATU1	(c)
Radio Controller	3		IBT1	(c)
Receptionist	1		ATU2	(c)
Storeskeeper	7		ATU1	(c)
Transit Instructor	3		IBT3	(c)
Utility Worker	29		ATU1	(c)

*Market conditions require that certain positions be regarded as highly competitive to attract employees and must be provided a level of compensation reflective of the competitiveness of the marketplace (i.e. engineering, technical positions).

**Position has been frozen for FY2015. Where there are multiple positions under one job title, one of the positions is frozen.

*** For part-time positions salary range reflects full-time wages, however actual earnings are based on reduced hours worked.

- (a) The majority of expenses associated with 141 positions are 50% or more funded in the District's Capital Budget and/or JPB's and TA's Operating and Capital Budgets.
- (b) Part-time operators not to exceed 17 percent of the total number of operators, including part-time operators, in accordance with the current Collective Bargaining Agreement.
- (c) Wages established in accordance with the Collective Bargaining Agreements with the Amalgamated Transit Union, Local 1574 (ATU1 - Bus Operators and Maintenance Employee Unit and ATU2 – Customer Service Unit) and the International Brotherhood of Teamsters, Local 856 (IBT1 – Bus Transportation Supervisory Unit, IBT2 – Bus Contracts Inspector Unit and IBT3 – Transit Instructor Unit).

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha Martinez
District Secretary

SUBJECT: **CONFLICT OF INTEREST CODE**

ACTION

Staff proposes the Committee recommend the Board adopt the Conflict of Interest Code which has been revised to reflect current staff positions and responsibilities at the District.

SIGNIFICANCE

The California Political Reform Act, at Government Code Section 87306.5, requires public agencies to review their Conflict of Interest Code in each even-numbered year to ensure they are up to date and meet current legal requirements. Staff and legal counsel have reviewed the District's Code and have determined that it should be updated to reflect current job titles and responsibilities of positions that should be listed in the Appendix to the Code as "designated positions," as well as standard Conflict of Interest Code language and disclosure category descriptions used by the Fair Political Practices Commission.

After the District adopts the amended Code, it will be sent to the San Mateo County Board of Supervisors for approval.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

1. The list of designated employees has been updated to delete the following positions because they no longer exist:

Chief Engineer, Track and Structures
Manager, Information Technology Operations

2. The list of designated employees has been updated to include the following new positions, which are involved in the making of decisions or participate in the making of decisions that could foreseeably have a material effect on employees' financial interests, as defined in the Political Reform Act and implementing regulations:

Controller

Manager, ERP Hosting and Support Services

Planner

Principal Planner

Senior Designer

Superintendent, Bus Operations

3. The list of designated employees also has been updated to reflect changes to titles of the following positions:

Director, Budgets (previously Director Budgets and Grants)

Director, Grants (previously Manager, Grants and Fund Programming)

Director, Safety (previously Director, Risk Management)

Labor Compliance Officer (previously Labor Relations Officer)

Manager, Market Research and Development (previously Supervisor, Sales)

Principal Planner, Sustainability (previously Deputy Director, Sustainability)

**CONFLICT OF INTEREST CODE
SAN MATEO COUNTY TRANSIT DISTRICT**

Adopted on November 23, 1976
by Resolution No. 1976-81

Approved by the
San Mateo County Board of Supervisors
on the August 15, 1978

Amended on November 16, 1992
by Resolution No. 1992-102

Amended on September 14, 1994
by Resolution No. 1994-73

Amended on September 16, 1996
by Resolution No. 1996-53

Amended on September 22, 1998
by Resolution No. 1998-66

Amended on October 12, 2000
by Resolution No. 2000-78

Amended on November 13, 2002
by Resolution No. 2002-72

Amended on October 20, 2004
by Resolution No. 2004-38

Amended on October 11, 2006
by Resolution 2006-41

Amended on November 12, 2008
by Resolution 2008-64

Amended on November 10, 2010
by Resolution 2010-70

Amended on November 14, 2012
by Resolution 2012-50

SAN MATEO COUNTY TRANSIT DISTRICT

CONFLICT OF INTEREST CODE

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments duly adopted by the Fair Political Practice Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the San Mateo County Transit District (District).

Individuals holding designated positions shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) The District Secretary, on behalf of the District, shall make and retain a copy of the statements and forward the originals to the San Mateo County Board of Supervisors, which shall be the filing officer.

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Associate Contract Officer	2
Attorney	1, 2, 3, 4
Bus Maintenance Contract Administrator	2
Buyer	2
Chief Engineer, Track & Structures	1, 5
Chief of Protective Services	2, 3
Construction Manager	5
Contract Officer	2
Controller	2, 3
Deputy CEO, Operations and Engineering	1, 5
Deputy Director, Engineering Support	1, 5
Deputy Director Principal Planner , Sustainability	2
Director, Budgets and Grants	5
Director, Bus Transportation	1, 5
Director, Contracts and Procurement	1, 2
Director, Engineering and Construction	1, 2
Director, Finance	2
Director, Government and Community Affairs	1, 4
Director, Human Resources	3, 5
Director, Information Technology and Telecommunications	2
Director, Maintenance	5
Director, Planning	1, 4
Director, Risk Management Safety	3, 5
Disadvantaged Business Enterprises Officer	3, 5
District Secretary	1, 2, 3, 4
Employee Relations Officer	3
Engineer	5
Executive Officer, Customer Service and Marketing	1, 2, 3, 4
Executive Officer, Planning and Development	1, 2, 3, 4
Executive Officer, Public Affairs	1, 2, 3, 4
Facilities Contract Administrator	5

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Government Affairs Officer	4
Labor Relations-Compliance Officer	3
Manager, Accessible Transit Services	5
Manager, Budgets	5
Manager, Bus Contracts	5
Manager, Capital Projects and Environmental Planning	1, 4
Manager, Communications	4
Manager, Customer Service	5
Manager, Employee Relations and Civil Rights	3
Manager, Engineering	1, 2
Manager, ERP Hosting and Support Services	2
Manager, Finance Special Projects	5
Manager, Finance Treasury	5
Manager, General Ledger	5
Manager, Grants and Fund Programming Director, Grants	5
Manager, Information Technology Operations	2
Manager, IT Operations and Telecommunications	2
Manager, Marketing	4
Manager, Operations Planning	1, 4
Manager, Operations Technology	2
Manager, Personnel Operations	3, 5
Manager, Real Estate and Property Development	1, 4
Manager, Software Systems Development	2
Manager, Standards and Procedures	5
Manager, Stations and Access	5
Manager, Strategic Development	4
Manager, Technology Research and Development	2
Manager, Transit Operations Training	5
Operations Technology Administrator	2
Planner	4
Principal Planner	4
Project Manager	2
Public Information Officer	2

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Senior Contract Officer	2
Senior Designer	2,4
Senior Engineer	2
Senior Real Estate Officer	1, 4
Superintendent, Bus Maintenance	5
Superintendent, Bus Transportation	<u>2</u>
Superintendent, Maintenance Technical Services	5
Superintendent, Materials and Inventory Control	5
Supervisor, Distribution	5
Supervisor, Facilities Maintenance	5
Supervisor, Sales Manager, Market Research and Development	4
Consultants/New Positions	*

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager/CEO may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Officials Who Manage Public Investments

The following positions are NOT covered by the conflict-of-interest code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- General Manager/CEO
- Board Members
- Deputy CEO, Finance and Administration

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

APPENDIX B: DISCLOSURE CATEGORIES

DISCLOSURE CATEGORIES

- Category 1. ~~All~~ interests in real property located within the District and/or within a two-mile radius of any land owned or used by the District.
- Category 2. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide products, services, supplies, material, machinery, or equipment utilized by the District or in projects funded by the District. Such sources include, but are not limited to, buses, insurance and information technology, ~~telecommunications~~ products, public utilities, consultants, transportation companies, and manufacturers.
- Category 3. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim with or against the District within the last two years or have a claim pending with or against the District.
- Category 4. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide services in the marketing, advertising, transit or environmental planning sectors.
- Category 5. Investments, and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that provide supplies, material, machinery, or equipment utilized by the designated position's division.

