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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, MARCH 5, 2014 – 2:00 p.m.

ACTION

1. Approval of Minutes of Community Relations Committee Meeting of February 5, 2014

INFORMATIONAL

2. Accessibility Update – Tina Dubost
3. PCC Update - Mike Levinson
4. Citizens Advisory Committee Liaison Report - Peter Ratto
5. Mobility Management Report – Shuttles
6. Multimodal Ridership Report – January 2014

Committee Members: Jerry Deal, Shirley Harris, Karyl Matsumoto

NOTE:

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

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

MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 5, 2014

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

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

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

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

Committee Chair Jerry Deal called the meeting to order at 2:03 p.m.

**Approval of Minutes of Community Relations Committee (CRC) Meeting of
January 8, 2014**

The Committee unanimously approved the minutes (Lloyd/Matsumoto).

Accessibility Update – Tina Dubost

Tina Dubost, Acting Manager, Accessible Transit Services, said last month the quarterly meeting with the Eligibility Office was held and some improvements have been made to their facility and functional testing that will allow them to make better decisions.

Director Karyl Matsumoto asked for more information on the will-call procedure. Ms. Dubost said if something comes up and customers cannot meet the return trip they are asked to call Redi-Wheels and report when they will be ready to be picked up. Ms. Dubost said when this happens the next available vehicle is sent to pick up the customer, but it sometimes may be a long wait.

Director Matsumoto asked about taxi service. Ms. Dubost said taxis are subcontracted when additional capacity is needed.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, PCC Chair, said the MV Transportation appreciation party will be on April 8. Mr. Levinson and Nancy Keegan gave a presentation on the PCC at the South San Francisco City Council.

Citizens Advisory Committee (CAC) Liaison Report - Peter Ratto

Peter Ratto, CAC Chair, said at its January 29 meeting the CAC:

- Re-elected him chair and elected Margaret Pye vice chair.
- Received one public comment regarding Route 252. The residents on Rand Street are concerned their street is too narrow for a bus.

- Barrow Emerson, Principal Planner, gave a presentation on the Bus Rapid Transit Study.

Committee Chair Deal announced the CAC recruitment has opened for eight spots on the committee. Applications are available online and are due March 7. The Board will appoint selected CAC members at the April 2 Board meeting.

Mobility Management Report – Fixed-route Bus Service

Chester Patton, Director, Bus Transportation, reported:

- Average weekday ridership (AWR) has stabilized.
- Total monthly ridership has increased.
- Monthly farebox revenue has increased due to the uptick in ridership.
- December statistics:
 - Token usage continues to be a popular form of fare payment.
 - Missed schedules remain very low with only four.
 - On-time performance is 80 percent, below the goal of 85 percent.
 - Complaints remain low at 140 per 1,000.
 - Fleet reliability remains high at 30,000 miles or better between service calls.
- Day Pass usage has increased and has been very effective with the launch of the SamTrans Service Plan (SSP).
- SSP launch:
 - Three years in development
 - Went from 49 to 73 routes
 - 2,000 bus stops were affected by the SSP
- SSP Issues:
 - Bus stops:
 - Not all new bus stop signs were installed on every route
 - Incorrect signage at some locations
 - Signs are being replaced through March
 - Flex services:
 - Vehicles used in Pacifica not yet farebox equipped
 - Not all San Carlos stops in place for first day
 - Service delivery issues:
 - Sixteen new bus operators
 - Some bus operators made wrong turns
 - Lack of “focus and precision” on part of the contractor as they have missed trips and stops
- Comparing September through December in Fiscal Year (FY) 2013 and FY2014 Route ECR ridership has increased 3.6 percent.
- A total of 16,000 hours of human capital training has occurred in the first six months of FY2014 compared to 22,000 for all of FY2013.

Director Matsumoto asked how a customer can purchase a Day Pass. Mr. Patton said on the bus at the farebox.

Public Comment

Marsha Herr, South San Francisco, said she has a mobility problem. Route 130 no longer serves the Colma Bay Area Rapid Transit and it takes her 22 minutes to walk to

El Camino Real. She lives across from Holy Cross Cemetery on Mission Road and there is no bus that operates in this area now. She hopes staff will look at this issue and possibly restore service during the day for those in the area.

Norman Bradley, San Mateo, said the new bus stop signs for Route 17 in downtown Half Moon Bay are wrong and caused him to miss the bus at 6 a.m.

Vinita Naik, Foster City, said prior to Route 251 in Foster City was the Red Line and Blue Line, a free service to residents. Route 251 was working very well covering the major streets of Foster City and important hubs like the library, schools, the Jewish Community Center and the recreation center, which is frequented by seniors and children. She said now with the new routing during the first half of the morning does not cover any of these areas and is a big inconvenience. Ms. Naik said she has had to hire people to do pickups and drop-offs for her family. This has caused an additional burden to her family. She said the schedules need to show all of the bus stops and not just a few.

Anjali Herwadkar, Foster City, said she has been using Route 251 and now with the new changes the recreation center, the Jewish Community Center, and library are not served in the morning. She said she was told Route 251 would serve the same route as the Red Line and Blue Line. She is now house bound due to the cuts in service.

Director Matsumoto said after the January Board meeting and a South San Francisco council meeting, she contacted Michael Eshleman, Planner, to work with South San Francisco staff to look into the feasibility of a route or shuttle to replace Route 130.

Michael Scanlon, General Manager/CEO, said the SSP implementation team continues to meet weekly and discuss all the issues that have been brought up.

Multimodal Ridership Report – December 2013 Compared to December 2012

Chuck Harvey, Deputy CEO, reported:

- AWR was 39,190, an increase of 2.5 percent.
- Paratransit AWR was 985, flat from last year.
- Caltrain AWR was 48,630, an increase of 13.9 percent.
- Caltrain shuttle AWR was 10,060, an increase of 12 percent.

Year-to-date Total Ridership – December 2013

- Bus ridership was 6,408,510, an increase of 3 percent.
- Paratransit ridership was up 157,150, an increase of 2.7 percent
- Caltrain ridership was 8,427,500, an increase of 9.1 percent.
- Total ridership for all modes was 16,341,070, an increase of 5.1 percent.

Mr. Harvey said this is the time of the year when staff gathers information for the National Transit Database (NTD) to be submitted to the Federal Transit Administration (FTA). This information tracks ridership, miles, fuel use and other statistics. Mr. Harvey said in the last 20 years that the NTD has been submitted to the FTA, SamTrans has provided more than 350 million bus and shuttle trips and almost 5.5 million paratransit trips. Sometime this month, SamTrans will surpass 2 billion passenger miles of

transportation service. These numbers do not include Caltrain or Bay Area Rapid Transit (BART). These numbers represent a significant positive impact on the environment.

Adjourned: 2:44 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.

The minutes from the January 7 AL-Com and January 14 PCC 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
Advocacy /Legislative (AL-Com) Committee Meeting**

**MEETING MINUTES
January 7, 2014**

Present: Stephanie Hill, Chair; Mike Levinson; Tina Dubost; Elly Colwell; Linda Rhine; Lynn Spicer; Erin Swartz; and Maria Kozak.

The October 2013 and January 2014 minutes will be approved at the meeting in April because there is not a quorum present today.

Members and guests introduced themselves at the start of the meeting.

Local Issues

No updates to report from Stephanie and Linda. The preliminary California 2013-2014 fiscal year Budget is expected to be issued soon and an update will be available in April.

Complaint Review

A complaint was filed by a gentleman, GA, on behalf of his mother, AA. GA's mother has dementia and Stage 5 Kidney Disease. GA is requesting a longer wait time of greater than 5 minutes for dialysis patients using Redi-Wheels. In the past, Redi-Wheels worked to coordinate with the local dialysis centers to discuss their needs and do what is possible to meet their needs within the parameters of Redi-Wheels policies. Tina reported that she followed up with GA to understand his mother's needs in this complicated situation. Tina explained that it is important for Redi-Wheels as a public transit provider to be consistent with its policies for all riders. Tina also spoke to AA's social worker to explore options that might be available to meet her transportation needs. GA said that he may write a letter to the PCC. Mike related a similar situation that he remembered from an Appeals Committee hearing. In that case, the social worker, rider, and other caregivers worked out a plan to help the rider use Redi-Wheels effectively. Lynn and Elly both shared that they have spoken to GA several times to continue working to address AA's needs. GA is also working closely with Jim Rusconi on the issue of AA's no-shows.

Maria shared some issues that she has experienced recently with Redi-Wheels in regard to the length of her rides. Maria asked if it is necessary to have more than 45 minutes scheduled for a trip less than 5 miles when negotiating a trip reservation. Lynn agreed to remind her reservationists about the appropriate window of time to suggest for riders who are taking trips of less than 5 miles.

Maria explained another situation in which her reservation was for Sunday at 9:00 a.m. Her night before call was for 9:10 a.m. At 9:30 a.m., the vehicle had not arrived. When she called dispatch, her scheduled pick-up time was given as 9:31 a.m. The driver that picked Maria up also confirmed a 9:31 a.m. pick up time. Lynn Spicer will look into the

situation. Tina suggested that, in the future, Maria call the 800 number, if she doesn't have time to fill out a Comment Card. By filing the complaint before the AI-Com meeting, Tina would be able to investigate and likely have any answer available for Maria, rather than having to wait for a future meeting.

Maria also related an issue she submitted via a Redi-Wheels Comment Card. In December, she was on a vehicle with a rider who was disoriented and needed more help than drivers are supposed to provide. Tina and Lynn noted that Redi-Wheels is not able to require riders who are very ill to bring an attendant on Redi-Wheels rides. SamTrans and MV are processing Maria's Comment Card. Mike asked about the language of the Rider's Guide regarding rider conduct. Tina stated that SamTrans cannot refuse service unless a rider's behavior is illegal, seriously disruptive, or violent.

In a separate incident, Maria was on a Redi-Wheels vehicle when it was involved in a minor accident. Maria confirmed with Lynn that MV asks witnesses remain at the scene until law enforcement or an MV supervisor arrives so that they can complete witness statements, but riders are not required to stay if they do not wish to do so. Lynn noted that the driver can fill out an Incident Report form for riders who exit the vehicle after an accident and do not remain at the scene. First and foremost, the driver will want to make sure that the passengers are safe and unhurt.

Stephanie shared a miscommunication that a taxi driver had with her yesterday. The driver picked Stephanie up in a vehicle with a lift on the back of the taxi and parked next to the sidewalk. Stephanie had to go towards the street to get around the taxi and she was concerned that it might not be a safe way to be dropped off. When they reached San Francisco, the driver misunderstood what Stephanie meant by "tracks." The driver was referring to the ramp on the curve and Stephanie used the phrase, "ramp" to refer to a drop off by the rail tracks.

Mike and Lynn discussed the importance of checking in with reservationists the morning of a ride if the Night Before Call pickup time is moved more than once. Maria noted that, changes that take place after her Night Before Call could cause her 9:10 ride to arrive at 9:00 a.m. or as late as 9:20 a.m.

Dispatchers can now dial any US area code. Tina confirmed that IVR can call for transfer trips for portions of the ride that are in San Mateo County.

CRC

Tina presented the Total Comment by Quarter Report. A total of 69,193 rides were taken this quarter. Service complaints per thousand rides were 0.84, which is well below the SamTrans standard of 2.5. The most common type of comment this quarter was compliments. Late vehicle complaints were similar to last quarter and comments categorized as "Customer Error" were higher than last quarter. General policy and safety comments were at or near zero. In this quarter, the number of missed trips was also low. No specific patterns were evident and most comments were specific to the individual rider's experience.

Other Updates

Lynn reported for the month of December, the Redi-Wheels On-Time Performance (OTP) was 91.5% and January's performance is also looking positive. New SAM software is in place, a time-point software used to predict late vehicles. This software is used in conjunction with Trapeze.

There are four reservationists at MV working Monday through Friday. On weekends there are two reservationists according to Lynn.

Tina reported that Day-Of Calls are not compatible with the current version of Trapeze, so it will be tested when a newer version of the software is in place.

Other Business

Tina reported that as of January 6, a SMCTA-funded shuttle is operating in the Daly City/Bayshore Area. She reviewed the route map and shared a brochure with the AI-Com members. This pilot program serves a route that connects with MUNI, SamTrans, and BART (Daly City and Balboa Stations). Tina pointed out that the shuttle operates on a long route and is wheelchair accessible.

Pilot Programs that are part of the SamTrans Service Plan are being rolled out in San Carlos and Pacifica. The Pacifica route can deviate once per trip for each rider and up to ½ mile off of the regular route. Redi-Wheels customers can ride for free, by showing their ID card. The San Carlos route is a hybrid service, linking people to/from the Caltrain station during morning and afternoon commute hours. During off-peak hours, it will operate as a dial-a-ride (DAR) service for the general public. Customers can call one day in advance to reserve a ride. Stephanie confirmed that the San Carlos vehicles are wheelchair accessible. Mike asked if Tina could forward this information to Nancy so that this information can be shared with members of the New Beginnings Coalition and Commission on Disabilities.

Stephanie suggested that Tina share her taxi data at the PCC meeting next week. Tina previewed the information, which is broken down into charts for easy reference.

At tomorrow's SamTrans Board Meeting, there will be an in-depth presentation about paratransit. Tina will email copies of the power point presentation to Linda or Erin when it is available so that it can be distributed to the PCC members. She has graciously agreed to make a presentation at the January 14, 2014 PCC meeting. Mike asked if Chuck could present this information in the future as a regularly scheduled annual presentation.

Linda followed up on the commute.org shuttle that Nancy mentioned at the December PCC meeting. This is part of the Peninsula Traffic Congestion Relief Alliance. Linda spoke to their representative to determine if a speaker from this organization would be appropriate for AI-Com. This organization was better suited for another group, as it primarily works directly with employers to transport their employees. Tina clarified that these shuttles typically transport people from BART or Caltrain to one or two large companies to drop off employees.

Mike announced that a presentation for Carole Groom will take place at tomorrow's Board meeting.

The next AI-Com meeting is scheduled for April 1, 2014.

Meeting adjourned at 2:52 p.m.

**SAN MATEO COUNTY
PARATRANSIT COORDINATING COUNCIL**

**MEETING MINUTES
January 14, 2014**

ATTENDANCE: Members Present: Mike Levinson, Chair; Michal Settles, Vice-Chair; Dale Edwards, Consumer; Susan Capeloto, DOR; Maureen Dunn, Senior Focus; Aki Eejima, Consumer; Stephanie Hill, Al-Com Chair; Barbara Kalt, Rosener House; Nancy Keegan, San Carlos Adult Day Services; Dan Mensing, Consumer; Sammi (Wilhelmina) Riley, Consumer; Tina Dubost, SamTrans; Sandra Lang, COA.

ABSENTEES: Judy Garcia, Consumer; Dinae Cruise, Consumer; Marie Violet, Sequoia Hospital; Allan Newlands, COD; Maxine Eastman, Consumer; Ashish John, SamTrans; Marshall Loring, MTC.

GUESTS: Elly Colwell, SamTrans; Linda Rhine, Nelson-Nygaard; Henry Silvas, SamTrans; Lynn Spicer, MV Transportation; Erin Swartz, PCC Staff; Jim Engvall, Consumer; and Jocelyn Feliciano, MV Transportation.

(Member Attendance: 13, Quorum—Yes.)

WELCOME/INTRODUCTION

Susan Capeloto of DOR introduced herself and will be replacing Myria Barnes-Jackson. She has been with DOR since 1979 and noted that it is important to have a DOR representative on the PCC. Susan has some clients who use Redi-Wheels and she is looking forward to working with everyone.

Jim Engvall will be providing the COD updates in place of Allan Newlands.

SamTrans Paratransit Service Presentation by Tina Dubost

The SamTrans Paratransit Service presentation was given by Tina Dubost. The same presentation was given to the SamTrans Board of Directors last week. Tina introduced her topics for today's presentation: Paratransit Customers, Certification, Operating Statistics, Program Costs, Funding Sources, Cost Containment, and Redi-Wheels Contract. Paratransit is the most costly service operated by SamTrans.

Paratransit Customers: At the present time, there are approximately 7,300 registered paratransit customers (300 of these are RediCoast riders and 7,000 are Redi-Wheels). Lifeline customers make up about 15% of the total and utilize about 50% of the Redi-Wheels rides that are taken. Riders using wheelchairs/scooters are 22% of the total customers and about 46% of rides are taken by them. Dialysis trips comprise about 2,500 of the rides taken per month. There are more than 1,000 average weekday trips.

Certification: In the last year 68% of applicants for paratransit certification got full eligibility, while 13% are temporarily eligible (disability expected to change with time). Those granted conditional/trip-by-trip certification is 17% of the total. Urgent needs

certification is for life-essential treatment (dialysis, chemo, radiation). People qualifying for this certification are able to ride while their application is in process. Applicants must attend the eligibility interview. Approximately 2% of applicants are denied eligibility.

Operating Statistics: There are zero denials for service requests. The average number of ride requests is 27,000 per month. On Time Performance for RediCoast is very high and Redi-Wheels is striving for 90%. The productivity goal is 1.5 passengers per hour. The actual productivity on Redi-Wheels ranges between 1.7 and 1.8 passengers/hour. RediCoast is not meeting the goal, carrying between 1.3 and 1.5 passengers per hour. RediCoast does not always meet the goal because of lower population density and the rural nature of the Coastside. Service Complaints for both RediCoast and Redi-Wheels are doing much better than the goal of 2.5 complaints per 1,000 trips.

Program Costs: The budget is developed with the assumption that there will be growth in ridership. The average cost per trip of \$44.90 in FY2013 reflects fairly steady costs that increase modestly each year. The farebox recovery ratio has been hovering around 6%, meaning that 94% of the service relies on government subsidies.

Funding Sources: The budget for this year does not yet include Measure A funds. Funding comes from a variety of sources and passenger fares make up a small portion of the total.

Program Costs: Paratransit customers ride fixed route service for free at all times. Fixed route service gives customers another option that is lower-cost, and gives passengers more freedom. Fixed route service is cost effective. Last year 49 people participated in travel training that helped paratransit customers learn how to utilize fixed route services. Outreach events have been organized to encourage people to try riding fixed route service, when possible. Other cost containment strategies include controlling no-shows, late cancels, and fare evasion.

Challenges include an aging rider population, increasing dialysis trips and ridership, federal requirements, and economic recovery means MV is experiencing a labor shortage that impacts their compensation package. Redi-Wheels serves beyond the $\frac{3}{4}$ mile rule and also serves some destinations such as the VA Hospital in Palo Alto.

Redi-Wheels Contract: The contract with MV expires in Dec. 2014. MV is in the last year of a five year contract with five one-year extensions. The RFP will be in spring 2014, and final ranking in summer 2014. The Board will take action in October 2014. The budget for this year is \$8.9 million. Vehicles on the Coastside have both RediCoast and SamCoast logos, as both are now operated by the same contractor.

In summary, paratransit provides an essential service in San Mateo County. Ridership is going up, service quality is high, on-Time Performance is improving, and customers truly appreciate the service.

