



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, DECEMBER 3, 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 November 5, 2014
4. Appointment of John Baker to the Citizens Advisory Committee

INFORMATIONAL

5. Accessibility Update – Tina Dubost
6. PCC Update - Mike Levinson
7. Citizens Advisory Committee Liaison Report - Peter Ratto
8. Mobility Management Report – Paratransit
9. Multimodal Ridership Report – October 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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

Draft

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 5, 2014**

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

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

Other Board Members Absent, Constituting Committee of the Whole: R. Guilbault,
Z. Kersteen-Tucker

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 2:02 p.m.

**Approval of Minutes of Community Relations Committee (CRC) Meeting of
October 1, 2014**

Motion/Second: Harris/Gee

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Accessibility Update – Tina Dubost

Tina Dubost, Manager, Accessible Transit Services, said the District has accepted delivery of new paratransit buses and minivans. The vehicles have a new logo that makes it easier for low vision customers to identify.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, Paratransit Coordinating Council (PCC) Chair, said the Efficiency Review Committee met with the new paratransit operator, First Transit. Mr. Levinson said he attended the International Paratransit Conference.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Peter Ratto, CAC Chair, said at the October 29 meeting the CAC received updates on the District's Strategic Plan and the SamTrans Service Plan.

Mobility Management Report – Caltrain

Chuck Harvey, Deputy CEO, reported:

- September ridership:
 - Monthly ridership continues to increase at approximately 1.6 million passengers.
 - Average weekday ridership (AWR) continues to rise and is at 61,224 passengers.
 - Increased ridership means fare revenue is more than \$7 million per month.
 - On-time performance (OTP) continues to be an issue with increased ridership.
- Service highlights include:
 - Gay Pride

- Independence Day
- Fleet Week
- Bay to Breakers
- Giants baseball, playoffs, World Series, and victory parade
- Service to Levi's® Stadium
- Sharks
- AWR from pre-Baby Bullet to current ridership has increased 101 percent.
- Projects:
 - San Mateo Bridges Replacement Project includes increases in vertical clearances. Project completion is expected in late 2016.
 - Replacement of three roadway bridges in San Francisco at 22nd and 23rd streets and Paul Avenue. Construction contract is out to bid.
 - The Caltrain Modernization Project has a \$1.5 billion regional funding plan and the project includes advanced signal system, corridor electrification and the purchase of electric multiple units.
- The Caltrain Commuter Coalition (C3) is a partnership of leading regional businesses and Caltrain to advocate for funding to meet needs and priorities of Caltrain. C3 was formed by the Bay Area Council, the Silicon Valley Leadership Group, and San Mateo County Economic Development Association.
- Near-term system capacity:
 - The system is near or at full capacity in peak periods with many trains experiencing full seated loads plus significant standees.
 - Additional train capacity is needed between 2015 and electrified service to meet projected regional growth and demand for access to Caltrain.
 - Staff is in the process of completing a purchase of used passenger cars to lengthen some trains. The cars require some mechanical and cosmetic work. There would need to be station modifications in certain locations to accommodate six-car trains.

Committee Chair Matsumoto said she heard Santa Clara Valley Transportation Authority is going to eliminate some of the Bay Area Rapid Transit stops and asked if this will be a problem for Caltrain electrification. Mr. Harvey said staff is updating cost estimates and meeting with stakeholders.

Multimodal Ridership Report – September 2014

Mr. Harvey reported:

- AWR - September 2014 compared to September 2013
 - Bus was 48,320, an increase of 4.3 percent.
 - Paratransit was 1,200, an increase of 9.1 percent.
 - Caltrain was 61,220, an increase of 12.7 percent.
 - Caltrain shuttle was 12,130, an increase of 16.6 percent.
- Year to date:
 - Bus was 42,550, an increase of 4.8 percent.
 - Paratransit was 1,160, an increase of 5.5 percent.
 - Caltrain was 60,230, an increase of 10.8 percent.
- Total year to date total bus ridership was 3,302,200, an increase of 5.4 percent.
- Year to date total ridership was 8,982,460, an increase of 9.3 percent.

Adjourned: 2:20 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 October PCC meeting are attached. Minutes from the September 8 SAAC meeting are attached.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: Tina Dubost, Manager, Accessible Transit Services

650-508-6247

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

**MEETING MINUTES
October 14, 2014**

ATTENDANCE: Members Present: Mike Levinson, Chair; Nancy Keegan, San Carlos Adult Day Services; Sammi (Wilhelmina) Riley, Consumer; Vincent Merola, CiD; Maureen Dunn, Senior Focus; Dinae Cruise, Consumer; Susan Capeloto, DOR; Tina Dubost, SamTrans; John Sanderson, SamTrans; Barbara Kalt, Rosener House; Sandra Lang, COA; Marie Violet, Sequoia Hospital; Dan Mensing, Consumer; Judy Garcia, Consumer.

GUESTS: Dave Daley, First Transit; Coli Bertucelli, Community Gatepath; Stephen Victoriano, Life Steps Foundation; Alain Gregorio, Life Steps Foundation; Doug Kim, SamTrans; Betty Burr, PJCC; Patti Smith, Consumer; John Murphy, MV Transportation; Lynn Spicer, MV Transportation; Elly Colwell, SamTrans; Ashish John, SamTrans; Linda Rhine, Nelson-Nygaard; Erin Swartz, PCC Staff.

ABSENTEES: Michal Settles, Vice-Chair; Dale Edwards, Consumer; Jim Engvall, COD; Aki Eejima, Consumer.

(Member Attendance: 18, Quorum—Yes.)

WELCOME/INTRODUCTION

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

APPROVAL OF SEPTEMBER PCC MINUTES

Dinae motioned and Vincent seconded the approval of the September minutes, with Dan and Marie abstaining. No corrections were noted prior to approval.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Sandra reported that the last AL-Com meeting took place on October 7, 2014. She thanked everyone for helping her transition into the group as the committee Chair. At the meeting, Mike provided a legislative update on Caltrain and Linda gave an update on the 5310 Program application process. Linda also updated the group on outreach efforts to contact agencies along the Peninsula who may be interested in joining the PCC. The next meeting is scheduled for January 6, 2015.

B. GRANT/BUDGET REVIEW

Barbara reported that the RFP for 5310 Projects is underway. Linda reported that this is a federal program for agencies to apply for capital and operations funding. Linda has spoken to a few agencies that are considering applying for funding during this cycle. The PCC will be working in a greater capacity to evaluate the grant applications this year. In the past, there were always more applicants than funds available, so the process is competitive. Those interested in applying can contact Linda for information

and assistance. Mike added that projects for urban and rural areas have separate applications.

C. EDUCATION COMMITTEE

Maureen reported that the next outreach event is Seniors on the Move on Tuesday, October 28. The PCC has several volunteers and will be distributing giveaway items.

D. EXECUTIVE COMMITTEE

Mike reported that the Executive Committee last met in early September. Applicants to the PCC and other issues will be on the November meeting agenda. The Education and PCC meetings have been rescheduled for November 18, instead of the 11. Mike also mentioned that he will be attending the International Paratransit Conference in Monterey, along with Tina Dubost from SamTrans and Dave Daley from First Transit. One of the conference presentations will cover the topic of mobility management.

Consumer Corps Quarterly Report

Erin reported that a total of 150 Consumer Corps ride evaluation forms were submitted from July 1, 2014 to September 30, 2014. More ride evaluation forms were submitted in the previous quarter. Consumer Corps members observed Redi-Wheels Comment Cards in vehicles 69% of the time. Erin noted that data for Comment Cards observed in taxicabs is not included, since taxicabs are carrying cards as a courtesy and are maintained separately from the Redi-Wheels vehicle fleet. On-Time Performance continues to be high, at 90% this quarter. The longest wait time reported by a Corps member was 150 minutes, which was due to a misunderstanding of the ride reservation details. Most Consumer Corps members opt to receive Night Before calls. Incomplete and/or inaccurate calls were reported 14 times this quarter. About 12% of Consumer Corps members were placed on hold when making reservations. The longest hold time reported during this quarter was six minutes and the average hold time was less than one minute. Consumer Corps members reported that Driver Assistance "met needs" or was "above needs" 96% of the time. Satisfaction with Driver Assistance among Corps members has been high in the past several quarters. In the third quarter of 2014, Corps members were picked up in a Redi-Wheels vehicle 80% of the time and the remaining 20% were picked up in a taxicab. No reports were submitted by Corps members who rode in RediCoast vehicles. Trends show that most trips taken this quarter by Corps members were shorter than 20 miles.

Mobility Management Presentation by Douglas Kim, Director of Planning at SamTrans

Douglas Kim, Director of Planning at SamTrans presented the SamTrans Senior Mobility Program Update. Douglas distributed two handouts, the Senior Mobility Update and the SamTrans Senior Mobility Overview. In 2006, SamTrans developed a Senior Mobility Action Plan. With New Freedom funding (FTA 5317), SamTrans developed seven strategies to support senior mobility. Working groups provide advice and partnerships with community stakeholders are important to help deliver a variety of options for seniors.

- The Senior Mobility Guide provides a comprehensive resource documenting transportation services in San Mateo County for seniors and people with

disabilities. In the next 4-6 weeks, the updated Guide will be available in print and online at www.peninsularides.com.

- The Mobility Ambassadors program is a volunteer-assisted program to help teach seniors and people with disabilities to read system maps, timetables, and plan trips. Information for new riders covers transportation that meets the individual's needs throughout San Mateo County. Over 620 seniors have participated in this program so far. After riders have been trained, those surveyed responded that they would consider riding the bus again. It has become a cost-effective way for SamTrans to do outreach.
- The Veterans Mobility Corps was modeled after the Mobility Ambassador Program. The focus is on veterans with mental or physical disabilities, with an emphasis on veterans using the Resource Center at the Menlo Park VA Medical Center. Maureen confirmed that there is no lower age limit and anyone who has served and is accessing Veteran's services is eligible for this program. SamTrans is hoping to add more locations, as information is gathered on the veteran rider's needs.
- The Mobility Management Center is a one-stop-shop for interactive information online that is integrated with the SamTrans website.
- Peninsula Fleet Share was a vehicle sharing demonstration program designed to enable organizations in the County to share passenger vehicles. Three members signed up, but concerns about perceived liability were an issue. The program was ended in June 2014, but the materials that were developed could serve as a turn-key kit.
- Telephone Information & Assistance has been developed through a partnership with Aging & Adult services. There are four service providers: Daly City HART (north), Self Help for the Elderly (mid County), Family Services Agency (south County) and Senior Coastsiders (coastal County).

Applications for the 5310 Program and New Freedom funding are approaching the deadline. Mobility management can be funded through a traditional or expanded 5310 Program application. Partnerships are being explored with PJCC and Outreach this funding cycle for an expanded program.

People with questions can contact Melissa Reggiardo (650) 508-6283.

SAMTRANS/REDI-WHEELS REPORT

E. Operational Report

Tina reported that the paratransit eligibility contract RFP with potential vendors is open and Linda is serving on the evaluation panel of contractor applicants.

F. Performance Summary

Tina reported that Total trips requested and Trips scheduled were both higher in August 2014 than the same point last year. Taxi trips were 14% of total trips in August 2014 and

19% of total trips in August 2013. Inter-County Transfer trips were 296 last month and 515 last year. On-time performance was below the standard of 90%. Productivity was also below the standard of 1.70 (passengers per hour). Average phone wait time was under 1 minute.

A discussion followed about formatting of the Performance Measures Report and the related charts that makes the data clear and easy to read. Erin and Linda will follow up on the suggestions provided by the PCC members.

Mike asked Lynn about the general statistics for callers making ride reservations. Lynn reported that Monday through Friday, there are four reservationists and three on Saturdays and Sundays. Three dispatchers are on duty throughout each day. Lynn, Patti, and Mike noted that phone wait times are usually highest late in the day, between 4:00 p.m. and 5:00 p.m.

G. Customer Comments

Elly reported on the Monthly Comment Statistics. Policy related comments dropped to 31 in August 2014 from 43 in July 2014. Service related comments rose to 21 from 16 and compliments stayed the same. The average response time to customers for compliments and complaints are both below the 7-day limit. Elly pointed out that customer error comments were higher in July than August. All of the other categories reflected no changes. The Year-to-Date Rate per 1000 rides for all types of comments is 3.2.

Tina clarified for Betty that customer error comments are complaints are determined to be invalid. A Customer Error comment can be due to a number of reasons. Linda gave an example of a rider calling that their vehicle was 5 minutes late, when there is actually a 20 minute window for vehicles to arrive. Tina confirmed that the Customer Comment reports included data for both Redi-Wheels and taxi vehicles.

Nancy asked how Redi-Wheels could improve the rate of Comment Cards being visible on vehicles. Lynn confirmed that all vehicles are checked and re-stocked on a daily basis. Although Comment Cards may not be visible on vehicles, riders are encouraged to ask for one.

H. Safety Report

Lynn reported that 4 incidents were logged last month on Redi-Wheels. One incident was preventable, but very minor. Zero incidents were reported on RediCoast.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

In Michal's absence, Mike provided updates. The quarterly meeting is on December 17 and the PCC will be coordinating caroling this year to take place on the same day. All of the caroling activities will be located at 925 Main Street in Half Moon Bay.

B. AGENCY

Barbara reported that agencies will meet next Tuesday at 10:30 a.m. Dave Daley from First Transit will also be attending to discuss expectations for service to adult day center programs.

C. EFFICIENCY REVIEW COMMITTEE (ERC)

In Aki's absence, Mike reported that the ERC met last week. The first topic was the transition from MV Transportation to First Transit, effective January 1, 2015. First Transit has been invited to participate in the November 4 meeting. An ongoing discussion of renewal by mail also took place at the ERC meeting.

The next ERC meeting is Tuesday, November 4, 2014 at 11:00 a.m. on the 3rd floor of the SamTrans building.

D. COMMISSION ON AGING (COA)

Sandra reported that the next COA meeting will be held on November 11, 2014. The COA meeting scheduled for Monday, October 13 will be re-scheduled. The last performance of the Making the Invisible Visible Project, "Could it Happen to You? A Story of Elder Abuse," is scheduled for 1:30 p.m. on Friday, October 17, 2014 at the Doelger Center Café in Daly City.

E. COMMISSION ON DISABILITIES (COD)

Vincent, who also serves as a Commissioner on the COD, reported in Jim's absence that on October 21, the COD will be hosting an Art Showcase. The event is being held in the Caldwell Gallery at the Hall of Justice (400 County Center in Redwood City) from 5:00 p.m.-7:30 p.m. Tickets are available through <http://artshowcase2014.brownpapertickets.com/>.

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

Vincent reported that CiD will be a participating vendor at the Seniors on the Move conference. In East Palo Alto, CiD is also participating in the Project WeHope Homeless Connect-4 event. He also encouraged everyone in attendance at today's meeting to vote on November 4.

G. DEPARTMENT OF REHABILITATION (DOR)

Susan reported that there are no updates to provide for today's meeting.

I. METROPOLITAN TRANSPORTATION COMMISSION (MTC)

Mike reported that Linda and Barbara are working with the 5310 Program applicants.

OTHER BUSINESS

Barbara reported that Rosener House Adult Day Center is holding an Open House on Saturday, November 15 from 10:00 a.m. to 1:00p.m. Refreshments and sample activities will be offered. Barbara also shared a flyer for the Avenidas Community Driver Safety Forum, "Shifting Gears: When to Stop Driving and How to Move Forward!" Avenidas is hosting the event at 450 Bryant Street in Palo Alto on Thursday, October 23 from 3:00 p.m. to 5:00 p.m. The forum is free and open to the public. Those interested in attending can RSVP at (650) 289-5400.

Betty reported that she has brochures and rack cards to distribute to people interested in the Get Up and Go Program.

Linda announced that this Friday, Oct. 17, is the 11th annual mobility workshop for seniors and people with disabilities, "Beyond Paratransit: 21st Century Mobility." The event is taking place from 10:00 a.m. to 3:30 p.m. at the Ed Roberts Campus, 3075 Adeline Street, Berkeley, CA 94703. Individuals using BART should get off at the Ashby Station. The onsite contact is Naomi Armenta, Alameda CTC's Paratransit Coordinator.

Mike announced that today is the Meals on Wheels Dine Out Event. Information about participating restaurants at www.penvol.org He invited anyone interested to join several PCC members for dinner at Amici's Pizzeria in Redwood Shores.

Patti asked about continuing taxicab service with Serra. Ashish John confirmed that the contract includes a Supplemental Service Provider. Betty asked for clarification about MV working as a contractor for paratransit service. Ashish noted that the current Supplemental Service Provider is currently a taxi company. MV contracts with them independently and coordinates service through their office. Ashish added that First Transit has the option to use Serra Taxicab after January 1, 2015.

The next PCC meeting is Tuesday, November 18 from 1:30-3:30 p.m.

MEETING ADJOURNED: 3:15 p.m.

SAMTRANS ACCESSIBILITY ADVISORY COMMITTEE

MEETING SUMMARY – September 8th, 2014

PRESENT: Alec Karp (Chair), Cam Acker, Jim Engvall, Donald Jacobberger

ABSENT: Doris Maez, Judy McKie, Karen Vanderwoert

GUEST:

SAMTRANS STAFF: Tina Dubost, Richard Lesser, John Sanderson

I. Introductions

II. Agenda

III. Approval of Minutes

Fixed Route Bus and Caltrain

A. Introducing John Sanderson, Accessibility Coordinator

John Sanderson is the newly hired Accessibility Coordinator for SamTrans Accessible Services department. He comes from San Francisco Paratransit (following in Richard Lesser's footsteps), where he was the Contract Compliance and Field Monitor position before taking the position of Operations Director, overseeing contractor compliance and field personnel and customer service. He will assist Accessible Transit Services Manager Tina Dubost, gradually taking over tasks such as upgrading the paratransit scheduling system and assisting with the addition of new Mobile Data Terminals (MDT's) on Redi-Wheels vehicles. He will be looking at new ways to analyze paratransit data, targeting late trips, missed trips, and issues with data recording. He will be coordinating with the Paratransit Coordinating Committee (PCC). Welcome aboard, John.

V. Paratransit Update

John Sanderson reports that the eligibility certification process has been producing a big increase in travel training referrals, over 40 in the past two months.

There has been an increase in the number of determinations, which is attributable to more site visits in the field by eligibility contractors.

He discussed the upgrade to the Trapeze scheduling software. The calculation of distance and time for trips will be done through street routing rather than triangulation, plotting according to actual streets rather than as the crow flies. This should result in more accurate time estimates for pick-ups and drop-offs.

Quality control testing is underway in the process of getting the database and software to work with the new MDT's.

Alec Karp asked if imminent arrival messages would be functional soon. John Sanderson said that the new messages are being tested to work with the actual rather than scheduled times, using the new MDT's and upgraded software capabilities.

Alec Karp mentioned that there are now budget-priced cellphones for people with disabilities, which could alleviate the problem of passengers who wait outside, and then may miss a late vehicle because they went back inside to call Dispatch. He encourages consumers to get a cell phone. For instance, the Jitterbug is a simple low-cost phone, which has the option of speaking to an operator to dial a number and connect a call for the phone user.

Alec Karp remarked that appointments at the Eligibility Office are limited to a handful of open days a few days ahead. Later appointments are not possible until those days are filled. In one case only morning appointments were available on a specific day. It would be nice if another day could be opened to accommodate appointment time requests. Tina Dubost said she would look into it.