RESOLUTION NO. 2014 –

* * *

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

ADOPTING THE AMENDED CONFLICT OF INTEREST CODE

WHEREAS, pursuant to Resolution No. 1976-81, dated November 23, 1976, the San Mateo County Transit District (District) adopted a Conflict of Interest Code (Code) as required by the Political Reform Act of 1974; and

WHEREAS, California Government Code Section 87306.5 requires the District review its Code every even-numbered year and revise it if necessary; and

WHEREAS, legal counsel and staff have reviewed the current Code, last amended in 2012, and have determined the Code and its Appendices, listing the designated positions who must disclose their economic interests on an annual basis and disclosure categories for such positions, should be updated to reflect current staffing positions and organization, as well as standard Conflict of Interest Code language and disclosure category descriptions used by the Fair Political Practices Commission; and

WHEREAS, legal counsel and staff recommend adopting the amendments as reflected in the attached Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transit District the amended Conflict of Interest Code is hereby adopted, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED the District Secretary is directed to transmit a copy of the amended Conflict of Interest Code to the San Mateo County Board of Supervisors for its review and approval.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

Attest:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZING THE FILING OF AN APPLICATION FOR FTA FORMULA PROGRAM FUNDING FOR BUS REPLACEMENT PROJECTS AND ADA OPERATING SUBSIDY**

ACTION

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

1. File and execute applications for funding under the Federal Transit Administration (FTA) Formula Program in the amount of \$71,697,376 for the replacement of 2003 Gillig buses, replacement of North American Bus Industries (NABI) articulated buses, replacement of 2009 Cutaway buses, and for the Americans with Disabilities Act (ADA) Operating Subsidy; and
2. Commit to provide \$15,852,019 in local matching funds; and
3. Take such other actions as may be necessary, including executing any agreements, certifications and assurances or other documentation required in order to receive the aforementioned FTA funds.

SIGNIFICANCE

Staff is proposing to submit applications to the Metropolitan Transportation Commission (MTC) for Fiscal Year (FY) 2015 and FY2016 Federal Formula funds to support the San Mateo County Transit District (District) capital and operating projects:

	<u>Federal Funds</u>	<u>Local Funds</u>	<u>Total</u>
Replacement of (60) 2003 Gillig Buses	\$26,914,860	\$5,908,140	\$32,823,000
Replacement of (55) NABI articulated buses	\$40,157,040	\$8,814,960	\$48,972,000
Replacement of Paratransit Cutaways	\$900,360	\$197,640	\$1,098,000
ADA Operating Subsidy	\$3,725,116	\$931,279	\$4,656,395
Total	\$71,697,376	\$15,852,019	\$87,549,395

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

BUDGET IMPACT

The amount of match required to leverage \$71,697,376 in Federal funds is \$15,852,019, which is slightly under a 20 percent match requirement. The match will be provided by a combination of State Proposition 1B funds, Assembly Bill 664 Bridge Toll Revenues, which MTC will program at a later date, and District Sales Tax.

The MTC places a \$20 million cap on a bus replacement project in any one year, so the 2003 Gillig bus and NABI articulated bus replacement projects are being funded over FY2015 and FY2016. The FY2015 Federal funding for the Gillig and NABI replacement projects has already been included in the FY2015 Capital Budget, with \$1.2 million in District Sales Tax, and \$6.9 million in Prop 1B funds, as match. Remaining funding for the other projects listed above will be considered for inclusion in the FY2016 budget development process.

BACKGROUND

The MTC has solicited transit projects from eligible Federal grantees for programming an estimated \$793 million in regional apportionments for FY2015 and FY2016 FTA Section 5307 Urbanized Area, Section 5337 State of Good Repair, and Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants. The selection process was based on MTC's Transit Capital Priorities process and criteria, which were intended to fund transit projects that are most important to the region and consistent with Plan Bay Area, the region's 25-year plan.

Prepared By: Rebecca Arthur, Senior Grants Analyst 650-508-6368

RESOLUTION NO. 2014 –

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

*** * ***

**AUTHORIZING THE FILING OF AN APPLICATION FOR FTA FORMULA
PROGRAM FUNDING FOR BUS REPLACEMENT PROJECTS AND ADA OPERATING SUBSIDY**

WHEREAS, Moving Ahead for Progress in the 21st Century (MAP-21) continues, and establishes new, Federal Transit Administration (FTA) formula programs (23 U.S.C. §53); and

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

WHEREAS, the successor legislation to MAP-21 is anticipated to continue authorization of the FTA funding programs; and

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

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

WHEREAS, the District wishes to submit a grant application to MTC for funds from the FY2014-15 or FY2015-16 FTA Formula Program, for the following project(s):

Project	Federal Funds
Replacement of (60) 2003 Gillig Buses	\$26,914,860
Replacement of (55) NABI articulated buses	40,157,040
Replacement of Paratransit Cutaways	900,360
<u>Americans with Disabilities Act (ADA) Operating Subsidy</u>	<u>3,725,116</u>
<u>TOTAL</u>	<u>\$71,697,376</u>

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

1) The commitment of necessary local matching funds of at least 20 percent for FTA Formula Program funds; and

2) The sponsor's understanding that the FTA Formula Program funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program funds; and

3) The assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and

4) The sponsor's understanding that FTA Formula Program funds must be obligated within three years of the year in which the project is programmed in the TIP, or the project may be removed from the program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transit District that the District is authorized to execute and file an application for funding under the FTA Formula Program in the amount of \$71,697,376 for the bus replacement projects set forth above and the ADA Operating Subsidy; and

BE IT FURTHER RESOLVED that the Board of Directors by adopting this resolution does hereby state that:

- 1) The District will provide \$15,852,019 in local matching funds; and
- 2) The District understands that (a) the FTA Formula Program funding for the project is fixed at \$71,697,376, (b) any cost increases must be funded by the District from local matching funds, and (c) the District does not expect any cost increases to be funded with FTA Formula Program funds; and
- 3) Bus replacements and the ADA Operating Subsidy will be built and operated as described in this resolution and, if approved, for the amount shown in the MTC TIP with the obligations occurring within the timeframe established below; and
- 4) The program funds are expected to be obligated by January 31 of the year in which the project is programmed in the TIP; and
- 5) The District will comply with FTA requirements and all other applicable Federal, State and Local laws and regulations with respect to the proposed project; and

BE IT FURTHER RESOLVED THAT:

- 1) The District is an eligible sponsor of projects in the program for FTA Formula Program funds; and
- 2) The District is authorized to submit an application for FTA Formula Program funds for bus replacements and the ADA Operating Subsidy; and
- 3) There is no legal impediment to the District making applications for FTA Formula Program; and
- 4) There is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of the District to deliver such project; and
- 5) The District agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

6) A copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program funded projects in the TIP; and

7) The MTC is requested to support the application for the project described in the resolution and to program the projects, if approved, in MTC's TIP.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZE EXECUTING A QUITCLAIM DEED IN FAVOR OF THE CITY OF REDWOOD CITY TO RELEASE THE DISTRICT'S INTEREST IN REAL PROPERTY IN CONSIDERATION OF PAYMENT IN THE AMOUNT OF \$1.795 MILLION AND RETENTION OF ACCESS EASEMENT**

ACTION

Staff proposes the Finance Committee recommend the Board authorize the General Manager/CEO to execute a Quitclaim Deed to release the San Mateo County Transit District's (District) interest in 11,968 square feet of property located in Redwood City, near Jefferson Avenue (Property), in return for a payment of \$1.795 million and a grant of access easement over a portion of the Property.

SIGNIFICANCE

Release of the District's interest in the Property will enable the development of a 170-unit housing project on the Property, and other surrounding property, and will provide a fair market return to the San Mateo County Transportation Authority (TA), which participated in the original purchase of the Property. As part of the transaction, the District will be granted an access easement, which will allow the District and the Peninsula Corridor Joint Powers Board (JPB) access across a portion of the Property to support railroad maintenance and construction activities. Staff has determined the sales price is fair and equitable to the District and within the range of fair market value for similar property.

BUDGET IMPACT

The funds received from the sale will be transferred to the TA, as required in the Development Agreement (Agreement) for the Jefferson Avenue Grade Separation Project (Project) and as more particularly described below.

