

MARCH 2, 2016

SAMTRANS BOARD MEETING

- BOARD OF DIRECTORS – PART 1 LINK
- COMMUNITY RELATIONS COMMITTEE LINK
- FINANCE COMMITTEE LINK
- LEGISLATIVE COMMITTEE LINK
- PLANNING, DEVELOPMENT & SUSTAINABILITY COMMITTEE LINK
- BOARD OF DIRECTORS – PART 2 LINK



AGENDA

BOARD OF DIRECTORS

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

WEDNESDAY, MARCH 2, 2016 – 2:00 p.m.

BOARD OF DIRECTORS 2016

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

JIM HARTNETT
GENERAL MANAGER/CEO

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. GENERAL COUNSEL PROPOSAL
 - a. Closed Session: Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(4): One potential case
4. ADJOURN TO COMMITTEE MEETINGS

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



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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 2, 2016 – 2:20 P.M.
or immediately following the Board closed session

ACTION

1. Approval of Minutes of Community Relations Committee Meeting of February 3, 2016

INFORMATIONAL

2. Accessibility Update – Tina Dubost
3. Paratransit Coordinating Council Update – Mike Levinson
4. Citizens Advisory Committee Liaison Report
5. Mobility Management Report - Paratransit
6. Multimodal Ridership Report – January 2016

Committee Members: Jeff Gee, Carole Groom, Adrienne Tissier

NOTE:

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

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

Draft

**MINUTES OF COMMUNITY RELATIONS COMMITTEE (CRC) MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 3, 2016**

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

Other Board Members Present, Constituting Committee of the Whole: S. Harris,
Z. Kersteen-Tucker, K. Matsumoto, P. Ratto, C. Stone

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

Staff Present: J. Averill, J. Cassman, J. Castaneda, A. Chan, T. Dubost, G. Harrington,
J. Hartnett, C. Harvey, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon,
S. van Hoften

Committee Chair Jeff Gee called the meeting to order at 2:03 p.m.

Approval of Minutes of January 6, 2016

Motion/Second: Harris/Stone

Ayes: Gee, Groom, Harris, Kersteen-Tucker, Matsumoto, Ratto, Stone

Absent: Guilbault, Tissier

**Authorize Adoption of Updated Bicycle and Similar Equipment Use and Parking Rules
and Regulations**

Jim Castaneda, Director, Safety and Security, said this update allows Transit Police or other authorized personnel to legally move and/or remove improperly stored, parked or abandoned Personal Transportation Vehicles and will aid in increasing public safety and reducing conditions conducive to blight and criminal conduct in and about District property. Abandoned bikes and similar equipment such as scooters, skateboards, etc. will be disposed of in accordance with the Lost and Unclaimed Property Policy.

Committee Chair Gee said he assumes this includes hover boards and asked if there are any other similar equipment items included. Mr. Castaneda said there are the motorized scooters. He said Segways are not included in this policy and there have been no issues with them.

Director Adrienne Tissier arrived 2:05 p.m.

Chair Zoe Kersteen-Tucker asked if this is a big problem. Mr. Castaneda said no, but staff had no vehicle to remove the items.

Committee Chair Gee said this item goes hand-in-hand with the Lost and Found Policy the Board approved last month.

Motion/Second: Harris/Tissier

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

Absent: Guilbault

Accessibility Update

Tina Dubost, Manager, Accessible Transit Services, said staff continues to work with the California Highway Patrol and American Association of Retired Persons on the Age Well Drive Smart Program. Staff working on the Veterans Mobility Program will be making presentations at American Legion halls in the county.

Director Karyl Matsumoto asked what happens when a complaint is received.

Ms. Dubost said a thorough investigation is done and if needed the contractor is asked to take appropriate action.

Director Matsumoto asked where passengers can get comment cards. Ms. Dubost said they are on the vehicles.

Paratransit Coordinating Council (PCC) Update – Mike Levinson

Mike Levinson, Chair, PCC, said the PCC's annual driver appreciation party will be on April 12.

Citizens Advisory Committee (CAC) Liaison Report – Bill Lock

Bill Lock, Chair, CAC, said at the January 27 meeting he was elected chair and Juslyn Manalo was elected vice chair. The CAC received presentations on the 2016 Legislative Program and Social Media Program.

Committee Chair Gee said recruitment opens today for the CAC. There are five vacancies with three-year terms and four vacancies with partial terms. Applications are available on the website and due March 4. The Board will make the appointments at the April 6 meeting.

Multimodal Ridership Report – December 2015

David Olmeda, Chief Operating Officer, Bus, reported:

- December 2015 Compared to December 2014
 - Average Weekday Ridership
 - Bus ridership was 38,190, an increase of 0.9 percent.
 - Paratransit ridership was 1,160, an increase of 12.6 percent.
 - Caltrain ridership was 51,660, an increase of 0.2 percent.
 - Shuttle ridership was 8,420, a decrease of 12.4 percent.
 - Total weekday ridership was 99,420, a decrease of 0.6 percent.
 - Total Monthly Ridership
 - Bus ridership was 997,190, a decrease of 1 percent.
 - Paratransit ridership was 28,740, an increase of 16.1 percent.
 - Caltrain ridership was 1,408,820, an increase of 0.5 percent.
 - Shuttle ridership was 186,980, a decrease of 9.6 percent.
 - Total weekday ridership was 2,621,720, a decrease of 0.7 percent.
 - Total Year-to-Date Monthly Ridership
 - Bus ridership was 6,553,770, a decrease of 0.9 percent.

Director Matsumoto asked what organic growth means in the social media portion of the report. Mr. Olmeda said it is naturally occurring.

Public Comment

Meredith Park, San Carlos Parent Teachers Association (PTA) Safety and Transportation Committee, said she is looking for help to increase service for youth and seniors by restoring Route 46B that serves the west hills of San Carlos and expanding Route 295 that was cut during the SamTrans Service Plan. The portion cut served Sequoia Station. The PTA is in the position to market and communicate these changes. Ms. Park has collected 375 electronic and paper signatures for these two routes in the hope to get this service by August 2016.

Jim Hartnett, General Manager/CEO, said this request comes from a real belief that there will be bodies in seats with a dedicated support group to ride. Staff will be making some recommendations to these routes for the next runbook.

Adjourned: 2:18 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

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 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 and the PAL (PCC AL-Com) meet monthly (except for August). The SamTrans Accessibility Advisory Committee (SAAC) meets every two months.

The minutes of the November 18, 2015 SAAC meeting and the January 12, 2016 PCC and PAL meetings are attached to this report.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

Prepared by: John Sanderson, Accessibility Coordinator
Project Manager: Tina Dubost, Manager, Accessible Services

650-508-6475
650-508-6247

**SAMTRANS ACCESSIBILITY ADVISORY COMMITTEE
MEETING SUMMARY
November 18, 2015**

MEMBERS PRESENT: Fernanda Castelo, Jim Engvall, Judy McKie,

ABSENT: Donald Jacobberger, Alec Karp (Chair), Vincent Merola, Karen Vanderwoert

GUEST: Giovanni Guadagnini

SAMTRANS STAFF: Tina Dubost, Richard Lesser, John Sanderson

I. Introductions

II. Agenda

III. Approval of Minutes

No vote due to the lack of a quorum.

IV. Fixed Route Bus and Caltrain

A. Fare Changes – Tina Dubost

In October, the SamTrans Board of Directors held a public hearing, took into consideration all input received throughout the public comment process, and enacted fare changes, which start to take effect in January.

Changes include an increase in the Adult Local Fare from \$2.00 to \$2.25, or \$2.05 with Clipper; new Youth and Eligible Discount fares will be \$1.10 Cash or \$1.00 with Clipper; Eligible Discount fares will be payable with tokens – 10 for \$10.00; the Adult Local Monthly Pass goes from \$64.00 to \$65.60; the Eligible Discount Monthly Pass goes from \$25 to \$27; the Day Pass goes from \$5.00 to \$5.50; the Eligible Discount Day Pass goes from \$2.00 to \$2.75.

After considering advocacy, including a letter from this Committee, to keep fares down for seniors and people with disabilities, the Board decided to keep the Redi-Wheels paratransit “Lifeline” fare assistance fare at \$1.75, while the regular fare rises from \$3.75 to \$4.25. Also, the Out of SF higher fares on the fixed route bus will not apply to youth, seniors, and people with disabilities, who will still pay the Eligible Discount Local fare. The Board kept the Out of SF additional Adult premium fares, as a way to make up for some of the lost revenue ceded to keep fares down for Redi-Wheels Lifeline and Eligible Discount bus customers.

Fare changes are publicized through press releases and notices on the buses. Paratransit customers were sent postcards with their new fare information.

Jim Engvall asked whether there were announcements on television. Tina Dubost replied that press releases went out but no television ads. Fernanda Castelo suggested putting free public service announcements about the changes on Public Access Television stations.

Other ideas put forth were to do outreach at community Thanksgiving dinners, and to set up a booth at Farmers' markets.

Judy McKie appreciated that the additional Clipper discount may encourage more riders to get a Clipper card.

Fernanda Castelo said that there are two tiers of membership for paratransit – regular rate and Lifeline fare assistance, and asked if members could be reminded about how to qualify for the lower fares. Tina Dubost confirmed that this information is on the postcards that were sent out. The application for the fare assistance is a simple form, with proof of SSI, Medi-Cal, or San Mateo General Assistance.

V. Paratransit Update – John Sanderson

On Time Performance continues to hold steady at the contractually agreed-upon 90% level. The number of passengers per hour is 1.7, which is pretty tight scheduling for paratransit service.

Ridership counts and the number of trips provided are at historic highs. The entire fleet of vehicles is in full usage daily. Some extra trips are picked up by Serra Cab on a sub-contract. Fleet and revenue expansion and better responsiveness and efficiency will be the wave of the future.

High quality data is necessary to optimize service, and work continues with software upgrades, towards garnering higher quality information to work with. Data terminals on the vehicles have intermittent issues to be addressed. An operations technology team is making very good headway on improving data. Imminent arrival calls for consumers' rides will be possible once some of the data issues are resolved.

Fernanda Castelo complimented the helpfulness of the ride reminder calls that currently go out the night before, and Giovanni Guadagnini concurred. John Sanderson added that the night before calls allow people an opportunity to cancel unneeded rides, which frees up service capacity. They improve efficiency and customer service by reducing “no-shows” and “cancels at the door”. Judy McKie asked if the 10-minute imminent arrival calls will work for trips that originate outside the home, to which John Sanderson replied yes, if a cell-phone is designated as the consumer's phone number for the return trip.

VI. Citizens Advisory Committee (CAC) Update – Judy McKie

John Baker will serve as interim Chair until the January meeting. Cathy Gilbert resigned.

The fare change presentation was thoroughly reviewed. There was not full agreement, but increases are necessary to keep the system running.

Rona Rios, Manager, SamTrans Customer Service, presented to the Committee and accentuated the importance of calling in any problems so that issues can be addressed and service improved. Make sure to report the bus number, route number, date and time, and operator badge number if possible. SamTrans does call consumers back with a response.

VII. Announcements and Other Business

Giovanni Guadagnini stated that when he is on the lift of Redi-Wheels cutaways, with his large wheelchair, the lift tilts outwards, and he is concerned about tipping over off

the lift. He asked whether an additional safety belt could be placed at the end of the lift to help prevent this. Jim Engvall said this tilt occurs with his large chair on regular bus lifts as well. Tina Dubost said she would look into it. She also offered to look into some other boarding issues that Mr. Guadagnini was experiencing on paratransit rides.

Fernanda Castelo brought up some issues she observed during a negative experience with the Caltrain bus bridge, which was in place during work on the San Mateo Bridges Replacement Project. Wheelchair users transferring from the train to the waiting buses were not directed to a specific waiting bus, and wheelchair spaces were not held clear for them, so they were left to compete with all the other passengers to board. Six buses left fully loaded as three wheelchair passengers waited. They were loaded on the last bus. On the return trip, the same thing happened – wheelchair passengers were left until the last bus. Better coordination is needed between Caltrain personnel and the SamTrans bus bridge. There was insufficient crowd control and direction, and no space set aside in advance for persons with disabilities needing assistance.

John Sanderson said this will be brought to the attention of Bus Operations. SamTrans bus bridge personnel should be alerted in advance about the number of persons needing assistance, and a bus should be held for wheelchair users to board first. Operational observations are currently in discussion, to integrate lessons learned into the planning of future bus bridges, so Ms. Castelo's input is very timely.

Tina Dubost announced that new Senior Mobility Guides for San Mateo County are available and being distributed, with transportation alternatives including shuttles and private services.

To update the issue of whether future electric cars on Caltrain will have restrooms - the Caltrain Modernization Program (CalMod) staff released an RFP (Request For Proposals) that includes the option to have one restroom per train. These will be received in December, then evaluated. There will subsequently be additional opportunities for public comment.

This committee is seeking more members. A press release has been sent out. A "take-one" flyer is in the works to place on buses. Other suggestions on how to find new members are sought.

Fernanda Castelo suggested having testimonials on press releases, such as how the experience is valuable for Committee members.

Jim Engvall asked whether allowing members to attend by phone might enable wider participation.

Richard Lesser encouraged meeting attendees to come to the annual SAAC holiday appreciation luncheon after the next meeting.

VIII. Set Date for Next Meeting

The next meeting was set for **Wednesday, January 13, 2016**

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

**MEETING MINUTES
January 12, 2016**

ATTENDANCE: Members present: Mike Levinson, Chair; Vincent Merola, Vice-Chair; Michal Settles, Coastside; Sammi (Wilhelmina) Riley, Consumer; Tina Dubost, SamTrans; Dinae Cruise, Consumer; Maria Kozak, Consumer; Maureen Dunn, Senior Focus; Sandra Lang, COA; Aki Eejima, Consumer; Marie Violet, Sequoia Hospital; Ka'ili Crabbe, DOR; Dale Edwards, Consumer and Judy Garcia, Consumer.

GUESTS: Richard Weiner, Nelson-Nygaard Consulting Associates; Erin Swartz, PCC Staff; John Sanderson, SamTrans; Dave Daley, First Transit; Talib Salamin, Serra Taxicab; Henry Silvas, SamTrans; Elly Colwell, SamTrans; Jim Lange, City of Pacifica; Ann Cooney, City of Pacifica; Scott McMillan, Resident of San Carlos.

ABSENTEES: Patti Clement-Cihak, Catholic Charities and Barbara Kalt, Rosener House.

(Member Attendance: 14; Quorum—YES.)

I. WELCOME/INTRODUCTION

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

II. APPROVAL OF THE DECEMBER PCC MINUTES

Sandra motioned and Vincent seconded the motion to approve the December PCC minutes. No abstentions or requests for corrections to the December PCC minutes were noted.

III. COMMITTEE REPORTS

A. POLICY ADVOCACY- LEGISLATIVE COMMITTEE (AL-COM)

Vincent reported that the PAL Committee met prior to today's PCC meeting from 11:30 to 12:30 p.m. The PCC packet will be updated to show the updated PAL meeting schedule. The PAL Committee will continue meeting this year from 11:30-12:30 p.m. on the second Tuesday of each month, in the 2nd floor auditorium of the SamTrans building.

The PAL Committee discussed the Redi-Wheels No Show/Late Cancel Policy currently being reviewed by SamTrans Executive Team. The PCC will have an opportunity for input before the SamTrans Executive Team finalizes changes to the new No Show/Late Cancel policy.

At future meetings, Richard will bring updates about ADA paratransit from *Transit Access Reports*. Richard briefly discussed current accessibility issues, such as Mandatory Move Policies, Door-to-Door Service Request Policies, Obstructed Bus Stops, Unattended Vehicle Policies, and 100% Disabled Veteran Designation Status, and Monthly Paratransit Service Passes. Richard asked for quarterly legislative updates from Shweta Bhatnagar at SamTrans.

B. GRANT/BUDGET REVIEW

Barbara unavailable, no update.

C. EDUCATION COMMITTEE

Maureen reported that the Education Committee last met in November. A conference call is scheduled for this Friday.

D. EXECUTIVE COMMITTEE

Mike reported that the Executive Committee last held a conference call on November 20, 2015. The next meeting will be scheduled for the end of January 2016.

E. Consumer Corps Report

Erin reported that 252 Consumer Corps ride evaluations were received in the last quarter of 2015. Comment cards were observed by Corps members in nearly 90% of SamTrans vehicles. On-Time Performance was also close to 90%. Out of 252 ride evaluations, only 14 incomplete and/or inaccurate Night-Before Calls were reported. Corps members reported that 94.5% of their phone calls for ride reservations were taken without any hold time. Corps members riding in Redi-Wheels vehicles continue to report Driver Assistance that has "met needs" or was "above needs" at levels near 100%. In this quarter, Corps members reported that about 75% of their trips were taken on Redi-Wheels vehicles. The remaining 25% of Corps members rode in taxicabs. No reports were received by Corps members riding on RediCoast vehicles. Most Corps members traveled less than 20 miles on each of their trips reported this quarter.

Erin noted that Redi-Wheels Comment Cards are continuing to be found with increased frequency on taxicabs. She added that she continues to receive Redi-Wheels Comment Cards in the mail each week and that many are from Redi-Wheels customers that are being picked up in taxicabs. Most of the Comment Cards are complimentary and note the positive experience that riders are having on their trips.

IV. SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina thanked the PCC members for their participation in today's fire drill. She pointed out all of the emergency exits visitors can use to move from the auditorium to get out of the building. Tina also stated that an automated external defibrillator (AED) is located in a nearby department.

B. Performance Summary

Tina reported that the Total Trips Served in November 2015 totaled 25,767. Richard asked about the graph dropping between October and November 2015 for Total Trips Served. Tina said that the trend over the past year has shown a significant increase in Total Trips Served, although there was a drop during the time period that Richard pointed out. Aki asked Dave about the graph for Taxis – Percentage of Total Trips. Dave confirmed that taxicabs are in use throughout the day, especially during peak service times. Vincent asked about Average Phone Wait Times. Tina and Dave discussed changes to this aspect of the report, based on the guidelines released in the 2015 ADA Circular. Vincent asked for further discussion and updates at a future PAL meeting.

John provided the 2014-15 Redi-Wheels Monthly Comment Statistics Review Report. Complaints remained steady from 2014 to 2015, although Valid Complaints decreased. Non-Service Related Comments about Policy and Service Requests showed an increase. John pointed out that there has been a fare increase and changes to a few policies that were reflected in the comments submitted by Redi-Wheels riders. Service-Related Complaints about Driver Conduct are similar from 2014 to 2015. Late Vehicle comments are similar in number from one year to the next, although more of the Comments were found to be valid in 2015. Almost 10,000 more rides were provided in the 4th quarter of 2015 than were provided during the same time period in 2014. The number of comments in each category is similar, so the number per thousand trips is lower. In 2015, SamTrans staff has been working to decrease the number of working days for Average Response Time.

Jim asked about the most common types of complaints. John said that Driver Conduct, and Late Vehicle/Missed Trip, complaints continue to be the most common type of comments. Richard commented that end of the year changes in actual numbers (rather than just percentages) would be useful to further understand the order of magnitude in future reports. Richard and John will continue communicating about formatting this information.

C. Safety Report

Dave reported that there were two preventable and two non-preventable accidents in December 2015. No injuries were reported in any of the incidents. Based on the December reports, Dave reported that drivers are giving close attention to lap belts used by passengers in wheelchairs.

Talib and Dave added that there were two taxi incidents; one was preventable and one was found to be non-preventable. No injuries were reported.

V. LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal reported that the last quarterly meeting of 2015 was on December 17. Nine people were in attendance. Michal thanked Mike for his call from the hospital to keep her updated on his absence from the meeting. Michal emphasized that the more frequent service on Route 294 that will begin serving the Coastsides this month is going to be highly beneficial. RediCoast offices had severe service interruptions with their telephone service. A new phone system will likely be necessary. Tina commented that a work-around has been put in place and new equipment will be installed tomorrow. Agency representatives worked with Santos on the Coastsides to avoid any service interruptions for passengers using paratransit. Michal noted that due to the excellent service provided by Santos and his team during this service interruption, no complaints were filed by riders.

The Coastsides meeting schedule for 2016 has been adopted. The meetings will take place from 9:30-11 a.m. at 925 Main Street in Half Moon Bay on Tuesday, March 15, Tuesday, June 21, Tuesday, September 20 and Thursday, December 15.

Michal thanked everyone for participating on the Coastsides Holiday Caroling event.

B. AGENCY

Barbara absent, no report available.

C. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported that the ERC met last week. The group discussed issues with paratransit service to UCSF Medical Center in San Francisco, and transfer trips between Redi-Wheels and SF Paratransit. Mike noted that long wait times have been reported by some customers making this transfer trip. Tina is working to develop accurate projections to show the additional costs if Redi-Wheels were to provide direct service by to UCSF. Richard said that he is working with David Koffman at Nelson/Nygaard to develop more detailed cost projections. The next ERC meeting is scheduled for Tuesday, February 2, 2016, from 11-12:30 p.m.

D. COMMISSION ON AGING (COA)

Sandra wished everyone a Happy New Year. The COA last met on January 11, 2016. EDAPT (Elder and Dependent Adult Protection Team) gave a presentation to the COA on this date to bring awareness about elder finance abuse. The next COA meeting is scheduled for February 8, 2016. The COA Transportation Committee has been discussing three topics: Walking and Pedestrian Safety, Redi-Wheels, and Information Resources. The Committee will develop action plans that can be forwarded to the COA. The Committee has also invited John Sanderson to an upcoming meeting to provide more information about Redi-Wheels/RediCoast service.

E. COMMISSION ON DISABILITIES (COD)

Vincent reported that the COD building at 225 – 37th Avenue has been found to have numerous ADA accessibility issues. A \$1.2 million upgrade to improve accessibility funded by San Mateo County will begin in the next year. The Transition to Independence Fair is being scheduled for 2016, with a focus on stopping the use of illegal disabled parking placards.

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

Vincent reported that the next Health and Wellness Fair will be taking place on Saturday, January 23, 2016 in Millbrae. Vendors will provide free information and resources. Tina confirmed that the SamTrans Senior Mobility team has participated in this event previously.

G. DEPARTMENT OF REHABILITATION (DOR)

Ka'ili Crabbe reported that there were no updates to report.

VI. OTHER BUSINESS

Mike asked about John Sanderson's trip to Sequoia Hospital to meet with Marie Violet and some of her staff. John reported that at the meeting yesterday, the group discussed all of the Common Location names currently in use for entrances to the various buildings at the hospital campus. John noted that that additional outreach and education is needed to help Redi-Wheels passengers and their families, hospital staff and volunteers, and Redi-Wheels personnel determine the correct pick up and drop off locations, in addition to clarifying on-the-fly service changes. John said that by communicating updated information about the location names to riders, it is hoped that extended wait times resulting from go-backs can be avoided. John will be reviewing data for trips to and from the hospital.

Mike reported that the NBC (New Beginnings Coalition) will be meeting on Tuesday, January 26, 2016 from 9:00-11:00 a.m. in Room 100 at 225 W. 37th Avenue in San Mateo. Aki commented that he has spoken to four Redi-Wheels drivers about a developing problem with people using counterfeit and fraudulent Redi-Wheels identification cards. Tina said that SamTrans has equipment and staff training to further address this issue and that SamTrans is working to finalize testing of magnetic stripes for the new identification cards. Richard commented that problems with fraudulent paratransit identification cards in New York City and Chicago were highlighted in the most recent issue of *Transit Access Reports*.

Dinae commented that after discussing the new Redi-Wheels ticket sheets with several PCC members, she found that all of the people she spoke to preferred the older book-style ride tickets.

Maria commented that the Night-Before Calls state the date of the ride confirmation, but do not include the day of the week. This has been confusing for her and some other Redi-Wheels customers, as they make multiple ride reservations each week and receive multiple messages in short succession.

Aki asked if any new IVR updates were available. Tina said that updates are not currently available.

Mike reminded everyone that the next PCC meeting is scheduled for Tuesday, February 9, 2016 from 1:30-3:30 p.m.

VII. MEETING ADJOURNED 3:05 p.m.

**SAN MATEO COUNTY
PCC POLICY-ADVOCACY-LEGISLATIVE (PAL)**

**MEETING MINUTES
11:30 a.m. - 12:30 p.m.
January 12, 2016**

Members Present: Mike Levinson, PAL Co-Chair; Vincent Merola, PAL Co-Chair; Sammi Riley, Consumer; Maria Kozak, Consumer; Dinae Cruise, Consumer; Aki Eejima, Consumer; Dale Edwards, Consumer; Tina Dubost, SamTrans; and Sandra Lang, COA.

Guest: Richard Weiner, Nelson-Nygaard Consulting Associates; Erin Swartz, PCC Staff; John Sanderson, SamTrans; Shweta Bhatnagar, SamTrans; and Dave Daley, First Transit.

APPROVAL OF DECEMBER PAL MINUTES

Dinae motioned and Mike and Sammi seconded to approve the December meeting minutes of the PAL Committee. Aki abstained from voting and no corrections to the meeting minutes were noted.

LEGISLATIVE UPDATES

Shweta Bhatnagar gave the SamTrans legislative update. The State Legislature went back into session on January 4th starting the second half of the Legislative session. January 22nd is the last day for bills introduced in 2015 to get out of their house and February 19th is the last day for any 2016 bills to get introduced. To date, no paratransit specific bills have been introduced.

On January 7th Governor Brown announced his proposed 2016-2017 State Budget. The budget consists of a \$122.6-billion-dollar spending plan which is up \$6 billion from last year's \$116 billion plan, and it includes \$2 billion set aside for the rainy day fund. In terms of transportation spending, the Governor's primary focus is on fixing local streets and roads, highways and bridges with funding for transit coming primarily through the Cap and Trade program. The Governor's plan proposes \$490 million for local streets and roads maintenance and \$515 million for highway repairs and maintenance. The Governor also plans to include \$409 million in the Transit and Intercity Rail Cap and Trade program for transit capital investments with 50% of the funds directed to benefit disadvantaged communities.

At the same time, Assembly Member Jim Frazier (District 11, Solano/Contra Costa/Sacramento County) introduced his own Transportation spending bill, AB1591, which would use gas taxes and vehicle registration fees to increase funding for transit and intercity rail programs. Frazier's bill calls for increasing the excise tax on gasoline by 22.5 cents per gallon for highway maintenance. He also wants to increase vehicle registration fees by \$38 annually for road maintenance. Frazier also calls for an increase of \$200 million in the Transit and Intercity Rail program giving the program \$400 million in total. Senator Jim Beall (District 15, Santa Clara County) is also drafting a similar bill.

At the Federal level, late last month Congress passed an omnibus appropriations bill which will fund all federal agencies programs through September 30, 2016 and provides \$680 billion dollars in permanent and short-term extensions of tax breaks for individuals

and businesses. One of the tax extenders is a permanent extension of transit commuter benefits, with an increase in the amount an employer can offer to their employees, either as a tax-free fringe benefit or as a pre-tax option, to pay for their commute to and from work. The provision increases the transit commuter tax benefit from the previous \$130 dollars to \$250 dollars a month in FY 2015, rising to \$255 dollars a month in FY 2016. The bill provides \$500 million to the TIGER grant program, which is equal to the FY 2015 enacted funding level. It also reduces the minimum award threshold from \$10 million to \$5 million.

On December 1, 2015, Congress passed the FAST (Fixing America's Surface Transportation) Act, a \$305 billion surface transportation bill that calls for spending approximately \$205 billion on highways and \$48 billion on transit over the next 5 years. Specifically, California will get \$26 billion in federal funds for a variety of transportation projects over the life of the bill, which is a 14.5% increase over previous years' allocations. The bill also includes nearly \$200 million for railroad PTC (Positive Train Control) projects and \$1.2 billion for the Railway-Highway Grade Crossing Program.

Mike asked about FAST Act funding allotted for California's high speed rail project. Shweta responded that there is no direct funding provided through this particular legislation.

Vincent asked how often Shweta would be available to provide ongoing updates to the PAL Committee. Tina and Shweta agreed that a quarterly update could be given to the group. Vincent also asked about an advocacy opportunity for increased paratransit service. Shweta shared information about a three-county transportation bill that may come up for a vote.

POLICY ISSUES – OPEN DISCUSSION

Redi-Wheels No Show/Late Cancel Policy

Tina reported that there are no new updates to the Redi-Wheels No Show/Late Cancel Policy. The SamTrans Executive Team is working to review this issue. Maria asked Tina to discuss the current No Show/Late Cancel policy. Tina said that SamTrans is still sending out letters to people who have No Show/Late Cancel penalties in progress, but the suspensions have been suspended for the past several weeks while a decision is being made. John added that no Redi-Wheels riders currently have suspended service from No Show/Late Cancel activity. John said that customers are being strongly encouraged to manage their trips to avoid No Show/Late Cancels.

Mike, Tina, and John discussed creating an equitable remedy for Redi-Wheels customers who had suspensions in progress when the current suspension policy was halted. Tina clarified that the PCC will have ample opportunity to comment on and suggest changes to the new policy before it is adopted, but that the Executive Team must sign off on the proposed policy before it can be discussed publicly. Richard and Aki commented that the community would likely want to be involved in a discussion about the No Show/Late Cancel Policy. Aki asked if a PCC member could participate on the Executive Team during their discussion of this issue. Tina said that comments from the PAL and ERC can be forwarded to the Executive Team.