Tina Dubost mentioned that Redi-Wheels on time performance has been good in recent months, but slipped last month. There are some new drivers, which can slow things down. Other possible factors are being investigated.

VI. No Citizens Advisory Committee Update – Judy McKie was out

VII. Valley Transportation Authority Committee of Transportation Accessibility Update – Cam Acker

No update to come until after their October meeting.

VIII. Announcements and Other Business

There is a meeting of the Caltrain Accessibility Advisory Committee scheduled for September 22, 2014. The main focus will be on getting feedback about desired features for the Electric Multiple Units (EMU's) to be ordered for Caltrain electrification. Initially, they want to initially garner opinions regarding seats, bicycles, and restrooms.

Alec Karp asked whether the ADA/Accessibility car could remain bicycle-free, as bicyclists get in the way of accessible boarding, and can block the conductor's view of the assistance area on the platform. Cam Acker agreed, saying she has been blocked by bicycle riders when boarding the accessibility car.

Alec Karp also stated that bicyclists riding on the train platform are dangerous to pedestrians and people with disabilities. He asked for strict enforcement of the rule prohibiting riding bicycles on the platform.

Tina Dubost said that soon Redi-Wheels ID's would be replaced by magnetic swipe cards. When paratransit customers use their paratransit ID cards to ride free on SamTrans buses, data can be tracked. The data obtained can be used in many ways, such as pointing to bus stops that are used by many Redi-Wheels consumers, which might indicate a need for an additional bench or bus shelter.

Jim Engvall asked about customers whose disability might make it difficult or impossible to swipe the card on the farebox. Tina responded that the bus operator will assist where necessary.

Alec Karp asked if the location of the swipe would be consistent on the buses, for use of the blind and visually impaired. Tina responded that the farebox is at a consistent location on the buses, and the swipe location is at the top of the farebox. The swipe location on the top of the farebox is the same one used for change cards.

Cam Acker was very happy to be informed that webmaster Robert Casumbal added the "skip to navigation" function to the website, subsequent to a request made at the time of his presentation to this committee.

Richard Lesser said that he is working with Rail management to allow wheelchair users and other passengers with disabilities to embark and disembark at non-accessible stations if they so desire, with the knowledge of the limitations at that station. This is comparable to choosing to de-board from a bus at a stop that lacks accessibility features. The choice is theirs, if it is a stop used by other passengers.

Richard Lesser announced that Caltrain plans to purchase 16 surplus Metrolink "Bombardier" rail cars. The cars will need substantial rehabilitation and may take up to a year before they are placed in service. Peak hour trains will be increased from five to six cars to alleviate current crowding. Some work will be done at stations that will need to extend the boarding area to accommodate the length of the extra train car.

The Committee asked for an update on the Clipper Interface Device (CID) locator tones on train platforms. Caltrain is still in discussion with the Municipal Transportation Commission and their contractor for Clipper.

Richard Lesser offered a teaser for next meeting, which will include a presentation from Michael Eshleman, Planner, on how the SamTrans Service Plan changes have affected seniors and passengers with disabilities.

IX. Set Date for Next Meeting

Monday, November 3rd, 2014

Note – After January, we will have to change the day of the meeting, as Chair Alec Karp will be taking Mondays off.

**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: PARATRANSIT SERVICE**

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. Each of 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 SamTrans Paratransit service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – OCTOBER 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 BART SFO Extension as a separate line.

AVERAGE WEEKDAY RIDERSHIP – OCTOBER 2014 COMPARED TO OCTOBER 2013

Total District Modes – 174,240, an increase of 15.7 percent.

Bus – 47,350, an increase of 2.8 percent.

Paratransit – 1,170, an increase of 6.4 percent.

Caltrain – 61,670, an increase of 19.2 percent.

Shuttles – 11,620, an increase of 17.5 percent.

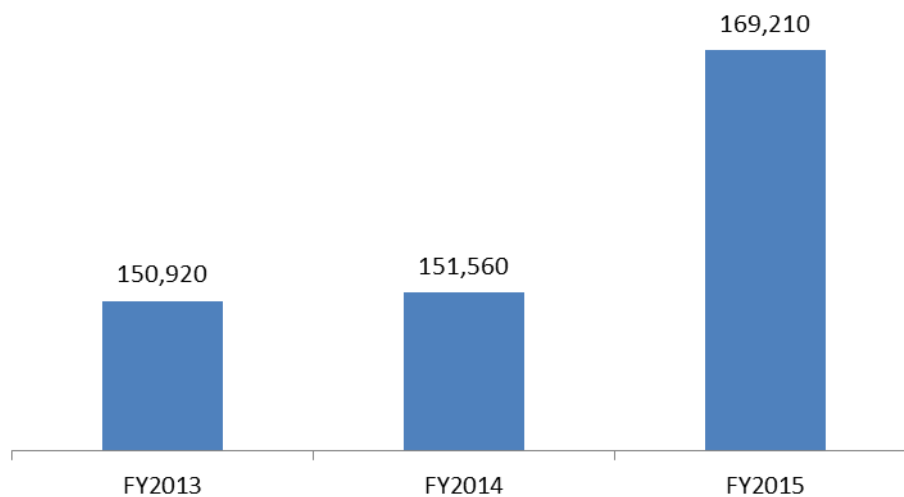
**Table A
Average Weekday Ridership**

October 2014 Average Weekday Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	45,020	46,070	47,350	2.8%
Paratransit	1,060	1,100	1,170	6.4%
Caltrain	51,720	51,740	61,670	19.2%
Shuttles	11,460	9,890	11,620	17.5%
Total	109,260	108,810	121,810	11.9%
BART Extension (No Daly City)	49,470	41,820*	52,430	25.4%
Grand Total	158,730	150,630	174,240	15.7%
Weekdays	23	23	23	

October 2014 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	41,440	41,970	43,750	4.2%
Paratransit	1,080	1,100	1,160	5.5%
Caltrain	49,950	53,720	60,590	12.8%
Shuttles	11,110	9,970	12,130	21.7%
Total	103,560	106,760	117,630	10.2%
BART Extension (No Daly City)	47,350	44,800*	51,580	15.1%
Grand Total	150,920	151,560	169,210	11.6%

*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 October for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – OCTOBER 2014 COMPARED TO OCTOBER 2013

All District Modes – 4,671,730, an increase of 16.4 percent.

Bus – 1,259,490, an increase of 3 percent.

Paratransit – 29,960, an increase of 5.6 percent.

Caltrain – 1,699,130, an increase of 18.3 percent.

Shuttles – 268,270, an increase of 16.8 percent.

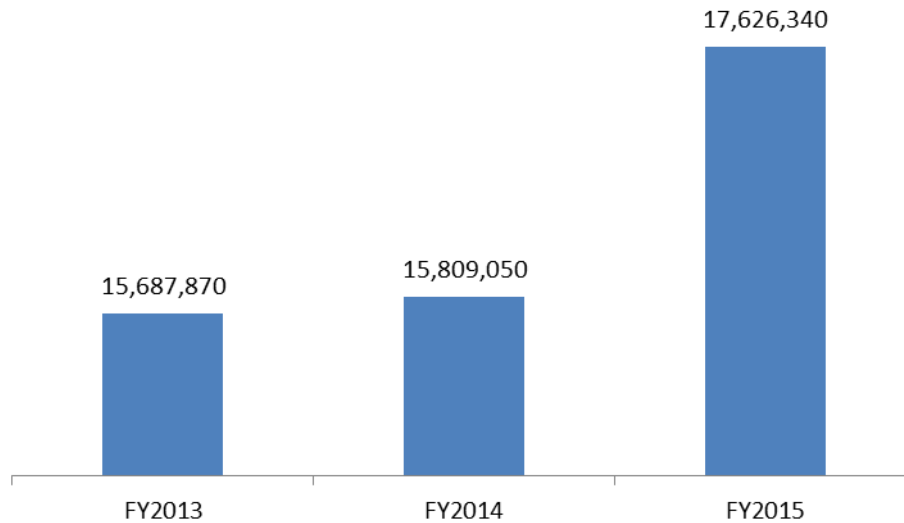
**Table B
Total Ridership**

October 2014 Total Monthly Ridership				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	1,191,210	1,222,960	1,259,490	3.0%
Paratransit	27,240	28,370	29,960	5.6%
Caltrain	1,428,470	1,435,690	1,699,130	18.3%
Shuttles	284,640	229,760	268,270	16.8%
Total	2,931,560	2,916,780	3,256,840	11.7%
BART Extension (No Daly City)	1,343,370	1,095,780*	1,414,890	29.1%
Grand Total	4,274,930	4,012,560	4,671,730	16.4%
Weekdays	23	23	23	

October 2014 Year-to-date				Percent Change FY2014/2015
Mode	FY2013	FY2014	FY2015	
Bus	4,242,760	4,354,530	4,561,680	4.8%
Paratransit	104,830	108,310	114,080	5.3%
Caltrain	5,374,860	5,789,460	6,493,590	12.2%
Shuttles	1,021,010	882,260	1,069,960	21.3%
Total	10,743,470	11,134,550	12,239,300	9.9%
BART Extension (No Daly City)	4,944,390	4,674,500*	5,387,030	15.2%
Grand Total	15,687,870	15,809,050	17,626,340	11.5%

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

**Chart B
Total Ridership (FYTD)**



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

Where Public Transportation Goes Community Grows – SamTrans extended its participation in the American Public Transportation Association's *Where Public Transportation Goes Community Grows* initiative for an additional month. The goal of the initiative is to inform decision makers and other stakeholders that investment in public transportation drives growth. Transit attracts development and increases property values along its corridors. Public transit also connects employers to employees, restaurants to diners, landlords to tenants, and families to local stores. SamTrans conveyed the message through bus shelter ads, exterior bus ads, web banners, and social media.

Track the Fun – The fall issue of the *Transit Fun Guide* was released. The guide lists dozens of events and fun destinations that are served by SamTrans and includes the appropriate bus route numbers. Destinations include festivals, parades, theaters, and farmers' markets.

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, DECEMBER 3, 2014 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of November 5, 2014
2. Acceptance of Statement of Revenues and Expenses for June 2014 (Unaudited)
3. Acceptance of Statement of Revenues and Expenses for October 2014

CONTRACTS

4. Authorize Award of Contracts to PFM Asset Management LLC and U.S. Bank to Provide Investment Management and Custodial Services for a Three-Year Base Term
5. Authorize Award of Contract to Murphy and Hartelius, Inc. for Furnishing and Servicing Bus Operator Uniforms for a Total Estimated Cost of \$710,146 for a Five-Year Term
6. Authorize Renewal of Delta Dental Insurance Contract for an Estimated Annual Cost of \$1.156 Million
7. Authorize a Fourth Amendment with MV Transportation to Extend Flex and Expanded Route 17 Service for Coastside Transportation Services for a Total Estimated Cost of \$3,124,420 for 33 Months

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 5, 2014**

Committee Members Present: A. Tissier

Committee Members Absent: R. Guilbault, Z. Kersteen-Tucker (Committee Chair)

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, M. Colondres, G. Harrington, C. Harvey, R. Haskin, M. Martinez, N. McKenna, D. Miller, M. Scanlon, M. Simon

Director Adrienne Tissier called the meeting to order at 2:20 p.m.

Approval of Minutes of Finance Committee Meeting of October 1, 2014

Motion/Second: Groom/Harris

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Acceptance of Statement of Revenues and Expenses for September 2014

Gigi Harrington, Deputy CEO, said September revenue is better than budget by \$1 million. Expenses are under budget by \$4 million. Fuel was \$2.67 per gallon last week and year to date is \$2.91 per gallon. The District did not trip the fuel hedge in September. Ms. Harrington said the final unaudited sales tax number for Fiscal Year (FY) 2014 was a record high of \$77.6 million.

Motion/Second: Groom/Matsumoto

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Authorize Initiating 2015 Debt Refinancing

Ms. Harrington said this is to refinance the 2005 outstanding debt. She said there are favorable rates in the current market. This will be a competitive procurement to select banks and staff proposes to use Orrick, Herrington and Sutcliffe, LLP as the bond counsel. The debt will be refinanced at a fixed-rate and will not be extended in length. Ms. Harrington said she will be looking to accelerate any savings to the front end of the earlier years of the transaction. She said there are calculations of net present value savings in the \$10 million to \$30 million dollar range.

Motion/Second: Gee/Harris

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Acceptance of Quarterly Investment Review and Fixed Income Report for the Quarter Ended September 30, 2014

Bill Osher, CSI SunTrust Bank, said it was a difficult quarter for fixed-income markets. The portfolio remains safe and almost half of the securities are in U.S. Treasuries. He said the financial markets are becoming increasingly influenced by what is going on globally. Recent events in the markets have had much more to do with what is happening in Europe than the domestic economy. Mr. Osher said there is a growing disconnect between what is being said by the members of the Federal Reserve, who set short-term rates in this country and what the market has priced into it. This means there is more risk in the front end of the bond market right now than there has been in years.

Motion/Second: Gee/Harris

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Approval of Salary Ordinance No. 96

Monica Colondres, Director, Human Resources, said Salary Ordinance No. 96 includes 16 new positions, a 3 percent adjustment to the salary ranges, and a 3.5 percent increase in wages for administrative employees.

Motion/Second: Harris/Matsumoto

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Adoption of Conflict of Interest Code

Martha Martinez, District Secretary, said the Code reflects two deleted positions, six new positions and six positions with updated titles. The Code will be submitted to the San Mateo County Board of Supervisors for approval.

Motion/Second: Gee/Groom

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

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

April Chan, Executive Officer, Planning and Development, said this is to program FY2015 and FY2016 Federal funds. Before the Metropolitan Transportation Commission can program funds, the Board must approve a resolution to file the application. Ms. Chan said there is a commitment of \$15.8 million of local funds. The local funds can be made up of either District sales tax or State Proposition 1B funding.

Motion/Second: Groom/Gee

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

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

Brian Fitzpatrick, Manager, Real Estate and Development, said staff from the Peninsula Corridor Joint Powers Board and the District reviewed this property and confirmed it is excess and can be sold to the city.

Motion/Second: Harris/Matsumoto
Ayes: Gee, Groom, Harris, Matsumoto, Tissier
Absent: Guilbault, Kersteen-Tucker

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

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 of \$273,153

Authorize Granting Relief to Valley Powers 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

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

Authorize Amendment to the Contract with Pinnacle Petroleum, Inc. for Provision of California Air Resources Board ULSC Fuel and Fueling Services to Extend the Term of the Contract and Increase the Estimated Contract Amount by \$12,580,009

Michael Scanlon, General Manager/CEO announced that this will be Cheryl Cavitt's, Director, Contracts and Procurement, last meeting as she is retiring.

Ms. Cavitt thanked the Board for their support. She said staff is seeking approval to award four new contracts and an amendment to an existing contract. Ms. Cavitt said in each instance of the new contracts staff followed approved procedures to ensure a competitive process.

Motion/Second: Groom/Harris
Ayes: Gee, Groom, Harris, Matsumoto, Tissier
Absent: Guilbault, Kersteen-Tucker

Adjourned: 2:33 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
JUNE 30, 2014 – UNAUDITED**

ACTION

Staff proposes the Committee recommend the Board accept and enter into the record the Statement of Revenues and Expenses for the year ended June 30, 2014.

SIGNIFICANCE

Year End Revenues - Unaudited: *Total Revenues* (page 1, line 15) for Fiscal Year (FY) 2014 are **better** than revised budget by \$7.9 million or 4.9 percent. Within total revenue, *Passenger Fares* (page 1, line 1), *Measure A Funds* (page 1, line 4), *District ½ Cent Sales Tax* (page 1, line 9), *Investment Interest* (page 1, line 10), and *Other Interest, Rent, & Other Income* (page 1, line 12) together are **better** than revised budget by \$9.6 million or 9.3 percent. These positive variances are offset by *Local TDA and STA Funds* (page 1, line 2), and *State/Federal Operating Grants* (page 1, line 3) which are **worse** than revised budget by \$1.7 million or 3.4 percent.

Compared to FY2013, *Total Revenues* (page 1, line 15) are \$4.6 million or 2.8 percent **better**. The principal components of this change are *Passenger Fares* (page 1, line 1), *Local TDA and STA Funds* (page 1, line 2), *Measure A Funds* (page 1, line 4), *District ½ Cent Sales Tax* (page 1, line 9), and *Other Interest, Rent, & Other Income* (page 1, line 12) together **increased** by a total of \$8.8 million or 6.1 percent which is offset by a **decrease** in *State/Federal Operating Grants* (page 1, line 3), and *Investment Interest* (page 1, line 10) of \$2.6 million or 20.9 percent.

Year End Expenditures - Unaudited: *Total Expenses* (page 4, line 73) for FY2014 are **better** than revised budget by \$16.2 million or 12.9 percent. Within total expenses, *Total Motor Bus* (page 3, line 46) are **better** than revised budget by \$15.2 million or 14.9 percent, *Total ADA Programs* (page 4, line 55) are **better** than revised budget by \$1 million or 7.1 percent and *Total Multimodal* (page 4, line 71) are **worse** than revised budget by \$0.1 million or 1 percent. Compared to FY2013, *Total Expenses* (page 4, line 73) are \$14.8 million or 12 percent **better**. The principal components of this change include a **decrease** in *Total*

Motor Bus (page 4, line 46) and *Total Multimodal* (page 4, line 71) of \$14.8 million or 13.5 percent.

Budget Revision: The annual revised budget for *Capital Program* line items (page 1, line 16, 17 and 33) have been adjusted to reflect actual capital spending during FY2014. The remaining capital budget has been rolled over to FY2015.

Fiscal Year End Results: Staff will update this report and distribute it in conjunction with the FY2014 Comprehensive Annual Financial Report (CAFR), which will include the results of the annual external audit.

