

# **NOVEMBER 2, 2016 SAMTRANS BOARD MEETING**

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BOARD OF DIRECTORS 2016

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JIM HARTNETT  
GENERAL MANAGER/CEO

## **AGENDA**

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

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

**WEDNESDAY, NOVEMBER 2, 2016 – 2:00 p.m.**

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

### **ACTION**

3. Approval of Minutes of Community Relations Committee Meeting of October 5, 2016

### **INFORMATIONAL**

4. Accessibility Update – Tina Dubost
5. Paratransit Coordinating Council Update – Mike Levinson
6. Citizens Advisory Committee Liaison Report – Juslyn Manalo
7. Mobility Management Report - Fixed-Route Bus
8. Multimodal Ridership Report – September 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  
OCTOBER 5, 2016**

Committee Members Present: C. Groom, A. Tissier

Committee Members Absent: J. Gee (Committee Chair)

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

Staff Present: J. Averill, J. Cassman, A. Chan, T. Dubost, J. Hartnett, E. Kay, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Director Carole Groom called the meeting to order at 2:15 p.m.

**Approval of Minutes of September 7, 2016**

Motion/Second: Tissier/Stone

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

Absent: Gee

**Designate October as Disabilities Awareness Month**

Director Groom presented the proclamation to Mike Levinson, Chair, Paratransit Coordinating Council (PCC).

Motion/Second: Groom/Tissier

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

Absent: Gee

Mr. Levinson thanked the Board for the proclamation.

**Accessibility Update**

Tina Dubost, Manager, Accessible Transit Services, said an updated Paratransit Riders Guide is in the Reading File and includes more detail on policies.

Director Shirley Harris said she appreciated the larger font in the Guide.

**PCC Update**

Mr. Levinson said the PCC will be participating at the Transition to Independence on October 15 at El Camino High School and Seniors on the Move on October 25. The PCC is planning a regional conference for early 2017.

**Citizens Advisory Committee (CAC) Liaison Report**

No report.

## **Mobility Management Report – End-of-Year Performance on Fiscal Year 2016**

David Olmeda, Chief Operating Officer, Bus, reported:

- Fixed-route:
  - Average weekday ridership (AWR) was 36,000. Total trips were 12,793,750. Ridership dropped towards the end due to low gas prices.
  - Miles between preventable accidents was almost 175,000 miles, above the goal of 110,000 miles.
  - On-time performance (OTP) was 86 percent and the Coastside was 83 percent. The goal is 85 percent.
  - A total of 177 schedules were missed out of a total of 570,000 trips.
  - Miles between road calls averaged 27,620, above the goal of 25,000 miles. The national average is 9,000 miles.
  - Highlights:
    - Ridership declined during the last six months due to low gas prices and fare changes in January 2016.
    - SamTrans adheres to strict safety standards.
    - OTP is improving.
    - Service quality and fleet reliability remains high.
- Paratransit
  - AWR was 1,250. Total trips were 360,010.
  - OTP was almost 94 percent for Redi-Wheels and 92 percent for RediCoast. The goal is 90 percent.
  - Telephone hold time was above the standard of 1.5 minutes at 1 minute.
  - There are over 8,500 paratransit registrants.
  - Fleet reliability exceeded the goal of 29,000 between service calls at 55,012.
  - Highlights:
    - Maintained zero denial record.
    - OTP meeting standard.
    - Ridership increased 9.4 percent.
    - Lifeline fares remain unchanged at \$1.75.
    - Effective January 1, 2016 the regular fare increased 50 cents to \$4.25.
    - Effective July 1, 2016 the Agency fare increased 50 cents to \$5.
- Caltrain
  - AWR was up 3.2 percent with a total ridership of 19,233,430.
  - OTP goal is 95 percent. The OTP for trains arriving within five minutes is 90 percent and trains arriving within 10 minutes is 95 percent.
  - Highlights:
    - AWR increased 3.2 percent and total ridership increased 3.7 percent.
    - The base fare was increased 50 cents on February 28, 2016.
    - OTP was down 0.7 percent.
    - Sixteen used Bombardier rail cars were purchased and 11 were placed in service.
    - Four bridge projects were completed in San Mateo and two were completed in San Francisco.

- Shuttles
  - AWR is over 12,000 and total trips were over 3 million.
  - Highlights:
    - Multi-agency shuttle service effective July 2015
      - Up to 10-year duration
      - All new vehicles
      - Reduced emissions
      - Three vehicle classes
      - New branding

Total trips provided by all modes were 35,462,460, which equates to 550 million passenger miles.

Director Karyl Matsumoto asked if bus riders who are able to drive are more willing to sit in traffic with the low gas prices. Mr. Olmeda said yes and the roads are more crowded now. As gas continues to be low people are making choices to drive.

Director Charles Stone asked if staff anticipated the increase in paratransit. Mr. Olmeda said staff didn't anticipate, but the Fiscal Year (FY) 2017 budget allows for the increase in the demand. In FY2017 staff adjusted for additional rides and in FY2018 staff will budget for additional vehicles.

Chair Zoe Kersteen-Tucker asked what the value of setting a target for RediCoast is when it is so high it cannot be met. Mr. Olmeda said he will look at the goal.

### **Multimodal Ridership Report – August 2016**

Mr. Olmeda reported:

- August 2016 Compared to August 2015
  - AWR
    - Bus ridership was 38,500, a decrease of 7.1 percent.
    - Paratransit ridership was 1,280, an increase of 6.7 percent.
    - Caltrain ridership was 61,160, an increase of 2.7 percent.
    - Shuttle ridership was 12,120, an increase of 3.9 percent.
    - Total weekday ridership was 163,930, a decrease of 3 percent.
  - Total Monthly Ridership
    - Bus ridership was 1,039,360, a decrease of 3.4 percent.
    - Paratransit ridership was 33,020, an increase of 14.5 percent.
    - Caltrain ridership was 1,684,920, an increase of 0.3 percent.
    - Shuttle ridership was 274,380, an increase of 11.14 percent.
    - Total weekday ridership was 4,344,960, a decrease of 0.4 percent.

### Public Comment

Gladwyn d'Souza, said he is interested in finding ways to get students out of their cars and on buses.

Alan Sarver, President, Sequoia Union High School District, said there is a transportation crisis on the peninsula and a need to get students out of cars and onto a SamTrans bus. SamTrans has been a great partner and encourage more partnerships. He said

Woodside High School feels the urgency to bring greater transit options to their students.

Rebecca Ratcliff, Redwood City, said she would like to collaborate with staff on the need to fill underperforming runs. Route 274 travels west full with Canada College students in the morning and the bus returns empty. In the afternoon it is the reverse scenario. Local residents have been asking SamTrans to repurpose just a couple of these runs as Route 278 so students can get to Woodside Road and Alameda de las Pulgas in the morning and afternoon. Ms. Ratcliff said staff told her that deviating Route 274 is cost prohibitive. Teens need options so they don't have to drive a car.

Director Groom said her office has been working on this and she met with Mr. Olmeda prior to the meeting today. There are costs and timing involved in any changes, but staff is working on this issue.

Adjourned: 2:50 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 PCC and the PAL (PCC AL-Com) meet monthly (except for August).

The minutes of the September 13 PCC and PAL (PCC AL-Com) meetings are attached to this report.

**BUDGET IMPACT**

There is no impact on the budget.

Prepared By: John Sanderson, Accessibility Coordinator 650-508-6475  
Project Manager: Tina Dubost, Manager, Accessible Transit Services 650-508-6247

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

**MEETING MINUTES  
September 13, 2016**

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Vincent Merola, Vice-Chair; Tina Dubost, SamTrans; Dinae Cruise, Consumer; Sandra Lang, COA; Michal Settles, Coastside; Marie Violet, Sequoia Hospital; Ka'ili Crabbe, DOR; Aki Eejima, Consumer; and Judy Garcia, Consumer.

**GUESTS:** Monica Colondres, Community Resident; Richard Weiner, Nelson-Nygaard Consulting; Erin Swartz, PCC Staff; John Sanderson, SamTrans; Dave Daley, First Transit; Talib Salamin, Serra Taxicab.

**ABSENTEES:** Dale Edwards, Consumer; Sammi (Wilhelmina) Riley, Consumer; Maureen Dunn, Senior Focus; Maria Kozak, Consumer; Barbara Kalt, Rosener House; and Patty Clement-Cihak, Catholic Charities.

(Member Attendance 10; Quorum—Yes)

**WELCOME/INTRODUCTION**

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

**APPROVAL OF NEW PCC MEMBER**

Mike motioned to approve the membership of Monica Colondres on the PCC and Michal Settles seconded the motion. The PCC members unanimously voted to approve her membership.

Monica stated that she started working at SamTrans in 1977, as a bus operator. She later worked in the Human Resources Department for many years at SamTrans. Monica said that on a personal level, she has become interested in advocating for increased paratransit service.

**APPROVAL OF PCC OFFICERS**

Michal commented that Vincent and Mike have done a great job working together as Chair and Vice-Chair and supports their continued appointments. Dinae motioned to continue the appointment of Mike Levinson as Chair and Vincent Merola as Vice-Chair of the PCC. Judy seconded the motion to approve the PCC officers for 2016-17. The PCC members voted unanimously to approve the PCC officers for 2016-17.

Mike said that Barbara will continue to Chair the Nominating Committee and Sammi Riley will be the Chair of the Education Committee. Mike and Vincent will Co-Chair the PAL Committee.



## **APPROVAL OF THE JUNE AND JULY PCC MINUTES**

Vincent motioned to approve the July PCC meeting minutes and Michal seconded the motion. The PCC members voted unanimously to approve the minutes. No corrections or abstentions were noted. Vincent motioned to approve the June PCC meeting minutes and Mike seconded the motion. Vincent, Michal, and Marie abstained from voting and no corrections were noted.

## **COMMITTEE REPORTS**

### **A. POLICY ADVOCACY- LEGISLATIVE COMMITTEE (PAL)**

Vincent reported that the PAL Committee met today and voted to continue meeting from 11:30 a.m. to 12:30 p.m. on the second Tuesday of each month. Door-to-Door Service, Temporary Eligibility, Premium Service (above ADA), Out-of-County Trips, Time/Area of Service, and Inter-County Transfers were some of the topics discussed at today's meeting. Mike added that extended service to UCSF will continue to be discussed at future meetings. Tina said that SamTrans management determined that extended service to UCSF is not financially viable at this time.

Vincent asked for discussion of the current Redi-Wheels Eligibility Appeals process. Mike and Tina confirmed that one or more of the Eligibility Appeals Panel members is a PCC member. Tina said that the panel for each appeal hearing consists of a medical professional, a public representative, and a member of SamTrans staff (not from the Accessible Services department).

### **B. GRANT/BUDGET REVIEW**

Barbara absent, no report available. Tina reported that SamTrans is finalizing the funding for two expansion vehicles. Tina will be working to set up a Bus Review Committee soon.

### **C. EDUCATION COMMITTEE**

Mike reported that the Education Committee held a conference call in August. Sammi has agreed to Chair the Committee for 2016-17. Sammi and Mike gave a presentation in July at Lesley Terrace in Belmont. The presentation was well-attended.

Vincent reported that the Transition to Independence Fair is scheduled to take place from 11:30 a.m. to 3:30 p.m. at El Camino High School on Saturday, October 15, 2016.

Michal Settles asked if SamTrans had service for the Half Moon Bay Art and Pumpkin Festival. Tina said that the Route 294 buses will be providing service for the event from 7:00 a.m. to 7:00 p.m. on October 15 and 16.

Michal suggested that the PCC and SamTrans work together to host a table at next year's festival, as the event is well-attended.

### **D. EXECUTIVE COMMITTEE**

Mike reported that the Executive Committee held a conference call earlier in September. The Committee discussed planning and hosting a Regional Conference for Bay Area county paratransit coordinating councils and transit agency representatives. The last conference was held in 2007. Sandra confirmed that the PCC would host the

event. Richard reported that Tina agreed to provide SamTrans Staff to assist visitors on the day of the event. Richard reported that finding funding to provide food for the event remains an item to be resolved.

Richard provided an update on the Alameda County Hospital Discharge (HDS) and Wheelchair/Scooter Breakdown Transportation Service (WSBTS). Richard noted that the transit agency in Alameda County does not administer the program. The program is small, but has been in place for a few years. The goal of the HDS is to help wheelchair users who are being discharged from the hospital, but lack transportation home. The WSBTS is designed to assist wheelchair users whose mobility device broke down or for individuals who were issued mobility devices at the time of their hospital discharge.

Currently, 7 hospitals in Alameda County are participating in the program. Not all hospitals in Alameda County chose to participate. The non-participating hospitals stated that working through an MOU agreement was too time consuming.

The WSBTS program logged 120-150 trips for wheelchair users and 250-400 trips for patients in the HDS program per year.

HDS has had low usage, which means that not all of the program's goals are being met. Liability with patients in transit is an issue. More people are using the program in Central Alameda County. Only half of the participants needed a mobility-accessible vehicle. Taxi service used for this program has not been reliable. One solution is to expand the arrival window for taxis from one hour to two hours.

WSBTS has been more successful, with 10-12 people per month using the program. Like the HDS program, liability is a concern. Some reports of program misuse were found to have taken place in instances where riders had wheelchairs that were not broken, but simply desired a same-day ride. Provider response is an issue as well. WSBTS is the only Same-Day Service in Alameda County, aside from the Taxi Voucher Program.

With the increased tax revenues, the program will be refined by adjusting the administrative responsibilities, ride reservation process, expanding accessibility to the program to 24/7, more outreach to consumers using wheelchairs, and potentially eliminating rides for ambulatory hospital patients.

Richard summarized the program as being highly beneficial to the users, but small in scope. Richard confirmed for Aki that program participants do not have to be approved for paratransit service in Alameda County to participate. Richard added that participants are encouraged to apply for paratransit service. Dave noted that Medicaid eligible hospital patients receive transportation service through Medicaid, which would account for part of the low levels of HDS use in Alameda County.

Richard added that the HDS program staff works with hospital discharge planners to administer training.

Aki and Tina discussed the participation of SamTrans in a similar program. Tina reported that the Executive Team determined that there is not sufficient expertise presently in

non-medical transport to participate in this type of program. Tina said that programs like the Health Plan of San Mateo County (HPSM) may have more expertise in non-medical transport.

John commented that East Bay Paratransit is part of a complex network of agencies in Alameda County that provide paratransit services, which is distinctly different than how paratransit services in San Mateo County are organized.

Talib commented that Peninsula Family Services works with families that have patients being discharged from the hospital to make arrangements for transportation from the hospital, social services, and Meals on Wheels. Marie noted that hospital funds supported this program.

Talib and Vincent discussed how the volume of use of accessible vehicles through Serra Taxicab in San Mateo County has been inconsistent. Talib compared the volume of ride requests through Redi-Wheels as a comparison. Tina commented that there are non-emergency medical transportation providers in San Mateo County.

Marie commented that getting consistent taxi service for hospital discharge has been difficult. Talib commented that a time window is given, and that although a ride pickup may be late, a ride would not be a no-show. Talib said that San Mateo Yellow Cab was under different ownership last year, when they were accepting vouchers from the hospitals.

The PCC members discussed the purpose and function of the ACTC in Alameda County. Richard, John, and Tina discussed the agencies responsible for administering sales tax revenues in Alameda County. Tina said that the San Mateo County Transit Authority is not an exact equivalent to the ACTC in its role of administering sales tax revenues. John said that in San Francisco County the transit authority has unique operating structure because San Francisco City and County are coterminous, which allows the SFCTA to effectively act at both the city and county level. Richard said that almost every city in San Mateo County has a taxi voucher program. Richard and Monica discussed the budget for the HDTs and WSTs program. Richard confirmed that the budget for the program is about \$70,000 per year.

Judy commented that the cost of hospital discharge transportation service may be determined by proximity of the hospital patient's home to the discharging hospital. Sandra commented that exploring this need in the community is important.

Richard asked Vincent to arrange a meeting with someone from HPSM to plan next steps. Vincent said that he attended a HPSM meeting and later met with their contractor who provides transportation service. Talib said that American Logistics is the contractor for HPSM. Talib said that there were issues with American Logistics that prohibited Serra Taxicab from a partnership to provide hospital discharge transportation service. American Logistics operates as a brokerage, and subcontracts with many different van service operators to provide the actual trips. Dave pointed out that working with HPSM would be favorable because it is vendor-neutral, as opposed to working with a specific vendor directly.

Aki discussed the continuation of care from hospitals participating in the Alameda County Program. Judy commented that she previously used a program from the hospital called Ready-Ride. Michal commented that hospital discharge transportation is a significant issue on the Coastside. Michal and Richard discussed how the Coastside is part of the HPSM. Michal commented that patients needing hospital discharge transportation service have been working with local churches to arrange rides.

## **SAMTRANS/REDI-WHEELS REPORT**

### **A. Operational Report**

Tina reported that SamTrans celebrated its 40<sup>th</sup> Anniversary on September 10, 2016. Mike was among the speakers at the anniversary celebration event.

Following up on a discussion from today's PAL Committee meeting, Tina reported that in July, it took 10 calendar days to process paratransit eligibility applications – less than half of the 21 days permitted by the ADA.

In the Operations Report, Tina also noted that funding is being finalized for two expansion vehicles. Tina will send out a request for people to participate in a Bus Review Committee soon.

Erin confirmed with Tina that completion of the new ground-floor Reception Desk is still underway.

John provided updated copies of the *San Mateo County Paratransit Rider's Guide*.

John referenced pages 6-7 in the *Guide* to provide more information about eligibility criteria for paratransit in San Mateo County. John said that a service map is found on page 10 and a table of contents is included in the current *Guide*. The service area map illustrations have been clarified to show the portions of San Francisco and Santa Clara County that are served directly by Redi-Wheels.

John and Sandra discussed how the new font style makes reading the *Guide* much easier. John agreed to send extra copies of the *Guide* to Marie at Sequoia Hospital for her clients. John said that 7,000 copies were made at the first printing which should be enough for a year and he is working to keep a supply at the Information Desk. All new and recertifying registered Redi-Wheels customers are sent a guide.

John agreed to verify that the new *Guide* is posted on the SamTrans website.

John, Aki, and Tina discussed fare increases scheduled for 2019, the next scheduled *Guide* publication date, and progress on IVR. John confirmed that translation services are available for customers needing language assistance. John and Vincent discussed addresses in San Mateo County that are inaccessible for both SamTrans and Redi-Wheels service.

Michal asked for extra copies of the *Guide* to be sent to Senior Coastsiders at 925 Main Street in Half Moon Bay.

## **B. Performance Measures Report**

Tina said that in July 2016 showed total ridership slightly lower than July 2015, which is the first time this trend has appeared since November 2013. In contrast, Average weekday ridership increased by 5%. The total number of Redi-Wheels riders has been consistent. Productivity continues to be high. Dave commented that low traffic levels in July benefitted productivity rates.

## **C. Monthly Redi-Wheels Comment Statistics Report**

John reported that the valid comments received have been consistent. Policy related comments and service-related complaints that are found to be valid are a very small number per 1,000 rides provided by Redi-Wheels each month.

## **Safety Report**

Dave reported that drivers have been working on the safety issues that were discussed in May and June. Dave said that there were 0 accidents in August and 1 preventable taxi accident. Taxi drivers have been retrained in passenger assistance. Aki asked about feedback from the First Transit Staff about the Appreciation Event that took place in April. Dave reported that the event was great for everyone and First Transit is implementing a new Be Safe Program to acknowledge staff and drivers who are giving superior service.