Dan noted that a route he rode to church is being eliminated. Tina pointed out that Dan is eligible to use Redi-Wheels service to get to church.

APPROVAL OF DECEMBER PCC MINUTES

Mike moved to approve the December minutes and Nancy seconded, with Maureen and Sammi abstaining.

COMMITTEE REPORTS

A. ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Stephanie reported on a customer comment about Redi-Wheels from someone who travels to dialysis that requested a policy change for dialysis patients. Redi-Wheels must provide the same service and policies for all passengers. The next Al-Com meeting will be on April 1, 2014.

B. GRANT/BUDGET REVIEW

A financial report of the first six month expenses for the February PCC meeting was requested from Tina and Linda. Linda thanked everyone for the letters of support for MTC grant application.

C. EDUCATION COMMITTEE

Maureen reported that the Education Committee met today before the PCC meeting. Next week, Mike and Nancy are giving a presentation for the City of South San Francisco City Council. The meeting will be televised. Mike and Nancy did a practice presentation today after the Education Committee meeting. City councilperson Karol Matsumoto is a Samtrans Board member and requested the presentation. We discussed other agencies that have requested presentations and came up with ideas for other institutions and organizations that would benefit from receiving more information about the PCC.

D. EXECUTIVE COMMITTEE

The Executive Committee has not had a meeting this month, but will meet before the end of January. Topics that will be covered at the meeting include: outreach presentations, the MV appreciation party, taxi service, budget, etc... Mike will provide an update report at the February PCC meeting.

Erin provided the Consumer Corps Quarterly Report, covering the months of October through December 2013. A total of 202 reports were submitted, similar to the number received the previous quarter. Consumer Corps members observed Comment Cards in Redi-Wheels vehicles 65% of the time and members who requested a Comment Card were able to get one by asking the driver nearly every time. Over 85% of Consumer Corps members reported their pick-up time was within 20 minutes of their scheduled ride time. Of the riders who opted to receive Night Before Calls, three reports of incomplete calls were submitted. 29.7% of Corps members were placed on hold when making reservations, with 18 minutes being the longest hold time reported. Consumer Corps members reported that 96% of the time drivers provided assistance that "met needs" or was "above needs." Riders reporting positive experiences with drivers continues to increase every quarter. 62% of Corps members reported that a Redi-Wheels vehicle picked them up and another 29% rode in a taxicab. There were two reports submitted by Consumer Corps members who rode in a RediCoast vehicle. The majority of feedback from the Corps members is positive and Comment Cards are

sometimes available on taxicabs.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina reported on the Sam Trans Service plan that will begin on January 26, which makes changes to all routes. Information about the changes is posted on the SamTrans website and available at 1-800-660-4287.

Tina reported that as of January 6, a SMCTA-funded shuttle is operating in the Daly City/Bayshore Area. She reviewed the route map and shared a brochure with the members. This pilot program serves a route that connects with MUNI, SamTrans, and BART (Daly City and Balboa Stations). Tina pointed out that the shuttle operates on a long route and is wheelchair accessible.

Pilot Programs that are part of the SamTrans Service Plan are being rolled out in San Carlos and Pacifica. The Pacifica route can deviate once per trip for each rider and up to ½ mile off of the regular route. Redi-Wheels customers can ride for free, by showing their ID card. The San Carlos route is a hybrid service, linking people to/from the Caltrain station during morning and afternoon commute hours. During off-peak hours, it will operate as a dial-a-ride (DAR) service for the general public. Customers can call one day in advance to reserve a ride.

Tina also distributed information on taxi service performance. As was requested in an earlier PCC meeting, the data is presented in chart form. The first chart shows the total number of trips for Redi-Wheels and taxis. Trips taken in taxis vary between 15 and 20% of all trips. The second chart shows On Time Performance for taxis and Redi-Wheels vehicles. Taxis generally have higher OTP than Redi-Wheels, but the trend is improving performance by Redi-Wheels. The third chart shows Complaints per Thousand Trips. More complaints are registered about Redi-Wheels trips than taxi rides, but both types of trips are performing better than the standard. Lastly, a chart depicting Compliments per Thousand Trips for Redi-Wheels trips have been increasing since August 2013. No compliments about taxi service were received in November 2013.

B. Performance Summary

In the Performance Summary Report that Tina presented, Total Trips Requested and Trips Scheduled were both slightly lower than the same point in time last year (November 2012). Late cancels were slightly higher than October 2013. On time performance is very close to the standard of 90% and expected to meet the standard for December 2013 and January 2014. Productivity is higher than the standard of 1.70 passengers per hour.

C. Customer Comments

Elly provided the Monthly Comment Statistics report. Total Comments are lower for November 2013 than October 2013. Overall Average Response Time is very good. Customer Error complaints are down and Driver Assistance complaints are zero.

D. Safety Report

Jocelyn reported that in December, RediCoast had one non-preventable incident. Redi-Wheels had four incidents, two were preventable and two were non-preventable.

Mike added that the Education Committee is considering an appreciation party for the MV staff. MV Safety Meetings are every other month, the next is in Feb. Meetings are held on Tuesdays & Saturdays on 4th floor dining room of the SamTrans building in San Carlos. Nancy reported that the location we are considering near MV's offices is available in April. Lynn confirmed that the largest number of people we could expect is 100, including drivers and MV staff.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal reported that on December 11, the CTC held their last quarterly meeting and holiday caroling. The CTC discussed Consumer Corps and all three agencies are interested. Michal thanked Tina for attending the meeting and for being so well prepared. Michal shared notes from the meeting, including the dates for the four CTC meetings in 2014. The old meeting location is still in use, but will be changing soon to 925 Main Street. The SamTrans 294 bus will be operating 7 days a week. Service will run from Half Moon Bay to the College of San Mateo and Hillsdale, while the 17 links to Linda Mar.

RediCoast took over the services running in Pescadero (operated previously by the Pescadero Foundation). The CTC discussed an MV appreciation event that would specifically be for the Coastside MV staff. Michal thanked Tina for resolving issues around the Coastside comment cards. Dale will be presenting information about the Consumer Corps at a noontime luncheon some time in 2014.

Michal also shared a new roster and showed that Bill Welch attended the last meeting. HOPE services representative, Frank Guarino, passed away. He was a remarkable figure on the coast who gave so much of his time and commitment to the community, including RediCoast service. The PCC observed a moment of silence in his honor.

B. AGENCY

No meeting to report. Barbara noted that more people are attending the agency, so more people are riding Redi-Wheels!

C. EFFICIENCY REVIEW COMMITTEE (ERC)

Aki reported that there was no January meeting. The next meeting is scheduled for Monday, February, 4, 2014 at 11:00 a.m.

D. COMMISSION ON AGING (COA) REPORT

Sandra reported that the COA met on January 13, 2014 and the Vice-Chairs, Marsha Fong and Mary Lorenas, presided. The newly elected Chair stepped down, due to an illness. An election is pending. The Adult Abuse Prevention Committee is working on the Theatre of the Oppressed to bring the issue of adult abuse to different communities. It's an ongoing project and the committee can use volunteers to continue this

outreach. April may be a good month for scheduling an Education Committee outreach presentation to the COA. Linda will follow up with Marsha Fong.

E. COMMISSION ON DISABILITY (COD) REPORT

Jim Engvall will be reporting in Allan's place now.

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

No report or representative available.

G. DEPARTMENT OF REHABILITATION (DOR)

Susan is replacing Myria and had no update for today's meeting.

H. Metropolitan Transportation Committee (MTC)

No report or representative available.

OTHER BUSINESS

Maureen reported that she is hosting nursing students for 10 weeks from Samuel Merritt University and would like them to attend a PCC meeting as part of their Community Health rotation. She feels this meeting is very relevant to showcase services in the community. The purpose is to educate and acquaint them with our social services and the importance of transportation.

Linda announced that a card is circulating for Myria. We will send it with a framed photo from the PCC. Myria's retirement party is on January 29th. Susan will share the event information with Erin to pass on to the PCC.

The November 2013 PCC meeting will be changed to the 3rd Tuesday, the 18th. If the Education Committee elects to meet in November, it will be moved to the same day as the PCC meeting.

Mike reported that he spoke to Dale. Sue is recovering at home and Dale is taking care of her. He will return to the PCC when she is better.

The next PCC is scheduled for Tuesday, February, 11, 2014.

MEETING ADJOURNED: Mike adjourned the meeting at 3:27 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **MOBILITY MANAGEMENT REPORT: SHUTTLES**

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, Americans with Disabilities Act Paratransit, Caltrain and Shuttles – are featured individually each month. This month features a report on the SamTrans Shuttles Program.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on ridership, performance metrics, the current San Mateo County Transportation Authority Call for Projects and the new FLX services in San Carlos and Pacifica.

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 – JANUARY 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) 2012, FY2013, and FY2014. Chart "B" has figures for total ridership year-to-date for FY2012, FY2013, and FY2014.

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

AVERAGE WEEKDAY RIDERSHIP – JANUARY 2014 COMPARED TO JANUARY 2013

Total District Modes – 103,930, an increase of 8.7 percent.

Bus – 41,210, an increase of 4 percent.

Paratransit – 997, flat from last year.

Caltrain – 49,400, an increase of 9.5 percent.

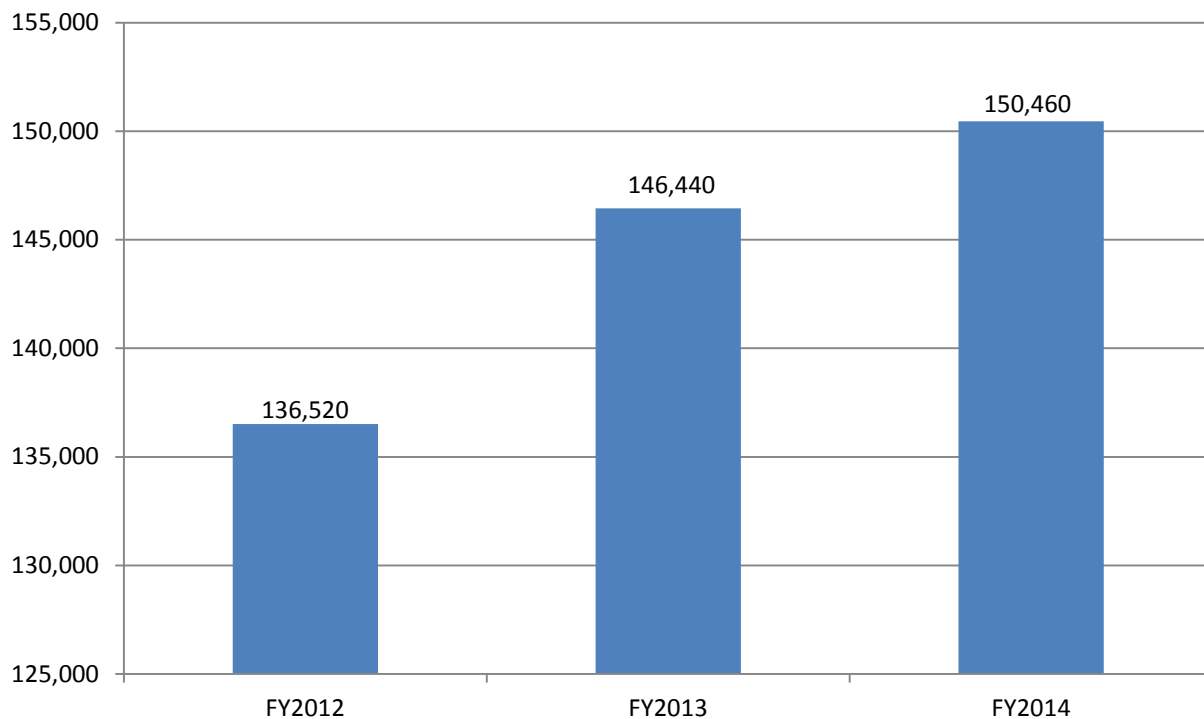
Shuttles – 12,320, an increase of 24.1 percent.

Table A
Average Weekday Ridership

January 2014 Average Weekday Ridership				Percent Change
Mode	FY2012	FY2013	FY2014	FY2013/FY2014
Bus	40,520	39,620	41,210	4.0%
Paratransit	1,010	998	997	-0.1%
Caltrain	41,370	45,110	49,400	9.5%
Shuttles	9,280	9,930	12,320	24.1%
Total	92,180	95,650	103,930	8.7%
BART Extension (No Daly City)	39,780	42,340	43,470	2.7%
Grand Total	131,950	137,990	147,400	6.8%
Weekdays	21	22	22	0.0%

January 2014 Year-to-date				Percent Change
Mode	FY2012	FY2013	FY2014	FY2013/FY2014
Bus	42,070	40,750	41,590	2.1%
Paratransit	1,060	1,050	1,060	1.0%
Caltrain	42,760	47,850	52,130	8.9%
Shuttles	8,710	10,720	10,660	-0.6%
Total	94,600	100,360	105,440	5.1%
BART Extension (No Daly City)	41,920	46,070	45,030	-2.3%
Grand Total	136,520	146,440	150,460	2.7%

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 January for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – JANUARY 2014 COMPARED TO JANUARY 2013

All District Modes – 2,722,260, an increase of 9 percent.

Bus – 1,069,480, an increase of 4.6 percent.

Paratransit – 25,150, an increase of 0.5 percent.

Caltrain – 1,349,940, an increase of 9.5 percent.

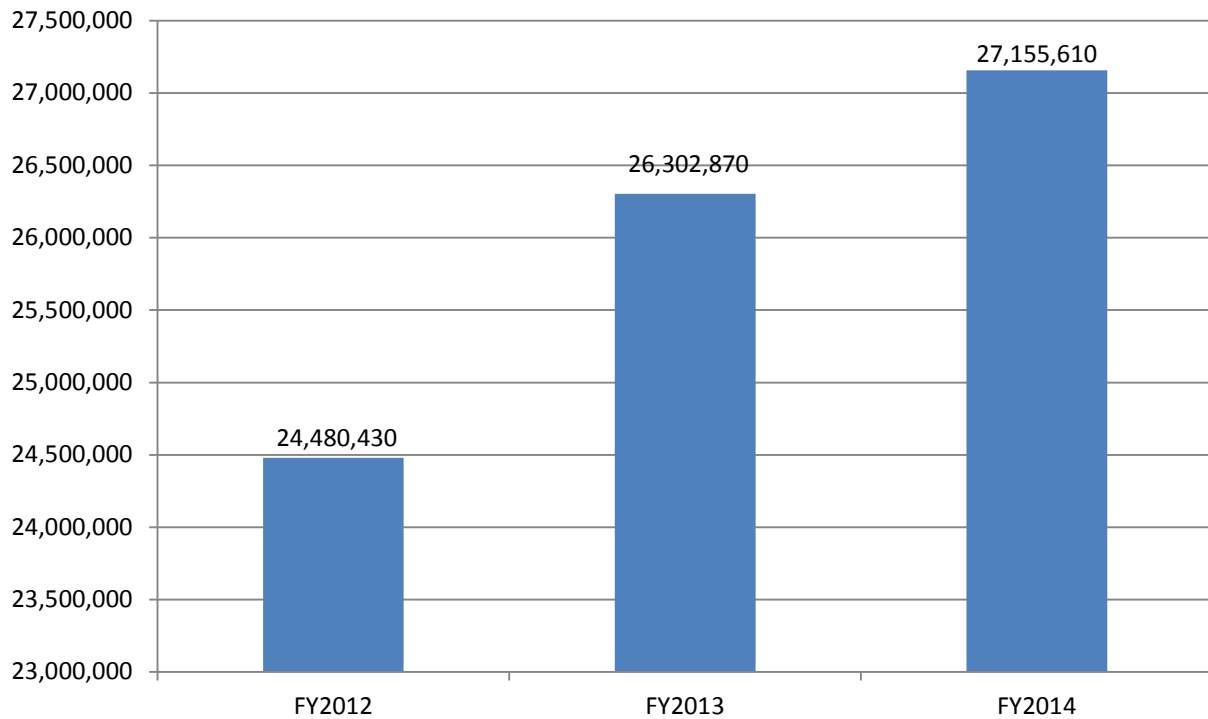
Shuttles – 277,690, an increase of 27.6 percent (this number is based on estimates).

**Table B
Total Ridership**

January 2014 Total Monthly Ridership				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	1,017,140	1,022,200	1,069,480	4.6%
Paratransit	23,980	25,030	25,150	0.5%
Caltrain	1,111,420	1,232,310	1,349,940	9.5%
Shuttles	195,260	217,630	277,690	27.6%
Total	2,347,800	2,497,170	2,722,260	9.0%
BART Extension (No Daly City)	1,007,880	1,078,580	1,111,220	3.0%
Grand Total	3,355,680	3,575,750	3,833,480	7.2%
Weekdays	21	22	22	0.0%

January 2014 Year-to-date				Percent Change FY2013/FY2014
Mode	FY2012	FY2013	FY2014	
Bus	7,437,740	7,243,690	7,477,990	3.2%
Paratransit	178,410	178,110	182,300	2.4%
Caltrain	8,009,740	8,959,790	9,777,440	9.1%
Shuttles	1,295,400	1,656,440	1,625,600	-1.9%
Total	16,921,290	18,038,040	19,063,330	5.7%
BART Extension (No Daly City)	7,559,140	8,264,830	8,092,290	-2.1%
Grand Total	24,480,430	26,302,870	27,155,610	3.2%

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – January 2014

Day Pass – Marketing staff promoted the discounted Day Pass through social media, website and print ads. The ads urged customers to “Go Unlimited,” referring to the unlimited daily travel available with the pass at its new reduced price. Since the price was reduced to 2.5 times the one-way fare, sales have increased.

SamTrans Service Plan Implementation – The main focus for the month was to inform customers about the system-wide service changes. Multiple communications channels were used, including the website, newsletters, social media, news releases, electronic messages onboard buses and at transit centers, decals on bus window near entrance, head sign messages, outreach to schools and vendors, and notices at bus stops and key transit centers. Staff ambassadors rode routes and visited main transit centers the week before the changes and the week of the changes.

FLX Pacifica & San Carlos – As part of the system-wide service changes, SamTrans implemented two pilot projects: FLX Pacifica and FLX San Carlos. As part of the marketing effort, staff worked with the two cities to post information to their websites. The promotion also included newspaper ads, social media, website, news release, and a direct mail piece to all residents and businesses in the targeted areas.

Daly City Bayshore Shuttle – The City of Daly City and SamTrans launched a new shuttle, dubbed the Daly City Bayshore Shuttle. Marketing of the free shuttle included designing a special bus stop sign, newspaper ads, flyers distributed at key destinations along the route, and direct mail brochure to those in the service area.

East Palo Alto Information – SamTrans ran an ad in a relatively new publication, *East Palo Alto Information Resource and Community Guide*. The goal of the guide, which is provided to each household in the city and through organizations, is to assist residents and service providers in identifying services available in the community. SamTrans bus service is vital to connecting residents to services, school, shopping, and employment.