Richard and Sandra commented that since the 2015 ADA Circular was released, there are very specific guidelines in place for transit agencies to follow. Mike and Vincent discussed how exploring this issue prior to the proposal being sent to the SamTrans Executive Team would have been more useful. Richard gave the example of utilizing a slightly higher percentage than the system-wide No Show/Late Cancel percentage as a threshold beyond which suspensions could be applied. Tina stated that the policy recommendation being considered by the Executive Team is consistent with that, and added that the rate of no-shows and late cancels at Redi-Wheels is about 3%. The PAL Committee will continue this discussion and Tina will provide an update at next month's PAL Committee meeting.

Alameda County Same-Day Service

Vincent commented on the Alameda County Same-Day Service handout that was emailed to the PAL Committee prior to today's meeting. Vincent and Richard agreed to table this topic until next month's PAL meeting.

2015 ADA Circular – Chapters 8 & 9

Richard discussed the 2015 ADA Circular and the issues from the Circular that have been included in the *Transit Access Reports* (TAR). In the TAR, current topics that are also in the Circular include: Mandatory Move Policy for fixed-route transit, Door-to-Door service requests, circumstances that allow unattended vehicles, Blocked Bus Stops, ADA Eligibility, and Monthly Paratransit Passes. Richard will also discuss these updates at today's PCC meeting and continue updating the PAL Committee next month. John added that at SamTrans, bus drivers can move within the bus zone if a bus stop is blocked, but are also required to notify radio control in order to have a Transportation Supervisor come out to the stop to assess the situation. Based on the situation, a temporary stop or other solution may be utilized until the original bus stop can be restored.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

Mike asked about Redi-Wheels applicants who use oversize or overweight mobility devices. Tina said that Redi-Wheels would not reject an applicant based on the size or weight of their mobility device, however Redi-Wheels might be unable to transport a passenger regardless of their eligibility status, if the occupied size or weight of their mobility device exceeded the capacity of the lift. Tina also stated that Redi-Wheels riders who are granted Conditional and Trip-by-Trip eligibility have the opportunity to appeal the decision after their application.

OTHER BUSINESS

The next PAL meeting is scheduled for February 9, 2016 from 11:30 a.m. to 12:30 p.m.

MEETING ADJOURNED: 12:33 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **MOBILITY MANAGEMENT REPORT: PARATRANSIT SERVICE**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on ridership, on-time performance, and other developments.

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: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – JANUARY 2016**

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 monthly ridership figures for all SamTrans transportation modes. Chart “A” features year-to-date comparisons of AWR for Fiscal Year (FY) 2014, FY2015, and FY2016. Chart “B” has figures for total ridership year-to-date for FY2014, FY2015, and FY2016.

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

AVERAGE WEEKDAY RIDERSHIP – JANUARY 2016 COMPARED TO JANUARY 2015

Total District Modes – 157,810, an increase of 1.8 percent.

Bus – 40,050, a decrease of 4.7 percent.

Paratransit – 1,180, an increase of 13.5 percent.

Caltrain – 56,010, an increase of 3.3 percent.

Shuttles – 12,620, an increase of 7.6 percent.

**Table A
Average Weekday Ridership**

January 2016 Average Weekday Ridership				Percent Change FY2015/2016
Mode	FY2014	FY2015	FY2016	
Bus	41,210	42,010	40,050	-4.7%
Paratransit	1,000	1,040	1,180	13.5%
Caltrain	49,400	54,200	56,010	3.3%
Shuttles	12,320	11,730**	12,620	7.6%
Total	103,930	108,980	109,860	0.8%
BART Extension (No Daly City)	43,470	46,030	47,950	4.2%
Grand Total	147,400	155,010	157,810	1.8%
Weekdays	22	21	20	

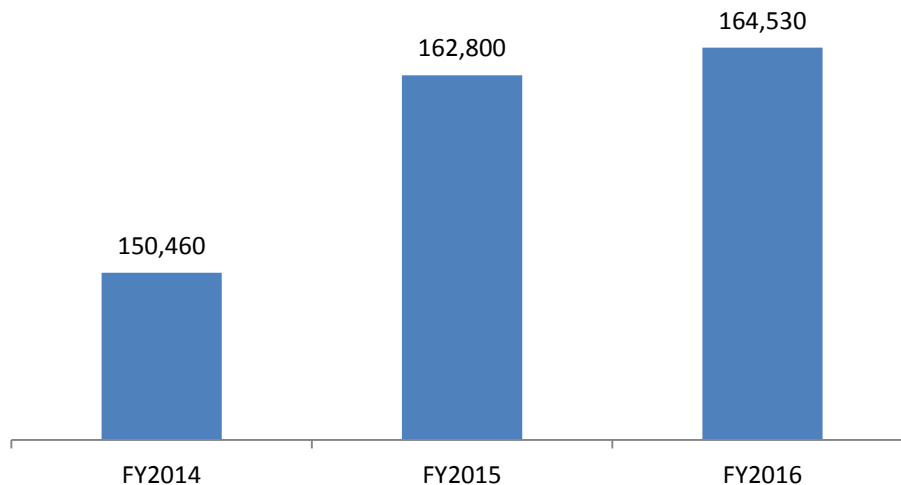
January 2016 Year-to-date				Percent Change FY2015/2016
Mode	FY2014	FY2015	FY2016	
Bus	41,590	42,690	42,110	-1.4%
Paratransit	1,060	1,110	1,220	9.9%
Caltrain	52,130	57,750	59,290	2.7%
Shuttles	10,660	11,640**	11,150***	-4.2%
Total	105,440	112,840	113,770	0.8%
BART Extension (No Daly City)	45,030*	49,960	50,760	1.6%
Grand Total	150,460	162,800	164,530	1.1%

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

**The Genentech Glen Park shuttle has been removed from reporting because SamTrans is no longer providing a subsidy for this service. The shuttle generated about 35 percent of the SamTrans ridership.

***Shuttle year-to-date numbers were not reported for July due to inaccuracy with the month's ridership reporting. Year to date data for FY2016 contains July 2015 data that is an estimate based on the percentage delta change observed in August 2014 versus July 2014.

**Chart A
Average Weekday Ridership (FYTD)**



The following summary and figures 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 2016 COMPARED TO JANUARY 2015

All District Modes – 3,938,140, a decrease of 0.4 percent.

Bus – 997,420, a decrease of 7.3 percent.

Paratransit – 27,710, an increase of 7.1 percent.

Caltrain – 1,476,200, an increase of 1.3 percent.

Shuttles – 262,120, an increase of 3.7 percent.

**Table B
Total Monthly Ridership**

January 2016 Total Monthly Ridership				Percent Change FY2015/2016
Mode	FY2014	FY2015	FY2016	
Bus	1,069,480	1,075,730	997,420	-7.3%
Paratransit	25,150	25,870	27,710	7.1%
Caltrain	1,349,940	1,456,930	1,476,200	1.3%
Shuttles	277,690	252,780**	262,120	3.7%
Total	2,722,260	2,811,300	2,763,450	-1.7%
BART Extension (No Daly City)	1,111,220	1,143,240	1,174,690	2.8%
Grand Total	3,833,480	3,954,540	3,938,140	-0.4%
Weekdays	22	21	20	

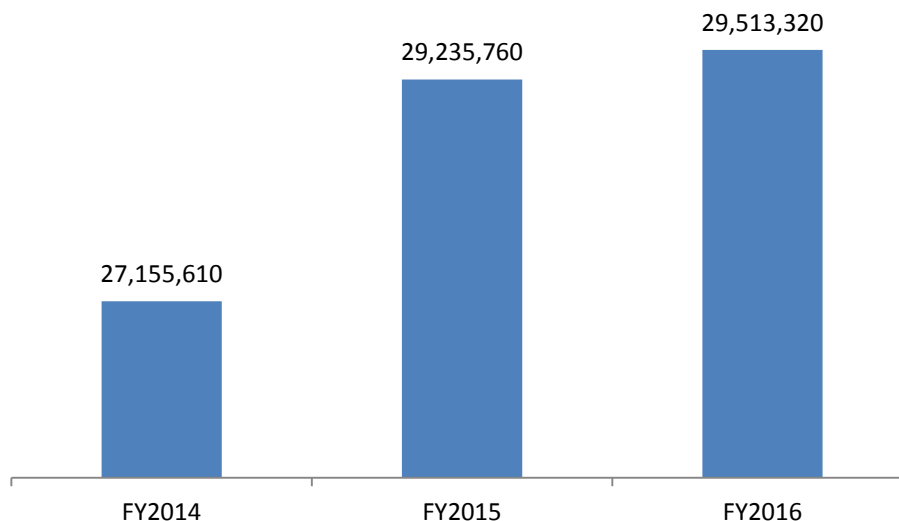
January 2016 Year-to-date				Percent Change FY2015/2016
Mode	FY2014	FY2015	FY2016	
Bus	7,477,990	7,690,680	7,551,180	-1.8%
Paratransit	182,300	189,520	207,780	9.6%
Caltrain	9,777,440	10,775,330	11,071,660	2.8%
Shuttles	1,625,600	1,755,970**	1,681,420***	-4.2%
Total	19,063,330	20,312,000	20,512,040	1.0%
BART Extension (No Daly City)	8,092,290*	8,923,760	9,001,280	0.9%
Grand Total	27,155,610	29,235,760	29,513,320	0.9%

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

**The Genentech Glen Park shuttle has been removed from reporting because SamTrans is no longer providing a subsidy for this service. The shuttle generated about 35 percent of the SamTrans ridership.

***Shuttle year-to-date numbers were not reported for July due to inaccuracy with the month's ridership reporting. Year to date data for FY2016 contains July 2015 data that is an estimate based on the percentage delta change observed in August 2014 versus July 2014.

**Chart B
Total Ridership (FYTD)**



SamTrans Promotions – January 2016

Route 294 – In October 2015, as a way to attract current and new customers heading to the Half Moon Bay Pumpkin Festival, SamTrans added extra hourly weekend service on Route 294. Because of the increased service levels due to the popular event, SamTrans extended weekend hourly service on Route 294 as a part of its regular schedule starting this month. A soft promotional campaign included localized newspaper print ads in San Mateo and the Coastside to inform residents, news releases, blogs and newsletters, and paid social media. In June, SamTrans will launch a full-scale promotional campaign, event and contest inviting the public in re-naming Route 294.

SamTrans Social Media Promotions and Analytics

SamTrans' social media accounts received a big lift this month, nearly tripling regular monthly gains. District social media saw an increase of 297 followers in January. Typical monthly gains average around 100 additional followers each month. Because of the additional activity, SamTrans also saw a significant increase in monthly impressions, quadrupling from 38,820 in December to 173,857 in January. This increased activity drove more than 1,000 additional views to SamTrans' website from the agency's social media properties.

These gains are attributable to paid social campaigns intended to market the launch of the January Runbook, including the roll out of improved weekend service on the 294, and to support an ongoing operator recruitment effort. Shortly after the New Year, the District began promoting the January Runbook changes with an emphasis on Route 294 weekend service improvements between Hillsdale Mall and Half Moon Bay. Our social ad, "Half Moon Bay is a bus ride away," drove more than 60,000 impressions and more than 400 individual users clicked through to the website to view the new schedule. The campaign generated more than 130 new social media followers.

SamTrans also launched an operator recruitment campaign to generate interest in outreach events hosted by the human resources department to encourage applications. That campaign generated significant interest, with more than 413 users clicking through to the website to view the recruitment opportunity.

Recently Facebook began tracking "reputation ratings" for corporations and public organizations on Facebook. This rating reflects the feedback customers are giving the organization's services. This month, SamTrans climbed to 4.33 out of 5 stars based on customer reviews like this five star rating:

"I would like to give the 5 stars in recognition of the bus driver with ID #123 named Tyrone. You can tell his passion in what he is doing. He is not just a driver but a friend to all his passengers. Compassionate, cheerful, courteous, respectful, friendly, and all the characteristics of the best employee of SamTrans you can think of goes to Tyrone. If you will ask the ECR commuters no doubt they will say the same to this incredible man. Thank you, Tyrone for blessing us every morning with your cheerfulness. Now that you are taking another route we perfectly know how you are blessing the people you encounter everyday. SamTrans is blessed having Tyrone in their team." –Rue Chie

Prepared by: James Namba, Acting Marketing Manager
Jayme Ackermann, Communications Manager
David Sorrell, Planner/Scheduler

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BOARD OF DIRECTORS 2016

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JIM HARTNETT
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 2, 2016 – 2:35 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of February 3, 2016
2. Acceptance of Statement of Revenues and Expenses for January 2016
3. Authorize Amendment to the Fiscal Year 2016 Operating and Capital Budgets
4. Authorize Execution of Contract Amendment with Wipro, LLC to Provide PeopleSoft Systems Integration Services and Execution of Release of Claims Agreement in the Amount of \$2.176 Million
5. Authorize Delegation of Authority to the General Manager/CEO to Execute Contracts with Values of up to \$100,000
6. Authorize Supporting an Application and Executing a Funding Agreement with the San Mateo County Transportation Authority and San Mateo City/County Association of Governments for San Mateo County Shuttle Program Funds and Commit up to \$883,360 in Matching Funds
7. Authorize Approving and Adopting the San Mateo County Transit District Money Purchase Plan and Trust in the Form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust, and The San Mateo County Transit District Nonqualified Supplemental Defined Contribution Plan, Delegating Authority to the Chief Financial Officer to Take All Necessary Actions to Effectuate and Amend the Plans

CONTRACTS

8. Authorize Award of Contract to Group 4 Architecture, Research + Planning, Inc. to Provide On-Call General Engineering Consultant Design Services for a Not-to-Exceed Amount of \$3 Million
9. Authorize Award of Contract to BECI Electric, Inc. to Provide 14 Cameras and Ancillary Equipment for the San Mateo County Transit District's Central Office for a Total Amount of \$159,000 and Delegate Authority to the General Manager/CEO to Approve New Camera Design and Camera Locations
10. Authorize Rejection of All Bids For Bus Stop Benches and Trash Receptacles

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

**MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 3, 2016**

Committee Members Present: C. Stone (Committee Chair), C. Groom, P. Ratto

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

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

Staff Present: J. Averill, J. Cassman, A. Chan, G. Harrington, J. Hartnett, C. Harvey, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Committee Chair Charles Stone called the meeting to order at 2:18 p.m.

Report of the Audit Ad Hoc Committee (Gee, Guilbault, Groom)

Director Jeff Gee said the District has new auditors this year, which provided a new team and fresh look at the financials. The auditors reported a clean bill of health for Fiscal Year (FY) 2015. The auditors are based in Palo Alto and work with many companies in the Bay Area. Director Gee said the committee recommends making this a standing committee of the Board.

Chair Zoe Kersteen-Tucker said the auditors said it is a practice for most companies to have a standing Audit Committee.

Committee Chair Gee thanked staff for all their hard work on the audit and the Comprehensive Annual Financial Report (CAFR) as it is not an easy task.

Acceptance of the CAFR for the Fiscal Year Ending June 30, 2015

Gigi Harrington, Deputy CEO, said staff is asking the Board to receive and approve the report. It has been submitted to all the compliant agencies. A Financial Statement Findings, a separate memorandum on internal control, an integral part of audits, was provided to the Board.

Motion/Second: Gee/Tissier

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

Absent: Guilbault

Approval of Minutes of January 6, 2016

Motion/Second: Ratto/Harris

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

Absent: Guilbault

Acceptance of Statement of Revenues and Expenses for December 2015

Ms. Harrington said December revenue is better than budget by \$2 million. Expenses are \$6 million better than budget. Year-to-date fuel is \$1.55 per gallon and last week it was \$1.17 per gallon. The fuel hedge has not been tripped this year and staff will probably not recommend hedging fuel in FY2017.

Director Gee asked if Ms. Harrington wanted to comment on the sales tax and ridership handout. Ms. Harrington said it shows the waves of the recession and ridership.

Motion/Second: Tissier/Kersteen-Tucker

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

Absent: Guilbault

Acceptance of Quarterly Investment Review and Fixed Income Market Review for the Period Ending December 31, 2015

Monique Spyke, Public Financial Management Group (PFM), said after the release of the Federal Reserve (Fed) statement in October, market participants thought the time had finally come for an increase in the Fed funds target rate. In December that actually came into fruition. The range for the Fed target rate had been between 0 and 25 basis points since December 2007. At the December Fed meeting, it was raised by 25 to 50 basis points. This is a 0.25 percent higher, but does have some positive implications for the District's portfolio in the future. Ms. Spyke said in anticipation of the increase, rates increased dramatically during the fourth quarter. Contributing to the optimism was strong economic data that was released during the fourth quarter, including Gross Domestic Product rates that were favorable and jobs numbers that were excellent. Yields on the two-year treasury were 65 basis points at the end of September and closed at 1.05 percent in December.

Leslie Murphy, PFM, said in this rising interest rate environment PFM's strategy of keeping the portfolio's duration short of the benchmark duration played out well during the quarter. As interest rates increase the market value of the underlying securities in the portfolio will decrease resulting in unrealized market value losses, which will have a drag on performance. Ms. Murphy said because of this PFM saw negative total returns across the board for fixed-income clients for the fourth quarter. However, since PFM anticipated that rates would rise during the fourth quarter the portfolio's duration was held short, which was a positive. This played out well as the portfolio outperformed the benchmark by 29 basis points in the quarter returning a negative 30 basis points compared to a negative 59 basis points for the benchmark. This is not all bad news because rising interest rates have a dual effect on performance for fixed-income portfolios. Ms. Murphy said over time rising interest rates is a good thing because they will be able to purchase higher yielding securities for the portfolio. She said during the quarter PFM focused their purchases on securities with three- to four- and-a-half-year final maturity for a total of \$21.8 million purchased. She said PFM also saw value in Federal agency mortgage-backed securities and purchased about \$1 million of the Fannie Mae mortgage-backed notes. PFM has been emphasizing Federal agency mortgage-backed securities in their clients' portfolios because they tend to perform well in this rising interest rate environment.

Ms. Spyke said they are paying attention to what the future trajectory for Fed funds target rate increases will be. Recent Fed Open Market Committee projections suggest that rates may be increased two to three times this year. PFM thinks this is very optimistic and believes there will be only one or two interest rate increases this year. Ms. Spyke said PFM thinks the economy will grow at a moderate pace and taking this into account with their outlook with the Fed.

Ms. Murphy said PFM will continue to maintain a conservative duration position, but will opportunistically look for opportunities to extend the portfolio duration closer to the benchmarks duration. In coming quarters PFM expects to see value in treasuries and corporate sectors and not a lot of value in the Federal agency sector.

Motion/Second: Tissier/Harris

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

Absent: Guilbault

Authorize Execution of a Memorandum of Understanding with the San Mateo County Transportation Authority (TA) and the City/County Association of Governments (C/CAG) of San Mateo County to Update the Countywide Transportation Plan and Contribute up to a Maximum of \$25,000 to the TA

April Chan, Chief Officer, Planning, Grants and the Transportation Authority, said C/CAG is responsible for updating the Plan. The last update was in 2001. The total cost is \$180,000 for the planning effort.

Director Gee asked when the first plan was done. Ms. Chan said she isn't sure, but will get back to Director Gee.

Chair Kersteen-Tucker asked how long it will take to complete the plan. Ms. Chan said about one year.

Director Karyl Matsumoto asked where the rest of the funding is coming from. Ms. Chan said the TA approved \$25,000 and C/CAG is putting in the remaining amount.

Motion/Second: Kerstee/-Tucker/Gee

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

Absent: Guilbault

Authorize Filing and Execution of a Filing Application for the Electric Bus Procurement Project in the Amount of \$949,523 and Annual Cap and Trade Funding Authorized Agent Forms and Certifications of Assurances

Ms. Chan said this is related to the Cap and Trade funding that comes to the District by formula. Staff is required to have a Board adopted resolution for this funding. The category the District is getting the funding from is the Low Carbon Transportation Operation Program, which goes to transit operators in the State. Staff is proposing to reserve the funds for a potential electric bus project.

Director Shirley Harris asked if there is a limitation on how long the money can be held before using. Ms. Chan said no, but the District needs to notify the California State Department Transportation to where the funding will applied.

Director Gee said this would be great to get to a pilot project.

Director Peter Ratto said as long as the intention is stated the money can be held for as long as possible. Ms. Chan said yes.

Committee Chair Stone asked what the timeline is for this project. David Olmeda, Chief Operating Officer, Bus, said the industry is making the vehicles more accessible and there is more pressure to replace vehicles with clean air technology. Bus procurements typically take between 16 to 18 months, but realistically the timeline would be two to three years to have the pilot program commence.

Committee Chair Stone asked what a bus costs now and what the expected cost is. Mr. Olmeda said anywhere between \$900,000 to \$1.2 million, compared to a hydrogen fuel cell bus that was \$3 million in 2004.

Motion/Second: Tissier/Kersteen-Tucker

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

Absent: Guilbault

Authorize Execution of an Amendment to the Funding Agreement with the County of San Mateo for their Allocation of \$10 Million in County Measure A Funds for Fiscal Years 2016 and 2017

Ms. Harrington said the \$5 million is included in the FY2016 budget and the funds are used for the paratransit program. The allocation was approved by the San Mateo County Board of Supervisors in December.

Director Carole Groom said the Center for the Independence of the Disabled has raised questions on how this money is being used and they think it is for new service. She has told them it is not for additional service, but to enhance existing service.

Motion/Second: Kersteen-Tucker/Ratto

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

Absent: Guilbault

Authorize Purchase and Delivery of 50 New Heavy-Duty Low-Floor 40-Foot Diesel Buses for a Total Estimated Cost of \$25,424,223

Ms. Harrington said this will allow staff to move forward with Gillig to build the buses.

Director Ratto said he thought the fleet originally had 60 buses. Mr. Olmeda said 50 are currently operated and 10 are in contingency due to service changes.

Motion/Second: Tissier/Harris

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

Absent: Guilbault

Authorize Award of Contract to Steril Koni for the Purchase and Delivery of 11 Sets of Mobile Wheel Lift Systems for a Total Cost of \$336,457

Ms. Harrington said staff is using the California Multiple Award Schedule contract for this procurement and have no control over where the vendor is located.

Motion/Second: Tissier/Gee

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

Absent: Guilbault

Authorize the Purchase and Delivery of 10 Non-Revenue Support Vehicles with Elk Grove Toyota for a Total Cost of \$300,395

Ms. Harrington said staff was looking for a vehicle that would work for the bus transportation supervisors who carry a large array of special tools and equipment in the trunk as well as passengers.

Director Matsumoto asked if these are hybrid vehicles. Ms. Harrington said they are regular minivans. Mr. Olmeda said a hybrid car is not available in the State contract for the type of car staff needs. Where there are opportunities to insert hybrid vehicles into the fleet that is done.

Committee Chair Stone asked if a rough estimated cost to the District is known if these vehicles weren't purchased through the State. Mr. Olmeda said no.

Motion/Second: Tissier/Harris

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

Absent: Guilbault

Director Gee asked for an estimate on the cost of 10 vehicles if purchased outside of the State contract to be brought back to the Board.

Authorize Award of On-Call, No-Guarantee Contracts to Essence Printing, Inc., Fong Brothers Printing, Inc. and Pacific Standard Print to Provide Printing Services for a Not-to-Exceed Aggregate Amount of \$619,000 for a Five-Year Term

Ms. Harrington said this was a competitive procurement done jointly with the Peninsula Corridor Joint Powers Board. Two vendors are in San Mateo County and two are currently being used by the District.

Motion/Second: Kersteen-Tucker/Harris

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

Absent: Guilbault

Authorize an Increase in Authority for Information Technology Licenses, Maintenance Services and Professional Services for a Not-to-Exceed Amount of \$1.5 Million for FY2016

Ms. Harrington said every June or July the Board approves this item. When this item was brought to the Board in the summer, staff knew a refresh needed to be done for the Advanced Communication System for the buses and found there wasn't enough money in the professional services line for this upgrade. That is the reason for this increase in authority.

Motion/Second: Harris/Ratto

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

Absent: Guilbault

Adjourned: 3:04 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2016
JANUARY 2016**

% 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	1,702,861	10,948,027	10,615,514	11,053,836	96.0	18,945,000	18,945,000	56.0
2	Local TDA and STA Funds	2,956,890	23,522,108	22,146,430	22,428,047	98.7	38,448,081	38,448,081	57.6
3	Operating Grants	772,437	4,646,679	4,311,562	3,967,993	108.7	6,131,812	6,131,812	70.3
4	SMCTA Measure A	589,148	5,186,404	6,076,644	6,076,644	100.0	9,240,000	9,240,000 ^(B)	65.8
5	SM County Measure A	349,525	2,959,206	2,916,667	2,916,667	100.0	5,000,000	5,000,000	58.3
6	AB434 Funds	47,633	339,500	348,133	350,583	99.3	601,000	601,000	57.9
7	Subtotal - Operating Revenues	6,418,493	47,601,924	46,414,951	46,793,771	99.2	78,365,893	78,365,893	59.2
Other Revenue Sources									
9	District 1/2 Cent Sales Tax	5,730,633	46,396,425	44,905,844	42,047,134	106.8	77,000,000	77,000,000	58.3
10	Investment Interest	94,848	530,814	638,686	531,042	120.3	910,357	910,357	70.2
11	Pass through to Other Agencies	9,193	215,043	64,219	64,219	100.0	121,000	121,000	53.1
12	Other Interest, Rent & Other Income	481,785	4,368,674	3,960,396	4,553,048	87.0	7,985,257	7,985,257	49.6
13	Subtotal - Other Revenues	6,316,459	51,510,955	49,569,146	47,195,443	105.0	86,016,614	86,016,614	57.6
14	Total Revenues	12,734,953	99,112,879	95,984,096	93,989,214	102.1	164,382,508	164,382,507	58.4
15	Capital Assistance	(294,907)	16,958,668	2,744,105	2,744,105	100.0	36,906,869	102,901,693 ^(A)	2.7
16	Reserves Programmed for Capital	311,606	16,157,449	2,214,500	2,214,500	100.0	0	5,403,959 ^(A)	41.0
17	Total Sources of Funds	12,751,652	132,228,996	100,942,701	98,947,819	102.0	201,289,377	272,688,159	37.0
USES OF FUNDS									
Operations									
21	Motor Bus	13,497,850	58,836,880	61,353,821	66,751,641	91.9	112,268,492	112,276,885	54.6
22	A. D. A. Programs	841,055	8,309,513	9,002,628	9,649,543	93.3	16,725,800	16,720,411	53.8
23	Caltrain	359,919	3,651,667	4,280,411	4,280,411	100.0	6,080,000	6,080,000	70.4
24	Other Multi-modal Programs	(96,869)	1,730,564	955,060	2,210,724	43.2	3,830,170	3,830,170	24.9
25	Subtotal - Operating Costs	14,601,956	72,528,624	75,591,920	82,892,319	91.2	138,904,462	138,907,466	54.4
Other Uses of Funds									
27	Pass through to Other Agencies	357	215,043	64,219	64,219	100.0	141,780	141,780	45.3
28	Debt Service	836,304	14,261,818	5,854,127	5,854,127	100.0	21,645,646	21,645,646	27.0
29	Fiscal Agent Fees	(4,603)	14,755	3,547	16,566	21.4	28,399	28,399	12.5
30	Land Transfer Interest Expense	0	0	0	0	0	45,716	45,716	0.0
31	Subtotal - Other Uses of Funds	832,058	14,491,616	5,921,893	5,934,912	99.8	21,861,541	21,861,541 ^(A)	27.1
32	Capital Programs	25,800	33,319,294	5,061,930	5,061,930	100.0	42,403,029	113,801,812 ^(A)	4.4
33	Total Uses of Funds	15,459,814	120,339,534	86,575,742	93,889,161	92.2	203,169,032	274,570,819	31.5
34									
35	NET SURPLUS / (DEFICIT)	(2,708,162)	11,889,462	14,366,959	5,058,658	284.0	(1,879,656)	(1,882,659)	(763.1)