## **LIAISON REPORTS**

### **A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)**

Michal reported that the 3<sup>rd</sup> quarter Coastside meeting will take place on Sept. 20 at 925 Main Street in Half Moon Bay from 9:30 to 11:00 a.m. One carryover item is an effort to reinstate Route 17 service to one of the mobile home parks in Half Moon Bay. The CTC has planned a marketing release with Q & A in the local newspaper. Michal reported that Santos is working to recruit drivers. Michal asked Tina to bring extra copies of the new *Guide* to the next CTC meeting.

### **B. AGENCY**

Barbara absent, no report available.

### **C. EFFICIENCY REVIEW COMMITTEE (ERC)**

Mike reported that the last meeting took place in July. Tina confirmed that scheduling the September meeting for next week won't work out, but that she hopes to have a date selected soon.

### **D. COMMISSION ON AGING (COA)**

Sandra reported that the COA met on September 12, 2016. At the meeting, one speaker gave information about cities that were found to have characteristics that are "age friendly" for older adults. Another speaker discussed the growing population of individuals who live with dementia. The COA transportation sub-committee is working to develop a Senior Safety toolkit for the San Mateo County Commissioners. The next COA meeting is scheduled for October 17, from 9:00-10:30 a.m. at 225 37<sup>th</sup> Avenue in San Mateo.

#### **E. COMMISSION ON DISABILITIES (COD)**

Vincent reported that the COD 25<sup>th</sup> anniversary celebration luncheon took place on Friday, August 26. Vincent thanked Mike, Dale, and Dinae for attending the event. A celebration barbeque will be announced soon.

The Transition to Independence Fair will take place on October 15. Event details can be found at <http://www.transitionfair.org/>.

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

Vincent reported that there are no updates from CiD.

#### **G. DEPARTMENT OF REHABILITATION (DOR)**

Ka'ili reported that there are no updates from DOR.

#### **OTHER BUSINESS**

Aki reported on an informative Alzheimer's seminar that he attended, along with Barbara Kalt.

Aki clarified that afternoon time slots would be helpful for scheduling future ERC meetings, but that it wasn't absolutely necessary.

Mike reminded everyone that the next PAL meeting is scheduled for Tuesday, October 11, 2016 from 11:30 a.m. -12:30 p.m. and the PCC will meet the same day from 1:30 to 3:30 p.m.

**MEETING ADJOURNED 3:30 p.m.**

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

**MEETING MINUTES  
11:30 a.m. - 12:30 p.m.  
September 13, 2016**

**MEMBERS PRESENT:** Mike Levinson, PAL Co-Chair; Vincent Merola, PAL Co-Chair; Dinae Cruise, Consumer; Tina Dubost, SamTrans; Aki Eejima, Consumer; Marie Violet, Sequoia Hospital; and Sandra Lang, COA.

**GUESTS:** John Sanderson, SamTrans; Richard Weiner, Nelson-Nygaard Consulting; Erin Swartz, PCC Staff; and Dave Daley, First Transit.

**ABSENT:** Dale Edwards, Consumer; Sammi (Wilhelmina) Riley, Consumer; Maureen Dunn, Senior Focus; and Maria Kozak, Consumer.

**APPROVAL OF JULY PAL MINUTES**

Mike motioned to approve the July PAL meeting minutes and Sandra seconded the motion. Marie, Vincent, and Aki abstained from voting and no corrections were noted.

**LEGISLATIVE UPDATES**

Tina reported that no updates were available at this time.

**LOCAL ADVOCACY ISSUES—OPEN DISCUSSION**

Vincent asked for discussion of the timeframe for providing Redi-Wheels eligibility determination. He said that one of his clients who recently applied for paratransit services was told that the wait time could be as long as 3 or 4 weeks. Tina reported that ADA states that agencies have up to 21 days to make a determination. Vincent asked for the PAL Committee members to further discuss the Redi-Wheels eligibility determination process as part of the Policy Issues portion of today's agenda.

**POLICY ISSUES**

Vincent reported that Area agencies such as Outreach/VTA Access Paratransit and SF Paratransit offer presumptive eligibility for any applicants who experience eligibility wait times beyond 21 days. All of the other agencies that Vincent contacted and researched reported that 21 days is the standard length of time used to estimate eligibility determination.

Vincent continued the discussion by describing how East Bay Paratransit offers visitor eligibility for individuals who have easily visible disabilities and are unable to use fixed-route service while in the service area. John reported that by law individuals who already have paratransit eligibility are eligible for visitor status in other jurisdictions once they or their home agency provide confirmation of their eligibility. Qualified individuals who live in areas not currently served by paratransit, are also eligible for visitor eligibility once they provide documentation of their out of town residence and evidence of a disability that would prevent them from using fixed-route transit. Visitor eligibility must be

allowed for up to 21 cumulative days in any calendar year. John also explained that most Bay Area paratransit agencies grant "intercounty" eligibility to each-other's customers upon request. The 21 day limit does not apply in these cases – intercounty customers are eligible until their home eligibility expires.

Vincent asked Tina if visitor eligibility could be extended to residents of San Mateo County who are awaiting their initial eligibility determination. Mike asked if this service could also be made available for individuals who were eligible for paratransit services in the past, but whose eligibility has expired and are awaiting an updated eligibility determination. Tina stated that individuals whose eligibility is about to expire are sent a letter with 45 days' notice that action is required for continued eligibility. Tina said that dialysis, chemotherapy and radiation patients applying for paratransit services receive expedited eligibility determination. John described a few scenarios in which customers may need an extension to renew their eligibility and how Redi-Wheels staff work to accommodate their needs. Vincent described situations where individuals might need to purchase food and attend to other vital personal business during the period between submitting their application for paratransit service and their eligibility determination.

Mike and Vincent requested the number of new paratransit applicants for Redi-Wheels each month and their average wait time that elapsed to process eligibility determination. Tina said that new eligibility and recertification applicants require the same length of time to process and determine eligibility. Mike asked if the data could be made available by the ERC meeting that is tentatively scheduled for next week. Sandra proposed that interim or temporary eligibility could be a solution. Richard commented that the industry standard is that most agencies do not grant temporary eligibility because some individuals would end up having their eligibility revoked and that change would be highly disruptive. Richard also clarified that temporary eligibility is a different category of eligibility that does not apply to individuals in the situations currently being discussed. Vincent asked the PAL Committee to consider reviewing Redi-Wheels Policy to select policies that could be improved with advocacy and exploration. Dinae commented that she visited Capitola several years ago and was given immediate temporary approval.

Mike and Vincent reviewed the topics of Premium Services and Inter-County Transfers from the July PAL Committee meeting. Aki commented that the PCC held a conference with other Bay Area PCC's and agencies to discuss current issues.

Marie said that a hospital discharge program at Sequoia Hospital has been aggressively solicited by companies like GoGo Grandparent, Uber, and Lyft with promises of units specially trained to assist people being discharged from the hospital. Marie added that hospitals, by law, are limited to spend no more than \$10.00 per trip, per patient visit with a cap of 5 trips per year. Marie also said that taxi vouchers have not been used by the local hospitals for the past year, due to taxis declining rides or no-showing.

Richard offered to give a presentation about Transportation Network Companies (TNC) at a future PCC meeting. John asked Richard if he could include data about current actual TNC service delivery in these categories being discussed today as opposed to



proposed programs not yet implemented or business development efforts on the part of the TNCs. Marie added that her clients who use TNC's send her an alert about the driver arriving who will be providing transportation service. Dave asked for more information about liability coverage with TNC's when Richard gives his presentation. Vincent commented that essentially there is no Same-Day Paratransit Service available in San Mateo County because the local taxi company with a fleet of mobility vehicles has dedicated those to direct contract service for Redi-Wheels.

Vincent identified that local taxes in San Francisco County include special paratransit services, when capacity allows for special trips. John pointed out that the SF Access capacity is almost never low enough to allow the special paratransit service programs to allocate service for ride reservations on the same day.

Vincent listed Hospital Discharge/Wheelchair Breakdown, Door-to-Door, Premium Service/Time of Day, Taxi Vouchers, and other service policy ideas that he would like the PAL Committee members to consider discussing in future meetings. Same Day Service is the first policy that the PAL Committee agreed to discuss at the October meeting.

Tina said that the Alameda County Transportation Improvement Authority (ACTIA) serves as the broker for the Alameda County same-day programs, and contracts with a number of vendors that provide the actual services, which are tax-funded under Alameda County's measure BB (2014).

Mike motioned to change the PAL meeting time from 11:30 a.m. to 12:30 p.m. to instead take place between 12:00 and 1:00 p.m. The PAL Committee members voted no on this motion. The PAL Committee will continue to meet from 11:30 a.m. to 12:30 p.m. on the second Tuesday of each month, except in August.

#### **OTHER BUSINESS**

Mike reported that the PCC will meet today from 1:30 to 3:30 p.m.

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

**MEETING ADJOURNED** 12:30 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: FIXED-ROUTE BUS**

**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 building of a SamTrans bus.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

The buses are the major capital investment of SamTrans. The report will highlight the features of the SamTrans bus.

This month's presentation will be presented via PowerPoint.

Prepared by: Donald G. Esse, Senior Operations Financial Analyst

650-508-6329

**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 – SEPTEMBER 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) 2015, FY2016, and FY2017. Chart "B" has figures for total ridership year-to-date for FY2015, FY2016, and FY2017.

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

Table "C" details the number of riders for each fare category for SamTrans fixed route for the month and calendar year-to-date.

**AVERAGE WEEKDAY RIDERSHIP – SEPTEMBER 2016 COMPARED TO SEPTEMBER 2015**

**Grand Total All District Modes** – 170,790, a decrease of 2.7 percent.

**Bus** – 44,590, a decrease of 6.9 percent.

**Paratransit** – 1,330, an increase of 3.9 percent.

**Caltrain** – 60,770, a decrease of 3.3 percent.

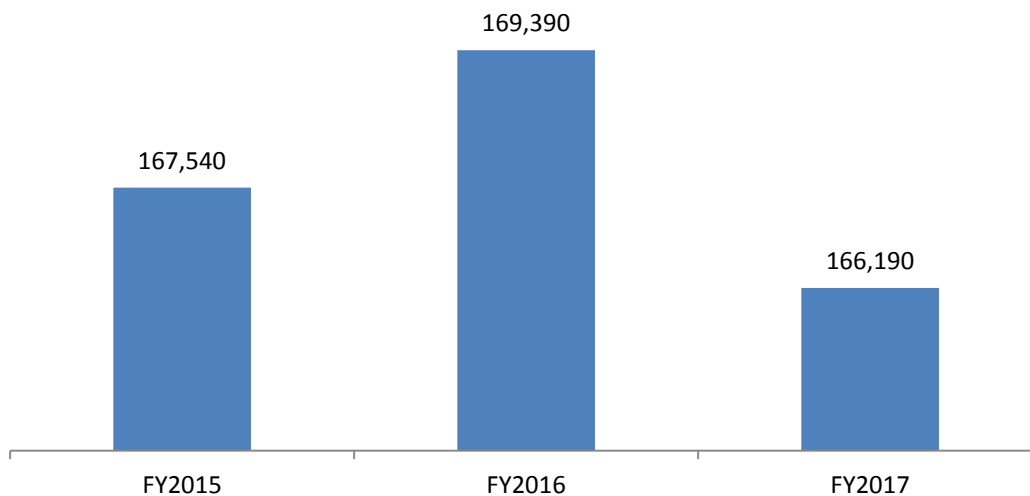
**Shuttles** – 12,560, an increase of 12.5 percent.

**Table A  
Average Weekday Ridership**

September 2016 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	48,320	47,920	44,590	-6.9%
Paratransit	1,200	1,280	1,330	3.9%
Caltrain	60,470	62,830	60,770	-3.3%
Shuttles	12,130	11,160	12,560	12.5%
<b>Total</b>	122,120	123,200	119,240	-3.2%
BART Extension (No Daly City)	51,250	52,260	51,550	-1.4%
<b>Grand Total</b>	173,370	175,460	170,790	-2.7%
<b>Weekdays</b>	21	21	21	

September 2016 Year-to-date				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	42,550	42,160	39,240	-6.9%
Paratransit	1,160	1,230	1,290	4.9%
Caltrain	60,230	62,770	62,050	-1.1%
Shuttles	12,300	11,410	12,320	8.0%
<b>Total</b>	116,230	117,570	114,900	-2.3%
BART Extension (No Daly City)	51,300	51,820	51,290	-1.0%
<b>Grand Total</b>	167,540	169,390	166,190	-1.9%

**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 September for the past three fiscal years.

**MONTHLY TOTAL RIDERSHIP – SEPTEMBER 2016 COMPARED TO SEPTEMBER 2015**

**Grand Total All District Modes** – 4,223,280, a decrease of 4.5 percent.

**Bus** – 1,107,900 a decrease of 7.2 percent.

**Paratransit** – 31,790, an increase of 4.5 percent.

**Caltrain** – 1,582,620, a decrease of 3.6 percent.

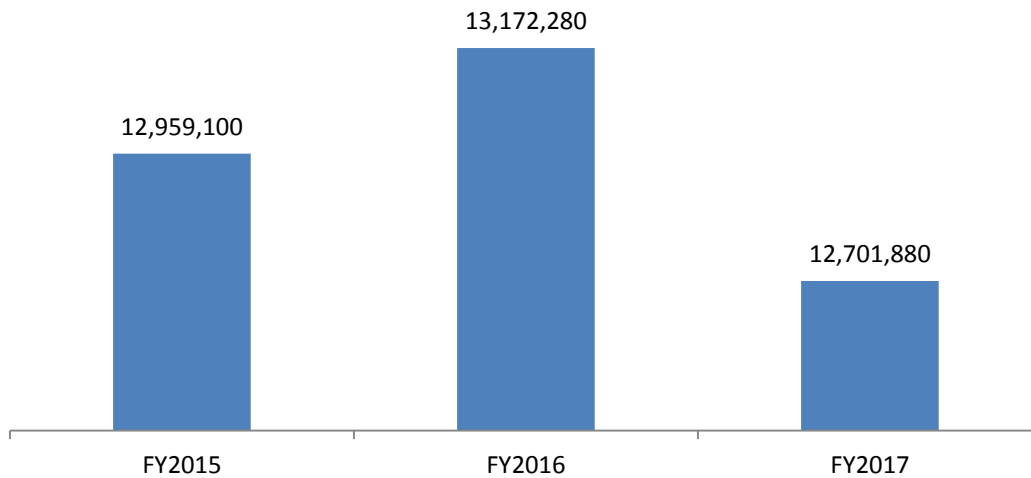
**Shuttles** – 264,430, an increase of 8.4 percent.

**Table B  
Total Monthly Ridership**

<b>September 2016 Total Monthly Ridership</b>				<b>Percent Change FY2016/2017</b>
<b>Mode</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	
Bus	1,205,750	1,194,470	1,107,900	-7.2%
Paratransit	27,240	30,410	31,790	4.5%
Caltrain	1,575,480	1,640,890	1,582,620	-3.6%
Shuttles	261,500	243,880	264,430	8.4%
<b>Total</b>	<b>3,069,960</b>	<b>3,109,640</b>	<b>2,986,730</b>	<b>-4.0%</b>
BART Extension (No Daly City)	1,292,680	1,311,150	1,236,550	-5.7%
<b>Grand Total</b>	<b>4,362,640</b>	<b>4,420,790</b>	<b>4,223,280</b>	<b>-4.5%</b>
<b>Weekdays</b>	21	21	21	

<b>September 2016 Year-to-date</b>				<b>Percent Change FY2016/2017</b>
<b>Mode</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	
Bus	3,302,200	3,280,530	3,046,790	-7.1%
Paratransit	84,120	90,230	94,780	5.0%
Caltrain	4,798,950	5,049,360	4,959,200	-1.8%
Shuttles	801,690	753,830	792,180	5.1%
<b>Total</b>	<b>8,986,960</b>	<b>9,173,950</b>	<b>8,892,940</b>	<b>-3.1%</b>
BART Extension (No Daly City)	3,972,140	3,998,320	3,808,940	-4.7%
<b>Grand Total</b>	<b>12,959,100</b>	<b>13,172,280</b>	<b>12,701,880</b>	<b>-3.6%</b>

**Chart B  
Total Ridership (FYTD)**



The following summary illustrates the number of riders by fare category for the month of September 2016. SamTrans carried 1,105,050 passengers on its fixed-route service in September, and 9,261,090 for the 2016 Calendar Year-to-Date. These numbers do not include Dumbarton ridership.

**Table C**  
**Riders by Fare Category**

	September 2016	2016 Calendar Year-to-Date
Adult Cash	190,720	1,798,940
Adult Pass	543,640	4,499,320
Youth Cash	157,160	1,194,060
Youth Pass	63,690	478,390
Eligible Discount	149,840	1,290,370
Total	1,105,050	9,261,090

## **SamTrans Promotion – September 2016**

**SamTrans Back to School** –SamTrans introduced four new routes that also service schools in San Carlos, San Mateo, Half Moon Bay and Menlo Park, providing greater access and reliability for students headed back to school. The comprehensive ad campaign made the public aware of new and existing school routes. The goal of the campaign was to increase site traffic with new and unique visitors and site engagements. Compared to last year during the same period, the campaign has driven a 183 percent increase in page views on all youth related pages. The average time spent on those pages was also up 28 percent. Traffic to the pages outlining the newest routes generated the primary growth in page views and average time spent on page. It also accounted for four of the top 41 most visited pages during the campaign's flight. The ad campaign included a 30 second television spot on selected networks throughout San Mateo County, geo-targeted digital ads including online desktop, mobile, tablet, and sponsored social video engagement posts on Facebook, YouTube and Instagram, Google keywords Search Engine Marketing, e-mail blasts, exterior bus sides in English/Spanish, Univision digital ads in Spanish, outreach, take-ones, news releases and Peninsula Moves blog posts. Organic social media also was used on Twitter, Facebook and the Nextdoor platform.

**SamTrans 40<sup>th</sup> Celebration** – On Saturday, September 10, SamTrans hosted a public celebration honoring its 40 years of service. More than 500 attendees came out to participate in the 40<sup>th</sup> celebration, which included a demonstration the toughest bus driving skills, a vintage bus display, memorabilia, live music, children's entertainment, speeches by elected officials and food trucks serving exotic treats. Vintage and bus display participants included equipment from Muni, AC Transit, VTA, Golden Gate Transit, Dumbarton Express and the Pacific Bus Museum. The event was promoted using geo-targeted digital media including desktop display, mobile and tablet ads, boosted organic Facebook posts, social media, e-mail blasts, half-page color print ads in the Daily Journal, printed take ones onboard all buses, interior bus advertising and news releases and blog posts. A special 40<sup>th</sup> celebration web page was created as a landing page for digital traffic, it includes historical photos and features. The total number of impressions delivered by targeted digital ads was 189,948.