BACKGROUND

On July 29, 1994, the District, the city of Redwood City (City) and the TA entered into the Agreement. Under the terms of the Agreement, the City assumed responsibility for all components of the Project, including, but not limited to property acquisition. TA funded a portion of the project's costs.

The Agreement identified the Property as land that was anticipated to be excess to the needs of the City or the District after construction of the Project. The Agreement also called for title to the Property to be held jointly by the District and the City and for any funds derived from the sale of the Property in the future to be split equally between the City and the TA.

The City is working with a developer on a transit oriented development project for construction of approximately 175 residential units on the Property and on other surrounding property owned by the developer. Staff has determined the Property is not needed to support any current or anticipated future transit needs, but recommends the District obtain an easement over a portion of the Property for use by either the District or the JPB to support railroad maintenance and construction activities.

The City commissioned an appraisal of the Property, which valued the Property at \$3.59 million, half of which will be paid to the TA as set forth in the Agreement.

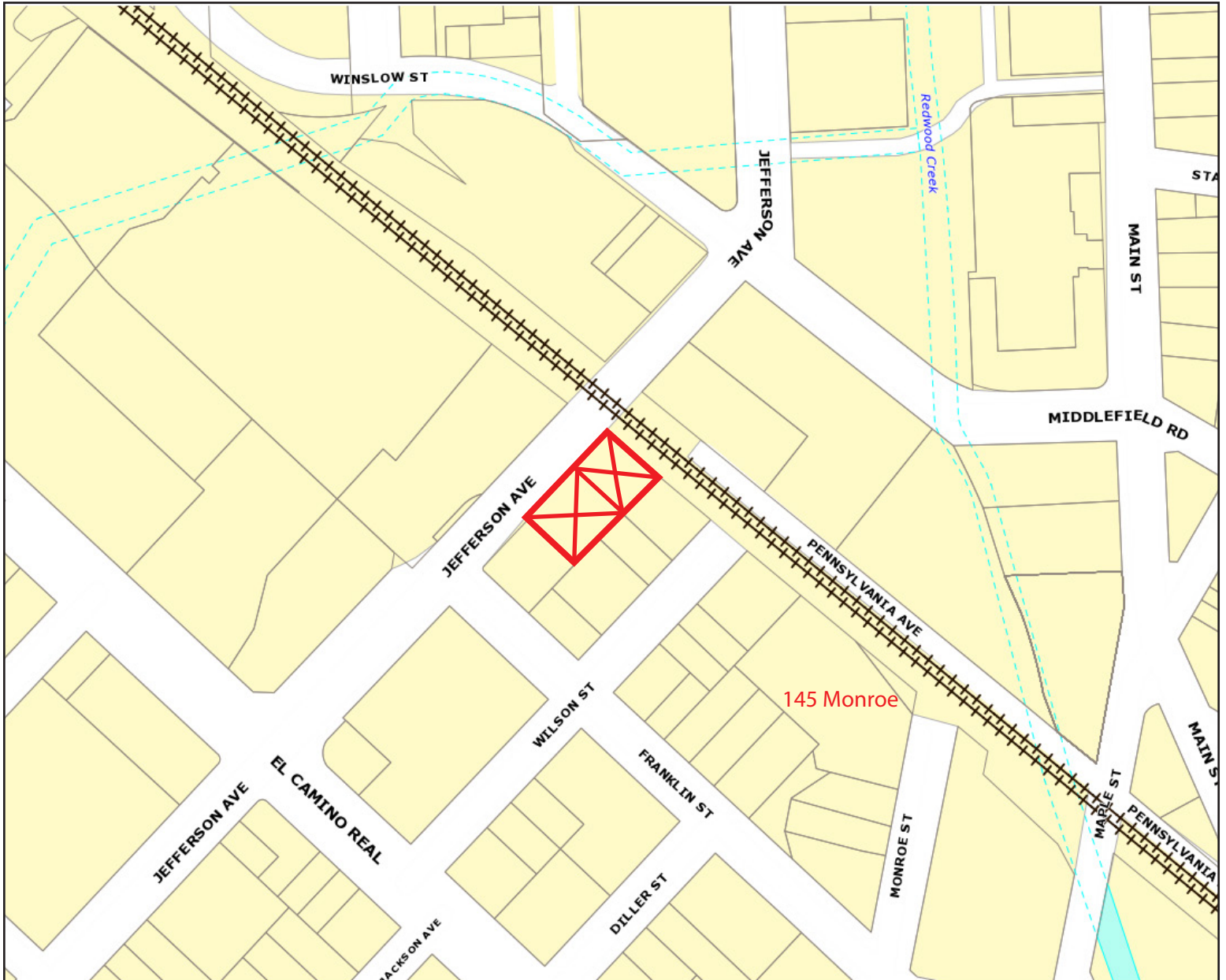
Prepared by: Brian W. Fitzpatrick, Manager, Real Estate and Property Development 650-508-7781

CITY-OWNED PROPERTY MAP

For potential disposition

APN 053-171-060

APN 053-060-070



RESOLUTION NO. 2014-

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

* * *

**AUTHORIZATION FOR GENERAL MANAGER/CEO TO EXECUTE A QUITCLAIM DEED IN
FAVOR OF THE CITY OF REDWOOD CITY TO RELEASE THE DISTRICT'S INTEREST IN REAL
PROPERTY IN CONSIDERATION OF PAYMENT IN THE AMOUNT OF \$1.795 MILLION AND
RETENTION OF ACCESS EASEMENT**

WHEREAS, on July 29, 1994, the San Mateo County Transit District (District), the city of Redwood City (City), and the San Mateo County Transportation Authority (TA) entered into the Development Agreement (Agreement) for the Jefferson Avenue (Property) Grade Separation Project (Project); and

WHEREAS, under the terms of the Agreement, the City assumed responsibility for all components of the Project, including, but not limited to property acquisition, partial funding for which was provided by the TA; and

WHEREAS, the Agreement identified certain property as likely being excess to the needs of the City or the District following construction of the Project, called for title to the Property to be held jointly by the District and the City and required that any funds derived from the future sale of the Property be split equally between the City and the TA; and

WHEREAS, the City is working with a developer on a transit oriented development project for construction of approximately 175 residential units on the Property and on other surrounding property owned by the developer; and

WHEREAS, staff has determined the Property is not needed to support any current or anticipated future transit needs, but recommends the District obtain an access

easement over a portion of the Property to support railroad maintenance and construction activities; and

WHEREAS, the City commissioned an appraisal of the Property, which valued the Property at \$3.59 million, half of which will be paid to the TA as set forth in the Agreement; and

WHEREAS, staff recommends the Board authorize the General Manager/CEO to release its interest in the Property by executing a Quitclaim Deed in favor of the City, subject to above conditions.

NOW, THEREFORE, BE IT RESOLVED the Board hereby authorizes the General Manager/CEO to execute a Quitclaimed Deed in favor of the City, pursuant to the terms and conditions set forth above and to take any other action necessary to give effect to this resolution.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF CONTRACT FOR FURNISHING AND SERVICING
CLEANING EQUIPMENT AND RELATED ITEMS**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract for Section A, Cleaning Equipment, to SacVal Janitorial Supply, Inc. (SacVal) to furnish and service cleaning supplies and related items for an estimated amount of \$145,045 for a five-year term.
2. Authorize the General Manager/CEO to execute a contract with SacVal in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Award of this contract will provide the San Mateo County Transit District (District) with a continuing, dedicated supplier who will provide miscellaneous janitorial cleaning equipment (buckets, mops, brooms, etc.) necessary for routine cleaning of the District's fleet of revenue vehicles. The costs include delivery of the supplies, stocking and maintaining inventory.