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

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

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

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2016
JANUARY 2016**

% 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	1,631,564	10,476,361	10,121,140	10,583,936	95.6	18,130,000	18,130,000	55.8
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	2,678,644	20,100,859	18,750,505	18,750,505	100.0	32,143,723	32,143,723	58.3
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	114,090	2,154,903	2,144,868	2,369,241	90.5	4,061,556	4,061,556	52.8
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	772,437	4,332,323	3,967,993	3,967,993	100.0	6,131,812	6,131,812	64.7
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	7,637,715	18,225,766	22,560,250	27,775,234	81.2	46,135,529	46,138,111	48.9
10 Accessibility Fixed Route	133,388	688,658	563,231	655,744	85.9	1,124,750	1,124,750	50.1
11 TOTAL 1/2 CENT SALES TAX	7,771,102	18,914,424	23,123,480	28,430,978	81.3	47,260,279	47,262,861	48.9
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	73,428	385,686	514,011	377,694	136.1	647,475	647,475	79.4
14 OTHER REVENUE SOURCES:								
15 Overnight Deposits Interest Income	18	93	125	0	0.0	0	0	0.0
16 Rental Income	125,285	892,599	787,418	749,290	105.1	1,284,497	1,284,497	61.3
17 Advertising Income	116,436	590,114	586,124	670,250	87.4	1,149,000	1,149,000	51.0
18 Other Income	214,847	989,519	1,358,155	851,754	159.5	1,460,150	1,460,150	90.2
19 TOTAL OTHER REVENUES	456,587	2,472,325	2,731,823	2,271,294	120.3	3,893,647	3,893,647	70.2
20								
21 TOTAL MOTOR BUS	13,497,851	58,836,880	61,353,821	66,751,641	91.9	112,268,492	112,271,074	54.6
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	71,297	471,666	494,374	469,900	105.2	815,000	815,000	60.7
25 Local TDA 4.5 Redi-Wheels	141,880	1,011,275	993,157	1,033,407	96.1	1,771,554	1,771,554	56.1
26 Local STA - Paratransit	22,277	255,072	257,901	274,895	93.8	471,248	471,248	54.7
27 Operating Grants	0	314,356	343,569	0	0.0	0	0	0.0
28 Sales Tax - District ADA Programs	(215,356)	0	480,640	1,518,734	31.6	2,412,766	2,410,184	0.0
29 Sales Tax - Paratransit Suppl. Coastside	109,053	835,852	883,763	774,710	114.1	1,512,350	1,512,350	58.4
30 Interest Income - Paratransit Fund	21,420	145,128	124,675	153,348	81.3	262,882	262,882	47.4
31 SMCTA Measure A Redi-Wheels	229,229	1,534,737	1,796,233	1,796,233	100.0	3,080,000	3,080,000	58.3
32 SM County Measure A	349,525	2,959,206	2,916,667	2,916,667	100.0	5,000,000	5,000,000	58.3
33 Measure M Paratransit	111,731	782,223	711,650	711,650	100.0	1,400,000	1,400,000	50.8
34 TOTAL ADA PROGRAMS	841,055	8,309,513	9,002,628	9,649,543	93.3	16,725,800	16,723,218	53.8
35								
36 MULTI-MODAL TRANSIT PROGRAMS:								
37 Transfer from SMCTA for Caltrain	359,919	3,651,667	4,280,411	4,280,411	100.0	6,160,000	6,160,000	69.5
38 AB434 Funds - SamTrans Shuttle	47,633	339,500	348,133	350,583	99.3	601,000	601,000	57.9
39 Employer SamTrans Shuttle Funds	(86,532)	1,114,125	516,923	1,570,105	32.9	2,691,610	2,691,610	19.2
40 Sales Tax - SamTrans Shuttle Program	(72,725)	191,665	(0)	198,661	(0.0)	340,560	340,560	(0.0)
41 Sales Tax - Gen. Operating Asst.	14,756	85,274	90,004	91,375	98.5	117,000	117,000	76.9
42								
43 TOTAL MULTIMODAL	263,050	5,382,231	5,235,471	6,491,135	80.7	9,910,170	9,910,170	52.8
44								
45 TOTAL REVENUES	14,601,956	72,528,624	75,591,920	82,892,319	91.2	138,904,462	138,904,462	54.4

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2016
JANUARY 2016**

% 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
DISTRICT OPERATED BUSES								
1 Wages & Benefits	8,460,985	30,606,378	32,907,123	33,510,309	98.2	55,439,968	55,335,474	59.5
2								
3 Services:								
4 Board of Directors	3,091	123,025	23,134	31,938	72.4	54,750	54,750	42.3
5 Contracted Vehicle Maintenance	72,611	667,512	613,378	861,560	71.2	1,476,960	1,476,960	41.5
6 Property Maintenance	140,166	554,264	765,573	868,791	88.1	1,242,000	1,489,359	51.4
7 Professional Services	612,517	1,517,489	2,118,924	2,658,092	79.7	4,366,600	4,709,600	45.0
8 Technical Services	437,964	3,392,991	3,343,184	3,751,703	89.1	6,001,765	6,263,732	53.4
9 Other Services	337,717	798,028	1,608,558	1,732,443	92.8	2,969,903	2,969,903	54.2
10								
11 Materials & Supply:								
12 Fuel & Lubricants	182,220	2,798,054	1,651,617	3,295,203	50.1	6,332,557	5,552,614	29.7
13 Bus Parts & Materials	176,053	1,099,234	1,091,551	1,107,313	98.6	1,898,250	1,898,250	57.5
14 Uniforms & Driver Expense	19,556	283,586	148,817	226,620	65.7	457,490	457,490	32.5
15 Timetables & Tickets	30,013	79,980	62,886	115,267	54.6	197,600	197,600	31.8
16 Office Supplies / Printing	28,175	182,470	121,891	208,540	58.4	357,497	357,497	34.1
17 Other Materials & Supply	13,140	70,051	63,776	93,042	68.5	159,500	159,500	40.0
18								
19 Utilities:								
20 Telecommunications	24,297	207,003	205,597	406,662	50.6	697,134	697,134	29.5
21 Other Utilities	120,423	654,707	638,762	665,000	96.1	1,140,000	1,140,000	56.0
22 Insurance Costs	555,163	1,457,915	1,767,679	1,561,146	113.2	2,676,250	2,676,250	66.1
23 Workers' Compensation	263,875	2,103,870	1,983,008	2,136,260	92.8	3,662,160	3,662,160	54.1
24 Taxes & License Fees	31,664	261,534	296,019	451,284	65.6	773,629	773,629	38.3
25 Fixed Route Accessibility	133,388	688,658	563,231	655,744	85.9	1,124,750	1,122,588	50.2
26 Leases & Rentals	13,845	76,904	90,296	81,139	111.3	139,096	139,096	64.9
27 Promotional & Legal Advertising	9,699	105,988	66,323	184,858	35.9	316,900	316,900	20.9
28 Training & Business Travel	30,557	212,308	120,056	216,889	55.4	363,145	371,811	32.3
29 Dues & Membership	6,551	50,745	55,064	52,085	105.7	89,289	89,289	61.7
30 Postage & Other	5,939	41,513	36,202	77,005	47.0	98,013	132,013	27.4
31								
32 Total District Operated Buses	11,709,609	48,034,207	50,342,648	54,948,891	91.6	92,035,207	92,043,600	54.7
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,284,514	8,951,454	8,690,123	9,666,942	89.9	16,571,900	16,571,900	52.4
36 Other Related Costs	50,396	227,743	278,308	239,243	116.3	410,130	410,130	67.9
37 Insurance Costs	250,272	335,628	689,961	382,083	180.6	655,000	655,000	105.3
38 Coastside Services	144,984	966,973	1,024,640	1,170,050	87.6	2,005,800	2,005,800	51.1
39 Redi Coast Non-ADA	27,761	134,620	136,670	140,408	97.3	240,700	240,700	56.8
40 Other Related Costs	8,503	44,055	52,256	71,558	73.0	122,670	122,670	42.6
41 La Honda - Pescadero	3,413	30,250	30,450	32,159	94.7	55,130	55,130	55.2
42 SamCoast - Pescadero	13,047	108,964	100,333	96,346	104.1	165,165	165,165	60.7
43 Other Related Cost - SamCoast	5,351	2,987	8,432	3,961	212.9	6,790	6,790	124.2
44 Total Contracted Bus Service	1,788,242	10,802,673	11,011,173	11,802,750	93.3	20,233,285	20,233,285	54.4
45								
46 TOTAL MOTOR BUS	13,497,850	58,836,880	61,353,821	66,751,641	91.9	112,268,492	112,276,885	54.6

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2016
JANUARY 2016**

% OF YEAR ELAPSED: 58.3%

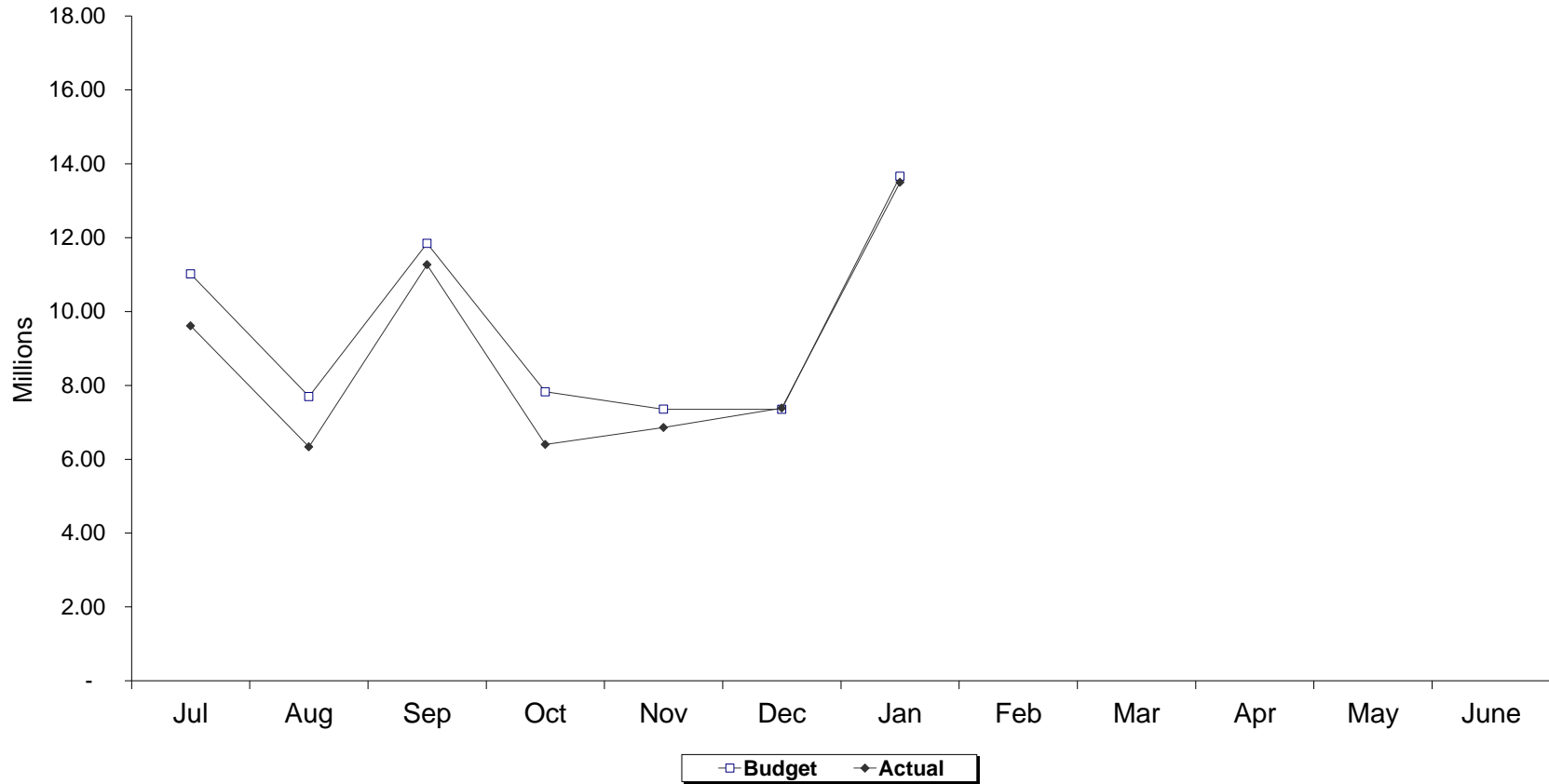
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	423,391	3,560,281	3,078,164	3,970,867	77.5	6,807,200	6,807,200	45.2
Other Related Costs	(174,404)	1,397,938	1,612,307	1,877,942	85.9	3,222,406	3,211,598	50.2
ADA Sedan/Taxi Service	358,306	1,831,084	2,540,601	1,837,967	138.2	3,150,800	3,150,800	80.6
ADA Accessibility Support	97,206	521,153	642,224	887,641	72.4	1,518,044	1,523,462	42.2
Coastside ADA Support	109,054	835,852	883,763	774,710	114.1	1,512,350	1,512,350	58.4
Insurance Costs	27,503	163,206	245,568	300,417	81.7	515,000	515,000	47.7
TOTAL ADA PROGRAMS	841,055	8,309,513	9,002,628	9,649,543	93.3	16,725,800	16,720,411	53.8
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	359,919	3,651,667	4,280,411	4,280,411	100.0	6,080,000	6,080,000	70.4
Total Caltrain Service	359,919	3,651,667	4,280,411	4,280,411	100.0	6,080,000	6,080,000	70.4
OTHER SUPPORT								
SamTrans Shuttle Service	(111,624)	1,645,290	865,056	2,119,349	40.8	3,633,170	3,633,170	23.8
Bicycle Coordinating Activities	0	0	0	0	0.0	25,000	25,000	0.0
Maintenance Multimodal Facilities	14,755	85,274	90,004	91,375	98.5	172,000	172,000	52.3
Total Other Support	(96,869)	1,730,564	955,060	2,210,724	43.2	3,830,170	3,830,170	24.9
TOTAL MULTI-MODAL PROGRAMS	263,050	5,382,231	5,235,471	6,491,135	80.7	9,910,170	9,910,170	52.8
TOTAL EXPENSES	14,601,956	72,528,624	75,591,920	82,892,319	91.2	138,904,462	138,907,466	54.4

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

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

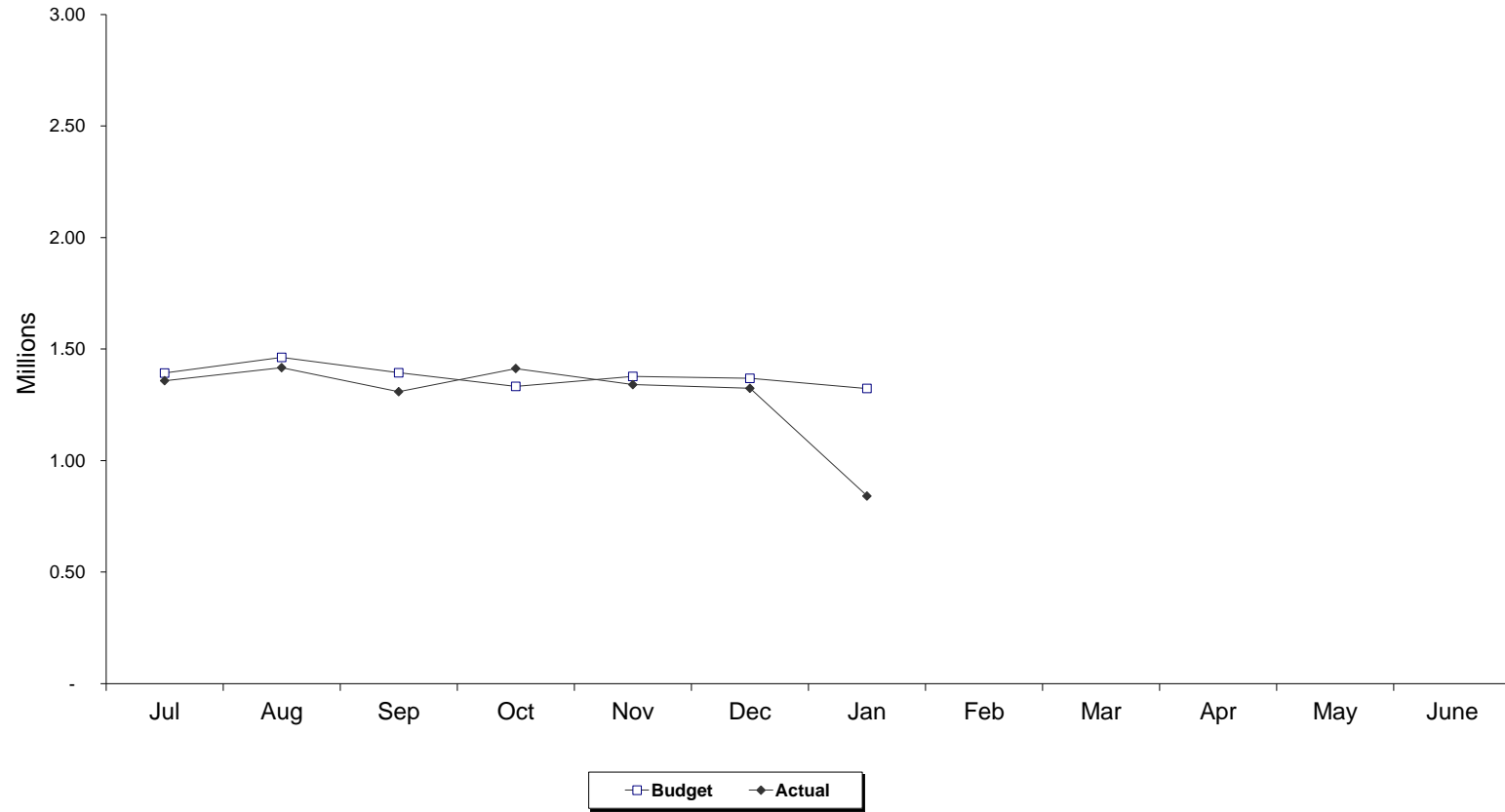
FISCAL YEAR 2016



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	11,017,327	7,696,670	11,846,126	7,824,156	7,355,204	7,349,505	13,662,654					
Actual	9,610,508	6,333,213	11,269,159	6,398,834	6,857,755	7,386,503	13,497,850					
CUMULATIVE EXPENSES												
Budget	11,017,327	18,713,997	30,560,123	38,384,279	45,739,483	53,088,987	66,751,641					
Actual	9,610,508	15,943,720	27,212,879	33,611,713	40,469,468	47,855,971	61,353,821					
Variance - F(U)	1,406,820	2,770,276	3,347,243	4,772,566	5,270,015	5,233,017	5,397,820					
Variance %	12.77%	14.80%	10.95%	12.43%	11.52%	9.86%	8.09%					

NOTE: January actuals reflect expenses from October, November and December that were booked only in January due to PeopleSoft data cleanup.

SAN MATEO COUNTY TRANSIT DISTRICT ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL FISCAL YEAR 2016

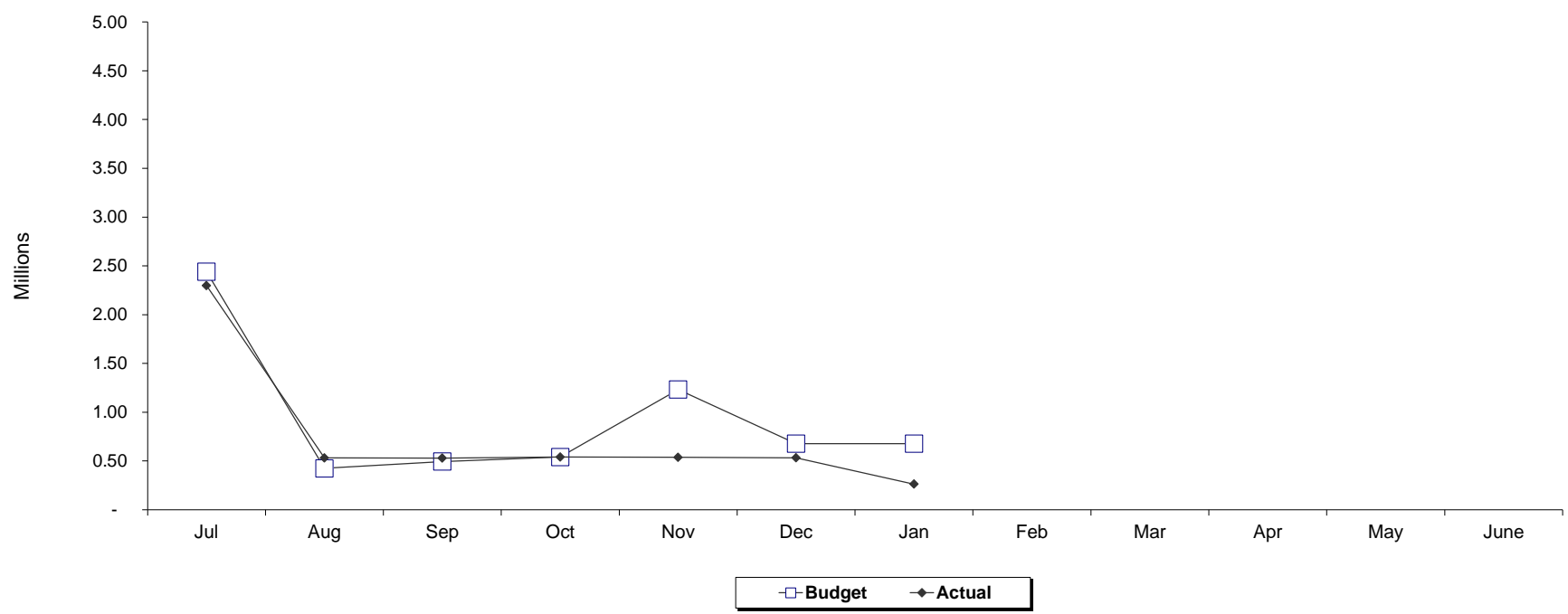


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,392,064	1,462,328	1,393,823	1,332,333	1,377,222	1,368,326	1,323,448					
Actual	1,358,433	1,416,915	1,309,048	1,412,582	1,340,576	1,324,018	841,055					
CUMULATIVE EXPENSES												
Budget	1,392,064	2,854,392	4,248,214	5,580,547	6,957,769	8,326,094	9,649,543					
Actual	1,358,433	2,775,348	4,084,396	5,496,978	6,837,554	8,161,573	9,002,628					
Variance - F(U)	33,631	79,043	163,819	83,569	120,215	164,522	646,915					
Variance %	2.42%	2.77%	3.86%	1.50%	1.73%	1.98%	6.70%					

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2016



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	2,440,078	424,821	495,316	540,760	1,232,844	678,507	678,810					
Actual	2,298,095	531,510	530,609	540,760	537,739	533,707	263,050					
CUMULATIVE EXPENSES												
Budget	2,440,078	2,864,899	3,360,214	3,900,974	5,133,818	5,812,325	6,491,135					
Actual	2,298,095	2,829,605	3,360,214	3,900,974	4,438,713	4,972,420	5,235,471					
Variance - F(U)	141,983	35,294	0	0	695,105	839,905	1,255,664					
Variance %	5.82%	1.23%	0.00%	0.00%	13.54%	14.45%	19.34%					

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

January 31, 2016

DESCRIPTION	TOTAL INVESTMENT 1-31-16	INTEREST RECEIVABLE 12-31-15	PREPAID INT RECEIVABLE 1-31-16	INTEREST EARNED 1-31-16	INTEREST RECEIVED 1-31-16	ADJ.	INTEREST RECEIVABLE 1-31-16
RESERVE FOR CAPITAL PROJ	7,971,305.30	4,146.23	0.00	3,752.97	0.00	53.96	7,953.16
LAIF -- CAPITAL PROJ	76,785.61	80.23	0.00	29.07	88.58	8.35	29.07
REIMB SECURITIES -- L76R	87,639,734.63	165,746.08	0.00	64,876.49	20,760.25	(734.70)	209,127.62
LAIF -- REIMB FUNDS L76R	20,864,678.27	38,660.06	0.00	8,204.00	29,844.64	(8,815.42)	8,204.00
PARATRANSIT FUNDS	25,017,570.30	50,371.94	0.00	18,882.11	25,285.06	(270.61)	43,698.38
LAIF -- PARATRANSIT	5,084,598.76	5,312.37	0.00	1,924.82	5,865.48	553.11	1,924.82
BANK OF AMERICA	31,379,300.34	0.00	0.00	1,338.86	1,338.86	0.00	0.00
WELLS FARGO	115,920.85	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	1,265,042.60	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	9,412,691.16	0.00	0.00	0.00	0.00	0.00	0.00
	<u>188,827,627.82</u>	<u>264,316.91</u>	<u>0.00</u>	<u>99,008.32</u>	<u>83,182.87</u>	<u>(9,205.31)</u>	<u>270,937.05</u>

JANAURY 2016 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 1/31/16	89,803.01
Add:	
CEO Interest	0.00
Less:	
Trust Fees	(1,652.42)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>88,150.59</u>

YEAR TO DATE -- SUMMARY

Interest Earned	639,714.84
Add:	
CEO Interest	
Less:	
Trust Fees	(4,766.58)
Capital Gain(Loss)	3,931.23
Total Interest & Capital Gain(Loss)	<u>638,879.49</u>
 Balance Per Ledger as of 1/31/16	
Deferred Int Acct. 210852/3	9,307.76
Interest Acct. 409101	630,407.08
Less Trust Fees 530045	(4,766.58)
Gain(Loss) Acct. 405210	3,931.23
	<u>638,879.49</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
January 31, 2016**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-15	MARKET VALUE 1-31-16	MATURITY/CALL DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 12-31-15	PREPAID INT REC'VBLE 1-31-16	INTEREST EARNED 1-31-16	INTEREST RECEIVED 1-31-16	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 1-31-16	INT REC'VBLE LESS PREPAID 1-31-16	PAR VALUE	
U.S. TREASURY NOTES AND BONDS																			
US TREASURY NOTE	912828WX4	08-27-14	3,799,703.12	3,785,609.52	3,799,593.40	07-31-16	0.500%	52.7778	31	7,951.09		1,636.11	9,500.00		(35.00)	52.20	52.20	3,800,000	
US TREASURY NOTE	912828VR8	12-11-14	8,018,125.00	8,022,496.00	8,004,448.00	08-15-16	0.625%	138.8889	31	18,885.87		4,305.56			(93.60)	23,097.83	23,097.83	8,000,000	
US TREASURY NOTE	912828WA4	03-21-14	8,480,410.16	8,522,576.00	8,502,992.00	10-15-16	0.625%	147.5694	31	11,321.72		4,574.65			(74.99)	15,821.38	15,821.38	8,500,000	
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	10,025,780.00	10,001,170.00	11-15-16	0.625%	173.6111	31	8,070.05		5,381.94			(59.13)	13,392.86	13,392.86	10,000,000	
US TREASURY NOTE	912828SM3	03-23-15	4,569,898.24	4,569,720.00	4,551,652.52	3-31-17	1.000%	125.9722	31	11,523.36		3,905.14			(64.02)	15,364.48	15,364.48	4,535,000	
US TREASURY NOTE	912828WD8	10-13-15	7,761,960.94	7,761,960.94	7,761,961.90	10-31-18	1.250%	267.3611	31	16,394.23		8,288.19			(91.07)	24,591.35	24,591.35	7,700,000	
US TREASURY NOTE	912828ST8	03-25-15	7,848,466.80	7,832,211.90	7,898,144.05	4-30-19	1.250%	272.5694	31	16,713.60		8,449.65			(92.85)	25,070.40	25,070.40	7,850,000	
US TREASURY NOTE	912828F62	09-08-15	6,124,542.97	6,167,276.90	6,176,487.90	10-31-19	1.500%	254.1667	31	15,585.16		7,879.17			(86.58)	23,377.75	23,377.75	6,100,000	
US TREASURY NOTE	912828UQ1	11-09-15	4,342,078.13	4,343,279.60	4,404,642.00	02-29-20	1.250%	152.7778	31	18,585.16		4,736.11			(52.04)	23,269.23	23,269.23	4,400,000.00	
US TREASURY NOTE	912828VF4	12-7-15	4,343,109.38	4,336,750.00	4,420,108.00	05-31-20	1.375%	168.0556	31	5,289.62	0.00	5,209.72			(85.41)	10,413.93	10,413.93	4,400,000.00	
																		74.70%	
GOVERNMENT BONDS																			
FNMA	3135GOVA8	5-15-13	10,718,650.10	10,714,340.21	10,702,471.70	03-30-16	0.500%	148.6111	30	13,523.61		4,458.33			-	17,981.94	17,981.94	10,700,000	
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,998,765.00	4,997,535.00	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	
FNMA	3135G0YE7	03-07-14	5,009,800.00	5,012,055.00	5,001,475.00	08-26-16	0.625%	86.8056	30	10,850.70		2,604.17			(0.01)	13,454.86	13,454.86	5,000,000	
																		23.69%	
FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION																			
FNMA	3136ANJY4	4-30-15	616,097.80	614,551.21	612,314.04	04-01-18	1.550%	26.2639	30	787.92		787.92	787.92			787.92	787.92	610,000	
FANNIE MEA	3136AQDQ0	10-30-15	808,011.12	808,011.12	804,739.12	09-01-19	1.646%	36.5778	30	1,097.33		1,097.33	1,097.33			1,097.33	1,097.33	800,000	
																		1.61%	
CASH AND CASH EQUIVALENTS																			
			1,047,113.52		1,047,113.52											0.00	0.00	0.00	0
LAIF			20,864,678.27	20,864,678.27	20,864,678.27										(8,815.42)	8,204.00	8,204.00	20,864,678.27	
MATURED/CALLED																			
TOTAL LAIF			20,864,678.27	20,864,678.27	20,864,678.27														
TOTAL A/C 121100 & 112010			87,391,847.51	87,515,383.40	87,639,734.63														
TOTAL			87,391,847.51	87,515,383.40	87,639,734.63					165,746.08	0.00	64,876.49	20,760.25		(734.70)	209,127.63	209,127.63	87,395,000.00	

SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
January 31, 2016

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-15	MARKET VALUE 1-31-16	MATURITY DATE	INT RATE	RATE/DAY	APPL DAYS	INTEREST REC'VBLE 12-31-15	PREPAID INT REC'VBLE 1-31-16	INTEREST EARNED 1-31-16	INTEREST RECEIVED 1-31-16	ADJ.	INTEREST REC'VBLE 1-31-16	INT REC'VBLE LESS PREPAID 1-31-16	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																	
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,914,852.00	7,901,264.00	06-15-16	0.500%	109.7222	30	1,839.73		3,291.67	0.00	53.96	5,185.36	5,185.36	7,900,000
<u>GOVERNMENT BONDS</u>																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	72,572.73	70,007.00	70,041.30	08-01-17	7.908%	15.3767	30	2,306.50		461.30			2,767.80	2,767.80	70,000
<u>CASH AND CASH EQUIVALENTS</u>																	
FIRST AMER US TREASURY MM	31846V534		125,431.00	125,431.00	125,431.00					0.00						0.00	0.00
LAIF			76,785.61	76,785.61	76,785.61					80.23		29.07	88.58	8.35	29.07	29.07	76,786
TOTAL LAIF			76,679.99	76,679.99	76,679.99												
TOTAL A/C 121100 & 112010			7,962,389.08	7,984,859.00	7,971,305.30												
TOTAL			<u>7,962,389.08</u>	<u>7,984,859.00</u>	<u>7,971,305.30</u>					<u>4,146.23</u>	<u>0.00</u>	<u>3,752.97</u>	<u>0.00</u>	<u>53.96</u>	<u>7,953.16</u>	<u>7,953.16</u>	<u>7,970,000</u>