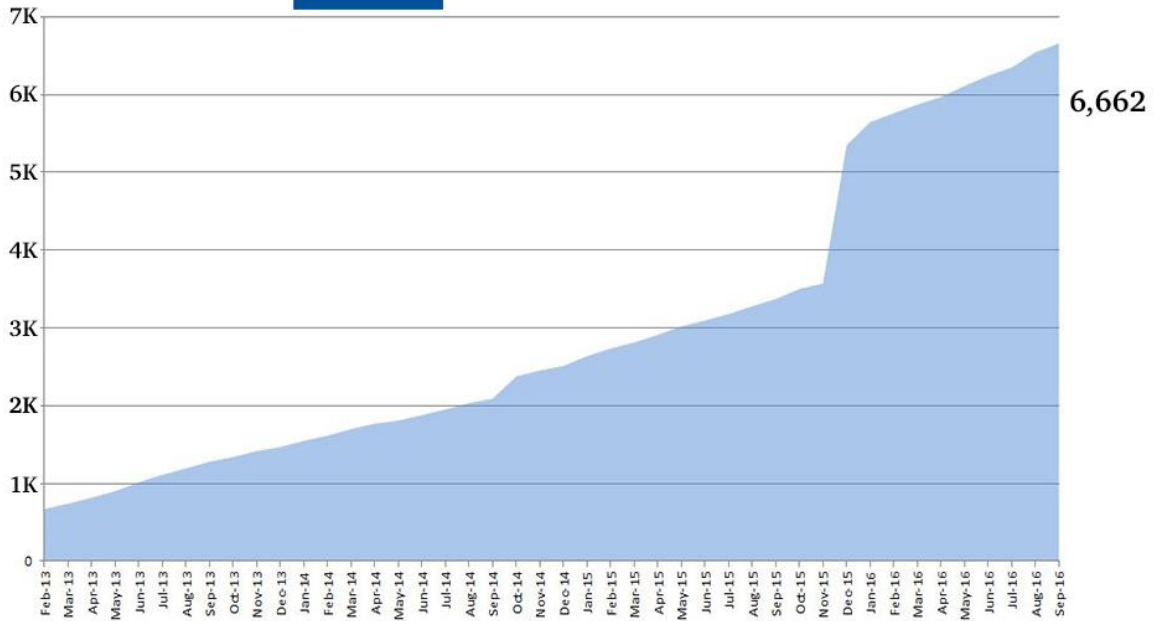
## **SamTrans Social Promotions – September 2016**

SamTrans social growth continued in September, adding more than 100 new followers but slowed from August to September 2016 as the 40<sup>th</sup> and Back to School campaigns wrapped up early in the month.





### Total Followers - All Networks



Prepared by: Jayme Ackemann, Director, Marketing and Communications  
Alex Lam, Associate Scheduler/Planner

650-508-7934  
650-508-6227



BOARD OF DIRECTORS 2016

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**  
**FINANCE COMMITTEE**  
**COMMITTEE OF THE WHOLE**

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

**WEDNESDAY, NOVEMBER 2, 2016 – 2:30 p.m.**  
or immediately following previous Committee meeting

**ACTION**

1. Approval of Minutes of Finance Committee Meeting of October 5, 2016
2. Acceptance of Statement of Revenues and Expenses for June 2016 (Unaudited)
3. Acceptance of Statement of Revenues and Expenses for September 2016
4. Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2016
5. Adoption of the Conflict of Interest Code
6. Authorize the Use of \$500,000 in San Mateo County Transit District Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Funds for the Daly City Bay Area Rapid Transit District Station Improvements Project and Enter into a Funding Agreement
7. Authorize Execution of a Grant Agreement with the Silicon Valley Community Foundation in the Amount of \$150,000 for the SamTrans US-101 Express Bus Feasibility Study and Amend the Fiscal Year 2017 Capital Budget

**CONTRACTS**

8. Authorize Award of Contract to Am-Tran for Mail Courier Services at an Estimated Cost of \$190,243 for a Five-Year Term
9. Authorize Award of Contract to Scintech Associates, Inc. for Physical Inventory Services for a Total Not-to-Exceed Cost of \$238,660 for a Three-Year Base Term
10. Authorize Award of Contract to Millbrae Auto Service Center for Automotive Repair for Non-Revenue and Support Service Vehicles at a Total Estimated Cost of \$418,325 for a Five-Year Term

Committee Members: Charles Stone, Carole Groom, Peter Ratto

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 FINANCE COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
OCTOBER 5, 2016**

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

Other Board Members Present, Constituting Committee of the Whole: R. Guilbault, S. Harris, Z. Kersteen-Tucker (Chair), K. Matsumoto, A. Tissier

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

Staff Present: J. Averill, J. Cassman, A. Chan, T. Dubost, J. Hartnett, E. Kay, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften, N. Vigil

Committee Chair Charles Stone called the meeting to order at 2:50 p.m.

**Approval of Minutes of September 7, 2016**

Motion/Second: Ratto/Tissier

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

Absent: Gee

**Acceptance of Statement of Revenues and Expenses for August 2016**

Eli Kay, Chief Financial Officer, said total revenue was \$26 million, \$300,000 less than budget due to declining ridership. Total expenses are \$32 million, \$2.7 million less than budget. Actual sales tax revenue for Fiscal Year 2016 was \$79.7 million.

Motion/Second: Tissier/Harris

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

Absent: Gee

**Authorize Execution of a Multi-Agency Memorandum of Understanding (MOU) for Administration of the Regional Transit Connection Discount Card Program**

Tina Dubost, Manager, Accessible Transit Services, said Federal law requires transit agencies to offer a discounted fare to seniors and people with disabilities. Transit agencies in the Bay Area participate in a Regional Transit Discount Card Program, which saves money for the transit agencies and the customers can get one card for the discount throughout the Bay Area. The MOU is very similar to the previous one that has been in place for over 10 years with a few minor updates. The major change is the formula of cost to the District.

Director Adrienne Tissier asked what the senior age is. Ms. Dubost said 65.

Motion/Second: Tissier/Kersteen-Tucker

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

Absent: Gee

**Authorize Award of Contract to The Segal Company for a Pay Practices and Compensation Review in an Amount Not-to-Exceed \$240,000**

Nita Vigil, Acting Director, Contracts and Procurement, said a survey has not been done in eight years. The award also includes \$20,000 for follow-up services. Approximately seven companies downloaded the Request for Proposal and three submitted a bid. Segal has also provided these services for other transit agencies in the area. None of the three proposals were Small Business Enterprises/Disadvantaged Business Enterprises.

Motion/Second: Harris/Kersteen-Tucker

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

Absent: Gee

**Authorize Award of Contract to Mansfield Oil Company for Furnishing Clear, Ultra-Low Sulfur Diesel Fuel and Fueling Services for a Total Estimated Cost of \$18,580,757 for a Five-Year Base Term and Contract Contingency Authority for Contract Amendments up to 100 Percent of the Estimated Contract Amount**

Ms. Vigil said this was a dual solicitation with the Peninsula Corridor Joint Powers Board. Six proposals were received. Staff is seeking a 100 percent contingency in case fuel prices increase over the five-year term of the contract.

Director Shirley Harris said she was pleased that a woman-owned business bid.

Motion/Second: Tissier/Kersteen-Tucker

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

Absent: Gee

Adjourned: 3:01 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Eli Kay  
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING  
JUNE 30, 2016 – UNAUDITED**

**ACTION**

Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the year ended June 30, 2016.

**SIGNIFICANCE**

**Year End Revenues - Unaudited:** *Total Revenues* (page 1, line 14) for Fiscal Year 2016 are **worse** than revised budget by \$2.1 million or 1.3 percent. Within total revenue, *Passenger Fares* (page 1, line 1), *Local TDA and STA Funds* (page 1, line 2), *AB434 Funds* (page 1, line 6), *District ½ Cent Sales Tax* (page 1, line 9) and *Other Interest, Rent, & Other Income* (page 1, line 12) together are **worse** than revised budget by \$3.9 million or 2.6 percent. These negative variances are offset by *Operating Grants* (page 1, line 3) and *Investment Interest* (page 1, line 10) which are **better** than revised budget by \$1.7 million or 10.6 percent.

Compared to Fiscal Year 2015, *Total Revenues* (page 1, line 14) are \$4.0 million or 2.4 percent **worse**. The principal components of this change are *Passenger Fares* (page 1, line 1), *Local TDA and STA Funds* (page 1, line 2), *Operating Grants* (page 1, line 3), *AB434 Funds* (page 1, line 6), and *District ½ Cent Sales Tax* (page 1, line 9) together **decreased** by a total of \$4.8 million or 3.3 percent which is offset by an **increase** in *SMCTA Measure A Funds* (page 1, line 4), *Investment Interest* (page 1, line 10) and *Other Interest, Rent, & Other Income* (page 1, line 12) of \$1.1 million or 6.4 percent.

**Year End Expenditures - Unaudited:** *Total Expenses* (page 4, line 72) for Fiscal Year 2016 are **better** than revised budget by \$7.0 million or 5.1 percent. Within total expenses, *Total Motor Bus* (page 3, line 46) are **better** than revised budget by \$5.6 million or 5 percent and *Total Multimodal* (page 4, line 70) are **better** than revised budget by \$2 million or 20.3 percent which is offset by *Total ADA Programs* (page 4, line 55) that are **worse** than revised budget by \$0.7 million or 4.4 percent. Compared to Fiscal Year 2015, *Total Expenses* (page 4, line 73) are \$8 million or 6.6 percent **worse**. Within Total

expenses, *Total Motor Bus* (page 4, line 46) **increased** by 6.2 million or 6.3 percent, *Total ADA Programs* (page 4, line 55) **increased** by 1.5 million or 10.9 percent and *Total Multimodal* (page 4, line 71) **increased** by \$0.2 million or 2.6 percent.

**Budget Revision:** The annual revised budget for *Capital Program* line items (page 1, line 15, 16 and 32) have been adjusted to reflect actual budget during FY2016. The capital budget will be rolled over to FY2017.

**Fiscal Year End Results:** Staff will update this report and distribute it in conjunction with the FY2016 Comprehensive Annual Financial Report, which will include the results of the annual external audit.

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

**UNAUDITED**

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

% OF YEAR ELAPSED: **100.0%**

	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET	
<b><u>SOURCES OF FUNDS</u></b>									
<b>Operating Revenues</b>									
1	Passenger Fares	1,352,933	18,816,425	18,177,974	18,945,000	96.0	18,945,000	18,945,000	96.0
2	Local TDA and STA Funds	2,535,799	39,199,896	36,627,776	36,999,873	99.0	38,448,081	36,999,873	99.0
3	Operating Grants	(234,446)	7,581,303	7,540,018	6,131,812	123.0	6,131,812	6,131,812	123.0
4	SMCTA Measure A	653,251	9,140,000	9,268,158	9,160,000	101.2	9,240,000	9,240,000 <sup>(B)</sup>	100.3
5	SM County Measure A	416,665	5,000,000	5,000,000	5,000,000	100.0	5,000,000	5,000,000	100.0
6	AB434 Funds	(343,883)	438,280	154,500	601,000	25.7	601,000	601,000	25.7
7	<b>Subtotal - Operating Revenues</b>	<b>4,380,319</b>	<b>80,175,904</b>	<b>76,768,426</b>	<b>76,837,685</b>	<b>99.9</b>	<b>78,365,893</b>	<b>76,917,685</b>	<b>99.8</b>
<b>Other Revenue Sources</b>									
9	District 1/2 Cent Sales Tax	7,335,700	80,974,725	79,705,074	81,000,000	98.4	77,000,000	81,000,000	98.4
10	Investment Interest	120,442	915,996	1,193,457	910,357	131.1	910,357	910,357	131.1
11	Pass through to Other Agencies	6,167	383,948	111,928	121,000	92.5	121,000	121,000	92.5
12	Other Interest, Rent & Other Income	778,513	6,362,115	7,009,784	7,985,257	87.8	7,985,257	7,985,257	87.8
13	<b>Subtotal - Other Revenues</b>	<b>8,240,822</b>	<b>88,636,784</b>	<b>88,020,243</b>	<b>90,016,614</b>	<b>97.8</b>	<b>86,016,614</b>	<b>90,016,614</b>	<b>97.8</b>
14	<b>Total Revenues</b>	<b>12,621,141</b>	<b>168,812,688</b>	<b>164,788,669</b>	<b>166,854,299</b>	<b>98.8</b>	<b>164,382,508</b>	<b>166,934,299</b>	<b>98.7</b>
15	<b>Capital Assistance</b>	<b>293,641</b>	<b>85,875,511</b>	<b>4,426,645</b>	<b>104,490,823</b>	<b>4.2</b>	<b>36,906,869</b>	<b>104,489,823 <sup>(A)</sup></b>	<b>4.2</b>
16	<b>Reserves Programmed for Capital</b>	<b>748,355</b>	<b>12,619,744</b>	<b>7,536,786</b>	<b>5,087,363</b>	<b>148.1</b>	<b>0</b>	<b>5,087,363 <sup>(A)</sup></b>	<b>148.1</b>
17	<b>Total Sources of Funds</b>	<b>13,663,137</b>	<b>267,307,943</b>	<b>176,752,100</b>	<b>276,432,484</b>	<b>63.9</b>	<b>201,289,377</b>	<b>276,511,485</b>	<b>63.9</b>
<b><u>USES OF FUNDS</u></b>									
<b>Operations</b>									
21	Motor Bus	7,861,435	99,477,366	105,695,647	111,291,658	95.0	112,252,704	111,291,658	95.0
22	A. D. A. Programs	567,380	14,060,621	15,596,751	14,940,134	104.4	16,741,588	14,940,134	104.4
23	Caltrain	359,913	6,260,000	6,080,000	6,080,000	100.0	6,080,000	6,080,000	100.0
24	Other Multi-modal Programs	206,524	1,490,768	1,874,472	3,898,270	48.1	3,830,170	3,898,270	48.1
25	<b>Subtotal - Operating Costs</b>	<b>8,995,252</b>	<b>121,288,755</b>	<b>129,246,870</b>	<b>136,210,062</b>	<b>94.9</b>	<b>138,904,462</b>	<b>136,210,062</b>	<b>94.9</b>
<b>Other Uses of Funds</b>									
27	Pass through to Other Agencies	6,168	383,948	111,928	261,780	42.8	141,780	261,780	42.8
28	Debt Service	12,483,941	23,265,074	21,606,493	21,645,646	99.8	21,645,646	21,645,646	99.8
29	Fiscal Agent Fees	2,565	31,002	13,266	28,399	46.7	28,399	28,399	46.7
30	Land Transfer Interest Expense	41,604	41,315	41,604	45,716	91.0	45,716	45,716	91.0
31	<b>Subtotal - Other Uses of Funds</b>	<b>12,534,277</b>	<b>23,721,339</b>	<b>21,773,290</b>	<b>21,981,542</b>	<b>99.1</b>	<b>21,861,541</b>	<b>21,981,541 <sup>(A)</sup></b>	<b>99.1</b>
32	<b>Capital Programs</b>	<b>1,053,516</b>	<b>104,352,522</b>	<b>12,296,057</b>	<b>119,099,346</b>	<b>10.3</b>	<b>42,403,029</b>	<b>119,099,346 <sup>(A)</sup></b>	<b>10.3</b>
33	<b>Total Uses of Funds</b>	<b>22,583,046</b>	<b>249,362,616</b>	<b>163,316,218</b>	<b>277,290,949</b>	<b>58.9</b>	<b>203,169,032</b>	<b>277,290,949</b>	<b>58.9</b>
34									
35	<b>NET SURPLUS / (DEFICIT)</b>	<b>(8,919,909)</b>	<b>17,945,327</b>	<b>13,435,882</b>	<b>(858,465)</b>	<b>(1565.1)</b>	<b>(1,879,656)</b>	<b>(779,464)</b>	<b>(1723.7)</b>

% 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.

<b><i>UNAUDITED</i></b>									
<b>SAN MATEO COUNTY TRANSIT DISTRICT STATEMENT OF REVENUES FISCAL YEAR 2016 JUNE 2016</b>									
<b>% OF YEAR ELAPSED: 100.0%</b>									
	<b>MONTH</b>	<b>YEAR-TO-DATE</b>				<b>ANNUAL</b>			
	<b>CURRENT ACTUAL</b>	<b>PRIOR ACTUAL</b>	<b>CURRENT ACTUAL</b>	<b>REVISED BUDGET</b>	<b>% REV BUDGET</b>	<b>APPROVED BUDGET</b>	<b>REVISED BUDGET</b>	<b>% REV BUDGET</b>	
<b>OPERATING REVENUES - MOTOR BUS</b>									
1	<b>TOTAL MOTOR BUS FARES</b>	1,297,501	18,025,765	17,313,304	18,130,000	95.5	18,130,000	18,130,000	95.5
2	<b>LOCAL (TDA) TRANSIT FUND:</b>								
3	General Operating Assistance	2,747,644	34,458,615	32,212,723	32,143,723	100.2	32,143,723	32,143,723	100.2
4	<b>STATE TRANSIT ASSISTANCE:</b>								
5	Local STA Operating Assistance	(380,164)	2,650,181	2,335,149	2,715,313	86.0	4,061,556	2,715,313	86.0
6	<b>OPERATING GRANTS</b>								
7	<b>TOTAL OPERATING GRANTS</b>	215,704	7,076,533	7,378,648	6,131,812	120.3	6,131,812	6,131,812	120.3
8	<b>DISTRICT 1/2 CENT SALES TAX:</b>								
9	General Operating Assistance	3,362,776	31,148,453	39,866,333	46,507,100	85.7	46,135,529	46,507,100	85.7
10	Accessibility Fixed Route	83,311	1,151,019	1,005,169	1,122,588	89.5	1,124,750	1,122,588	89.5
11	<b>TOTAL 1/2 CENT SALES TAX</b>	3,446,087	32,299,472	40,871,502	47,629,688	85.8	47,260,279	47,629,688	85.8
12	<b>INVESTMENT INTEREST INCOME:</b>								
13	Investment Interest Income	88,880	660,080	943,537	647,475	145.7	647,475	647,475	145.7
14	<b>OTHER REVENUE SOURCES:</b>								
15	Overnight Deposits Interest Income	17	181	213	0	0.0	0	0	0.0
16	Rental Income	125,285	1,549,146	1,413,846	1,284,497	110.1	1,284,497	1,284,497	110.1
17	Advertising Income	166,973	1,067,522	1,030,090	1,149,000	89.7	1,149,000	1,149,000	89.7
18	Other Income	153,508	1,689,872	2,196,637	1,460,150	150.4	1,460,150	1,460,150	145.9
19	<b>TOTAL OTHER REVENUES</b>	445,784	4,306,720	4,640,786	3,893,647	119.2	3,893,647	3,893,647	119.2
20									
21	<b>TOTAL MOTOR BUS</b>	7,861,436	99,477,366	105,695,647	111,291,658	95.0	112,268,492	111,291,658	95.0
22									
23	<b>AMERICAN DISABILITIES ACT:</b>								
24	Passenger Fares Redi-Wheels	55,432	790,660	864,671	815,000	106.1	815,000	815,000	106.1
25	Local TDA 4.5 Redi-Wheels	210,880	1,653,834	1,771,554	1,771,554	100.0	1,771,554	1,771,554	100.0
26	Local STA - Paratransit	(42,560)	437,266	308,350	369,283	83.5	471,248	369,283	83.5
27	Operating Grants	(450,150)	504,770	161,370	0	0.0	0	0	0.0
28	Sales Tax - District ADA Programs	(355,590)	0	1,123,982	729,065	154.2	2,412,766	729,065	154.2
29	Sales Tax - Paratransit Suppl. Coastside	141,847	1,138,176	1,528,746	1,512,350	101.1	1,512,350	1,512,350	101.1
30	Interest Income - Paratransit Fund	31,562	255,916	249,921	262,882	95.1	262,882	262,882	95.1
31	SMCTA Measure A Redi-Wheels	293,338	2,880,000	3,188,158	3,080,000	103.5	3,080,000	3,080,000	103.5
32	SM County Measure A	416,665	5,000,000	5,000,000	5,000,000	100.0	5,000,000	5,000,000	100.0
33	Measure M Paratransit	265,957	1,400,000	1,400,000	1,400,000	100.0	1,400,000	1,400,000	100.0
34	<b>TOTAL ADA PROGRAMS</b>	567,381	14,060,621	15,596,751	14,940,134	104.4	16,725,800	14,940,134	104.4
35									
36	<b>MULTI-MODAL TRANSIT PROGRAMS:</b>								
37	Transfer from SMCTA for Caltrain	359,913	6,260,000	6,080,000	6,080,000	100.0	6,160,000	6,160,000	98.7
38	AB434 Funds - SamTrans Shuttle	(343,883)	438,280	154,500	601,000	25.7	601,000	601,000	25.7
39	Employer SamTrans Shuttle Funds	66,773	655,395	968,998	2,691,610	36.0	2,691,610	2,691,610	36.0
40	Sales Tax - SamTrans Shuttle Program	459,411	256,420	592,640	371,307	159.6	340,560	371,307	159.6
41	Sales Tax - Gen. Operating Asst.	24,223	140,673	158,334	234,353	67.6	117,000	154,353	102.6
42									
43	<b>TOTAL MULTIMODAL</b>	566,437	7,750,768	7,954,472	9,978,270	79.7	9,910,170	9,978,270	79.7
44									
45	<b>TOTAL REVENUES</b>	8,995,252	121,288,755	129,246,870	136,210,062	94.9	138,904,462	136,210,062	94.9