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

<u>UNAUDITED</u>									
SAN MATEO COUNTY TRANSIT DISTRICT SUMMARY OF REVENUES AND EXPENSES FISCAL YEAR 2014 JUNE 2014									
% OF YEAR ELAPSED: 100.0%									
	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	1,500,133	17,808,366	18,556,929	17,965,000	103.3	17,965,000	17,965,000	103.3
2	Local TDA and STA Funds	1,706,556	38,153,079	41,633,360	42,542,322	97.9	42,542,322	42,542,322	97.9
3	State/Federal Operating Grants	660,963	11,012,564	8,437,385	9,274,579	91.0	8,050,834	9,274,579	91.0
4	Measure A Funds	766,180	8,394,311	8,545,031	8,160,000	104.7	8,160,000	8,160,000	104.7
5	AB434 Funds	47,167	554,400	566,000	566,000	100.0	566,000	566,000	100.0
6	SM County Measure A	62,702	0	5,000,000	5,000,000	100.0	0	5,000,000	100.0
7	Subtotal - Operating Revenues	4,743,700	75,922,721	82,738,704	83,507,901	99.1	77,284,156	83,507,901	99.1
Other Revenue Sources									
8	District 1/2 Cent Sales Tax	9,624,951	73,859,183	77,606,796	70,000,000	110.9	68,000,000	70,000,000	110.9
9	Investment Interest	69,022	1,627,610	1,555,494	1,056,160	147.3	1,056,160	1,056,160	147.3
10	Pass through to Other Agencies	94,347	467,959	373,168	379,169	98.4	379,169	379,169	98.4
11	Other Interest, Rent & Other Income	946,745	6,364,912	7,009,404	6,438,107	108.9	6,346,565	6,438,107	108.9
12	Other Sources	0	6,460,000	0	0	0	0	0	0.0
13	Subtotal - Other Revenues	10,735,066	88,779,664	86,544,862	77,873,436	111.1	75,781,894	77,873,436	111.1
14	Total Revenues	15,478,765	164,702,385	169,283,566	161,381,337	104.9	153,066,050	161,381,337	104.9
15	Capital Assistance	194,646	4,325,635	22,318,682	58,719,891	38.0	6,336,651	58,719,891 A	38.0
16	Reserves Programmed for Capital	1,930,985	5,159,430	9,448,366	18,236,805	51.8	74,000	18,236,805 A	51.8
17	Total Revenues - All Sources	17,604,397	174,187,450	201,050,614	238,338,033	84.4	159,476,701	238,338,033	84.4
18	USES OF FUNDS								
19	Operations								
20	Motor Bus	946,119	93,453,085	87,002,118 C	102,199,054	85.1	100,725,200	102,199,054	85.1
21	A. D. A. Programs	964,916	13,767,333	13,756,643	14,801,839	92.9	14,780,900	14,801,839	92.9
22	Caltrain	453,331	14,000,000	5,440,000	5,440,000	100.0	5,440,000	5,440,000	100.0
23	Other Multimodal Programs	228,464	2,624,227	2,798,040	2,719,603	102.9	2,880,681	2,719,603	102.9
24	Subtotal - Operating Costs	2,592,829	123,844,644	108,996,800	125,160,496	87.1	123,826,781	125,160,496	87.1
25	Other Uses of Funds								
26	Pass through to Other Agencies	94,347	467,959	373,168	383,742	97.2	383,742	383,742	97.2
27	Transfer Out to Debt Service	2,037,403	24,453,463	24,453,287	24,453,287	100.0	24,453,287	24,453,287	100.0
28	Fiscal Agent Fees	2,000	26,493	25,509	26,410	96.6	26,410	26,410	96.6
29	Land Transfer Interest Expense	45,895	59,379	45,895	59,379	77.3	59,379	59,379	77.3
30	Subtotal - Other Uses	2,179,645	25,007,294	24,897,859	24,922,818	99.9	24,922,818	24,922,818	99.9
31	Capital Programs	2,368,090	10,465,865	33,281,369	82,302,321	40.4	11,682,276	82,302,321 A	40.4
32	Total Uses of Funds	7,140,564	159,317,803	167,176,028	232,385,635	71.9	160,431,875	232,385,635	71.9
33	NET SURPLUS / (DEFICIT)	10,463,832	14,869,647	33,874,586	5,952,398	569.1	(955,174)	5,952,398	569.1

% 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 reflects the actual FY2014 Capital Expenditures. The remaining budget rolls over to FY2015.

Note C - Savings in Motor Bus is due to savings in fuel and downward adjustment in workers comp claims and insurance reserves.

UNAUDITED

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

% OF YEAR ELAPSED: 100.0%

	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	1,407,184	16,985,825	17,718,321	17,156,000	103.3	17,156,000	17,156,000	103.3
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,033,399	31,871,276	34,505,186	34,505,186	100.0	34,505,186	34,505,186	100.0
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	(520,859)	4,411,706	4,793,708	5,633,670	85.1	5,633,670	5,633,670	85.1
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	635,132	10,150,976	7,871,905	8,275,236	95.1	7,051,491	8,275,236	95.1
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	(3,137,677)	24,554,829	16,192,739	31,472,857	51.4	31,475,368	31,472,857	51.4
10 Accessibility Fixed Route	90,097	1,009,438	1,137,064	1,035,143	109.8	1,035,143	1,035,143	109.8
11 TOTAL 1/2 CENT SALES TAX	(3,047,580)	25,564,267	17,329,803	32,508,000	53.3	32,510,511	32,508,000	53.3
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	50,443	1,123,502	1,010,931	697,450	144.9	697,450	697,450	144.9
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	0	42	0	0	0.0	0	0	0.0
16 Rental Income	97,897	1,071,710	1,168,527	1,087,440	107.5	1,087,440	1,087,440	107.5
17 Advertising Income	148,981	936,232	1,117,900	930,000	120.2	930,000	930,000	120.2
18 Other Income	141,523	1,337,548	1,485,837	1,406,072	105.7	1,153,452	1,406,072	102.5
19 TOTAL OTHER REVENUES	388,401	3,345,533	3,772,264	3,423,512	110.2	3,170,892	3,423,512	110.2
20								
21 TOTAL MOTOR BUS	946,119	93,453,085	87,002,118	102,199,054	85.1	100,725,200	102,199,054	85.1
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	92,948	822,542	838,608	809,000	103.7	809,000	809,000	103.7
25 Local TDA 4.5 Redi-Wheels	147,039	1,378,216	1,770,741	1,839,741	96.2	1,839,741	1,839,741	96.2
26 Local STA - Paratransit	46,977	491,881	563,725	563,725	100.0	563,725	563,725	100.0
27 Operating Grants	25,832	861,588	565,480	999,343	56.6	999,343	999,343	56.6
28 Sales Tax - District ADA Programs	(354,369)	4,141,998	(354,369)	0	0.0	4,846,042	0	0.0
29 Sales Tax - Paratransit Suppl. Coastside	263,004	1,248,275	322,864	1,111,320	29.1	1,244,339	1,111,320	29.1
30 Interest Income - Paratransit Fund	18,580	468,521	544,563	358,710	151.8	358,710	358,710	151.8
31 SMCTA Measure A Redi-Wheels	312,849	2,954,311	3,105,031	2,720,000	114.2	2,720,000	2,720,000	114.2
32 SM County Measure A	62,702	0	5,000,000	5,000,000	100.0	0	5,000,000	100.0
33 Measure M Paratransit	349,355	1,400,000	1,400,000	1,400,000	100.0	1,400,000	1,400,000	100.0
34 TOTAL ADA PROGRAMS	964,916	13,767,333	13,756,643	14,801,839	92.9	14,780,900	14,801,839	92.9
35								
36 MULTIMODAL TRANSIT PROGRAMS:								
37 Sales Tax - Caltrain	0	2,100,000	0	0	0.0	0	0	0.0
38 Other Sources - Caltrain	0	6,460,000	0	0	0.0	0	0	0.0
39 Transfer from SMCTA for Caltrain	453,331	5,440,000	5,440,000	5,440,000	100.0	5,440,000	5,440,000	100.0
40 AB434 Funds - SamTrans Shuttle	47,167	554,400	566,000	566,000	100.0	566,000	566,000	100.0
41 Employer SamTrans Shuttle Funds	208,989	1,619,379	1,837,140	1,614,595	113.8	1,775,673	1,614,595	113.8
42 Sales Tax - SamTrans Shuttle Program	27,405	346,517	349,406	356,218	98.1	356,218	356,218	98.1
43 Sales Tax - Gen. Operating Asst.	(55,097)	103,931	45,495	182,790	24.9	182,790	182,790	24.9
44								
45 TOTAL MULTIMODAL	681,795	16,624,227	8,238,040	8,159,603	101.0	8,320,681	8,159,603	101.0
46								
47 TOTAL REVENUES	2,592,829	123,844,644	108,996,800	125,160,496	87.1	123,826,781	125,160,496	87.1

% 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.

<u>UNAUDITED</u>									
SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2014 JUNE 2014									
% OF YEAR ELAPSED: 100.0%									
<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	4,098,990	47,696,860	49,882,372	50,277,329	99.2	50,777,535	50,277,329	99.2	1
2									2
3 Services:									3
4 Board of Directors	3,250	47,923	47,500	51,800	91.7	51,800	51,800	91.7	4
5 Contracted Vehicle Maintenance	153,110	542,852	1,236,098	1,316,477	93.9	696,080	1,316,477	93.9	5
6 Property Maintenance	126,580	1,107,710	1,126,396	1,273,500	88.4	1,273,500	1,273,500	88.4	6
7 Professional Services	562,502	3,412,859	2,755,963	5,163,522	53.4	4,173,153	5,163,522	53.4	7
8 Technical Services	656,988	4,740,556	5,080,325	5,561,725	91.3	5,280,779	5,561,725	91.3	8
9 Other Services	309,870	1,271,395	662,143	1,583,124	41.8	1,507,128	1,583,124	41.8	9
10									10
11 Materials & Supply:									11
12 Fuel & Lubricants	436,742	5,351,161	5,301,075	6,491,659	81.7	6,491,659	6,491,659	81.7	12
13 Bus Parts & Materials	(30,485)	2,347,757	1,687,883	1,886,670	89.5	1,886,670	1,886,670	89.5	13
14 Uniforms & Driver Expense	26,605	305,339	352,113	438,622	80.3	443,122	438,622	80.3	14
15 Timetables & Tickets	25,864	151,640	155,666	172,000	90.5	172,000	172,000	90.5	15
16 Office Supplies / Printing	54,462	260,551	275,677	346,283	79.6	369,267	346,283	79.6	16
17 Other Materials & Supply	14,301	129,524	122,080	156,500	78.0	156,500	156,500	78.0	17
18									18
19 Utilities:									19
20 Telephone	91,175	381,263	445,520	602,470	73.9	602,470	602,470	73.9	20
21 Other Utilities	127,542	1,012,799	1,115,543	989,000	112.8	989,000	989,000	112.8	21
22 Insurance Costs	(3,060,111)	2,610,004	(1,219,311) B	2,640,150	(46.2)	2,640,150	2,640,150	-46.2	22
23 Workers' Compensation	(3,981,677)	2,994,923	(1,175,893) B	3,231,060	(36.4)	3,231,060	3,231,060	-36.4	23
24 Taxes & License Fees	43,128	489,079	488,158	569,109	85.8	569,109	569,109	85.8	24
25 Fixed Route Accessibility	90,097	1,009,438	1,137,064	1,035,143	109.8	1,035,143	1,035,143	109.8	25
26 Leases & Rentals	11,525	109,841	117,980	124,483	94.8	124,483	124,483	94.8	26
27 Promotional & Legal Advertising	27,699	200,257	204,970	274,256	74.7	275,200	274,256	74.7	27
28 Training & Business Travel	27,199	147,784	215,103	241,129	89.2	207,765	241,129	89.2	28
29 Dues & Membership	10,149	84,596	93,747	91,002	103.0	91,652	91,002	103.0	29
30 Postage & Other	15,208	57,578	60,359	157,115	38.4	200,049	157,115	38.4	30
31									31
32 Total District Operated Buses	(159,287)	76,463,689	70,168,534	84,674,128	82.9	83,245,274	84,674,128	82.9	32
33									33
34 CONTRACTED BUS SERVICES									34
35 Contracted Urban Bus Service	1,400,554	14,780,548	14,812,703	14,813,993	100.0	15,041,393	14,813,993	100.0	35
36 Other Related Costs	41,768	360,426	414,251	372,720	111.1	347,720	372,720	111.1	36
37 Insurance Costs	(513,191)	651,828	48,515 B	655,000	7.4	655,000	655,000	7.4	37
38 Coastside Services	129,522	703,283	1,114,427	1,139,553	97.8	857,553	1,139,553	97.8	38
39 Redi Coast Non-ADA	22,146	230,120	218,772	219,609	99.6	254,209	219,609	99.6	39
40 Other Related Costs	3,931	47,102	56,567	101,400	55.8	101,400	101,400	55.8	40
41 La Honda - Pescadero	8,400	52,500	54,863	55,125	99.5	55,125	55,125	99.5	41
42 SamCoast - Pescadero	12,276	137,068	112,594	160,896	70.0	160,896	160,896	70.0	42
43 Other Related Cost - SamCoast	0	26,522	894	6,630	13.5	6,630	6,630	13.5	43
44 Total Contracted Bus Service	1,105,406	16,989,396	16,833,584	17,524,926	96.1	17,479,926	17,524,926	96.1	44
45									45
46 TOTAL MOTOR BUS	946,119	93,453,085	87,002,118	102,199,054	85.1	100,725,200	102,199,054	85.1	46

% 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 B - Year-end adjustment to claims liability is based on the actuarial report. This adjustment is due to conservative estimates for potential losses.

UNAUDITED

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2014
JUNE 2014**

% OF YEAR ELAPSED: 100.0%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT	PRIOR	CURRENT	REVISED	% REV	APPROVED	REVISED	% REV
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	508,682	5,627,520	5,758,276	5,794,813	99.4	6,359,982	5,794,813	99.4
Other Related Costs	172,841	2,575,080	2,378,971	2,931,052	81.2	2,937,197	2,931,052	81.2
Sedan Service	267,627	3,012,025	3,187,561	3,212,702	99.2	2,534,802	3,212,702	99.2
ADA Accessibility Support	123,685	791,132	840,839	1,010,233	83.2	1,189,580	1,010,233	83.2
Coastside ADA Support	116,674	1,248,275	1,338,017	1,338,039	100.0	1,244,339	1,338,039	100.0
Insurance Costs	(224,593)	513,301	252,979	515,000	49.1	515,000	515,000	49.1
TOTAL ADA PROGRAMS	964,916	13,767,333	13,756,643	14,801,839	92.9	14,780,900	14,801,839	92.9
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	453,331	14,000,000	5,440,000	5,440,000	100.0	5,440,000	5,440,000	100.0
Total Caltrain Service	453,331	14,000,000	5,440,000	5,440,000	100.0	5,440,000	5,440,000	100.0
OTHER SUPPORT								
Dumbarton Express Service	(82,518)	3,567	(82,518)	-	0.0	0	0	0.0
SamTrans Shuttle Service	283,561	2,520,296	2,752,545	2,536,813	108.5	2,697,891	2,536,813	108.5
Bicycle Coordinating Activities	0	0	0	25,000	0.0	0	25,000	0.0
Maintenance Multimodal Facilities	27,421	100,363	128,012	157,790	81.1	182,790	157,790	81.1
Total Other Support	228,464	2,624,227	2,798,040	2,719,603	102.9	2,880,681	2,719,603	102.9
TOTAL MULTI-MODAL PROGRAMS	681,795	16,624,227	8,238,040	8,159,603	101.0	8,320,681	8,159,603	101.0
TOTAL EXPENSES	2,592,829	123,844,644	108,996,800	125,160,496	87.1	123,826,781	125,160,496	87.1

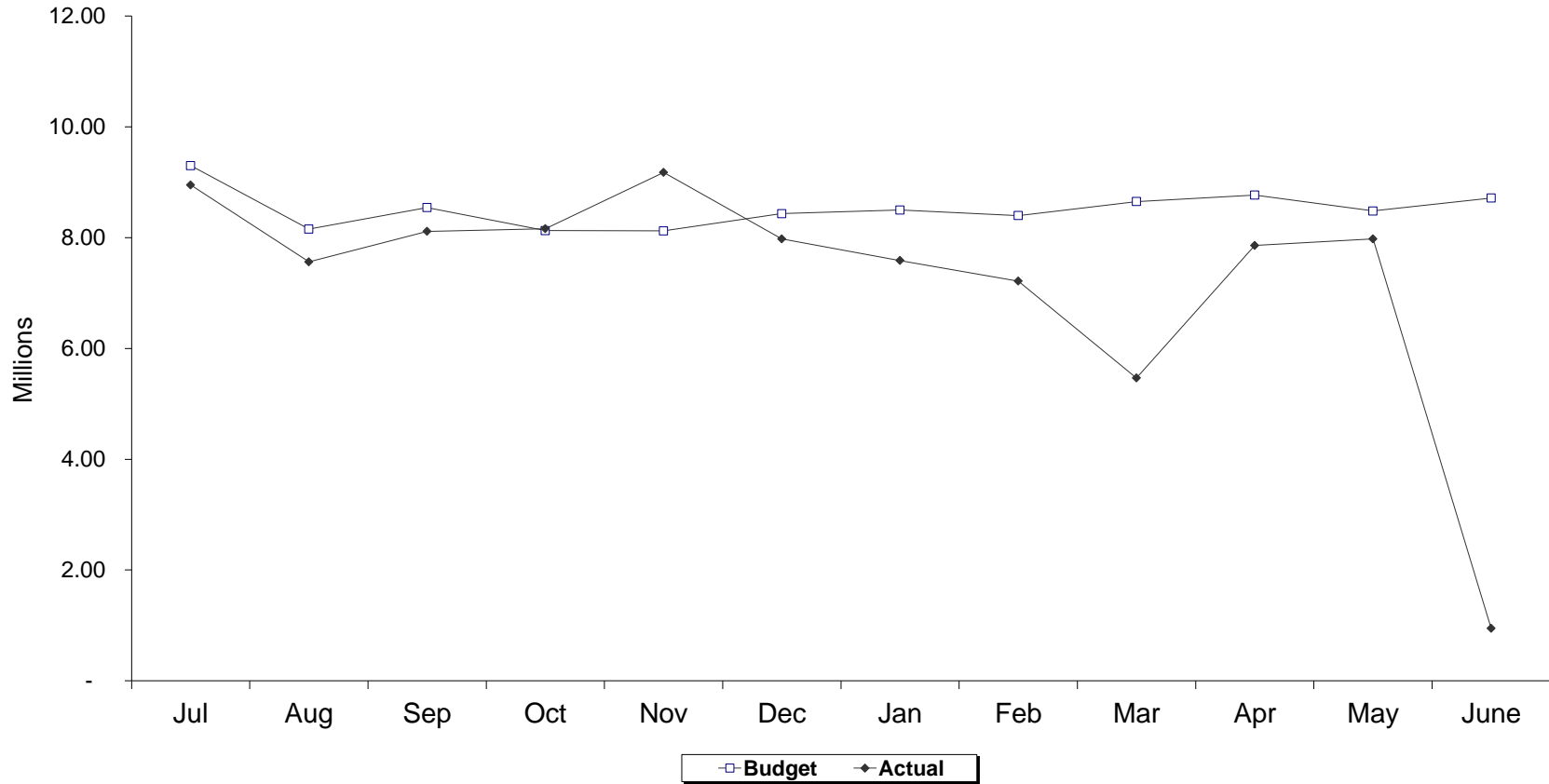
% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

Note B - Year-end adjustment to claims liability is based on the actuarial report. This adjustment is due to conservative estimates for potential losses.