BUDGET IMPACT

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

BACKGROUND

The Invitation for Bids was a scheduled re-procurement for furnishing and servicing cleaning supplies and related items over a five-year term. Staff advertised the requirements on the District's website and in local newspapers. Notifications went out to interested bidders, including Disadvantaged Business Enterprises that were registered in the procurement database. Three bids were received, as follows:

Company	Section A	Section B
	Cleaning Equipment	Cleaning Supplies
	Bid Amount	Bid Amount
1. Cleansource, San Jose, CA	\$162,895	\$103,008
2. SacVal Janitorial Supply, San Jose, CA	\$145,045	NO BID
3. Waxie Sanitary Supply (Waxie), Livermore, CA	\$248,280	\$52,607

The bid form allowed firms the option to furnish prices for either Section A bid items, Cleaning Equipment, or Section B bid items, Cleaning Supplies, or both. This approach allowed bidders the flexibility to bid on items that best match their particular expertise, either equipment or supplies. The District has the option to award separate contracts to the lowest, compliant bidder for each section. The lowest responsive responsible bid from the firm of Waxie Sanitary Supply in Livermore, CA, for Section B does not require Board approval for a contract award as the bid price is under \$100,000. The supplies contract will be awarded to Waxie Sanitary Supply pursuant to the authority of the General Manager/CEO.

SacVal provided pricing in conformance with the bid requirements and was identified as the lowest responsive and responsible bidder for Section A for a total estimated cost of \$145,045.

The District's current contractor for both Cleaning Equipment and Cleaning Supplies is Cleansource, Inc., at a five-year estimated cost of \$205,394.

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

RESOLUTION NO. 2014-

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

*** * ***

**AUTHORIZING AWARD OF A CONTRACT TO SACVAL JANITORIAL SUPPLY, INC.
FOR FURNISHING AND SERVICING CLEANING EQUIPMENT AND RELATED ITEMS AT
AN ESTIMATED COST OF \$145,045.55 FOR A FIVE-YEAR BASE TERM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for furnishing and servicing cleaning supplies and related items; and

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

WHEREAS, the solicitation allowed firms the option to furnish prices for either Section A bid items, Cleaning Equipment, or Section B bid items, Cleaning Supplies, or both; and

WHEREAS, the District has the option to award separate contracts to the lowest, responsive and responsible bidder for each section; and

WHEREAS, staff and legal counsel reviewed the bids and determined SacVal Janitorial Supply, Inc. (SacVal) of San Jose, CA, to be the lowest responsive, responsible bidder for Section A, Cleaning Equipment; and

WHEREAS, Waxie Sanitary Supply submitted the lowest responsive and responsible bid for Section B, Cleaning Supplies, that was less than \$100,000 and therefore a contract will be awarded to this firm pursuant to the authority of the General Manager/CEO; and

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

NOW, THEREFORE, BE IT RESOLVED the Board awards a contract to SacVal Janitorial Supply, Inc. (SacVal) to furnish and service cleaning equipment and related items for a five-year term at a total estimated cost of \$145,045.55; and

BE IT FURTHER RESOLVED the General Manager/CEO, or his designee, is authorized to execute a contract on behalf of the District with SacVal in full conformity with all the terms and conditions of the solicitation documents.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF CONTRACT FOR SEQUOIA STATION GARAGE
SECURITY IMPROVEMENTS PROJECT**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to the lowest, responsive and responsible bidder, G4S Technology, LLC (G4S) to provide security upgrades at the San Mateo County Transit District's (District) Sequoia Station garage facility in Redwood City for a total amount of \$273,153.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with G4S Technology, LLC in full conformity with the terms and conditions of the solicitation documents.

SIGNIFICANCE

The Sequoia Station Garage Security Improvements Project will improve customer security at this location by adding alarm systems, emergency phone stations, closed-circuit television (CCTV) cameras, and other related equipment.

BUDGET IMPACT

State Proposition 1B Security funding, approved in the Fiscal year (FY) 2013 Capital Budget, will be used to support the award of this contract.

BACKGROUND

The objective of this security improvement project is to reduce vandalism and crime at the Sequoia Station Underground Parking Facility. This facility is owned and operated by the District. The project includes the installation of new alarm systems, emergency phone stations and 22 CCTV cameras. All installed systems and cameras will be monitored by the District's Central Security Control Room.

Staff advertised the solicitation on the procurement website and in local newspapers. Notifications were sent to interested bidders, which included Small Business Enterprises (SBEs) and Disadvantaged Business Enterprises who were registered in the vendor database.

The three bids received are listed below:

Company	Total Bid Amount
<i>Engineer's Estimate</i>	<i>\$500,000</i>
G4S Technology, LLC, Omaha, NE	\$273,153
Vanden Bos Electric, Inc., Roseville, CA (SBE firm)	\$293,100
Kratos Public Safety & Security Solutions, Inc., San Diego, CA	\$372,667

Staff and legal counsel evaluated the bid submitted by G4S and determined it to be responsive and responsible. G4S submitted all required documentation in its bid package and is responsive to the solicitation requirements.

Factors that may account for the difference between the lowest responsive and responsible bid and the engineer's estimate include: a) the lowest bid came from a large company with access to camera equipment at very competitive prices (camera equipment makes up over half of the total project cost) and b) the cost escalation factor included in the engineer's estimate to account for the improving economy was higher than needed.

G4S is an established contractor and company reference checks confirmed that they are experienced and competent. References provided by G4S indicate that they have satisfactorily performed construction projects for many firms for over five years. Therefore, staff concludes that G4S Technology, LLC is appropriately qualified and capable of meeting the requirements of the contract and is therefore the lowest responsive, responsible bidder.

Contract Officer: Dwayne Pugh
Project Manager: Jim Kellner

650-508-7730
650-508-6333

RESOLUTION NO. 2014-

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

* * *

**AUTHORIZING AWARD OF CONTRACT TO G4S TECHNOLOGY, LLC
FOR THE SEQUOIA STATION GARAGE SECURITY IMPROVEMENTS PROJECT
FOR A TOTAL COST OF \$273,153.30**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive bids for security improvements at the Sequoia Station garage; and

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

WHEREAS, staff and legal counsel have reviewed the bids and determined that G4S Technology, LLC (G4S) of Omaha, Nebraska, is the lowest responsive, responsible bidder; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the contract be awarded to the lowest responsive, responsible bidder, G4S, whose bid meets the requirements of the solicitation.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District awards a contract for the Sequoia Station Garage Security Improvements Project to G4S Technology, LLC for a total cost of \$273,153.30, inclusive of all taxes, other costs and expenses; and

BE IT FURTHER RESOLVED the General Manager/CEO, or his designee, is authorized to execute contract on behalf of the District with G4S Technology, LLC in full conformity with all the terms and conditions of the solicitation documents and in a form approved by legal counsel.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **GRANTING RELIEF TO THE LOWEST BIDDER, AND AWARD OF A CONTRACT FOR PROVISION OF ALLISON FACTORY-REMANUFACTURED WBTEC III TRANSMISSIONS**

ACTION

Staff proposes the Committee recommend the Board:

1. Grant relief from its bid to the lowest bidder, Valley Power Systems North, Inc. (Valley Power) of West Sacramento, CA.
2. Award a contract to the next lowest bidder, Cummins Pacific, LLC (Cummins Pacific), whose bid is responsive and responsible, to provide Allison factory-remanufactured WBTEC III transmissions (Remanufactured Transmissions) for an estimated amount of \$358,375 for a three-year base term.
3. Authorize the General Manager/CEO, or his designee, to execute a contract with Cummins Pacific in full conformity with the terms and conditions of the bid documents, and exercise up to two, one-year option terms with Cummins Pacific, if deemed in the best interest of the San Mateo County Transit District (District).

SIGNIFICANCE

Approval of the above actions will ensure continued, uninterrupted provision of Allison factory-remanufactured WBTEC III transmissions by a qualified and responsive contractor to the District for its fixed-route bus operations.

BUDGET IMPACT

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

BACKGROUND

An Invitation for Bids (IFB) was issued for provision of Remanufactured Transmissions for a

three-year base term with two one-year options. Staff advertised the IFB on the District's procurement website and in a local newspaper of general circulation. Solicitation notifications also were sent to interested bidders, including Small Business and Disadvantaged Business Enterprises that were registered in the District's vendor database.