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



<b><u>UNAUDITED</u></b>								
<b>SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2016 JUNE 2016</b>								
<b>% OF YEAR ELAPSED: 100.0%</b>								
<b><u>EXPENSES</u></b>	<b>MONTH</b>	<b>YEAR-TO-DATE</b>				<b>ANNUAL</b>		
	<b>CURRENT ACTUAL</b>	<b>PRIOR ACTUAL</b>	<b>CURRENT ACTUAL</b>	<b>REVISED BUDGET</b>	<b>% REV BUDGET</b>	<b>APPROVED BUDGET</b>	<b>REVISED BUDGET</b>	<b>% REV BUDGET</b>
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	2,679,693	52,944,591	55,381,387	55,777,474	99.3	55,439,968	55,777,474	99.3
2								
3 Services:								
4 Board of Directors	6,138	190,461	55,147	54,750	100.7	54,750	54,750	100.7
5 Contracted Vehicle Maintenance	148,172	1,264,726	1,312,588	1,458,235	90.0	1,476,960	1,458,235	90.0
6 Property Maintenance	57,774	1,091,819	1,405,955	1,487,696	94.5	1,242,000	1,487,696	94.5
7 Professional Services	704,153	3,290,977	4,337,299	5,745,766	75.5	4,366,600	5,745,766	75.5
8 Technical Services	695,990	6,131,210	5,955,335	6,146,634	96.9	6,001,765	6,146,634	96.9
9 Other Services	494,677	1,411,702	3,230,022	3,054,174	105.8	2,954,115	3,054,174	105.8
10								
11 Materials & Supply:								
12 Fuel & Lubricants	225,371	4,410,143	2,703,612	4,172,614	64.8	6,332,557	4,172,614	64.8
13 Bus Parts & Materials	199,446	1,883,244	2,143,726	1,888,573	113.5	1,898,250	1,888,573	113.5
14 Uniforms & Driver Expense	47,888	365,397	366,065	459,290	79.7	457,490	459,290	79.7
15 Timetables & Tickets	19,409	119,128	162,523	197,600	82.2	197,600	197,600	82.2
16 Office Supplies / Printing	62,301	349,220	339,425	387,821	87.5	357,497	387,821	87.5
17 Other Materials & Supply	16,945	148,503	128,188	170,363	75.2	159,500	170,363	75.2
18								
19 Utilities:								
20 Telecommunications	60,990	464,125	517,802	683,047	75.8	697,134	683,047	75.8
21 Other Utilities	93,412	1,093,466	1,082,629	1,140,000	95.0	1,140,000	1,140,000	95.0
22 Insurance Costs	93,988	1,408,149	1,694,392	2,501,250	67.7	2,676,250	2,501,250	67.7
23 Workers' Compensation	324,531	2,451,852	3,412,292	3,662,160	93.2	3,662,160	3,662,160	93.2
24 Taxes & License Fees	55,778	498,487	509,488	773,629	65.9	773,629	773,629	65.9
25 Fixed Route Accessibility	83,311	1,151,019	1,005,169	1,122,588	89.5	1,124,750	1,122,588	89.5
26 Leases & Rentals	16,797	132,349	161,964	139,096	116.4	139,096	139,096	116.4
27 Promotional & Legal Advertising	26,895	231,077	130,393	316,900	41.1	316,900	316,900	41.1
28 Training & Business Travel	31,622	329,800	255,593	392,311	65.2	363,145	392,311	65.2
29 Dues & Membership	8,116	89,532	97,398	89,289	109.1	89,289	89,289	109.1
30 Postage & Other	10,256	66,716	100,947	132,513	76.2	98,013	132,513	76.2
31								
32 <b>Total District Operated Buses</b>	<b>6,163,654</b>	<b>81,517,692</b>	<b>86,489,340</b>	<b>91,953,773</b>	<b>94.1</b>	<b>92,019,419</b>	<b>91,953,773</b>	<b>94.1</b>
33								
34 <b>CONTRACTED BUS SERVICES</b>								
35 Contracted Urban Bus Service	1,277,219	15,139,471	15,088,891	15,501,400	97.3	16,571,900	15,501,400	97.3
36 Other Related Costs	52,651	370,073	475,236	410,230	115.8	410,130	410,230	115.8
37 Insurance Costs	175,243	242,694	1,292,720	830,000	155.7	655,000	830,000	155.7
38 Coastside Services	140,872	1,677,584	1,759,679	1,970,800	89.3	2,005,800	1,970,800	89.3
39 Redi Coast Non-ADA	20,474	227,098	265,597	275,700	96.3	240,700	275,700	96.3
40 Other Related Costs	7,576	66,674	88,527	122,670	72.2	122,670	122,670	72.2
41 La Honda - Pescadero	8,400	55,125	55,125	55,130	100.0	55,130	55,130	100.0
42 SamCoast - Pescadero	12,515	175,512	162,482	165,165	98.4	165,165	165,165	98.4
43 Other Related Cost - SamCoast	2,831	5,443	18,051	6,790	265.8	6,790	6,790	265.8
44 <b>Total Contracted Bus Service</b>	<b>1,697,781</b>	<b>17,959,675</b>	<b>19,206,307</b>	<b>19,337,885</b>	<b>99.3</b>	<b>20,233,285</b>	<b>19,337,885</b>	<b>99.3</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>7,861,435</b>	<b>99,477,366</b>	<b>105,695,647</b>	<b>111,291,658</b>	<b>95.0</b>	<b>112,252,704</b>	<b>111,291,658</b>	<b>95.0</b>

% 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.

**UNAUDITED**

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

% OF YEAR ELAPSED: 100.0%

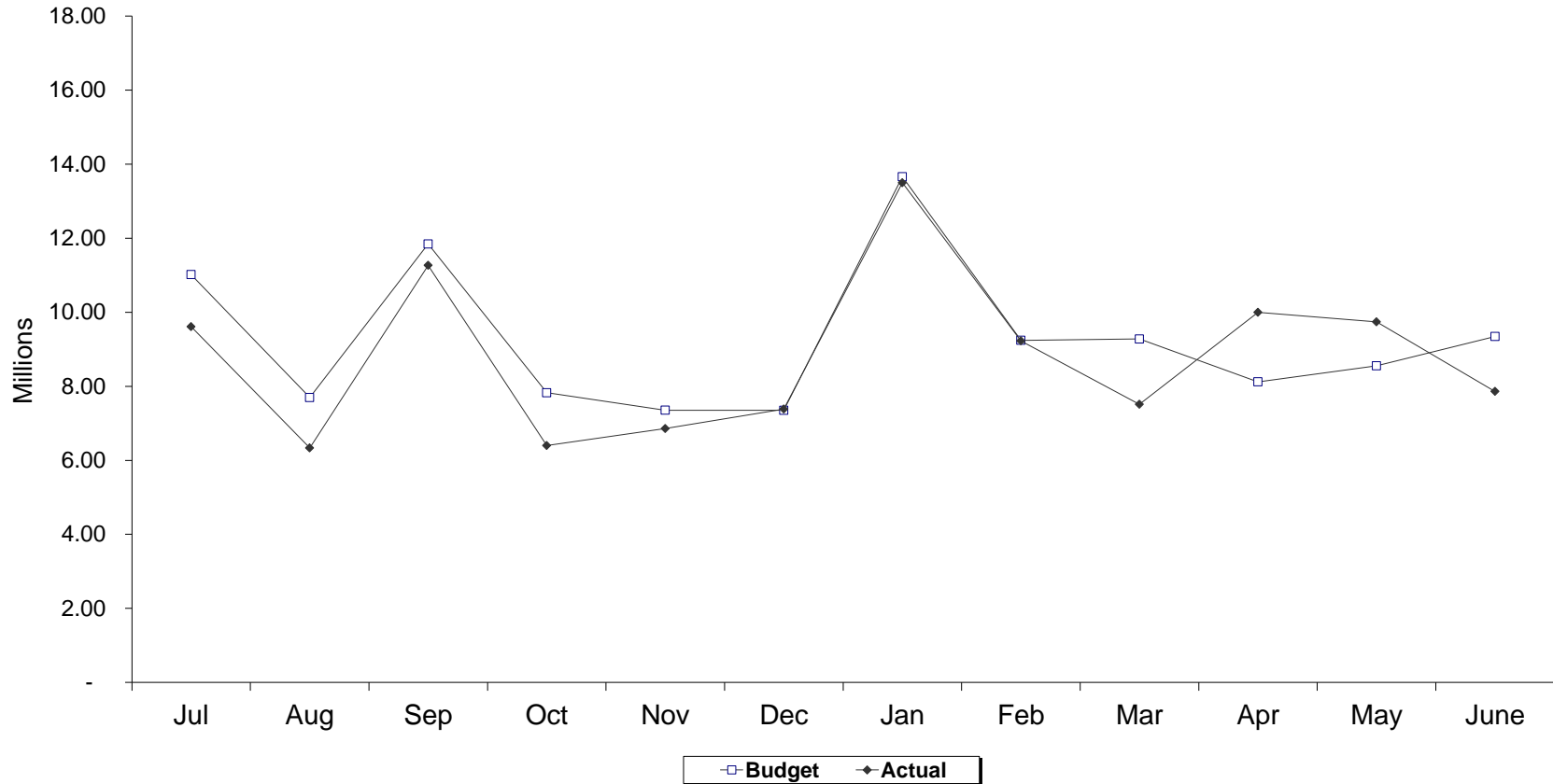
<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	8,428	5,785,476	4,860,221	5,057,200	96.1	6,807,200	5,057,200	96.1
Other Related Costs	(219,971)	2,495,944	2,756,604	3,221,128	85.6	3,238,194	3,221,128	85.6
ADA Sedan/Taxi Service	427,824	3,240,663	4,681,151	3,120,800	150.0	3,150,800	3,120,800	150.0
ADA Accessibility Support	180,263	1,014,083	1,258,016	1,513,656	83.1	1,518,044	1,513,656	83.1
Coastside ADA Support	141,847	1,456,338	1,528,746	1,512,350	101.1	1,512,350	1,512,350	101.1
Insurance Costs	28,989	68,116	512,013	515,000	99.4	515,000	515,000	99.4
<b>TOTAL ADA PROGRAMS</b>	<b>567,380</b>	<b>14,060,621</b>	<b>15,596,751</b>	<b>14,940,134</b>	<b>104.4</b>	<b>16,741,588</b>	<b>14,940,134</b>	<b>104.4</b>
<b>MULTIMODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	359,913	6,260,000	6,080,000	6,080,000	100.0	6,080,000	6,080,000	100.0
<b>Total Caltrain Service</b>	<b>359,913</b>	<b>6,260,000</b>	<b>6,080,000</b>	<b>6,080,000</b>	<b>100.0</b>	<b>6,080,000</b>	<b>6,080,000</b>	<b>100.0</b>
<b>OTHER SUPPORT</b>								
SamTrans Shuttle Service	182,301	1,350,095	1,716,138	3,663,917	46.8	3,633,170	3,663,917	46.8
Bicycle Coordinating Activities	0	0	0	25,000	0.0	25,000	25,000	0.0
Maintenance Multimodal Facilities	24,223	140,672	158,334	209,353	75.6	172,000	209,353	75.6
<b>Total Other Support</b>	<b>206,524</b>	<b>1,490,768</b>	<b>1,874,472</b>	<b>3,898,270</b>	<b>48.1</b>	<b>3,830,170</b>	<b>3,898,270</b>	<b>48.1</b>
<b>TOTAL MULTI-MODAL PROGRAM</b>	<b>566,437</b>	<b>7,750,768</b>	<b>7,954,472</b>	<b>9,978,270</b>	<b>79.7</b>	<b>9,910,170</b>	<b>9,978,270</b>	<b>79.7</b>
<b>TOTAL EXPENSES</b>	<b>8,995,252</b>	<b>121,288,755</b>	<b>129,246,870</b>	<b>136,210,062</b>	<b>94.9</b>	<b>138,904,462</b>	<b>136,210,062</b>	<b>94.9</b>

% 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

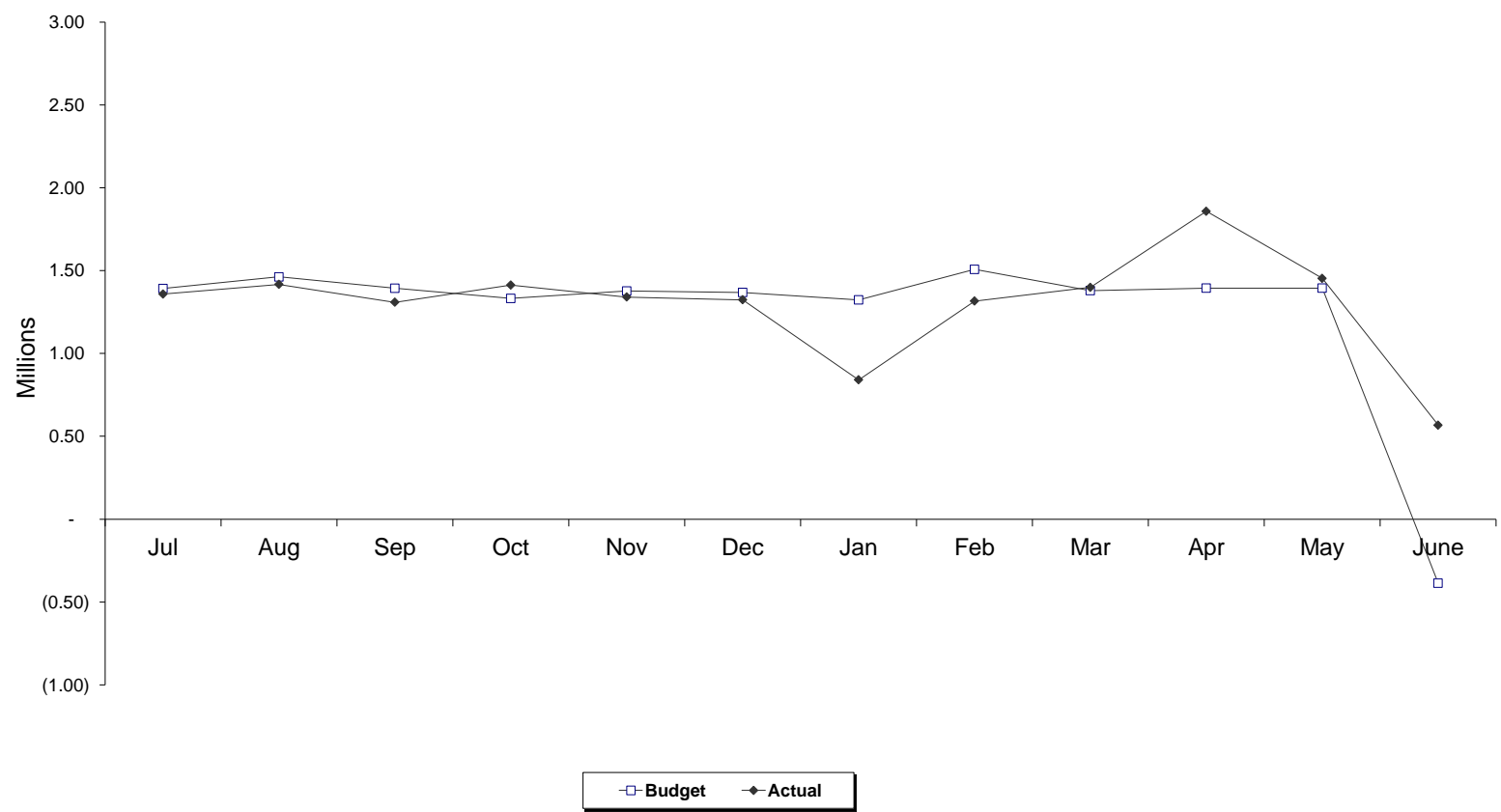
### FISCAL YEAR 2016



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
<b>Budget</b>	11,017,327	7,696,670	11,846,126	7,824,156	7,355,204	7,349,505	13,662,654	9,242,281	9,278,302	8,121,047	8,554,199	9,344,188
<b>Actual</b>	9,610,508	6,333,213	11,269,159	6,398,834	6,857,755	7,386,503	13,497,850	9,227,912	7,515,497	9,997,465	9,739,517	7,861,435
<b>CUMULATIVE EXPENSES</b>												
<b>Budget</b>	11,017,327	18,713,997	30,560,123	38,384,279	45,739,483	53,088,987	66,751,641	75,993,922	85,272,225	93,393,272	101,947,470	111,291,658
<b>Actual</b>	9,610,508	15,943,720	27,212,879	33,611,713	40,469,468	47,855,971	61,353,821	70,581,733	78,097,230	88,094,695	97,834,212	105,695,647
<b>Variance - F(U)</b>	1,406,820	2,770,276	3,347,243	4,772,566	5,270,015	5,233,017	5,397,820	5,412,190	7,174,995	5,298,577	4,113,259	5,596,011
<b>Variance %</b>	12.77%	14.80%	10.95%	12.43%	11.52%	9.86%	8.09%	7.12%	8.41%	5.67%	4.03%	5.03%