SAN MATEO COUNTY TRANSIT DISTRICT

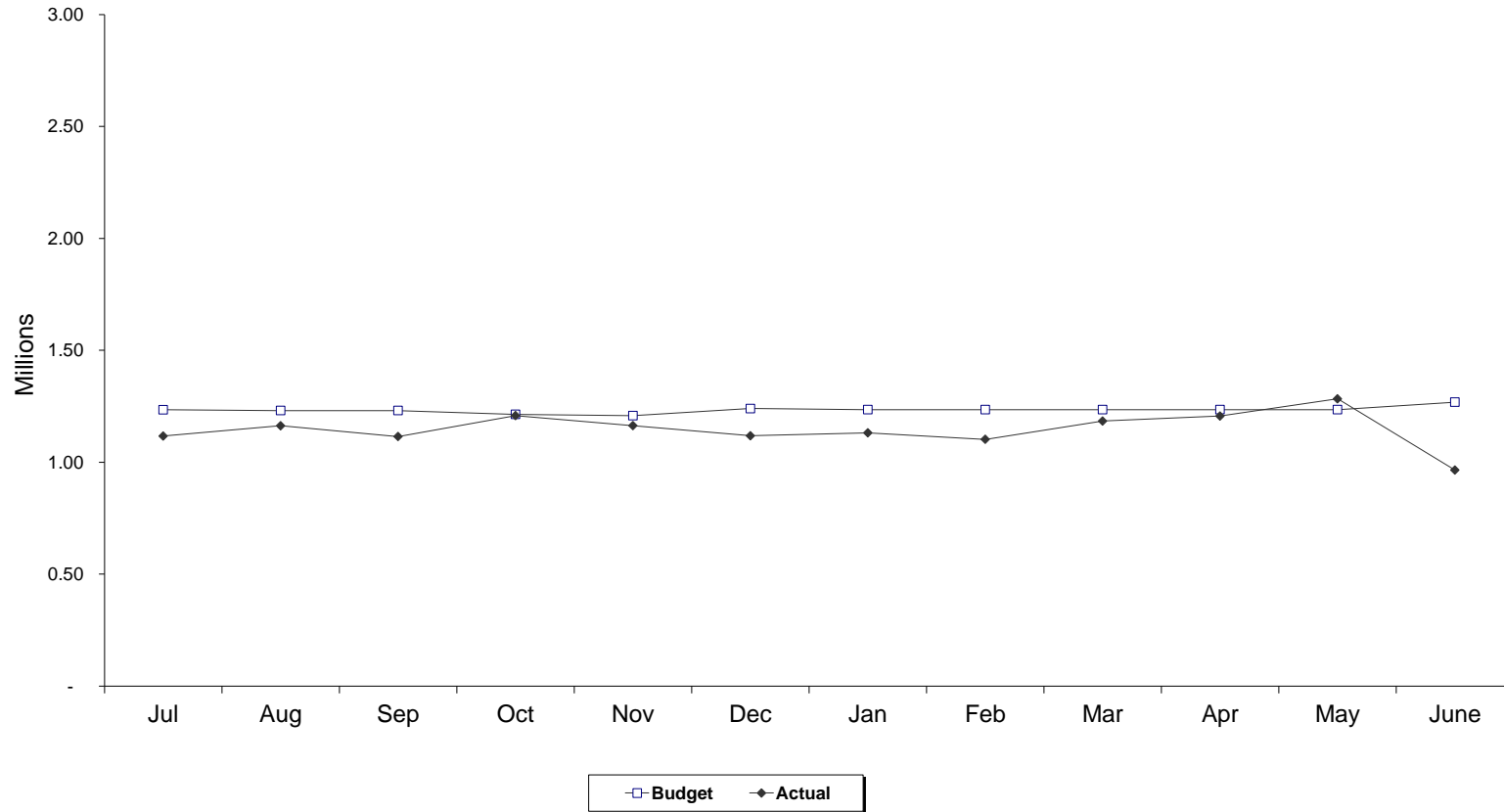
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2014



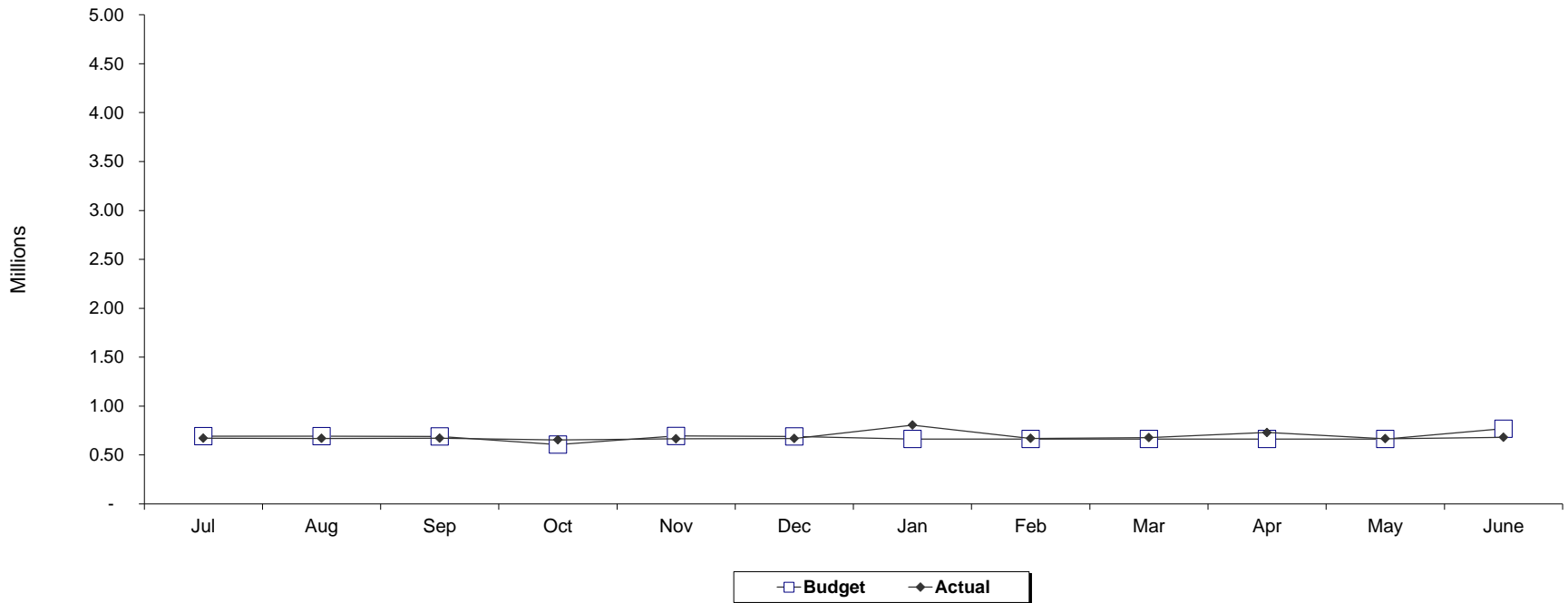
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	9,300,130	8,153,495	8,544,786	8,127,273	8,122,834	8,433,540	8,498,045	8,400,464	8,651,988	8,770,062	8,481,382	8,715,056
Actual	8,951,662	7,563,066	8,115,120	8,162,116	9,178,840	7,977,153	7,588,256	7,215,812	5,467,079	7,858,457	7,978,439	946,119
CUMULATIVE EXPENSES												
Budget	9,300,130	17,453,625	25,998,410	34,125,684	42,248,518	50,682,057	59,180,103	67,580,566	76,232,554	85,002,616	93,483,998	102,199,054
Actual	8,951,662	16,514,728	24,629,848	32,791,963	41,970,804	49,947,957	57,536,213	64,752,025	70,219,104	78,077,560	86,055,999	87,002,118
Variance - F(U)	348,468	938,897	1,368,563	1,333,720	277,714	734,101	1,643,890	2,828,541	6,013,450	6,925,056	7,427,999	15,196,936
Variance %	3.75%	5.38%	5.26%	3.91%	0.66%	1.45%	2.78%	4.19%	7.89%	8.15%	7.95%	14.87%

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



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	1,234,437	1,230,937	1,230,937	1,214,257	1,207,937	1,239,937	1,234,937	1,234,937	1,234,937	1,234,937	1,234,937	1,268,713	
Actual	1,117,158	1,163,018	1,115,023	1,208,337	1,163,393	1,118,398	1,131,140	1,102,162	1,183,740	1,206,258	1,283,100	964,916	
CUMULATIVE EXPENSES													
Budget	1,234,437	2,465,374	3,696,312	4,910,568	6,118,505	7,358,442	8,593,379	9,828,316	11,063,253	12,298,190	13,533,126	14,801,839	
Actual	1,117,158	2,280,176	3,395,198	4,603,535	5,766,929	6,885,326	8,016,466	9,118,628	10,302,368	11,508,627	12,791,727	13,756,643	
Variance - F(U)	117,279	185,199	301,113	307,033	351,577	473,116	576,913	709,688	760,884	789,563	741,400	1,045,197	
Variance %	9.50%	7.51%	8.15%	6.25%	5.75%	6.43%	6.71%	7.22%	6.88%	6.42%	5.48%	7.06%	

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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	693,110	693,110	691,026	606,585	694,387	691,027	664,180	664,184	664,180	664,181	664,180	769,456	
Actual	671,817	670,256	672,440	655,465	666,001	668,556	806,414	670,016	677,710	730,285	667,286	681,795	
CUMULATIVE EXPENSES													
Budget	693,110	1,386,220	2,077,246	2,683,830	3,378,217	4,069,244	4,733,423	5,397,607	6,061,787	6,725,967	7,390,147	8,159,603	
Actual	671,817	1,342,073	2,014,513	2,669,977	3,335,979	4,004,535	4,810,948	5,480,964	6,158,674	6,888,959	7,556,245	8,238,040	
Variance - F(U)	21,293	44,147	62,733	13,853	42,238	64,709	(77,525)	(83,357)	(96,888)	(162,992)	(166,098)	(78,437)	
Variance %	3.07%	3.18%	3.02%	0.52%	1.25%	1.59%	-1.64%	-1.54%	-1.60%	-2.42%	-2.25%	-0.96%	

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

June 30, 2014

DESCRIPTION	TOTAL INVESTMENT 06-30-14	INTEREST RECEIVABLE 5-31-14	PREPAID INT RECEIVABLE 5-31-14	INTEREST EARNED 06-30-14	INTEREST RECEIVED 06-30-14	ADJ.	INTEREST RECEIVABLE 06-30-14
RESERVE FOR CAPITAL PROJ	8,060,635.50	23,812.52	0.00	2,634.33	19,750.00	(27.57)	6,669.28
LAIF -- CAPITAL PROJ	76,443.41	29.92	0.00	14.80	0.00	0.00	44.72
REIMB SECURITIES -- L76R	87,748,404.40	101,055.27	954.86	46,039.59	29,093.75	(191.56)	118,764.41
LAIF -- REIMB FUNDS L76R	30,462,376.74	13,431.85	0.00	6,998.25	0.00	0.00	20,430.10
PARATRANSIT FUNDS	20,244,380.00	54,658.71	5,225.83	18,718.75	0.00	(122.11)	78,481.18
LAIF -- PARATRANSIT	4,951,343.60	1,419.53	0.00	958.80	0.00	0.00	2,378.33
BANK OF AMERICA	21,532,851.45	0.00	0.00	1,169.98	1,169.98	0.00	0.00
WELLS FARGO	23,632.52	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	4,327,233.89	1,423.12	0.00	787.22	0.00	0.00	2,210.34
	<u>177,427,301.51</u>	<u>195,830.92</u>	<u>6,180.69</u>	<u>77,321.72</u>	<u>50,013.73</u>	<u>(341.24)</u>	<u>228,978.36</u>

JUNE 2014 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 06/30/14	76,980.48
Add:	
CEO Interest	2,000.00
Less:	
Commissions	(8,944.72)
GASB 31 Gain/Loss	0.00
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>70,035.76</u>

YEAR TO DATE -- SUMMARY

Interest Earned	1,657,011.76
Add:	
CEO Interest	19,833.33
Less:	
Commissions	(106,010.63)
GASB 31 Gain/Loss	0.00
Capital Gain(Loss)	(5,796.01)
Total Interest & Capital Gain(Loss)	<u>1,565,038.45</u>

Balance Per Ledger as of 06/30/14

Deferred Int Acct. 210852/3	9,701.08
Interest Acct. 409102	8,642.59
Interest Acct. 409101	1,552,490.79
Gain/(Loss) Acct. 405220	0.00
Gain(Loss) Acct. 405210	(5,796.01)
	<u>1,565,038.45</u>

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

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 06/30/14	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 05/31/14	PREPAID INT REC'VBLE 06/30/14	INTEREST EARNED 06/30/14	INTEREST RECEIVED 06/30/14	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 06/30/14	INT REC'VBLE LESS PREPAID 06/30/14	PAR VALUE
U.S. TREASURY NOTES AND BONDS																		
US TREASURY NOTE	912828VL1	12-19-13	2,005,781.25	2,006,100.00	2,006,100.00	07-15-16	0.625%	34.7222	30	4,730.66		1,041.67			(5.76)	5,766.57	5,766.57	2,000,000
US TREASURY NOTE	912828WA4	03-21-14	8,480,410.16	8,508,670.00	8,508,670.00	10-15-16	0.625%	147.5694	30	6,822.06		4,427.08			(72.57)	11,176.57	11,176.57	8,500,000
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	10,002,300.00	10,002,300.00	11-15-16	0.625%	173.6111	30	2,887.23		5,208.33			(113.22)	7,982.34	7,982.34	10,000,000
																		23.41%
GOVERNMENT BONDS																		
FHLMC	3134G2WG3	2-15-12	9,686,631.75	9,629,518.65	9,629,518.65	09-22-14	0.750%	200.3125	30	13,821.56		6,009.38				19,830.94	19,830.94	9,615,000
FHLMC	3134G4HZ4	10-28-13	4,999,750.00	5,004,550.00	5,004,550.00	10-28-15	0.500%	69.4444	30	2,291.67		2,083.33				4,375.00	4,375.00	5,000,000
FHLMC	3134G3WS5	03-12-13	8,502,380.00	8,514,535.00	8,514,535.00	11-24-15	0.450%	106.2500	30	743.75		3,187.50				3,931.25	3,931.25	8,500,000
FFCB	31331HSL7	5-11-07	1,020,404.50	1,032,327.00	1,032,327.00	12-29-15	6.125%	161.6319	30	24,568.06		4,848.96	29,093.75		(0.01)	323.26	323.26	950,000
FNMA	3135G0UM3	5-29-13	3,999,600.00	4,002,840.00	4,002,840.00	02-26-16	0.520%	57.7778	30	5,488.89		1,733.33				7,222.22	6,267.36	4,000,000
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,017,280.00	6,017,280.00	03-04-16	0.750%	125.0000	30	10,875.00		3,750.00				14,625.00	14,625.00	6,000,000
FNMA	3135G0VA8	5-15-13	15,026,145.00	15,025,500.00	15,025,500.00	03-30-16	0.500%	208.3333	30	12,708.33		6,250.00				18,958.33	18,958.33	15,000,000
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,996,240.00	7,996,240.00	05-20-16	0.500%	111.1111	30	1,222.22		3,333.33			0.01	4,555.56	4,555.56	8,000,000
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,976,450.00	4,976,450.00	07-05-16	0.375%	52.0833	30	7,604.17		1,562.50				9,166.67	9,166.67	5,000,000
FNMA	3135G0YE7	03-07-14	5,009,800.00	5,003,000.00	5,003,000.00	08-26-16	0.625%	86.8056	30	8,246.53	954.86	2,604.17			(0.01)	10,850.69	9,895.83	5,000,000
																		76.56%
CASH AND CASH EQUIVALENTS																		
FEDERATED US TREASURY MMF		06-30-14	29,093.75	29,093.75	29,093.75					0.00		0.01				0.01	0.01	29,094
TREASURY INFLATION PROTECTED SECURITIES																		
LAIF			30,462,376.74	30,462,376.74	30,462,376.74					13,469.92		6,998.25	0.00			20,468.18	20,468.18	30,462,377
TOTAL LAIF			30,462,376.74	30,462,376.74	30,462,376.74													
TOTAL A/C 121100 & 112010			87,704,490.16	87,748,404.40	87,748,404.40													
MATURED/CALLED																		
TOTAL			87,704,490.16	87,748,404.40	87,748,404.40					102,010.13	954.86	46,039.59	29,093.75		(191.56)	118,764.41	116,854.69	118,027,377

9-Oct-14

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

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 06-30-14	MATURITY DATE	INT RATE	RATE/ DAY	APPL DAYS	INTEREST REC'VBLE 05/31/14	PREPAID INT REC'VBLE 06-30-14	INTEREST EARNED 06-30-14	INTEREST RECEIVED 06-30-14	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 06-30-14	INT REC'VBLE LESS PREPAID 06-30-14	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.41	7,909,875.00	7,909,875.00	06-15-16	0.500%	109.7222	15	19,858.52		1,645.83	18,122.25	1,627.75	(27.57)	1,726.78	1,726.78	7,900,000
<u>GOVERNMENT BONDS</u>																		
HOUSING URBAN DEVEL	911759E80	12-23-08	155,581.50	150,760.50	150,760.50	08-01-17	7.908%	32.9500	30	3,954.00		988.50				4,942.50	4,942.50	150,000
LAIF			76,443.41	76,443.41	76,443.41					29.92		14.80	0.00			44.72	44.72	76,443
MATURED/CALLED CALLED																		
TOTAL LAIF			76,443.41	76,443.41	76,443.41													
TOTAL A/C 121100 & 112010			8,045,397.91	8,060,635.50	8,060,635.50													
TOTAL			<u>8,045,397.91</u>	<u>8,060,635.50</u>	<u>8,060,635.50</u>					<u>23,812.52</u>	<u>0.00</u>	<u>2,634.33</u>	<u>18,122.25</u>	<u>1,627.75</u>	<u>(27.57)</u>	<u>6,669.28</u>	<u>6,669.28</u>	<u>8,050,000</u>

9-Oct-14

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

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 06/30/14	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 05/31/14	PP INTEREST REC'VBLE 06/30/14	INTEREST EARNED 06/30/14	INTEREST RECEIVED 06/30/14	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 06/30/14	INT REC'VBLE LESS PREPAID 06/30/14	PAR VALUE	
U.S. TREASURY NOTES AND BONDS																			
US TREASURY NOTE	912828WA4	03-21-14	5,487,324.22	5,505,610.00	5,505,610.00	10-15-16	0.625%	95.4861	30	4,414.28		2,864.58			(46.96)	7,231.90	7,231.90	5,500,000	
US TREASURY NOTE	912828WF3	03-28-14	4,985,546.88	5,001,150.00	5,001,150.00	11-15-16	0.625%	86.8056	30	1,443.61		2,604.17			(56.61)	3,991.17	3,991.17	5,000,000	
US TREASURY NOTE	912828SC5	03-19-14	4,619,960.72	4,620,470.00	4,620,470.00	01-31-17	0.875%	111.8056	30	13,453.73	5,225.83	3,354.17			(18.54)	16,789.36	11,563.53	4,600,000	
																		75.12%	
GOVERNMENT BONDS																			
FNMA	31398AU34	2-15-12	5,299,150.00	5,117,150.00	5,117,150.00	07-28-15	2.375%	329.8611	30	40,572.92	0.00	9,895.83				50,468.75	50,468.75	5,000,000	
																			24.88%
TREASURY INFLATION PROTECTED SECURITIES																			
																			0.00%
CASH INVESTMENT																			
LAIF			4,951,343.60	4,951,343.60	4,951,343.60					1,381.48	0.00	958.80	0.00			2,340.28	2,340.28	4,951,344	
MATURED/CALLED																			
TOTAL LAIF			4,951,343.60	4,951,343.60	4,951,343.60														
TOTAL A/C 122010			5,299,150.00	5,117,150.00	5,117,150.00														
TOTAL			<u>20,391,981.82</u>	<u>20,244,380.00</u>	<u>20,244,380.00</u>					<u>59,884.54</u>	<u>5,225.83</u>	<u>18,718.75</u>	<u>0.00</u>	<u>0.00</u>	<u>(122.11)</u>	<u>78,481.18</u>	<u>73,255.35</u>	<u>20,100,000</u>	

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

BUDGET AMENDMENTS

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

BUDGET REVISIONS

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

SAN MATEO COUNTY TRANSIT DISTRICT
 1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
 FY2013 & FY2014
 JUNE 2014 FINAL