The District received two bids:

Company	Three-year Bid Amount
Valley Power Systems North, Inc., West Sacramento, CA	\$266,197.85
Cummins Pacific, LLC, San Leandro, CA	\$358,375.00

At bid opening the apparent low bidder was Valley Power. Upon staff's review of the bids received, staff discovered Valley Power's total bid price contained a material error. Valley Power transposed the unit prices for the two types of transmissions being solicited. This error resulted in a bid that was \$28,645.65 lower than intended by the bidder. Staff informed Valley Power of this error, at which time Valley Power requested that the District relieve it of its bid. Under California Public Contract Code section 5100 et seq., a bidder may be relieved of its bid if a mistake was made in filling out the bid and not due to an error in judgment. Here, Valley Power's mistake was clerical in nature and not a result of an error in judgment. Therefore, staff recommends that the Board grant Valley Power relief from its bid.

The second low bid, submitted by Cummins Pacific, was found to be responsive as it fully complies with the solicitation requirements; and pursuant to staff's price analysis, Cummins Pacific's bid prices were determined to be fair and reasonable.

The District's current contractor is Cummins Pacific, which was awarded a three-year contract in 2009 with two one-year options for a total contract value of \$539,275. Cummins Pacific's performance under the contract has been satisfactory.

Contract Officer: Luis F. Velásquez
Project Manager: Detra Dillon, Contract Administrator

650-622-8099
650-508-6418

RESOLUTION NO. 2014-

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

*** * ***

**GRANTING RELIEF TO VALLEY POWER SYSTEMS NORTH FROM ITS LOW BID AND
AUTHORIZING AWARD AND EXECUTION OF A CONTRACT FOR PROVISION OF ALLISON
RETRAN FACTORY-REMANUFACTURED WBTEC III TRANSMISSIONS TO CUMMINS PACIFIC**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for remanufactured transmissions; and

WHEREAS, the solicitation produced two bids--one from Valley Power Systems North, Inc. (Valley Power) of West Sacramento, California; and the other from the incumbent, Cummins Pacific, LLC (Cummins Pacific) of San Leandro, California; and

WHEREAS, following the review of the apparent low bid from Valley Power, staff determined Valley Power had committed a clerical error in filling out its bid form, resulting in a bid that was \$28,645.65 lower than intended; and

WHEREAS, staff informed Valley Power of its error at which time Valley Power requested relief from its bid; and

WHEREAS, staff determined that the second low bidder, Cummins Pacific, is a responsive and responsible bidder whose bid prices have been deemed fair and reasonable; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board of Directors of the San Mateo County Transit District (Board) relieve Valley Power from its bid and award a contract to Cummins Pacific whose bid meets all of the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District relieves Valley Power Systems North, Inc. of West Sacramento, California from its bid; and

BE IT FURTHER RESOLVED the Board awards a contract to Cummins Pacific, LLC of San Leandro, California for provision of Allison Retran Factory-Remanufactured WBTEC III Transmissions for a three-year base term at an estimated total bid price of \$358,375 based upon the estimated requirements of the District during this term and at the unit prices submitted, with an option to extend the contract for up to two additional, one-year option terms; and

BE IT FURTHER RESOLVED the General Manager/CEO or his designee is authorized to execute a contract on behalf of the District with Cummins Pacific, LLC in full conformity with all of the terms and conditions of the solicitation documents; and

BE IT FURTHER RESOLVED the General Manager/CEO or his designee is authorized to exercise up to two additional, one-year option terms with Cummins Pacific, LLC provided that it is in the best interest of the District.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **REJECTION OF THE LOWEST MONETARY BID AS NON-RESPONSIVE AND
AWARD OF A CONTRACT TO PROVIDE HEATING, VENTILATING AND AIR
CONDITIONING (HVAC) MAINTENANCE SERVICE**

ACTION

Staff proposes the Committee recommend the Board:

1. Reject the lowest monetary bid from Agbayani Construction Corp (Agbayani) as non-responsive.
2. Award a contract to the lowest, responsive and responsible bidder, MTECH Corp (MTECH) to provide heating, ventilating and air conditioning (HVAC) maintenance services for an estimated amount of \$1,056,347 for a five-year term.
3. Authorize the General Manager/CEO, or his designee, to execute a contract with MTECH in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Approval of the above actions will ensure continued preventative maintenance and emergency repairs on existing HVAC equipment at all San Mateo County Transit District (District) facilities by a qualified and responsive contractor.

BUDGET IMPACT

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

BACKGROUND

An Invitation for Bids was posted to the District's procurement website and advertised in a local newspaper of general circulation. Solicitation notifications also were sent to interested bidders, including Small Business and Disadvantaged Business Enterprises that were registered in the District's vendor database.

The District received seven bids:

Company	Five-year Bid Amount
1. Agbayani Construction Corp, Daly City, CA	\$761,400
2. MTECH Corp, Santa Clara, CA	\$1,056,347
3. Air Systems, Inc., San Jose, CA	\$1,072,215
4. Heathorn Mechanical Services, Inc., San Leandro, CA	\$1,125,685
5. Accel Air Systems, Inc., Santa Clara, CA	\$1,216,085
6. ACCO Engineered Systems, Inc., Glendale, CA	\$1,405,790
7. Environmental Systems, Inc., Santa Clara, CA	\$1,581,410

Upon review of all bids received, staff and legal counsel found Agbayani's low bid to be non-responsive. Agbayani listed wage rates for journeymen that were below the prevailing wage rates required by law.

The next lowest bid was submitted by MTECH, which staff and legal counsel subsequently determined to be the lowest, responsive and responsible bidder. Its bid fully complies with the solicitation documents. MTECH's references confirmed that it is appropriately qualified to perform the work under this contract.

The District's current contractor is Heathorn Mechanical Services, Inc., which was awarded a three-year contract in 2008 with two one-year options. The option terms have been exercised. The contract was extended in 2013 for one year and now has a total estimated price of \$948,163. The Heathorn contract expires November 30, 2014.

Contract Officer: Brian Geiger 650-508-7973
Project Manager: Theresa Ostello, Assoc. Ops Contract Administrator 650-508-7993

RESOLUTION NO. 2014-

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

*** * ***

**REJECTING THE LOWEST MONETARY BID AS NON-RESPONSIVE AND AUTHORIZING
CONTRACT AWARD TO MTECH CORP TO PROVIDE HEATING, VENTILATING AND AIR
CONDITIONING (HVAC) MAINTENANCE SERVICE AT AN
ESTIMATED COST OF \$1,056,347.50 FOR A FIVE-YEAR TERM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids to provide HVAC Maintenance Service for the District; and

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

WHEREAS, staff and legal counsel reviewed the bids and determined the lowest monetary bidder, Agbayani Construction Corp (Agbayani) of Daly City, CA, is non-responsive for listing in its bid journeymen wage rates below the prevailing wages required by law; and

WHEREAS, staff has duly notified Agbayani of the recommendation to reject its bid and of its right to present evidence on its behalf before the District Board of Directors regarding this determination; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to MTECH Corp (MTECH), of Santa Clara, CA, whose bid meets the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED the Board hereby rejects Agbayani Construction Corp's bid as non-responsive for the reason recited above; and

BE IT FURTHER RESOLVED the Board hereby awards a contract to MTECH to provide HVAC maintenance service for a five-year term at an estimated cost of \$1,056,347.50 inclusive of all taxes, and other costs and expenses; and

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

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE AMENDMENT TO THE CONTRACT FOR PROVISION OF ULTRA-LOW
SULFUR DIESEL FUEL AND FUELING SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Approve an amendment to the contract with Pinnacle Petroleum, Inc. (Pinnacle) for provision of California Air Resources Board (CARB), Clear, Ultra-Low Sulfur Diesel (ULSD) fuel and fuel delivery services (services) that will increase the contract price by \$12,580,009 to cover current contract expenditures and extension of the contract services to October 9, 2015.
2. Authorize the General Manager/CEO or his designee to execute the amendment.

SIGNIFICANCE

Approval of the above actions will ensure uninterrupted provision of the services by Pinnacle and will provide staff sufficient time to develop a joint Invitation for Bids (IFB) that addresses the requirements of the San Mateo County Transit District (District) and the Peninsula Corridor Joint Powers Board (JPB).

BUDGET IMPACT

Funds for this amendment will be available under approved and projected operating budgets for the District.