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



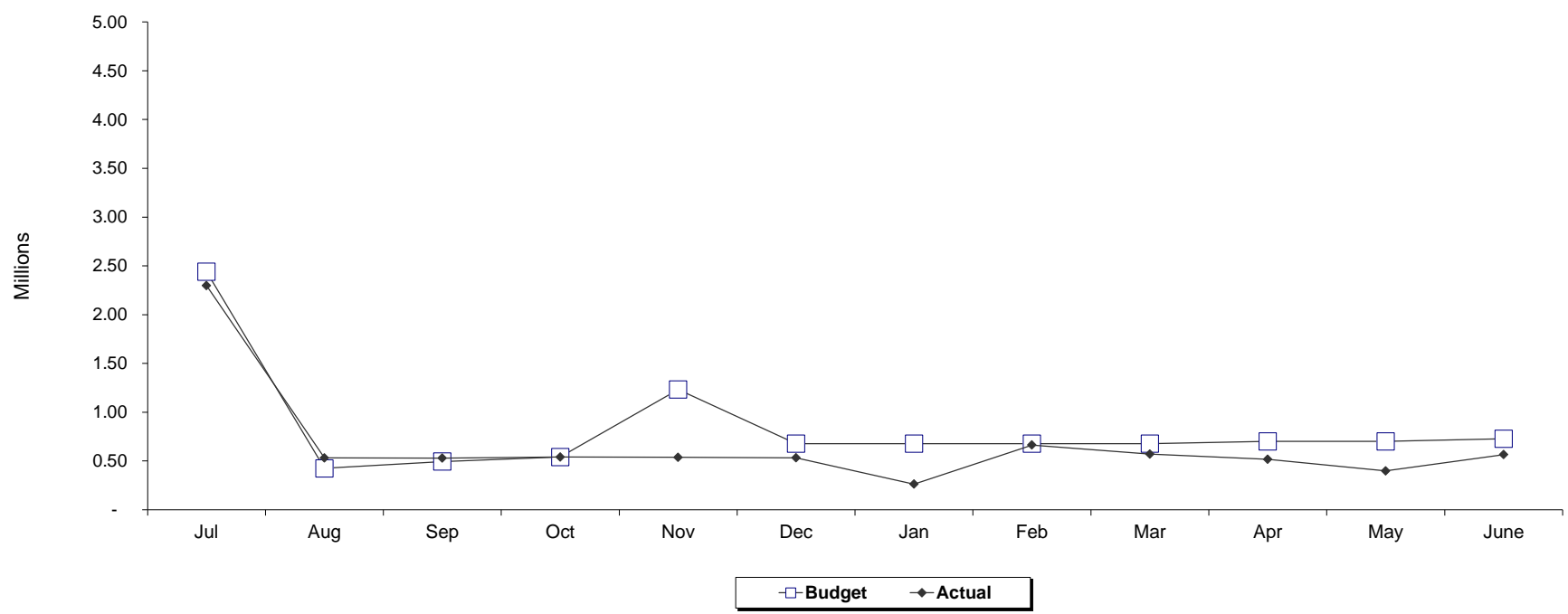
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
<b>Budget</b>	1,392,064	1,462,328	1,393,823	1,332,333	1,377,222	1,368,326	1,323,448	1,507,592	1,379,707	1,394,610	1,394,610	(385,928)	
<b>Actual</b>	1,358,433	1,416,915	1,309,048	1,412,582	1,340,576	1,324,018	841,055	1,316,279	1,399,254	1,858,090	1,453,120	567,380	
<b>CUMULATIVE EXPENSES</b>													
<b>Budget</b>	1,392,064	2,854,392	4,248,214	5,580,547	6,957,769	8,326,094	9,649,543	11,157,135	12,536,841	13,931,452	15,326,062	14,940,134	
<b>Actual</b>	1,358,433	2,775,348	4,084,396	5,496,978	6,837,554	8,161,573	9,002,628	10,318,907	11,718,161	13,576,251	15,029,370	15,596,751	
<b>Variance - F(U)</b>	33,631	79,043	163,819	83,569	120,215	164,522	646,915	838,228	818,681	355,201	296,692	(656,617)	
<b>Variance %</b>	2.42%	2.77%	3.86%	1.50%	1.73%	1.98%	6.70%	7.51%	6.53%	2.55%	1.94%	-4.39%	

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

### MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2016



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
<b>Budget</b>	2,440,078	424,821	495,316	540,760	1,232,844	678,507	678,810	678,428	678,428	701,428	701,428	727,424	
<b>Actual</b>	2,298,095	531,510	530,609	540,760	537,739	533,707	263,050	664,293	571,092	518,573	398,607	566,437	
<b>CUMULATIVE EXPENSES</b>													
<b>Budget</b>	2,440,078	2,864,899	3,360,214	3,900,974	5,133,818	5,812,325	6,491,135	7,169,563	7,847,990	8,549,418	9,250,846	9,978,270	
<b>Actual</b>	2,298,095	2,829,605	3,360,214	3,900,974	4,438,713	4,972,420	5,235,471	5,899,764	6,470,856	6,989,429	7,388,036	7,954,472	
<b>Variance - F(U)</b>	141,983	35,294	0	0	695,105	839,905	1,255,664	1,269,798	1,377,134	1,559,989	1,862,810	2,023,798	
<b>Variance %</b>	5.82%	1.23%	0.00%	0.00%	13.54%	14.45%	19.34%	17.71%	17.55%	18.25%	20.14%	20.28%	

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**

**INTEREST ON INVESTMENTS**

**June 30, 2016**

DESCRIPTION	TOTAL INVESTMENT 6-30-16	INTEREST RECEIVABLE 5-31-16	PREPAID INT RECEIVABLE 6-30-16	INTEREST EARNED 6-30-16	INTEREST RECEIVED 6-30-16	ADJ.	INTEREST RECEIVABLE 6-30-16
RESERVE FOR CAPITAL PROJ	70,045.00	20,089.30	0.00	1,997.41	19,750.00	(30.21)	2,306.50
LAIF -- CAPITAL PROJ	76,858.72	69.18	0.00	36.39	0.00	0.00	105.57
REIMB SECURITIES -- L76R	89,496,541.07	164,496.58	24,581.40	79,840.51	20,984.53	(1,306.29)	246,627.66
LAIF -- REIMB FUNDS L76R	13,395,969.83	21,099.77	0.00	8,212.01	0.00	0.00	29,311.78
PARATRANSIT FUNDS	25,276,289.49	51,390.91	8,792.72	22,574.79	2,797.35	(348.90)	79,612.17
LAIF -- PARATRANSIT	5,089,439.98	4,581.19	0.00	2,409.47	0.00	0.00	6,990.66
BANK OF AMERICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLS FARGO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	8,130,978.10	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	1,804,003.76	0.00	0.00	0.00	0.00	0.00	0.00
	<u>143,340,125.95</u>	<u>261,726.93</u>	<u>33,374.12</u>	<u>115,070.58</u>	<u>43,531.88</u>	<u>(1,685.40)</u>	<u>364,954.34</u>

**JUNE 2016 -- SUMMARY OF INTEREST & CAPITAL GAIN**

Interest Earned 6/30/16	113,385.18
<b>Add:</b>	
CEO Interest	0.00
<b>Less:</b>	
Trust Fees	(565.26)
Capital Gain(Loss)	<u>7,066.79</u>
Total Interest & Capital Gain(Loss)	<u><u>119,886.71</u></u>

**YEAR TO DATE -- SUMMARY**

Interest Earned	1,182,685.13
<b>Add:</b>	
CEO Interest	
<b>Less:</b>	
Trust Fees	(7,470.41)
Capital Gain(Loss)	<u>25,093.78</u>
Total Interest & Capital Gain(Loss)	<u><u>1,200,308.50</u></u>
<b>Balance Per Ledger as of 6/30/16</b>	
Deferred Int Acct. 210852/3	18,857.68
Interest Acct. 409101	1,163,827.45
Less Trust Fees 530045	(7,470.41)
Gain(Loss) Acct. 405210	<u>25,093.78</u>
	<u><u>1,200,308.50</u></u>

**SAN MATEO COUNTY TRANSIT DISTRICT  
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R  
June 30, 2016**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-15	MARKET VALUE 6-30-16	MATURITY/CALL DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST	PREPAID	INTEREST	INTEREST	PP INTEREST	INTEREST	INT REC'VBLE	PAR VALUE	
										REC'VBLE 5-31-16	INT REC'VBLE 6-30-16	EARNED 6-30-16	RECEIVED 6-30-16	RECEIVED DATE	REC'VBLE 6-30-16	LESS PREPAID 6-30-16		
<b>U.S. TREASURY NOTES AND BONDS</b>																		
US TREASURY NOTE	912828VR8	12-11-14	1,102,492.19	1,103,093.20	1,100,666.60	08-15-16	0.625%	19.0972	30	2,020.95		0.00	2,039.84		18.89	(0.00)	(0.00)	1,100,000
US TREASURY NOTE	912828WA4	03-21-14	6,784,328.13	6,818,060.80	6,805,310.80	10-15-16	0.625%	118.0556	30	5,457.65		3,541.67	826.39		(58.06)	8,941.26	8,941.26	6,800,000
US TREASURY NOTE	912828WA4	03-21-14	1,696,082.03	1,704,515.20	1,701,460.94	6-28-16	0.625%	29.5139	28	1,364.41			2,177.25		(13.55)	0.00	0.00	1,700,000
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	10,025,780.00	10,009,770.00	11-15-16	0.625%	173.6111	30	2,887.23		5,208.33			(113.22)	7,982.34	7,982.34	10,000,000
US TREASURY NOTE	912828SM3	03-23-15	4,569,898.24	4,569,720.00	4,551,833.92	3-31-17	1.000%	125.9722	30	7,682.24					(61.96)	11,399.45	11,399.45	4,535,000
US TREASURY NOTE	912828TG5	06-02-16	9,968,359.38	9,996,880.00	9,996,880.00	7-31-17	0.500%	138.8889	29	-	16,895.60	4,027.78			(44.26)	20,879.12	3,983.52	10,000,000
US TREASURY NOTE	912828UZ1	3-31-16	9,319,685.55	9,319,685.55	9,356,208.40	4-30-18	0.625%	162.3264	30	5,081.52		4,869.79			(105.86)	9,845.45	9,845.45	9,350,000
US TREASURY NOTE	912828WD8	10-13-15	7,761,960.94	7,761,960.94	7,806,775.90	10-31-18	1.250%	267.3611	30	8,369.57		8,020.83			(174.37)	16,216.03	16,216.03	7,700,000
US TREASURY NOTE	912828ST8	03-25-15	7,848,466.80	7,832,211.90	7,973,574.70	4-30-19	1.250%	272.5694	30	8,532.61		8,177.08			(177.76)	16,531.93	16,531.93	7,850,000
US TREASURY NOTE	912828F62	09-08-15	6,124,542.97	6,167,276.90	6,242,014.10	10-31-19	1.500%	254.1667	30	7,956.52		7,625.00			(165.76)	15,415.76	15,415.76	6,100,000
US TREASURY NOTE	912828UQ1	11-09-15	4,342,078.13	4,343,279.60	4,465,656.80	02-29-20	1.250%	152.7778	30	13,899.46		4,583.33			(99.64)	18,383.15	18,383.15	4,400,000
US TREASURY NOTE	912828VF4	12-7-15	4,343,109.38	4,336,750.00	4,480,779.60	05-31-20	1.375%	168.0556	30	165.30	0.00	5,041.67			(82.65)	5,124.32	5,124.32	4,400,000
US TREASURY NOTE	912828VP2	3-2-16	4,018,675.78	4,018,675.78	4,070,168.70	07-31-20	2.000%	216.6667	30	26,142.86		6,500.00			(71.43)	32,571.43	32,571.43	3,900,000
US TREASURY NOTE	912828VP2	5-18-16	8,683,171.88	8,683,171.88	8,766,517.20	07-31-20	2.000%	466.6667	30	56,307.69		14,000.00			(153.84)	70,153.85	70,153.85	8,400,000
US TREASURY NOTE	912828L32	6-29-16	1,731,078.13	1,731,144.00	1,731,144.00	08-31-20	1.375%	64.9306	2	0.00	7,685.80	129.86			(2.82)	7,812.84	127.04	1,700,000
																		87.97%
<b>GOVERNMENT BONDS</b>																		
FNMA	3135G0XP3	12-10-13	4,979,900.00	4,998,765.00	5,000,165.00	06-01-16	0.375%	52.0833	1	7,604.17		52.08	7,656.25		-	0.00	0.00	5,000,000
FNMA	3135G0YE7	03-07-14	1,202,352.00	1,202,893.20	1,200,272.40	08-26-16	0.625%	20.8333	30	1,979.17		625.00				2,604.17	2,604.17	1,200,000
FNMA	3135G0YE7	03-07-14	3,807,448.00	3,809,161.80	3,801,520.00	06-01-16	0.625%	65.9722	1	6,267.36		65.97	6,333.33			0.00	0.00	3,800,000
																		10.00%
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>																		
FNMA	3136ANJY4	4-30-15	616,097.80	614,551.21	614,944.23	04-01-18	1.550%	26.2639	30	787.92		787.92	787.92			787.92	787.92	610,000
FHLMC	3137BNMZ4	4-28-16	614,579.63	614,566.69	616,082.56	03-01-19	1.738%	29.3770	30	892.61		881.31	892.61			881.31	881.31	608,500
FHLMC	3137BNMZ4	4-28-16	7,876.61	7,905.00	7,798.69	06-25-16	1.738%	0.3765		0.00		0.00				0.00	0.00	7,799
FANNIE MEA	3136AQDQ0	10-30-15	808,011.12	808,011.12	808,607.76	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
																		2.03%
<b>CASH AND CASH EQUIVALENTS</b>			35,032.31		35,032.31					0.00					0.00	0.00		0
LAIF			13,395,969.83	13,395,969.83	13,395,969.83					21,099.77		8,212.01			29,311.78	29,311.78		13,395,969.83
<b>MATURED/CALLED</b>																		
US TREASURY NOTE	912828VR8	12-11-14	(1,102,492.19)	(1,103,093.20)	(1,100,666.60)													(1,100,000.00)
US TREASURY NOTE	912828WA4	03-21-14	(1,696,082.03)	(1,704,515.20)	(1,701,460.94)													(1,700,000.00)
FNMA	3135G0XP3	12-10-13	(4,979,900.00)	(4,998,765.00)	(5,000,165.00)													(5,000,000.00)
FNMA	3135G0YE7	03-07-14	(3,807,448.00)	(3,809,161.80)	(3,801,520.00)													(3,800,000.00)
FHLMC	3137BNMZ4	4-28-16	(7,876.61)	(7,905.00)	(7,798.69)													(7,798.50)
TOTAL LAIF			13,395,969.83	13,395,969.83	13,395,969.83													
TOTAL A/C 121100 & 112010			88,707,489.61	88,844,619.57	89,496,541.07													88,353,499.50
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u>88,707,489.61</u>	<u>88,844,619.57</u>	<u>89,496,541.07</u>					<u>164,496.56</u>	<u>24,581.40</u>	<u>79,840.51</u>	<u>20,984.53</u>		<u>(1,306.29)</u>	<u>246,627.66</u>	<u>222,046.26</u>	<u>91,653,499.52</u>

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES**  
**June 30, 2016**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-15	MARKET VALUE 6-30-16	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 5-31-16	PREPAID INT REC'VBLE 6-30-16	INTEREST EARNED 6-30-16	INTEREST RECEIVED 6-30-16	ADJ.	INTEREST REC'VBLE 6-30-16	INT REC'VBLE LESS PREPAID 6-30-16	PAR VALUE
<b><u>U.S. TREASURY NOTES AND BONDS</u></b>																	
US TREASURY NOTE	912828VG2	12-30-13	7,889,816.35	7,914,852.00	7,900,948.00	06-15-16	0.500%	109.7222	14	18,244.10		1,536.11	19,750.00	(30.21)	0.00	0.00	7,900,000
<b><u>GOVERNMENT BONDS</u></b>																	
HOUSING URBAN DEVEL	911759EB0	12-23-08	72,572.73	70,007.00	70,045.00	08-01-17	7.908%	15.3767	30	1,845.20		461.30			2,306.50	2,306.50	70,000
<b><u>CASH AND CASH EQUIVALENTS</u></b>																	
FIRST AMER US TREASURY MM	31846V534		8,047,948.80	8,047,948.80	8,047,948.80					0.00		0.00				0.00	0.00
LAIF			76,858.72	76,858.72	76,858.72					69.18		36.39			105.57	105.57	76,859
<b><u>MATURED/CALLED</u></b>																	
US TREASURY NOTE	912828VG2	12-30-13	(7,889,816.35)	(7,914,852.00)	(7,900,948.00)												(7,900,000.00)
TOTAL LAIF			76,858.72	76,858.72	76,858.72												
TOTAL A/C 121100 & 112010			72,572.73	70,007.00	70,045.00												
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<b>72,572.73</b>	<b>70,007.00</b>	<b>70,045.00</b>					<b>20,089.30</b>	<b>0.00</b>	<b>1,997.41</b>	<b>19,750.00</b>	<b>(30.21)</b>	<b>2,306.50</b>	<b>2,306.50</b>	<b>7,970,000</b>



**SAN MATEO COUNTY TRANSIT DISTRICT**  
**PARATRANSIT FUNDS -- INTEREST ON SECURITIES**  
**June 30, 2016**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	Maturity/Call	INT RATE	APPL. DAYS	INTEREST REC'VBLE 5-31-16	PP INTEREST REC'VBLE 6-30-16	INTEREST EARNED 6-30-16	INTEREST RECEIVED 6-30-16	PP INTEREST	INTEREST REC'VBLE 6-30-16	INT REC'VBLE LESS PREPAID 6-30-16	PAR VALUE		
			PURCHASE PRICE	ADJUSTED 06-30-15	VALUE 6-30-16								RECEIVED DATE				ADJ.	
<b>U.S. TREASURY NOTES AND BONDS</b>																		
US TREASURY NOTE	912828WA4	03-21-14	867,994.92	1,169,283.29	870,475.78	10-15-16	0.625%	15.1042	1	698.26		15.10	713.11		(0.25)	0.00	870,000	
US TREASURY NOTE	912828WF3	03-28-14	1,420,880.86	1,428,673.65	1,426,392.23	11-15-16	0.625%	24.7396	30	411.43		742.19		(16.14)	1,137.48	1,137.48	1,425,000	
US TREASURY NOTE	912828WF3	03-28-14	3,115,966.80	3,133,056.25	3,126,586.91	6-1-16	0.625%	54.2535	1	902.26		54.25	955.33		(1.18)	(0.00)	(0.00)	3,125,000
US TREASURY NOTE	912828WF3	03-28-14	448,699.22	451,160.10	450,439.45	6-28-16	0.625%	7.8125	28	129.92		218.75	343.92		(4.75)	0.00	0.00	450,000
US TREASURY NOTE	912828SC5	03-19-14	4,218,225.00	4,223,297.40	4,210,462.20	01-31-17	0.875%	102.0833	30	12,317.31		3,062.50		(33.66)	15,346.15	15,346.15	4,200,000	
US TREASURY NOTE	912828TG5	06-2-16	3,987,343.75	3,987,343.75	3,998,752.00	07-31-17	0.500%	55.5556	29	0.00	6,758.24	1,611.11		(17.70)	8,351.65	1,593.41	4,000,000	
US TREASURY NOTE	912828UZ1	03-31-16	3,304,252.14	3,305,008.21	3,317,201.16	04-30-18	0.625%	57.5521	30	1,801.63		1,726.56		(37.53)	3,490.66	3,490.66	3,315,000	
US TREASURY NOTE	912828WD8	10-13-15	2,721,726.56	2,721,726.56	2,737,440.90	10-31-18	1.250%	93.7500	30	2,934.78		2,812.50		(61.14)	5,686.14	5,686.14	2,700,000	
US TREASURY NOTE	912828F62	09-09-15	2,008,046.88	2,022,058.00	2,046,562.00	10-31-19	1.500%	83.3333	30	2,608.70		2,500.00		(54.35)	5,054.35	5,054.35	2,000,000	
US TREASURY NOTE	912828UQ1	11-09-15	1,233,544.92	1,233,886.25	1,268,652.50	02-29-20	1.250%	43.4028	30	3,948.71		1,302.08		(28.30)	5,222.49	5,222.49	1,250,000	
US TREASURY NOTE	912828VF4	12-7-15	1,332,544.92	1,330,593.75	1,374,784.65	5-31-20	1.375%	51.5625	30	50.72		1,546.88		(25.37)	1,572.23	1,572.23	1,350,000	
US TREASURY NOTE	912828VP2	3-2-16	1,236,515.63	1,236,515.63	1,252,359.60	7-31-20	2.000%	66.6667	30	8,043.96		2,000.00		(21.98)	10,021.98	10,021.98	1,200,000	
US TREASURY NOTE	912828VP2	5-18-16	2,584,277.34	2,584,277.34	2,609,082.50	7-31-20	2.000%	138.8889	30	16,758.24		4,166.67		(45.79)	20,879.12	20,879.12	2,500,000	
US TREASURY NOTE	912828L32	6-29-16	458,226.56	458,226.56	458,244.00	8-31-20	1.375%	17.1875	2	0.00	2,034.48	34.38		(0.76)	2,068.10	33.62	450,000	
																	98.05%	
<b>FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION</b>																		
FNMA	3136ANJY4	4-30-15	171,699.39	171,268.37	171,377.90	04-01-18	1.550%	7.3194	30	219.58		219.58	219.58		219.58	219.58	170,000	
FHLMC	3137BNMZ4	4-28-15	172,082.29	172,078.29	172,503.12	03-01-19	1.738%	8.2254	30	249.93		246.76	249.93		246.76	246.76	170,377	
FHLMC	3137BNMZ4	4-28-15	2,205.45	2,209.45	2,183.63	05-25-16	1.738%			0.00		0.00			0.00	0.00	2,184	
FANIE MAE	3136AQDQ0	10-30-15	232,303.20	232,303.20	232,474.73	09-01-19	1.646%	10.5161	30	315.48		315.48	315.48		315.48	315.48	230,000	
																	1.95%	
<b>CASH AND CASH EQUIVALENTS</b>																		
			47,996.99	47,996.99	47,996.99					0.00					0.00	0.00	0.00	0
<b>CASH INVESTMENT</b>																		
LAIF			5,089,439.98	5,084,598.76	5,089,439.98					4,581.19	0.00	2,409.47			6,990.66	6,990.66	5,089,440	
<b>MATURED/CALLED</b>																		
US TREASURY NOTE	912828WA4	03-21-14	(867,994.92)	(1,169,283.29)	(870,475.78)													(870,000.00)
US TREASURY NOTE	912828WF3	03-28-14	(3,564,666.02)	(3,584,216.35)	(3,577,026.36)													(3,575,000.00)
FHLMC	3137BNMZ4	4-28-15	(2,205.45)	(2,209.45)	(2,183.63)													(2,183.63)
TOTAL LAIF			<u>5,089,439.98</u>	<u>5,084,598.76</u>	<u>5,089,439.98</u>													
TOTAL A/C 122010			<u>25,081,669.44</u>	<u>25,107,256.95</u>	<u>25,276,289.49</u>													
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u>25,081,669.44</u>	<u>25,107,256.95</u>	<u>25,276,289.49</u>					<u>51,390.91</u>	<u>8,792.72</u>	<u>22,574.79</u>	<u>2,797.35</u>	<u>0.00</u>	<u>(348.90)</u>	<u>79,612.17</u>	<u>70,819.45</u>	<u>24,510,376.86</u>