Approved Budget		Receipts		Over/(Under)	Current
Date	Amount	Date	Amount	Budget/Projection	Projection
FY2013:					
1st Quarter	16,181,800	1st Quarter	18,855,582	2,673,782	18,855,582
2nd Quarter	17,084,000	2nd Quarter	18,954,017	1,870,017	18,954,017
3rd Quarter	17,782,200	3rd Quarter	17,437,422	(344,778)	17,437,422
4th Quarter	16,952,000	4th Quarter	18,612,162	1,660,162	18,612,162
FY2013 Total	68,000,000	FY2013 Total	73,859,183	5,859,183	73,859,183
FY2014					
Jul. 13	4,400,000	Sep. 13	5,504,500	1,104,500	5,504,500
Aug. 13	4,400,000	Oct. 13	5,504,500	1,104,500	5,504,500
Sep. 13	6,100,000	Nov. 13	7,339,300	1,239,300	7,339,300
1st Qtr. Adjustment	1,650,000	Dec. 13	735,964	(914,037)	735,964
3 Months Total	16,550,000		19,084,264	2,534,264	19,084,264
Oct. 13	4,700,000	Dec. 13	5,519,200	819,200	5,519,200
Nov. 13	4,700,000	Jan. 14	5,447,900	747,900	5,447,900
Dec. 13	6,330,000	Feb. 14	7,141,700	811,700	7,141,700
2nd Qtr. Adjustment	1,795,000	Mar. 14	2,472,848	677,848	2,472,848
6 Months Total	34,075,000		39,665,912	5,590,912	39,665,912
Jan. 14	5,300,000	Mar. 14	4,905,700	(394,300)	4,905,700
Feb. 14	5,300,000	Apr. 14	4,898,300	(401,700)	4,898,300
Mar. 14	6,500,000	May 14	6,531,100	31,100	6,531,100
3rd Qtr. Adjustment	1,032,500	Jun. 14	1,677,845	645,345	1,677,845
9 Months Total	52,207,500		57,678,856	5,471,356	57,678,856
Apr. 14	5,130,000	Jun. 14	5,261,300	131,300	5,261,300
May 14	5,130,000	Jul. 14	5,272,700	142,700	5,272,700 (1)
Jun. 14	6,500,000	Aug. 14	7,015,100	515,100	7,015,100 (1)
4th Qtr. Adjustment	1,032,500	Sep. 14	2,378,840	1,346,340	2,378,840 (1)
FY2014 Total	70,000,000	FY2014 Total	77,606,796	7,606,796	77,606,796
	19,084,264	1st Quarter			
	20,581,648	2nd Quarter			
	18,012,945	3rd Quarter			
	19,927,940	4th Quarter			
	<u>77,606,796</u>	YTD Actual Per Statement of Revenues & Expenses			

(1) Accrual

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
OCTOBER 31, 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 October 2014 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$2,088,956 or 4 percent **better** than revised budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$297,999 or 4.9 percent, *SMCTA Measure A* (page 1, line 4) is **better** than budget by \$61,632 or 2.1 percent, *Sales Tax* (page 1, line 9) is **better** than budget by \$1,541,400 or 6.7 percent, and *Other Interest, Rent & Other Income* (page 1, line 12) are \$236,923 or 10.7 percent **better** than budget, offset by *Investment Interest* (page 1, line 10) which is **worse** than budget by \$48,999 or 15.4 percent.

Expenses: *Total Expenses* (page 4, line 72) are \$2,446,836 or 5.7 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$2,226,390 or 6.4 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$253,979 or 5 percent and *Total Multimodal* (page 4, line 70) is **worse** than budget by \$33,532 or 1.1 percent.

BUDGET IMPACT

There are no budget revisions for the month of October 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
OCTOBER 2014**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,775,083	6,355,379	6,420,766	6,122,767	104.9	18,368,300	18,368,300	35.0
2 Local TDA and STA Funds	3,360,301	20,258,359	13,441,205	13,441,205	100.0	40,323,614	40,323,614	33.3
3 Operating Grants	820,238	2,534,088	2,417,883	2,417,882	100.0	6,892,643	6,892,643	35.1
4 SMCTA Measure A	781,483	2,716,721	3,063,299	3,001,667	102.1	9,140,000	9,140,000 (B)	33.5
5 SM County Measure A	416,667	0	1,709,206	1,709,206	100.0	5,000,000	5,000,000	34.2
6 AB434 Funds	48,500	188,667	194,000	194,000	100.0	582,000	582,000	33.3
7 Subtotal - Operating Revenues	7,202,272	32,053,213	27,246,359	26,886,726	101.3	80,306,558	80,306,558	33.9
Other Revenue Sources								
9 District 1/2 Cent Sales Tax	6,495,700	22,584,667	24,416,400	22,875,000	106.7	72,000,000	72,000,000	33.9
10 Investment Interest	63,694	335,135	269,971	318,970	84.6	948,840	948,840	28.5
11 Pass through to Other Agencies	35,096	101,389	117,064	117,064	100.0	383,948	383,948	30.5
12 Other Interest, Rent & Other Income	721,135	2,109,238	2,460,776	2,223,853	110.7	6,921,784	6,921,784	35.6
13 Subtotal - Other Revenues	7,315,625	25,130,429	27,264,210	25,534,887	106.8	80,254,572	80,254,572	34.0
14 Total Revenues	14,517,897	57,183,642	54,510,569	52,421,613	104.0	160,561,130	160,561,130	34.0
15 Capital Assistance	3,382,493	3,112,717	13,567,611	13,567,611	100.0	49,474,302	85,875,511 (A)	15.8
16 Reserves Programmed for Capital	939,975	1,849,871	5,924,213	5,924,213	100.0	0	12,619,744 (A)	46.9
17 Total Sources of Funds	18,840,365	62,146,231	74,002,393	71,913,437	102.9	210,035,432	259,056,384	28.6
USES OF FUNDS								
Operations								
21 Motor Bus	8,196,033	32,791,963	32,332,545	34,558,935	93.6	106,595,744	106,595,744	30.3
22 A. D. A. Programs	1,287,912	4,603,535	4,876,229	5,130,208	95.0	15,386,631	15,386,631	31.7
23 Caltrain	521,667	1,813,334	2,086,667	2,086,667	100.0	6,260,000	6,260,000	33.3
24 Other Multi-modal Programs	298,141	856,643	1,004,819	971,287	103.5	2,913,140	2,913,140	34.5
25 Subtotal - Operating Costs	10,303,753	40,065,476	40,300,261	42,747,096	94.3	131,155,515	131,155,515	30.7
Other Uses of Funds								
27 Pass through to Other Agencies	35,096	101,389	117,064	117,064	100.0	388,948	388,948	30.1
28 Debt Service	2,037,402	8,151,231	8,149,610	8,149,610	100.0	24,449,078	24,449,078	33.3
29 Fiscal Agent Fees	0	7,788	2,000	9,212	21.7	27,635	27,635	7.2
30 Land Transfer Interest Expense	0	0	0	0	0	45,895	45,895	0.0
31 Subtotal - Other Uses of Funds	2,072,498	8,260,408	8,268,674	8,275,886	99.9	24,911,556	24,911,556	33.2
32 Capital Programs	4,322,797	5,224,547	19,492,153	19,492,153	100.0	55,331,570	104,352,522 (A)	18.7
33 Total Uses of Funds	16,699,048	53,550,431	68,061,088	70,515,135	96.5	211,398,641	260,419,593	26.1
34 NET SURPLUS / (DEFICIT)	2,141,318	8,595,800	5,941,305	1,398,302	424.9	(1,363,210)	(1,363,210)	(435.8)

% 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.

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

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

(C) - Staff has reallocated year to date budget due to timing of expenditures

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

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,691,985	6,077,451	6,124,131	5,845,333	104.8	17,536,000	17,536,000	34.9
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,871,551	16,712,981	11,486,205	11,486,205	100.0	34,458,615	34,458,615	33.3
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	307,843	2,763,040	1,231,373	1,231,373	100.0	3,694,119	3,694,119	33.3
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	772,300	2,370,614	2,248,038	2,248,038	100.0	6,504,231	6,504,231	34.6
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	1,995,946	3,027,566	9,272,729	11,991,531	77.3	38,991,765	38,991,765	23.8
10 Accessibility Fixed Route	99,283	386,728	396,111	339,513	116.7	1,018,540	1,018,540	38.9
11 TOTAL 1/2 CENT SALES TAX	2,095,229	3,414,294	9,668,840	12,331,044	78.4	40,010,305	40,010,305	24.2
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	42,643	198,128	192,752	209,480	92.0	620,090	620,090	31.1
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	18	0	40	0	0.0	0	0	0.0
16 Rental Income	109,382	388,590	537,524	431,200	124.7	1,293,600	1,293,600	41.6
17 Advertising Income	150,579	389,487	322,035	345,000	93.3	1,035,000	1,035,000	31.1
18 Other Income	154,500	477,379	521,608	431,262	120.9	1,443,784	1,443,784	35.0
19 TOTAL OTHER REVENUES	414,480	1,255,456	1,381,207	1,207,462	114.4	3,772,384	3,772,384	36.6
20								
21 TOTAL MOTOR BUS	8,196,033	32,791,963	32,332,545	34,558,935	93.6	106,595,744	106,595,744	30.3
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	83,098	277,929	296,635	277,433	106.9	832,300	832,300	35.6
25 Local TDA 4.5 Redi-Wheels	144,468	594,429	577,871	577,871	100.0	1,733,614	1,733,614	33.3
26 Local STA - Paratransit	36,439	187,908	145,755	145,755	100.0	437,266	437,266	33.3
27 Operating Grants	47,938	163,474	169,844	169,844	100.0	388,412	388,412	43.7
28 Sales Tax - District ADA Programs	43,322	1,563,891	6,220	347,258	1.8	1,050,989	1,050,989	0.0
29 Sales Tax - Paratransit Suppl. Coastside	126,175	430,636	483,594	445,100	108.6	1,335,300	1,335,300	36.2
30 Interest Income - Paratransit Fund	21,051	131,413	77,219	109,490	70.5	328,750	328,750	23.5
31 SMCTA Measure A Redi-Wheels	259,816	903,387	976,632	915,000	106.7	2,880,000	2,880,000	33.9
32 SM County Measure A	416,667	0	1,709,206	1,709,206	100.0	5,000,000	5,000,000	34.2
33 Measure M Paratransit	108,939	350,469	433,252	433,252	100.0	1,400,000	1,400,000	30.9
34 TOTAL ADA PROGRAMS	1,287,912	4,603,535	4,876,229	5,130,208	95.0	15,386,631	15,386,631	31.7
35								
36 MULTI-MODAL TRANSIT PROGRAMS:								
37 Transfer from SMCTA for Caltrain	521,667	1,813,334	2,086,667	2,086,667	100.0	6,260,000	6,260,000	33.3
38 AB434 Funds - SamTrans Shuttle	48,500	188,667	194,000	194,000	100.0	582,000	582,000	33.3
39 Employer SamTrans Shuttle Funds	197,717	503,313	646,317	583,140	110.8	1,749,400	1,749,400	36.9
40 Sales Tax - SamTrans Shuttle Program	34,279	121,753	117,298	126,113	93.0	377,640	377,640	31.1
41 Sales Tax - Gen. Operating Asst.	17,646	42,910	47,204	68,033	69.4	204,100	204,100	23.1
42								
43 TOTAL MULTIMODAL	819,808	2,669,977	3,091,486	3,057,954	101.1	9,173,140	9,173,140	33.7
44								
45 TOTAL REVENUES	10,303,753	40,065,476	40,300,260	42,747,096	94.3	131,155,515	131,155,515	30.7

% 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
OCTOBER 2014**

% OF YEAR ELAPSED: 33.3%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	4,187,576	17,654,116	17,791,643	18,192,168	97.8	52,325,457	51,844,814	34.3
2 Services:								
3 Board of Directors	61,010	16,402	72,368	79,666	90.8	51,750	192,748	37.5
4 Contracted Vehicle Maintenance	84,247	138,725	384,262	555,125	69.2	1,625,280	1,625,280	23.6
5 Property Maintenance	80,956	414,434	321,494	413,333	77.8	1,242,000	1,242,000	25.9
6 Professional Services	197,864	882,544	745,984	867,071	86.0	4,720,740	4,746,015	15.7
7 Technical Services	580,286	1,616,373	1,961,107	1,946,159	100.8	5,704,354	5,747,244	34.1
8 Other Services	64,204	246,731	247,494	245,603	100.8	2,447,741	2,699,741	9.2
9 Materials & Supply:								
10 Fuel & Lubricants	460,617	1,879,249	1,814,004	2,111,250	85.9	6,333,750	6,333,750	28.6
11 Bus Parts & Materials	138,825	792,528	600,049	636,869	94.2	1,911,257	1,911,257	31.4
12 Uniforms & Driver Expense	25,060	68,097	78,399	110,057	71.2	444,235	444,235	17.6
13 Timetables & Tickets	13,679	50,118	51,494	67,300	76.5	201,900	201,900	25.5
14 Office Supplies / Printing	12,839	49,211	59,537	120,819	49.3	339,062	354,818	16.8
15 Other Materials & Supply	14,461	38,023	46,864	54,083	86.7	159,500	159,500	29.4
16 Utilities:								
17 Telecommunications	14,998	125,230	97,528	222,058	43.9	666,174	666,174	14.6
18 Other Utilities	97,267	360,095	387,701	361,333	107.3	1,084,000	1,084,000	35.8
19 Insurance Costs	236,940	1,191,233	202,469	893,820	22.7	2,681,400	2,681,400	7.6
20 Workers' Compensation	58,148	867,727	525,582	596,360	88.1	3,443,160	3,443,160	15.3
21 Taxes & License Fees	41,843	177,161	158,892	184,298	86.2	552,894	552,894	28.7
22 Fixed Route Accessibility	99,283	386,728	396,111	339,513	116.7	1,018,540	1,018,540	38.9
23 Leases & Rentals	10,645	37,462	42,862	44,511	96.3	134,631	134,631	31.8
24 Promotional & Legal Advertising	8,209	48,256	80,808	97,800	82.6	289,400	289,400	27.9
25 Training & Business Travel	38,083	56,075	111,231	108,500	102.5	292,075	292,075	38.1
26 Dues & Membership	8,871	30,915	29,162	30,023	97.1	87,624	87,624	33.3
27 Postage & Other	(4,886)	20,080	14,625	35,677	41.0	102,180	105,905	13.8
28 Total District Operated Buses	6,531,024	27,147,513	26,221,669	28,313,398	92.6	87,859,104	87,859,104	29.8
29 CONTRACTED BUS SERVICES								
30 Contracted Urban Bus Service	1,360,012	4,899,445	5,188,155	5,121,843	101.3	15,365,530	15,365,530	33.8
31 Other Related Costs	30,958	132,727	129,657	126,676	102.4	380,030	380,030	34.1
32 Insurance Costs	83,867	203,872	41,976	218,324	19.2	655,000	655,000	6.4
33 Coastside Services	142,728	246,263	547,388	619,150	88.4	1,857,450	1,857,450	29.5
34 Redi Coast Non-ADA	20,012	75,262	79,070	74,073	106.7	222,220	222,220	35.6
35 Other Related Costs	4,733	21,627	25,122	25,490	98.6	76,470	76,470	32.9
36 La Honda - Pescadero	5,775	17,888	18,113	18,377	98.6	55,130	55,130	32.9
37 SamCoast - Pescadero	16,100	46,473	79,525	39,383	201.9	118,150	118,150	67.3
38 Other Related Cost - SamCoast	824	894	1,871	2,220	84.3	6,660	6,660	28.1
39 Total Contracted Bus Service	1,665,009	5,644,450	6,110,876	6,245,537	97.8	18,736,640	18,736,640	32.6
40 TOTAL MOTOR BUS	8,196,033	32,791,963	32,332,545	34,558,935	93.6	106,595,744	106,595,744	30.3

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

(C) - Staff has reallocated year to date budget due to timing of expenditures

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

% OF YEAR ELAPSED: 33.3%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET (C)	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	542,285	1,894,052	2,086,770	2,098,220	99.5	6,294,660	6,294,660	33.2
Other Related Costs	211,517	773,592	842,417	1,021,518	82.5	3,060,554	3,060,554	27.5
ADA Sedan/Taxi Service	305,369	1,082,802	1,105,459	1,044,573	105.8	3,133,720	3,133,720	35.3
ADA Accessibility Support	77,830	253,802	280,370	349,133	80.3	1,047,397	1,047,397	26.8
Coastside ADA Support	126,175	430,636	483,594	445,100	108.6	1,335,300	1,335,300	36.2
Insurance Costs	24,735	168,651	77,619	171,664	45.2	515,000	515,000	15.1
TOTAL ADA PROGRAMS	1,287,912	4,603,535	4,876,229	5,130,208	95.0	15,386,631	15,386,631	31.7
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	521,667	1,813,334	2,086,667	2,086,667	100.0	6,260,000	6,260,000	33.3
Total Caltrain Service	521,667	1,813,334	2,086,667	2,086,667	100.0	6,260,000	6,260,000	33.3
OTHER SUPPORT								
SamTrans Shuttle Service	280,496	813,733	957,615	903,253	106.0	2,709,040	2,709,040	35.3
Bicycle Coordinating Activities	0	0	0	8,333	0.0	25,000	25,000	0.0
Maintenance Multimodal Facilities	17,646	42,910	47,205	59,700	79.1	179,100	179,100	26.4
Total Other Support	298,141	856,643	1,004,819	971,287	103.5	2,913,140	2,913,140	34.5
TOTAL MULTI-MODAL PROGRAMS	819,808	2,669,977	3,091,486	3,057,954	101.1	9,173,140	9,173,140	33.7
TOTAL EXPENSES	10,303,753	40,065,476	40,300,261	42,747,097	94.3	131,155,515	131,155,515	30.7

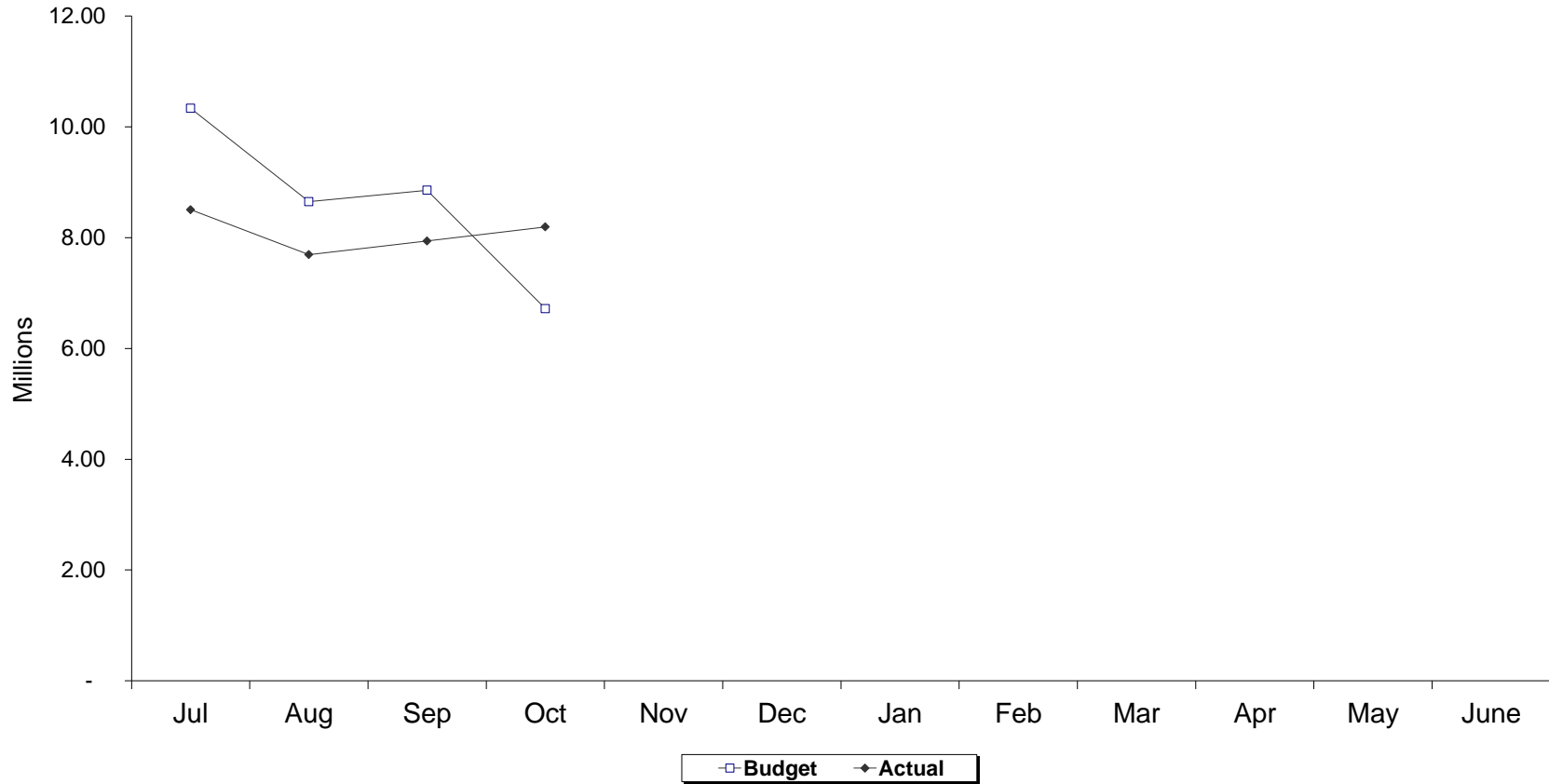
% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.