Partnership – Market Research & Development staff works with a number of event organizers to co-promote events that will generate bus ridership and also provide added value to current SamTrans customers. In January, SamTrans partnered with the Bay Area Travel & Adventure Show, which provided \$5 off general admission for SamTrans customers.

Publications – SamTrans issued a redesigned and updated *Bus System Map*. The winter edition of *Transit Fun Guide* also was released. The guide lists fun destinations that people can access via SamTrans, such as festivals, events, Lunar New Year celebrations, theaters, and farmers’ markets.

Prepared by:

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

650-508-6248

Michael Eshleman, Planner

650-508-6227



BOARD OF DIRECTORS 2014

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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, MARCH 5, 2014 – 2:20 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of February 5, 2014
2. Acceptance of Statement of Revenues and Expenses for January 2014
3. Authorize the Filing of an Application for Transit Performance Incentive Funds to the Metropolitan Transportation Commission in the Amount of \$687,240 to Help Fund the Implementation of the SamTrans Service Plan

CONTRACTS

4. Authorize the Purchase of 14 Low-Floor Paratransit Minivans and 19 Paratransit Vehicles from Creative Bus Sales, Inc. for a Total Cost of \$2,566,933
5. Authorize Award of Contract to NVB Equipment to Furnish Vehicle Fire Suppression System Inspection and Maintenance for a Total Estimated Cost of \$243,005 for a Five-Year Term
6. Authorize Award of Contract to Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson & Smith, LLC to Provide State Legislative Advocacy Services for a Firm-Fixed Price of \$293,178 for a Five-Year Term
7. Authorize an Amendment to On-Call Engineering Consulting Services with Gannett Fleming, Inc. in a Total Aggregate Not-to-Exceed Contract Amount of \$800,000 from \$1,750,000 to \$2,550,000
8. Authorize an Amendment of Contract with Wipro, LLC to Provide PeopleSoft Systems Integration Services and Execution of Release of Claims Agreement in the Amount of \$1,350,000

Committee Members: Zoe Kersteen-Tucker, Rose Guilbault, Adrienne Tissier

NOTE:

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

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

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

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

Committee Members Absent: R. Guilbault

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

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

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:44 p.m.

Approval of Minutes of Finance Committee Meeting of January 8, 2014

The Committee unanimously approved the minutes (Deal/Matsumoto).

Acceptance of Statement of Revenues and Expenses for December 2013

Gigi Harrington, Deputy CEO, said December revenue was over budget by \$4 million and expenses were under budget by \$1.3 million. Last week fuel was \$3.01 per gallon and year to date is \$3.08 per gallon. The San Mateo County Transit District (District) received \$5,000 from the fuel hedge in January and year to date has received \$72,000.

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

Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended December 31, 2013

Bill Osher, CSI Capital, said the fourth quarter was a little challenging for the fixed income markets: Interest rates rose and the benchmarks were down, but the portfolio was up. The goal has been to keep the portfolio safe and simple. He said the markets are going to get a little more volatile.

Mr. Osher said closer to 2015, short-term interest rates will start to rise and the Federal Reserve Bank (Fed) is expected to start raising the Fed Funds Rate. He said this is a good thing for the portfolio because the portfolio will start to earn a decent rate of return.

Director Karyl Matsumoto asked what the difference is between the paratransit portfolio and the SamTrans portfolio. Mr. Osher said he uses a buy and hold strategy. The paratransit portfolio was invested several years ago and he is seeing the portfolio go

shorter and shorter as time goes on because nothing has matured. Both are part of the same portfolio with the same objectives of safety, liquidity and return, but can take more risk with the paratransit fund because the funds are more permanent and don't need to be as liquid as the SamTrans portfolio.

Director Matsumoto asked about corporates. Mr. Osher said the portfolio hasn't been in corporates since 2009.

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

Authorize Award of Contract to Vintage Elevator Services, Inc. for Elevator Maintenance Services for an Estimated Amount of \$266,298 for a Five-year Term

Cheryl Cavitt, Director, Contracts and Procurement, said this contract will provide preventative maintenance and emergency repairs for all elevators. Staff conducted the standard solicitation for bid process and received three competitive bids.

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

Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending June 30, 2013

Ms. Harrington said staff has finished the CAFR and it has been posted to the website. Staff met with the subcommittee of the Board to go through a supplemental report that was commissioned and it also reflects a clean bill of health by the auditors.

Adjourned: 2:54 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
JANUARY 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 January 2014 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 15) are \$5,151,754 or 5.3 percent **better** than budget. *Passenger Fares* (page 1, line 1) are **better** than budget by \$474,427 or 4.5 percent, *Measure A Fund* (page 1, line 4) is **better** than budget by \$121,249 or 2.5 percent, *Sales Tax* (page 1, line 9) is **better** than budget by \$4,101,364 or 10.3 percent and *Other Interest, Rent & Other Income* (page 1, line 12) are \$509,152 or 15.2 percent **better** than budget offset by *Investment Interest* (page 1, line 10) which is **worse** than budget by \$74,438 or 11.2 percent.

Expenses: *Total Expenses* (page 4, line 73) are \$2,143,279 or 3 percent **better** than budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$1,643,890 or 2.8 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$576,913 or 6.7 percent offset by *Total Multimodal* (page 4, line 71) is **worse** than budget by \$77,525 or 1.6 percent.

BUDGET IMPACT

Budget amendments adopted at the January 8, 2014 Board meeting through Resolution No. 2014-2 are reflected in the Revised Budget. The amendments accounts for San Mateo County Measure A funds, an increase in the San Mateo County Transit District sales tax revenue estimate, and increases in operating grant funds and corresponding expenses.

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

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

% OF YEAR ELAPSED: **58.3%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	1,545,852	10,249,506	10,954,010	10,479,583	104.5	17,965,000	17,965,000	61.0
2 Local TDA and STA Funds	2,546,507	22,326,039	29,740,776	29,740,776	100.0	42,542,322	42,542,322	69.9
3 State/Federal Operating Grants	526,623	3,521,523	4,731,010	4,731,010	100.0	8,050,834	9,274,579	51.0
4 Measure A Funds	730,414	4,943,965	4,947,486	4,826,237	102.5	8,160,000	8,160,000	60.6
5 AB434 Funds	47,167	323,400	330,167	330,167	100.0	566,000	566,000	58.3
6 SM County Measure A	3,167,522	0	3,167,522	3,167,522	100.0	0	5,000,000	63.4
7 Subtotal - Operating Revenues	8,564,084	41,364,433	53,870,970	53,275,295	101.1	77,284,156	83,507,901	64.5
Other Revenue Sources								
9 District 1/2 Cent Sales Tax	6,577,900	41,199,368	44,006,364	39,905,000	110.3	68,000,000	70,000,000	62.9
10 Investment Interest	80,229	1,186,802	589,808	644,246	91.6	1,056,160	1,056,160	55.8
11 Pass through to Other Agencies	25,347	12,963	177,431	177,431	100.0	379,169	379,169	46.8
12 Other Interest, Rent & Other Income	719,371	3,511,132	3,869,816	3,360,664	115.2	6,346,565	6,438,107	60.1
13 Other Sources	0	5,758,839	0	0	0	0	0	0.0
14 Subtotal - Other Revenues	7,402,847	51,669,104	48,643,419	44,087,340	110.3	75,781,894	77,873,436	62.5
15 Total Revenues	15,966,931	93,033,537	102,514,389	97,362,635	105.3	153,066,050	161,381,337	63.5
16 Capital Assistance	1,536,147	2,721,996	20,955,748	20,955,748	100.0	6,336,651	58,719,891 A	35.7
17 Reserves Programmed for Capital	676,004	3,164,258	5,477,018	5,477,018	100.0	74,000	18,236,805 A	30.0
18 Total Revenues - All Sources	18,179,082	98,919,791	128,947,155	123,795,401	104.2	159,476,701	238,338,033	54.1
USES OF FUNDS								
Operations								
22 Motor Bus	7,588,256	53,821,174	57,536,213	59,180,103	97.2	100,725,200	102,226,138	56.3
23 A. D. A. Programs	1,131,140	7,860,588	8,016,466	8,593,379	93.3	14,780,900	14,774,755	54.3
24 Caltrain	453,334	9,054,815	3,173,335	3,173,335	100.0	5,440,000	5,440,000	58.3
25 Other Multimodal Programs	353,080	1,606,998	1,637,613	1,560,088	105.0	2,880,681	2,719,603	60.2
26 Subtotal - Operating Costs	9,525,809	72,343,575	70,363,626	72,506,905	97.0	123,826,781	125,160,496	56.2
Other Uses of Funds								
28 Pass through to Other Agencies	25,347	12,963	177,431	177,431	100.0	383,742	383,742	46.2
29 Transfer Out to Debt Service	2,037,808	14,264,508	14,264,654	14,264,654	100.0	24,453,287	24,453,287	58.3
30 Fiscal Agent Fees	0	16,218	12,808	15,390	83.2	26,410	26,410	48.5
31 Land Transfer Interest Expense	0	0	0	0	0	59,379	59,379	0.0
32 Subtotal - Other Uses	2,063,155	14,293,688	14,454,893	14,457,475	100.0	24,922,818	24,922,818	58.0
33 Capital Programs	2,308,132	6,402,370	27,125,977	27,125,977	100.0	11,682,276	82,302,321 A	33.0
34 Total Uses of Funds	13,897,096	93,039,633	111,944,496	114,090,356	98.1	160,431,875	232,385,635	48.2
36 NET SURPLUS / (DEFICIT)	4,281,986	5,880,158	17,002,659	9,705,045	175.2	(955,174)	5,952,398	285.6

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

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

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

% OF YEAR ELAPSED: 58.3%

	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	1,480,979	9,791,738	10,481,051	10,007,667	104.7	17,156,000	17,156,000	61.1
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,033,394	18,539,828	24,338,210	24,338,210	100.0	34,505,186	34,505,186	70.5
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	319,097	2,575,855	4,038,180	4,038,180	100.0	5,633,670	5,633,670	71.7
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	486,435	3,213,948	4,394,876	4,394,876	100.0	7,051,491	8,275,236	53.1
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Asst.	2,760,424	16,329,230	11,058,247	13,590,544	81.4	31,475,368	31,499,941	35.1
10 Accessibility Fixed Route	94,499	604,661	666,671	603,833	110.4	1,035,143	1,035,143	64.4
11 TOTAL 1/2 CENT SALES TAX	2,854,923	16,933,891	11,724,918	14,194,378	82.6	32,510,511	32,535,084	36.0
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	70,545	924,568	366,593	407,016	90.1	697,450	697,450	52.6
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	0	42	0	0	0.0	0	0	0.0
16 Rental Income	97,357	624,149	680,661	634,340	107.3	1,087,440	1,087,440	62.6
17 Advertising Income	144,690	521,033	648,482	542,500	119.5	930,000	930,000	69.7
18 Other Income	100,836	696,123	863,241	622,936	134.4	1,153,452	1,406,072	59.6
19 TOTAL OTHER REVENUES	342,884	1,841,346	2,192,384	1,799,776	121.8	3,170,892	3,423,512	64.0
20								
21 TOTAL MOTOR BUS	7,588,256	53,821,174	57,536,213	59,180,103	97.2	100,725,200	102,226,138	56.3
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	64,872	457,769	472,959	471,917	100.2	809,000	809,000	58.5
25 Local TDA 4.5 Redi-Wheels	147,039	923,425	1,035,546	1,035,546	100.0	1,839,741	1,839,741	56.3
26 Local STA - Paratransit	46,977	286,930	328,840	328,840	100.0	563,725	563,725	58.3
27 Operating Grants	40,189	307,575	336,134	336,134	100.0	999,343	999,343	33.6
28 Sales Tax - District ADA Programs	(2,193,654)	2,523,409	0	0	0.0	4,846,042	0	0.0
29 Sales Tax - Paratransit Suppl. Coastside	110,833	729,881	767,590	725,864	105.7	1,244,339	1,084,236	70.8
30 Interest Income - Paratransit Fund	26,117	239,861	223,215	237,230	94.1	358,710	358,710	62.2
31 SMCTA Measure A Redi-Wheels	277,080	1,647,988	1,774,151	1,652,902	107.3	2,720,000	2,720,000	65.2
32 SM County Measure A	3,167,522	0	3,167,522	3,167,522	100.0	0	5,000,000	63.4
33 Measure M Paratransit	101,311	743,750	637,425	637,425	100.0	1,400,000	1,400,000	45.5
34 TOTAL ADA PROGRAMS	1,686,975	7,860,588	8,743,380	8,593,379	101.7	14,780,900	14,774,755	59.2
35								
36 MULTIMODAL TRANSIT PROGRAMS:								
37 Other Sources - Caltrain	0	5,758,839	0	0	0.0	0	0	0.0
38 Transfer from SMCTA for Caltrain	453,334	3,295,976	3,173,335	3,173,335	100.0	5,440,000	5,440,000	58.3
39 AB434 Funds - SamTrans Shuttle	47,167	323,400	330,167	330,167	100.0	566,000	566,000	58.3
40 Employer SamTrans Shuttle Funds	275,177	926,036	1,040,007	923,463	112.6	1,775,673	1,614,595	64.4
41 Sales Tax - SamTrans Shuttle Program	22,457	201,840	200,144	210,248	95.2	356,218	356,218	56.2
42 Sales Tax - Gen. Operating Asst.	8,279	155,722	67,296	96,211	69.9	182,790	182,790	36.8
43								
44 TOTAL MULTIMODAL	806,413	10,661,813	4,810,948	4,733,423	101.6	8,320,681	8,159,603	59.0
45								
46 TOTAL REVENUES	10,081,644	72,343,575	71,090,542	72,506,906	98.0	123,826,781	125,160,496	56.8

"% 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.

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

% OF YEAR ELAPSED: **58.3%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	3,432,993	28,194,031	30,611,125	29,880,105	102.4	50,777,535	50,471,448	60.7
2								
3 Services:								
4 Board of Directors	3,633	24,316	26,435	30,300	87.2	51,800	51,800	51.0
5 Contracted Vehicle Maintenance	34,598	271,302	235,176	411,646	57.1	696,080	705,678	33.3
6 Property Maintenance	92,515	662,342	685,964	720,500	95.2	1,273,500	1,233,500	55.6
7 Professional Services	256,908	1,720,762	1,774,323	2,560,022	69.3	4,173,153	5,128,083	34.6
8 Technical Services	544,607	2,489,006	3,123,440	3,172,991	98.4	5,280,779	5,561,725	56.2
9 Other Services	71,962	327,194	525,761	547,259	96.1	1,507,128	1,507,994	34.9
10								
11 Materials & Supply:								
12 Fuel & Lubricants	432,396	3,166,001	3,192,374	3,786,801	84.3	6,491,659	6,491,659	49.2
13 Bus Parts & Materials	182,780	1,115,337	1,224,991	1,312,219	93.4	1,886,670	2,497,469	49.0
14 Uniforms & Driver Expense	167,594	216,851	257,928	339,335	76.0	443,122	443,122	58.2
15 Timetables & Tickets	99	85,963	52,290	100,328	52.1	172,000	172,000	30.4
16 Office Supplies / Printing	22,075	138,247	109,024	215,993	50.5	369,267	360,267	30.3
17 Other Materials & Supply	6,562	70,778	60,092	92,083	65.3	156,500	156,500	38.4
18								
19 Utilities:								
20 Telephone	30,022	202,119	211,736	351,441	60.2	602,470	602,470	35.1
21 Other Utilities	108,622	589,622	662,664	576,917	114.9	989,000	989,000	67.0
22 Insurance Costs	283,830	1,541,460	1,933,137	1,540,460	125.5	2,640,150	2,640,150	73.2
23 Workers' Compensation	292,085	1,851,995	1,678,737	1,884,785	89.1	3,231,060	3,231,060	52.0
24 Taxes & License Fees	35,116	282,551	297,575	331,980	89.6	569,109	569,109	52.3
25 Fixed Route Accessibility	94,499	604,661	666,671	603,833	110.4	1,035,143	1,035,143	64.4
26 Leases & Rentals	9,667	64,899	65,876	72,615	90.7	124,483	124,483	52.9
27 Promotional & Legal Advertising	16,959	84,890	82,742	161,367	51.3	275,200	275,200	30.1
28 Training & Business Travel	14,105	73,401	93,172	133,435	69.8	207,765	224,585	41.5
29 Dues & Membership	7,642	49,991	52,702	54,310	97.0	91,652	91,652	57.5
30 Postage & Other	4,366	26,879	29,300	90,901	32.2	200,049	157,115	18.6
31								
32 Total District Operated Buses	6,145,635	43,854,597	47,653,234	48,971,624	97.3	83,245,274	84,721,212	56.2
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,249,255	8,706,879	8,567,799	8,774,146	97.6	15,041,393	15,041,393	57.0
36 Other Related Costs	43,742	204,301	236,094	214,708	110.0	347,720	372,720	63.3
37 Insurance Costs	34,862	364,213	362,010	382,067	94.8	655,000	655,000	55.3
38 Coastside Services	81,199	400,518	453,325	500,239	90.6	857,553	857,553	52.9
39 Redi Coast Non-ADA	18,668	138,357	127,473	148,289	86.0	254,209	254,209	50.1
40 Other Related Costs	3,967	22,501	38,850	59,150	65.7	101,400	101,400	38.3
41 La Honda - Pescadero	4,725	30,538	32,813	32,156	102.0	55,125	55,125	59.5
42 SamCoast - Pescadero	6,203	81,986	63,720	93,856	67.9	160,896	160,896	39.6
43 Other Related Cost - SamCoast	0	17,286	894	3,868	23.1	6,630	6,630	13.5
44 Total Contracted Bus Service	1,442,621	9,966,577	9,882,979	10,208,478	96.8	17,479,926	17,504,926	56.5
45								
46 TOTAL MOTOR BUS	7,588,256	53,821,174	57,536,213	59,180,103	97.2	100,725,200	102,226,138	56.3