BACKGROUND

Pursuant to Resolution No. 2009-55, the Board awarded a two-year contract with three, one-year option terms to Pinnacle to provide CARB, Clear, ULSD fuel at various District and JPB locations, including the Caltrain Centralized Equipment Maintenance and Operations Facility. The District has exercised the three one-year options to extend the contract, which will expire on January 9, 2015.

Extension of the contract with Pinnacle on a month-to-month basis for up to nine months is required to provide staff sufficient time to evaluate current and projected requirements for the services, develop an IFB and complete the procurement process to address those requirements.

This amendment will increase the total contract amount by \$12,580,009 from \$18,371,723 to an estimated not-to-exceed total contract amount of \$30,951,732 to cover the cost of current contract expenditures due to this contract extension and higher fuel index costs. Pinnacle has agreed to provide uninterrupted services on a month-to-month basis, from January 10, 2015 through October 9, 2015 under the same terms, conditions and prices of the existing contract, which are consistent with current industry rates.

Pinnacle's performance to date has been satisfactory and in full accordance with the requirements of the contract.

Contract Officer: Luis F. Velásquez
Project Manager: Detra Dillon, Contract Administrator

650-622-8099
650-508-6418

RESOLUTION NO. 2014-

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

* * *

AUTHORIZING AMENDMENT OF THE CONTRACT WITH PINNACLE PETROLEUM, INC. FOR PROVISION OF CARB ULSD FUEL AND FUELING SERVICES TO EXTEND THE TERM OF THE CONTRACT AND INCREASE THE ESTIMATED CONTRACT AMOUNT BY \$12,580,009

WHEREAS, pursuant to Resolution No. 2009-55, the Board of Directors of the San Mateo County Transit District (District) authorized the award of a contract (Agreement) to Pinnacle Petroleum, Inc. (Pinnacle) of Huntington Beach, California for provision of California Air Resources Board (CARB), Ultra-Low Sulfur Diesel (ULSD) fuel and fuel delivery services (services); and

WHEREAS, staff proposes to extend the Agreement with Pinnacle on a month-to-month basis for up to an additional nine months to allow sufficient time for staff to evaluate current and projected service requirements of the District and the Peninsula Corridor Joint Powers Board (JPB), develop a joint Invitation for Bids, and complete the procurement process associated therewith; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs, that the Board authorize an amendment to the Agreement with Pinnacle to extend the contract term on a month-to-month basis for up to nine months from January 10, 2015 through October 9, 2015 and increase the total not to exceed contract amount by \$12,580,009 to cover current contract expenditures in addition to the contract extension.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District authorizes an amendment to the Agreement with Pinnacle to extend the contract term on a

month-to-month basis for up to nine months from January 10, 2015 through October 9, 2015 and to increase the total contract amount by \$12,580,009 from \$18,371,723 to an estimated not-to-exceed total contract amount of \$30,951,732.

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO or his designee to execute the amendment, in a form approved by legal counsel.

Regularly passed and adopted this 5th day of November, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2014

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
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, NOVEMBER 5, 2014 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of October 1, 2014

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Shirley Harris, Zoe Kersteen-Tucker, 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 LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 1, 2014**

Committee Members Present: S. Harris (Committee Chair), Z. Kersteen-Tucker, K. Matsumoto

Other Board Members Present, Constituting Committee of the Whole: J. Gee, C. Groom, R. Guilbault, A. Tissier

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

Committee Chair Shirley Harris called the meeting to order at 3:07 p.m.

Director Rose Guilbault left at 3:07 p.m.

Approval of Minutes of Legislative Committee Meeting of September 3, 2014

Motion/Second: Harris/Tissier

Ayes: Gee, Groom, Harris, Kersteen-Tucker, Matsumoto, Tissier

Absent: Gulbault

Update on the State and Federal Legislative Program

State Update

Seamus Murphy, Director, Government and Community Affairs, said the deadline for the governor to sign bills was September 30. Bills signed by the governor include:

- Senate Bill (SB) 785, which extends design-build authority for transit operators through 2025.
- Assembly Bill 7183, which extends the exemption of transit employees from the State's pension reform law that was passed a couple of years ago
- SB628, allows Enhanced Infrastructure Financing Districts to be created by cities at a lower voter threshold of 55 percent from two-thirds.

The guidelines on Cap and Trade Program are continuing to be released by the State. Draft guidelines for the Affordable Housing and Sustainable Communities Program was recently released and staff has until the end of October to comment. Staff is coordinating comments on behalf of the Grand Boulevard Initiative, the District, the San Mateo County Transportation Authority, and the Peninsula Corridor Joint Powers Board. Mr. Murphy said staff is waiting for guidance on the Transit and Intercity Rail Capital Program, which is 10 percent of all Cap and Trade funding.

Director Guilbault returned at 3:10 p.m.

Federal Update

No report.

Adjourned: 3:11 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Mark Simon
Executive Officer, Public Affairs

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

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

STATE ISSUES

Nothing to report.

FEDERAL ISSUES

Nothing to report.

Prepared By: Seamus Murphy, Government and Community Affairs
Director

650-508-6388



BOARD OF DIRECTORS 2014

JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
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, NOVEMBER 5, 2014 – 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 1, 2014

INFORMATIONAL

2. Overview of the Draft El Camino Real Bus Rapid Transit Phasing Study

Committee Members: Carole Groom, Rose Guilbault, 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 PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 1, 2014**

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

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

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

Committee Chair Carole Groom called the meeting to order at 3:11 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of September 3, 2014

Motion/Second: Kersteen-Tucker/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Update on San Mateo County Transit District's (District) Strategic Plan (Plan)

Doug Kim, Director, Planning, reported:

- The Plan focuses on the delivery of bus service in the county. Because the District manages the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority (TA) programs, the Plan also will focus on how to improve the administration of all three business units.
- The updated five-year document sets a foundation for SamTrans policy, investment and service decisions.
- Process:
 - Staff input and feedback
 - Public review and comment
 - Board direction in March 2014
 - Focus on solving problems, defining success and building consensus
- Vision Statement: The District is a mobility leader, providing safe transportation choices and a sustainable future that meets the needs of our customers and diverse communities.
- There are three priorities at the District: expand mobility options for our customers, promote fiscal health, and become a more effective organization.
 - Priority: Become a More Effective Organization:
 - Organization: Where we've been:
 - Pride in delivering quality transit service and a strong sense of camaraderie.
 - Implement cost-savings measures.
 - Organization: The Challenges
 - Aging workforce and average age is 50.7 with 31 percent eligible for retirement.

- Safety and security culture.
- Improve communication.
- Retain institutional knowledge.
- Standardize procedures and processes to increase efficiency.
- Increase cross-department accountability.
- Organization: Strategies:
 - Develop communication plan focusing on conveying organizational issues and priorities.
 - Develop department workforce change plans to retain institutional knowledge and promote employee professional development.
 - Formalize critical processes and procedures to increase efficiencies and retain institutional knowledge.
- Priority: Expand Mobility
 - Ridership: Where We've Been
 - Ridership is down 14 percent in the last five years.
 - Ridership is up 3 percent since implementation of the SamTrans Service Plan in 2013.
 - Ridership: The Challenges
 - Highest growth of very low income.
 - Senior population is up 72 percent in 20 years and their number one concern is the proximity to bus stops.
 - Youth have different travel patterns. Vehicle miles traveled is down 23 percent to 7,900 miles per year and youth in households of more than \$70,000 doubled their transit use.
 - Ridership: Strategies
 - Focus conventional fixed-route on core markets.
 - Refine service models in smaller markets.
 - Develop senior strategy.
 - Develop youth strategy.
 - Continual enhancement.
- Priority: Fiscal Health
 - Fiscal Health: Where We've Been
 - The District's deficit was reduced by over \$60 million over the past six years.
 - Fiscal Health: The Challenges
 - Funding uncertainty, benefits and pension costs.
 - Debt service is 15 percent of budget liabilities.
 - Contributions to Caltrain.
 - Fiscal Health: Strategies
 - Increased efficiencies, sustainable practices.
 - Restructure outstanding debt.
 - Regular fare policy review.
 - Develop a reserve policy.
- Five goals in five years:
 - Increase fixed-route bus ridership 15 percent.