15-Feb-16

SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
January 31, 2016

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	MATURITY DATE	INT RATE	RATE/ DAY	APPL DAYS	INTEREST	PP INTEREST	INTEREST	INTEREST	PP INTEREST	INTEREST	INT REC'BLE	PAR	
			PURCHASE PRICE	ADJUSTED 06-30-15	VALUE 1-31-16					REC'VBLE 12-31-15	REC'VBLE 1-31-16	EARNED 1-31-16	RECEIVED 1-31-16	RECEIVED DATE	ADJ.	REC'VBLE 1-31-16	LESS PREPAID 1-31-16	VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																		
US TREASURY NOTE	912828WX4	08-27-14	2,549,800.79	2,538,599.20	2,549,727.15	07-31-16	0.500%	35.4167	31	5,335.60		1,097.92	6,375.00		(23.49)	35.03	35.03	2,550,000
US TREASURY NOTE	912828WA4	03-21-14	5,487,324.22	5,514,608.00	5,501,936.00	10-15-16	0.625%	95.4861	31	7,325.82		2,960.07			(48.53)	10,237.36	10,237.36	5,500,000
US TREASURY NOTE	912828WF3	03-28-14	4,985,546.88	5,012,890.00	5,000,585.00	11-15-16	0.625%	86.8056	31	4,035.03		2,690.97			(29.57)	6,696.43	6,696.43	5,000,000
US TREASURY NOTE	912828SC5	03-19-14	4,218,225.00	4,223,297.40	4,209,021.60	01-31-17	0.875%	102.0833	31	15,379.08		3,164.58	18,375.00		(67.70)	100.96	100.96	4,200,000
US TREASURY NOTE	912828WD8	10-13-15	2,721,726.56	2,721,726.56	2,721,726.90	10-31-18	1.250%	93.7500	31	5,748.63		2,906.25			(31.94)	8,622.94	8,622.94	2,700,000
US TREASURY NOTE	912828F62	09-09-15	2,008,046.88	2,022,058.00	2,025,078.00	10-31-19	1.500%	83.3333	31	5,109.89		2,583.33			(28.38)	7,664.84	7,664.84	2,000,000
US TREASURY NOTE	912828UQ1	11-09-15	1,233,544.92	1,233,886.25	1,251,318.75	02-29-20	1.250%	43.4028	31	5,279.88		1,345.49			(14.79)	6,610.58	6,610.58	1,250,000
US TREASURY NOTE	912828VF4	12-7-15	1,332,544.92	1,330,593.75	1,356,169.50	5-31-20	1.375%	51.5625	31	1,622.95		1,598.44			(26.21)	3,195.18	3,195.18	1,350,000
																		98.40%
<u>FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION</u>																		
FNMA	3136ANJY4	4-30-15	171,699.39	171,268.37	170,644.90	04-01-18	1.550%	7.3194	30	219.58		219.58	219.58			219.58	219.58	170,000
FANIE MAE	3136AQDQ0	10-30-15	232,303.20	232,303.20	231,362.50	09-01-19	1.646%	10.5161	30	315.48		315.48	315.48			315.48	315.48	230,000
																		1.60%
<u>CASH AND CASH EQUIVALENTS</u>																		
			92,498.08	92,498.08	92,498.08					0.00				0.00	0.00	0.00		
<u>CASH INVESTMENT</u>																		
LAIF			5,084,598.76	5,084,598.76	5,084,598.76					5,312.37	0.00	1,924.82	5,865.48	553.11	1,924.82	1,924.82		5,084,599
<u>MATURED/CALLED</u>																		
TOTAL LAIF			5,084,598.76	5,084,598.76	5,084,598.76													
TOTAL A/C 122010			24,940,762.76	25,001,230.72	25,017,570.30													
TOTAL			<u>24,940,762.76</u>	<u>25,001,230.72</u>	<u>25,017,570.30</u>					<u>50,371.94</u>	<u>0.00</u>	<u>18,882.11</u>	<u>25,285.06</u>	<u>0.00</u>	<u>(270.61)</u>	<u>43,698.38</u>	<u>43,698.38</u>	<u>24,950,000.00</u>

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR JANUARY 2016

BUDGET AMENDMENTS

	Amount	Line Item		Description
Jan-16				No Budget Revisions in January 2016.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Jan-16				No Budget Revisions in January 2016.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY 2016
JANUARY 2016

8/24/15 4:42 PM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
FY2015:						
1st Quarter	17,150,000	18,235,600		19,885,600	1,650,000	19,885,600
2nd Quarter	18,405,000	20,319,400		22,628,025	2,308,625	22,628,025
3rd Quarter	17,500,000	17,500,000		18,198,785	698,785	18,198,785
4th Quarter	18,945,000	18,945,000	4th Quarter	20,262,315	1,317,315	20,262,315
FY2015 Total	72,000,000	75,000,000	FY2015 Total	80,974,725	5,974,725	80,974,725
FY2016						
Jul. 15	5,390,000		Sep. 15	5,856,200	466,200	5,390,000
Aug. 15	5,390,000		Oct. 15	5,856,200	466,200	5,390,000
Sep. 15	6,827,333		Nov. 15	7,808,200	980,867	6,827,333
3 Months Total	17,607,333	0		19,520,600	1,913,267	17,607,333
Oct. 15	5,877,667		Dec. 15	6,636,477	758,810	5,877,667
Nov. 15	5,877,667		Jan. 16	6,064,300	186,633	5,877,667
Dec. 15	7,140,467		Feb. 16			7,140,467
6 Months Total	36,503,134	0		32,221,377	2,858,710	36,503,134
Jan. 16	5,544,000		Mar. 16			5,544,000
Feb. 16	6,079,920		Apr. 16			6,079,920
Mar. 16	7,542,920		May 16			7,542,920
9 Months Total	55,669,974	0		32,221,377	2,858,710	55,669,974
Apr. 16	6,884,826		Jun. 16			6,884,826
May 16	6,997,760		Jul. 16			6,997,760
Jun. 16	7,447,440		Aug. 16			7,447,440
FY2016 Total	77,000,000	0	FY2016 Total	32,221,377	2,858,710	77,000,000
	18,073,533		1st Quarter			
	21,101,678		2nd Quarter			
	5,730,633		3rd Quarter			
			4th Quarter			
	<u>44,905,844</u>		YTD Actual Per Statement of Revenues & Expenses			

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington Deputy CEO
Eli Kay
Chief Financial Officer

SUBJECT: **AMENDMENT OF FISCAL YEAR 2016 OPERATING AND CAPITAL BUDGETS**

ACTION

Staff proposes the Finance Committee recommend the Board amend the:

1. Fiscal Year (FY) 2016 Operating Budget to:
 - a. Increase Operating Revenues by \$2,551,792, for a new total of \$166,934,299;
 - b. Decrease Operating Expenditures by \$794,400, for a new total of \$138,297,558; and
 - c. Increase the sales tax allocation to capital programs by \$3,950,000 for a new total of \$9,446,160 (Attachment A); and

2. FY2016 Capital Budget to increase the total Capital Budget by \$3,950,000 for a new total of \$48,128,029 (Attachment B).

SIGNIFICANCE

The amended FY2016 Operating Revenue amount would reflect additional sales tax revenue received during the first half of FY2016 and a conservative estimate of additional sales tax revenues anticipated in the second half of FY2016. It also would reflect a reduction in State Transit Assistance (STA) funds to mirror lower revenues in the statewide program.

The amended FY2016 operating expenditure amount would reflect costs of the organizational restructure implemented to better achieve the San Mateo County Transit District's (District) strategic goals, the closure of the agency's money room to standardize treatment of fare revenues across the agencies, and the implementation of the PeopleSoft system. These expenditures are partially offset by fuel savings.

In addition, as part of its review of revenues and expenditures, and per the request from the Board of Directors, staff analyzed motor bus revenues, both compared to last year and year to date. Staff discovered the following:

- August Clipper revenues had been accrued. They have been replaced with actual revenues, which are higher. In addition, there are some smaller accruals associated with contract bus service. In total, this adjustment will result in \$210,000 in additional revenues.
- Ridership appears to be down by 1 percent compared to last year.
- Revenues from the fare increase approved in November were included in the FY2016 budget but were spread throughout the full year. As a result, fare revenues for the first six months should be under budget and revenues for the second six months are expected to be over budget.
- Staff will monitor farebox revenues in light of the fare increase to see if the FY2016 projection will be met.

BUDGET IMPACT

OPERATING REVENUES:

District Half-cent Sales Tax: Increase of \$4 million (Attachment A1, Page 1 – Line 10)

As of December 2015, sales tax revenues have exceeded the budget by \$2.7 million. Staff is proposing to recognize this excess, plus a conservative estimate of the additional sales tax revenues that will be received this year. This will help offset the reduction in STA funds, discussed below.

STA Funds: Decrease by \$1,448,208 (Attachment A1, Page 1 – Line 2)

This reduction is due to an error by the Metropolitan Transportation Commission (MTC), which programs these funds. MTC inadvertently allocated \$800,000 in funds due to the Bay Area Rapid Transit to SamTrans. In addition, STA funds are derived from a sales tax on diesel fuel. Due to the low price of diesel, tax revenues are lower than originally projected by the State, and MTC has suggested agencies reduce their own projections to be prudent. SamTrans has reduced its projection by 15 percent.

OPERATING EXPENDITURES:

Wages and Benefits: Increase of \$471,000 (Attachment A1, Page 3- Line 1)

The District implemented a new organizational structure to improve service delivery, flexibility and functionality. This reorganization is also consistent with goals in the District's Strategic Plan. As a part of the reorganization, three new positions were created within the District: Chief Operating Officer, Chief Communications Officer, and Chief Financial Officer. The budget is being amended to recognize a portion of six months of costs associated with these new positions.

Professional Services: Increase of \$234,600 (Attachment A1, Page 3 – Line 6)

This year, the District decided to improve security and standardize its procedures by closing the agency's money room and allowing an outside service to collect and count fare revenues for the District, which is consistent with current Caltrain procedures. In addition to the security benefits, there are long term savings associated with staffing and equipment costs. Staff has encountered an unanticipated additional cost associated with transporting fare revenue. This action corrects for that additional cost.

Fuels and Lubricants: Decrease of \$1 million (Attachment A1, Page 3 – Line 11)

Much lower than anticipated fuel costs have led to significant savings this year, with savings of \$1 million identified as of January 2016.

Contracted Urban Bus Service: Decrease of \$500,000 (Attachment A1, Page 3 – Line 34)

Budget savings due to lower than anticipated fuel costs.

Sales Tax Allocation to Capital Budget: \$3.95 million (Attachment A1, Page 1, Line 28)

The implementation of the new PeopleSoft financial system took longer than anticipated. As a result, there have been additional costs associated with onsite staff support and the services of the systems integrator. A separate action settling claims with the integrator is agendaized for this meeting.

BACKGROUND

The District annually adopts an Operating Budget. On June 3, 2015, the Board adopted the FY2016 Operating Budget in the amount of \$139,091,958 as per Board Resolution No. 2015-31, with Operating Revenues totaling \$164,382,507 and Operating Expenses totaling \$139,091,958.

The District approved the FY2016 Capital Budget on June 3, 2015, pursuant to Resolution No. 2015-32, in the amount of \$42,403,029. The District approved an amendment to the FY2016 Capital Budget on October 7, 2015, pursuant to Resolution No. 2015-53, in the amount of \$42,478,029. The District approved another amendment on January 6, 2016, pursuant to Resolutions 2016-03 and 2016-04, in the amount of \$44,178,029. The proposed allocation of \$3,950,000 in sales tax to the new PeopleSoft financial system, as discussed above, would increase the total Capital Budget to \$48,128,029.

Note that the format of the budget differs slightly from the monthly financial statement.

Lines that have been changed in the revised budget are highlighted in bold, blue font as presented in Attachments A and B, for both Operating and Capital Budgets.

Prepared By:	Shannon Gaffney, Finance	650-508-7740
	Eileen Bettman, Manager, Operating Budget	650-508-6425
	Aandy Ly, Manager, Budgets	650-508-6376

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 REVISED OPERATING BUDGET**

Attachment A

	FY2014 <u>ACTUAL</u> A	FY2015 <u>REVISED</u> B	FY2016 <u>ADOPTED</u> C	FY2016 <u>REVISED</u> D	FY16 ADOPTED Compared to FY16 REVISED Increase (Decrease) E = D-C	BUDGET PERCENT CHANGE F = E/C	
<u>SOURCES OF FUNDS:</u>							
Operating Revenues							
1 Passenger Fares	18,556,929	18,368,300	18,945,000	18,945,000	0	0.0%	1
2 Local TDA and STA Funds	41,633,360	40,323,614	38,448,081	36,999,873	(1,448,208)	-3.8%	2
3 Pass through to Other Agencies	373,168	383,948	121,000	121,000	0	0.0%	3
4 Operating Grants	8,437,385	6,892,643	6,131,812	6,131,812	0	0.0%	4
5 SMCTA Measure A	8,545,031	9,140,000	9,240,000	9,240,000	0	0.0%	5
6 SM County Measure A	5,000,000	5,000,000	5,000,000	5,000,000	0	0.0%	6
7 AB434 Funds	566,000	582,000	601,000	601,000	0	0.0%	7
8 Subtotal - Operating Revenues	83,111,872	80,690,505	78,486,893	77,038,685	(1,448,208)	-1.8%	8
Other Revenue Sources							
9 District 1/2 Cent Sales Tax	77,606,796	75,000,000	77,000,000	81,000,000	4,000,000	5.2%	10
11 Investment Interest	1,555,494	948,840	910,357	910,357	0	0.0%	11
12 Other Interest, Rent & Other Income	7,030,716	6,921,784	7,985,257	7,985,257	0	0.0%	12
13 Subtotal - Other Revenues	86,193,006	82,870,624	85,895,614	89,895,614	4,000,000	4.7%	13
14							14
15 Total Sources of Funds	169,304,878	163,561,129	164,382,507	166,934,299	2,551,792	1.6%	15
16							16
<u>USES OF FUNDS:</u>							
17 Motor Bus	87,002,708	108,095,744	112,268,492	111,474,092	(794,400)	-0.7%	18
19 A.D.A. Programs	13,756,643	15,386,631	16,725,800	16,725,800	0	0.0%	19
20 Caltrain	5,440,000	6,260,000	6,080,000	6,080,000	0	0.0%	20
21 Other Multi-Modal Programs	2,819,352	2,913,140	3,830,170	3,830,170	0	0.0%	21
22 Pass through to Other Agencies	373,168	388,948	141,780	141,780	0	0.0%	22
23 Land Transfer Interest Expense	45,895	45,895	45,716	45,716	0	0.0%	23
24 Total Uses of Funds	109,437,765	133,090,358	139,091,958	138,297,558	(794,400)	-0.6%	24
25							25
26 TOTAL OPERATING SURPLUS/(DEFICIT)	59,867,113	30,470,771	25,290,549	28,636,741	3,346,192	13.2%	26
27							27
28 Sales Tax Allocation - Capital Programs	1,514,321	1,514,321	5,496,160	9,446,160	3,950,000	71.9%	28
29							29
30 SURPLUS/(DEFICIT)	58,352,792	28,956,450	19,794,389	19,190,581	(603,808)	-3.1%	30
31							31
<u>DEBT SERVICE</u>							
32							32
33 Debt Service	24,453,287	24,449,078	21,645,646	21,645,646	0	0.0%	33
34 Fiscal Agent Fees	25,509	27,635	28,399	28,399	0	0.0%	34
35 Total Debt Service	24,478,796	24,476,713	21,674,045	21,674,045	0	0.0%	35
36 * Debt Service - BART - \$12.7M							36
37							37
38 USE OF RESERVES FOR DEBT SERVICE	(24,478,796)	(24,476,713)	(21,674,045)	(21,674,045)	0	0.0%	38
39							39
40 TOTAL USES OF RESERVES	33,873,997	4,479,737	(1,879,656)	(2,483,464)	(603,808)		40

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 REVISED OPERATING BUDGET**

	FY2014 ACTUAL	FY2015 REVISED	FY2016 ADOPTED	FY2016 REVISED	FY16 ADOPTED Compared to FY16 REVISED Increase (Decrease)	BUDGET PERCENT CHANGE
	A	B	C	D	E = D-C	F = E/C
OPERATING REVENUES - MOTOR BUS:						
1 TOTAL MOTOR BUS FARES	17,718,321	17,536,000	18,130,000	18,130,000	0	0.0%
2						
3 LOCAL (TDA) TRANSIT FUND:						
4 General Operating Assistance	34,505,186	34,458,615	32,143,723	32,143,723	0	0.0%
5						
6 STATE TRANSIT ASSISTANCE:						
7 STA Base	4,793,708	3,694,119	4,061,556	2,715,313	(1,346,243)	-33.1%
8 STA TOTAL	4,793,708	3,694,119	4,061,556	2,715,313	(1,346,243)	-33.1%
9						
10 OPERATING GRANTS:						
11 Operating Grants	7,871,905	6,504,231	6,131,812	6,131,812	0	0.0%
12						
13 DISTRICT 1/2 CENT SALES TAX:						
14 General Operating Assistance	16,193,329	40,491,765	46,135,529	46,687,372	551,843	1.2%
15 Accessibility Fixed Route	1,137,064	1,018,540	1,124,750	1,124,750	0	0.0%
16 TOTAL 1/2 CENT SALES TAX	17,330,393	41,510,305	47,260,279	47,812,122	551,843	1.2%
17						
18 INVESTMENT INTEREST INCOME						
19 Investment Interest Income	1,010,931	620,090	647,475	647,475	0	0.0%
20						
21 OTHER REVENUE SOURCES:						
22 Rental Income	1,168,527	1,293,600	1,284,497	1,284,497	0	0.0%
23 Advertising Income	1,117,900	1,035,000	1,149,000	1,149,000	0	0.0%
24 Other Income	1,507,149	1,443,784	1,460,150	1,460,150	0	0.0%
25 TOTAL OTHER REVENUES	3,793,576	3,772,384	3,893,647	3,893,647	0	0.0%
26						
27 TOTAL MOTOR BUS	87,024,020	108,095,744	112,268,492	111,474,092	(794,400)	-0.7%
28						
29 AMERICAN DISABILITIES ACT:						
30 Passenger Fares-Redi Wheels	838,608	832,300	815,000	815,000	0	0.0%
31 Local TDA 4.5 Redi Wheels	1,770,741	1,733,614	1,771,554	1,771,554	0	0.0%
32 Local STA - Paratransit	563,725	437,266	471,248	369,283	(101,965)	-21.6%
33 Operating Grants	565,480	388,412	0	0	0	0.0%
34 Sales Tax - Paratransit District	-354,369	1,050,989	2,412,766	2,514,731	101,965	4.2%
35 Sales Tax - Paratransit Suppl. Coastside	322,864	1,335,300	1,512,350	1,512,350	0	0.0%
36 Interest Income-Paratransit Fund	544,563	328,750	262,882	262,882	0	0.0%
37 SMCTA Measure A Redi-Wheels	3,105,031	2,880,000	3,080,000	3,080,000	0	0.0%
38 SM County Measure A	5,000,000	5,000,000	5,000,000	5,000,000	0	0.0%
39 Measure M Paratransit	1,400,000	1,400,000	1,400,000	1,400,000	0	0.0%
40 TOTAL ADA PROGRAMS	13,756,643	15,386,631	16,725,800	16,725,800	0	0.0%
41						
42 MULTI-MODAL TRANSIT PROGRAMS:						
43 Transfer from SMCTA for Caltrain	5,440,000	6,260,000	6,160,000	6,160,000	0	0.0%
44 AB434 Funds - SamTrans Shuttle	566,000	582,000	601,000	601,000	0	0.0%
45 Employer SamTrans Shuttle Funds	1,837,140	1,749,400	2,691,610	2,691,610	0	0.0%
46 Sales Tax - SamTrans Shuttle Program	349,406	377,640	340,560	340,560	0	0.0%
47 Sales Tax - Gen. Operating Asst.	45,495	204,100	117,000	117,000	0	0.0%
48 TOTAL MULTI-MODAL	8,238,040	9,173,140	9,910,170	9,910,170	0	0.0%
49						
50 TOTAL REVENUES	109,018,703	132,655,515	138,904,462	138,110,062	(794,400)	-0.6%

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 REVISED OPERATING BUDGET**

	FY2014 ACTUAL	FY2015 REVISED	FY2016 ADOPTED	FY2016 REVISED	FY16 ADOPTED Compared to FY16 REVISED Increase (Decrease)	BUDGET PERCENT CHANGE	
	A	B	C	D	E = D-C	F = E/C	
DISTRICT OPERATED BUSES							
1 Wages and Benefits	49,882,372	53,825,457	55,439,968	55,910,968	471,000	0.8%	1
2 Services:							2
3 Board of Directors	47,500	51,750	54,750	54,750	0	0.0%	3
4 Contracted Vehicle Maintenance	1,236,098	1,625,280	1,476,960	1,476,960	0	0.0%	4
5 Property Maintenance	1,126,396	1,242,000	1,242,000	1,242,000	0	0.0%	5
6 Professional Services	2,755,963	4,720,740	4,366,600	4,601,200	234,600	5.4%	6
7 Technical Services	5,080,325	5,704,354	6,001,765	6,001,765	0	0.0%	7
8 Other Services	662,733	2,447,741	2,969,903	2,969,903	0	0.0%	8
9							9
10 Materials & Supply:							10
11 Fuel and Lubricants	5,301,075	6,333,750	6,332,557	5,332,557	(1,000,000)	-15.8%	11
12 Bus Parts and Materials	1,687,883	1,911,257	1,898,250	1,898,250	0	0.0%	12
13 Uniform and Drivers Expense	352,113	444,235	457,490	457,490	0	0.0%	13
14 Timetables and Tickets	155,666	201,900	197,600	197,600	0	0.0%	14
15 Office Supplies/Printing	275,677	339,062	357,497	357,497	0	0.0%	15
16 Other Materials and Supply	122,080	159,500	159,500	159,500	0	0.0%	16
17							17
18 Utilities:							18
19 Telecommunications	445,520	666,174	697,134	697,134	0	0.0%	19
20 Other Utilities	1,115,543	1,084,000	1,140,000	1,140,000	0	0.0%	20
21 Insurance Costs	-1,219,311	2,681,400	2,676,250	2,676,250	0	0.0%	21
22 Workers' Compensation	-1,175,893	3,443,160	3,662,160	3,662,160	0	0.0%	22
23 Taxes and License Fees	488,158	552,894	773,629	773,629	0	0.0%	23
24 Fixed Route Accessibility	1,137,064	1,018,540	1,124,750	1,124,750	0	0.0%	24
25 Leases and Rentals	117,980	134,631	139,096	139,096	0	0.0%	25
26 Prmtnl and Legal Advertising	204,970	289,400	316,900	316,900	0	0.0%	26
27 Training & Business Travel	215,103	292,075	363,145	363,145	0	0.0%	27
28 Dues and Membership	93,747	87,624	89,289	89,289	0	0.0%	28
29 Postage and other	60,359	102,180	98,013	98,013	0	0.0%	29
30							30
31 Total District Operated Buses	70,169,124	89,359,104	92,035,207	91,740,807	(294,400)	-0.3%	31
32							32
33 CONTRACTED BUS SERVICES							33
34 Contracted Urban Bus Service	14,812,703	15,365,530	16,571,900	16,071,900	(500,000)	-3.0%	34
35 Other Related Costs	414,251	380,030	410,130	410,130	0	0.0%	35
36 Insurance Costs	48,515	655,000	655,000	655,000	0	0.0%	36
37 Coastside Services	1,114,427	1,857,450	2,005,800	2,005,800	0	0.0%	37
38 Redi Coast Non-ADA	218,772	222,220	240,700	240,700	0	0.0%	38
39 Other Related Costs	56,567	76,470	122,670	122,670	0	0.0%	39
40 La Honda Pescadero	54,863	55,130	55,130	55,130	0	0.0%	40
41 Southcoast - Pescadero	112,594	118,150	165,165	165,165	0	0.0%	41
42 Other Related Costs-SamCoast	894	6,660	6,790	6,790	0	0.0%	42
43 Total Contracted Bus Service	16,833,584	18,736,640	20,233,285	19,733,285	(500,000)	-2.5%	43
44							44
45 TOTAL MOTOR BUS	87,002,708	108,095,744	112,268,492	111,474,092	(794,400)	-0.7%	45

**SAN MATEO COUNTY TRANSIT DISTRICT
FY2016 REVISED OPERATING BUDGET**

						FY16 ADOPTED Compared to FY16 REVISED	BUDGET PERCENT CHANGE		
		FY2014 ACTUAL	FY2015 REVISED	FY2016 ADOPTED	FY2016 REVISED	Increase (Decrease)	F = E/C		
		A	B	C	D	E = D-C			
AMERICAN DISABILITY ACT PROGRAMS									
46	Elderly & Disabled/Redi-Wheels	5,758,276	6,294,660	6,807,200	6,807,200	0	0.0%	46	
47	Other Related Costs	2,378,971	3,060,554	3,222,406	3,222,406	0	0.0%	47	
48	ADA Sedan/Taxi Service	3,187,561	3,133,720	3,150,800	3,150,800	0	0.0%	48	
49	ADA Accessibility Support	840,839	1,047,397	1,518,044	1,518,044	0	0.0%	49	
50	Coastside ADA Support	1,338,017	1,335,300	1,512,350	1,512,350	0	0.0%	50	
51	Insurance Costs	252,979	515,000	515,000	515,000	0	0.0%	51	
52	TOTAL ADA PROGRAMS	13,756,643	15,386,631	16,725,800	16,725,800	0	0.0%	52	
53									
54	MULTI-MODAL TRANSIT PROGRAMS								54
55									
56	CALTRAIN SERVICE								56
57	Peninsula Rail Service	5,440,000	6,260,000	6,080,000	6,080,000	0	0.0%	57	
58	Total Caltrain Service	5,440,000	6,260,000	6,080,000	6,080,000	0	0.0%	58	
59									
60	OTHER SUPPORT								60
61	Dumbarton Express Service	-82,518	0	0	0	0	0.0%	61	
62	SamTrans Shuttle	2,752,545	2,709,040	3,633,170	3,633,170	0	0.0%	62	
63	Bicycle Coordinating Activities	0	25,000	25,000	25,000	0	0.0%	63	
64	Maintenance Multimodal Fac	149,324	179,100	172,000	172,000	0	0.0%	64	
65	Total Other Support	2,819,352	2,913,140	3,830,170	3,830,170	0	0.0%	65	
66									
67	TOTAL MULTI-MODAL PROGRAMS	8,259,352	9,173,140	9,910,170	9,910,170	0	0.0%	67	
68									
69	TOTAL OPERATING EXPENSES	109,018,702	132,655,515	138,904,462	138,110,062	(794,400)	-1%	69	

San Mateo County Transit District Amended Fiscal Year 2016 Capital Budget											
#	PROJECT TITLE	PROJECT DESCRIPTION	Original Estimated Project Cost in FY15	Revised Estimated Project Cost	Previously Budgeted	FY2016 Budget Request	Remaining	FUNDING SOURCES			
								FEDERAL	STATE	OTHER	DIS. SALES TAX
1 REVENUE VEHICLES REPLACEMENT											
1.1	Replacement Buses (Gillig)	Replace 60 2003 Gillig Low-Floor buses at the end of their useful lives	\$ 30,203,000	\$ 32,823,000	\$ 24,096,385	\$ 8,726,615		\$ 6,914,860	\$ 1,811,755	\$ -	\$ -
1.2	Replacement Buses (NABI)	Replace 55 2002 NABI buses at the end of their useful lives	\$ 47,800,000	\$ 48,972,000	\$ 24,096,385	\$ 24,875,615		\$ 20,157,040	\$ 4,718,575	\$ -	\$ -
1.3	Replacement (10) Paratransit Minivans	Replace 10 2011 El Dorado Amerivans at the end of their useful lives		\$ 647,000		\$ 647,000		\$ 530,540	\$ -	\$ -	\$ 116,460
1.4	Replacement (9) Paratransit Cutaways	Replace 9 2009 El Dorado Cutaways at the end of their useful lives		\$ 1,062,500		\$ 1,062,500		\$ 871,250	\$ -	\$ -	\$ 191,250
	Subtotal					\$ 35,311,730		\$ 28,473,690	\$ 6,530,330	\$ -	\$ 307,710
2 REVENUE VEHICLE SUPPORT											
2.1	Major Bus Components	Annual funding for procurement of bus parts		\$ 766,000		\$ 766,000		\$ -	\$ -	\$ -	\$ 766,000
2.2	Maintenance Equipment	Replacement of maintenance support equipment at the end of its useful life		\$ 60,000		\$ 60,000		\$ -	\$ -	\$ -	\$ 60,000
2.3	Non-Revenue Service Support Vehicles	Replace 15 non-revenue service support vehicles that have reached the end of their useful lives		\$ 371,000		\$ 371,000		\$ 296,800	\$ -	\$ -	\$ 74,200
2.4	Bike Rack	Replace the fleets bike rack capacity from two to three bikes per bus		\$ 422,600		\$ 224,300	\$ 198,300	\$ -	\$ -	\$ -	\$ 224,300
	Subtotal					\$ 1,421,300	\$ 198,300	\$ 296,800	\$ -	\$ -	\$ 1,124,500
3 INFORMATION TECHNOLOGY											
3.1	Technology Refresh Project	Replace and upgrade servers and out of warranty printers, copiers, fax machines and scanners.		\$ 957,000		\$ 957,000	\$ -	\$ -	\$ -	\$ -	\$ 957,000
3.2	TransitSafe Upgrade	Replace the existing TransitSafe software system which will become obsolete. The software reports, tracks and analyzes a wide variety of data from customer service requests, incidents and more.		\$ 178,000		\$ 178,000		\$ -	\$ -	\$ -	\$ 178,000
3.3	MobileView Enhancement	Enhance the existing Fixed-Route Mobile View Video Surveillance System to allow real time surveillance on all fleet vehicles		\$ 690,499		\$ 690,499	\$ -	\$ -	\$ -	\$ -	\$ 690,499
3.4	PeopleSoft Upgrade	Redesign and upgrade of PeopleSoft to better match the application to the business needs of the District	\$ 21,637,112	\$ 25,587,112		\$ 3,950,000		\$ -	\$ -	\$ -	\$ 3,950,000
	Subtotal					\$ 5,775,499	\$ -	\$ -	\$ -	\$ -	\$ 5,775,499
4 PLANNING/DEVELOPMENT											
4.1	Youth Mobility Management Plan	Evaluate and study the youth market		\$ 150,000		\$ 150,000		\$ -	\$ -	\$ -	\$ 150,000
4.2	Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering		\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