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

BUDGET AMENDMENTS

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

BUDGET REVISIONS

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

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

8/24/15 4:42 PM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
<b>FY2015:</b>						
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
<b>FY2015 Total</b>	<b>72,000,000</b>	<b>75,000,000</b>	<b>FY2015 Total</b>	<b>80,974,725</b>	<b>5,974,725</b>	<b>80,974,725</b>
<b>FY2016</b>						
Jul. 15	5,390,000	5,390,000	Sep. 15	5,856,200	466,200	5,390,000
Aug. 15	5,390,000	5,390,000	Oct. 15	5,856,200	466,200	5,390,000
Sep. 15	6,827,333	6,827,333	Nov. 15	7,808,200	980,867	6,827,333
3 Months Total	17,607,333	17,607,333		19,520,600	1,913,267	17,607,333
Oct. 15	5,877,667	5,877,667	Dec. 15	6,636,477	758,810	5,877,667
Nov. 15	5,877,667	5,877,667	Jan. 16	6,064,300	186,633	5,877,667
Dec. 15	7,140,467	7,140,467	Feb. 16	8,085,700	945,233	7,140,467
6 Months Total	36,503,134	36,503,134		40,307,077	3,803,943	36,503,134
Jan. 16	5,544,000	5,544,000	Mar. 16	6,435,511	891,511	5,544,000
Feb. 16	6,079,920	6,079,920	Apr. 16	5,033,200	(1,046,720)	6,079,920
Mar. 16	7,542,920	11,542,920	May 16	6,711,000	(4,831,920)	11,542,920
9 Months Total	55,669,974	59,669,974		58,486,788	(1,183,186)	59,669,974
Apr. 16	6,884,826	6,884,826	Jun. 16	6,676,272	(208,554)	6,884,826
May 16	6,997,760	6,997,760	Jul. 16	5,506,000	(1,491,760)	6,997,760
Jun. 16	7,447,440	7,447,440	Aug. 16	9,036,013	1,588,573	7,447,440
<b>FY2016 Total</b>	<b>77,000,000</b>	<b>81,000,000</b>	<b>FY2016 Total</b>	<b>79,705,074</b>	<b>(1,294,926)</b>	<b>81,000,000</b>
	19,520,600		1st Quarter			
	20,786,477		2nd Quarter			
	18,179,711		3rd Quarter			
	21,218,285		4th Quarter			
	<u>79,705,074</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: Eli Kay  
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING  
SEPTEMBER 30, 2016 AND SUPPLEMENTAL INFORMATION**

**ACTION**

Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of September 2016 and supplemental information.

**SIGNIFICANCE**

**Revenues:** *Total Revenues* (page 1, line 14) are \$50,201 or 0.1 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$565,207 or 11.6 percent and *Sales Tax* (page 1, line 9) are **worse** by \$362,031 or 1.9 percent, offset by *Investment Interest* (page 1, line 10) which is **better** than budget by \$282,679 or 103.7 percent and *Other Interest, Rent & Other Income* (page 1, line 12) are **better** than budget by \$710,724 or 39.9 percent.

**Expenses:** *Total Expenses* (page 4, line 71) are \$3,373,823 or 9.2 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$2,916,891 or 9.8 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$433,019 or 9.5 percent and *Total Multi-Modal Programs* (page 4, line 70) are **better** than budget by \$23,911 or 1.1 percent.

**BUDGET IMPACT**

There are no budget revisions for the month of September 2016.

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

**SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF REVENUES AND EXPENSES  
FISCAL YEAR 2017  
SEPTEMBER 2016**

% OF YEAR ELAPSED: **25.0%**

	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	PROJECTION	% REV BUDGET
<b>SOURCES OF FUNDS</b>									
<b>Operating Revenues</b>									
1 Passenger Fares	1,538,545	4,019,867	4,314,042	4,879,249	88.4	19,517,000	19,517,000	19,517,000	22.1
2 Local TDA and STA Funds	3,506,760	9,594,770	10,520,279	10,576,324	99.5	42,361,438	42,361,438	42,361,438	24.8
3 Operating Grants	132,020	1,851,152	396,060	443,049	89.4	4,010,671	4,010,671	4,010,671	9.9
4 SMCTA Measure A	825,462	3,563,680	2,379,057	2,392,390	99.4	9,960,000	9,960,000	9,960,000	23.9
5 SM County Measure A	416,667	1,250,000	1,250,000	1,250,000	100.0	5,000,000	5,000,000	5,000,000	25.0
6 AB434 Funds & TA Funded Shuttle	9,083	150,250	27,250	27,250	100.0	109,000	109,000	109,000	25.0
7 <b>Subtotal - Operating Revenues</b>	<b>6,428,537</b>	<b>20,429,719</b>	<b>18,886,689</b>	<b>19,568,262</b>	<b>96.5</b>	<b>80,958,110</b>	<b>80,958,110</b>	<b>80,958,109</b>	<b>23.3</b>
<b>Other Revenue Sources</b>									
9 District 1/2 Cent Sales Tax	7,136,548	18,073,533	18,976,410	19,338,441	98.1	83,000,000	83,000,000	83,000,000	22.9
10 Investment Interest	107,533	251,160	555,309	272,630	203.7	1,090,519	1,090,519	1,090,519	50.9
11 Pass through to Other Agencies	5,750	26,406	17,250	17,250	100.0	69,000	69,000	69,000	25.0
12 Other Interest, Rent & Other Income	1,381,991	1,441,790	2,492,034	1,781,310	139.9	7,308,988	7,308,988	7,308,988	34.1
13 <b>Subtotal - Other Revenues</b>	<b>8,631,823</b>	<b>19,792,889</b>	<b>22,041,003</b>	<b>21,409,630</b>	<b>102.9</b>	<b>91,468,507</b>	<b>91,468,506</b>	<b>91,468,507</b>	<b>24.1</b>
14 <b>Total Revenues</b>	<b>15,060,359</b>	<b>40,222,608</b>	<b>40,927,691</b>	<b>40,977,892</b>	<b>99.9</b>	<b>172,426,616</b>	<b>172,426,616</b>	<b>172,426,616</b>	<b>23.7</b>
15 <b>Capital Assistance</b>	<b>0</b>	<b>1,549,630</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>10,255,906</b>	<b>110,320,084</b> <sup>(A)</sup>	<b>110,320,084</b>	<b>0.0</b>
16 <b>Reserves Programmed for Capital</b>	<b>0</b>	<b>1,082,003</b>	<b>1,059,092</b>	<b>1,059,092</b>	<b>100.0</b>	<b>0</b>	<b>6,739,110</b> <sup>(A)</sup>	<b>6,739,110</b>	<b>15.7</b>
17 <b>Total Sources of Funds</b>	<b>15,060,359</b>	<b>42,854,242</b>	<b>41,986,783</b>	<b>42,036,983</b>	<b>99.9</b>	<b>182,682,522</b>	<b>289,485,810</b>	<b>289,485,810</b>	<b>14.5</b>
<b>USES OF FUNDS</b>									
<b>Operations</b>									
21 Motor Bus	9,255,952	27,212,879	26,977,984	29,894,875	90.2	117,968,986	117,968,987	117,968,986	22.9
22 A. D. A. Programs	1,431,552	4,084,396	4,127,306	4,560,325	90.5	18,157,910	18,157,910	18,157,910	22.7
23 Caltrain	540,000	2,840,735	1,620,001	1,633,334	99.2	6,640,000	6,640,000	6,640,000	24.4
24 Other Multi-modal Programs	185,582	519,479	525,823	536,402	98.0	2,161,708	2,161,708	2,161,708	24.3
25 <b>Subtotal - Operating Costs</b>	<b>11,413,086</b>	<b>34,657,489</b>	<b>33,251,114</b>	<b>36,624,936</b>	<b>90.8</b>	<b>144,928,604</b>	<b>144,928,604</b>	<b>144,928,604</b>	<b>22.9</b>
<b>Other Uses of Funds</b>									
27 Pass through to Other Agencies	5,750	26,406	17,250	18,148	95.1	79,780	79,780	79,780	21.6
28 Debt Service	832,337	2,508,911	2,497,011	2,497,011	100.0	21,648,044	21,648,044	21,648,044	11.5
29 Fiscal Agent Fees	3,013	3,043	3,803	7,100	53.6	28,401	28,401	28,401	13.4
30 Land Transfer Interest Expense	0	0	0	0	0	45,716	45,716	45,716	0.0
31 <b>Subtotal - Other Uses of Funds</b>	<b>841,100</b>	<b>2,538,361</b>	<b>2,518,064</b>	<b>2,522,260</b>	<b>99.8</b>	<b>21,801,941</b>	<b>21,801,941</b> <sup>(A)</sup>	<b>21,801,941</b>	<b>11.5</b>
32 <b>Capital Programs</b>	<b>0</b>	<b>2,631,633</b>	<b>1,059,092</b>	<b>1,059,092</b>	<b>0.0</b>	<b>16,327,874</b>	<b>123,131,162</b> <sup>(A)</sup>	<b>123,131,162</b>	<b>0.9</b>
33 <b>Total Uses of Funds</b>	<b>12,254,186</b>	<b>39,827,484</b>	<b>36,828,270</b>	<b>40,206,287</b>	<b>91.6</b>	<b>183,058,419</b>	<b>289,861,707</b>	<b>289,861,707</b>	<b>12.7</b>
34 <b>NET SURPLUS / (DEFICIT)</b>	<b>2,806,173</b>	<b>3,026,758</b>	<b>5,158,513</b>	<b>1,830,696</b>	<b>281.8</b>	<b>(375,897)</b>	<b>(375,897)</b>	<b>(375,897)</b>	<b>(1372.3)</b>

% 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).

**SAN MATEO COUNTY TRANSIT DISTRICT  
STATEMENT OF REVENUES  
FISCAL YEAR 2017  
SEPTEMBER 2016**

% OF YEAR ELAPSED: 25.0%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>OPERATING REVENUES - MOTOR BUS</b>								
1 TOTAL MOTOR BUS FARES	1,473,038	3,816,860	4,125,304	4,659,500	88.5	18,638,000	18,638,000	22.1
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,128,384	8,035,931	9,385,152	9,385,152	100.0	37,540,609	37,540,609	25.0
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	198,744	1,015,389	596,232	652,277	91.4	2,609,106	2,609,106	22.9
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	0	1,624,684	0	0	0.0	1,666,278	1,666,278	0.0
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	3,140,453	11,419,863	10,394,213	13,640,041	76.2	51,283,370	51,283,370	20.3
10 Accessibility Fixed Route	77,185	259,491	240,908	283,304	85.0	1,133,217	1,133,217	21.3
11 TOTAL 1/2 CENT SALES TAX	3,217,638	11,679,354	10,635,121	13,923,345	76.4	52,416,587	52,416,587	20.3
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	82,545	203,337	427,779	220,630	193.9	882,519	882,519	48.5
14 OTHER REVENUE SOURCES:								
15 Rental Income	125,285	243,459	375,856	340,000	110.5	1,360,000	1,360,000	27.6
16 Advertising Income	60,417	183,975	191,550	287,250	66.7	1,149,000	1,149,000	16.7
17 Other Income	969,882	409,837	1,240,987	426,722	290.8	1,706,888	1,706,888	70.5
18 TOTAL OTHER REVENUES	1,155,585	837,271	1,808,394	1,053,972	171.6	4,215,888	4,215,888	42.9
19								
20 TOTAL MOTOR BUS	9,255,934	27,212,826	26,977,983	29,894,876	90.2	117,968,986	117,968,986	22.9
21								
22 AMERICAN DISABILITIES ACT:								
23 Passenger Fares Redi-Wheels	65,507	203,008	188,738	219,749	85.9	879,000	879,000	21.5
24 Local TDA 4.5 Redi-Wheels	153,687	425,639	461,061	461,061	100.0	1,844,243	1,844,243	25.0
25 Local STA - Paratransit	25,945	117,812	77,834	77,834	100.0	367,480	367,480	21.2
26 Operating Grants	132,020	226,468	396,060	443,049	89.4	2,344,393	2,344,393	16.9
27 Sales Tax - District ADA Programs	78,605	404,627	131,114	538,850	24.3	1,124,994	1,124,994	11.7
28 Sales Tax - Paratransit Suppl. Coastside	154,817	385,627	450,637	450,637	100.0	1,669,800	1,669,800	27.0
29 Interest Income - Paratransit Fund	24,988	47,877	127,529	52,000	245.2	208,000	208,000	61.3
30 SMCTA Measure A Redi-Wheels	285,462	722,945	759,056	759,056	100.0	3,320,000	3,320,000	22.9
31 SM County Measure A	416,667	1,250,000	1,250,000	1,250,000	100.0	5,000,000	5,000,000	25.0
32 Measure M Paratransit	93,854	300,448	285,277	308,089	92.6	1,400,000	1,400,000	20.4
33 TOTAL ADA PROGRAMS	1,431,552	4,084,450	4,127,306	4,560,325	90.5	18,157,910	18,157,910	22.7
34								
35 MULTI-MODAL TRANSIT PROGRAMS:								
36 Transfer from SMCTA for Caltrain	540,000	2,840,735	1,620,001	1,633,334	99.2	6,640,000	6,640,000	24.4
37 AB434 Funds & TA Funded Shuttle	9,083	150,250	27,250	27,250	100.0	109,000	109,000	25.0
38 Employer SamTrans Shuttle Funds	132,552	304,017	398,363	419,249	95.0	1,693,100	1,693,100	23.5
39 Sales Tax - SamTrans Shuttle Program	26,593	24,800	57,663	47,403	121.6	189,608	189,608	30.4
40 Sales Tax - Gen. Operating Asst.	17,354	40,412	42,548	42,500	100.1	170,000	170,000	25.0
41								
42 TOTAL MULTIMODAL	725,582	3,360,214	2,145,825	2,169,736	98.9	8,801,708	8,801,708	24.4
43								
44 TOTAL REVENUES	11,413,086	34,657,489	33,251,114	36,624,937	90.8	144,928,604	144,928,604	22.9

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**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2017  
SEPTEMBER 2016**

**% OF YEAR ELAPSED: 25.0%**

<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	5,465,211	16,473,240	16,101,722	14,781,476	108.9	58,214,650	58,195,531	27.7
2								
3 Services:								
4 Board of Directors	3,137	10,032	11,358	27,465	41.4	86,000	86,000	13.2
5 Contracted Vehicle Maintenance	65,721	230,123	220,782	376,125	58.7	1,508,154	1,508,154	14.6
6 Property Maintenance	81,674	202,436	216,312	307,239	70.4	1,238,000	1,238,000	17.5
7 Professional Services	292,449	646,809	832,743	1,257,024	66.2	4,956,711	4,923,211	16.9
8 Technical Services	515,903	1,182,446	1,325,820	1,843,342	71.9	7,065,517	7,106,282	18.7
9 Other Services	37,407	244,183	217,687	832,969	26.1	3,206,540	3,206,540	6.8
10								
11 Materials & Supply:								
12 Fuel & Lubricants	226,774	796,526	691,892	1,373,903	50.4	5,525,612	5,525,612	12.5
13 Bus Parts & Materials	165,864	527,471	419,614	493,902	85.0	2,042,508	2,042,508	20.5
14 Uniforms & Driver Expense	45,640	54,767	91,054	96,104	94.7	479,129	479,829	19.0
15 Timetables & Tickets	3,907	12,095	15,467	104,161	14.8	263,645	263,645	5.9
16 Office Supplies / Printing	28,548	18,520	64,776	154,027	42.1	485,062	485,062	13.4
17 Other Materials & Supply	12,769	27,680	30,770	39,748	77.4	159,500	159,500	19.3
18								
19 Utilities:								
20 Telecommunications	36,394	81,963	105,696	182,998	57.8	731,991	731,991	14.4
21 Other Utilities	108,728	251,820	298,971	285,000	104.9	1,140,000	1,140,000	26.2
22 Insurance Costs	31,731	524,641	189,910	724,324	26.2	2,897,298	2,897,298	6.6
23 Workers' Compensation	316,000	806,938	845,094	917,040	92.2	3,668,160	3,668,160	23.0
24 Taxes & License Fees	51,341	130,883	128,894	183,784	70.1	735,136	735,136	17.5
25 Fixed Route Accessibility	77,185	259,491	240,908	283,304	85.0	1,133,217	1,133,217	21.3
26 Leases & Rentals	14,340	36,664	37,780	45,200	83.6	175,740	175,740	21.5
27 Promotional & Legal Advertising	67,061	32,346	77,115	121,925	63.2	484,700	484,700	15.9
28 Training & Business Travel	22,500	46,006	46,326	162,513	28.5	610,463	610,463	7.6
29 Dues & Membership	8,154	25,503	24,993	31,565	79.2	118,620	118,620	21.1
30 Postage & Other	2,831	19,929	9,594	34,828	27.5	103,000	113,338	8.5
31								
32 <b>Total District Operated Buses</b>	<b>7,681,269</b>	<b>22,642,512</b>	<b>22,245,277</b>	<b>24,659,967</b>	<b>90.2</b>	<b>97,029,352</b>	<b>97,028,537</b>	<b>22.9</b>
33								
34 <b>CONTRACTED BUS SERVICES</b>								
35 Contracted Urban Bus Service	1,293,632	3,753,041	3,908,084	4,311,575	90.6	17,246,300	17,246,300	22.7
36 Other Related Costs	44,737	134,338	138,075	98,038	140.8	392,150	392,966	35.1
37 Insurance Costs	36,687	107,358	109,253	184,148	59.3	736,593	736,593	14.8
38 Coastside Services	149,917	439,866	421,837	492,000	85.7	1,968,000	1,968,000	21.4
39 Redi Coast Non-ADA	24,854	55,743	71,116	58,250	122.1	233,000	233,000	30.5
40 Other Related Costs	8,439	18,567	26,870	31,131	86.3	124,525	124,525	21.6
41 La Honda - Pescadero	6,300	12,600	14,700	13,783	106.7	55,130	55,130	26.7
42 SamCoast - Pescadero	10,292	46,128	35,889	44,275	81.1	177,100	177,100	20.3
43 Other Related Cost - SamCoast	(174)	2,726	6,884	1,709	402.8	6,836	6,836	100.7
44 <b>Total Contracted Bus Service</b>	<b>1,574,683</b>	<b>4,570,367</b>	<b>4,732,707</b>	<b>5,234,909</b>	<b>90.4</b>	<b>20,939,634</b>	<b>20,940,450</b>	<b>22.6</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>9,255,952</b>	<b>27,212,879</b>	<b>26,977,984</b>	<b>29,894,875</b>	<b>90.2</b>	<b>117,968,986</b>	<b>117,968,987</b>	<b>22.9</b>