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

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

% OF YEAR ELAPSED: **58.3%**

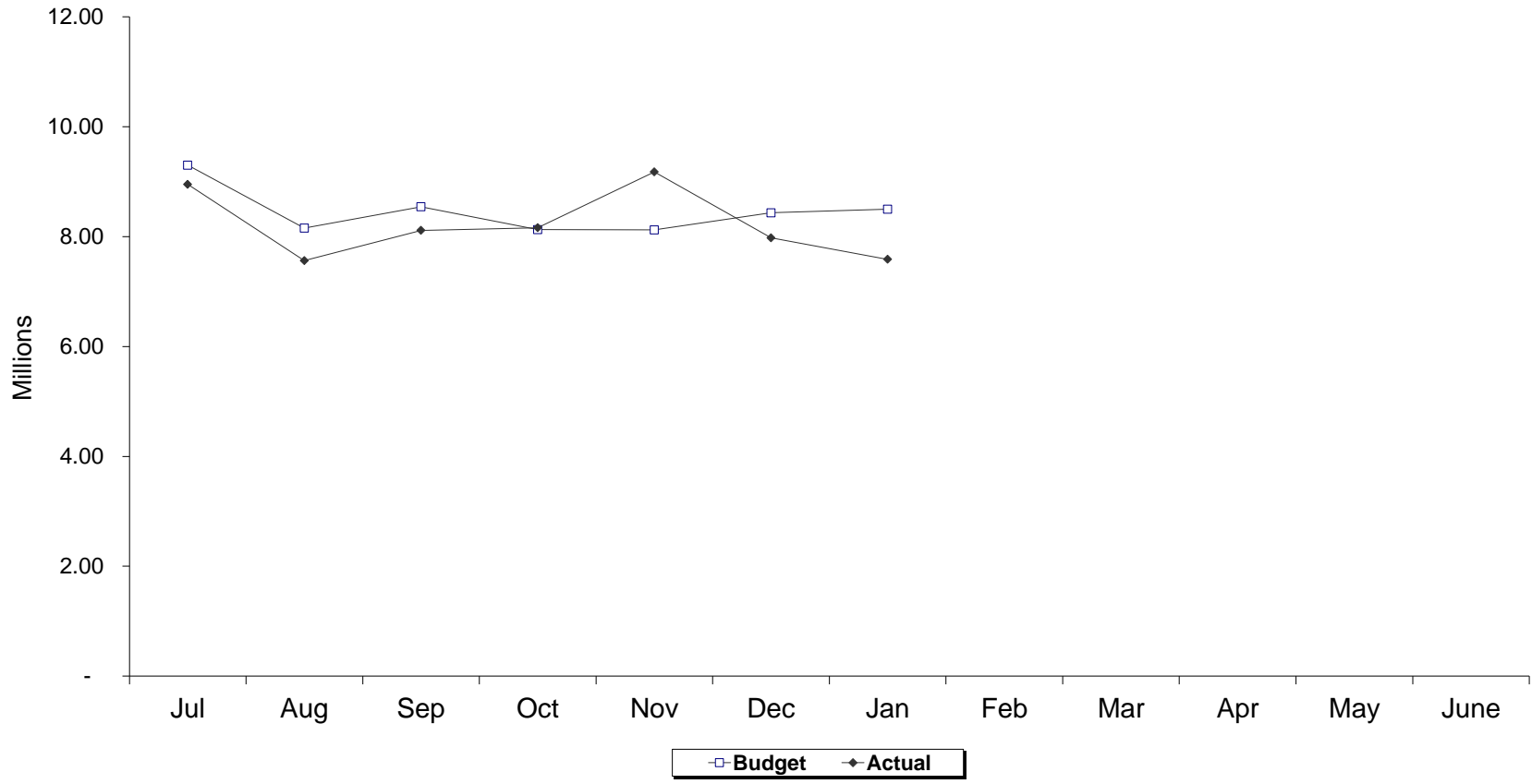
<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	478,331	3,283,125	3,290,990	3,300,064	99.7	6,359,982	5,682,082	57.9
Other Related Costs	186,069	1,419,045	1,392,545	1,711,238	81.4	2,937,197	2,931,052	47.5
Sedan Service	247,031	1,684,542	1,841,632	1,878,562	98.0	2,534,802	3,212,702	57.3
ADA Accessibility Support	80,948	446,107	448,710	677,239	66.3	1,189,580	1,189,580	37.7
Coastside ADA Support	110,833	729,881	767,590	725,864	105.7	1,244,339	1,244,339	61.7
Insurance Costs	27,928	297,889	275,000	300,412	91.5	515,000	515,000	53.4
TOTAL ADA PROGRAMS	1,131,140	7,860,588	8,016,466	8,593,379	93.3	14,780,900	14,774,755	54.3
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	453,334	9,054,815	3,173,335	3,173,335	100.0	5,440,000	5,440,000	58.3
Total Caltrain Service	453,334	9,054,815	3,173,335	3,173,335	100.0	5,440,000	5,440,000	58.3
OTHER SUPPORT								
Dumbarton Express Service	0	86,174	-	-	0.0	0	0	0.0
SamTrans Shuttle Service	344,801	1,451,275	1,570,317	1,463,878	107.3	2,697,891	2,536,813	61.9
Bicycle Coordinating Activities	0	0	0	4,167	0.0	0	25,000	0.0
Maintenance Multimodal Facilities	8,279	69,548	67,296	92,044	73.1	182,790	157,790	42.6
Total Other Support	353,080	1,606,998	1,637,613	1,560,088	105.0	2,880,681	2,719,603	60.2
TOTAL MULTI-MODAL PROGRAMS	806,414	10,661,813	4,810,948	4,733,423	101.6	8,320,681	8,159,603	59.0
TOTAL EXPENSES	9,525,809	72,343,575	70,363,626	72,506,905	97.0	123,826,781	125,160,496	56.2

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

SAN MATEO COUNTY TRANSIT DISTRICT

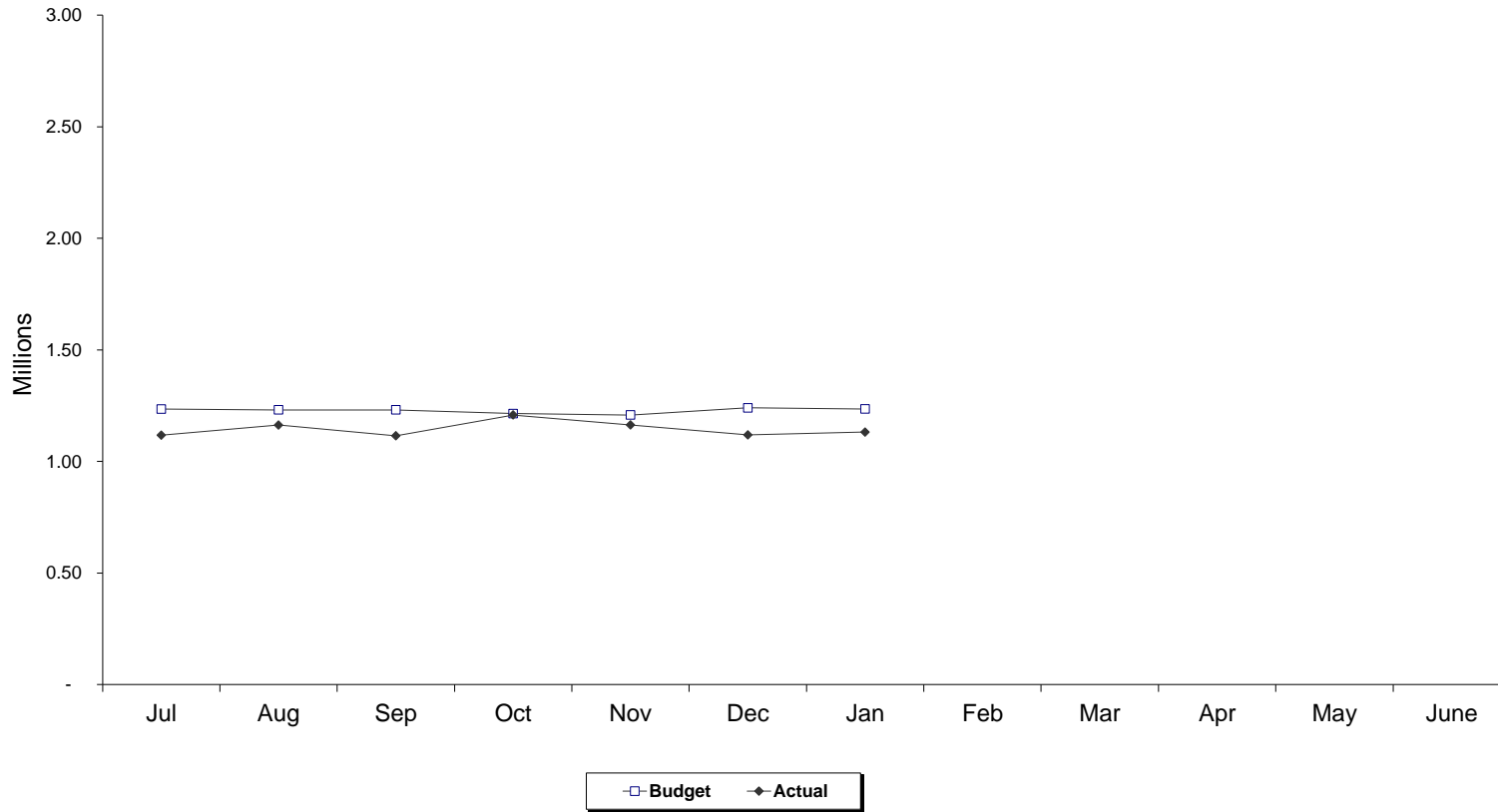
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

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						
Actual	8,951,662	7,563,066	8,115,120	8,162,116	9,178,840	7,977,153	7,588,256						
CUMULATIVE EXPENSES													
Budget	9,300,130	17,453,625	25,998,410	34,125,684	42,248,518	50,682,057	59,180,103						
Actual	8,951,662	16,514,728	24,629,848	32,791,963	41,970,804	49,947,957	57,536,213						
Variance - F(U)	348,468	938,897	1,368,563	1,333,720	277,714	734,101	1,643,890						
Variance %	3.75%	5.38%	5.26%	3.91%	0.66%	1.45%	2.78%						

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

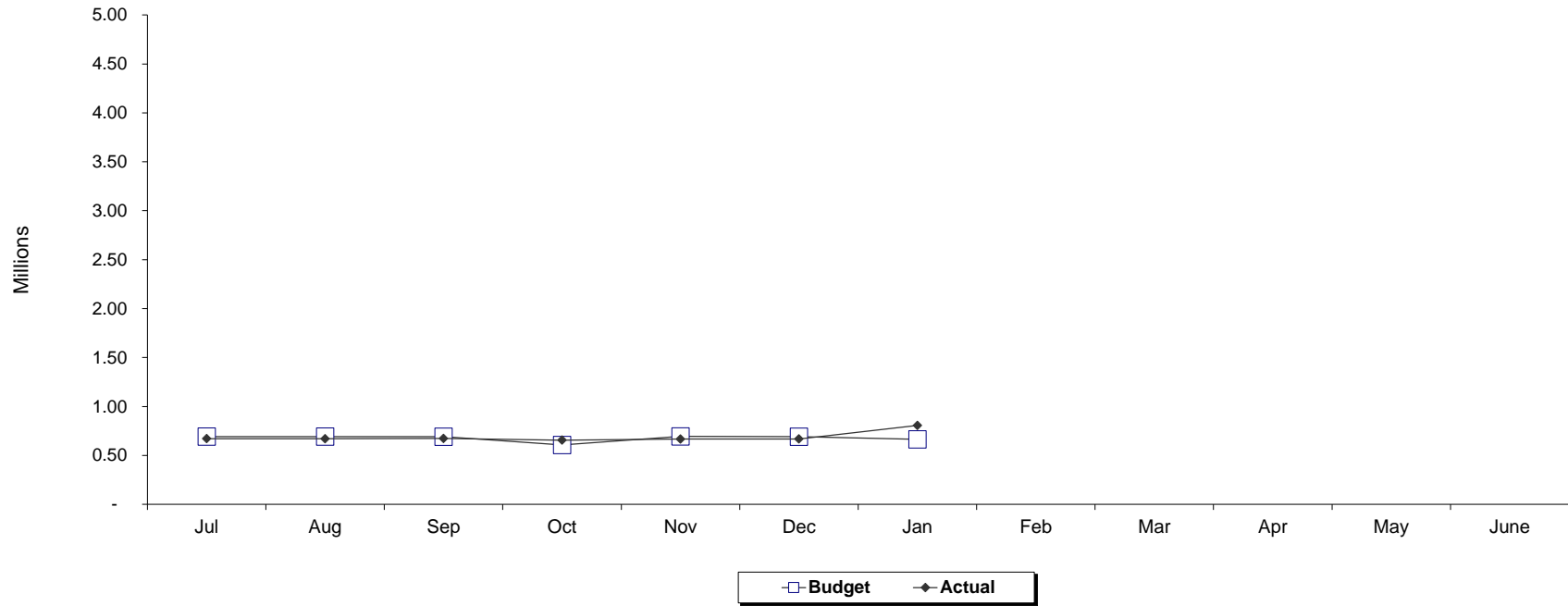


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	1,234,437	1,230,937	1,230,937	1,214,257	1,207,937	1,239,937	1,234,937						
Actual	1,117,158	1,163,018	1,115,023	1,208,337	1,163,393	1,118,398	1,131,140						
CUMULATIVE EXPENSES													
Budget	1,234,437	2,465,374	3,696,312	4,910,568	6,118,505	7,358,442	8,593,379						
Actual	1,117,158	2,280,176	3,395,198	4,603,535	5,766,929	6,885,326	8,016,466						
Variance - F(U)	117,279	185,199	301,113	307,033	351,577	473,116	576,913						
Variance %	9.50%	7.51%	8.15%	6.25%	5.75%	6.43%	6.71%						

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					
Actual	671,817	670,256	672,440	655,465	666,001	668,556	806,414					
CUMULATIVE EXPENSES												
Budget	693,110	1,386,220	2,077,246	2,683,830	3,378,217	4,069,244	4,733,423					
Actual	671,817	1,342,073	2,014,513	2,669,977	3,335,979	4,004,535	4,810,948					
Variance - F(U)	21,293	44,147	62,733	13,853	42,238	64,709	(77,525)					
Variance %	3.07%	3.18%	3.02%	0.52%	1.25%	1.59%	-1.64%					

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

January 31, 2014

DESCRIPTION	TOTAL INVESTMENT 01-31-14	INTEREST RECEIVABLE 12-31-13	PREPAID INT RECEIVABLE 12-31-13	INTEREST EARNED 01-31-14	INTEREST RECEIVED 01-31-14	ADJ.	INTEREST RECEIVABLE 01-31-14
RESERVE FOR CAPITAL PROJ	8,057,566.50	6,787.28	0.00	4,280.17	0.00	72.34	11,139.79
LAIF -- CAPITAL PROJ	76,400.32	5,196.51	0.00	15.36	5,025.09	(171.42)	15.36
REIMB SECURITIES -- L76R	91,666,290.56	142,673.11	8,738.89	53,315.37	15,625.00	87.86	189,190.23
LAIF -- REIMB FUNDS L76R	21,228,348.28	12,008.07	0.00	2,790.28	11,648.77	(397.36)	2,752.22
PARATRANSIT FUNDS	20,392,652.66	148,372.72	0.00	27,080.91	116,500.00	(31.48)	58,922.15
LAIF -- PARATRANSIT	4,797,440.71	106.17	0.00	797.09	65.87	(2.25)	835.14
BANK OF AMERICA	11,199,341.53	0.00	0.00	1,620.55	1,620.55	0.00	0.00
WELLS FARGO	20,822.65	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	11,189,608.16	2,162.85	0.00	711.56	0.00	0.00	2,874.41
	<u>168,628,471.37</u>	<u>317,306.71</u>	<u>8,738.89</u>	<u>90,611.29</u>	<u>150,485.28</u>	<u>(442.31)</u>	<u>265,729.30</u>

JANUARY 2014 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 01/31/14	90,168.98
Add:	
CEO Interest	2,000.00
Less:	
Commissions	(10,330.09)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>81,838.89</u>

YEAR TO DATE -- SUMMARY

Interest Earned	648,473.63
Add:	
CEO Interest	9,833.33
Less:	
Commissions	(61,295.54)
Capital Gain(Loss)	(3,952.90)
Total Interest & Capital Gain(Loss)	<u>593,058.52</u>
Balance Per Ledger as of 01/31/14	
Deferred Int Acct. 210852/3	3,250.77
Interest Acct. 409102	5,009.11
Interest Acct. 409101	588,751.54
Gain(Loss) Acct. 405210	(3,952.90)
	<u>593,058.52</u>

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

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-13	MARKET VALUE 01/31/14	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 12/31/13	PREPAID INT REC'VBLE 01/31/14	INTEREST EARNED 01/31/14	INTEREST RECEIVED 01/31/14	PP INTEREST RECEIVED DATE	INTEREST REC'VBLE 01/31/14	INT REC'VBLE LESS PREPAID 01/31/14	PAR VALUE	
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828V11	12-19-13	2,005,781.25	2,002,500.00	2,006,260.00	07-15-16	0.625%	34.7222	30	5,774.46		1,041.67	6,250.00		20.89	587.02	587.02	2,000,000
																		2.19%
<u>GOVERNMENT BONDS</u>																		
FHLMC	3134G2WG3	2-15-12	9,686,631.75	9,671,151.60	9,653,075.40	09-22-14	0.750%	200.3125	30	19,830.94		6,009.38		(0.01)	25,840.31	25,840.31	9,615,000	
FHLMC	3134G3SD3	03-28-12	9,996,000.00	10,034,200.00	10,009,700.00	09-28-15	0.750%	208.3333	30	19,375.00		6,250.00			25,625.00	25,625.00	10,000,000	
FHLMC	3134G4HZ4	10-28-13	4,999,750.00	5,011,600.00	5,011,850.00	10-28-15	0.500%	69.4444	30	4,375.00		2,083.33			6,458.33	6,458.33	5,000,000	
FHLMC	3134G3W55	03-12-13	8,502,380.00	8,475,605.00	8,511,475.00	11-24-15	0.450%	106.2500	30	3,931.25		3,187.50			7,118.75	7,118.75	8,500,000	
FFCB	31331H5L7	5-11-07	1,020,404.50	1,078,478.00	1,053,683.00	12-29-15	6.125%	161.6319	30	323.26		4,848.96			5,172.22	5,172.22	950,000	
FNMA	3135G0UB7	12-23-13	5,000,000.00	4,991,850.00	5,001,050.00	02-22-16	0.520%	72.2222	30	9,316.67	8,738.89	2,166.67		(0.01)	11,483.33	2,744.44	5,000,000	
FNMA	3135G0UM3	5-29-13	3,999,600.00	3,981,120.00	4,007,040.00	02-26-16	0.520%	57.7778	30	7,222.22		1,733.33		0.01	8,955.56	8,955.56	4,000,000	
FNMA	3135G0VH3	5-30-13	6,031,500.00	6,011,700.00	6,036,480.00	03-04-16	0.750%	125.0000	30	14,625.00		3,750.00			18,375.00	18,375.00	6,000,000	
FHLMC	3134G3SE1	03-21-12	8,505,312.50	8,529,410.00	8,508,670.00	03-21-16	1.000%	236.1111	30	23,611.11		7,083.33			30,694.44	30,694.44	8,500,000	
FNMA	3135G0VA8	5-15-13	15,026,145.00	14,916,000.00	15,022,500.00	03-30-16	0.500%	208.3333	30	18,958.33		6,250.00			25,208.33	25,208.33	15,000,000	
FNMA	3135G0XH1	10-15-13	7,962,000.00	7,985,200.00	7,992,720.00	05-20-16	0.500%	111.1111	30	4,555.56		3,333.33			7,888.89	7,888.89	8,000,000	
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,965,350.00	4,976,250.00	07-05-16	0.375%	52.0833	30	9,166.67		1,562.50	9,375.00		1,354.17	1,354.17	5,000,000	
																		93.60%
<u>TREASURY INFLATION PROTECTED SECURITIES</u>																		
TREAS INFLATION INDEX	912828KM1	01-21-10	3,737,186.68	3,898,301.13	3,875,537.16	04-15-14	1.250%	133.8458	30	10,346.53		4,015.37			66.98	14,428.88	14,428.88	3,854,760
																		4.22%
<u>CASH INVESTMENT</u>																		
LAIF			21,228,348.28	21,228,348.28	21,228,348.28					12,046.12		2,790.28	11,648.77		(397.36)	2,790.27	2,790.27	21,228,348
TOTAL LAIF			21,228,348.28	21,228,348.28	21,228,348.28													
TOTAL A/C 121100 & 112010			91,452,591.68	91,552,465.73	91,666,290.56													
MATURED/CALLED																		
TOTAL			<u>91,452,591.68</u>	<u>91,552,465.73</u>	<u>91,666,290.56</u>					<u>151,412.00</u>	<u>8,738.89</u>	<u>53,315.37</u>	<u>15,625.00</u>		<u>87.86</u>	<u>189,190.23</u>	<u>180,451.34</u>	<u>91,419,760</u>