San Mateo County Transit District Amended Fiscal Year 2016 Capital Budget											
#	PROJECT TITLE	PROJECT DESCRIPTION	Original Estimated Project Cost in FY15	Revised Estimated Project Cost	Previously Budgeted	FY2016 Budget Request	Remaining	FUNDING SOURCES			
								FEDERAL	STATE	OTHER	DIS. SALES TAX
4.3	Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery		\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
4.4	Bike and Pedestrian Trail Study along the Dumbarton Corridor	A study on various mobility options between Alameda and San Mateo counties in the Dumbarton Corridor.		\$ 1,700,000		\$ 1,700,000				\$ 1,700,000	A
	Subtotal					\$ 2,350,000	\$ -	\$ -	\$ -	\$ 1,700,000	\$ 650,000
5 FACILITIES/CONSTRUCTION											
5.1	Maintenance & Operating Facility Pavement Rehab: NB & SB Concrete Rehab	Rehab pavement at North and South Bases to bring the pavement to a state of good repair		\$ 23,000		\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000
5.2	Facilities Smaller Projects	Facility maintenance/Improvement Account		\$ 282,000		\$ 282,000	\$ -	\$ -	\$ -	\$ -	\$ 282,000
5.3	Lighting Upgrade at North Base and South Base	Replace lighting fixtures for more energy efficient and environmental friendlier LED lights at North Base and South Base		\$ 1,428,000		\$ 843,500	\$ 584,500	\$ -	\$ -	\$ -	\$ 843,500
5.4	Central Heating, Ventilation & Air Conditioning (HVAC) Maintenance at Central	Conduct basic repair and maintenance of existing HVAC system that has reached the end of its useful life		\$ 41,000		\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ 41,000
	Subtotal					\$ 1,189,500	\$ 584,500	\$ -	\$ -	\$ -	\$ 1,189,500
6 SAFETY AND SECURITY											
6.1	CCTV Improvements, Central Office and Bus Bases	Project would install cameras at Central, South Base and North Base to enhance the safety and security of our customers and employees	\$ 1,000,000	\$ 1,325,000	\$ 1,000,000	\$ 325,000	\$ -	\$ -	\$ 176,049	\$ -	\$ 148,951
6.2	Dumbarton Corridor Right of Way Fencing	Project will install vandal resistant fencing at key locations along the Dumbarton Rail Corridor to deter trespassing, illegal dumping and homeless encampments		\$ 4,500,000	\$ 680,000	\$ 1,430,000	\$ 2,390,000	\$ -	\$ 1,430,000	\$ -	\$ -
6.3	Central Office Access Control Improvements	Project will improve the security at Central with significant upgrades to the card controlled door systems	\$ 1,010,000	\$ 2,183,000	\$ 1,125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6.4	Industrial Waste Line Assessment	Project will assess the condition of an industrial waste line that is found to have a leak in the drainage pipe		\$ 75,000		\$ 75,000		\$ -	\$ -	\$ -	\$ 75,000
	Subtotal					\$ 1,830,000	\$ 2,390,000	\$ -	\$ 1,606,049	\$ -	\$ 223,951
7 OTHER											
7.1	Contingency	Annual set-aside for unforeseen and emergency capital expenditures		\$ 250,000		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	Subtotal					\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
GRAND TOTAL FOR SAMTRANS						\$ 48,128,029	\$ 3,172,800	\$ 28,770,490	\$ 8,136,379	\$ 1,700,000	\$ 9,521,160
NOTES:											
* The proposed FY2016 budget includes, distributed across the program of projects, \$965K in administrative overhead funds to help support the capital program											

RESOLUTION NO. 2016-

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

* * *

AMENDING THE FISCAL YEAR 2016 OPERATING BUDGET TO INCREASE TOTAL OPERATING REVENUES BY \$2,551,792 TO \$166,934,299, DECREASE TOTAL OPERATING EXPENSES BY \$794,400 TO \$138,297,558, AND INCREASE THE SALES TAX ALLOCATION – CAPITAL PROGRAMS BY \$3,950,000 FOR A TOTAL ALLOCATION OF \$9,446,160, AND AMENDING TO INCREASE THE TOTAL FISCAL YEAR 2016 CAPITAL BUDGET BY \$3,950,000 FOR A NEW TOTAL CAPITAL BUDGET OF \$48,128,029

WHEREAS, Section 103141 (b) of the California Public Utilities Code requires the Board of Directors (Board) to adopt an annual budget for the San Mateo County Transit District (District); and

WHEREAS, on June 3, 2015 and pursuant to Resolution No. 2015-31, the Board of the District adopted the Fiscal Year (FY) 2016 Operating Budget in the amount of \$139,091,958, with operating revenues totaling \$164,382,507 and operating expenses totaling \$139,091,958; and

WHEREAS, since the adoption of the FY2016 Operating Budget, changes in Metropolitan Transportation Commission (MTC) funding, sales tax revenues, and fuel prices, have resulted in an overall increase in District sources of funds of \$2,551,792 from \$164,382,507 to \$166,934,299; and

WHEREAS, the District also has experienced a combination of operating cost increases related to changes in the District's organizational structure and security services, as well as savings in fuels and lubricants; and

WHEREAS, pursuant to Resolution No. 2015-32 adopted on June 3, 2015, the District approved the FY2016 Capital Budget in the amount of \$42,403,029; and

WHEREAS, the District approved Resolution No. 2015-53 on October 7, 2015, increasing the FY2016 Capital Budget by \$75,000, for a new total Capital Budget of \$42,478,029; and

WHEREAS, the District approved Resolution Nos. 2016-03 and 2016-04 on January 6, 2016, increasing the FY2016 Capital Budget by \$1.7 million, for a new total budget of \$44,178,029; and

WHEREAS, due to additional capital costs related to implementation of the new PeopleSoft financial system, the FY2016 Capital Budget now needs to be increased by \$3,950,000 to \$48,128,029, which funds appear as a complementary increase in the Sales Tax Allocation in the Operating Budget; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the FY2016 Operating Budget be amended to increase in Operating Revenues by \$2,551,792, decrease Operating Expenditures by \$794,400, and increase Sales Tax Allocation to the Capital Budget by \$3,950,000; and

WHEREAS, the General Manager/CEO also recommends, and the Finance Committee concurs, that the FY2016 Capital Budget be increased by \$3,950,000 for a new total budget of \$48,128,029.

NOW, THEREFORE, BE IT RESOLVED the Board of the District hereby amends the FY2016 Operating Budget to increase operating revenues by \$2,551,792, for total amended operating revenues of \$166,934,299, decrease FY2016 operating expenditures by \$794,400 for total Operating Expenses of \$138,297,558, and increase the FY2016 sales tax allocation -- Capital Budget by \$3,950,000, for a total of \$9,446,160; and

BE IT FURTHER RESOLVED the Board amends the FY2016 Capital Budget to increase the budget by \$3,950,000 for a total of \$48,128,029; and

BE IT FURTHER RESOLVED that the General Manager, or his designee, shall submit this amended budget to the MTC, together with a copy of this resolution, at the earliest practicable date.

Regularly passed and adopted this 2nd day of March, 2016 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: Jim Hartnett
General Manager/CEO

FROM: Gigi Harrington
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 (Contract) with Wipro, LLC. (Wipro) for the Business Optimization Project (BOP) to update Wipro's obligations with regard to ownership of work and contract expiration.
2. Authorize the General Manager/CEO or designee to execute a Release of Claims Agreement with Wipro, in an amount of \$2.176 million, to settle all Wipro contractual claims related to the implementation of the BOP, with the understanding that the Release of Claims Agreement will be in a form approved by legal counsel, and will retain the San Mateo County Transit District's (District) ability to assert its own claims against Wipro related to Wipro's fulfillment of its obligations under the Contract, as amended.

SIGNIFICANCE

Approval of the above actions will enable the District to:

1. Amend the Contract to memorialize Wipro's obligations with regard to ownership of work and contract expiration provisions.
2. Obtain a release as to Wipro's contractual claims related to the implementation of the BOP that will eliminate uncertainties and disagreements regarding such claims and facilitate the completion of the BOP in a cooperative and timely manner. The District will reserve all rights to assert claims it may have related to the Contract.

BUDGET IMPACT

In a separate action at this meeting, the Board of Directors (Board) will be asked to amend the Fiscal Year (FY) 2016 Capital Budget to include an additional \$3.95 million to fund payment to Wipro of the agreed-upon claims amount of \$2.176 million and an additional \$274,000 for the purposes of keeping Wipro resources in place through April 30, 2016, and to provide \$1.5 million to cover additional District project costs.

The proposed actions will increase the total project cost to \$25.55 million, comprised of (a) the collective payments to Wipro described above in the amount of \$2.45 million, (b) \$21.6 million in funding included in the FY2014 and prior year capital budgets, and (c) \$1.5 million to fund District work required to complete the BOP.

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. 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, (4) modify the project timeline and schedule, and (5) increase compensation associated with such amendments. As project completion is approaching, the parties desire to clearly set forth Wipro's obligations with regard to ownership of work and Contract expiration, in the event that Wipro does not continue to host and support the PeopleSoft Application at some point in the future.

In the fall of 2015, Wipro approached the District to discuss various contractual claims that Wipro asserted were due to alleged District delays, scope of service changes and increases, and requirements for additional dedicated personnel. Wipro asserted that such claims totaled between \$4,304,045 and \$5,168,342. Over the last several months, Wipro and the District discussed Wipro's claims. Ultimately, the staff recommends the District agree to pay Wipro the amount of \$2.176 million for the purpose of obtaining Wipro's release of all claims presented to the District related to the implementation of the BOP.

Representatives of Wipro have agreed that \$2.176 million is adequate to secure the release of all of its claims asserted and unasserted relative to the implementation of the BOP.

The proposed Release of Claims Agreement would bind the District to pay the agreed-upon \$2.176 million, effectuate waiver of all of Wipro's contractual claims asserted or that could have been asserted by Wipro relative to the implementation of the BOP, and retain the District's ability to assert its own claims against Wipro related to Wipro's fulfillment of its obligations under the Contract, as amended.

Contract Officer: Brian Geiger
Project Manager: Gigi Harrington

650-508-7973
650-508-7950

RESOLUTION NO. 2016 -

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

*** * ***

**AUTHORIZING EXECUTION OF CONTRACT AMENDMENT WITH WIPRO, LLC. TO
PROVIDE PEOPLESFT SYSTEMS INTEGRATION SERVICES AND EXECUTION OF
RELEASE OF CLAIMS AGREEMENT IN THE AMOUNT OF \$2.176 MILLION**

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

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

WHEREAS, there is now a need to enter into a 12th amendment of the Contract to increase the Board-authorized compensation and update Wipro, Inc.'s duties and obligations under the Agreement, specifically pertaining to ownership of work and contract expiration; and

WHEREAS, in August 2015, Wipro approached the District to discuss various contractual claims that Wipro asserted were due to alleged District delays, scope of service changes and increases, and requirements for additional dedicated personnel; and

WHEREAS, Wipro asserted that such claims totaled between \$4,304,045 and \$5,168,342; however, following several months of negotiations between the parties and consideration of the numerous claims of the District related to this Contract, the District agreed to pay Wipro \$2.176 million to secure a release of all claims that Wipro has asserted or that Wipro could have asserted against the District related to the implementation of the BOP, while retaining and reserving all rights to claims the District may have related to the Contract; and

WHEREAS, representatives of the parties have agreed to enter into a Release of Claims Agreement to memorialize this understanding; and

WHEREAS, staff recommends and the Finance Committee concurs that the Board of Directors should authorize (1) amendment of the Contract to increase the Board-authorized compensation and update Wipro, Inc.'s duties and obligations under

the Agreement, specifically pertaining to ownership of work and contract expiration, and (2) a Release of Claims Agreement.

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

1. Amend the Contract to update Wipro's obligations thereunder to address ownership of work and Contract expiration.
2. Execute a Release of Claims Agreement with Wipro, in an amount of \$2.176 million, under which Wipro will release all contractual claims it has asserted or could have asserted against the District relative to the implementation of the BOP, in a form acceptable to and approved by legal counsel, which retains the District's ability to assert its own claims against Wipro related to Wipro's fulfillment of its obligations under the Contract, as amended; and

BE IT FURTHER RESOLVED BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, is authorized to take any other actions necessary to give effect to this resolution.

Regularly passed and adopted this 2nd day of March, 2016 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: Jim Hartnett
General Manager/CEO

FROM: April Chan
Chief Officer, Planning, Grants
and Transportation Authority

Martha Martinez
Executive Officer, District Secretary/
Executive Administration

SUBJECT: **DELEGATION OF AUTHORITY TO THE GENERAL MANAGER/CEO TO EXECUTE
CONTRACTS WITH VALUES OF UP TO \$100,000**

ACTION

Staff proposes the Finance Committee recommend the Board delegate authority to the General Manager/CEO, or his designee, to pursue and execute agreements, and related amendments, that authorize the San Mateo County Transit District (District) to accept, or bind the District to provide, funds or in-kind services valued at up to \$100,000 per contract. This delegation would apply to transactions including, but not limited to, grant agreements, funding agreements, memoranda of understanding, interagency agreements and cooperative agreements.

SIGNIFICANCE

The Board has granted the General Manger/CEO a long-standing delegation of authority for execution of procurement contracts. The procurement delegation limit was raised to \$100,000 (including all amendments) per contract in 2010. However, this authority does not extend to other types of agreements. As a result, every agreement that is not related to a procurement, or certain limited-term real estate transactions, must be brought to the Board for approval.

To streamline the approval process and reduce administrative burdens related with entering into relatively small-value contracts to secure grant funds, intergovernmental cooperation, community partnerships and the like, staff recommends expanding the District's existing delegation of authority to allow the General Manger/CEO, or his designee, to execute all contracts of up to \$100,000 (including any amendments). Amendments that would bring a total contract value above \$100,000 would still require Board approval. Contracts involving transfers of real property interests are not included in this delegation of authority.

To ensure transparency and inform the Board of new agreements and amendments executed pursuant to the new delegation, a summary will be provided on a quarterly basis as part of the Board reading file.

BUDGET IMPACT

There is no budget impact associated with this action.

BACKGROUND

The District enters into multiple grant agreements, memoranda of understanding, funding agreements and interagency agreements on an annual basis. These agreements are with a variety of government agencies, non-profit and for profit organizations and fund activities such as planning studies, community outreach, participation in and funding for the Grand Boulevard Initiative Community Leaders Roundtable, and other minor work.

Prepared by: Peter Skinner, Manager, Grants and Fund Programming 650-622-7818

RESOLUTION NO. 2016 -

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

*** * ***

**DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO EXECUTE
CONTRACTS WITH VALUES OF UP TO \$100,000**

WHEREAS, by Resolution No. 2010-04, the Board of Directors (Board) of the San Mateo County Transit District (District) has authorized the General Manager/CEO to execute agreements procurement contracts with values up to \$100,000; and

WHEREAS, the District desires to expand this delegation to authorize the General Manager/CEO to execute additional forms of agreements with values of up to \$100,000 each, including any associated amendments; and

WHEREAS, the expanded authority would apply to contracts including, but not limited to, funding agreements, grant agreements, memoranda of understanding, cooperative agreements, and interagency agreements; and

WHEREAS, the expanded authority would not apply to contracts involving transfers of real property interests; and

WHEREAS, the Board shall be informed of any and all agreements and amendments entered into under this authority on a quarterly basis as part of the Board reading file.

NOW, THEREFORE, BE IT RESOLVED that the Board of the District hereby:

1. Delegates authority to the General Manger/CEO, or his designee, to execute all contracts and related amendments with values up to a total of \$100,000 per contract, including any amendments; and

2. Limits this delegation of authority so that it does not alter policies already established for procurements of real property, goods, and services, including public works; and
3. Directs the General Manger/CEO, or his designee, to report to the Board on any and all contracts entered into under the authority granted by this Resolution on a quarterly basis as part of the Board reading file.

Regularly passed and adopted this 2nd day of March, 2016 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: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **SUPPORT THE APPLICATION FOR AND AUTHORIZE EXECUTION OF A
FUNDING AGREEMENT FOR SAN MATEO COUNTY SHUTTLE PROGRAM
FUNDS**

ACTION

Staff proposes the Committee recommend the Board support an application for and authorize the General Manager/CEO, or his designee, to execute a funding agreement with the San Mateo County Transportation Authority (TA) and/or the City/County Association of Governments of San Mateo County (C/CAG) to receive San Mateo County Shuttle Program funds in the amount of \$904,860.

SIGNIFICANCE

The San Mateo County Transit District (District) is requesting financial assistance from the TA and C/CAG, through the San Mateo County Shuttle Grant Program, to help support three commuter shuttles and two community shuttles. The three commuter shuttles include the Seton Shuttle, Sierra Point Shuttle (Balboa Park) and the Bayhill San Bruno Shuttle. The two community shuttles include the San Carlos shuttle, and the San Mateo shuttle. Both community shuttles will offer fixed-route community service between their respective downtown areas and residential neighborhoods. The San Mateo shuttle will also provide on-demand service.

Approval of this item will confirm the Board's support for the District's application and authorize the General Manager/CEO, or his designee, to enter into a two-year funding agreement with the TA and C/CAG to receive up to \$904,860 in funding for Fiscal Year (FY) 2017 and FY2018. A local match of up to \$883,360 would be required. The District would fund the match through a combination of employer contributions, Bay Area Air Quality Management District funds, SamTrans operating funds, and contributions from local jurisdictions.

BUDGET IMPACT

The Shuttle Program funds, along with the required local match, will be included in the annual adoption of SamTrans operating budget in FY2017 and FY2018.

BACKGROUND

The Seton Shuttle connects Seton Medical Center with the Daly City Civic Center and the Daly City Bay Area Rapid Transit (BART) Station. The Sierra Point (Balboa Park) Shuttle connects the Balboa Park BART Station with the Sierra Point business park near Brisbane. The Bayhill San Bruno Shuttle operates as a loop in San Bruno with a connection to the San Bruno BART Station.

The San Carlos shuttle will provide fixed-route community service connecting downtown Laurel Street and the White Oak neighborhood, the San Carlos Foothills, and schools and the Carlmont Village. The San Mateo shuttle will provide both fixed-route community service and on-demand service connecting downtown San Mateo with the Caltrain station and residential neighborhoods.

The San Mateo County Shuttle Grant Program is administered by the TA. The program is funded through Measure A, a half-cent sales tax in San Mateo County, and the C/CAG Local Transportation Services Program under the Countywide Congestion Relief Plan.

Prepared by:	Michael Stevenson, Associate Operations	650-508-7979
	Contract Administrator	
	Douglas Kim, Director, Planning	650-508-6278

RESOLUTION NO. 2016 –

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

*** * ***

SUPPORTING THE APPLICATION FOR AND AUTHORIZING EXECUTION OF A FUNDING AGREEMENT FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDS

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, the Board of Directors of the City/County Association of Governments (C/CAG) of San Mateo County at its February 14, 2002 meeting approved the Congestion Relief Plan and subsequently reauthorized the Congestion Relief Plan in 2007, 2010, and 2015; and

WHEREAS, a component of the C/CAG Congestion Relief Plan is to support Local and Employer Based Shuttle Programs; and

WHEREAS, the TA and C/CAG issued a joint Call for Projects for the San Mateo County Shuttle Program on December 14, 2015; and

WHEREAS, TA and C/CAG require agencies seeking funds from the San Mateo County Shuttle Program to provide a governing board resolution in support of the project; and

WHEREAS, there is a need to provide last-mile transit connections between Bay Area Rapid Transit stations and major employment centers in San Mateo County; and

WHEREAS, there is a need to also provide community shuttle services in the cities of San Carlos and San Mateo; and

WHEREAS, to support operation of three commuter shuttles and two community shuttles, the San Mateo County Transit District (District) seeks \$904,860 in San Mateo County Shuttle Program funds, which would require matching funds of \$883,360.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the San Mateo County Transit District hereby authorizes the General Manager/CEO, or his designee, to execute a funding agreement for up to \$904,860 with the TA and/or C/CAG for San Mateo County Shuttle Program funds; and

BE IT FURTHER RESOLVED that the Board commits up to \$883,360 in required matching funds, to be identified through the annual SamTrans operating budget process and which may include employer, city, and/or SamTrans contributions, as well as other grant sources as appropriate; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to file any other required documentation and to take any other actions necessary for the purpose of obtaining grant funding through the TA and/or C/CAG for San Mateo County Shuttle Program funds.

Regularly passed and adopted this 2nd day of March, 2016 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

FROM: Joan Cassman
Legal Counsel

SUBJECT: **APPROVE AND ADOPT THE SAN MATEO COUNTY TRANSIT DISTRICT MONEY PURCHASE PLAN & TRUST IN THE FORM OF THE ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST AND THE SAN MATEO COUNTY TRANSIT DISTRICT NONQUALIFIED SUPPLEMENTAL DEFINED CONTRIBUTION PLAN; DELEGATE AUTHORITY TO THE CHIEF FINANCIAL OFFICER TO TAKE ALL NECESSARY ACTIONS TO EFFECTUATE AND AMEND THE PLANS**

ACTION

Legal counsel proposes the Board:

1. Approve and adopt the San Mateo County Transit District Money Purchase Plan and Trust in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, effective January 1, 2016, including the Declaration of Trust of Vantage Trust.
2. Approve and adopt the San Mateo County Transit District Nonqualified Supplemental Defined Contribution Plan, Effective March 30, 2015.
3. Delegate authority to the Chief Financial Officer to take all necessary actions to effectuate and amend the plans, including executing the plan documents.

SIGNIFICANCE

By Resolution No. 2015-18, the San Mateo County Transit District (District) Board of Directors approved an Employment Agreement (Agreement) with Jim Hartnett, appointing Mr. Hartnett as the District's General Manager/CEO, effective March 30, 2015. In full accordance with the limitations and requirements imposed by the California Public Employees' Pension Reform Act of 2013 (PEPRA), the Agreement provides for deferred compensation under both a tax-qualified and a nonqualified defined contribution plans. Both forms of deferred compensation require the District to approve and adopt a written plan document to comply with Federal tax requirements. The above actions will allow the District to implement these two deferred compensation components of Mr. Hartnett's Agreement.

BUDGET IMPACT

There is no budget impact as the required contributions to the two deferred compensation plans subject to approval in the attached resolution have been included in the Fiscal Year 2015-16 Operating Budget.

BACKGROUND

The District has historically sponsored a supplemental defined benefit plan for its General Manager/CEO. However, PEPRAs significantly limits deferred compensation for certain public employees hired on or after January 1, 2013 (New Members).

PEPRA specifically prohibits public employers like the District from offering a supplemental defined benefit plan to employees hired on or after January 1, 2013. Because Mr. Hartnett was hired after that date, PEPRA prohibits him from participating in the supplemental defined benefit plan that the District previously provided for its former General Manager/CEO. Consequently, the Agreement instead provides for the types of supplemental defined contribution plans that PEPRA permits for employees hired on or after January 1, 2013, to include: (1) a governmental Internal Revenue Code (Code) section 457(b) plan that provides for pre-tax employee contributions; (2) a tax-qualified defined contribution money purchase pension plan under Code section 401(a) that provides for District contributions; and (3) a nonqualified defined contribution plan that provides for additional District contributions.

The District's Code section 457(b) plan has been in existence for many years. No Board action is required to implement Mr. Hartnett's participation in the 457(b) plan. Board action is required, however, to implement the other deferred compensation plans under Mr. Hartnett's Agreement. These plans are further described below.

1. Money Purchase Pension Plan & Trust

Mr. Hartnett's Agreement includes an annual District contribution to a tax-qualified defined contribution plan (a money purchase pension plan under Code section 401(a)) up to the amount allowable under PEPRA and the federal tax laws for New Members, which as defined under PEPRA includes Mr. Hartnett. Under PEPRA, the District's contributions on behalf of Mr. Hartnett to this type of plan are limited in two ways.

First, they are limited to a percentage of Mr. Hartnett's annual compensation set at the District's California Public Employee Retirement System (CalPERS) employer contribution rate (6.25% for 2015 and 2016). Second, PEPRA requires that the District also limit its contributions to that portion of Mr. Hartnett's pensionable compensation that exceeds PEPRA's pensionable compensation limit (\$117,020 for 2015 and 2016), but which is capped at the Federal annual compensation limit under Code section 401(a)(17) (\$265,000 for 2015 and 2016), or \$147,980.

This would equate to a maximum contribution of \$9,248.75 for 2015 and 2016 (\$147,980 multiplied by 6.25%), depending on Mr. Hartnett's total pensionable compensation for each year. The District's CalPERS contribution rates, Mr. Hartnett's annual pensionable compensation, as well as the pensionable compensation limits under both PEPRA and

Federal law, are all subject to future adjustment. Accordingly, the maximum annual contribution to the plan will vary from year-to-year.

The District uses ICMA Retirement Corporation (ICMA) as the plan administrator for its current Code section 457(b) plan. ICMA provides an IRS pre-approved volume submitter money purchase pension plan for governmental employers, which is covered by a favorable IRS "advisory letter." An advisory letter signifies that the IRS believes that the plan document meets all of the requirements to receive favorable tax treatment – in other words, the plan is "tax-qualified" in form.

Due to its longstanding relationship with the District, ICMA has agreed to waive all of the plan set-up and typically-charged annual administrative fees, if the District uses ICMA as its plan administrator for Mr. Hartnett's money purchase pension plan. All other plan-related fees are netted from investment returns. ICMA provides a wide spectrum of investment options, and the plan is entirely "self-directed" in that Mr. Hartnett will be responsible for making his own choice of investments under the plan. ICMA will also handle all tax reporting and related compliance duties under the plan, including providing needed amendments to the plan documents when there are legal changes that require them.

Staff recommends that the Board adopt the San Mateo County Transit District Money Purchase Pension Plan & Trust in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust, effective January 1, 2016, including the Declaration of Trust of VantageTrust. VantageTrust is a group trust, which provides for the commingled investment of retirement funds held by various state and local governmental agencies as permitted under IRS Revenue Ruling 81-100, 1981-1 C.B. 326.

Staff also recommends that the Board authorize the Chief Financial Officer to take all necessary actions to effectuate the plan, including executing the plan document and any necessary agreements with ICMA, subject to legal counsel review and approval. Staff further recommends that the Board delegate to the Chief Financial Officer the authority to amend the plan as necessary or desirable to obtain or maintain the plan's compliance with applicable laws or to implement agreed-upon and Board-approved terms in Mr. Hartnett's Agreement, as subsequently amended.

2. Nonqualified Supplemental Defined Contribution Plan

Mr. Hartnett's Agreement provides for deferred compensation pursuant to the terms of a nonqualified supplemental defined contribution plan. The Agreement provides that Mr. Hartnett is entitled to an annual deferred compensation contribution equal to \$30,000. These contributions begin on the first anniversary date of Mr. Hartnett's employment with the District, or March 30, 2016, and continue for each anniversary date thereafter until March 30, 2020. The amounts become 100% vested on the earliest of: (a) March 30, 2020, (b) death, (c) disability, or (d) involuntary separation from service that is other than "for cause" as that term is defined in his Agreement. This

arrangement requires a written plan document to comply with federal tax requirements. Legal counsel has drafted the San Mateo County Transit District Nonqualified Supplemental Defined Contribution Plan to implement this portion of Mr. Hartnett's Agreement.

In addition to the contributions described above, the plan provides that once vested, the District will pay all contributed amounts (plus any credited interest) to Mr. Hartnett (or his designated beneficiary) as soon as administratively feasible (and not later than March 15 of the following plan year), in the form of a lump sum payment, less any required Federal and State tax withholdings. The Plan Administrator will be the District, and not a third-party administrator. Further, the District will pay all amounts from the District's general assets, but the District may establish a bookkeeping reserve or establish a grantor trust to aid it in meeting its obligations.