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**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2017  
SEPTEMBER 2016**

% OF YEAR ELAPSED: 25.0%

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	443,997	1,361,849	1,306,779	1,806,201	72.3	7,322,052	7,322,052	17.8
Other Related Costs	262,418	956,666	733,259	891,059	82.3	3,386,207	3,386,207	21.7
ADA Sedan/Taxi Service	444,761	997,004	1,275,176	907,082	140.6	3,628,328	3,628,328	35.1
ADA Accessibility Support	93,299	201,434	273,005	393,543	69.4	1,571,564	1,571,564	17.4
Coastside ADA Support	154,817	385,626	450,637	450,637	100.0	1,669,800	1,669,800	27.0
Insurance Costs	32,260	181,817	88,451	111,803	79.1	579,959	579,959	15.3
<b>TOTAL ADA PROGRAMS</b>	<b>1,431,552</b>	<b>4,084,396</b>	<b>4,127,306</b>	<b>4,560,325</b>	<b>90.5</b>	<b>18,157,910</b>	<b>18,157,910</b>	<b>22.7</b>
<b>MULTIMODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	540,000	2,840,735	1,620,001	1,633,334	99.2	6,640,000	6,640,000	24.4
<b>Total Caltrain Service</b>	<b>540,000</b>	<b>2,840,735</b>	<b>1,620,001</b>	<b>1,633,334</b>	<b>99.2</b>	<b>6,640,000</b>	<b>6,640,000</b>	<b>24.4</b>
<b>OTHER SUPPORT</b>								
SamTrans Shuttle Service	168,228	479,067	483,276	493,902	97.8	1,991,708	1,991,708	24.3
Maintenance Multimodal Facilities	17,354	40,412	42,547	42,500	100.1	170,000	170,000	25.0
<b>Total Other Support</b>	<b>185,582</b>	<b>519,479</b>	<b>525,823</b>	<b>536,402</b>	<b>98.0</b>	<b>2,161,708</b>	<b>2,161,708</b>	<b>24.3</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>725,582</b>	<b>3,360,214</b>	<b>2,145,825</b>	<b>2,169,736</b>	<b>98.9</b>	<b>8,801,708</b>	<b>8,801,708</b>	<b>24.4</b>
<b>TOTAL EXPENSES</b>	<b>11,413,086</b>	<b>34,657,489</b>	<b>33,251,114</b>	<b>36,624,937</b>	<b>90.8</b>	<b>144,928,604</b>	<b>144,928,604</b>	<b>22.9</b>

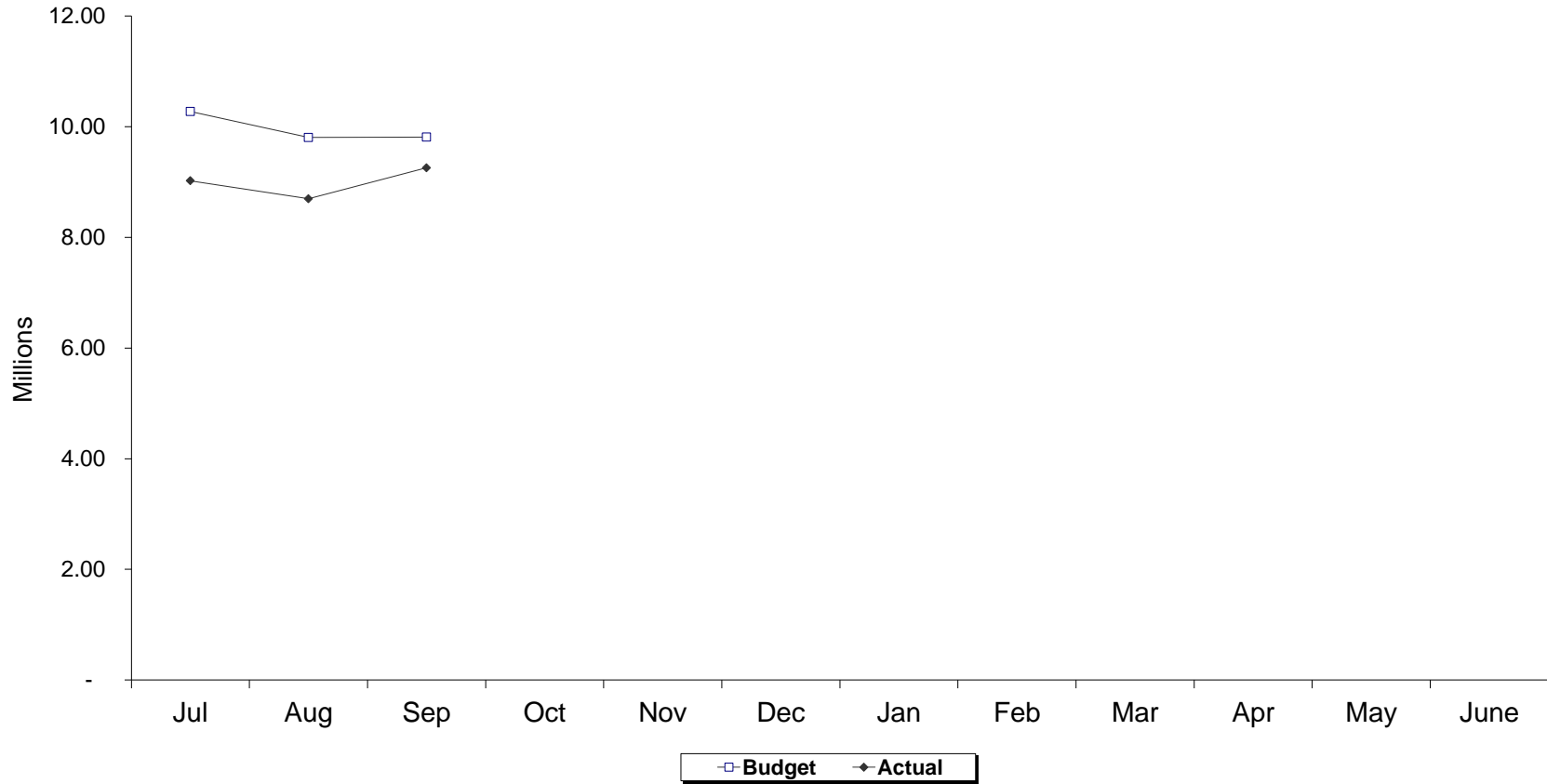
% OF YEAR ELAPSED" provides a general measure for evaluating overall progress against the annual budget. When comparing it to the amounts shown in the "% REV BUDGET" column, please note that individual line items reflect variations due to seasonal activities during the year.



## SAN MATEO COUNTY TRANSIT DISTRICT

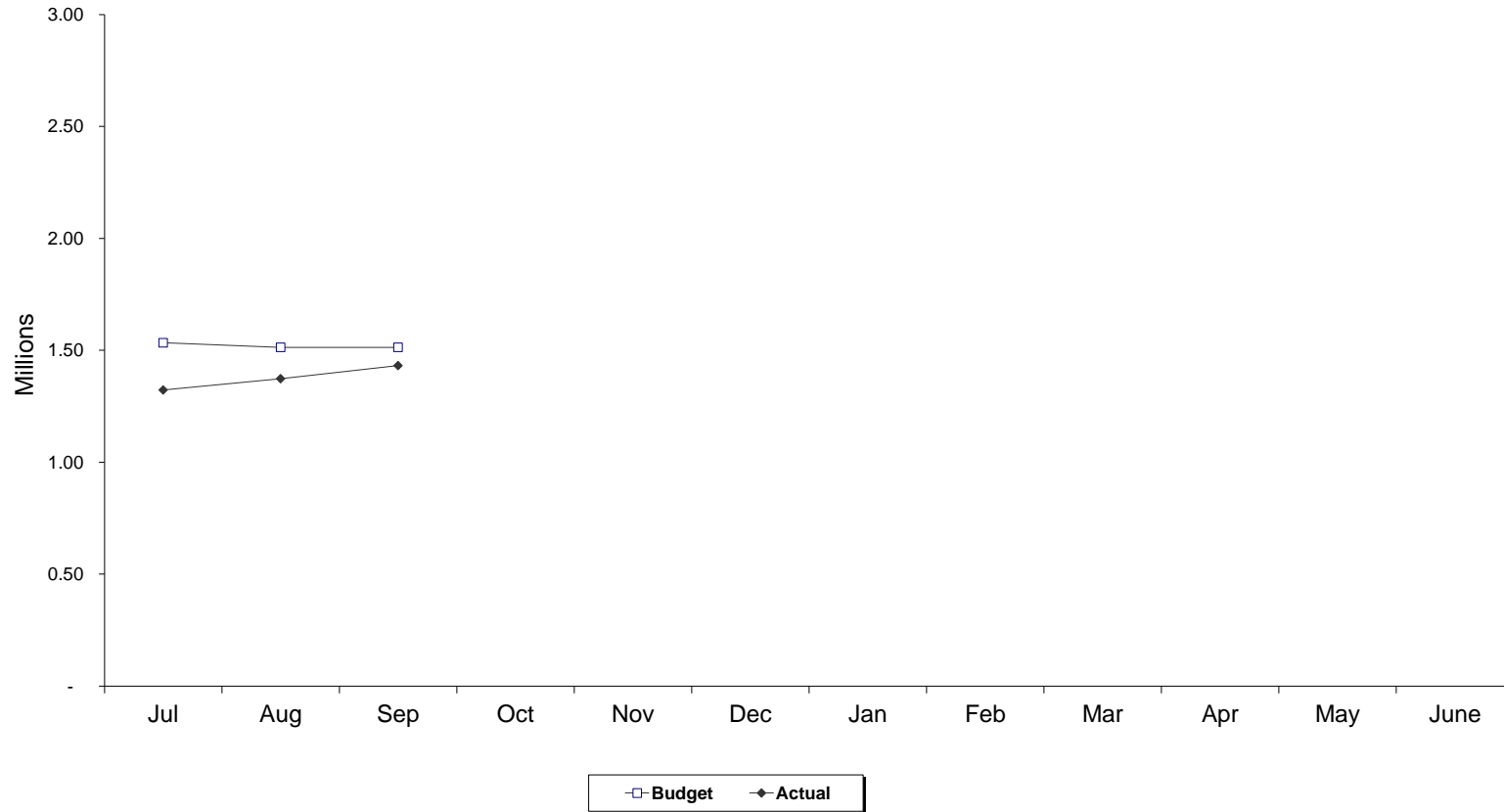
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
Budget	10,275,750	9,806,266	9,812,859										
Actual	9,023,605	8,698,427	9,255,952										
<b>CUMULATIVE EXPENSES</b>													
Budget	10,275,750	20,082,017	29,894,875										
Actual	9,023,605	17,722,032	26,977,984										
Variance - F(U)	1,252,146	2,359,985	2,916,892										
Variance %	12.19%	11.75%	9.76%										

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL**  
**FISCAL YEAR 2017**

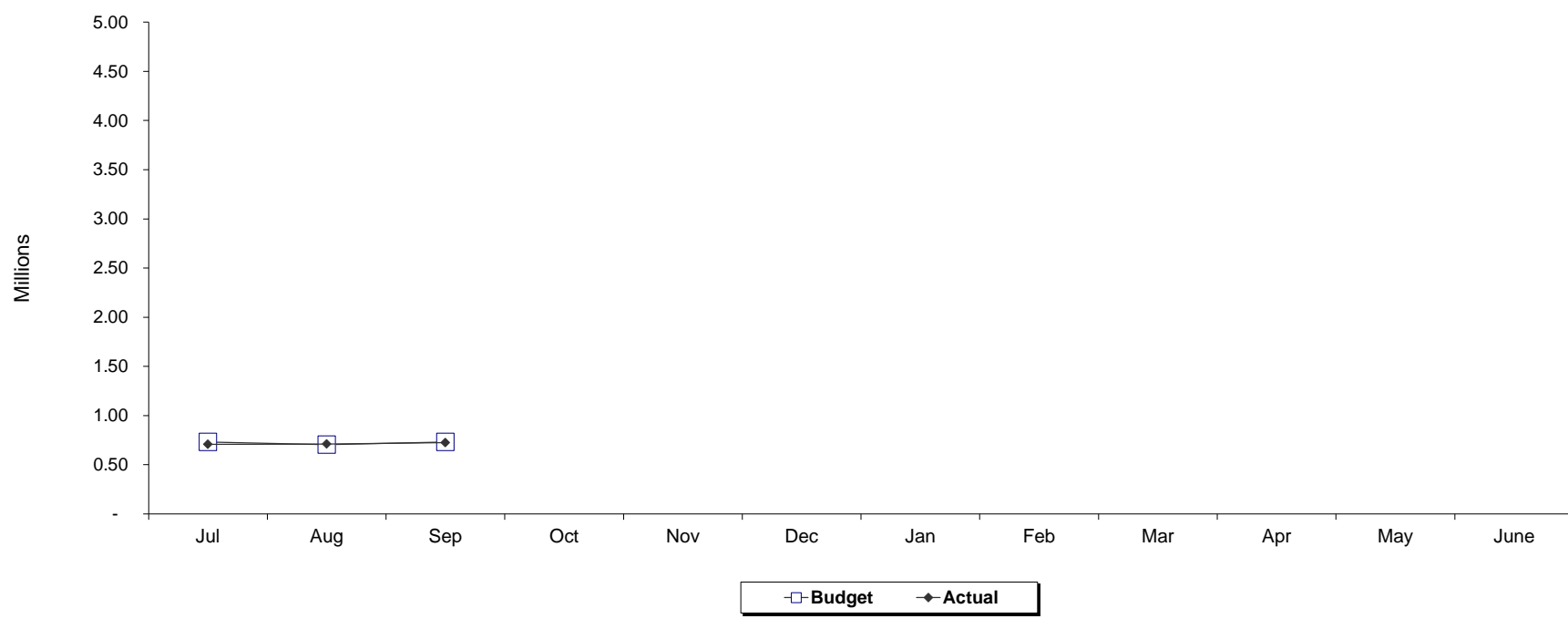


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
Budget	1,533,790	1,513,267	1,513,267									
Actual	1,322,352	1,373,403	1,431,552									
<b>CUMULATIVE EXPENSES</b>												
Budget	1,533,790	3,047,058	4,560,325									
Actual	1,322,352	2,695,754	4,127,306									
Variance - F(U)	211,439	351,303	433,019									
Variance %	13.79%	11.53%	9.50%									

## SAN MATEO COUNTY TRANSIT DISTRICT

### MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
Budget	732,134	705,468	732,134									
Actual	708,677	711,565	725,582									
<b>CUMULATIVE EXPENSES</b>												
Budget	732,134	1,437,602	2,169,736									
Actual	708,677	1,420,242	2,145,825									
Variance - F(U)	23,456	17,360	23,911									
Variance %	3.20%	1.21%	1.10%									

**SAN MATEO COUNTY TRANSIT DISTRICT**

**INTEREST ON INVESTMENTS**

**September 30, 2016**

DESCRIPTION	TOTAL INVESTMENT 9-30-16	INTEREST RECEIVABLE 8-31-16	PREPAID INT RECEIVABLE 9-30-16	INTEREST EARNED 9-30-16	INTEREST RECEIVED 9-30-16	ADJ.	INTEREST RECEIVABLE 9-30-16
RESERVE FOR CAPITAL PROJ	70,049.70	461.30	0.00	461.30	0.00	0.00	922.60
LAIF -- CAPITAL PROJ	77,008.90	78.58	0.00	40.13	0.00	0.00	118.71
REIMB SECURITIES -- L76R	89,301,811.36	174,558.99	0.00	79,772.60	64,922.72	(888.88)	188,519.97
LAIF -- REIMB FUNDS L76R	4,422,145.66	12,804.89	0.00	3,146.80	0.00	0.00	15,951.69
PARATRANSIT FUNDS	25,145,978.76	38,986.73	0.00	22,564.22	14,221.81	(256.36)	47,072.78
LAIF -- PARATRANSIT	5,099,384.78	5,203.60	0.00	2,657.27	0.00	0.00	7,860.87
BANK OF AMERICA	24,814,467.99	0.00	0.00	3,610.15	3,610.15	0.00	0.00
WELLS FARGO	42,586.38	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	8,433,590.98	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	7,216,057.84	0.00	0.00	0.00	0.00	0.00	0.00
	<u>164,623,082.35</u>	<u>232,094.09</u>	<u>0.00</u>	<u>112,252.47</u>	<u>82,754.68</u>	<u>(1,145.24)</u>	<u>260,446.62</u>

**SEPT 2016 -- SUMMARY OF INTEREST & CAPITAL GAIN**

Interest Earned 9/30/16	111,107.23
<b>Add:</b>	
CEO Interest	0.00
<b>Less:</b>	
Trust Fees	(628.15)
Capital Gain(Loss)	0.00
Total Interest & Capital Gain(Loss)	<u>110,479.08</u>

**YEAR TO DATE -- SUMMARY**

Interest Earned	342,573.99
<b>Add:</b>	
CEO Interest	
<b>Less:</b>	
Trust Fees	(1,252.54)
Capital Gain(Loss)	222,790.67
Total Interest & Capital Gain(Loss)	<u>564,112.12</u>

**Balance Per Ledger as of 9/30/16**

Deferred Int Acct. 210852/3	10,137.04
Interest Acct. 409101	332,436.95
Less Trust Fees 530045	(1,252.54)
Gain(Loss) Acct. 405210	222,790.67
	<u>564,112.12</u>