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

TYPE OF SECURITY	CUSIP #	SETTLE	ORIGINAL	GASB 31	MARKET	MATURITY	INT	RATE/	APPL.	INTEREST	PREPAID	INTEREST	INTEREST	INTEREST	INT REC'VBLE	PAR	
		DATE	PURCHASE	ADJUSTED	VALUE						DATE						RATE
<u>U.S. TREASURY NOTES AND BONDS</u>																	
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,891,942.00	7,906,794.00	06-15-16	0.500%	109.7222	30	1,844.78		3,291.67		72.34	5,208.79	5,208.79	7,900,000
<u>GOVERNMENT BONDS</u>																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	155,581.50	150,873.00	150,772.50	08-01-17	7.908%	32.9500	30	4,942.50		988.50			5,931.00	5,931.00	150,000
LAIF			76,400.32	76,400.32	76,400.32					5,196.51		15.36	5,025.09	(171.42)	15.36	15.36	76,400
MATURED/CALLED CALLED																	
TOTAL LAIF			76,400.32	76,400.32	76,400.32												
TOTAL A/C 121100 & 112010			8,045,397.85	8,042,815.00	8,057,566.50												
TOTAL			8,045,397.85	8,042,815.00	8,057,566.50					6,787.28	0.00	4,280.17	0.00	72.34	11,139.79	11,139.79	8,050,000

18-Feb-14

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

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-13	MARKET VALUE 01/31/14	MATURITY DATE	INT RATE	RATE/DAY	APPL DAYS	INTEREST REC'VBLE 12/31/13	PP INTEREST REC'VBLE 01/31/14	INTEREST EARNED 01/31/14	INTEREST RECEIVED 01/31/14	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 01/31/14	INT REC'VBLE LESS PREPAID 01/31/14	PAR VALUE
<u>GOVERNMENT BONDS</u>																		
FHLM	3137EABX6	1-30-09	4,583,892.80	4,625,982.50	4,571,508.10	01-07-14	2.500%	317.3611	6	55,220.83	0.00	1,904.17	57,125.00			0.00	0.00	4,570,000
FHLM	3137EACB3	3-26-10	2,510,690.00	2,546,825.00	2,513,600.00	04-23-14	2.500%	173.6111	30	11,805.56	0.00	5,208.33				17,013.89	17,013.89	2,500,000
FNMA	31398AU34	2-15-12	5,299,150.00	5,197,600.00	5,154,000.00	07-28-15	2.375%	329.8611	30	50,468.75	0.00	9,895.83	59,375.00			989.58	989.58	5,000,000
FHMLC	3134G3SD3	03-28-12	4,998,000.00	5,017,100.00	5,004,850.00	09-28-15	0.750%	104.1667	30	9,687.50	0.00	3,125.00				12,812.50	12,812.50	5,000,000
FHMLC	3134G3SE1	03-21-12	5,503,437.50	5,519,030.00	5,505,610.00	03-21-16	1.000%	152.7778	30	15,277.78	0.00	4,583.33				19,861.11	19,861.11	5,500,000
																		91.11%
<u>TREASURY INFLATION PROTECTED SECURITIES</u>																		
TREAS INFLATION INDEX	912828KM1	03-26-10	2,111,329.89	2,227,600.65	2,214,592.66	04-15-14	1.288%	78.8084	30	5,912.30	0.00	2,364.25			(31.48)	8,245.07	8,245.07	2,202,720
																		8.89%
<u>CASH INVESTMENT</u>																		
LAIF			4,797,440.71	4,797,440.71	4,797,440.71					68.12	0.00	797.09	65.87		(2.25)	797.09	797.09	4,797,441
<u>MATURED/CALLED</u>																		
FHLM	3137EABX6	1-30-09	(4,583,892.80)	(4,625,982.50)	(4,571,508.10)													(4,570,000)
TOTAL LAIF			4,797,440.71	4,797,440.71	4,797,440.71													
TOTAL A/C 122010			20,422,607.39	20,508,155.65	20,392,652.66													
TOTAL			<u>20,422,607.39</u>	<u>20,508,155.65</u>	<u>20,392,652.66</u>					<u>148,372.72</u>	<u>0.00</u>	<u>27,080.91</u>	<u>116,500.00</u>	<u>0.00</u>	<u>(31.48)</u>	<u>58,922.15</u>	<u>58,922.15</u>	<u>20,202,721</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR JANUARY 2014**

BUDGET AMENDMENTS

	Amount	Line Item		Description
Jan-14	\$ 1,166,745	Page 1, line 4: Operating Grants	Approved by Board in January 2014	increase grant funds for the following grant projects: Complete Streets, SRTP, preventive maintenance, Last Mile, Tiger II, 5311 funds, and New Freedom
Jan-14	\$ 5,000,000	Page 1, line 6: San Mateo County Measure A	Approved by Board in January 2014	addition of San Mateo County Measure A funds allocated to paratransit services
Jan-14	\$ 2,000,000	Page 1, line 10: District 1/2 Cent Sales Tax	Approved by Board in January 2014	increase District sales tax based on new projection of \$70M
Jan-14	\$ 91,542	Page 1, line 12: Other Interest Income, Rent & Other Income	Approved by Board in January 2014	increase revenues for grant matches from outside agencies, an increase in the lease agreement for la Terrazza apartment building, and decrease revenue from shuttle program due to revised start date of Daly City and Pacifica shuttle service
Jan-14	\$ 1,437,793	Page 1, line 19: Motor Bus Expenses	Approved by Board in January 2014	increase motor bus costs for farebox equipment warranty expenses and expenses related to the following projects: Last Mile, New Freedom, Complete Streets, One Bay Area Grant, Tiger II, and SRTP
Jan-14	\$ (161,078)	Page 1, line 22: Other Multi-Modal Programs	Approved by Board in January 2014	decrease shuttle cost due to revised start date of Daly City Bayshore and Pacifica Weekend shuttle service
	<u>\$ 9,535,002</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan,
Executive Officer, Planning and Development

SUBJECT: **AUTHORIZE THE FILING OF AN APPLICATION FOR TRANSIT PERFORMANCE INCENTIVE FUNDS ASSIGNED TO MTC AND COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING THE ASSURANCE TO COMPLETE THE PROJECT**

ACTION

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

1. Submit an application for Transit Performance Incentive (TPI) funding to the Metropolitan Transportation Commission (MTC) for TPI program funds in an amount of \$687,240 to help fund implementation of the SamTrans Service Plan (SSP); and
2. Execute a subsequent funding agreement with MTC and provide any other documentation required to receive the Federal funds; and
3. Take such other actions as may be necessary, including executing any agreements, certifications and assurances or other documentation required, in order to receive the TPI funds:

SIGNIFICANCE

This action will provide \$687,240 in TPI funds to help offset costs associated with the implementation of the SSP. Specifically, the funds will be used to help offset the cost of the price reduction of the Day Pass and for the purchase of new bus stop signage.

BUDGET IMPACT

Grant funds and the local match will be included in the Fiscal Year (FY) 2015 Budget. The required local match is a minimum of 11.47 percent (\$89,039).

BACKGROUND

The TPI Program, administered by the MTC, provides financial rewards to the region's large transit operators based on demonstrated improvements in ridership and/or productivity. Funds in the TPI Program are distributed through a formula based on annual increases in ridership and increases in passengers per revenue hour. The

San Mateo County Transit District's (District) formula share of TPI funds for FY2013 and FY2014 is \$687,240. In order to distribute the funds to the District, the MTC requires the Board of Directors to adopt a resolution, in a form approved by the MTC, authorizing the filing of an application for TPI funds, committing any necessary matching funds and stating the assurance to complete the project.

Prepared By: Rebecca Arthur, Senior Grant Analyst

650-508-6368

RESOLUTION NO. 2014 –

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

* * *

AUTHORIZING THE FILING OF AN APPLICATION FOR TRANSIT PERFORMANCE INCENTIVE FUNDS ASSIGNED TO MTC AND COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING THE ASSURANCE TO COMPLETE THE PROJECT

WHEREAS, the San Mateo County Transit District (herein referred to as Applicant) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$687,240 in funding assigned MTC for programming discretion, including but not limited to Federal funding administered by the Federal Highway Administration (FHWA) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding and/or Transportation Alternatives (TA) funding (herein collectively referred to as Regional Discretionary Funding) for the Financial Support for Implementation of the SamTrans Service Plan (herein referred to as Project) for the MTC Transit Performance Initiative (herein referred to as Program); and;

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP-21) authorize various Federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

WHEREAS, State statutes, including California Streets and Highways Code 182.6 and 182.7 provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive Federal funds for a project shall submit an application first with the appropriate MPO for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of Federal funds; and

WHEREAS, Applicant is an eligible sponsor for Regional Discretionary Funding; and

WHEREAS, as part of the application for Regional Discretionary Funding, MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. The commitment of any required matching funds of at least 11.47 percent; and
2. That the sponsor understands that the Regional Discretionary Funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional Regional Discretionary Funding; and
3. That the project will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
4. The assurance of the sponsor to complete the project as described in the application, and if approved, as included in MTC's Federal Transportation Improvement Program (TIP); and

5. That the project will comply with all project-specific requirements as set forth in the Program; and

6. That the project (transit only) will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region.

NOW, THEREFORE, BE IT RESOLVED the Applicant is authorized to execute and file an application for funding for the Project for Regional Discretionary Funding under MAP-21 for continued funding; and

BE IT FURTHER RESOLVED the Applicant by adopting this resolution does hereby state that:

1. Applicant will provide \$89,039 in matching funds; and
2. Applicant understands that the Regional Discretionary Funding for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the Applicant from other funds, and that Applicant does not expect any cost increases to be funded with additional Regional Discretionary Funding; and
3. Applicant understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and Applicant has, and will retain the expertise, knowledge and resources necessary to deliver Federally-funded transportation projects, and has assigned, and will maintain a single point of contact for all FHWA-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans and FHWA on all communications, inquires or issues that may arise during the Federal programming and

delivery process for all FHWA-funded transportation projects implemented by Applicant; and

4. Project will be implemented as described in the complete application and in this resolution and, if approved, for the amount approved by MTC and programmed in the Federal TIP; and

5. Applicant and the Project will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the Program; and

6. Applicant (for a transit project only) agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866, revised; and

BE IT FURTHER RESOLVED Applicant is an eligible sponsor of Regional Discretionary Funding funded projects; and

BE IT FURTHER RESOLVED Applicant is authorized to submit an application for Regional Discretionary Funding for the Project; and

BE IT FURTHER RESOLVED there is no legal impediment to Applicant making applications for the funds; and

BE IT FURTHER RESOLVED there is no pending or threatened litigation that might in any way adversely affect the proposed Project, or the ability of Applicant to deliver such Project; and

BE IT FURTHER RESOLVED Applicant authorizes its General Manager/CEO, or designee to execute and file an application with MTC for Regional Discretionary Funding for the Project as referenced in this resolution; and

BE IT FURTHER RESOLVED a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and

BE IT FURTHER RESOLVED the MTC is requested to support the application for the Project described in the resolution and to include the Project, if approved, in MTC's Federal TIP.

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

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE THE PURCHASE OF 14 LOW-FLOOR PARATRANSIT MINIVANS AND
19 PARATRANSIT VEHICLES**

ACTION

Staff proposes the Committee recommend the Board:

1. Approve the purchase of 14 2014 El Dorado low-floor paratransit minivans and 19 2014 El Dorado paratransit cutaway vehicles from Creative Bus Sales, Inc. of Chino, CA for a total cost of \$2,566,933.
2. Authorize the General Manager/CEO to execute a contract with Creative Bus Sales, Inc. covering the purchase of the vehicles.
3. Authorize the General Manger/CEO to exercise an option for two additional El Dorado paratransit cutaway vehicles for a total cost of \$198,764.

SIGNIFICANCE

The award of this contract will provide the San Mateo County Transit District (District) with the ability to replace the existing 14 2008 El Dorado paratransit minivans (minivans) and 19 2007 El Dorado paratransit cutaway vehicles (vehicles) that have reached the end of their useful life. The new vehicles will ensure continued, reliable Redi-Wheels service to paratransit customers.

The new minivans and vehicles, inclusive of extended warranties, will replace older, unreliable, and costly to maintain minivans and vehicles thereby reducing operating and maintenance costs. Exercise of the option will allow the District to purchase two additional El Dorado paratransit vehicles to expand the existing fleet from 19 to 21 vehicles, if it is in the best interest of the District.

BUDGET IMPACT

Funding for this contract has been included in prior approved Capital budget. No additional funding is required.

BACKGROUND

The District programs the routine replacement of its paratransit vehicles in accordance with Federal Transit Administration (FTA) and Metropolitan Transportation Commission (MTC) guidelines. The 14 minivans and 19 vehicles have reached the end of their useful service life, and are programmed for replacement in Fiscal Year 2015.

The District will use the California Association for Coordinated Transportation (CalACT) competitively bid contract for the purchase of its new minivans and vehicles. The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through State of California competitively bid contracts. With access to CalACT's paratransit minivan and paratransit vehicle suppliers, the District benefits by purchasing vehicles that meet proven design and construction standards as well as all of the District's specifications at highly competitive prices.

The new vehicles and minivans will be upgraded to meet the needs identified by the Paratransit Coordinating Council's (PCC) Vehicle Advisory Committee. District staff has worked with the PCC's Vehicle Advisory Committee to develop the seating layout and to identify other vehicle options that best meet the needs of District Redi-Wheels customers.

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

RESOLUTION NO. 2014-

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

* * *

**AUTHORIZING THE PURCHASE OF 14 LOW-FLOOR PARATRANSIT MINIVANS AND 19
PARATRANSIT CUTAWAY VEHICLES THROUGH THE STATE OF CALIFORNIA
FOR A TOTAL COST OF \$2,566,932.83**

WHEREAS, the San Mateo County Transit District (District) provides paratransit services to San Mateo County residents as required by the Americans with Disabilities Act of 1990 through its paratransit service program (Redi-Wheels); and

WHEREAS, fourteen 2008 El Dorado minivans and nineteen 2007 El Dorado paratransit vehicles have reached the end of their useful life and are due for replacement in accordance with Federal Transit Administration and Metropolitan Transportation Commission replacement schedules; and

WHEREAS, staff proposes to replace the fourteen 2008 El Dorado minivans and nineteen 2007 El Dorado paratransit vehicles by acquiring fourteen 2014 El Dorado low-floor minivans (minivans) and nineteen 2014 El Dorado paratransit vehicles (vehicles); and

WHEREAS, pursuant to California Public Contract Code Section 10298, the District is permitted to procure items through the California Association for Coordinated Transportation (CalACT) program which makes available to public agencies numerous minivans and vehicles from approved vendors who have been selected by the State through a sealed competitive bid process; and

WHEREAS, since 1996 the District has routinely used the State procurement system to purchase new vehicles for its paratransit services; and

WHEREAS, funding for the purchase of the minivans and vehicles has been included in the prior year approved capital budget; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to Creative Bus Sales, Inc. of Chino, CA for a total cost of \$2,566,932.83, including applicable charges for tire fees, taxes and delivery.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the San Mateo County Transit District authorizes the purchase of fourteen 2014 minivans and nineteen 2014 vehicles from Creative Bus Sales, Inc. through the California Association for Coordinated Transportation program for a total cost of \$2,566,932.83, inclusive of tire fees, taxes and delivery; and

BE IT FURTHER RESOLVED the Board authorizes the General Manager/CEO, or his designee, to execute a contract on behalf of the District with Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) for a total cost of \$2,566,932.83 in accordance with the terms and conditions of CalACT's competitively bid contract and in a form approved by District Legal Counsel.

BE IT FURTHER RESOLVED the General Manager/CEO or his designee is authorized to exercise an option to purchase two additional vehicles from Creative Bus Sales, Inc. for a total estimated cost of \$198,764.64 to expand the fleet, if it is in the best interest of the District.

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

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE AWARD OF CONTRACT FOR FURNISHING VEHICLE FIRE
SUPPRESSION SYSTEM INSPECTION AND MAINTENANCE**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to the sole bidder, NVB Equipment (NVB) of Fresno, CA, to furnish vehicle fire suppression system inspection and maintenance for a total estimated cost of \$243,005 for a five-year term.
2. Authorize the General Manager/CEO to execute a contract with NVB in full conformity with the terms and conditions of the bid specification documents.

SIGNIFICANCE

Award of the contract will provide the San Mateo County Transit District (District) with a dedicated contractor that will provide semi-annual inspection and maintenance of the Amerex Modular Fire Suppression Systems installed in the fleet of District revenue vehicles.

BUDGET IMPACT

Funds to support the award are available under the approved and projected operating budgets.

BACKGROUND

An Invitation for Bids (IFB) was posted to the District's website and advertised in a newspaper of general circulation. Notifications went out to interested bidders, including Disadvantaged Business Enterprises. One bid was received, as follows:

NVB Equipment, Fresno, CA	\$243,005
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As there was only one bid received, staff conducted a price analysis of the bid submitted by NVB. Staff determined that the bid prices quoted by NVB are competitive compared to those obtained by other public agencies and are therefore determined fair and reasonable. The package provided by NVB also proved to be responsive to the District's bid requirements.

Since the fire suppression system is very specialized and critical to the safety of the District's revenue vehicles, only Amerex-certified technicians are qualified to maintain and service the Amerex fire suppression systems. In addition to outreach to members of the Regional Transit Coordinating Council, District staff researched the industry and was unable to find another vendor in the area who could provide the required services. Only NVB has a dedicated Amerex-certified employee whose territory covers the Bay Area.

The District's current contractor is NVB which was awarded a five-year contract in 2009 for an estimated amount of \$229,678.