Staff recommends that the Board adopt the San Mateo County Transit District Nonqualified Supplemental Defined Contribution Plan, effective March 30, 2015. Staff also recommends that the Board authorize the Chief Financial Officer to take all necessary actions to effectuate the plan, including executing the plan document. Staff further recommends that the Board appoint the Chief Financial Officer as Plan Administrator and delegate to the Chief Financial Officer the authority to amend the plan as necessary or desirable to obtain or maintain the plan's compliance with applicable laws or to implement agreed-upon and Board-approved terms in Mr. Hartnett's Agreement, as subsequently amended.

Prepared by: Joan Cassman, Legal Counsel

415-995-5021

RESOLUTION NO. 2016 –

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

*** * ***

**APPROVING AND ADOPTING THE SAN MATEO COUNTY TRANSIT DISTRICT
MONEY PURCHASE PLAN & TRUST IN THE FORM OF THE ICMA RETIREMENT
CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST, AND
THE SAN MATEO COUNTY TRANSIT DISTRICT NONQUALIFIED
SUPPLEMENTAL DEFINED CONTRIBUTION PLAN; DELEGATING AUTHORITY
TO THE CHIEF FINANCIAL OFFICER TO TAKE ALL NECESSARY ACTIONS TO
EFFECTUATE AND AMEND THE PLANS**

WHEREAS, pursuant to Resolution No. 2015-18, enacted on March 11, 2015, the San Mateo County Transit District (District) entered into an Employment Agreement (Agreement) with Jim Hartnett, appointing Mr. Hartnett as the District's General Manager/CEO, effective March 30, 2015; and

WHEREAS, the Agreement provides for an annual District contribution to a tax-qualified defined contribution plan (a money purchase pension plan under Internal Revenue Code (Code) section 401(a)) up to the maximum amount allowable under the California Public Employees' Pension Reform Act; and

WHEREAS, ICMA Retirement Corporation (ICMA) provides an IRS pre-approved volume submitter money purchase pension plan for governmental employers; and

WHEREAS, due to its longstanding relationship with the District as provider for its Code section 457(b) plan, ICMA has agreed to waive all of the money purchase pension plan set-up fees and annual fees, if the District uses ICMA as its plan administrator for Mr. Hartnett's money purchase pension plan; and

WHEREAS, the District desires to use ICMA as its plan administrator for Mr. Hartnett's money purchase plan to save the District plan administrative costs; and

WHEREAS, the Agreement also provides for deferred compensation in the amount of \$30,000 per year for five years beginning on the first anniversary date of Mr. Hartnett's employment, or March 30, 2016, in accordance with the terms of a nonqualified supplemental deferred compensation plan; and

WHEREAS, the Federal tax laws require that the District adopt a written plan document setting forth the material terms of both the money purchase pension plan and the nonqualified supplemental deferred compensation plan, and

WHEREAS, the District now wishes to implement these components of Mr. Hartnett's Agreement by adopting the required written plan documents and delegating authority to the Chief Financial Officer to take all necessary actions to effectuate and amend the plans, as set forth below.

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

A. Adoption of Money Purchase Plan & Trust

Section 1. Effective January 1, 2016, the Board hereby adopts the San Mateo County Transit District Money Purchase Pension Plan & Trust, in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, including the Declaration of Trust of VantageTrust.

Section 2. The Board hereby authorizes the Chief Financial Officer to take all necessary actions to effectuate the plan, including executing the plan document and any necessary agreements with ICMA, subject to legal counsel review and approval. The Board further delegates to the Chief Financial Officer the authority to amend the plan as necessary or desirable to obtain or maintain the plan's compliance with applicable laws or to implement agreed-upon and Board-approved terms in Mr. Hartnett's Agreement, as subsequently amended.

B. Adoption of Nonqualified Supplemental Defined Contribution Plan

Section 1. Effective March 30, 2015, the Board hereby adopts the San Mateo County Transit District Nonqualified Supplemental Defined Contribution Plan, and designates Jim Hartnett as a participant.

Section 2. The Board hereby authorizes the Chief Financial Officer to take all necessary actions to effectuate the plan, including executing the plan document. The Board further appoints the Chief Financial Officer as Plan Administrator and delegates to the Chief Financial Officer the authority to amend the plan as necessary or desirable to obtain or maintain the plan's compliance with applicable laws or to implement agreed-upon and Board-approved terms in Mr. Hartnett's Agreement, as subsequently amended.

Regularly passed and adopted this 2nd day of March, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

Chair, San Mateo County Transit District

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Eli Kay Gigi Harrington Michelle Bouchard
Chief Financial Officer Deputy CEO Chief Operating Officer, Rail

SUBJECT: **AWARD OF CONTRACT TO PROVIDE ON-CALL, GENERAL ENGINEERING
CONSULTANT DESIGN SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract for provision of on-call, general engineering consultant design services (design services) in the estimated not-to-exceed amount of \$3 million for a five-year term to Group 4 Architecture, Research + Planning, Inc. (Group 4 Architecture).
2. Authorize the General Manager/CEO or designee to execute a contract with Group 4 Architecture in full conformity with the terms and conditions set forth in the solicitation documents and negotiated agreement.

SIGNIFICANCE

Approval of the above actions will benefit the San Mateo County Transit District (District) by having a dedicated, qualified firm for provision of on-call, multi-disciplinary engineering, architectural, design and construction services in support of upcoming capital improvement projects at various District properties.

Award of this on-call design services contract will not obligate the District to purchase any specific level of service as the consultant firm will be engaged on an as-needed basis.

BUDGET IMPACT

Design services provided pursuant to the awarded contract will be performed under Work Directives (WDs) issued to the firm on a project-by-project and as needed basis. The WDs will be funded with Federal, State, regional, and/or local revenues and grants from approved District capital project budgets.

BACKGROUND

The District has an on-going business need for on-call, general engineering consultant design services.

A Request for Proposals (RFP) to provide on-call design services to the District was issued December 3, 2015. The solicitation was advertised in a newspaper of general circulation and on the District's procurement website for interested proposers, including Small Business Enterprises (SBEs) and Disadvantaged Business Enterprises (DBEs) registered in the District's procurement database. Although no specific DBE contract goal was established for this solicitation, as a result of the District's SBE preference program, a point preference was granted to proposers that either (1) are qualified SBEs or (2) committed to subcontract with qualified SBEs. The proposer with the highest SBE utilization received the full point preference. For evaluation purposes, SBE preference points are aggregated with proposal evaluation scoring to determine the highest ranked proposer. All proposers included SBE/DBE subconsultant firms as part of their proposed consultant teams.

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

- Consultant Firm Qualifications & Experience 0-40 Points
- Key Personnel & Experience 0-25 Points
- Administrative Services 0-20 Points
- Subconsultant & Work Directive Management Plan 0-15 Points
- Small Business Enterprise (SBE) Preference 0-05 Points

After review, evaluation, and initial scoring of proposals, two firms were found to be in the competitive range and were invited to participate in oral interviews with the District. After the oral interviews, the Committee reconvened, rescored all proposals in accordance with the RFP's criteria and reached a final consensus ranking as listed below:

- Group 4 Architecture, San Bruno, CA
- Gannett Fleming, South San Francisco, CA
- WMH Construction, Inc., San Jose, CA

The Committee further determined that Group 4 Architecture (including its proposed subconsultants) possesses the requisite depth of experience, and has the required qualifications to successfully perform the scope of services defined in the solicitation documents. Staff reviewed Group 4 Architecture's cost proposal (direct hourly rates, overhead rates, and fees) and determined the included costs to be reasonable and in line with prices currently paid by the District or similar agencies for similar services. Staff therefore recommends award of a contract to this firm.

The DBE Officer reviewed all proposals submitted and determined that Group 4 Architecture's proposal is responsive to the RFP's requirements related to the SBE preference points. Group 4 Architecture included seven subconsultants in its consulting team, including four SBE firms for specialized services.

Design services currently are provided to the District by Gannett Fleming, Inc. under an estimated aggregate, not-to-exceed \$2.8 million, five-year contract. This existing contract will expire in March 2016. Award of the new contract to Group 4 Architecture will ensure uninterrupted provision of on-call, general engineering consultant design services to the District.

Sr. Contract Officer: Luis F. Velásquez
Project Manager: Jim Kellner

650-622-8099
650-508-6333

RESOLUTION NO. 2016-

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

* * *

**AUTHORIZING AWARD OF CONTRACT
TO PROVIDE ON-CALL, GENERAL ENGINEERING CONSULTANT, DESIGN SERVICES
FOR AN ESTIMATED NOT-TO-EXCEED AMOUNT OF
\$3 MILLION FOR FIVE YEARS**

WHEREAS, the San Mateo County Transit District (District) solicited competitive proposals to provide on-call, general engineering consultant design services (design services) for a five-year term; and

WHEREAS, in response to the District's Request for Proposals (RFP), three firms submitted proposals: Gannett Fleming, Inc. of San Bruno, CA; Group 4 Architecture, Research + Planning, Inc. of South San Francisco, CA (Group 4 Architecture); and WMH Construction, Inc. of San Jose, CA; and

WHEREAS, an Evaluation Committee (Committee) reviewed and evaluated the firms' proposals, ranked the proposals according to the evaluation criteria set forth in the RFP, and held oral interviews with two firms determined to be in the competitive range; and

WHEREAS, following the oral interviews, the Committee rescored the proposals and determined that Group 4 Architecture received the highest consensus ranking; and

WHEREAS, the Committee determined that Group 4 Architecture possesses the necessary qualifications and requisite experience to successfully provide design services to the District, and will perform such services at fair and reasonable prices; and

WHEREAS, staff and legal counsel have reviewed the proposals and have determined the proposals comply with the requirements of the solicitation documents; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract for on-call, general engineering consultant design services be awarded to Group 4 Architecture for an estimated not-to-exceed amount of \$3 million for a five-year term.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the District hereby awards a contract for provision of on-call, general engineering consultant design services to Group 4 Architecture for a five-year term in an estimated not-to-exceed amount of \$3 million, in full conformity with all the terms and conditions of the RFP and negotiated agreement; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO or designee to execute a contract on behalf of the District with Group 4 Architecture 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 2nd day of March, 2016 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: Jim Hartnett
General Manager/CEO

FROM: Eli Kay Gigi Harrington David Olmeda
Chief Financial Officer Deputy CEO Chief Operating Officer, Bus

SUBJECT: **AWARD OF CONTRACT FOR THE CCTV CENTRAL OFFICE IMPROVEMENTS
PROJECT AND DELEGATE AUTHORITY TO THE GENERAL MANAGER/CEO TO
APPROVE NEW CAMERA DESIGN AND CAMERA LOCATIONS**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to the lowest, responsive and responsible bidder, BECI Electric, Inc. (BECI) to provide 14 cameras and ancillary equipment ("Closed Circuit Television" or "CCTV")for the San Mateo County Transit District's (District) Central office for a total amount of \$159,000; and
2. Authorize the General Manager/ CEO, or his designee(s), to execute a contract with BECI in full conformity with the terms and conditions of the solicitation documents and in a form approved by legal counsel; and
3. Authorize the General Manager/CEO, or his designee(s), to approve the location, design and functionality of cameras, supporting equipment, and of related improvements at the District's Central Office; and
4. Direct the General Manager/CEO, and his designee(s), in the exercise of authority for the approval of where cameras and support equipment will be located and where they will not be placed, and the design and functionality of cameras, support equipment, and related improvements, to reasonably and appropriately balance considerations of safety and convenience for employees, members of the public, accessibility to transit agency facilities, and cost effectiveness, and to balance all benefits, advantages, and potential risks involved.

SIGNIFICANCE

The CCTV Central Office Improvements will enhance employee and customer security at the District Central Office by adding 14 new closed-circuit cameras and support equipment to this location. The project also includes relocation of approximately 20 existing cameras at the Central Office. Delegation of approval of where cameras and support equipment will be located and where they will not be placed, and the design and functionality of cameras, support equipment, and related improvements, will allow the District to expeditiously and reasonably consider and respond to changing needs for cameras in various locations at the District's Central Office.

BUDGET IMPACT

Funding for this contract has been fully budgeted in the approved District capital budgets in prior years. Funding will come from Proposition 1B, Public Transportation Modernization, Improvement, and Service Enhancement Account Program funds and District sales tax.

BACKGROUND

In 2012, a Threat and Vulnerability Assessment of District facilities identified CCTV upgrades at the Central Office as priority improvements. The subsequent project design included an additional security consultant evaluation of the existing CCTV system at the Central Office, in order to maximize the security benefit of each new camera installation.

Invitations for Bids for the upgrades were distributed throughout the construction industry. The solicitation was advertised in a newspaper of general circulation and on the District's procurement website for interested bidders, including Small Business Enterprises (SBE) and Disadvantaged Business Enterprises (DBE) that are registered in the District's procurement database.

Two bids received were received as listed below:

Company Name	Total Bid Amount
<i>Engineer's Estimate</i>	<i>\$400,000.00</i>
BECl Electric, Inc., Oakland, CA (SBE Firm)	\$159,000.00
ITECH Solution, San Jose, CA (SBE Firm)	\$297,000.00

BECl submitted all required bid documentation. Staff has determined, and legal counsel concurred, that the bid submitted by BECl is responsive. BECl's submitted bid was 60.3 percent lower than the engineer's estimate. Staff has determined that the difference between the engineer's estimate and BECl's bid is fair and reasonable.

BECl is an established Bay Area contractor and company reference checks confirmed that they are experienced and competent. BECl has successfully completed projects for many local agencies, including the Peninsula Corridor Joint Powers Board in 2015 and 2012. Based upon these findings, staff concludes that BECl is appropriately qualified and capable of meeting the requirements of the contract and is therefore the lowest, responsive and responsible bidder.

The Office of Small and Disadvantaged Business Enterprises assigned an 8 percent SBE goal to this project. The DBE officer reviewed the two bids, both of which exceeded the established goal. After analysis it was determined that BECl meets the requirements of the District's SBE program. Under the proposed contract, the total amount of work to be performed by SBEs is \$159,000 or 100 percent of the total contract value.

Contract Officer: Dwayne Pugh
Project Manager: Jim Kellner

650-508-7730
650-508-6333

RESOLUTION NO. 2016-

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

*** * ***

**AUTHORIZE AWARD OF CONTRACT TO
BECI ELECTRIC, INC. FOR THE CCTV CENTRAL OFFICE
IMPROVEMENTS PROJECT FOR A TOTAL COST OF \$159,000, AND
DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO
APPROVE NEW CAMERA DESIGN AND CAMERA LOCATIONS**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for the Closed Circuit Television (CCTV) Central Office Improvements Project; and

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

WHEREAS, staff and legal counsel have reviewed the bids and determined that BECI Electric, Inc. of Oakland, CA (BECI) is the lowest, responsive and responsible bidder; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors (Board) of the District hereby awards a contract to BECI for the CCTV Central Office Improvements Project for a total cost of \$159,000; 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 BECI in full conformity with all the terms and conditions of the solicitation documents and in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee(s), effective immediately and until terminated by action of the Board, is authorized to approve where cameras and support equipment will be located and where cameras and support equipment will not be placed, and the design and functionality of cameras, support equipment, and related improvements at the District's Central Office; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee(s), in the exercise of authority for the approval of where cameras and support equipment will be located and where cameras and support equipment will not be placed, and design and functionality of cameras, support equipment, and related improvements, is directed to reasonably and appropriately balance considerations of safety and convenience for employees, and members of the public, accessibility to transit facilities, and cost effectiveness, and to balance all benefits, advantages, and potential risks involved; and

BE IT FURTHER RESOLVED that the authority for the approval of the locations, designs and functionality granted by this Resolution is not intended to alter the process by which funds may be budgeted or expended on cameras, support equipment, and related improvements at the District's Central Office.

Regularly passed and adopted this 2nd day of March, 2016 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: Jim Hartnett
General Manager/CEO

FROM: Eli Kay Gigi Harrington David Olmeda
Chief Financial Officer Deputy CEO Chief Operating Officer, Bus

**SUBJECT: AUTHORIZE REJECTION OF ALL BIDS FOR BUS STOP BENCHES AND TRASH
RECEPTACLES**

ACTION

Staff proposes the Committee recommend the Board:

1. Reject all three bids received for the solicitation for 100 bus stop benches and 100 trash receptacles.

2. Authorize staff to re-solicit the items.

SIGNIFICANCE

Approval of the above actions will allow rejection of all received bids and will provide staff the opportunity to consider products offered by a variety of vendors, which could result in cost savings to the San Mateo County Transit District (District).

BUDGET IMPACT

Rejection of the bids will have no budget impact.

BACKGROUND

The District was awarded Lifeline grant funds for bus stop improvements in areas identified by the Metropolitan Transportation Commission as “Communities of Concern.” These funds will be used for upgrading approximately 50 bus stops with new benches and trash receptacles to improve the transit experience for residents in low-income areas. Another 50 benches and trash receptacles that have reached the end of their useful lives will be replaced throughout the system.

An Invitation for Bids was issued for bus stop benches and trash receptacles. The solicitation was advertised in a newspaper of general circulation and on the District’s public purchase website for interested bidders, including Small Business and Disadvantaged Business Enterprises, registered in the vendor database.

The District received three bids as listed below:

Company Name	Bid Amount
Lacor Streetscape, LLC, Phoenix, AZ	\$ 142,241
Universal Precast Concrete, Inc., San Jose, CA	\$ 243,070
MJB Corporation, Grass Valley, CA	\$ 264,825

Staff reviewed the above bids and concluded that the quality, workmanship, and durability of the amenities supplied by the various vendors were difficult to ascertain without a comprehensive evaluation of sample products. Therefore, in accordance with the terms of the Invitation for Bids and District procurement rules, Board rejection of the three bids is recommended.

A re-issuance of the solicitation is also recommended in order to require, as part of the approved equals process, potential bidders to submit a prototype of the offered products for evaluation and acceptance by the District prior to bid submittal. This further evaluation may reveal acceptable products that are less costly and lead to increased competition, with the potential of yielding more advantageous results to the District.

There is no previous contract for these products.

Contract Officer: Evelyn Marcal
Project Manager: Theresa Ostello, Associate Contract
Administrator (Facilities)

650-508-7958
650-508-7993



BOARD OF DIRECTORS 2016

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
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CAROLE GROOM
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KARYL MATSUMOTO
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ADRIENNE TISSIER

JIM HARTNETT
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 2, 2016 – 2:50 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of February 3, 2016

INFORMATIONAL

2. State and Federal Legislative Update

Committee Members: Peter Ratto, 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 (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 3, 2016**

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

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

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

Staff Present: J. Averill, S. Bhatnagar, J. Cassman, A. Chan, G. Harrington, J. Hartnett, C. Harvey, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoffen

Committee Chair Peter Ratto called the meeting to order at 3:04 p.m.

Approval of Minutes of January 6, 2016

Motion/Second: Harris/Tissier

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

Absent: Guilbault

2016 Legislative Program

Shweta Bhatnagar, Government Affairs Officer, said staff received feedback on the draft program presented last month and have incorporated the following changes into the final program.

- Clarified the language supporting allocation of California High-Speed Rail Proposition 1A bond funding for the Caltrain corridor.
- Added support for workforce housing funding to attract and retain quality personnel. This aligns with the goals set out in the Strategic Plan.
- Included advocating for funding for transportation projects that also include a storm water capture component.
- Modified the language addressing the State Transit Assistance Program to take into account recent regulatory changes.
- Removed the reference for the need of a permanent extension of pre-tax transit commute benefits, since that became law after the draft was introduced.

Motion/Second: Tissier/Stone

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

Absent: Guilbault

Update on the State and Federal Legislative Program

Ms. Bhatnagar said on January 7 Governor Brown announced his proposed 2016-2017 State Budget, outlining his plan to spend \$36 billion on transportation over the next decade. In terms of transportation spending, the governor proposes to spend \$1.7 billion in 2016-2017 on local streets and roads, transit, investments in trade corridors, and highway repairs and maintenance. The governor proposes to spend \$3.6 billion in subsequent years. Funding sources include stabilizing the tax on gasoline and

increasing the diesel excise tax, implementing a new road improvement charge, using additional cap and trade funds, and streamlining California State Department of Transportation to remove inefficiencies and reduce costs.

Ms. Bhatnagar said the day before the governor released his budget, Assembly Member Jim Frazier introduced his own Transportation spending bill, Assembly Bill 1591, creating a new funding package totaling almost \$7 billion in new investments on highways, local streets and roads, goods movement, and transit. The bill calls for increasing the excise tax on gasoline for highway maintenance, and increasing the diesel fuel tax with funds going to the Trade Corridor Improvement Fund. He also wants to increase vehicle registration fees by \$38 annually for road maintenance. Assembly Member Frazier's plan also calls for an increase of \$200 million in the Transit and Intercity Rail Program giving the program \$400 million in total. In addition to increasing the tax on gasoline and diesel fuel, Assembly Member Frazier proposes to generate funds by increasing the vehicle registration fee, increasing the zero emission vehicle fee and restoring truck weight fees.

Ms. Bhatnagar said staff anticipates in the next few weeks Senator Jim Beall, Chair of the Senate Transportation and Housing Committee, will be amending the transportation funding plan he laid out in Senate Bill Extraordinary Session 1 introduced last June. The Legislature will hash out these proposals in the upcoming months and hopefully will come up with a transportation funding package that will pass the Legislature by June.

Ms. Bhatnagar said the President will release the Fiscal Year (FY) 2017 Budget on February. Staff will be looking for the Peninsula Corridor Electrification Project to be mentioned for potential funding through the Federal Transportation Administration Core Capacity Program. Following the budget submission will be the annual appropriation process where funds are allocated to specific programs and projects. The legislative team will be engaged on this issue and will provide updates on a regular basis. Congress has until September 30 to complete its work on the FY2017 appropriations bills or pass a continuing resolution to keep the government funded. The recently passed 2016 Omnibus appropriations legislation included \$500 million for an eighth round of TIGER grants. The notice of funding availability will be released this month and staff will evaluate if there are projects that should be put forth for potential funding.

Adjourned: 3:10 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Seamus Murphy
Chief Communications Officer

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

Consistent with the San Mateo County Transit District's (District) Legislative Program, staff is monitoring several bills that have been introduced including:

Assembly Bill 2030 (Mullin) – Support

This bill increases the purchasing threshold for District and Bay Area Rapid Transit for small purchases from \$2,500 to \$5,000, for supplies, equipment and materials from \$100,000 to \$150,000, and for public works contracts from \$10,000 to \$100,000 to expedite and streamline the procurement process.

Assembly Bill 1640 (Stone)

This bill seeks to clarify that public transit employees, hired between January 1, 2013 and December 30, 2014, are exempt from the Public Employee's Pension Reform Act of 2013.

Assembly Bill 1340 (Chau)

Provides additional clarification that 3-position bike rack can be installed on 40-foot buses as long as they do not extend more than 40-inches from the front of the bus.

Assembly Bill 2126 (Mullin)

This bill increases the number of highway, bridge, or tunnel construction projects for which the California State Department of Transportation is authorized to deliver using the Construction Manager/General Contractor method from six to 12.

Senate Bill 824 (Beall)

Makes several changes to the Low Carbon Transit Operations Program (LCTOP) to make the program more flexible for funding recipients.

FEDERAL ISSUES

2017 Budget

On February 9th President Obama released his Fiscal Year (FY) 2017 Federal budget which included \$125 million for the Peninsula Corridor Electrification Project through the Department of Transportation (DOT) Federal Transit Administration (FTA) Core Capacity Program. The FTA also announced that the project will receive more than \$72 million in prior year Core Capacity funding allocations.

PCEP is the first project in California to be included in the Project Development phase of FTA's Core Capacity Program. The funding announcement signals significant progress toward a full funding grant agreement in the amount of \$447 million between the Peninsula Corridor Joint Powers Board and FTA. The Administration's request for \$125 million in funding for FY2017 will require Congressional approval.

Overall, the FY2017 Budget is \$4.15 trillion and provides a total of \$98.1 billion in discretionary and mandatory resources for the DOT. The transportation-related investment package includes:

- \$19.9 billion for the FTA (69 percent increase from FY2016 enacted)
- \$6.3 billion for the Federal Railroad Administration (269 percent increase from FY2016 enacted)
- \$5.9 billion new Supplementary Transit Formula Grant program
- \$3.5 billion Capital Investment Grant program
- \$1.5 billion for TIGER grants
- \$213 million for implementation of Positive Train Control
- \$200 million autonomous vehicle deployment pilot programs
- \$23 million FTA safety oversight program

To help pay for the budget, there are several proposed tax increases including a .07 percent fee on larger banks, reducing the value of itemized deductions taken by wealthier taxpayers, almost doubling the Federal cigarette tax, and the so-called "Buffett Rule" that would require a minimum 30 percent tax rate for those making \$1 million or more.