(C) - Staff has reallocated year to date budget due to timing of expenditures

SAN MATEO COUNTY TRANSIT DISTRICT

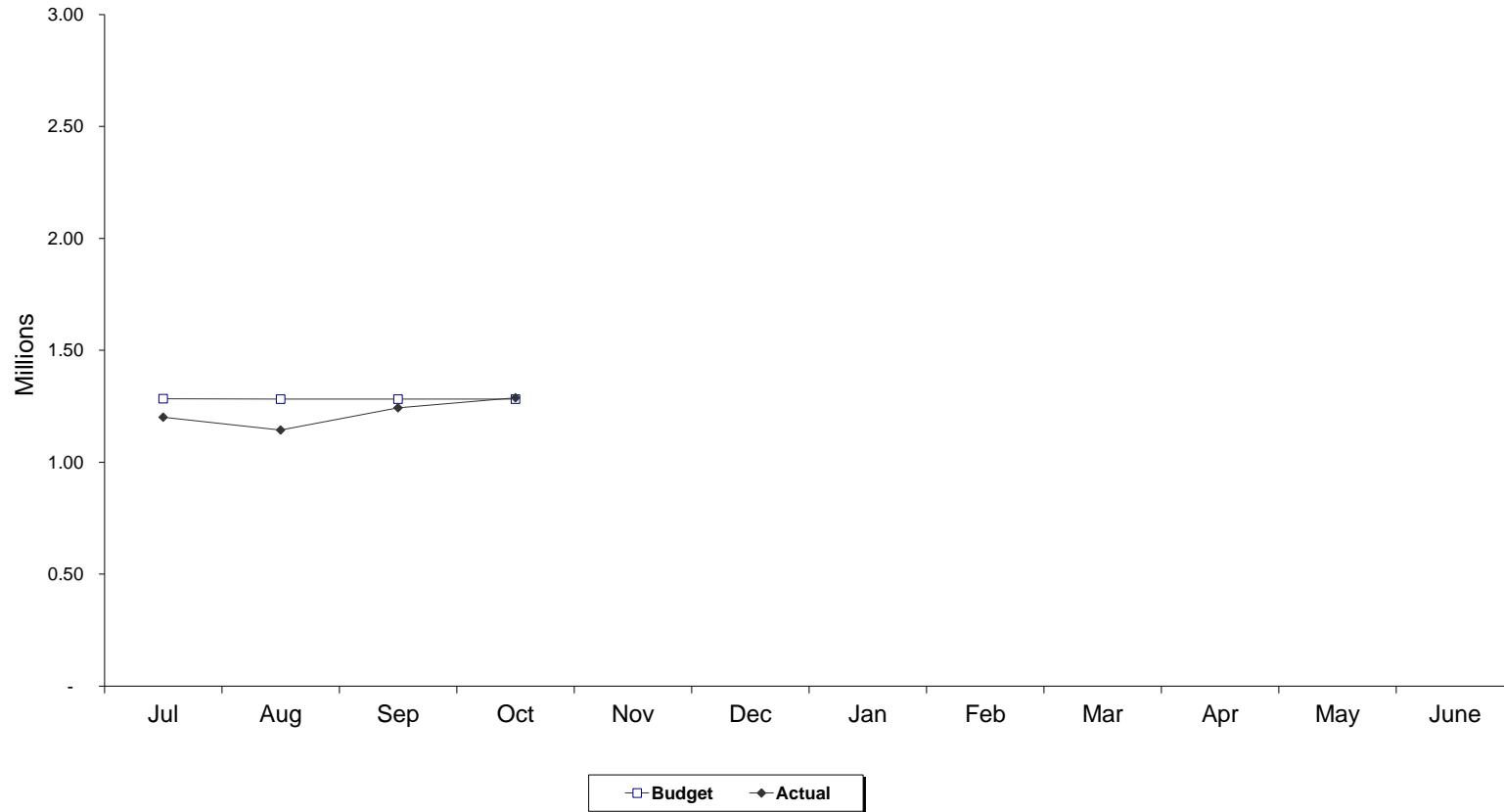
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

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	6,717,493									
Actual	8,504,261	7,693,790	7,938,461	8,196,033									
CUMULATIVE EXPENSES													
Budget	10,335,340	18,984,149	27,841,442	34,558,935									
Actual	8,504,261	16,198,051	24,136,512	32,332,545									
Variance - F(U)	1,831,080	2,786,098	3,704,930	2,226,390									
Variance %	17.72%	14.68%	13.31%	6.44%									

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

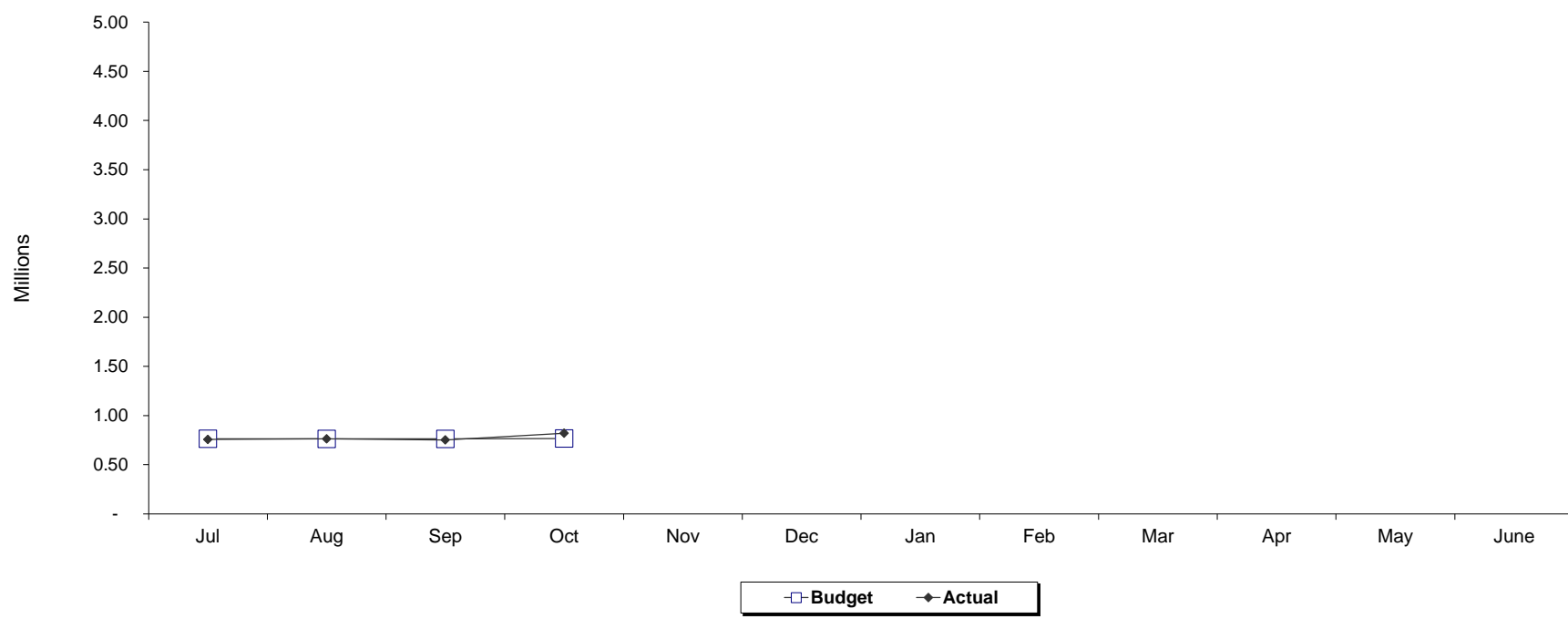


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,284,052	1,282,052	1,282,052	1,282,052								
Actual	1,201,166	1,143,821	1,243,330	1,287,912								
CUMULATIVE EXPENSES												
Budget	1,284,052	2,566,104	3,848,156	5,130,208								
Actual	1,201,166	2,344,988	3,588,317	4,876,229								
Variance - F(U)	82,886	221,117	259,839	253,979								
Variance %	6.46%	8.62%	6.75%	4.95%								

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	767,019								
Actual	756,768	762,497	752,414	819,808								
CUMULATIVE EXPENSES												
Budget	764,108	1,527,527	2,290,935	3,057,954								
Actual	756,768	1,519,264	2,271,678	3,091,486								
Variance - F(U)	7,341	8,263	19,257	(33,533)								
Variance %	0.96%	0.54%	0.84%	-1.10%								

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

October 31, 2014

DESCRIPTION	TOTAL INVESTMENT 10-31-14	INTEREST RECEIVABLE 9-30-14	PREPAID INT RECEIVABLE 9-30-14	INTEREST EARNED 10-31-14	INTEREST RECEIVED 10-31-14	ADJ.	INTEREST RECEIVABLE 10-31-14
RESERVE FOR CAPITAL PROJ	8,071,094.50	13,632.74	0.00	4,280.17	0.00	53.96	17,966.87
LAIF -- CAPITAL PROJ	76,531.96	52.38	0.00	17.51	46.44	0.00	23.45
REIMB SECURITIES -- L76R	79,117,760.50	120,307.83	2,201.09	42,321.87	39,062.51	181.24	125,949.52
LAIF -- REIMB FUNDS L76R	25,600,533.59	17,839.93	0.00	3,513.07	15,569.56	0.00	5,783.44
PARATRANSIT FUNDS	24,987,139.50	57,497.61	1,742.53	20,697.92	17,187.50	142.01	62,892.57
LAIF -- PARATRANSIT	5,052,177.63	2,256.33	0.00	1,153.77	1,942.70	0.00	1,467.40
BANK OF AMERICA	8,211,676.97	0.00	0.00	1,096.26	1,096.26	0.00	0.00
WELLS FARGO	1,911.65	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	12,479,397.76	(0.00)	0.00	711.56	0.00	0.00	711.56
	<u>163,598,224.06</u>	<u>211,586.82</u>	<u>3,943.62</u>	<u>73,792.13</u>	<u>74,904.97</u>	<u>377.21</u>	<u>214,794.81</u>

OCT 2014 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 10/31/14	74,169.34
Add:	
CEO Interest	0.00
Less:	
Commissions	(8,329.58)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>65,839.76</u>

YEAR TO DATE -- SUMMARY

Interest Earned	308,100.73
Add:	
CEO Interest	0.00
Less:	
Commissions	(33,674.62)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>274,426.11</u>

Balance Per Ledger as of 10/31/14

Deferred Int Acct. 210852/3	4,663.84
Interest Acct. 409102	2,856.06
Interest Acct. 409101	266,906.21
Gain(Loss) Acct. 405210	0.00
	<u>274,426.11</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
October 31, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST	PREPAID	INTEREST	INTEREST	PP INTEREST	ADJ.	INTEREST	INT REC'VBLE	PAR VALUE	
			PURCHASE PRICE	ADJUSTED 06-30-14	VALUE 10/31/14					REC'VBLE 09/30/14	INT REC'VBLE 10/31/14	EARNED 10/31/14	RECEIVED 10/31/14	RECEIVED DATE		REC'VBLE 10/31/14	LESS PREPAID 10/31/14		
U.S. TREASURY NOTES AND BONDS																			
US TREASURY NOTE	912828VL1	12-19-13	2,005,781.25	2,006,100.00	2,007,960.00	07-15-16	0.625%	34.7222	30	2,449.46		1,041.67			11.32	3,702.45	3,702.45	2,000,000	
US TREASURY NOTE	912828WX4	08-27-14	5,999,531.25	6,003,300.00	6,012,180.00	07-31-16	0.500%	83.3333	30	5,054.35	2,201.09	2,500.00			27.17	7,581.52	5,380.43	6,000,000	
US TREASURY NOTE	912828WAA4	03-21-14	8,480,410.16	8,486,060.00	8,519,295.00	10-15-16	0.625%	147.5694	30	24,530.40		4,427.08	26,562.50		86.13	2,481.11	2,481.11	8,500,000	
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	9,971,900.00	10,016,400.00	11-15-16	0.625%	173.6111	30	23,607.34		5,208.33			56.61	28,872.28	28,872.28	10,000,000	
																			31.57%
GOVERNMENT BONDS																			
FHLMC	3134G4HZ4	10-28-13	4,999,750.00	5,004,550.00	5,001,350.00	10-28-15	0.500%	69.4444	27	10,625.00		1,875.00	12,500.01			0.00	0.00	5,000,000	
FHLMC	3134G3WS5	03-12-13	8,502,380.00	8,514,535.00	8,516,490.00	11-24-15	0.450%	106.2500	30	13,493.75		3,187.50				16,681.25	16,681.25	8,500,000	
FFCB	31331HSL7	5-11-07	1,020,404.50	1,032,327.00	1,014,115.50	12-29-15	6.125%	161.6319	30	14,870.14		4,848.96				19,719.10	19,719.10	950,000	
FNMA	3135G0UM3	5-29-13	3,999,600.00	4,002,840.00	4,000,760.00	02-26-16	0.520%	57.7778	30	2,022.22		1,733.33		0.01		3,755.56	3,755.56	4,000,000	
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,017,280.00	6,010,620.00	03-04-16	0.750%	125.0000	30	3,375.00		3,750.00				7,125.00	7,125.00	6,000,000	
FNMA	3135G0VA8	5-15-13	15,026,145.00	15,025,500.00	15,027,300.00	03-30-16	0.500%	208.3333	30	208.33		6,250.00				6,458.33	6,458.33	15,000,000	
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,996,240.00	7,997,440.00	05-20-16	0.500%	111.1111	30	14,555.56		3,333.33				17,888.89	17,888.89	8,000,000	
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,976,450.00	4,989,800.00	07-05-16	0.375%	52.0833	30	4,479.17		1,562.50				6,041.67	6,041.67	5,000,000	
FNMA	3135G0YE7	03-07-14	5,009,800.00	5,003,000.00	5,005,400.00	08-26-16	0.625%	86.8056	30	3,038.19		2,604.17				5,642.36	5,642.36	5,000,000	
																			68.43%
CASH AND CASH EQUIVALENTS																			
LAIF			20,600,533.59	20,600,533.59	20,600,533.59					16,968.93		3,513.07	15,569.56			4,912.45	4,912.45	20,600,534	
TOTAL LAIF			<u>20,600,533.59</u>	<u>20,600,533.59</u>	<u>20,600,533.59</u>														
TOTAL A/C 121100 & 112010			83,988,295.91	84,040,082.00	84,119,110.50														
MATURED/CALLED																			
FHLMC	3134G4HZ4	10-28-13	(4,999,750.00)	(5,004,550.00)	(5,001,350.00)	10-28-14													(5,000,000)
TOTAL			<u>78,988,545.91</u>	<u>79,035,532.00</u>	<u>79,117,760.50</u>					<u>122,508.91</u>	<u>2,201.09</u>	<u>42,321.87</u>	<u>39,062.51</u>		<u>181.24</u>	<u>125,949.52</u>	<u>123,748.43</u>	<u>104,550.534</u>	

**SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
October 31, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-14	MARKET VALUE 10-31-14	MATURITY DATE	INT RATE	RATE/DAY	APPL DAYS	INTEREST REC'VBLE 09/30/14	PREPAID INT REC'VBLE 10-31-14	INTEREST EARNED 10-31-14	INTEREST RECEIVED 10-31-14	ADJ.	INTEREST REC'VBLE 10-31-14	INT REC'VBLE LESS PREPAID 10-31-14	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																	
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,909,875.00	7,920,382.00	06-15-16	0.500%	109.7222	30	11,655.74		3,291.67		53.96	15,001.37	15,001.37	7,900,000
<u>GOVERNMENT BONDS</u>																	
HOUSING URBAN DEVEL	911759E80	12-23-08	155,581.50	150,760.50	150,712.50	08-01-17	7.908%	32.9500	30	1,977.00		988.50			2,965.50	2,965.50	150,000
LAIF			76,531.96	76,531.96	76,531.96					52.38		17.51	46.44		23.45	23.45	76,532
MATURED/CALLED CALLED																	
TOTAL LAIF			76,531.96	76,531.96	76,531.96												
TOTAL A/C 121100 & 112010			8,045,397.85	8,060,635.50	8,071,094.50												
TOTAL			<u>8,045,397.85</u>	<u>8,060,635.50</u>	<u>8,071,094.50</u>					<u>13,632.74</u>	<u>0.00</u>	<u>4,280.17</u>	<u>0.00</u>	<u>53.96</u>	<u>17,966.87</u>	<u>17,966.87</u>	<u>8,050,000</u>