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

RESOLUTION NO. 2014-

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

* * *

**AUTHORIZING AWARD OF A CONTRACT TO NVB EQUIPMENT FOR FURNISHING
VEHICLE FIRE SUPPRESSION SYSTEM INSPECTION AND MAINTENANCE
FOR A FIVE-YEAR BASE TERM FOR A TOTAL
ESTIMATED COST OF \$243,005.41**

WHEREAS, The San Mateo County Transit District (District) has solicited competitive bids to furnish vehicle fire suppression system inspection and maintenance for a five-year term; and

WHEREAS, in response to the District's solicitation for bids, one firm, NVB Equipment (NVB) of Fresno, CA, submitted a bid; and

WHEREAS, staff and legal counsel reviewed the bid and determined that it meets the requirements of the solicitation documents; and

WHEREAS, staff has further conducted a price analysis and finds NVB's prices to be fair and reasonable; and

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

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District awards a contract to NVB to furnish vehicle fire suppression system inspection and maintenance for a five-year term for a total estimated cost of \$243,005.41, based upon the projected requirements of the District during this term and at the prices submitted, and

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

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

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

Mark Simon
Executive Officer, Public Affairs

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT TO PROVIDE STATE LEGISLATIVE
ADVOCACY SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to the joint firms of Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson & Smith, LLC to provide State legislative advocacy services for a firm-fixed price of \$293,178 for a five-year term.
2. Authorize the General Manager/ CEO or designee to execute a contract with the joint team of Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson & Smith, LLC in full conformity with the terms and conditions of the solicitation documents and negotiated agreement.

SIGNIFICANCE

Award of a contract to the combined team of Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson & Smith, LLC will provide the San Mateo County Transit District (District) with the services of a dynamic team that possesses complementary skills, in-depth knowledge and broad legislative networks to meet the District's complex State advocacy requirements and interests. Both firms have successful track records of strong advocacy on behalf of the District and the Peninsula Corridor Joint Powers Board (JPB).

BUDGET IMPACT

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

BACKGROUND

Staff determined there was a need to engage the services of a Sacramento-based legislative advocacy firm to represent the distinct legislative priorities of the District. Staff also determined that a joint solicitation with the JPB and the San Mateo County Transportation Authority (Authority) was a cost-effective approach to procuring these services. A joint Request for Proposals (RFP) to provide State legislative advocacy services was issued detailing the scope of services. The solicitation was advertised in a newspaper of general circulation and on the District's website. Solicitation notices also

were sent to interested firms, Small Business Enterprises (SBEs) and Disadvantaged Business Enterprises (DBEs). Staff received proposals from two firms, neither of which are SBEs or DBEs.

An Evaluation Committee (Committee) composed of qualified staff and outside experts with experience in community and legislative advocacy for public transit agencies, reviewed and ranked proposals according to the following weighted criteria set forth in the RFP:

- Approach to Scope of Services 15 points
- Qualifications and Experience of Firm 35 points
- Qualifications and Experience of Management Team and Key Personnel 30 points
- Cost Proposal 20 points

After the initial evaluation and scoring, the Committee performed due diligence by conducting reference checks. Following reference checks, the Committee completed the final evaluation and consensus ranking. The final consensus ranking result is summarized below:

1. Shaw/Yoder/Antwih, Inc., and Edelstein Gilbert Robson & Smith, LLC
2. Khouri Consulting

Both Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson & Smith, LLC have developed State legislative advocacy practices that are complementary and therefore would allow their combined expertise and resources to be leveraged on multiple fronts on behalf of the District and its advocacy interests in Sacramento. They have built their reputation on offering their public transit clients salient and tailored representation that advances the clients' State legislative advocacy priorities. The overall team configuration and resource allocation strategy presented in the team's proposal would ensure more efficient and proactive response to the District's State legislative advocacy needs in ways that are more likely to achieve successful outcomes. Key personnel assigned to the District's account have unparalleled track record of delivering policy and funding success for the District and the JPB.

This background demonstrates that the combined team has the requisite depth of knowledge and experience in State policy and legislative advocacy services for the successful advocacy of the District's State transportation priorities. Shaw/Yoder/Antwih and Edelstein Gilbert Robson & Smith will provide all of the required services with its own staff and will not engage any subconsultants.

Shaw/Yoder/Antwih currently provides State legislative advocacy services to the District and the Authority. The value of the District's current contract is \$247,932.00 for the five-year agreement.

Contract Officer: Adwoa Oni 650-508-6411
Project Manager: Seamus Murphy, Director, Government and 650-508-6388
Community Affairs

RESOLUTION NO. 2014-

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

* * *

AUTHORIZING AWARD OF CONTRACT
TO SHAW/YODER/ANTWIH, INC. AND EDELSTEIN GILBERT ROBSON & SMITH, LLC FOR STATE
LEGISLATIVE ADVOCACY SERVICES
FOR A FIRM-FIXED PRICE OF \$293,178 FOR A FIVE-YEAR TERM

WHEREAS, the San Mateo County Transit District (District) jointly with the Peninsula Corridor Joint Powers Board and the San Mateo County Transportation Authority solicited competitive proposals to provide State legislative advocacy services; and

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

WHEREAS, an Evaluation Committee (Committee) composed of qualified staff and outside experts reviewed the proposals, and ranked the proposers according to the evaluation criteria set forth in the RFP; and

WHEREAS, the Committee determined that the joint team of Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson & Smith, LLC (Shaw), the highest consensus-ranked entity, possesses in-depth knowledge of the subject matter and broad legislative networks, and would provide the best legislative advocacy services to the District; and

WHEREAS, legal counsel has reviewed Shaw's proposal and determined that it complies with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a five-year contract for State legislative advocacy services be awarded to the combined team of Shaw for a total firm-fixed price of \$293,178.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors (Board) of the District hereby awards a contract for State legislative advocacy services to Shaw for a five-year term for a firm-fixed price of \$293,178 in full conformity with all the terms and conditions of the RFP and negotiated agreement; and

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

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

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C.H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE AN AMENDMENT TO ON-CALL GENERAL ENGINEERING
CONSULTING SERVICES CONTRACT**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO or his designee to issue an amendment to the on-call general engineering consulting (GEC) services contract with Gannett Fleming, Inc. (Contract) to increase the estimated total not-to-exceed contract amount by \$800,000 from \$1,750,000 to \$2,550,000.

SIGNIFICANCE

Approval of the above action will benefit the San Mateo County Transit District (District) by continuing to have a dedicated consultant for timely on-call multi-disciplinary engineering, design, architectural and construction management support services for various District capital improvement projects.

BUDGET IMPACT

Work Directives issued under this Contract will be funded by a mix of Federal, State, regional, or local revenues and grants on a project-by-project basis as approved in the capital budgets.

BACKGROUND

Pursuant to Resolution No. 2010-11, the District awarded the Contract to Gannett Fleming, Inc. for a five-year term. This Contract is in the fourth year of its contract term. Additional contract capacity is required because new grants (such as those related to Homeland Security) were provided to the District after the Contract was awarded. The unanticipated funding that became available has allowed the District to proceed with projects and tasks not originally anticipated. In addition, the District has an increased need for consulting support for various engineering efforts.

The following is a summary of new capital improvement projects that will utilize Gannett Fleming's on-call general engineering and consulting support services:

- Closed-circuit Television Improvements
- Access Control Improvements
- Receptionist Area Security Improvements
- Other Security Related Improvements
- Transit Center (San Carlos) Project
- Central Office Emergency Operations Center (EOC) Relocation Project
- Dumbarton Corridor Improvements
- Facilities Asset Management Program Development

Sr. Contract Officer: Alicia Fraumeni
Project Manager: Jim Kellner

650-508-6442
650-508-6333

RESOLUTION NO. 2014-

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

* * *

**AUTHORIZING AN AMENDMENT TO THE CONTRACT PROVIDING
ON-CALL GENERAL ENGINEERING CONSULTING SERVICES TO
INCREASE THE ESTIMATED TOTAL NOT-TO-EXCEED CONTRACT
AMOUNT BY \$800,000**

WHEREAS, pursuant to Resolution No. 2010-11, the San Mateo County Transit District (District) awarded a contract (Contract) for on-call general engineering consulting (GEC) services to Gannett Fleming, Inc. (GFI), for a five-year term; and

WHEREAS, due to the availability of unanticipated grants, as well as new capital improvement projects and additional consulting support now needed, but not known at the time of solicitation issuance and contract award, additional contract capacity is desired; and

WHEREAS, staff proposes to increase the estimated total not-to-exceed contract amount by \$800,000 to meet the District's business needs for on-call general engineering consulting services; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board of Directors authorize an amendment to the contract for GFI to increase the estimated total not-to-exceed amount by \$800,000 from \$1,750,00 to \$2,550,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District authorizes the General Manager/CEO, or his designee, to execute an amendment to the Contract to increase the estimated total not-to-exceed amount by 800,000 from \$1,750,000 to \$2,550,000.

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

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: Gigi Harrington
Deputy CEO

C. H. (Chuck) Harvey
Deputy CEO

SUBJECT: **AUTHORIZE EXECUTION OF CONTRACT AMENDMENT WITH WIPRO, LLC. TO
PROVIDE PEOPLESFT SYSTEMS INTEGRATION SERVICES AND EXECUTION OF
RELEASE OF CLAIMS AGREEMENT**

ACTION

Staff proposes the Committee recommend the Board:

1. Authorize the General Manager/CEO or designee to amend the contract with Wipro, LLC. (Wipro) for the Business Optimization Project (BOP) to (a) revise the Project Timeline and Payment Schedule as a result of scope of service changes and personnel requirements related thereto, and (b) update the liquidated damages clause to reflect the Project Timeline revisions.
2. Authorize the General Manager/CEO or designee to execute a Release of Claims Agreement with Wipro, in an amount of \$1.35 million, to settle all Wipro contractual claims as of the effective date of the proposed amendment, with the understanding that the Release of Claims Agreement will be in a form approved by Legal Counsel.

SIGNIFICANCE

Approval of the above actions will enable the San Mateo County Transit District (District) to:

1. Amend the BOP Contract's project and payment schedules, and liquidated damages clause in order to reflect scope of service changes and personnel requirements.
2. Allow the Parties to resolve existing contractual claims in order to avoid any uncertainties and disagreements between the Parties and help ensure that the BOP is completed in a cooperative and timely manner.

BUDGET IMPACT

In order to fund the settlement of \$1.35 million, the proposed Fiscal Year 2015 Capital Budget will include an additional \$800,000 in funding to fully fund the project at \$21.6 million. The \$21.6 million includes \$20.8 million in funding that was previously approved in the Fiscal Year 2014 and prior year capital budgets.

BACKGROUND

Pursuant to Resolution No. 2011-02, the District entered into an agreement with Wipro to bring the District's business processes up to date and to leverage the latest in information technology, thereby initiating the BOP project. The goals of the BOP are to: (1) leverage advancements in technology and expand the use of the PeopleSoft applications; (2) increase efficiencies by re-engineering business processes to move to industry best practices; and (3) increase organizational capacity. The contract also contains an option for hosting and break-fix support for the PeopleSoft Application.

Over the course of the contract, the agreement has been amended several times to (1) increase the scope of services, (2) restructure the approach to the implementation of the BOP, (3) incorporate optional services, and (4) increase compensation associated with such amendments.

In August 2013, Wipro approached the District to discuss various contractual claims that Wipro asserted were due to District delays, scope of service changes and increases, and requirements for additional dedicated personnel. Wipro asserted that such claims totaled between \$6 million and \$7 million. During the months of August 2013 and January 2014, Wipro and the District negotiated Wipro's claims. Ultimately, the District determined that of the originally submitted claim amounts, \$1.35 million was justified due to District-driven changes in design and customization requirements and requirements for additional dedicated personnel to carry out such changes. The parties mutually agreed that \$1.35 million was adequate to satisfy all contractual claims as of the effective date of the ninth amendment. In order to memorialize this understanding, the parties have agreed to concurrently enter into a Release of Claims Agreement, in a form approved by legal counsel, whereby the parties will agree that District payment of \$1.35 million constitutes full payment for all contractual claims asserted or that could have been asserted as of the effective date of the ninth amendment.

Contract Officer: Brian Geiger
Project Manager: Karen Antion

650-508-7973
650-622-8013

RESOLUTION NO. 2014 -

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

* * *

**AUTHORIZING EXECUTION OF CONTRACT AMENDMENT WITH WIPRO, LLC. TO
PROVIDE PEOPLESOFT SYSTEMS INTEGRATION SERVICES AND EXECUTION OF
RELEASE OF CLAIMS AGREEMENT IN THE AMOUNT OF \$1,350,000**

WHEREAS, the San Mateo County Transit District (District) pursuant to Resolution No. 2011-02, entered into an agreement with Wipro, Inc. (Agreement) to provide PeopleSoft system integration services, referred to as the Business Optimization Project (BOP); and

WHEREAS, the Agreement has been amended previously in order to adjust the scope of services, adjust the implementation approach, incorporate optional services, and adjust the project schedule and manner of payment; and

WHEREAS, as a result of scope of service changes and personnel requirements related thereto, there is now a need to further amend the Agreement to revise the Project Timeline and Payment Schedule and update the liquidated damages clause to reflect the Project Timeline revisions; and

WHEREAS, in August 2013, Wipro approached the District to discuss various contractual claims that Wipro asserted were due to District delays, scope of service changes and increases, and requirements for additional dedicated personnel; and

WHEREAS, Wipro asserted that such claims totaled between \$6,000,000 and \$7,000,000, however, following several months of negotiations between the parties, it was mutually agreed that of the originally submitted claim amounts, \$1,350,000 was justified due to District-driven changes in design and customization requirements and requirements for additional dedicated personnel to carry out such changes; and

WHEREAS, in order to memorialize this understanding, the parties have agreed to enter into a Release of Claims Agreement, whereby the parties will agree that District payment of \$1,350,000 constitutes full payment for all contractual claims asserted or that could have been asserted as of the effective date of the ninth amendment; and

WHEREAS, staff recommends and the Finance Committee concurs that the Agreement be amended to incorporate the aforementioned changes, and that the

Release of Claims Agreement be executed to resolve all Wipro claims known and unknown as of the effective date of the Ninth Amendment.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District authorizes the General Manager/CEO, or his designee, to take the following actions:

1. Authorize the General Manager/CEO or designee to amend the contract with Wipro to (a) revise the Project Timeline and Payment Schedule as a result of scope of service changes and personnel requirements related thereto, and (b) update the liquidated damages clause to reflect the Project Timeline revisions.
2. Authorize the General Manager/CEO or designee to execute a Release of Claims Agreement with Wipro, in an amount of \$1,350,000, to settle all Wipro contractual claims as of the effective date of the proposed amendment, resulting in a total Project budget, through Fiscal Year 2015, of \$21.6 million, with the understanding that the Release of Claims Agreement will be in a form approved by legal counsel.

Regularly passed and adopted this 5th day of March 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
JERRY DEAL
CAROLE GROOM
ROSE GUILBAULT
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

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

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

WEDNESDAY, MARCH 5, 2014 – 2:40 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of February 5, 2014

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Shirley Harris, Zoe Kersteen-Tucker, Art Lloyd

NOTE:

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

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

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

Committee Members Present: S. Harris (Committee Chair), Z. Kersteen-Tucker, A. Lloyd

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

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

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

Committee Chair Shirley Harris called the meeting to order at 2:54 p.m.

Approval of Minutes of Legislative Committee Meeting of January 8, 2014

The Committee unanimously approved the minutes (Deal/Tissier).

Approval of 2014 Legislative Program

Seamus Murphy, Director, Government and Community Affairs, said every year the Board adopts a legislative program (Program) to help guide advocacy efforts. The Program is developed with input from various internal departments and legislative advocates. Once approved, the Program will be shared with regional partners and the legislative delegation to provide an understanding of the San Mateo County Transit District's (District) priorities. Mr. Murphy said as bills are introduced and policies and regulations are proposed, staff will use the Program to help guide actions and advocacy efforts throughout the year. The core objectives are maintaining and enhancing funding opportunities, seeking a beneficial regulatory environment, and incentivizing transit ridership. These objectives are applied to broad categories of State, regional, and Federal issues.

Mr. Murphy said the Program has been structured to be specific enough to capture the issues that will be faced in the coming year and has been made broad enough to allow staff to respond to unforeseen challenges. He said every issue has been updated to reflect the progress made in 2013 and much of the Program has been carried over, including the core objectives.

Mr. Murphy said the State budget category has been updated to include a section on Cap and Trade Revenues. This is going to be a major issue this year as the State budget is debated. A section has been added that covers other local financing options. The Legislature increasingly is looking at creative ways to allow local government to enact local financing tools and to broaden the options that are available to local government. Specifically, there is a proposal in the governor's budget for Infrastructure

Financing Districts (IFDs) and expanding the availability of those, what they can be used to fund, and how they are approved. Mr. Murphy said in the Project Delivery Section additional California Environmental Quality Act (CEQA) language was added to streamline the CEQA process without weakening or jeopardizing the effectiveness of CEQA as an environmental protection. He said also in project delivery there are two issues that specifically need to be dealt with this year. The first is enacting an extension for design-build authority for transit agencies. This is important because the Caltrain Electrification Project has been identified as a design-build project. He said there is an issue with a bill passed last year that gives the District Construction Management/General Contractor (CM/GC) Project Delivery authority. The bill included specific language that deals with wage monitoring that doesn't incorporate the full spectrum of wage monitoring options that are available to the District. Staff will be proposing legislation to clean up the language and incorporate all the options that would be available.

Mr. Murphy said the Federal program specifically calls out the need to restore and make permanent the parity between pre-tax transit commute benefits and the benefit drivers receive. This is an issue that is dealt with every year, but the last two years there has been a lapse between the two benefits. The Program also discusses some of the advocacy tactics that will be employed in 2014 including media, outreach and coalition-based advocacy.

Director Zoe Kersteen-Tucker asked about the disparity between the Metropolitan Transportation Commission's (MTC) expenditure plan for Cap and Trade and what the governor is proposing. Mr. Murphy said MTC proposed a framework for the expenditure of Cap and Trade funds in advance of an approval at the State level. The proposal would focus the bulk of Cap and Trade revenues on core capacity projects, which include projects at Bay Area Rapid Transit, Alameda-Contra Costa Transit, and San Francisco Municipal Railway but not SamTrans or Caltrain. In exchange, MTC has weighted another category for Cap and Trade funds that would help other transit operations, including SamTrans and Caltrain. What SamTrans would receive from the State through MTC is directly proportionate to ridership compared to other agencies in the region. Mr. Murphy said the State has proposed to spend \$850 million in Cap and Trade revenues on various programs, \$100 million of which would go to the regions for expenditure the way MTC has outlined. This is not close to what MTC expected in the first year of Cap and Trade revenues so there are already efforts to try and increase the \$100 million.

Mr. Murphy said there is a \$200 million category for expenditure for clean vehicles that would apply to clean bus technology. Approximately \$300 million is proposed for rail modernization with \$250 million for high-speed rail (HSR) and \$50 million for connectivity of existing systems to the HSR project.

Director Carole Groom asked about the Federal legislation to include commuter passes on the tax credit. Mr. Murphy said the parity between transit riders and drivers lapsed and the pre-tax commute benefit for transit riders was decreased by \$115 per month. This is going to reduce incentives for transit riders. Mr. Murphy said there are several

thoughts on how parity can be restored permanently and discussions continue in Congress.