Prepared By: Shweta Bhatnagar, Acting Manager, Government Affairs 650-508-6385

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>AB 33 Quirk D</p> <p>Electrical corporations: procurement plans.</p>	<p>1/28/2016-S. E. U., & C. 1/28/2016-Re-referred to Coms. on E., U., & C. and E.Q.</p>	<p>Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations, as defined. The Public Utilities Act requires the commission to review and adopt an overall procurement plan for each electrical corporation to meet electricity demand for its customers in accordance with specified elements, incentive mechanisms, and objectives. The act requires the commission to review and accept, modify, or reject each electrical corporation's procurement plan and requires that each approved procurement plan accomplish specified objectives.</p> <p>This bill would require the commission, as part of a new or existing proceeding, to determine what role large scale energy storage could play as part of the state's overall strategy for procuring a diverse portfolio of resources and to consider specified factors in making that determination.</p>	
<p>AB 326 Frazier D</p> <p>Public works: prevailing wage rates: wage and penalty assessments.</p>	<p>1/28/2016-S. L. & I.R. 1/28/2016-Referred to Com. on L. & I.R.</p>	<p>Existing law requires the Labor Commissioner to issue a civil wage and penalty assessment to a contractor or subcontractor, or both, if the Labor Commissioner determines, after investigation, that the contractor or subcontractor, or both, violated the laws regulating public works contracts, including the payment of prevailing wages. Existing law also requires the awarding body, as defined, to withhold from payments due under a contract for public work an amount sufficient to satisfy the civil wage and penalty assessment issued by the Labor Commissioner, and to give notice of the withholding to the affected contractor or subcontractor.</p> <p>This bill would require the department to release the funds deposited in escrow plus interest earned to those persons and entities within 30 days following the conclusion of all administrative and judicial review. This bill contains other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>AB 516 Mullin D</p> <p>Vehicles: temporary license plates.</p>	<p>2/10/2016-S. THIRD READING 2/10/2016-Read second time. Ordered to third reading.</p>	<p>Existing law requires the Department of Motor Vehicles (DMV), upon registering a vehicle, to issue to the owner 2 license plates, as specified. Existing law also requires vehicle dealers and lessor-retailers to attach a numbered report-of-sale form issued by the DMV to a vehicle at the time of sale, and to submit to the DMV an application for registration of the vehicle, and the applicable fees, within a specified period after the date of sale. Existing law authorizes a dealer, as specified, to assess a specified document processing charge on the purchaser or lessee of a vehicle for the preparation and processing of documents, disclosures, and titling, registration, and information security obligations imposed by state and federal law. Existing law generally makes a violation of the Vehicle Code an infraction, but makes counterfeiting a license plate a felony.</p> <p>This bill would require the DMV to develop an operational system, no later than January 1, 2018, that allows a dealer or lessor-retailer to electronically report the sale of a vehicle and provide a temporary license plate, as specified. The bill would, commencing January 1, 2017, authorize the department to assess specified administrative fees on processing agencies to support the administration of this system. The bill would also, commencing January 1, 2018, increase the document processing charge, as specified, that a dealer may impose on the purchaser or lessee of a vehicle, and would authorize the imposition of a specified electronic filing charge for reporting vehicle sales and producing temporary license plates. The bill would authorize the DMV to establish contracts with qualified industry partners to provide these vehicle sale reporting and temporary license plate services. This bill contains other related provisions and other existing laws.</p>	<p>Support</p>
<p>AB 1364 Linder R</p> <p>California Transportation Commission.</p>	<p>2/4/2016-S. T. & H. 2/4/2016-Referred to Coms. on T. & H. and G.O.</p>	<p>Existing law establishes in the state government the Transportation Agency, which includes various departments and state entities, including the California Transportation Commission. Existing law vests the California Transportation Commission with specified powers, duties, and functions relative to transportation matters. Existing law requires the commission to retain independent authority to perform the duties and functions prescribed to it under any provision of law.</p> <p>This bill would exclude the California Transportation Commission from the Transportation Agency and establish it as an entity in the state government. The bill would also make conforming changes.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>AB 1550 Gomez D</p> <p>Greenhouse gases: investment plan: disadvantaged communities.</p>	<p>2/1/2016-A. NAT. RES. 2/1/2016-Referred to Com. on NAT. RES.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act requires the board to adopt greenhouse gas emission limits and emission reduction measures by regulation, and authorizes the state board to include the use of market-based compliance mechanisms to comply with the regulations. Existing law requires all moneys, except for fines and penalties, collected by the state board as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. Existing law requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund. Existing law requires the investment plan to allocate a minimum of 25% of the available moneys in the fund to projects that provide benefits to disadvantaged communities and a minimum of 10% to projects located in disadvantaged communities. Existing law provides that the allocation of 10% for projects located in disadvantaged communities may be used for projects included in the minimum allocation of 25% for projects that provide benefits to disadvantaged communities.</p> <p>This bill would instead require the investment plan to allocate a minimum of 25% of the available moneys in the fund to projects located within disadvantaged communities and a separate and additional 25% to projects that benefit low-income households.</p>	
<p>AB 1552 Allen, Travis R</p> <p>Public contracts: state and local agencies: businesses engaged in boycott.</p>	<p>1/4/2016-A. PRINT 1/5/2016-From printer.</p>	<p>Existing law requires that contracts between private parties and public entities, defined to include specified local entities, contain various specified provisions.</p> <p>This bill would, with certain exceptions, prohibit a public entity from entering into a contract to acquire or dispose of goods, services, information technology, or construction unless the contract includes a representation that the contractor is not currently engaged in, and an agreement that the contractor will not during the duration of the contract engage in, the boycott, as defined, of a person or an entity based in or doing business with a jurisdiction with which the state can enjoy open trade, defined as a state that is a member of the World Trade Organization. The bill would specify that these provisions constitute a matter of statewide concern. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>AB 1555 Gomez D</p> <p>Greenhouse Gas Reduction Fund.</p>	<p>1/4/2016-A. PRINT 1/5/2016-From printer.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation.</p> <p>This bill would state the intent of the Legislature to enact future legislation that would appropriate \$1,700,000,000 from the Greenhouse Gas Reduction Fund for the 2015-16 fiscal year that would be allocated to different entities in amounts to be determined in the future legislation for purposes including low carbon transportation and infrastructure, clean energy communities, and community climate improvements, wetland and watershed restoration, and carbon sequestration.</p>	
<p>AB 1569 Steinorth R</p> <p>California Environmental Quality Act: exemption: existing transportation infrastructure.</p>	<p>2/1/2016-A. NAT. RES. 2/1/2016-Referred to Coms. on NAT. RES. and TRANS.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would exempt from the provisions of CEQA a project, or the issuance of a permit for a project, that consists of the inspection, maintenance, repair, rehabilitation, replacement, or removal of, or the addition of an auxiliary lane or bikeway to, existing transportation infrastructure and that meets certain requirements. The bill would require the public agency carrying out the project to take certain actions.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 1572 Campos D</p> <p>School transportation.</p>	<p>2/1/2016-A. ED. 2/1/2016-Referred to Com. on ED.</p>	<p>Existing law authorizes the governing board of a school district to provide for the transportation of pupils to and from school whenever in the judgment of the board the transportation is advisable and good reasons exist to do so.</p> <p>This bill would entitle a pupil who attends a school that is eligible for Title 1 federal funding to free transportation to and from school provided by the local educational agency, if certain conditions are met. The bill would require the local educational agency to designate a liaison to implement a plan developed, in consultation with specified stakeholders, to ensure that all entitled pupils receive free transportation in a timely manner. This bill contains other related provisions and other existing laws.</p>	
<p>AB 1591 Frazier D</p> <p>Transportation funding.</p>	<p>2/1/2016-A. TRANS. 2/1/2016-Referred to Coms. on TRANS. and REV. & TAX.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would require the California Transportation Commission to adopt performance criteria to ensure efficient use of the funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.225 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill, including an inflation adjustment as provided, an increase of \$38 in the annual vehicle registration fee, and a new \$165 annual vehicle registration fee applicable to zero-emission motor vehicles, as defined. This bill contains other related provisions and other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 1595 Campos D</p> <p>Employment: human trafficking training: mass transportation employers.</p>	<p>2/1/2016-A. L. & E. 2/1/2016-Referred to Com. on L. & E.</p>	<p>Existing law establishes the Division of Labor Standards Enforcement in the Department of Industrial Relations for the enforcement of labor laws, and establishes certain obligations on an employer, including, requiring an employer to post specified wage and hour information in a location where it can be viewed by employees. Under existing law, any person who deprives or violates the personal liberty of another with the intent to obtain forced labor or services is guilty of the crime of human trafficking.</p> <p>This bill would require a private or public employer that provides mass transportation services, as specified, in the state to train its employees, who are likely to interact or come into contact with victims of human trafficking, in recognizing the signs of human trafficking and how to report those signs to the appropriate law enforcement agency. The bill would require that, by January 1, 2018, the training be incorporated into the initial training process for all new employees and that all existing employees receive the training.</p>	
<p>AB 1640 Stone, Mark D</p> <p>Retirement: public employees.</p>	<p>2/4/2016-A. P.E.,R. & S.S. 2/4/2016-Referred to Com. on P.E., R., & S.S.</p>	<p>The California Public Employees' Pension Reform Act of 2013 (PEPRA) requires a public retirement system, as defined, to modify its plan or plans to comply with the act and, among other provisions, establishes new retirement formulas that may not be exceeded by a public employer offering a defined benefit pension plan for employees first hired on or after January 1, 2013. PEPRA exempts from its provisions certain public employees whose collective bargaining rights are subject to specified provisions of federal law until a specified federal district court decision on a certification by the United States Secretary of Labor, or until January 1, 2016, whichever is sooner.</p> <p>This bill would extend indefinitely that exemption for those public employees, whose collective bargaining rights are subject to specified provisions of federal law and who became a member of a state or local public retirement system prior to December 30, 2014.</p>	

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<p>AB 1641 Allen, Travis R</p> <p>Shuttle services: loading and unloading of passengers.</p>	<p>2/4/2016-A. TRANS. 2/4/2016-Referred to Com. on TRANS.</p>	<p>Under existing law, a person may not stop, park, or leave a vehicle standing alongside a curb space authorized for the loading or unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb, except that existing law allows local authorities to permit schoolbuses to stop alongside these curb spaces upon agreement between a transit system operating buses as common carriers in local transportation and a public school district or private school.</p> <p>This bill would also allow local authorities to permit shuttle service vehicles, as defined, to stop for the loading or unloading of passengers alongside these curb spaces upon agreement between a transit system operating buses engaged as common carriers in local transportation and a shuttle service provider, as defined. The bill would state that it is the intent of the Legislature to not replace public transit services. This bill contains other related provisions.</p>	
<p>AB 1661 McCarty D</p> <p>Local government: sexual harassment training and education.</p>	<p>2/4/2016-A. L. GOV. 2/4/2016-Referred to Com. on L. GOV.</p>	<p>Existing law requires all local agency officials to receive training in ethics, at specified intervals, if the local agency provides any type of compensation, salary, or stipend to those officials. Existing law also requires any civil or political subdivision of the state and all cities to provide at least 2 hours of training and education regarding sexual harassment to all supervisory employees, as specified.</p> <p>This bill would additionally require local agency officials, as defined, to receive sexual harassment training and education if the local agency provides any type of compensation, salary, or stipend to those officials, and would allow a local agency to require employees to receive sexual harassment training or information.</p>	
<p>AB 1665 Bonilla D</p> <p>Transactions and use taxes: County of Alameda, County of Contra Costa, and Contra Costa Transportation Authority.</p>	<p>2/8/2016-A. L. GOV. 2/10/2016-Introduced measure version corrected.</p>	<p>Existing law authorizes the County of Alameda and the County of Contra Costa to impose a transactions and use tax for the support of countywide transportation programs at a rate of no more than 0.5% that, in combination with other specified taxes, exceeds the combined rate of all these taxes that may be imposed, if certain requirements are met, including a requirement that the ordinance proposing the transactions and use tax be submitted to, and approved by, the voters. Existing law repeals this authority on December 31, 2020, if the ordinance is not approved by the voters by that date.</p> <p>This bill would extend this taxing authority of the County of Alameda until December 31, 2024, and would shift this same taxing authority, as so extended, from the County of Contra Costa to the Contra Costa Transportation Authority.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 1707 Linder R</p> <p>Public records: response to request.</p>	<p>1/25/2016-A. PRINT 1/26/2016-From printer. May be heard in committee February 25.</p>	<p>The California Public Records Act requires state and local agencies to make public records available for inspection, unless an exemption from disclosure applies. The act requires a response to a written request for public records that includes a denial of the request, in whole or in part, to be in writing.</p> <p>This bill instead would require that response to be in writing regardless of whether the request was in writing. The bill would require that written response additionally to include a list that contains the title or other identification of each record requested but withheld due to an exemption and the specific exemption that applies to that record. Because local agencies would be required to comply with this new requirement, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	
<p>AB 1717 Hadley R</p> <p>California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007.</p>	<p>1/27/2016-A. PRINT 1/28/2016-From printer. May be heard in committee February 27.</p>	<p>Existing law establishes the California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007, which includes the Alternative and Renewable Fuel and Vehicle Technology Program and the Air Quality Improvement Program. Existing law defines specified terms for purposes of the act.</p> <p>This bill would make nonsubstantive changes to those definitions.</p>	
<p>AB 1746 Stone, Mark D</p> <p>Transit buses.</p>	<p>2/2/2016-A. PRINT 2/3/2016-From printer. May be heard in committee March 4.</p>	<p>Existing law authorizes the Monterey-Salinas Transit District and the Santa Cruz Metropolitan Transit District to conduct a transit bus-only program using the shoulders of certain state highways as transit bus-only traffic corridors, subject to approval by the Department of Transportation and the Department of the California Highway Patrol. Existing law requires that the highway segments to be used for the program are to be jointly determined by the districts, the department, and the Department of the California Highway Patrol, and imposes other conditions and requirements.</p> <p>This bill would additionally authorize the operation of transit buses on the shoulder of a segment of a state highway designated under the program within the areas served by the transit services of the 6 entities described above, subject to the same conditions and requirements. This bill contains other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 1815 Alejo D</p> <p>California Global Warming Solutions Act of 2006: disadvantaged communities.</p>	<p>2/8/2016-A. PRINT 2/9/2016-From printer. May be heard in committee March 10.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. Existing law requires the California Environmental Protection Agency to identify disadvantaged communities and requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund. Existing law requires the 3-year investment plan to allocate a minimum of 25% of the available moneys in the fund to projects that provide benefits to disadvantaged communities.</p> <p>This bill would require the state board to prepare and post on its Internet Web site a specified report on the projects funded to benefit disadvantaged communities. This bill contains other related provisions.</p>	
<p>AB 1833 Linder R</p> <p>Transportation projects: environmental mitigation.</p>	<p>2/9/2016-A. PRINT 2/10/2016-From printer. May be heard in committee March 11.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project, as defined, that it proposes to carry out or approve that may have a significant effect on the environment, as defined, or to adopt a negative declaration if it finds that the project will not have that effect, subject to certain exceptions.</p> <p>The bill would create the Advanced Mitigation Program in the Department of Transportation to implement environmental mitigation measures in advance of future transportation projects. This bill contains other related provisions and other existing laws.</p>	
<p>AB 1840 Gipson D</p> <p>California Transportation Financing Authority.</p>	<p>2/9/2016-A. PRINT 2/10/2016-From printer. May be heard in committee March 11.</p>	<p>The California Transportation Financing Authority Act creates the California Transportation Financing Authority, with specified powers and duties relative to issuance of bonds to fund transportation projects to be backed, in whole or in part, by various revenue streams of transportation funds, and toll revenues under certain conditions, in order to increase the construction of new capacity or improvements for the state transportation system consistent with specified goals. Existing law provides that bonds issued under these provisions are free from taxation.</p> <p>his bill would make a nonsubstantive change to this provision.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 1886 McCarty D</p> <p>California Environmental Quality Act: transit priority projects.</p>	<p>2/11/2016-A. PRINT 2/12/2016-From printer. May be heard in committee March 13.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.</p> <p>This bill would increase that percentage to 50%. This bill contains other existing laws.</p>	
<p>AB 1889 Mullin D</p> <p>Transportation funding: Caltrain.</p>	<p>2/11/2016-A. PRINT 2/12/2016-From printer. May be heard in committee March 13.</p>	<p>Existing law provides for the creation of the Peninsula Corridor Joint Powers Board, which operates Caltrain as the commuter rail service along the San Francisco Peninsula commute corridor.</p> <p>This bill would declare the intent of the Legislature to enact legislation to provide the Peninsula Corridor Joint Powers Board with the necessary tools to explore options that will help Caltrain obtain a dedicated source of funding.</p>	
<p>AB 1919 Quirk D</p> <p>Local transportation authorities: bonds.</p>	<p>2/11/2016-A. PRINT 2/12/2016-From printer. May be heard in committee March 13.</p>	<p>The Local Transportation Authority and Improvement Act provides for the creation in any county of a local transportation authority and authorizes the imposition of a retail transactions and use tax by ordinance, subject to approval of the ordinance by 2/3 of the voters. Existing law authorizes the ballot proposition submitted to the voters to include a provision authorizing bonds to be issued that would be payable from the proceeds of the transactions and use tax. Existing law requires the bond proceeds to be placed in the treasury of the local transportation authority and to be used for allowable transportation purposes, except that accrued interest and premiums received on the sale of the bonds are required to be placed in a fund to be used for the payment of bond debt service.</p> <p>This bill would instead provide for accrued interest and premiums received on the sale of the bonds to be placed in the treasury of the local transportation authority to be used for allowable transportation purposes.</p>	

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<p>AB 1938 Baker R</p> <p>Toll facilities: Metropolitan Transportation Commission</p>	<p>2/12/2016-A. PRINT 2/16/2016-From printer. May be heard in committee March 17.</p>	<p>Existing law designates the Metropolitan Transportation Commission as the regional transportation planning agency for the San Francisco Bay area. Existing law creates the Bay Area Toll Authority, governed by the same board as the commission, with specified powers and duties relative to the administration of toll revenues from state-owned toll bridges within the geographic jurisdiction of the commission. Existing law authorizes the authority to make direct contributions to the commission in furtherance of the exercise of the authority's powers, including contributions in the form of personnel services, office space, overhead, and other funding necessary to carry out the function of the authority, with those contributions not to exceed 1% of the gross annual bridge revenues.</p> <p>This bill would require this limitation to apply to any revenues derived from bridge tolls, fees, or taxes, regardless of classification.</p>	
<p>AB 1964 Bloom D</p> <p>High-occupancy vehicle lanes: vehicle exceptions.</p>	<p>2/12/2016-A. PRINT 2/16/2016-From printer. May be heard in committee March 17.</p>	<p>Existing federal law authorizes, until September 30, 2019, a state to allow low emission and energy-efficient vehicles, as specified, to use lanes designated for high-occupancy vehicles (HOVs). Existing federal law also authorizes, until September 30, 2025, a state to allow alternative fuel vehicles, as defined, and new qualified plug-in electric drive motor vehicles, as defined, to use HOV lanes.</p> <p>This bill would extend the operation of the provisions allowing specified vehicles to use HOV lanes until January 1, 2029, or until the date federal authorization expires, or until the Secretary of State receives a specified notice, whichever occurs first. This bill contains other related provisions and other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>AB 2030 Mullin D</p> <p>Transportation districts: contracts.</p>	<p>2/16/2016-A. PRINT 2/16/2016-Read first time. To print.</p>	<p>Existing law requires contracts of the San Francisco Bay Area Transit District for the purchase of supplies, equipment, and materials to be let to the lowest responsible bidder or to the bidder who submits a proposal that provides best value, as defined, if the amount of the contract exceeds \$100,000 and requires the district to obtain a minimum of 3 quotations for those contracts between \$2,500 and \$100,000. Existing law requires the district, if the contract is for the construction of facilities and works, to let the contract to the lowest responsible bidder if the amount of the contract exceeds \$10,000 and to obtain a minimum of 3 quotations for those contracts between \$2,500 and \$10,000.</p> <p>This bill would instead impose those bidding requirements with respect to district contracts for the purchase of supplies, equipment, and materials if the amount of the contracts exceeds \$150,000 and would require a minimum of 3 quotations for those contracts between \$5,000 and \$150,000. The bill would also impose those bidding requirements with respect to district contracts for the construction of facilities or equipment if the amount of the contract exceeds \$100,000 and would require a minimum of 3 quotations for those contracts between \$5,000 and \$100,000. This bill contains other related provisions and other existing laws.</p>	<p>Support</p>
<p>ABX1 1 Alejo D</p> <p>Transportation funding.</p>	<p>6/23/2015-A. PRINT 6/24/2015-From printer.</p>	<p>Existing law provides for loans of revenues from various transportation funds and accounts to the General Fund, with various repayment dates specified.</p> <p>This bill, with respect to any loans made to the General Fund from specified transportation funds and accounts with a repayment date of January 1, 2019, or later, would require the loans to be repaid by December 31, 2018. This bill contains other related provisions and other existing laws.</p>	
<p>ABX1 2 Pereg D</p> <p>Transportation projects: comprehensive development lease agreements.</p>	<p>6/25/2015-A. PRINT 6/26/2015-From printer.</p>	<p>Existing law authorizes the Department of Transportation and regional transportation agencies, as defined, to enter into comprehensive development lease agreements with public and private entities, or consortia of those entities, for certain transportation projects that may charge certain users of those projects tolls and user fees, subject to various terms and requirements. These arrangements are commonly known as public-private partnerships. Existing law provides that a lease agreement may not be entered into under these provisions on or after January 1, 2017.</p> <p>This bill would extend this authorization indefinitely and would include within the definition of "regional transportation agency" the Santa Clara Valley Transportation Authority, thereby authorizing the authority to enter into public-private partnerships under these provisions. The bill would also delete obsolete cross-references and make technical changes to these provisions.</p>	

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ABX1 3 Frazier D Transportation funding.	9/24/2015-A. CONFERENCE COMMITTEE 9/24/2015-Senators Beall (Co-Chair), Allen, Leyva, Cannella, and Gaines appointed to Conference Committee.	<p>Existing law requires the Department of Transportation to improve and maintain the state's highways, and establishes various programs to fund the development, construction, and repair of local roads, bridges, and other critical transportation infrastructure in the state.</p> <p>This bill would declare the intent of the Legislature to enact legislation to establish permanent, sustainable sources of transportation funding to maintain and repair highways, local roads, bridges, and other critical infrastructure.</p>	
ABX1 6 Hernández, Roger D Affordable Housing and Sustainable Communities Program.	7/16/2015-A. PRINT 7/17/2015-From printer.	<p>Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation by the Legislature. Existing law continuously appropriates 20% of the annual proceeds of the fund to the Affordable Housing and Sustainable Communities Program, administered by the Strategic Growth Council, to reduce greenhouse gas emissions through projects that implement land use, housing, transportation, and agricultural land preservation practices to support infill and compact development and that support other related and coordinated public policy objectives.</p> <p>This bill would require 20% of moneys available for allocation under the program to be allocated to eligible projects in rural areas, as defined. The bill would further require at least 50% of those moneys to be allocated to eligible affordable housing projects. The bill would require the council to amend its guidelines and selection criteria consistent with these requirements and to consult with interested stakeholders in this regard.</p>	
ABX1 7 Nazarian D Public transit: funding.	7/16/2015-A. PRINT 7/17/2015-From printer.	<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 to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would instead continuously appropriate 20% of those annual proceeds to the Transit and Intercity Rail Capital Program, and 10% of those annual proceeds to the Low Carbon Transit Operations Program, thereby making an appropriation. This bill contains other existing laws.</p>	Support

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<p>ABX1 8 Chiu D</p> <p>Diesel sales and use tax.</p>	<p>7/16/2015-A. PRINT 7/17/2015-From printer.</p>	<p>Existing law, beyond the sales and use tax rate generally applicable, imposes an additional sales and use tax on diesel fuel at the rate of 1.75%, subject to certain exemptions, and provides for the net revenues collected from the additional tax to be transferred to the Public Transportation Account. Existing law continuously appropriates these revenues to the Controller, for allocation by formula to transportation agencies for public transit purposes. This bill, effective July 1, 2016, would increase the additional sales and use tax rate on diesel fuel to 5.25%. By increasing the revenues deposited in a continuously appropriated fund, the bill would thereby make an appropriation.</p> <p>This bill contains other related provisions.</p>	<p>Support</p>
<p>ABX1 10 Levine D</p> <p>Public works: contracts: extra compensation.</p>	<p>8/19/2015-A. PRINT 8/20/2015-From printer.</p>	<p>Existing law sets forth requirements for provisions in public works contracts awarded by a state entity. Under existing law, the state or any other public entity in any competitively bid public works contract may provide for the payment of extra compensation to the contractor for cost reduction changes.</p> <p>This bill would provide that a state entity in a megainfrastructure project contract, as defined, may not provide for the payment of extra compensation to the contractor until the megainfrastructure project, as defined, has been completed and an independent third party has verified that the megainfrastructure project meets all architectural or engineering plans and safety specifications of the contract. This bill would apply to contracts entered into or amended on or after the effective date of this bill.</p>	
<p>ABX1 13 Grove R</p> <p>Greenhouse Gas Reduction Fund: streets and highways.</p>	<p>8/31/2015-A. PRINT 9/1/2015-From printer.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. Existing law continuously appropriates 20% of the annual proceeds of the fund to the Strategic Growth Council for the Affordable Housing and Sustainable Communities Program, as provided.</p> <p>This bill would reduce the continuous appropriation to the Strategic Growth Council for the Affordable Housing and Sustainable Communities Program by half. This bill contains other related provisions.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>ABX1 14 Waldron R</p> <p>State Highway Operation and Protection Program: local streets and roads: appropriation.</p>	<p>8/31/2015-A. PRINT 9/1/2015-From printer.</p>	<p>Existing law requires the Department of Transportation to prepare a State Highway Operation and Protection Program every other year for the expenditure of transportation capital improvement funds for projects that are necessary to preserve and protect the state highway system, excluding projects that add new traffic lanes. Existing law provides for apportionment of specified portions of revenues in the Highway Users Tax Account derived from gasoline and diesel excise taxes to cities and counties by formula, with the remaining revenues to be deposited in the State Highway Account for expenditure on various state transportation programs, including maintenance of state highways and transportation capital improvement projects.</p> <p>This bill would continuously appropriate \$1 billion from the General Fund, with 50% to be made available to the Department of Transportation for maintenance of the state highway system or for purposes of the State Highway Operation and Protection Program, and 50% to be made available to the Controller for apportionment to cities and counties by a specified formula for street and road purposes.</p>	
<p>ABX1 15 Patterson R</p> <p>State Highway Operation and Protection Program: local streets and roads: appropriation.</p>	<p>8/31/2015-A. PRINT 9/1/2015-From printer.</p>	<p>Existing law appropriates the sum of \$663,287,000 for the 2015-16 fiscal year from the State Highway Account to the Department of Transportation for Capital Outlay Support.</p> <p>This bill would reduce the \$663,287,000 appropriation for Capital Outlay Support by \$500 million, and would appropriate \$500 million from the State Highway Account for the 2015-16 fiscal year, with 50% to be made available to the Department of Transportation for maintenance of the state highway system or for purposes of the State Highway Operation and Protection Program, and 50% to be made available to the Controller for apportionment to cities and counties by formula for street and road purposes. This bill contains other existing laws.</p>	

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Bill ID/Topic	Location	Summary	Position
<p>ABX1 17 Achadjian R</p> <p>Greenhouse Gas Reduction Fund: state highway operation and protection program.</p>	<p>8/31/2015-A. PRINT 9/1/2015-From printer.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. Existing law continuously appropriates 60% of the annual proceeds of the fund for transit, affordable housing, sustainable communities, and high-speed rail purposes.</p> <p>This bill, beginning in the 2016-17 fiscal year, would continuously appropriate 25% of the annual proceeds of the fund to fund projects in the state highway operation and protection program.</p>	
<p>ABX1 18 Linder R</p> <p>Vehicle weight fees: transportation bond debt service.</p>	<p>8/31/2015-A. PRINT 9/1/2015-From printer.</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 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>ABX1 19 Linder R</p> <p>California Transportation Commission.</p>	<p>8/31/2015-A. PRINT 9/1/2015-From printer.</p>	<p>Existing law establishes in the state government the Transportation Agency, which includes various departments and state entities, including the California Transportation Commission. Existing law vests the California Transportation Commission with specified powers, duties, and functions relative to transportation matters. Existing law requires the commission to retain independent authority to perform the duties and functions prescribed to it under any provision of law.</p> <p>This bill would exclude the California Transportation Commission from the Transportation Agency and establish it as an entity in the state government. The bill would also make conforming changes.</p>	
<p>ABX1 23 Garcia, Eduardo D</p> <p>Transportation.</p>	<p>9/4/2015-A. PRINT 9/5/2015-From printer.</p>	<p>Existing law requires the Department of Transportation to prepare a State Highway Operation and Protection Program every other year for the expenditure of transportation capital improvement funds for projects that are necessary to preserve and protect the state highway system, excluding projects that add new traffic lanes. Existing law provides for the programming of transportation capital improvement funds for other objectives through the State Transportation Improvement Program administered by the California Transportation Commission, which includes projects recommended by regional transportation planning agencies through adoption of a regional transportation improvement program and projects recommended by the department through adoption of an interregional transportation improvement program, as specified.</p> <p>This bill, by January 1, 2017, would require the California Transportation Commission to establish a process whereby the department and local agencies receiving funding for highway capital improvements from the State Highway Operation and Protection Program or the State Transportation Improvement Program prioritize projects that provide meaningful benefits to the mobility and safety needs of disadvantaged community residents, as specified. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>ABX1 24 Levine D</p> <p>Bay Area Transportation Commission: election of commissioners.</p>	<p>9/11/2015-A. PRINT 9/12/2015-From printer.</p>	<p>Existing law designates the Metropolitan Transportation Commission as the regional transportation planning agency for the San Francisco Bay area, with various powers and duties with respect to transportation planning and programming, as specified, in the 9-county San Francisco Bay area region. Existing law creates the Bay Area Toll Authority, governed by the same board as the commission, but created as a separate entity, with specified powers and duties relative to the administration of certain toll revenues from state-owned toll bridges within the geographic jurisdiction of the commission. Under existing law, the commission is comprised of 21 appointed members, as specified.</p> <p>This bill, effective January 1, 2017, would redesignate the Metropolitan Transportation Commission as the Bay Area Transportation Commission. The bill would require commissioners to be elected by districts comprised of approximately 750,000 residents. The bill would require each district to elect one commissioner, except that a district with a toll bridge, as defined, within the boundaries of the district would elect 2 commissioners. The bill would require commissioner elections to occur in 2016, with new commissioners to take office on January 1, 2017. The bill would state the intent of the Legislature for district boundaries to be drawn by a citizens' redistricting commission and campaigns for commissioners to be publicly financed. This bill contains other related provisions and other existing laws.</p>	
<p>ABX1 25 Allen, Travis R</p> <p>Shuttle services: loading and unloading of passengers.</p>	<p>1/11/2016-A. PRINT 1/12/2016-From printer.</p>	<p>Under existing law, a person may not stop, park, or leave a vehicle standing alongside a curb space authorized for the loading or unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb, except that existing law allows local authorities to permit schoolbuses to stop alongside these curb spaces upon agreement between a transit system operating buses as common carriers in local transportation and a public school district or private school.</p> <p>This bill would also allow local authorities to permit shuttle service vehicles, as defined, to stop for the loading or unloading of passengers alongside these curb spaces upon agreement between a transit system operating buses engaged as common carriers in local transportation and a shuttle service provider, as defined. The bill would state that it is the intent of the Legislature to not replace public transit services. This bill contains other related provisions.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>ACA 4 Frazier D</p> <p>Local government transportation projects: special taxes: voter approval.</p>	<p>8/19/2015-A. APPR. SUSPENSE FILE 8/27/2015-In committee: Hearing postponed by committee.</p>	<p>The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities. This measure would provide that the imposition, extension, or increase of a sales and use tax imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or a transactions and use tax imposed in accordance with the Transactions and Use Tax Law by a county, city, city and county, or special district for the purpose of providing funding for local transportation projects, as defined, requires the approval of 55% of its voters voting on the proposition. The measure would also make conforming and technical, nonsubstantive changes.</p> <p>This measure would also provide that it would become effective immediately upon approval by the voters and would apply to any local measure imposing, extending, or increasing a sales and use tax or transactions and use tax for local transportation projects submitted at the same election. This bill contains other existing laws.</p>	<p>Support</p>
<p>SB 91</p> <p>Committee on Budget and Fiscal Review</p> <p>Greenhouse Gas Reduction Fund: investment plan.</p>	<p>9/4/2015-A. BUDGET 9/4/2015-Read third time and amended. Ordered to third reading. Re-referred to Com. on BUDGET pursuant to Assembly Rule 77.2.</p>	<p>The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation by the Legislature. Existing law requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would express the intent of the Legislature to enact legislation that amends the Budget Act of 2015 to reflect an expenditure plan for moneys in the Greenhouse Gas Reduction Fund that conforms to the 2015 investment plan for the moneys in the fund as adopted by the Legislature.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SB 824 Beall D</p> <p>Low Carbon Transit Operations Program.</p>	<p>1/28/2016-S. T. & H. 1/28/2016-Referred to Com. on T. & H.</p>	<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 to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would authorize a recipient transit agency that does not submit a project for funding under the program in a particular fiscal year to retain its funding share for expenditure in a subsequent fiscal year. The bill would, in that regard, require the department to annually calculate a funding share for each eligible recipient transit agency. The bill would allow a recipient transit agency to loan or transfer its funding share in a particular fiscal year to another recipient transit agency, to pool its funding share with those of other recipient transit agencies, or to apply to the department to reassign, to other eligible expenditures under the program, any savings of surplus moneys from an approved and completed expenditure under the program or from an approved expenditure that is no longer a priority, as specified. The bill would also allow a recipient transit agency to apply to the department for a letter of no prejudice for a capital project or component of a capital project for which the department has authorized a disbursement of funds, and if granted, would allow the recipient transit agency to expend its own moneys and to be eligible for future reimbursement from the program, under specified conditions. The bill would also require a recipient transit agency to provide additional information to the department to the extent funding is sought for capital projects. This bill contains other existing laws.</p>	
<p>SB 882 Hertzberg D</p> <p>Crimes: public transportation: minors.</p>	<p>1/28/2016-S. PUB. S. 1/28/2016-Referred to Coms. on PUB. S. and APPR.</p>	<p>Existing law makes it an infraction or a misdemeanor to evade the payment of a fare on a public transit system, to misuse a transfer, pass, ticket, or token with the intent to evade the payment of a fare, or to use a discount ticket without authorization or fail to present, upon request from a transit system representative, acceptable proof of eligibility to use a discount ticket.</p> <p>This bill would prohibit the minor from being charged with an infraction or a misdemeanor for those acts.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SB 885 Wolk D</p> <p>Construction contracts: indemnity.</p>	<p>1/28/2016-S. JUD. 1/28/2016-Referred to Com. on JUD.</p>	<p>Existing law makes specified provisions in construction contracts void and unenforceable, including provisions that purport to indemnify the promisee against liability for damages for death or bodily injury to persons, injury to property, or any other loss arising from the sole negligence or willful misconduct of the promisee or the promisee's agents who are directly responsible to the promisee, or for defects in design furnished by those persons.</p> <p>This bill would specify, for construction contracts entered into on or after January 1, 2017, that a design professional, as defined, only has the duty to defend claims that arise out of, or pertain or relate to, negligence, recklessness, or willful misconduct of the design professional. Under the bill, a design professional would not have a duty to defend claims against any other person or entity arising from a construction project, except that person or entity's reasonable defense costs arising out of the design professional's degree of fault, as specified. The bill would prohibit waiver of these provisions and would provide that any clause in a contract that requires a design professional to defend claims against other persons or entities is void and unenforceable. The bill would provide Legislative findings and declarations in support of these provisions.</p>	<p>Oppose</p>
<p>SB 901 Bates R</p> <p>Transportation projects: Advanced Mitigation Program.</p>	<p>2/4/2016-S. T. & H. 2/4/2016-Referred to Coms. on T. & H. and E.Q.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project, as defined, that it proposes to carry out or approve that may have a significant effect on the environment, as defined, or to adopt a negative declaration if it finds that the project will not have that effect, subject to certain exceptions.</p> <p>The bill would create the Advanced Mitigation Program in the Department of Transportation to implement environmental mitigation measures in advance of future transportation projects. The bill would require the department to set aside certain amounts of future appropriations for this purpose.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SB 903 Nguyen R</p> <p>Transportation funds: loan repayment.</p>	<p>2/4/2016-S. T. & H. 2/4/2016-Referred to Com. on T. & H.</p>	<p>Existing law creates the Traffic Congestion Relief Fund, as a continuously appropriated fund, for the purpose of funding a list of transportation projects specified in statute. Existing law provided for the transfer of specified amounts from the General Fund to the Traffic Congestion Relief Fund, beginning in the 2000-01 fiscal year. Existing law also provided for the transfer of a portion of the sales tax on gasoline to the Transportation Investment Fund subsequent to voter approval on March 5, 2002, of Article XIX B of the California Constitution, which thereafter dedicated those sales tax revenues to specified transportation purposes. Existing law required a portion of the revenues in the Transportation Investment Fund to be transferred to the Traffic Congestion Relief Fund.</p> <p>This bill would acknowledge, as of June 30, 2015, \$879,000,000 in outstanding loans of certain transportation revenues, and would require this amount to be repaid from the General Fund by June 30, 2016, to the Traffic Congestion Relief Fund for allocation to the Traffic Congestion Relief Program, the Trade Corridors Improvement Fund, the Public Transportation Account, and the State Highway Account, as specified. The bill would thereby make an appropriation. This bill contains other related provisions and other existing laws.</p>	
<p>SB 944</p> <p>Committee on Transportation and Housing</p> <p>Housing omnibus.</p>	<p>2/3/2016-S. PRINT 2/4/2016-From printer. May be acted upon on or after March 5.</p>	<p>The Davis-Stirling Common Interest Development Act, among other things, requires that the declaration, as defined, of a common interest development include certain specified information and allows for amendments to the declaration pursuant to either the declaration or the provisions of the act. Under existing law, an amendment to a declaration is generally effective after certain specified requirements are met, except as provided.</p> <p>This bill would clarify that the exception from this requirement includes alternative procedures established in other specified provisions of the act for approving, certifying, or recording an amendment. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SBX1 1 Beall D</p> <p>Transportation funding.</p>	<p>9/1/2015-S. APPR. 9/1/2015-From committee with author's amendments. Read second time and amended. Re-referred to Com. on APPR.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system and for other specified purposes. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.12 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill and \$0.10 of a \$0.22 per gallon increase in the diesel fuel excise tax imposed by the bill, including an inflation adjustment, as provided, an increase of \$35 in the annual vehicle registration fee, a new \$100 annual vehicle registration fee applicable to zero-emission motor vehicles, as defined, a new annual road access charge on each vehicle, as defined, of \$35, and repayment, over a 3-year period, of outstanding loans made in previous years from certain transportation funds to the General Fund. This bill contains other related provisions and other existing laws.</p>	
<p>SBX1 2 Huff R</p> <p>Greenhouse Gas Reduction Fund.</p>	<p>6/30/2015-S. T. & I.D. 9/1/2015-September 1 set for first hearing. Failed passage in committee. (Ayes 3. Noes 9. Page 56.) Reconsideration granted.</p>	<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 to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would exclude from allocation under these provisions the annual proceeds of the fund generated from the transportation fuels sector. The bill would instead provide that those annual proceeds shall be appropriated by the Legislature for transportation infrastructure, including public streets and highways, but excluding high-speed rail. This bill contains other existing laws.</p>	<p>Oppose</p>