- Increase fixed-route passenger fare revenue 20 percent.
- Reduce annual debt service \$1.5 million.
- Improve organizational performance.
- Manage workforce change.
- Implementation
 - Establish a Directors Working Group responsible for development, implementation and monitoring.
 - Subcommittees formed to address goals.
 - Executive Team members involved in subcommittees.
 - Regular report to Board, Executive Team, and staff.
 - Annual report to Board sets budget priorities for next fiscal year.
- Next steps:
 - Release draft Plan today.
 - Public meetings will be held in Pacifica, Menlo Park, San Carlos, Half Moon Bay, and South San Francisco.
 - Board adoption proposed for December 3.

Director Karyl Matsumoto asked about the projected ridership increase for low-income passengers. Mr. Kim said this is from the Association of Bay Area Governments. They believe that while this county is getting wealthier, there is still going to be a service economy that needs to be serviced.

Chair Jeff Gee said the Business Optimization Project will mean huge interruptions to business. He said the increased revenue is directly tied to ridership with only minor fare increases. Chair Gee asked if the Way2Go Pass will be continued. Mr. Kim said there are no plans to drop any programs.

Director Zoe Kersteen-Tucker said the demographics chart shows very little in bringing new employees in to fill retirements. Mr. Kim said workforce change addresses those nearing retirement and the mid-career professionals who have resigned at the average age of 42 years. The District needs to find ways to appeal to mid-career professionals so they can move into leadership positions. Mr. Kim said staff will be focusing a lot on creating a culture that brings in new, young professionals that can be mentored, choose to remain with the District and become the next leaders of the organization two generations from now.

Director Shirley Harris said this is an excellent Plan and staff is moving in the right direction.

Committee Chair Groom asked how employees are being introduced to the Plan. Mr. Kim said staff held extensive listening sessions with all levels of the organization and they made sure employees and their bosses were not in the same room.

Adjourned: 3:38 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **DRAFT EL CAMINO REAL BUS RAPID TRANSIT PHASING STUDY**

ACTION

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

SIGNIFICANCE

Staff will provide an overview of the recommendations from the draft Bus Rapid Transit (BRT) Phasing Study. The study recommends a phased approach for implementing the next generation of bus service improvements along El Camino Real. This could include enhancements such as skip-stop service, exclusive bus lanes, and traffic signal priority. Staff will provide an overview of the study findings, including the potential costs, benefits, and issues related to potential implementation of skip stop or BRT service in the El Camino corridor.

A Draft Plan will be released to the public for a 30-day review and comment period through December 5, 2014. Public comment will be documented in the final study and will be considered as planning moves forward.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The San Mateo County Transit District received a Caltrans Planning Grant to perform a non-binding study of the potential for a phased implementation of BRT in the El Camino Real corridor. A team of transportation planning consultants consisting of Fehr & Peers and ARUP was selected to prepare the study and Santa Clara Valley Transportation Authority was engaged to provide patronage forecasting services.

Prepared By: Barrow Emerson, Principal Planner

650-508-6382



JEFF GEE, CHAIR
SHIRLEY HARRIS, VICE CHAIR
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

AGENDA

BOARD OF DIRECTORS

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

WEDNESDAY, NOVEMBER 5, 2014 – 3:20 p.m.
or immediately following Committee meetings

1. ROLL CALL

2. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of Board of Directors Meeting of October 1, 2014
- b. Acceptance of Statement of Revenues and Expenses for August 2014
- c. Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended September 30, 2014
- d. Approval of 2015 Board of Directors Meeting Calendar

3. PUBLIC COMMENT

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

4. REPORT OF THE CHAIR

5. REPORT OF THE GENERAL MANAGER/CEO

6. 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 – September 2014

7. FINANCE COMMITTEE

ORDINANCE

- a. Approval of Salary Ordinance No. 96

RESOLUTIONS

- b. Authorize Initiating 2015 Debt Refinancing

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

- c. Adoption of Conflict of Interest Code
- d. Authorize the Filing of an Application for Federal Transit Administration Formula Program Funding for Bus Replacement Projects and Americans with Disabilities Act Operating Subsidy in the Amount of \$71,697,376
- e. Authorize Executing a Quitclaim Deed in Favor of the City of Redwood City to Release the San Mateo County Transit District's Interest in Real Property in Consideration of Payment in the Amount of \$1.795 Million and Retention of Access Easement
- f. Authorize Award of Contract to SacVal Janitorial Supply, Inc. to Furnish and Service Cleaning Supplies and Related Items at an Estimated Amount of \$145,045 for a Five-Year Term
- g. Authorize Award of Contract to G4S Technology, LLC to Provide Security Upgrades at the San Mateo County Transit District's Sequoia Station Garage Facility in Redwood City for a Total Cost of \$273,153
- h. Authorize Granting Relief to Valley Power Systems North, Inc. of its Bid and Award a Contract to Cummins Pacific, LLC to Provide Allison Factory-Remanufactured WBTEC III Transmissions for an Estimated Amount of \$358,375 for a Three-Year Base Term
- i. Authorize Rejection of Bid from Agbayani Construction Corp as Non-Responsive and Award a Contract to MTECH Corp. to Provide Heating, Ventilating and Air Conditioning Maintenance Services for an Estimated Amount of \$1,056,347 for a Five-Year Term
- j. Authorize Amendment to the Contract with Pinnacle Petroleum, Inc. for Provision of California Air Resources Board ULSD Fuel and Fueling Services to Extend the Term of the Contract and Increase the Estimated Amount by \$12,580,009

8. LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT & SUSTAINABILITY

SUBJECT DISCUSSED

- a. Overview of the Draft El Camino Real Bus Rapid Transit Phasing Study

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

12. DATE, TIME AND PLACE OF NEXT MEETING – December 3, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

13. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Real Estate Negotiations – Pursuant to Government Code 54956.8: Property: (1) Property Located at the Northeast Corner of El Camino real and Holly Street in San Carlos and (2) Property Located at the Southeast Corner of El Camino Real and Holly Street in San Carlos
Agency Negotiators: Brian W. Fitzpatrick and David J. Miller
Negotiating Parties: Legacy Partners Residential LLC
Under Negotiation: Price and Terms of Lease

- b. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District

- c. Closed Session: Public Employee Appointment – Pursuant to Government Code Section 54957: General Manager/CEO

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, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
OCTOBER 1, 2014**

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

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

Chair Jeff Gee called the meeting to order at 3:38 p.m.

PUBLIC HEARING

Martha Martinez, District Secretary, said the Peninsula Corridor Joint Powers Board (JPB), comprised of the City and County of San Francisco, the District, and the Santa Clara Valley Transportation Authority (VTA), proposes to issue certain farebox revenue bonds. The farebox revenue bonds will be issued to finance (1) the cost of acquisition and renovation of certain rail cars, and (2) the cost of platform modifications required to accommodate six car trains.

Pursuant to Section 6586.5 of the California Government Code, a joint powers agency, such as the JPB, may not issue bonds to construct, acquire or finance a public capital improvement, unless each member of the joint powers agency within whose boundaries the public capital improvement is to be located has approved the financing and makes a finding of significant public benefit after a public hearing held by such member agency.

This hearing is being conducted pursuant to a notice published on September 25, in the Examiner, a newspaper of general circulation in the County of San Mateo, in order to satisfy the public hearing requirement set forth in Section 6586.5 of the California Government Code.

This item will also be presented to San Francisco and VTA for their approval.

Gigi Harrington, Deputy CEO, said this is a project to acquire 16 used rail cars from Southern California Regional Rail Authority. The JPB approved the term sheet for these cars at the September meeting. There is \$4 million of excess fare revenue and the total project cost is \$15 million. The proposal is to issue \$11 million of debt for the JPB. Ms. Harrington said this is a short-term interest-only debt and there will be a larger financing effort in the 2017 timeframe to refinance the current rail car debt and put together the funding and carrying cost funds for the electrification program.

Ms. Harrington said tomorrow she will seek JPB approval of the financing process. She said this transaction won't close until late December or early January. The schedule is to procure the cars in December and this can be done without completing this transaction and having the funds available. Ms. Harrington said following procurement, the cars will be rehabilitated and be placed into revenue service in about one year.