19-Nov-14

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
October 31, 2014**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED	MARKET VALUE	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 09/30/14	PP INTEREST REC'VBLE 10/31/14	INTEREST EARNED 10/31/14	INTEREST RECEIVED 10/31/14	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 10/31/14	INT REC'VBLE LESS PREPAID 10/31/14	PAR VALUE	
U.S. TREASURY NOTES AND BONDS																			
US TREASURY NOTE	912828WX4	08-27-14	4,749,628.91	4,752,612.50	4,759,642.50	07-31-16	0.500%	65.9722	30	4,001.36	1,742.53	1,979.17			21.51	6,002.04	4,259.51	4,750,000	
US TREASURY NOTE	912828WA4	03-21-14	5,487,324.22	5,505,610.00	5,512,485.00	10-15-16	0.625%	95.4861	30	15,872.61		2,864.58	17,187.50		55.74	1,605.43	1,605.43	5,500,000	
US TREASURY NOTE	912828WF3	03-28-14	4,985,546.88	5,001,150.00	5,008,200.00	11-15-16	0.625%	86.8056	30	11,803.67		2,604.17			28.30	14,436.14	14,436.14	5,000,000	
US TREASURY NOTE	912828SC5	03-19-14	4,619,960.72	4,620,470.00	4,625,162.00	01-31-17	0.875%	111.8056	30	6,781.25		3,354.17			36.46	10,171.88	10,171.88	4,600,000	
																		79.88%	
GOVERNMENT BONDS																			
FNMA	31398AU34	2-15-12	5,299,150.00	5,117,150.00	5,081,650.00	07-28-15	2.375%	329.8611	30	20,781.25	0.00	9,895.83				30,677.08	30,677.08	5,000,000	
																			20.12%
CASH INVESTMENT																			
LAIF			5,052,177.63	5,052,177.63	5,052,177.63					2,183.28	0.00	1,153.77	1,942.70			1,394.35	1,394.35	5,052,178	
MATURED/CALLED																			
TOTAL LAIF			5,052,177.63	5,052,177.63	5,052,177.63														
TOTAL A/C 122010			5,299,150.00	5,117,150.00	5,081,650.00														
TOTAL			25,141,610.73	24,996,992.50	24,987,139.50					59,240.14	1,742.53	20,697.92	17,187.50	0.00	142.01	62,892.57	61,150.04	24,850,000	

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

BUDGET AMENDMENTS

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

BUDGET REVISIONS

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

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

11/19/14 11:23 AM

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	5,470,700 (1)																														
Aug. 14	5,250,000	Oct. 14	6,020,700	770,700	5,470,700 (1)																														
Sep. 14	6,650,000	Nov. 14			6,650,000 (1)																														
3 Months Total	17,150,000		12,041,400	1,541,400	17,591,400																														
Oct. 14	5,725,000	Dec. 14			5,725,000 (1)																														
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		12,041,400	1,541,400	35,996,400																														
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		12,041,400	1,541,400	53,496,400																														
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	12,041,400	1,541,400	72,441,400																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">18,691,400</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;">5,725,000</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>24,416,400</u></td> <td>YTD Actual Per Statement of Revenues & Expenses</td> <td></td> <td></td> <td></td> </tr> </table>							18,691,400	1st Quarter					5,725,000	2nd Quarter					0	3rd Quarter					0	4th Quarter					<u>24,416,400</u>	YTD Actual Per Statement of Revenues & Expenses			
	18,691,400	1st Quarter																																	
	5,725,000	2nd Quarter																																	
	0	3rd Quarter																																	
	0	4th Quarter																																	
	<u>24,416,400</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: **AUTHORIZE AWARD OF CONTRACTS TO PFM ASSET MANAGEMENT, LLC FOR INVESTMENT MANAGEMENT SERVICES AND TO U.S. BANK FOR CUSTODY SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to PFM Asset Management, LLC to provide investment management services for a three-year base term in accordance with fee structure described under Budget Impact below.
2. Award a contract to U.S. Bank to provide custody services for a three-year base term in accordance with fee structure described under Budget Impact below.
3. Authorize the General Manager/CEO, or designee, to execute contracts with PFM Asset Management, LLC and U.S. Bank in full conformity with the terms and conditions of the solicitation documents and negotiated agreements.
4. Authorize the General Manager/CEO, or his designee, to exercise up to two 1-year option terms to extend each of the contract, which options are exercisable at the sole discretion of the San Mateo County Transit District (District).

SIGNIFICANCE

Approval of the above actions will provide the District with continuing management assistance with respect to the District's investment portfolio. Additionally, it will ensure all investments will be made in full accordance with applicable California law governing the investment of local agency funds and the District's current Statement of Investment Policy.

BUDGET IMPACT

For investment management services, PFM Asset Management, LLC will be compensated in accordance with the following fee schedule:

- The investment management fee schedule is for an annual fee of \$74,000.
- An additional annual fee of 0.05 percent may be assessed (5 basis points) on the additional assets if the aggregate portfolio assets exceed \$125 million.

For custody services, U.S. Bank will charge an annual 0.5 basis points fee on all assets as well as an \$8 per transaction fee.

The fees incurred will be paid through revenues generated through investments.

BACKGROUND

Staff determined that a joint solicitation with the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (Authority) was a cost-effective approach to procure the required financial consulting services. A joint Request for Proposals (RFP) to provide investment management and custody services was issued detailing the scope of services. The solicitation was advertised in a newspaper of general circulation and on the District's website. Staff received a total of nine proposals, five for investment management services and four for custody services.

An Evaluation Committee (Committee) composed of qualified staff reviewed and ranked proposals for each service category according to the following weighted criteria set forth in the RFP:

- Approach to Scope of Services 30 points
- Qualifications and Experience of Firm 25 points
- Qualifications and Experience of Management Team and Key Personnel 25 points
- Cost Proposal 20 points

After the preliminary completion of the review and evaluation, interviews were conducted with the firms determined to be in the competitive range. Upon completion of the interviews, checking of references, financial review, and final scoring of the proposals, the Committee came to a consensus scoring. PFM Asset Management, LLC and U.S. Bank submitted a joint proposal and received the highest ranking in each of their respective service categories as described below.

The firms determined to be in the competitive range and accordingly that participated in interviews are listed below in order of their final consensus ranking:

- | | |
|---------------------------------|-------------------|
| Investment Management Services: | Custody Services: |
| 1. PFM Asset Management, LLC. | 1. U.S. Bank |
| 2. Chandler Asset | 2. Union Bank |
| 3. High Mark | 3. Wells Fargo |
| 4. SunTrust | 4. SunTrust |
| 5. JP Morgan | |

Although there is no Disadvantaged Business Enterprise (DBE) participation on these contracts, the DBE Office reviewed the proposal documents submitted and determined that each firm was responsive to the solicitation's DBE requirements.

Contract Officer: Alan Chan
Project Manager: Rima Lobo, Director, Finance

650-508-6256
650-508-6274

RESOLUTION NO. 2014 –

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

*** * ***

**AUTHORIZING AWARD OF CONTRACTS TO PFM ASSET MANAGEMENT, LLC FOR
INVESTMENT MANAGEMENT SERVICES AND TO U.S. BANK FOR CUSTODY SERVICES**

WHEREAS, the San Mateo County Transit District (District) joined with the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (Authority) to solicit competitive proposals to provide investment management and custody services; and

WHEREAS, in response to the Agencies' advertised solicitation, the Agencies received nine proposals, five for investment management services and four for custody services; and

WHEREAS, an Evaluation/Selection Committee (Committee) composed of qualified staff reviewed the proposals and scored them in accordance with the evaluation criteria set forth in the RFP; and

WHEREAS, upon completion of proposal evaluation and negotiations, the Committee determined that the joint proposal submitted by PFM Asset Management, LLC and U.S. Bank to provide investment management and custody services, respectively, was the highest ranked in each of the respective service categories; and

WHEREAS, the firms will be compensated in accordance with the following fee schedules:

- a. For investment management services: the annual fee will be \$74,000 and an annual fee of 0.05 percent (5 basis points) on the additional assets if the aggregate portfolio assets exceed \$125 million;

- b. For custody services: the annual fee will be 0.5 basis points on all assets and there will be a \$8 per transaction fee; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to PFM Asset Management, LLC for investment management services for a three-year base term with two additional one-year options and that a contract be awarded to U.S. Bank for custody services for a three-year base term with two additional one-year options.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors (Board) of the San Mateo County Transit District hereby awards contracts to PFM Asset Management, LLC for the provision of investment management services and to U.S. Bank for the provision of custody services for three-year base terms in accordance with the following fee schedules:

- a. For investment management services: the annual fee will be \$74,000 as well as an annual fee of 0.05 percent (5 basis points) on the additional assets if the aggregate portfolio assets exceed \$125 million;
- b. For custody services: the annual fee will be 0.5 basis points on all assets and there will be a \$8 per transaction fee; and

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO or his designee to execute contracts on behalf of the District with PFM Asset Management, LLC and U.S. Bank in full conformity with all of the terms and conditions of the solicitation documents; and

BE IT FURTHER RESOLVED that the General Manager/CEO or designee is authorized to exercise up to two additional one-year options terms with either or both of PFM Asset Management, LLC and U.S. Bank, at the same fee structure provided under the base three-year contract terms, if deemed in the best interest of the District.

Regularly passed and adopted this 3rd day of December 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: C. H. (Chuck) Harvey Gigi Harrington
Deputy CEO Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT FOR FURNISHING AND SERVICING
BUS OPERATOR UNIFORMS**

ACTION

Staff proposes the Committee recommend Board approval of the following:

1. Award a contract to the sole bidder, Murphy & Hartelius, Inc. dba M&H Uniforms (M&H Uniforms) of San Mateo, CA, for furnishing and servicing bus operator uniforms for a total estimated cost of \$710,146 for a five-year term.
2. Authorize the General Manager/CEO to execute a contract with M&H Uniforms in full conformity with the terms and conditions of the solicitation documents.

SIGNIFICANCE

Award of this contract will assure retention of a full-service and highly qualified uniform provider.

BUDGET IMPACT

The total cost of this service is available under the approved and projected operating budgets.

BACKGROUND

The Invitation for Bids was advertised in a local newspaper and on the San Mateo County Transit District's (District) website. The solicitation required prequalification of potential bidders by their submission of sample uniform articles for evaluation by staff. Those firms whose sample articles met the District's predetermined technical specification requirements for workmanship and quality were to be invited to submit a bid. Only M&H Uniforms submitted the required sample making them the only firm prequalified to submit a bid.

M&H Uniforms of San Mateo, CA submitted a bid of \$710,146.

Staff determined that M&H Uniforms' bid was responsive to the bid requirements. As there was only one bid received, staff conducted a price analysis of the bid prices submitted by M&H Uniforms. Staff determined the bid prices quoted by M&H Uniforms are highly competitive with market prices charged by other commercial uniform companies with similar uniform style, quality and workmanship, and are considered fair and reasonable.

The District's current Contractor is M&H Uniforms at an estimated five-year cost of \$601,815. Through this prior contract M&H Uniforms has demonstrated that it is a responsible bidder.

Although there is no Disadvantaged Business Enterprise (DBE) participation on this contract, the DBE Office reviewed the bid documents submitted and determined that the firm was responsive to the DBE requirements for the procurement.

Prepared By:	Alan Chan, Contract Officer	650-508-6256
Project Manager:	Bob Jenkins, Bus Transportation Supervisor	650-508-6487

RESOLUTION NO. 2014 –

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

* * *

**AUTHORIZING AWARD OF A CONTRACT TO MURPHY & HARTELIUS/M&H UNIFORMS, INC.
FOR FURNISHING AND SERVICING BUS OPERATOR UNIFORMS
FOR A TOTAL COST OF \$710,145.90 FOR A FIVE-YEAR TERM**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive bids for furnishing and servicing bus operator uniforms; and

WHEREAS, in response to the District's solicitation for bids, one firm, Murphy & Hartelius/M&H Uniforms, Inc. (M&H Uniforms) of San Mateo, CA, submitted a bid; and,

WHEREAS, staff and legal counsel have reviewed the bid by M&H Uniforms and determined that it meets the requirements of the solicitation documents; and

WHEREAS, staff conducted a price analysis and finds the prices to be fair and reasonable; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the contract be awarded to the lowest responsible, responsive bidder, M&H Uniforms of San Mateo, CA, whose bid meets the requirements of the solicitation documents.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District awards a contract to M&H Uniforms for furnishing and servicing bus operator uniforms for a total cost of \$710,145.90 for a five-year term, inclusive of all taxes and other costs and expenses; and

BE IT FURTHER RESOLVED the General Manager/CEO or his designee is authorized to execute a contract on behalf of the District with M&H Uniforms for a five-year term in full conformity with the terms and conditions of the solicitation documents.

Regularly passed and adopted this 3rd day of December, 2014 by the following:

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: **RENEWAL OF DELTA DENTAL INSURANCE CONTRACT**

ACTION

Staff proposes the Committee recommend Board approval to renew the contract with Delta Dental Plan of California (Delta Dental) for continued provision of dental insurance coverage for the next three calendar years. The annual cost for coverage is estimated at \$1.156 million.

SIGNIFICANCE

The San Mateo County Transit District (District) contracts with Delta Dental for dental insurance coverage for employees and members of the Board of Directors. The District's standard plan requires the employee to pay 20 percent of the cost of the service, with the deductibles for diagnostic and preventive services being waived. No changes to the benefits are anticipated during the next three years. The new administrative fee will be \$15.04 per employee per month for the renewal period. The anticipated annual cost of the contract is estimated to be \$1.156 million.

BUDGET IMPACT

After the estimated first year-end cost of \$1.156 million, second and third year costs will be calculated and adjusted annually based on usage of the benefit by employees and the changing costs of dental care.

BACKGROUND

The District's insurance broker received quotes for dental insurance from five separate carriers, including Delta Dental, the District's current vendor. Four other providers had lower administrative fees than the current vendor; however, they would only provide a one-year or two-year rate guarantee.

Delta Dental is the preferred carrier because continuing with Delta Dental will not "effect a reduction in the dental benefits" as agreed to by the District and Amalgamated Transit Union under the collective bargaining agreement. Ninety-seven percent of our employees' claims used in-network Delta Dental providers. Switching carriers would result in having a majority of employees switching dentists to remain in-network.

Although, Delta Dental's proposal had a slight increase to the administrative fees of 5.8 percent, it would provide the least disruption for our employees. The new administrative fee for Delta Dental will increase from \$14.22 per employee per month to \$15.04 for the renewal period. The quotes were based on our current benefit levels and a three-year rate guarantee on the administrative fees.

Prepared by: Juliet Nogales-DeGuzman, Manager, Personnel Operations 650-508-6236

RESOLUTION NO. 2014-

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

*** * ***

**AUTHORIZING A THREE-YEAR RENEWAL OF THE AGREEMENT WITH
DELTA DENTAL PLAN OF CALIFORNIA FOR FURNISHING DENTAL INSURANCE
COVERAGE FOR AN ESTIMATED ANNUAL COST OF \$1.156 MILLION**

WHEREAS, pursuant to Resolution No. 1997-76, dated December 10, 1997, the San Mateo County Transit District (District) renewed its agreement with Delta Dental Plan of California (Delta Dental) for self-funded dental insurance with the Delta Care option (a dental HMO) available for plan participants; and

WHEREAS, pursuant to Resolution No. 2011-57, dated October 12, 2011, the District renewed for three years its agreement with Delta Dental for self-funded dental insurance, with the Delta Passive Dental Plan Organization (a dental PPO) option available for plan participants; and

WHEREAS, given the success of the program and the proposed modifications to the fee structure of the plan contract, including administrative fees of \$15.04 per employee per month, the District's General Manager/CEO recommends that the self-funded dental insurance plan with Delta Dental be extended for the next three calendar years until December 31, 2017, with the dental PPO option available for plan participants, for an estimated annual cost of \$1.156 million.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the San Mateo County Transit District authorizes renewal of the contract with Delta Dental for furnishing self-funded dental insurance for the next three calendar years until December 31, 2017, for an estimated annual cost of \$1.156 million, with the dental PPO option available for plan participants.

Regularly passed and adopted this 3rd day of December, 2014 by the following votes:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **AUTHORIZE A FOURTH AMENDMENT TO EXTEND FLEX AND EXPANDED ROUTE
17 SERVICE FOR COASTSIDE TRANSPORTATION SERVICES (COASTSIDE)**

ACTION

Staff proposes the Committee recommend the Board:

1. Approve a Fourth Amendment to the contract with MV Transportation, Inc. (MV) that will:
 - a) Extend the Flex and expanded Route 17 services now being performed under the Coastside contract, commencing January 26, 2015, for 33 months, to co-terminate with the contract base term, which expires on October 31, 2017, for an additional estimated cost of \$3,124,420.
 - b) Increase the contract option amounts to include the new Flex and expanded Route 17 services. Option 1, covering a two-year option term, would increase by a total estimated cost of \$2,374,792, and Option 2, covering a three-year option term, would increase by a total estimated cost of \$3,562,188.
2. Authorize the General Manager/CEO or his designee to execute the amendment in a form approved by legal counsel.

SIGNIFICANCE

Extension of the Flex and expanded Route 17 services through the Coastside contract base and option terms will allow the San Mateo County Transit District (District) to continue part of its successful SamTrans Service Plan (SSP), which was initiated on January 26, 2014.

The proposed changes to the contract described above are summarized in the table below:

CURRENT CONTRACT VALUE		AMENDMENT 4	AMENDED CONTRACT VALUE
BASE 5-YEAR TERM	\$12,836,530*	\$3,124,420	\$15,960,950
OPTION 1 (2-year term)	\$5,344,739	\$2,374,792	\$7,719,531
OPTION 2 (3-year term)	\$8,677,643	\$3,562,188	\$12,239,831
SAMCOAST OPTION	\$499,404	N/A	\$499,404
TOTAL CONTRACT VALUE	\$26,267,690		\$36,419,716

* Total includes previously amended amount of \$1,090,626 for initially adding the Flex and expanded Route 17 services to the Coastside contract on a one-year pilot basis.

BUDGET IMPACT

Funds for the expanded Route 17 and Flex services are programmed into the current and projected operating budgets.

BACKGROUND

Pursuant to Resolution No. 2012-43, the District entered into a contract with MV for a five-year base term with one two-year option and one three-year option to provide coastside transportation service, commencing November 1, 2012 and expiring on October 31, 2017. This contract effectively combined three separate transit services into one contract: a fixed-route transit service (Route 17); an Americans with Disabilities Act (ADA) paratransit service (RediCoast ADA); and a demand-response rural transit service (RediCoast non-ADA).

On January 26, 2014, the District implemented its new SSP. This implementation included expanding Route 17 to supplement the changes made to Route 294. As part of the SSP, Route 294 service to Pacifica was eliminated. Due to this change, Route 17 was expanded to extend its service between Half Moon Bay and Pacifica and to operate as far north as Linda Mar Park & Ride seven days a week from its previous weekend-only service schedule.

In addition, on January 26, 2014, the District launched its new pilot Flex service in Pacifica and San Carlos. The Coastside contract was amended to add the new pilot program service on a trial basis for one-year. The Flex service has a fixed pick up and drop off route; however, the vehicles are allowed to deviate within a half-mile of their prescribed route. Flex combines elements of demand-response and fixed-route service, providing a wider flexibility to serve the customers' needs.

Amendment 3 to the Coastside contract was issued under the General Manager/CEO's authority to initially add the Flex and expanded Route 17 services for one year. For the reasons set forth above, it is staff's recommendation to continue providing both the expanded Route 17 and the successful Flex services through the remaining contract base and option terms.

Contract Officer: Brian Geiger
 Project Manager: Enrique Silvas, Associate Operations Contract Administrator (Bus)

650-508-7973
 650-508-6491

RESOLUTION NO. 2014-

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

*** * ***

**AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH
MV TRANSPORTATION, INC. FOR COASTSIDE TRANSPORTATION SERVICE
TO EXTEND THE EXPANDED ROUTE 17 AND FLEX SERVICES AT AN
ESTIMATED COST OF \$3,124,420 FOR A 33 MONTH PERIOD**

WHEREAS, Pursuant to Resolution No. 2012-43, the Board of Directors of the San Mateo County Transit District (District) authorized the award of a contract (Agreement) to MV Transportation, Inc. (MV) of Elk Horn, Iowa to provide Coastside Transportation Service for a five-year base term, a two-year option term and a three-year option term; and

WHEREAS, on January 26, 2014, during the base term of the Agreement, as part of the implementation of the SamTrans Service Plan (SSP), the District amended the contract to expand Route 17 and launch a new FLEX service pilot program for a one-year period; and

WHEREAS, the District and MV have agreed that MV will continue providing the expanded Route 17 and the FLEX services through the remaining 33 months of the Agreement's base term and the two multi-year option terms; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, the Board authorize an amendment with MV to extend the expanded Route 17 and FLEX services at a total combined estimated amount of \$3,124,420 for the remainder of the base contract term; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, the Board approve an increase to the Board-authorized option term amounts to add the expanded Route 17 and FLEX services as follows: increase the

two-year option term amount by a total estimated cost of \$2,374,792 and increase the three-year option term amount by a total estimated cost of \$3,562,188, at the rates negotiated by the parties.