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
SBX1 4 Beall D Transportation funding.	9/24/2015-S. CONFERENCE COMMITTEE 9/24/2015-Senators Beall (Co-Chair), Allen, Leyva, Cannella and Gaines appointed to Conference Committee.	<p>Existing law requires the Department of Transportation to improve and maintain the state's highways, and establishes various programs to fund the development, construction, and repair of local roads, bridges, and other critical transportation infrastructure in the state.</p> <p>This bill would declare the intent of the Legislature to enact statutory changes to establish permanent, sustainable sources of transportation funding to maintain and repair the state's highways, local roads, bridges, and other critical transportation infrastructure.</p>	
SBX1 5 Beall D Transportation funding.	9/1/2015-A. DESK 9/1/2015-In Assembly. Read first time. Held at Desk.	<p>Existing law establishes various programs to fund the development, construction, and repair of local roads, bridges, and other critical transportation infrastructure in the state.</p> <p>This bill would declare the intent of the Legislature to enact legislation to establish permanent, sustainable sources of transportation funding to improve the state's key trade corridors and support efforts by local governments to repair and improve local transportation infrastructure.</p>	
SBX1 7 Allen D Diesel sales and use tax.	9/3/2015-S. APPR. 9/3/2015-Read second time and amended. Re-referred to Com. on APPR.	<p>Existing law, beyond the sales and use tax rate generally applicable, imposes an additional sales and use tax on diesel fuel at the rate of 1.75%, subject to certain exemptions, and provides for the net revenues collected from the additional tax to be transferred to the Public Transportation Account. Existing law continuously appropriates these revenues to the Controller, for allocation by formula to transportation agencies for public transit purposes.</p> <p>This bill, as of July 1, 2016, would increase the additional sales and use tax rate on diesel fuel to 5.25%. By increasing the revenues deposited in a continuously appropriated fund, the bill would thereby make an appropriation. The bill would restrict expenditures of revenues from the July 1, 2016, increase in the sales and use tax on diesel fuel to transit capital purposes and certain transit services. The bill would require an existing required audit of transit operator finances to verify that these new revenues have been expended in conformance with these specific restrictions and all other generally applicable requirements. This bill contains other related provisions and other existing laws.</p>	Support

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SBX1 8 Hill D</p> <p>Public transit: funding.</p>	<p>9/2/2015-S. APPR. 9/2/2015-From committee: Do pass and re-refer to Com. on APPR. (Ayes 8. Noes 0. Page 57.) (September 1). Re-referred to Com. on APPR.</p>	<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 to be deposited in the Greenhouse Gas Reduction Fund.</p> <p>This bill would instead continuously appropriate 20% of those annual proceeds to the Transit and Intercity Rail Capital Program, and 10% of those annual proceeds to the Low Carbon Transit Operations Program, thereby making an appropriation. This bill contains other existing laws.</p>	<p>Support</p>

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SBX1 10 Bates R</p> <p>Regional transportation capital improvement funds.</p>	<p>7/16/2015-S. T. & I.D. 9/9/2015-September 8 hearing: Testimony taken. Hearing postponed by committee.</p>	<p>Existing law establishes the state transportation improvement program process, pursuant to which the California Transportation Commission generally programs and allocates available state and federal funds for transportation capital improvement projects, other than state highway rehabilitation and repair projects, over a multiyear period based on estimates of funds expected to be available. Existing law provides funding for these interregional and regional transportation capital improvement projects through the state transportation improvement program process, with 25% of funds available for interregional projects selected by the Department of Transportation through preparation of an interregional transportation improvement program and 75% for regional projects selected by transportation planning agencies through preparation of a regional transportation improvement program. Existing law requires funds available for regional projects to be programmed by the commission pursuant to the county shares formula, under which a certain amount of funding is available for programming in each county, based on population and miles of state highway. Existing law specifies the various types of projects that may be funded with the regional share of funds to include state highways, local roads, transit, and others.</p> <p>This bill would revise the process for programming and allocating the 75% share of state and federal funds available for regional transportation improvement projects. The bill would require the department to annually apportion, by the existing formula, the county share for each county to the applicable metropolitan planning organization, transportation planning agency, or county transportation commission, as a block grant. These transportation capital improvement funds, along with an appropriate amount of capital outlay support funds, would be appropriated annually through the annual Budget Act to regional transportation agencies. The bill would require the regional transportation agencies, in their regional transportation improvement programs, to identify the transportation capital improvement projects to be funded with these moneys, and would require the California Transportation Commission to incorporate the regional transportation improvement programs into the state transportation improvement program. The bill would eliminate the role of the California Transportation Commission in programming and allocating funds to these regional projects, but would retain certain oversight roles of the commission with respect to expenditure of the funds. The bill would repeal provisions governing computation of county shares over multiple years and make various other conforming changes.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SBX1 11 Berryhill R</p> <p>Environmental quality: transportation infrastructure.</p>	<p>9/4/2015-S. T. & I.D. 9/4/2015-From committee with author's amendments. Read second time and amended. Re-referred to Com. on T. & I.D.</p>	<p>The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA establishes a procedure by which a person may seek judicial review of the decision of the lead agency made pursuant to CEQA.</p> <p>This bill would exempt from these CEQA provisions a project that consists of the inspection, maintenance, repair, restoration, reconditioning, relocation, replacement, or removal of existing transportation infrastructure if certain conditions are met, and would require the person undertaking these projects to take certain actions, including providing notice to an affected public agency of the project's exemption. Because a lead agency would be required to determine if a project qualifies for this exemption, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	
<p>SBX1 12 Runner R</p> <p>California Transportation Commission.</p>	<p>8/20/2015-S. APPR. 8/20/2015-Read second time and amended. Re-referred to Com. on APPR.</p>	<p>Existing law establishes in state government the Transportation Agency, which includes various departments and state entities, including the California Transportation Commission. Existing law vests the California Transportation Commission with specified powers, duties, and functions relative to transportation matters. Existing law requires the commission to retain independent authority to perform the duties and functions prescribed to it under any provision of law.</p> <p>This bill would exclude the California Transportation Commission from the Transportation Agency, establish it as an entity in state government, and require it to act in an independent oversight role. The bill would also make conforming changes. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SBX1 13 Vidak R</p> <p>Office of the Transportation Inspector General.</p>	<p>9/3/2015-S. APPR. 9/3/2015-From committee with author's amendments. Read second time and amended. Re-referred to Com. on APPR.</p>	<p>Existing law creates various state transportation agencies, including the Department of Transportation and the High-Speed Rail Authority, with specified powers and duties. Existing law provides for the allocation of state transportation funds to various transportation purposes.</p> <p>This bill would create the Office of the Transportation Inspector General in state government, as an independent office that would not be a subdivision of any other government entity, to build capacity for self-correction into the government itself and to ensure that all state agencies expending state transportation funds are operating efficiently, effectively, and in compliance with federal and state laws. The bill would provide for the Governor to appoint the Transportation Inspector General for a 6-year term, subject to confirmation by the Senate, and would provide that the Transportation Inspector General may not be removed from office during the term except for good cause. The bill would specify the duties and responsibilities of the Transportation Inspector General, would require an annual report to the Legislature and Governor, and would provide that funding for the office shall, to the extent possible, be from federal transportation funds, with other necessary funding to be made available from the State Highway Account and an account from which high-speed rail activities may be funded.</p>	
<p>SBX1 14 Cannella R</p> <p>Transportation projects: comprehensive development lease agreements.</p>	<p>7/16/2015-S. T. & I.D. 8/17/2015-August 19 set for first hearing canceled at the request of author.</p>	<p>Existing law authorizes the Department of Transportation and regional transportation agencies, as defined, to enter into comprehensive development lease agreements with public and private entities, or consortia of those entities, for certain transportation projects that may charge certain users of those projects tolls and user fees, subject to various terms and requirements. These arrangements are commonly known as public-private partnerships. Existing law provides that a lease agreement may not be entered into under these provisions on or after January 1, 2017.</p> <p>This bill would extend this authorization indefinitely and would include within the definition of "regional transportation agency" the Santa Clara Valley Transportation Authority, thereby authorizing the authority to enter into public-private partnerships under these provisions. The bill would also delete obsolete cross-references and make technical changes to these provisions.</p>	

San Mateo County Transit District State Legislative Matrix 2/17/16

Bill ID/Topic	Location	Summary	Position
<p>SCA 5 Hancock D</p> <p>Local government finance.</p>	<p>7/16/2015-S. GOV. & F. 7/16/2015-From committee with author's amendments. Read second time and amended. Re-referred to Com. on GOV. & F.</p>	<p>The California Constitution provides that all property is taxable, unless exempted by the California Constitution or by federal law. The California Constitution authorizes the Legislature to classify personal property for differential taxation or for exemption by means of a statute approved by a 2/3 vote of the membership of each house.</p> <p>This measure would exempt from taxation for each taxpayer an amount up to \$500,000 of tangible personal property used for business purposes. This measure would prohibit the Legislature from lowering this exemption amount or from changing its application, but would authorize it to be increased consistent with the authority described above. This measure would provide that this provision shall become operative on January 1, 2019. This bill contains other related provisions and other existing laws.</p>	
<p>SCAX1 1 Huff R</p> <p>Motor vehicle fees and taxes: restriction on expenditures.</p>	<p>9/9/2015-S. APPR. 9/9/2015-From committee: Be adopted and re-refer to Com. on APPR. (Ayes 13. Noes 0.) (September 8). Re-referred to Com. on APPR.</p>	<p>Article XIX of the California Constitution restricts the expenditure of revenues from taxes imposed by the state on fuels used in motor vehicles upon public streets and highways to street and highway and certain mass transit purposes, and restricts the expenditure of revenues from fees and taxes imposed by the state upon vehicles or their use or operation to state administration and enforcement of laws regulating the use, operation, or registration of vehicles used upon the public streets and highways, as well as to street and highway and certain mass transit purposes. These restrictions do not apply to revenues from taxes or fees imposed under the Sales and Use Tax Law or the Vehicle License Fee Law.</p> <p>This measure would prohibit the Legislature from borrowing revenues from fees and taxes imposed by the state on vehicles or their use or operation, and from using those revenues other than as specifically permitted by Article XIX. The measure would also prohibit those revenues from being pledged or used for the payment of principal and interest on bonds or other indebtedness. The measure would delete the provision that provides for use of any fuel tax revenues allocated to mass transit purposes to be pledged or used for payment of principal and interest on voter-approved bonds issued for those mass transit purposes, and would instead subject those expenditures to the existing 25% limitation applicable to the use of fuel tax revenues for street and highway bond purposes. O This bill contains other related provisions and other existing laws.</p>	



BOARD OF DIRECTORS 2015

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

JIM HARTNETT
GENERAL MANAGER/CEO

AGENDA

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, MARCH 2, 2016 – 3:05 p.m.

or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of December 2, 2015

INFORMATIONAL

2. Capital Projects Quarterly Status Report – 2nd Quarter Fiscal Year 2016

Committee Members: Adrienne Tissier, Jeff Gee, Rose Guilbault

NOTE:

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

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 2, 2015**

Committee Members Present: K. Matsumoto (Committee Chair), P. Ratto, A. Tissier

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

Other Board Members Absent, Constituting Committee of the Whole: C. Groom,
C. Stone

Staff Present: J. Cassman, A. Chan, G. Harrington, J. Hartnett, C. Harvey, M. Martinez,
N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Committee Chair Karyl Matsumoto called the meeting to order at 3:18 p.m.

**Approval of Minutes of Planning, Development and Sustainability Committee Meeting of
September 2, 2015**

Motion/Second: Ratto/Harris

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

Absent: Groom, Stone

Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2016

Gigi Harrington, Deputy CEO, said the detailed report will be distributed once the data cleanup is done with the new financial system. Staff hopes to provide a full report in the next few months.

Adjourned: 3:20 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
2nd QUARTER FISCAL YEAR 2016**

ACTION

No action required. The [Capital Projects Quarterly Status Summary 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



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

JIM HARNETT
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, MARCH 2, 2016 – 3:20 p.m.
or immediately following Committee meetings

5. RECONVENE FROM COMMITTEE MEETINGS

6. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of Board of Directors Meeting of February 3, 2016
- b. Acceptance of Statement of Revenues and Expenses for January 2016

7. PUBLIC COMMENT

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

8. INTRODUCTION OF PROPOSED ACTION TO AMEND THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS TO INCLUDE AN AUDIT COMMITTEE

9. REPORT OF THE CHAIR

10. REPORT OF THE GENERAL MANAGER/CEO

- a. Maintenance and Operator Employees of the Year Awards
- b. Annual Operations and Maintenance Base Safety Awards

11. COMMUNITY RELATIONS COMMITTEE – J. GEE

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report - Paratransit
- e. Multimodal Ridership Report – January 2016

9. FINANCE COMMITTEE – C. STONE

RESOLUTIONS

- a. Authorize Amendment to the Fiscal Year 2016 Operating and Capital Budgets
- b. Authorize Execution of Contract Amendment with Wipro, LLC to Provide PeopleSoft Systems Integration Services and Execution of Release of Claims Agreement in the Amount of \$2.176 Million

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 Delegation of Authority to the General Manager/CEO to Execute Contracts with Values of up to \$100,000
- d. Authorize Supporting an Application and Executing a Funding Agreement with the San Mateo County Transportation Authority and San Mateo City/County Association of Governments for San Mateo County Shuttle Program Funds and Commit up to \$883,360 in Matching Funds
- e. Authorize Approving and Adopting the San Mateo County Transit District Money Purchase Plan and Trust in the Form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust, and The San Mateo County Transit District Nonqualified Supplemental Defined Contribution Plan, Delegating Authority to the Chief Financial Officer to Take All Necessary Actions to Effectuate and Amend the Plans
- f. Authorize Award of Contract to Group 4 Architecture, Research + Planning, Inc. to Provide On-Call General Engineering Consultant Design Services for a Not-to-Exceed Amount of \$3 Million
- g. Authorize Award of Contract to BECI Electric, Inc. to Provide 14 Cameras and Ancillary Equipment for the San Mateo County Transit District's Central Office for a Total Amount of \$159,000 and Delegate Authority to the General Manager/CEO to Approve New Camera Design and Camera Locations

MOTION

- h. Authorize Rejection of All Bids for Bus Stop Benches and Trash Receptacles

10. LEGISLATIVE COMMITTEE – P. RATTO

SUBJECTS DISCUSSED

- a. State and Federal Legislative Update

11. PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – A. TISSIER

SUBJECTS DISCUSSED

- a. Capital Projects Quarterly Status Report – 2nd Quarter Fiscal Year 2016

12. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

13. BOARD MEMBER REQUESTS/COMMENTS

- 14. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – April 6, 2016 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

15. GENERAL COUNSEL PROPOSAL

- a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Gardner v. San Mateo County District, Case No. CIV 528132

16. ADJOURNMENT

INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at www.samtrans.com. Communications to the Board of Directors can be emailed to board@samtrans.com.

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398. [Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
FEBRUARY 3, 2016**

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

Board Members Absent: R. Guilbault

Staff Present: J. Averill, J. Cassman, A. Chan, G. Harrington, J. Hartnett, C. Harvey, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 3:10 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of January 6, 2016
- b. Acceptance of Statement of Revenues and Expenses for December 2015
- c. Acceptance of Quarterly Investment Report and Fixed Income Market Review for the Period Ending December 31, 2015
- d. Acceptance of the Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2015

Motion/Second: Stone/Tissier

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

Absent: Guilbault

PUBLIC COMMENT

None

REPORT OF CHAIR

Resolution of Appreciation to Past Chair Shirley Harris

Chair Kersteen-Tucker thanked Director Harris for her service and presented her with the resolution.

Motion/Second: Gee/Stone

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

Absent: Guilbault

Director Harris thanked the Board and staff and said the Board accomplished a lot last year, including the hiring of a new General Manager/CEO.

Chair Kersteen-Tucker reported:

- A list of ad hoc committee assignments for the year is in the Board reading file.
- Asked that staff bring back an Amended Rules of the Board to add the Audit Ad Hoc Committee as a standing committee.

- The Board Retreat Ad Hoc Committee will ensure that the goals outlined at the Board retreat are adequately and appropriately included in the Strategic Plan and any reports that the ad hoc committee needs to make during the year will be agendized under the Planning, Development and Sustainability Committee.
- Thanked staff for publishing the sustainability accomplishments.
- Attended the Pacifica climate meeting looking at ways to create innovative solutions in the community. A number of people said they would pay more for more service.

REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

Jim Hartnett, General Manager/CEO, reported:

- Paratransit ridership had been growing 2.5 percent a year and is now in double digit growth. Staff budgeted for 335,000 trips in Fiscal Year (FY) 2016, but on pace to hit 360,000 trips. The FY1988 budget was for 74,000 trips or \$865,000. Measure A was enacted in 1998 to have a trust fund from the San Mateo County Transportation Authority (TA) of \$25 million to support paratransit. This is an extremely important service and legally is required to provided. Staff will be looking at this ridership closely during budget preparations.
- Investment in human capital continues with 2,400 hours of training in January.
- 13 bus operators graduated in January and nine part-time operators were promoted to full-time.
- Seven new maintenance employees, six utility employees and one Mechanic B are in training.
- Planning staff are providing technical assistance to those cities submitting applications for bike and pedestrian funding from the TA.
- A youth summer survey will be distributed in late February/early March to identify youth ridership during the summer.
- No routes in San Francisco have been affected by Super Bowl 50 activities.

COMMUNITY RELATIONS COMMITTEE – J. Gee

RESOLUTION

- a. Authorize Adoption of Updated Bicycle and Similar Equipment Use and Parking Rules and Regulations

Motion/Second: Gee/Tissier

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

Absent: Guilbault

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council
- d. Citizens Advisory Committee Update
- e. Multimodal Ridership Report – December 2015

FINANCE COMMITTEE – C. Stone

RESOLUTIONS

- a. Authorize Execution of a Memorandum of Understanding with the San Mateo County Transportation Authority and the City/County Association of Governments of San Mateo County to Update the Countywide Transportation Plan and Contribute up to a Maximum of \$25,000 to the San Mateo County Transportation Authority
- b. Authorize Filing and Execution of an Application for the Electric Bus Procurement Project in the Amount of \$949,523 and Annual Cap and Trade Funding Authorized Agent Forms and Certifications and Assurances
- c. Authorize Execution of an Amendment to the Funding Agreement with the County of San Mateo for the Allocation of \$10 Million in County Measure A Funds for Fiscal Years 2016 and 2017
- d. Authorize Purchase and Delivery of 50 New Heavy-Duty Low-Floor 40-Foot Diesel Buses for a Total Estimated Cost of \$25,424,223
- e. Authorize Award of Contract to Steril Koni for the Purchase and Delivery of 11 Sets of Mobile Wheel Lift Systems for a Total Cost of \$336,457
- f. Authorize Purchase and Delivery of 10 Non-Revenue Support Vehicles with Elk Grove Toyota for a Total Cost of \$300,395
- g. Authorize Award of On-Call, No-Guarantee Contracts to Essence Printing, Inc., Fong Brothers Printing, Inc. and Pacific Standard Print to Provide Printing Services for a Not-to-Exceed Amount of \$619,000 for a Five-Year Term
- h. Authorize an Increase in Authority for Information Technology Licenses, Maintenance Services and Professional Services for a Not-to-Exceed Amount of \$1.5 Million for Fiscal Year 2016

Motion/Second: Ratto/Harris

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

Absent: Guilbault

LEGISLATIVE COMMITTEE – P. Ratto

MOTION

- a. 2016 Legislative Program

Motion/Second: Ratto/Stone

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

Absent: Guilbault

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Jeff Gee invited everyone to the Redwood City Chinese New Year celebration on March 27 at Courthouse Square from 11 a.m. to 4 p.m.

Director Charles Stone said he would request the Board receive an update on the San Carlos routes.

GENERAL COUNSEL PROPOSAL

No report.

DATE AND TIME OF NEXT REGULAR MEETING – March 2, 2016, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting adjourned at 3:30 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Martha Martinez Executive Officer,
District Secretary/
Executive Administration

Joan Cassman
Legal Counsel

SUBJECT: **INTRODUCTION OF PROPOSED AMENDMENT TO THE RULES OF PROCEDURE
OF THE BOARD OF DIRECTORS TO ESTABLISH A STANDING AUDIT
COMMITTEE**

ACTION

In accordance with the process set forth in Section 19, *Amendments to Rules*, in the Rules of Procedure of the Board of Directors (Rules), and at the direction of the Ad Hoc Fiscal Year 2014-15 Audit Committee, the General Manager/CEO and staff introduce a proposal to amend Section 16 of the Rules to establish a new Audit Committee as a Standing Committee of the Board. Under the proposal, the Audit Committee would not be subject to the Committee of the Whole process and would meet on a different schedule than the other Standing Committees. To implement this proposal, the Board should direct that the amendment to the Rules be calendared for final action at the April 6, 2016 Board meeting.

SIGNIFICANCE

The current Board Chair and the Ad Hoc fiscal Audit Committee that was established to oversee the Fiscal Year 2015-16 audit process recommend the Board establish a new Standing Committee to permit and ensure that a Committee of the Board retains on-going subject matter jurisdiction over (1) conduct of and findings in the San Mateo County Transit District's (District) annual Financial Audit and other audits of the agency as may be required from time to time, and (2) development of policy changes to address opportunities or deficiencies identified through such audits.

Creation of a new Standing Committee, and related procedures, require amendment of Section 16, *Board Committees*, of the Rules to add a new subsection D, *Audit Committee*, at the end of the current Section 16, to read as follows:

D. Audit Committee. In addition to the Standing Committees established under subsection B, the Chair will appoint a Standing Audit Committee. Notwithstanding subsections A through C of this Section 16, the Audit Committee is subject to the following rules:

1. The Chair shall appoint an Audit Committee of up to four (4) members, including the Chair.
2. Except as otherwise determined by the Audit Committee chair, Audit Committee meetings will be held at the commencement of the financial audit process in the beginning of each fiscal year, upon conclusion of the financial audit process, and as necessary to address issues that may arise at other times.
3. Notice of Audit Committee meetings and the posting of Audit Committee meeting agendas shall be in full accordance with the requirements of the Brown Act (as cited above). Persons wishing to address the Audit Committee concerning items of interest to the public that are within the subject matter jurisdiction of the Audit Committee may do so, provided that the Audit Committee may adopt reasonable regulations during each meeting pertaining to the permitted scope and duration of public testimony to be received.
4. The Audit Committee shall report on any subject referred to it by the Board, or by the Chair of the Board, and shall give its recommendations thereon.
5. The Audit Committee's responsibilities shall include but not be limited to:
 - a. Meet with District's auditors at the initiation of each annual financial audit process to outline issues of particular interest to the Audit Committee, and be briefed on the auditors' plan for the audit scope and schedule.
 - b. Meet with the annual auditors to receive the audit findings in advance of presentation of the final audit report to the Board of Directors.
 - c. Receive information on opportunities and deficiencies identified by the auditors.
 - d. At the discretion of the General Manager/CEO and/or chair of the Board, receive reports on other audits of the District, whether performed at the behest of the District or by another Federal, State or local agency.
 - e. Recommend policies to the Board or other appropriate Standing Committee(s) to address opportunities identified during any governmental audit of the District or of any agency managed by the District.

In order to amend the Rules, Section 19 requires introduction of the proposed change at the Board meeting prior to the one at which the Board approves the change.

BUDGET IMPACT

There is no budget impact.

BACKGROUND

Recently, chairs of the Board of Directors have created ad hoc advisory committees to review and discuss with the District's auditors the District's annual audits. The current Board Chair and Ad Hoc Audit Committee have suggested creation of a permanent standing Audit Committee.

Prepared By: Shayna van Hoften, General Counsel

415-995-5880