Director Groom said she is very happy with the language for the CEQA reform in the Program and going to stress not compressing the environmental protection piece.

Committee Chair Harris asked if parity would be retroactive. Mr. Murphy said it is unlikely.

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

Update on the State and Federal Legislative Program

Mr. Murphy said legislation was introduced last year to expand IFDs to include transit projects. He said the governor's proposal is looking for a 55 percent vote threshold before an IFD can be created.

Mr. Murphy said both the design build and CM/GC language has been submitted by legislative advocates. Senator Jerry Hill (D-San Mateo) will carry design/build extension and Assemblymember Rich Gordon (D-Menlo Park) will carry the CM/GC clean-up bill.

Adjourned: 3:09 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

Legislation

Friday, February 21 was the deadline for the introduction of State legislation. Several transportation-related bills were introduced including:

Carbon Tax

Senate President Pro Tem Darrell Steinberg introduced Senate Bill (SB) 1156 - Carbon Tax Law of 2014, which would impose a tax on fossil fuels paid by the producers of fuels, including gasoline, propane, natural gas, and ethanol. The money collected from the new tax is proposed to be spent on a State Earned Income Tax Credit for low-income families (approximately two-thirds), as well as a "21st century mass transportation system." The amount of the tax would increase over time, initially starting out at \$15 per ton in 2015.

Many details about the bill are still unknown. While the bill would create a dedicated revenue stream for public transit, concerns have been raised over the fact that the bill would remove oil producers from the provisions of the state's cap-and-trade program.

Design-Build Extension

Senator Jerry Hill introduced SB1433, which extends design-build procurement authorization to any local or regional agency responsible for the construction of transit projects. The bill also removes the requirement that the project costs exceed \$25 million for rail projects and \$2.5 million for non-rail projects. Finally, the bill removes the sunset date of January 1, 2015 allowing design-build procurement authorization indefinitely.

Design-Build Authority

Senator Lois Wolk amended SB785 in an attempt to consolidate existing local and State design-build statutes and eliminate inconsistencies in statutory language by creating a uniform design-build contracting statute. The bill will apply to public works projects managed by State agencies, counties, cities, water municipalities, and transit operators.

Construction Manager/General Contractor

Assembly Member Rich Gordon introduced a clean-up legislation to Assembly Bill (AB) 797, which was signed by the governor last September. AB797 left out a provision allowing the San Mateo County Transit District, and by extension, Caltrain, to continue to operate its existing labor compliance practices. The clean-up legislation will add that provision back in.

Bus Axle Weight Limits

Assembly Member Richard Bloom introduced AB1720 dealing with bus axle weight restrictions. Currently, publicly owned or operated transit systems are prohibited from procuring a transit bus whose gross weight on any single axle exceeds 20,500 pounds. Also in place is an exemption to this requirement for a transit system that is procuring a new bus that is of the same or lesser weight than the bus it is replacing, or if it is incorporating a new fleet class into its inventory and its governing board makes certain findings. This bill would extend the exemption from January 1, 2015 to January 1, 2016.

FEDERAL ISSUES

Authorization

On February 26, President Obama announced his goal to pass a \$302 billion, four-year transportation bill. The program is financed partly through a \$150 billion corporate tax reform proposal, but the White House has indicated that other revenue solutions would be viable. Current funding authorization expires on September 30 and current gas tax revenues are not sufficient to maintain existing transportation funding levels.

Grants

The U.S. Department of Transportation (USDOT) announced that \$600 million will be available under the Transportation Investment Generating Economic Recovery (TIGER) competitive grant program. Applications are due on April 28. USDOT is offering a series of webinars to guide applicants through the process.

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

San Mateo County Transit District State Legislative Matrix 2/24/2014

Bill ID/Topic	Location	Summary	Position
AB 194 Campos D Open meetings: actions for violations.	SENATE G. & F. 2/6/2014 - Referred to Com. on GOV. & F.	<p>The Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act requires every agenda for a regular meeting or notice for a special meeting to provide an opportunity for members of the public to address the legislative body on items being considered by the legislative body, as specified. The act authorizes a district attorney or any interested party to seek a judicial determination that an action taken by a legislative body is null and void if the legislative body violated certain provisions of the act.</p> <p>This bill would expand the authorization for a district attorney or interested party to seek a judicial determination that an action taken by a legislative body is null and void if the legislative body violated the requirement that every agenda for a regular meeting or notice for a special meeting provide an opportunity for members of the public to address the legislative body on items being considered, as specified. Last Amended on 1/27/2014</p>	
AB 515 Dickinson D Environmental quality: California Environmental Quality Act: writ of mandate.	SENATE E.Q. 2/6/2014 - Referred to Coms. on E.Q. and JUD.	<p>The California Environmental Quality Act requires the court, if the court finds that a public agency has violated the requirements of the act, to issue an order, in the form of a peremptory writ of mandate, specifying what actions by the public agency are necessary to comply with the requirements of the act.</p> <p>This bill would require the writ to specify the time by which the public agency is to make an initial return of the writ containing specified information. Because a public agency would be required to file an initial return of a writ, this bill would impose a state-mandated local program. Last Amended on 1/6/2014</p>	
AB 1536 Olsen R Public transportation employees: strikes: prohibition.	ASSEMBLY P.E.,R. & S.S. 2/14/2014 - Referred to Com. on P.E.,R. & S.S.	<p>Existing law prescribes procedures governing disputes between exclusive bargaining representatives of public transportation employees and local agencies, and authorizes the Governor, when it appears a strike will significantly disrupt transportation services and endanger public health, safety, and welfare, to appoint a board to investigate issues in connection with these labor negotiations and make a report. Existing law prohibits a strike during the period of investigation and permits the Governor, upon receiving a report from a board of investigation, to request the Attorney General to petition a court to enjoin the strike, as specified.</p> <p>This bill would repeal those provisions that authorize the Governor to appoint a board to investigate when it appears a strike will significantly disrupt transportation services, prohibit a strike during the period of investigation, and that authorize the Governor to request the Attorney General to petition a court to enjoin the strike. The bill would instead prohibit a state or local public transportation employee or public transportation employee organization from engaging in, causing, instigating, encouraging, or condoning a strike. The bill would also provide that a person who, on behalf of a public transportation employer, exercises authority, supervision, or direction over a public transportation employee shall not have the power to, and shall not purport to, authorize, approve, condone, or consent to a strike by a public transportation employee. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/24/2014

Bill ID/Topic	Location	Summary	Position
AB 1684 Chávez R Vehicles: maximum length.	ASSEMBLY PRINT 2/14/2014 - From printer. May be heard in committee March 16.	<p>Existing law generally prohibits a vehicle from exceeding a length of 40 feet, and a combination of vehicles from exceeding a total length of 65 feet, with various specific exceptions, including a bus operated by a public agency or a passenger stage corporation, as defined, used in transit system service, other than a schoolbus, when the excess length is caused by a folding device attached to the front of the bus that is designed and used exclusively for transporting bicycles.</p> <p>This bill would make a technical, nonsubstantive change to that provision.</p>	
AB 1720 Bloom D Vehicles: bus gross weight.	ASSEMBLY PRINT 2/14/2014 - From printer. May be heard in committee March 16.	<p>Existing law generally prohibits a publicly owned or operated transit system from procuring a transit bus whose weight on any single axle exceeds 20,500 pounds. Existing law, until January 1, 2015, exempts from this prohibition a transit system that is procuring a new bus that is of the same or lesser weight than the bus it is replacing, or if it is incorporating a new fleet class into its inventory and its governing board makes certain findings.</p> <p>This bill would extend the operation of those exceptions until January 1, 2016.</p>	
AB 2021 Gordon D San Mateo County Transit District.	ASSEMBLY PRINT 2/21/2014 - From printer. May be heard in committee March 23.	<p>Existing law creates the San Mateo County Transit District with various powers and duties relative to transportation projects and services in the County of San Mateo. Existing law authorizes the district to utilize the Construction Manager/General Contractor project delivery contract method for transit projects within its jurisdiction, subject to certain conditions and requirements. Existing law requires a progress report to be prepared for the district's board of directors upon the completion of a project using this project delivery method, which report is also required to be made available on the district's Internet Web site.</p> <p>This bill would require the report to be presented at a public meeting of the board of directors.</p>	
AB 2445 Chau D Community colleges: transportation fees.	ASSEMBLY PRINT 2/21/2014 - Introduced. To print.	<p>Existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges. Existing law authorizes the establishment of community college districts under the administration of community college governing boards, and authorizes these districts to provide instruction at community college campuses throughout the state. Existing law also authorizes the governing board of each district to impose various fees, including fees for parking and transportation services that are subject to specified limits. Existing law provides that a district is prohibited from entering into a contract for transportation services provided by a common carrier or a municipally owned transit system and funded by a fee for transportation services, unless a majority of the students of that district approve payment of the fee for that purpose within a specified time period.</p> <p>This bill would specify that a community college district is authorized to enter into a contract for the transportation services described above if a majority of the students of that district, or campus of that district, as appropriate, approve the payment of the fee within the same time period.</p>	

**San Mateo County Transit District
State Legislative Matrix 2/24/2014**

Bill ID/Topic	Location	Summary	Position
<p>AB 2471 Frazier D</p> <p>Public contracts: change orders.</p>	<p>ASSEMBLY PRINT 2/21/2014 - Introduced. To print.</p>	<p>Existing law contains various provisions relating to contracts by a public entity for the performance of public works of improvement, including provisions for the payment of progress payments and the disbursing and withholding of retention proceeds. Existing law, until January 1, 2016, prohibits progress payments upon state contracts from being made in excess of 100% of the percentage of actual work completed, and authorizes the Department of General Services to withhold not more than 5% of the contract price until final completion and acceptance of the project, except as specified.</p> <p>This bill would require a public entity, when authorized to order changes or additions in the work in a public works contract awarded to the lowest bidder, to issue a change order promptly, and in no event later than 30 days after the changes or additions are required. The bill would require, if this requirement is not met, the public entity to be liable to the original contractor for payment of the contractor's invoice for the change order or additional work. The bill would require prejudgment interest to accrue on any amount for which the public entity fails to issue a change order promptly or make a payment due pursuant to this bill.</p>	
<p>AB 2568 Bloom D</p> <p>Los Angeles County Metropolitan Transportation Authority.</p>	<p>ASSEMBLY PRINT 2/21/2014 - Introduced. To print.</p>	<p>Existing law, the County Transportation Commissions Act, creates the Los Angeles County Metropolitan Transportation Authority and authorizes the authority to enter into contracts pertaining to transportation services. The act prohibits a member, alternate member, or employee of the authority who has participated as a decisionmaker in the preparation, evaluation, award, or implementation of a contract and who leaves the authority from accepting, within 3 years of leaving the authority, employment with any company, vendor, or business entity that was awarded a contract as a result of his or her participation, evaluation, award, or implementation of that contract.</p> <p>This bill would prohibit a chief executive officer hired on or after January 1, 2015, from accepting employment with any such company, vendor, or business entity within one year of leaving the authority.</p>	
<p>AB 2651 Linder R</p> <p>Vehicle weight fees: transportation bond debt service.</p>	<p>ASSEMBLY PRINT 2/21/2014 - Introduced. To print.</p>	<p>Existing law imposes weight fees on the registration of commercial motor vehicles and provides for the deposit of net weight fee revenues into the State Highway Account. Existing law provides for the transfer of certain weight fee revenues from the State Highway Account to the Transportation Debt Service Account to reimburse the General Fund for payment of debt service on general obligation bonds issued for transportation purposes. Existing law also provides for the transfer of certain weight fee revenues to the Transportation Bond Direct Payment Account for direct payment of debt service on designated bonds, which are defined to be certain transportation general obligation bonds issued pursuant to Proposition 1B of 2006.</p> <p>This bill, notwithstanding these provisions or any other law, effective January 1, 2016, would prohibit weight fee revenue from being transferred from the State Highway Account to the Transportation Debt Service Fund or to the Transportation Bond Direct Payment Account, and from being used to pay the debt service on transportation general obligation bonds.</p>	

San Mateo County Transit District State Legislative Matrix 2/24/2014

Bill ID/Topic	Location	Summary	Position
AB 2707 Chau D Vehicles: length limitations: buses: bicycle transportation devices.	ASSEMBLY PRINT 2/21/2014 - Introduced. To print.	<p>Existing law imposes a 40-foot limitation on the length of vehicles that may be operated on the highways, with specified exemptions. Existing law exempts from this limitation an articulated bus or trolley and a bus, except a schoolbus, that is operated by a public agency or passenger stage corporation that is used in a transit system if it is equipped with a folding device attached to the front of the vehicle that is designed and used exclusively for transporting bicycles, does not materially affect efficiency or visibility of vehicle safety equipment, and does not extend more than 36 inches from the front of the body of the bus or trolley when fully deployed. In addition, existing law prohibits a bicycle that is transported on the above-described device from having the bicycle handlebars extend more than 42 inches from the front of the vehicle.</p> <p>This bill would authorize the Los Angeles County Metropolitan Transportation Authority to install folding devices attached to the front of its buses that are designed and used exclusively for transporting bicycles as long as those devices meet certain requirements, including, but not limited to, extending not more than 40 inches from the front of the bus when fully deployed, and that the handlebars of the bicycles being transported extend not more than 46 inches from the front of the bus. The bill would require the authority to consult with the labor organization that is the exclusive representative of the bus drivers of the authority before implementing the bill.</p>	
AB 2722 Ridley-Thomas D Los Angeles County Metropolitan Transportation Authority: contracting.	ASSEMBLY PRINT 2/21/2014 - Introduced. To print.	<p>Existing law creates the Los Angeles County Metropolitan Transportation Authority (LACMTA), with various powers and duties with respect to transportation planning, programming, construction, and operations.</p> <p>This bill would delete the restrictions, thereby authorizing LACMTA to expand small business contract preference provisions to these professional services contracts. The bill would provide similar preferences with respect to disabled veteran business enterprises, as defined. The bill would allow the preferences to be in an amount of up to 10% of the lowest responsible bidder. The bill would authorize LACMTA to establish a mandatory subcontracting participation goal for small business or disabled veteran business enterprises on contracts financed with nonfederal funds and to set additional guidelines for local preference purposes. The bill would authorize LACMTA to award certain contracts of specified values to small business or disabled veteran business enterprises if LACMTA obtains price quotations from 2 or more of those business, or to small businesses or disabled veteran business enterprises that are the lowest responsible bidder or best value proposer among those businesses, as specified. This bill contains other related provisions and other existing laws.</p>	
SB 263 Monning D Private employment: public transit employees.	ASSEMBLY RLS. 1/30/2014 - Re-referred to Com. on RLS.	<p>Existing law requires a local government agency to give a 10% preference to any bidder on a service contract to provide public transit services who agrees to retain employees of the prior contractor or subcontractor for a period of not less than 90 days, as specified.</p> <p>This bill would expand these provisions to require a state agency to also give a 10% preference to any bidder under these provisions. Last Amended on 1/21/2014</p>	

**San Mateo County Transit District
State Legislative Matrix 2/24/2014**

Bill ID/Topic	Location	Summary	Position
SB 469 Corbett D Vehicles: aerodynamic vehicles.	ASSEMBLY DESK 1/21/2014 - In Assembly. Read first time. Held at Desk.	<p>Existing law limits the length of vehicles and combinations of vehicles coupled together. Existing law permits door handles, hinges, cable cinchers, chain binders, aerodynamic devices, and holders for the display of placards warning of hazardous materials to extend 3 inches on each side of the vehicle. Under existing law, any extension or device used to increase the carrying capacity of a vehicle is generally included in measuring the length of a vehicle, subject to certain exceptions.</p> <p>This bill would also permit a tarping system, as defined, and all nonproperty carrying devices or components to extend 3 inches on each side of the vehicle, as specified. The bill would exclude an aerodynamic device, as defined, that extends no more than 5 feet beyond the rear of a vehicle from the calculation of a vehicle's length if the device meets specified conditions, including that the device does not obscure tail lamps, turn signals, marker lamps, identification lamps, or any other required safety devices. This bill contains other related provisions and other existing laws.</p> <p>Last Amended on 1/6/2014</p>	
SB 785 Wolk D Design-build.	ASSEMBLY DESK 1/27/2014 - In Assembly. Read first time. Held at Desk.	<p>Existing law authorizes the Department of General Services, the Department of Corrections and Rehabilitation, and various local agencies to use the design-build procurement process for specified public works under different laws.</p> <p>This bill would repeal those authorizations, and enact provisions that would authorize the Department of General Services, the Department of Corrections and Rehabilitation, and those local agencies, as defined, to use the design-build procurement process for specified public works. The bill would authorize the Marin Healthcare District to use the design-build process when contracting for the construction of a building and improvements directly related to a hospital or health facility building at the Marin General Hospital. The bill would require moneys that are collected under these provisions to be deposited into the State Public Works Enforcement Fund, subject to appropriation by the Legislature. The bill would require specified information to be verified under penalty of perjury. By expanding the crime of perjury, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 1/14/2014</p>	Support

San Mateo County Transit District State Legislative Matrix 2/24/2014

Bill ID/Topic	Location	Summary	Position
<p>SB 792 DeSaulnier D</p> <p>Regional entities: San Francisco Bay Area.</p>	<p>ASSEMBLY DESK 1/28/2014 - In Assembly. Read first time. Held at Desk.</p>	<p>Existing law creates the Metropolitan Transportation Commission, the Bay Area Toll Authority, the Bay Area Air Quality Management District, and the San Francisco Bay Conservation and Development Commission, with various powers and duties relative to all or a portion of the 9-county San Francisco Bay Area region with respect to transportation, air quality, and environmental planning, as specified. Another regional entity, the Association of Bay Area Governments, is created under existing law as a joint powers agency comprised of cities and counties with regional planning responsibilities. Existing law provides for a joint policy committee of certain member agencies in this 9-county area to collaborate on regional coordination. Existing law requires regional transportation planning agencies, as part of the regional transportation plan in urban areas, to develop a sustainable communities strategy, coordinating transportation, land use, and air quality planning, with specified objectives.</p> <p>This bill would require the member agencies of the joint policy committee to prepare a plan for consolidating certain functions that are common to the member agencies. The bill would require the plan to also include a statement relative to the expected reduction of overhead, operation, and management costs. The bill would require a member agency affected by the plan to submit a copy of the plan to its board on or before December 31, 2015, and would require the member agencies to report to the Senate Committee on Transportation and Housing on the adoption and implementation of the plan on or before December 31, 2016. The bill would also require the joint policy committee to maintain an Internet Web site containing information relevant to the committee's activities and to appoint an advisory committee on economic competitiveness with specified members from the business community and other organizations to adopt goals and policies related to the inclusion of economic development opportunities in the sustainable communities strategy. This bill contains other related provisions and other existing laws. Last Amended on 1/27/2014</p>	
<p>SB 990 Vidak R</p> <p>Transportation funds: disadvantaged small communities.</p>	<p>SENATE T. & H. 2/20/2014 - Referred to Com. on T. & H.</p>	<p>Existing law generally provides for programming and allocation of funds for transportation capital improvement projects through the state transportation improvement program process administered by the California Transportation Commission. Existing law requires 25% of available funds to be programmed and expended on interregional improvement projects nominated by the Department of Transportation, and 75% of available funds to be programmed and expended on regional improvement projects nominated by regional transportation planning agencies or county transportation commissions, as applicable, through adoption of a regional transportation improvement program.</p> <p>This bill would require each regional transportation improvement program to program 5% of funds available for regional improvement projects to disadvantaged small communities, as defined. In programming these moneys, the bill would require regional transportation agencies and county transportation commissions to prioritize funding congestion relief and safety needs. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/24/2014