NOW, THEREFORE, BE IT RESOLVED the Board hereby authorizes the General Manager/CEO to execute an amendment with MV to: 1) extend the expanded Route 17 and FLEX services for 33 months at a total estimated cost of \$3,124,420; and 2) increase the two-year option term amount by a total estimated cost of \$2,374,792, and increase the three-year option term amount by a total estimated cost of \$3,562,188 in order to cover the extension of the additional services; and

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 3rd day of December, 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, DECEMBER 3, 2014 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of November 5, 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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 5, 2014**

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

Committee Members Absent: Z. Kersteen-Tucker

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

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

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 2:33 p.m.

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

Motion/Second: Tissier/Gee

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Update on the State and Federal Legislative Program

Seamus Murphy, Director, Government and Community Affairs, said the results of the elections present some significant challenges for the future. The transportation funding line has been held at the Federal level with extensions that maintained existing funding levels.

Mr. Murphy said now that control of the Senate has shifted, holding the line is going to be more difficult. He said worrisome transportation funding proposals have come out of the House over the last several years and the Senate has always been an effective backstop to guard against those proposals becoming law. Mr. Murphy said that backstop is no longer going to be there. He said as a result of the elections, it is likely that nothing will happen in the Lame Duck Congress. Staff will need to change their strategy and will work with the American Public Transportation Association to determine how to approach the new circumstances.

Adjourned: 2:35 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, Director, Government and Community Affairs 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 AND SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, DECEMBER 3, 2014 – 3:00 p.m.

or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of November 5, 2014
2. Approval of the San Mateo County Transit District's 2014-2019 Strategic Plan

INFORMATIONAL

3. SamTrans Service Plan Progress Update
4. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2015

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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
NOVEMBER 5, 2014**

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

Committee Members Absent: R. Guilbault

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

Other Board Members Absent, Constituting Committee of the Whole: Z. Kersteen-Tucker

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 2:35 p.m.

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

Motion/Second: Harris/Matsumoto

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

Overview of the Draft El Camino Real Bus Rapid Transit (BRT) Phasing Study

Doug Kim, Director, Planning, reported:

- Rapid bus is a mixed-flow operations that includes skip-stop service with signal/street priority.
- Full BRT has dedicated lanes, enhanced stations, rail-like operations and high-capital outlay.
- Background:
 - The California State Department of Transportation (Caltrans) gave the District a 2013 planning grant to focus on long-term BRT implementation, look at short-term rapid bus service opportunities and build off the SamTrans Service Plan and the Grand Boulevard Initiative (GBI).
 - The study was an opportunity to improve the experience for current customers, attract new riders, and support planned growth per the GBI.
- Phasing Plan:
 - Short-term operating plan focused on rapid service.
 - Potential long-term operating plan focused on intensive full BRT service.
- Study Goals:
 - Essential system components
 - Impacts to customers
 - Ridership forecasts
 - Capital and operating costs

- Funding strategy
- Service concepts:
 - Number of stops
 - Frequency
 - Route ECR
 - Maximum ridership, minimize costs
- Rapid Bus alternatives:
 - Route ECR has over 100 stops in each direction.
 - Service concepts
 - Overlay Rapid over current Route ECR.
 - Hybrid route would be Route ECR with fewer stops.
- Key Study Findings:
 - Fewer stops equal reduced travel time.
 - Transit priority at signals.
 - Rapid service can reduce travel time by 25 percent.
- Rapid Overlay of ECR:
 - Route ECR ridership in 2020 will be about 16,600 daily boardings with \$14.5 million annual operating cost.
 - The impact of Rapid Bus overlay would mean an increase in ridership of 19 percent to 34 percent, an increase in operating costs of from 34 percent to 59 percent; capital costs are potentially minimal.
- Rapid Hybrid Replaces Route ECR:
 - Hybrid bus ridership would mean an increase of 6 percent to 35 percent, operating costs an increase of 8 percent to 51 percent; capital costs are potentially minimal.
 - Operating costs for Rapid Overlay could be 18 percent to 77 percent lower.
- Optional Rapid Bus capital costs include enhanced stops and transit signal priority.
- Full BRT concept:
 - Potential long-term option with exclusive bus lanes in each direction, queue jumps, transit signal priority, 37 stops, and maintain 15-minute frequency for both Route ECR and BRT.
 - Ridership grows 27 percent.
 - Operating costs increase \$6.9 million annually.
 - Capital costs would be \$100 million for bus lanes and \$47 million for 74 enhanced stops.
 - A number of engineering, political, and other challenges with having a dedicated bus lane.
- Next steps:
 - Public meetings in South San Francisco and at District offices in San Carlos.
 - Presentations to the GBI Task Force, SamTrans Citizens Advisory Committee, cities and others upon request.
 - Ongoing coordination with Caltrans and the City/County Association of Governments of San Mateo County.
 - Monitor system performance and consider within the context of the District's Strategic Plan.

Director Karyl Matsumoto asked what the travel time would be on El Camino Real. Mr. Kim said Rapid service from Daly City to Palo Alto would be about 90 minutes versus two hours currently on Route ECR.

Chair Jeff Gee asked if there was an assessment on the increased ridership revenue versus operating costs on the Rapid Overlay or hybrid. Mr. Kim said it helps close the operating cost gap but doesn't cover the costs entirely.

Adjourned: 2:50 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: **APPROVAL OF SAN MATEO COUNTY TRANSIT DISTRICT'S STRATEGIC PLAN**

ACTION

Staff proposes the Committee recommend the Board approve the San Mateo County Transit District's (District) [2014-2019 Strategic Plan](#).

SIGNIFICANCE

The update to the District's Strategic Plan refreshes the policy framework that guides the District's policy, service, and investment decisions over the next five years. This plan sets performance goals that center on three priorities: increasing mobility options for our customers, strengthening the District's fiscal health, and building a more effective organization that delivers optimal service to the SamTrans, Caltrain, and Transportation Authority programs. Upon adoption by the Board, staff would initiate an implementation process that will shape the annual budget priorities and work plans for the District.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

In 2008, the District adopted its first Strategic Plan, which currently serves as the policy blueprint for the District. The plan identified six focus areas designed to achieve the District's vision, including financial integrity, multimodal services, transportation and land use, customers, business practices, and employees.

The Board provided policy guidance and input at its March 5, 2014 meeting. In addition, a Board committee overseeing the Strategic Plan provided further direction. A draft plan was released to the public for a 30-day review and comment period from October 1 through October 31, 2014. The District received 147 written comments, the vast majority requesting local service improvements in San Carlos. In addition, the District hosted five public meetings in Pacifica, Half Moon Bay, San Carlos, South San Francisco, and Menlo Park in October that attracted 35 total participants. Public comments at the meetings focused on improved transit service for seniors and customers with disabilities, as well as additional service in San Carlos and South San Francisco.

Prepared By: Douglas Kim, Director, Planning

650-508-6278

RESOLUTION NO. 2014-

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

* * *

ADOPTING THE SAN MATEO COUNTY TRANSIT DISTRICT 2014-2019 STRATEGIC PLAN

WHEREAS, pursuant to Resolution No. 2008-77, the Board of Directors of the San Mateo County Transit District (District) adopted a 2009-2013 Strategic Plan (Plan); and

WHEREAS, the 2009-2013 Plan set forth six focus areas with associated goals and initiatives that shaped subsequent policy, investment, and service decisions for the District for a five-year period; and

WHEREAS, the Plan is updated every five years to reflect changing circumstances; and

WHEREAS, the District on March 5, 2014 solicited input from the Board and the public on the proposed scope of the 2014-2019 Plan and also conducted extensive public outreach in Spring 2014, soliciting input from the public on the proposed scope of the Plan; and

WHEREAS, the District released the draft 2014-2019 Strategic Plan for public review on October 1, 2014, soliciting comments for a 30-day period and also hosted five public outreach meetings in October 2014; and

WHEREAS, during the public comment period on the draft Plan, the District received 147 written public comments from residents throughout San Mateo County, as well as 45 comments from 35 participants in the public meetings; and

WHEREAS, based upon the public comments received, staff proposed further refinements to the draft Plan; and

WHEREAS, staff recommends that the Board adopt the District's 2014-2019 Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the San Mateo County Transit District 2014-2019 Strategic Plan.

Regularly passed and adopted this 3rd day of December, 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: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **SAMTRANS SERVICE PLAN PROGRESS UPDATE**

ACTION

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

SIGNIFICANCE

Staff will provide an update on the status of service since SamTrans Service Plan (SSP) implementation on January 26. This update will focus on the performance of the system across the third three-month period under the new service structure. Critical components of this new service structure include increased frequency along key corridors as well as the introduction of new pilot services in Pacifica and San Carlos.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

The Board approved the SamTrans Service Plan in May 2013 after a two-year planning process that included extensive public and customer outreach and input. The first phase of the SSP – launching weekday ECR – was implemented in August 2013. The second phase launched January 26, 2014. This is the third in a series of quarterly reports of detailed performance data under the new service structure.

Prepared by: Michael Eshleman, Planner

650-508-6227

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
1st QUARTER FISCAL YEAR 2015**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Kelvin Yu, Manager, Project Controls

650-622-7853



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, DECEMBER 3, 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 November 5, 2014
- b. Acceptance of Statement of Revenues and Expenses for June 2014 (Unaudited)
- c. Acceptance of Statement of Revenues and Expenses for October 2014

3. PUBLIC COMMENT

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

4. CALL FOR A PUBLIC HEARING ON JANUARY 7, 2015 FOR THE FILING OF A FEDERAL TRANSIT ADMINISTRATION SECTION 5310 GRANT APPLICATION

5. REPORT OF THE CHAIR

- a. Appointment of Nominating Committee for 2015 Chair and Vice Chair
- b. Resolution of Appreciation for Legal Counsel David J. Miller

6. APPOINTMENT OF ZOE KERSTEEN-TUCKER REPRESENTING PUBLIC MEMBER – COASTSIDE

7. REPORT OF THE GENERAL MANAGER/CEO

- a. Brij Prasad, 30-Year Safe Driver
- b. Theodore Mack, 30-Year Safe Driver
- c. Teodore Lat, 20-Year Safe Driver
- d. Emilio Sainten, 20-Year Safe Driver
- e. Harish Prasad, 20-Year Safe Worker
- f. James Esqueda, 20-Year Safe Worker

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

8. COMMUNITY RELATIONS COMMITTEE

MOTION

- a. Appointment of John Baker to the Citizens Advisory Committee

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. PCC Update
- d. Citizens Advisory Committee Liaison Report
- e. Mobility Management Report – Paratransit
- f. Multimodal Ridership Report – October 2014

9. FINANCE COMMITTEE

RESOLUTIONS

- a. Authorize Award of Contracts to PFM Asset Management LLC and U.S. Bank to Provide Investment Management and Custodial Services for a Three-Year Base Term
- b. Authorize Award of Contract to Murphy and Hartelius, Inc. for Furnishing and Servicing Bus Operator Uniforms for a Total Estimated Cost of \$710,146 for a Five-Year Term
- c. Authorize Renewal of Delta Dental Insurance Contract for an Estimated Annual Cost of \$1.156 Million
- d. Authorize a Fourth Amendment with MV Transportation to Extend Flex and Expanded Route 17 Service for Coastside Transportation Services for a Total Estimated Cost of \$3,124,420 for 33 Months

10. LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

11. PLANNING, DEVELOPMENT & SUSTAINABILITY

RESOLUTIONS

- a. Approval of the San Mateo County Transit District's 2014-2019 Strategic Plan

SUBJECT DISCUSSED

- b. SamTrans Service Plan Progress Update
- c. Capital Projects Quarterly Progress Report – 1st Quarter Fiscal Year 2015

12. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

13. BOARD MEMBER REQUESTS/COMMENTS

14. DATE, TIME AND PLACE OF NEXT MEETING – January 7, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

15. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a): Ling La v. San Mateo County Transit District
- b. Closed Session: Public Employee Appointment – Pursuant to Government Code Section 54957: General Manager/CEO

16. 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
NOVEMBER 5, 2014**

Board Members Present: J. Gee (Chair) C. Groom, S. Harris, K. Matsumoto, A. Tissier

Board Members Absent: R. Guilbault, Z. Kersteen-Tucker

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

Chair Jeff Gee called the meeting to order at 2:50 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of October 1, 2014
- b. Acceptance of Statement of Revenues and Expenses for September 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

Motion/Second: Tissier/Harris

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

PUBLIC COMMENT

None

REPORT OF CHAIR

Chair Gee said he and Directors Shirley Harris, Zoe Kersteen-Tucker and, representing the Peninsula Corridor Joint Powers Board, Rose Guilbault, attended the American Public Transportation Association Annual Meeting and EXPO in Houston. He thanked Chuck Harvey, Deputy CEO, for showing them around at the EXPO. Chair Gee said staff is well-respected in the industry.

Director Harris said it was great to meet the vendors who serve SamTrans.

Chair Gee said he attended a session on the 2014 Mobility Attitudes Survey. He said the key finding is that the younger generation is growing up expecting and using public transportation while older generations are staying away from transit and using their cars. Chair Gee said people care most about reliability and costs.

Director Harris said there was a presentation by a millennial who discussed the expectations of their generation.

Chair Gee presented Michael Scanlon, General Manager/CEO with his 15-year anniversary pin.

REPORT OF THE GENERAL MANAGER/CEO

Mr. Scanlon reported:

- Nine new bus operators completed their training. Forty-four bus operators and maintenance employees completed the Federal Department of Transportation and Federal Transit Administration course on fatigue and sleep apnea awareness.
- During the first eight months of the year, preventable accidents were just below 109,000 miles between accidents. The standard is 110,000 miles between preventable accidents.
- District and First Transit staff are meeting with Rosener House, Senior Focus, and San Carlos Adult Daycare Center to increase the comfort level with the new Redi-Wheels operator.
- Amy O'Campo, Data Technician, was recognized for her work with the Blue Star Moms. She is the San Mateo County President and the national Vice President. She has been invited to travel to Washington, D.C. for Veterans Day to have breakfast with Vice President Joe Biden and place flowers on the Tomb of the Unknown Soldier at Arlington National Cemetery.
- The reading file contained the quarterly advertising report for the shelters and exterior of the buses.

COMMUNITY RELATIONS COMMITTEE – K. Matsumoto

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council (PCC) Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Caltrain
- e. Multimodal Ridership Report – September 2014

FINANCE COMMITTEE – A. Tissier

ORDINANCE

- a. Approval of Salary Ordinance No. 96

Motion/Second: Tissier/Harris

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Z. Kersteen-Tucker

RESOLUTIONS

- b. Authorize Initiating 2015 Debt Refinancing
- 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 Mount 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

Motion/Second: Tissier/Matsumoto

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

LEGISLATIVE COMMITTEE – S. Harris

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT, AND SUSTAINABILITY – C. Groom

SUBJECT DISCUSSED

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

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Adrienne Tissier requested the meeting be adjourned in memory of Al Teglia, former SamTrans Board member and Daly City councilmember and mayor. She said he did a lot of great work for Daly City and San Mateo County, including his time at the Human Services Agency where he was the head of the Children's Fund, Jobs for Youth and Adopt a Family.

Director Karyl Matsumoto said the South San Francisco shuttle started on November 4 and thanked staff for all their work to bring this to fruition. She thanked staff for the SamTrans Strategic Plan presentation at the South San Francisco City Council Chambers. She believes the concerns raised in the petitions will be resolved by the new shuttle.

DATE AND TIME OF NEXT MEETING – December 3, 2014 at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

GENERAL COUNSEL PROPOSAL

David Miller, Legal Counsel, said the Board will convene to closed session as permitted by the Brown Act regarding a pending litigation matter, a real estate matter, and a discussion of public employee appointment for the General Manager/CEO position.

Adjourned to closed session at 3:05 p.m.

Reconvened at 3:40 p.m.

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.

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

Mr. Miller said there is a motion before the Board to approve the San Carlos Transit Oriented Development Project of Legacy Residential as approved by the city of San Carlos and authorize the General Manager/CEO to execute an amendment to the options ground lease agreement with Legacy Residential, LLC and to grant an extension through June 30, 2015 for exercising the option, subject to resumption of option payments by Legacy in the amount of \$10,000 per month.

Motion/Second: Tissier/Harris

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

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

Mr. Miller said there is a job description for the General Manager/CEO position before the Board for adoption. The job description was developed through extensive outreach by the search firm Boyden and the Advisory Committee.

Motion/Second: Harris/Tissier

Ayes: Gee, Groom, Harris, Matsumoto, Tissier

Absent: Guilbault, Kersteen-Tucker

The meeting was adjourned in memory of Al Teglia. Mr. Scanlon said Mr. Teglia was the longest serving SamTrans Board member with 23 years of service.

Adjourned at 3:50 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Director, Planning and Development

SUBJECT: **CALL FOR A PUBLIC HEARING FOR THE FILING OF A FEDERAL TRANSIT
ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION**

ACTION

Staff proposes the Board authorize the publication of a notice on or before December 6, 2014 setting a public hearing at its January 7, 2015 Board meeting for the filing of a Federal Transit Administration (FTA) Section 5310 grant application.

SIGNIFICANCE

Staff is proposing to submit an FTA Section 5310 grant application to develop a San Mateo County Mobility Management Plan (MMP) and expand the Veterans Mobility Corps. The MMP will examine recent data and design a mix of traditional and innovative transportation services and programs that are sustainable, implementable and replicable to expand mobility options for seniors, veterans, and civilians with disabilities. The Veterans Mobility Corps modifies travel training methods defined in the existing San Mateo County Mobility Ambassador Program by using specially trained volunteers who are also veterans, thus creating a Vet-to-Vet Program.

SamTrans, the public transit provider in San Mateo County, is required under this Federal program to provide 30-days' advance notice of a hearing in order to certify that no qualifying non-profit agencies are readily available to provide the services in the grant application. Upon Board authorization, the public hearing for the request to authorize the filing of the grant application will be scheduled for the January 7, 2015 Board meeting.

BUDGET IMPACT

The setting of a public hearing has no impact on the budget.

BACKGROUND

The Section 5310 Program provides capital and operating grants to assist private non-profit corporations and public agencies to provide coordinated transportation services that are planned, designed, and carried out to meet the needs of seniors and individuals with disabilities. Under the two-year Federal surface transportation authorization, Moving Ahead for Progress in the 21st Century, the New Freedom

Program was eliminated as a standalone program and merged into the Section 5310 Elderly and Disabled Program. This new Enhanced Mobility of Seniors and Individuals with Disabilities program provides a mix of capital and operating funding. Activities formerly eligible under the New Freedom Program are now eligible under Section 5310.

Prepared By: Rebecca Arthur
Project Manager: Doug Kim

650-508-6368
650-508-6278