Chair Gee asked how many additional riders will be carried. Chuck Harvey, Deputy CEO, said these cars will be used to create additional sets of trains and then existing gallery car trains can be broken down to make longer gallery sets. These new cars will allow for about a 10 to 15 percent increase in capacity to sustain ridership growth up to about 65,000 to 70,000.

Michael Scanlon, General Manager/CEO, said there is capacity on the system, but not in the peak-of-the-peak hours.

Director Karyl Matsumoto asked if there will be any additional bike capacity with the new cars. Mr. Harvey said staff has not decided what, if anything, will be done about bike capacity in the final six car train sets.

Public Comment

Jim Bigelow, Redwood City/San Mateo County Chamber of Commerce, said the trains are very full and these new additional cars are needed. He said any financing mechanism is needed to obtain these cars. It is important the Board acts positively on this action item.

Close public hearing:

Motion/Second: Tissier/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

APPROVAL OF THE PENINSULA CORRIDOR JOINT POWERS BOARD ISSUANCE OF 2014 FAREBOX REVENUE BONDS

Motion/Second: Tissier/Guilbault

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of September 3, 2014
- b. Acceptance of Statement of Revenues and Expenses for August 2014

Motion/Second: Harris/Kersteen-Tucker

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

PUBLIC COMMENT

Brian Danker, Redwood City, said the Route 275 buses park on Fernside Street in Redwood City and create a very dangerous situation for bike riders. He said the bus operators should be laying over at Sequoia Station.

Richard Ross, Redwood City, said he lives on Fernside Street and the Route 275 bus being staged there is a noise and safety issue.

Bill Allen, Redwood City, said he lives on Fernside Street. This is a residential street and someone decided for the bus to layover in front of his house. He wouldn't have bought his house 21 years ago if he knew there would eventually be a bus stopping in front of his house.

Jeff Newton, Redwood City, said he lives on Fernside Street. He said this stop does not serve a purpose and does not serve the community. He spoke to Michael Eshleman, Planner, who said the purpose of the stop was for drivers to take breaks. Mr. Newton said the neighbors get the negative impact of this stop being here and requested the stop be moved.

Chuck Harvey, Deputy CEO, said staff is aware of this concern. The route is an important route as part of the SamTrans Service Plan and is the primary feeder to Woodside High School. Mr. Harvey said the stop has minimal boardings and will be discontinued on October 6. Staff has placed a notice to that effect at the stop location.

REPORT OF CHAIR

Chair Gee said the term for the public member seat representing the Coastside area currently held by Director Zoe Kersteen-Tucker expires on December 31, 2014. The Board is seeking applicants for the Coastside Board member seat. Chair Gee said in 2005 the SamTrans Board approved a policy to promote diversity in the appointment of public members of the SamTrans Board. The policy specifies appointments are to be made in a manner to promote diversity, encompassing location of residency, ethnicity, and gender. No public member shall have held elected office for one full year prior to being appointed by the Board, and the appointment addresses the process by which members will be selected. Chair Gee said in accordance with the policy the nominating committee will be Directors Matsumoto, Carole Groom, and himself. An advertisement will appear in at least two newspapers of local circulation and also on the District's website with a link to the application. Applications are due on November 3. Chair Gee said Board members who will ultimately vote on the public member position will be the members appointed by the Board of Supervisors and the three members appointed the City Selection Committee.

REPORT OF THE GENERAL MANAGER/CEO

Mr. Scanlon reported:

- Acknowledged the first responders and staff who assisted in the bus accident on September 26.
- In the last few weeks, six long-tenured base employees announced their retirement. Three are management-level employees and three are mechanics. The employees are Jerie Moeller, Superintendent, Bus Maintenance; Al Camileri, Assistant Superintendent, Bus Maintenance; Pete Lebaron, Maintenance Supervisor; Chuck Petrocchi, Mechanic A; Ajit Mann, Mechanic A; and Tara Singh, Mechanic A.

COMMUNITY RELATIONS COMMITTEE – K. Matsumoto

MOTION

- a. Proclamation Designating October as “Disabilities Awareness Month”

Motion/Second: Tissier/Guilbault

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council (PCC) Update
- d. Citizens Advisory Committee Liaison Report
- e. Mobility Management Report – End-of-Year Performance Report
- f. Multimodal Ridership Report – August 2014

FINANCE COMMITTEE – Z. Kersteen-Tucker

RESOLUTIONS

- a. Authorize the Filing of Applications to Receive \$1,712,812 in State Proposition 1B Transit Security Grant Program Funds and to Enter into a Fund Transfer Agreement with the Peninsula Corridor Joint Powers Board (JPB) to Allow the JPB to Apply for a Total of \$500,000 of the District's Funds
- b. Authorize Award of Contract to First Transit, Inc. to Provide Redi-Wheels Paratransit Service for a Grant Total Estimated Cost of \$42,854,464 for a Five-Year Base Term

Motion/Second: Kersteen-Tucker/Guilbault

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT, AND SUSTAINABILITY – C. Groom

SUBJECT DISCUSSED

- a. Update on San Mateo County Transit District's Strategic Plan

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Matsumoto said she participated in a ribbon-cutting at South San Francisco Scavenger's new facility that will take waste and make compressed natural gas for transportation fuel.

DATE AND TIME OF NEXT MEETING – November 5, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Chair Gee said he would like to adjourn today's meeting in memory of Kathy Simon, wife of Mark Simon, Executive Officer, Public Affairs.

GENERAL COUNSEL PROPOSAL

David Miller, Legal Counsel, said the Board will convene to closed session as permitted by the Brown Act regarding pending labor negotiations, one matter of pending litigation, and discuss public employee appointment General Manager/CEO position.

Adjourned to closed session at 4:05 p.m.

Reconvened at 5:06 p.m.

Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)

Mr. Miller said the Board approved a collective bargaining agreement with Teamsters Local 856 that represents bus transportation supervisors, dispatchers, and radio controllers. He said the collective bargaining will commence on October 1, 2014, and end September 30, 2017. The agreement is hereby approved, accepted and authorized for execution by District representatives subject to ratification of the agreement by the employees in the bargaining unit. If ratification by the employees in the unit does not occur by October 6, 2014, the effective date will be upon the beginning of the pay period during which ratification occurs.

Motion/Second: Tissier/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District

Mr. Miller said there is no action to be taken on this item.

Public Employee Appointment – Pursuant to Government Code Section 54957: General Manager/CEO

APPOINTMENT OF COMMITTEE – PUBLIC EMPLOYEE SELECTION – GENERAL MANAGER/CEO

Mr. Miller reported there is a proposed motion before the Board to expand the committee the Board appointed at the September meeting to oversee the recruitment. The committee will have its first meeting on October 6.

Mr. Miller said in recognition that the District serves as the managing agency for the JPB and given that the SamTrans General Manager/CEO serves as the Executive Director of the JPB, the Board has determined it is desirable to expand the membership of the committee to include representatives of the two other member agencies of the JPB. The Board hereby appoints and designates the following individuals to comprise the entire recruitment committee: Jeff Gee, Chair, SamTrans Board; Shirley Harris, Vice Chair, SamTrans Board; Adrienne Tissier, member SamTrans and JPB boards;

Karyl Matsumoto, member SamTrans and San Mateo County Transportation Authority boards; Tom Nolan, Chair, San Francisco Municipal Transportation Agency (SFMTA) and member of JPB board; and Ash Kalra, Chair, VTA and member of JPB board. In addition, Ed Reiskin, General Manager, SFMTA, and Nuria Fernandez, General Manager, VTA, will be invited to serve on the committee as ex-officio members.

Motion/Second: Tissier/Harris

Ayes: Gee, Groom, Guilbault, Harris, Kersteen-Tucker, Matsumoto, Tissier

Adjourned at 5:08 p.m. in memory of Kathy Simon.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THOROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Martha Martinez
District Secretary

SUBJECT: **2015 BOARD OF DIRECTORS MEETING CALENDAR**

ACTION:

Staff recommends the Board approve the Meeting Calendar for 2015 (attached).

SIGNIFICANCE:

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

BUDGET IMPACT:

There is no impact on the budget.

Prepared by: Nancy McKenna, Assistant District Secretary

650-508-6279



Board/Committee Meeting Calendar for 2015

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

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