Bill ID/Topic	Location	Summary	Position
SB 1077 DeSaulnier D Vehicles: vehicle-miles-traveled charges.	SENATE PRINT 2/20/2014 - From printer. May be acted upon on or after March 22.	<p>Existing law establishes the Department of Motor Vehicles and provides for its general powers and duties, including, among other things, the registration of vehicles, the licensing of drivers, and the regulation of vehicles generally.</p> <p>This bill would require the Department of Motor Vehicles to develop and implement, by July 1, 2015, a pilot program designed to assess specified issues related to implementing a vehicle-miles-traveled fee in California. The bill would also require the department to prepare and submit a specified report of its findings to the policy and fiscal committees of the Legislature no later than June 30, 2016. The bill would provide that these provisions would be repealed on January 1, 2018.</p>	
SB 1156 Steinberg D California Carbon Tax Law of 2014.	SENATE PRINT 2/21/2014 - From printer. May be acted upon on or after March 23.	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020, and to adopt rules and regulations in an open public process to achieve the maximum, technologically feasible, and cost-effective greenhouse gas emission reductions. The act authorizes the state board to include the use of market-based compliance mechanisms.</p> <p>This bill, effective January 1, 2015, would impose a carbon tax of an unspecified amount per ton of carbon-dioxide-equivalent emissions on suppliers of fossil fuels. The bill would require the State Board of Equalization to administer and implement the carbon tax, and would require revenues from the tax to be deposited in the Carbon Tax Revenue Special Fund in the State Treasury. The bill would exempt suppliers of fossil fuels subject to the tax from regulations imposed by the State Air Resources Board under the California Global Warming Solutions Act of 2006 relative to the compliance obligation in the second compliance period under which suppliers of specified fuels are required to obtain allowances for carbon-dioxide-equivalent emissions under the cap-and-trade program adopted by the State Air Resources Board. The bill would state the intent of the Legislature that revenues from the carbon tax be rebated to taxpayers, particularly low- and medium-income taxpayers, of other taxes, and for implementation of the carbon tax to be revenue neutral. This bill contains other related provisions.</p>	
SB 1204 Lara D California Clean Truck and Bus Program.	SENATE PRINT 2/21/2014 - From printer. May be acted upon on or after March 23.	<p>Existing law requires all moneys, except for fines and penalties, collected by the State Air Resources Board from the auction or sale of allowances as part of a market-based compliance mechanism relative to reduction of greenhouse gas emissions, commonly known as cap and trade revenues, to be deposited in the Greenhouse Gas Reduction Fund, and to be used, upon appropriation by the Legislature, for specified purposes.</p> <p>This bill would create the California Clean Truck and Bus Program, to be funded from cap and trade revenues, to fund zero- and near-zero emission truck and zero-emission bus technology and related projects, as specified, with preference to be given to projects in disadvantaged communities. The program would be administered by the state board.</p>	



BOARD OF DIRECTORS 2014

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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

AGENDA

PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, MARCH 5, 2014 – 3:00 p.m.

or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of February 5, 2014
2. Authorize Granting a Fiberoptics Easement to the Peninsula Corridor Joint Powers Board Over a Portion of the Dumbarton Rail Corridor

INFORMATIONAL

3. SamTrans Service Plan Progress Update
4. 2014-2018 SamTrans Strategic Plan Update
5. Quarterly Capital Progress Report – 2nd Quarter Fiscal Year 2014

Committee Members: Carole Groom, Rose Guilbault, Art Lloyd

NOTE:

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

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 5, 2014**

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

Committee Members Absent: R. Guilbault

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

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

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

Committee Chair Carole Groom called the meeting to order at 3:09 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of January 8, 2014

The Committee approved the minutes (Lloyd/Tissier).

Development of Next Generation of Clipper Fare Payment System

Rita Haskin, Executive Officer, Customer Service and Marketing, said:

- This is a Metropolitan Transportation Commission (MTC) led project that started in 1999.
- Clipper went live on SamTrans buses in 2010.
- Paper passes were discontinued in 2012.
- The current system is provided by Cubic Transportation Systems and their contract expires in 2019.
- Average weekday usage on SamTrans is under 12,000.
- What has been learned
 - Must have good customer experience and meet customer expectations
 - Need to have flexible design
 - Access to more venues for getting and loading card
 - Faster loading for online and phone
 - Card isn't the answer for all
 - Must be cost-effective
- Foundation for the future
 - Collaborative relationship between transit agencies and MTC
 - Three committees focused on future system
 - Executive

- Steering
- Long-range planning
 - Established a vision and mission
- Vision: Clipper is a customer-focused, cost-effective fare payment system that supports seamless transit travel in the San Francisco Bay Area.
- Mission: In partnership, provide a convenient, flexible and efficient regional fare payment system.
- Path forward
 - Peer agency reviews
 - Fare coordination efforts
 - Define system performance
 - Governance recommendations

Public Comment

Norman Bradley, San Mateo, said if he uses his Clipper card on Santa Clara Valley Transportation Authority three times in one day, it automatically becomes a Day Pass and wondered why it isn't like that on SamTrans.

Committee Chair Groom asked who is on the committees. Ms. Haskin said Michael Scanlon, General Manager/CEO, is on the Executive Committee, she is on the Steering Committee, and David Chow, Manager, Ticket Vending Machine Program, is on the Long-range Planning Committee.

Adjourned: 3:22 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: **AUTHORIZE THE GENERAL MANAGER/CEO TO EXECUTE A GRANT OF A FIBEROPTICS EASEMENT IN FAVOR OF THE PENINSULA CORRIDOR JOINT POWERS BOARD (JPB) OVER A PORTION OF THE DUMBARTON RAILROAD CORRIDOR**

ACTION

The Committee recommends the Board authorize the General Manager/CEO to execute a grant of a fiber optics easement (Easement) in favor of the JPB over a portion of the SamTrans-owned Dumbarton Railroad Corridor, at no cost to the JPB.

SIGNIFICANCE

The Easement will provide JPB the ability to connect its new fiber optics facilities, which are being constructed within the entire Caltrain corridor, to its new Backup Central Control Facility (BCCF) in Menlo Park.

BUDGET IMPACT

Staff proposes the Easement be granted to JPB at no cost because SamTrans is a partner in the JPB and, if the fiber optic facility needs to be moved in the future to accommodate future needs, the JPB will have to fund any relocation costs.

BACKGROUND

As part of its modernization of the Caltrain corridor, JPB is in the process of implementing its Communications-based Overlay Signal System and Positive Train Control Project (CBOSS PTC Project). The CBOSS PTC Project involves installing fiber optic facilities along the entire length of the Caltrain corridor. The fiber also needs to connect to important wayside facilities, such as JPB's Backup Central Control Facility (BCCF), which is located off the Dumbarton right of way in Menlo Park. The Dumbarton Corridor connects the Caltrain corridor to the new BCCF, making it the optimal location for installation of a fiber optic facility.

The alignment of the proposed fiberoptic facility has been reviewed by SamTrans' staff and it has been determined that the fiberoptic installation is compatible with SamTrans' needs for the site.

This portion of the fiberoptic facility will extend from Redwood Junction (where the Caltrain corridor connects to Dumbarton) to Campbell Avenue, where it will exit the right of way, a distance of approximately 11,415 linear feet (2.16 miles). The Easement itself will be 10 feet in width, making the Easement approximately 114,082 sq. ft. (2.62 acres).

Prepared by: Brian W. Fitzpatrick, Manager, Real Estate and
Property Development

650-508-7781

RESOLUTION NO. 2014-

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

* * *

**AUTHORIZE THE GENERAL MANAGER/CEO TO EXECUTE A GRANT OF A FIBEROPTICS
EASEMENT IN FAVOR OF THE PENINSULA CORRIDOR JOINT POWERS BOARD OVER A
PORTION OF THE DUMBARTON RAILROAD CORRIDOR**

WHEREAS, the Peninsula Corridor Joint Powers Board (JPB) is implementing its Communications Based Overlay Signal System and Positive Train Control Project (CBOSS PTC Project); and

WHEREAS, the CBOSS PTC Project involves installing fiberoptic facilities along the entire length of the Caltrain corridor; and

WHEREAS, the fiberoptic facilities need to connect to important wayside facilities, such as JPB's Backup Central Control Facility (BCCF), located off the SamTrans-owned Dumbarton right of way in Menlo Park; and

WHEREAS, the Dumbarton Railroad Corridor is an optimal location for the installation of the fiberoptic facilities as it connects the Caltrain corridor to the new BCCF; and

WHEREAS, the JPB has requested that SamTrans grant a fiberoptics easement (Easement) over a portion of the Dumbarton railroad corridor; and

WHEREAS, the alignment of the proposed fiberoptic facility has been reviewed by SamTrans' staff and it has been determined that the fiberoptic installation is compatible with SamTrans' needs for the site; and

WHEREAS, staff recommends granting the Easement at no cost to JPB because SamTrans is a partner in the JPB, with the condition that if the fiberoptic facilities need to be moved for any reason, JPB will be liable for all costs; and

WHEREAS, staff recommends the Board of Directors authorize the General Manager to execute a grant of easement in favor of the JPB over a portion of the SamTrans-owned Dumbarton Railroad Corridor, at no cost.

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

Regularly passed and adopted this 5th day of March, 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 SamTrans service since SamTrans Service Plan (SSP) implementation on January 26. This update will focus on feedback received from the public and front-line employees, as well as potential adjustments planned for March and June in response to the feedback.

While the new service launch went smoothly despite the complexity of the changes, a number of key activities continue to fully implement the service changes and respond to a variety of operational issues that have been identified.

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 Route ECR, was implemented in August 2013. The second phase launched January 26, 2014. This early update is part of staff's plan to update the Board on the progress and results of the service changes. A more detailed report will be provided after the collection of three months' of ridership and operational data.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

FROM: April Chan
Executive Officer, Planning and Development

SUBJECT: **2014-2018 SAMTRANS STRATEGIC PLAN UPDATE**

ACTION

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

SIGNIFICANCE

An update to the 2009-2013 Sam Trans Strategic Plan will refresh the policy framework that builds off the District's financial capacity analysis and guides investments over the next five years. It will focus on the agency's financial health, reinvent the agency's role as a mobility manager, and invest in District employees to achieve key performance goals and objectives.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

In 2008, the District adopted its first Strategic Plan that currently serves as the blueprint for agency growth and is intended to be a living document. The Plan identified six focus areas designed to achieve the District's vision: financial integrity, multimodal services, transportation and land use, customers, business practices, and employees. The pending update will reflect changing circumstances and define a new path forward that strives to meet critical performance objectives through 2018.

Prepared By: Douglas Kim, Director, Planning

650-508-6278

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development & Sustainability Committee

THROUGH: Michael J. Scanlon
General Manager/CEO

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

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
2nd QUARTER FISCAL YEAR 2014**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Kelvin Yu, Manager, Project Controls

650-622-7853



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

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

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

1. **CALL TO ORDER/ROLL CALL**
2. **CONSENT CALENDAR**
RESOLUTION
 - a. Approval of Minutes of Board of Directors Meeting of February 5, 2014
 - b. Acceptance of Statement of Revenues and Expenses for January 2014
3. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
4. **REPORT OF THE CHAIR**
5. **REPORT OF THE GENERAL MANAGER/CEO**
 - a. Maintenance and Operator Employees of the Year Awards
 - b. Annual Operations and Maintenance Base Safety Awards
6. **COMMUNITY RELATIONS COMMITTEE**
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. PCC Update
 - c. Citizens Advisory Committee Liaison Report
 - d. Mobility Management Report – Shuttles
 - e. Multimodal Ridership Report – January 2014
7. **FINANCE COMMITTEE**
RESOLUTIONS
 - a. Authorize the Filing of an Application for Transit Performance Incentive Funds to the Metropolitan Transportation Commission in the Amount of \$687,240 to Help Fund the Implementation of the SamTrans Service Plan
 - b. Authorize the Purchase of 14 Low-Floor Paratransit Minivans and 19 Paratransit Vehicles from Creative Bus Sales, Inc. for a Total Cost of \$2,566,933

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

- c. Authorize Award of Contract to NVB Equipment to Furnish Vehicle Fire Suppression System Inspection and Maintenance for a Total Estimated Cost of \$243,005 for a Five-Year Term
- d. Authorize Award of Contract to Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson and Smith, LLC to Provide State Legislative Advocacy Services for a Firm-Fixed Price of \$293,178 for a Five-Year Term
- e. Authorize An Amendment to On-Call Engineering Consulting Services with Gannett Fleming, Inc. in a Total Aggregate Not-to-Exceed Contract Amount of \$800,000 from \$1,750,000 to \$2,550,000
- f. Authorize an Amendment of Contract with Wipro, LLC to Provide PeopleSoft Systems Integration Services and Execution of Release of Claims Agreement in the Amount of \$1,350,000

8. LEGISLATIVE COMMITTEE

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

9. PLANNING, DEVELOPMENT & SUSTANABILITY

RESOLUTION

- a. Authorize Granting a Fiberoptics Easement to the Peninsula Corridor Joint Powers Board Over a Portion of the Dumbarton Rail Corridor

INFORMATIONAL

- b. SamTrans Service Plan Progress Update
- c. 2014-2018 SamTrans Strategic Plan Update
- d. Quarterly Capital Progress Report – 2nd Quarter Fiscal Year 2014

10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

11. BOARD MEMBER REQUESTS/COMMENTS

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

13. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Bus Operators, Mechanics, Utility Workers and Storeskeeper Employees)
- b. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Teamsters Union, Local 856 (Bus Transportation Supervisors, Dispatchers and Radio Controllers)
- c. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6, Amalgamated Transit Union, Local 1574 (Customer Service Center Employees)

14. ADJOURNMENT

INFORMATION FOR THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, 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
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF BOARD OF DIRECTORS MEETING
FEBRUARY 5, 2014**

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

Board Members Absent: J. Gee, R. Guilbault

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

Vice Chair Shirley Harris called the meeting to order at 3:22 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of January 8, 2014
- b. Acceptance of Statement of Revenues and Expenses for December 2013
- c. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended December 31, 2013

A motion (Tissier/Lloyd) to approve the Consent Calendar was approved unanimously.

PUBLIC COMMENT

None

REPORT OF CHAIR

Resolution of Appreciation to Outgoing Board Chair, Carole Groom

Vice Chair Harris presented Director Carole Groom a Resolution of Appreciation for serving as chair in 2013.

A motion (Deal/Lloyd) to approve the Resolution of Appreciation to Director Groom was approved unanimously.

Director Groom said it was an honor to be chair of this Board. She thanked Martha Martinez, District Secretary, for all of her assistance.

REPORT OF THE GENERAL MANAGER/CEO

Michael Scanlon, General Manager/CEO, reported:

- Thanked Director Groom for her strong leadership as chair last year.
- Congratulated Peter Ratto and Margaret Pye on their elections as Chair and Vice Chair, respectively, of the Citizens Advisory Committee (CAC).
- Siddiqu Shaikh, President, Amalgamated Transit Union Local 1574, was recognized.

- Commended Gigi Harrington, Deputy CEO, and her staff on the Comprehensive Financial Annual Report (CAFR). The CAFRs are award-winning documents and are widely recognized for their format and content.
- On January 31, Caltrain had a fatality at Redwood City and a bus bridge was implemented. Staff was commended for their response to the situation.
- Corinne Goodrich, Manager, Strategic Development, has announced her retirement. She worked on the Grand Boulevard Initiative (GBI) and Senior Mobility.
- GBI is the winner of the 2014 Sustainable San Mateo County Award.
- The SamTrans Open House is on Saturday, February 22. The public can begin their day at Central offices where they will be told about employment opportunities at the San Mateo County Transit District, receive transit planning assistance, meet the Transit Police and K-9 unit, and then board new hybrid buses to South Base where they will receive a tour.
- The Reading File contains the new system map, a Take One for the CAC recruitment, and the quarterly listing of ads on the bus sides.

Director Adrienne Tissier asked that Ms. Goodrich come to a future meeting to be recognized for her work on the GBI and Senior Mobility.

COMMUNITY RELATIONS COMMITTEE – J. Deal

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. PCC Update
- c. CAC Liaison Report
- d. Mobility Management Report – Fixed-route Bus Service
- e. Multimodal Ridership Report – December 2013

FINANCE COMMITTEE – Z. Kersteen-Tucker

RESOLUTION

- a. Authorize Award of Contract to Vintage Elevator Services, Inc. for Elevator Maintenance Services for an Estimated Amount of \$266,298 for a Five-year Term

A motion (Kersteen-Tucker/Tissier) to approve the resolution was approved unanimously by roll call.

INFORMATIONAL

- b. Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2013

LEGISLATIVE COMMITTEE – S. Harris

MOTION

- a. Approval of 2014 Legislative Program

A motion (Harris/Groom) to approve the 2014 Legislative Program was approved unanimously.

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY – C. Groom

SUBJECT DISCUSSED

- a. Development of Next Generation of Clipper Fare Payment System

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Tissier asked if some of the service issues the Board heard today can be addressed and reported on at the March meeting.

Director Kersteen-Tucker thanked staff for the memo sent on the SamTrans Service Plan changes after the January Board meeting.

Director Karyl Matsumoto thanked Marian Lee, Executive Officer, Caltrain Modernization (CalMod) Program, for her work on the CalMod Local Policy Makers Group.

GENERAL COUNSEL PROPOSAL

David Miller, Legal Counsel, said that last week, regarding two major cases challenging the California High-speed Rail Authority (CHSRA), the CHSRA filed a petition to the California Supreme Court to urge the Appellate Court to hear the decisions on appeal. The cases are stifling the progress on the High-speed Rail (HSR) Program. One involves a bond validation proceeding and the other involves significant interpretation of whether CHSRA's Finance Plan is legal under Proposition 1A. By unanimous vote, the California Supreme Court has referred this matter to the Court of Appeal and asked for a preliminary briefing last week. Mr. Miller said staff has put together a short amicus letter to be submitted by the Peninsula Corridor Joint Powers Board (JPB) as the sponsor of CalMod, and the regional partners in CalMod are being asked to join in this letter. He said the letter has been drafted and the thrust is to urge the court to hear the matter, take the case under its jurisdiction, and render a decision as quickly as possible because uncertainty is very harmful. Mr. Miller said an expeditious ruling would be a benefit to everyone, regardless of the outcome.

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

Meeting adjourned at 3:44 p.m.