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R**  
**September 30, 2016**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 9-30-16	MATURITY/CALL DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 8-31-16	PREPAID INT REC'VBLE 9-30-16	INTEREST EARNED 9-30-16	INTEREST RECEIVED 9-30-16	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 9-30-16	INT REC'VBLE LESS PREPAID 9-30-16	PAR VALUE
<b>U.S. TREASURY NOTES AND BONDS</b>																		
US TREASURY NOTE	912828WA4	03-21-14	2,743,662.11	2,757,223.79	2,750,445.50	10-15-16	0.625%	47.7431	30	6,527.49		1,432.29			(23.48)	7,936.30	7,936.30	2,750,000
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	10,009,770.00	10,005,080.00	11-15-16	0.625%	173.6111	30	18,512.23		5,208.33			(113.22)	23,607.34	23,607.34	10,000,000
US TREASURY NOTE	912828SM3	03-23-15	4,569,898.24	4,551,833.92	4,546,346.57	3-31-17	1.000%	125.9722	30	19,081.69		3,779.17	22,675.00		(61.27)	124.59	124.59	4,535,000
US TREASURY NOTE	912828TG5	06-02-16	4,984,179.69	4,998,440.00	4,995,310.00	7-31-17	0.500%	69.4444	30	2,173.91		2,083.33			(45.28)	4,211.96	4,211.96	5,000,000
US TREASURY NOTE	912828UZ1	3-31-16	4,834,275.40	4,842,679.91	4,842,041.15	4-30-18	0.625%	84.2014	30	10,209.47		2,526.04			(50.39)	12,685.12	12,685.12	4,850,000
US TREASURY NOTE	912828UZ1	3-31-16	1,794,164.06	1,800,228.06	1,796,695.31	9-15-16	0.625%	31.2500	15	3,795.29		468.75	4,249.32		(14.72)	0.00	0.00	1,800,000
US TREASURY NOTE	912828ST8	03-25-15	2,449,521.48	2,504,978.23	2,475,168.85	4-30-16	1.250%	85.0694	30	10,325.19		2,552.08			(61.37)	12,815.90	12,815.90	2,450,000
US TREASURY NOTE	912828ST8	03-25-15	2,699,472.66	2,757,581.07	2,729,109.38	9-8-16	1.250%	93.7500	8	11,366.39		750.00	12,105.98		(10.41)	0.00	0.00	2,700,000
US TREASURY NOTE	912828G2	09-08-15	1,606,437.50	1,622,923.67	1,628,124.80	10-31-19	1.500%	66.6667	30	8,086.96		2,000.00			(43.48)	10,043.48	10,043.48	1,600,000
US TREASURY NOTE	912828UQ1	11-09-15	4,342,078.13	4,465,656.80	4,439,701.20	02-29-20	1.250%	152.7778	30	151.93		4,583.33			(25.32)	4,709.94	4,709.94	4,400,000
US TREASURY NOTE	912828VF4	12-7-15	4,343,109.38	4,480,779.60	4,455,171.60	05-31-20	1.375%	168.0556	30	15,372.95		5,041.67			(82.65)	20,331.96	20,331.96	4,400,000
US TREASURY NOTE	912828VP2	03-02-16	1,236,515.62	1,253,611.96	1,242,327.60	07-31-20	2.000%	66.6667	30	2,086.96		2,000.00			(43.48)	4,043.48	4,043.48	1,200,000
US TREASURY NOTE	912828VP2	05-18-16	8,683,171.88	8,766,517.20	8,696,293.20	07-31-20	2.000%	466.6667	30	14,608.70		14,000.00			(304.35)	28,304.35	28,304.35	8,400,000
US TREASURY NOTE	912828L32	6-29-16	1,527,421.88	1,527,480.00	1,518,399.00	08-31-20	1.375%	57.2917	30	56.98		1,718.75			(9.50)	1,766.23	1,766.23	1,500,000
<b>GOVERNMENT BONDS</b>																		
FHLMC NOTES	3137EADN6	08-30-16	1,697,994.00	1,698,204.80	1,699,498.50	01-12-18	0.750%	35.4167	30	1,735.42		1,062.50				2,797.92	2,797.92	1,700,000
FHMA GLOBAL NOTES	3137EADP1	08-08-16	5,006,450.00	5,000,005.00	5,003,920.00	03-07-18	0.875%	121.5278	30	21,145.83		3,645.83	21,875.00		0.01	2,916.67	2,916.67	5,000,000
FHLMC	3130A9AE1	08-26-16	4,097,212.00	4,095,112.80	4,098,191.90	10-01-18	0.875%	99.6528	30	498.26		2,989.58			0.01	3,487.85	3,487.85	4,100,000
FHLMC	3137EAE07	09-16-16	1,799,226.00	1,799,172.00	1,799,172.00	10-12-18	0.875%	43.7500	15	0.00		656.25				656.25	656.25	1,800,000
FHLB NOTES AGENCY	313376BR5	08-11-16	3,672,792.00	3,662,913.60	3,664,994.40	12-14-18	1.750%	175.0000	30	13,475.00		5,250.00				18,725.00	18,725.00	3,600,000
FHLMC	3137EAE11	07-20-16	4,489,110.00	4,494,865.50	4,484,290.50	07-19-19	0.875%	109.3750	30	4,484.38		3,281.25				7,765.63	7,765.63	4,500,000
FNMA	3135GON33	08-02-16	2,196,304.00	2,196,304.00	2,191,446.40	08-02-19	0.875%	53.4722	30	1,550.69		1,550.69				3,154.86	3,154.86	2,200,000
FHLB GLOBAL NOTE	3130A8Y72	08-04-16	2,694,816.00	2,687,898.60	2,690,020.80	08-05-19	0.875%	65.6250	30	1,771.88		1,968.75				3,740.63	3,740.63	2,700,000
FHMA NOTES	3135G0P49	09-02-16	2,695,788.00	2,695,631.40	2,698,758.00	08-28-19	1.000%	75.0000	29	0.00		2,175.00				2,175.00	2,175.00	2,700,000
FHLB GLOBAL NOTE	3130A9EP2	09-08-16	2,697,651.00	2,697,634.80	2,697,634.80	09-26-16	1.000%	75.0000	22	0.00		1,650.00	1,275.00			375.00	375.00	2,700,000
FHLB GLOBAL NOTE	3130A8O55	07-15-16	2,683,581.30	2,690,155.80	2,680,165.80	07-14-21	1.125%	84.3750	30	3,965.63		2,531.25				6,496.88	6,496.88	2,700,000
FNMA NOTES	3135G0N82	08-19-16	473,375.03	472,785.08	473,713.70	08-17-21	1.250%	16.4931	30	197.92		494.79				692.71	692.71	475,000
FNMA NOTES	3135G0N82	08-19-16	1,518,823.75	1,517,888.93	1,520,870.30	08-17-21	1.250%	52.9514	30	635.42		1,588.54				2,223.96	2,223.96	1,525,000
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>																		
FNMA	3136ANJY4	4-30-15	616,097.80	614,944.23	612,240.10	04-01-18	1.550%	26.2639	30	787.92		787.92	787.92			787.92	787.92	610,000
FHLMC	3137BNMZ4	4-28-16	589,746.23	589,746.23	588,518.61	03-01-19	1.738%	28.1900	30	857.17		845.70	857.17			845.70	845.70	583,912
FHLMC	3137BNMZ4	4-28-16	8,001.66	8,001.66	7,922.50	08-01-16	1.738%	0.3825	0	0.00		0.00				0.00	0.00	7,923
FANNIE MEA	3136AQDQ0	10-30-15	808,011.12	808,607.76	803,966.08	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
<b>CASH AND CASH EQUIVALENTS</b>																		
			195,052.23		195,052.23					0.00						0.00	0.00	0
LAIF			4,422,145.66	4,422,145.66	4,422,145.66					12,804.89		3,146.80				15,951.69	15,951.69	4,422,145.66
<b>MATURED/CALLED</b>																		
US TREASURY NOTE	912828UZ1	3-31-16	(1,794,164.06)	(1,800,228.06)	(1,796,695.31)	9-15-16												(1,800,000.00)
US TREASURY NOTE	912828ST8	03-25-15	(2,699,472.66)	(2,757,581.07)	(2,729,109.38)	9-8-16												(2,700,000.00)
FHLMC	3137BNMZ4	4-28-16	(8,001.66)	(8,001.66)	(7,922.50)	08-01-16												(7,922.50)
TOTAL LAIF			4,422,145.66	4,422,145.66	4,422,145.66													
TOTAL A/C 121100 & 112010			89,028,343.29	89,503,765.60	# 89,301,811.36													
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<b>89,028,343.29</b>	<b>89,503,765.60</b>	<b>89,301,811.36</b>					<b>174,559.00</b>	<b>0.00</b>	<b>79,772.60</b>	<b>64,922.72</b>		<b>(888.90)</b>	<b>188,519.97</b>	<b>188,519.97</b>	<b>88,778,911.78</b>

SAN MATEO COUNTY TRANSIT DISTRICT  
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES  
September 30, 2016

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 9-30-16	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 8-31-16	PREPAID INT REC'VBLE 9-30-16	INTEREST EARNED 9-30-16	INTEREST RECEIVED 9-30-16	ADJ.	INTEREST REC'VBLE 9-30-16	INT REC'VBLE LESS PREPAID 9-30-16	PAR VALUE
<b>GOVERNMENT BONDS</b>																	
HOUSING URBAN DEVEL	911759E80	12-23-08	72,572.73	70,045.50	70,049.70	08-01-17	7.908%	15.3767	30	461.30		461.30			922.60	922.60	70,000
<b>CASH AND CASH EQUIVALENTS</b>																	
FIRST AMER US TREASURY MM	31846V534		8,050,716.60	8,050,716.60	8,050,716.60					0.00		0.00				0.00	0.00
LAIF			77,008.90	77,008.90	77,008.90					78.58		40.13			118.71	118.71	77,009
<b>MATURED/CALLED</b>																	
TOTAL LAIF			77,008.90	77,008.90	77,008.90												
TOTAL A/C 121100 & 112010			72,572.73	70,045.50	70,049.70												
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u>72,572.73</u>	<u>70,045.50</u>	<u>70,049.70</u>					<u>461.30</u>	<u>0.00</u>	<u>461.30</u>	<u>0.00</u>	<u>0.00</u>	<u>922.60</u>	<u>922.60</u>	<u>70,000</u>

**SAN MATEO COUNTY TRANSIT DISTRICT**  
**PARATRANSIT FUNDS -- INTEREST ON SECURITIES**  
**September 30, 2016**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	GASB 31	MARKET	Maturity/Call DATE	INT RATE	RATE/ DAY	APPL DAYS	INTEREST	PP INTEREST	INTEREST	INTEREST	PP INTEREST	ADJ.	INTEREST	INT REC'BLE	PAR VALUE	
			PURCHASE PRICE	ADJUSTED 06-30-16	VALUE 9-30-16					RECVBLE 8-31-16	RECVBLE 9-30-16	RECVBLE 9-30-16	RECEIVED 9-30-16	RECEIVED DATE		REC'BLE 9-30-16	LESS PREPAID 9-30-16		
<b>U.S. TREASURY NOTES AND BONDS</b>																			
US TREASURY NOTE	912828WF3	03-28-14	274,205.08	271,014.52	275,139.70	11-15-16	0.625%	4.7743	30	509.09					(3.12)	649.20	649.20	275,000	
US TREASURY NOTE	912828SC5	03-19-14	4,218,225.00	4,223,297.40	4,207,585.20	01-31-17	0.875%	102.0833	30	3,195.65					(66.57)	6,191.58	6,191.58	4,200,000	
US TREASURY NOTE	912828TG5	06-2-16	1,993,671.87	1,999,376.00	1,998,124.00	07-31-17	0.500%	27.7778	30	869.57					(18.13)	1,684.78	1,684.78	2,000,000	
US TREASURY NOTE	912828UZ1	03-31-16	1,809,115.43	1,820,214.62	1,812,021.59	04-30-18	0.625%	31.5104	30	3,824.10					(22.30)	4,747.11	4,747.11	1,815,000	
US TREASURY NOTE	912828U21	03-31-16	200,547.67	201,685.83	199,648.44	09-08-16	0.625%	3.4722	8	423.72			448.37		(3.13)	(0.00)	(0.00)	200,000	
US TREASURY NOTE	912828U21	09-02-16	497,182.79	499,172.43	499,082.03	09-15-16	0.625%	8.6806	15	1,048.72			1,180.37		1.44	0.00	0.00	500,000	
US TREASURY NOTE	912828WD8	10-13-15	604,828.13	602,237.00	605,742.19	09-8-16	1.250%	20.8333	8	2,527.17			2,690.22		(3.62)	(0.00)	(0.00)	600,000	
US TREASURY NOTE	912828UQ1	11-09-15	1,233,544.92	1,268,652.50	1,261,278.75	02-29-20	1.250%	43.4028	30	43.16			1,302.08		(7.19)	1,338.05	1,338.05	1,250,000	
US TREASURY NOTE	912828VF4	12-7-15	1,332,544.92	1,374,784.65	1,366,927.65	5-31-20	1.375%	51.5625	30	4,716.70			1,546.88		(25.36)	6,238.22	6,238.22	1,350,000	
US TREASURY NOTE	912828VP2	3-2-16	443,084.77	442,672.60	445,167.39	7-31-20	2.000%	23.8889	30	747.83			716.67		(15.59)	1,448.91	1,448.91	430,000	
US TREASURY NOTE	912828VP2	5-18-16	2,584,277.34	2,609,082.50	2,588,182.50	7-31-20	2.000%	138.8889	30	4,347.83			4,166.67		(90.59)	8,423.91	8,423.91	2,500,000	
US TREASURY NOTE	912828L32	6-29-16	356,398.44	357,430.32	354,293.10	8-31-20	1.375%	13.3681	30	13.29			401.04		(2.21)	412.12	412.12	350,000	
																		58.81%	
<b>FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION</b>																			
FNMA	3136ANJY4	4-30-15	171,699.39	171,377.90	170,624.29	04-01-18	1.550%	7.3194	30	219.58			219.58			219.58	219.58	170,000	
FHLMC	31378NMZ4	4-28-16	165,128.94	165,152.76	164,785.21	03-01-19	1.738%	7.8932	30	240.01			236.80			236.80	236.80	163,495	
FHLMC	31378NMZ4	4-28-16	2,240.47	2,175.26	2,218.30	08-01-16	1.738%	0.1071	0	0.00			0.00			0.00	0.00	2,218	
FANIE MAE	3136AQDQ0	10-30-15	232,303.20	232,474.73	231,140.25	09-01-19	1.646%	10.5161	30	315.48			315.48			315.48	315.48	230,000	
																		2.15%	
<b>FEDERAL AGENCY BOND/NOTE</b>																			
FNMA GLOBAL NOTES	3137EADP1	08-08-16	2,002,580.00	2,000,002.00	2,001,568.00	03-07-18	0.8750%	48.6111	30	8,458.33			1,458.33		0.01	1,166.67	1,166.67	2,000,000	
FHLB GLOBAL NOTES	3130A9AE1	08-26-16	1,099,252.00	1,098,688.80	1,099,514.90	10-01-18	0.8750%	26.7361	30	133.68			802.08			935.76	935.76	1,100,000	
FHLB GLOBAL NOTES	3137EAE7	09-16-16	499,785.00	499,770.00	499,770.00	10-12-18	0.8750%	12.1528	15	0.00			182.29			182.29	182.29	500,000	
FHLB NOTES AGENCY	313376BR5	08-11-16	1,020,220.00	1,017,476.00	1,018,054.00	12-14-18	1.7500%	48.6111	30	3,743.06			1,458.33			5,201.39	5,201.39	1,000,000	
FHLMC	3137EAE81	7-20-16	1,246,975.00	1,248,573.75	1,245,636.25	07-19-19	0.8750%	30.3819	30	1,245.66			911.46			2,157.12	2,157.12	1,250,000	
FNMA	3135G0N33	7-29-16	648,908.00	648,908.00	647,472.80	08-02-19	0.8750%	15.7986	30	458.16			473.96			932.12	932.12	650,000	
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	798,464.00	796,414.00	797,043.20	08-05-19	0.8750%	19.4444	30	525.00			583.33			1,108.33	1,108.33	800,000	
FNMA NOTES	3135G0P49	09-02-16	798,752.00	798,705.60	799,632.00	08-28-19	1.0000%	22.2222	29	0.00			644.44			644.44	644.44	800,000	
FNMA NOTES	3130A9EP2	09-09-16	799,304.00	799,299.20	799,299.20	09-26-19	1.0000%	22.2222	22	0.00			488.89		377.78	111.11	111.11	800,000	
FHLB	3130A8QS5	7-15-16	765,317.63	767,192.58	764,343.58	07-14-21	1.1250%	24.0625	30	1,130.94			721.88			1,852.82	1,852.82	770,000	
FNMA NOTES	3135G0N82	8-19-16	597,658.06	597,202.20	598,375.20	08-17-21	1.2500%	20.8333	30	250.00			625.00			875.00	875.00	600,000	
																		39.04%	
<b>CASH AND CASH EQUIVALENTS</b>																			
			187,822.15	187,822.15	187,822.15					0.00					0.00	0.00	0.00	0	
<b>CASH INVESTMENT</b>																			
LAIF			5,099,384.78	5,099,384.78	5,099,384.78					5,203.60	0.00	2,657.27	0.00		0.00	7,860.87	7,860.87	5,099,385	
<b>MATURED/CALLED</b>																			
US TREASURY NOTE	912828U21	03-31-16	(200,547.67)	(201,685.83)	(199,648.44)	09-08-16												(200,000.00)	
US TREASURY NOTE	912828U21	09-02-16	(497,182.79)	(499,172.43)	(499,082.03)	09-15-16												(500,000.00)	
US TREASURY NOTE	912828WD8	10-13-15	(604,828.13)	(602,237.00)	(605,742.19)	09-8-16												(600,000.00)	
FHLMC	31378NMZ4	4-28-16	(2,240.47)	(2,175.26)	(2,218.30)	09-8-16												(2,218.30)	
TOTAL LAIF			5,099,384.78	5,099,384.78	5,099,384.78														
TOTAL A/C 122010			25,091,414.99	25,207,762.63	25,145,978.76														
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<b>25,091,414.99</b>	<b>25,207,762.63</b>	<b>25,145,978.76</b>					<b>38,986.73</b>	<b>0.00</b>	<b>22,564.22</b>	<b>14,221.81</b>	<b>0.00</b>	<b>(256.36)</b>	<b>47,072.78</b>	<b>47,072.78</b>	<b>25,003,495.30</b>	

**SAMTRANS**  
**Summary of Budget Activity for SEP 2016**

**BUDGET AMENDMENT**

Month	Amount	Line Item	Description
Sep-16			No Budget Revisions.

                      
\$           -          **Total**

**BUDGET REVISION**

Month	Amount	Line Item	Description
Sep-16			No Budget Revisions.

                      
\$           -          **Total**

**BUDGET TRANSFER**

Month	Amount	From	Amount	To	Justification
Sep-16	\$ (40,795.40)	Facilities (020801) - Building Maint (#525200) & Wages/Bene (511110,512000)	\$ 40,795.40	Facilities (020801) - Temp Services (#513000)	Reclass from Wages and Benefits and consulting to support Temp Services
Sep-16	\$ (1,854.60)	Admin (060050) - Wages/Bene (511110,512000)	\$ 1,854.60	Program Management (042100) - Miscellaneous (#530090)	Reclass from Wages and Benefits to support Postage/Other

                      
\$ (42,650.00)   **Total**

                      
\$ 42,650.00   **Total**



SAN MATEO COUNTY TRANSIT DISTRICT  
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS  
FY2017  
September 2016

10/26/16 10:35 AM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
<b>FY2016:</b>						
1st Quarter	17,607,333	17,607,333	1st Quarter	19,520,600	1,913,267	19,520,600
2nd Quarter	18,895,801	18,895,801	2nd Quarter	20,786,477	1,890,676	20,786,477
3rd Quarter	19,166,840	23,166,840	3rd Quarter	18,179,711	(4,987,129)	18,179,711
4th Quarter	21,330,026	21,330,026	4th Quarter	21,218,285	(111,741)	21,218,285
<b>FY2016 Total</b>	<b>77,000,000</b>	<b>81,000,000</b>	<b>FY2016 Total</b>	<b>79,705,073</b>	<b>(1,294,927)</b>	<b>79,705,073</b>
<b>FY2017:</b>						
Jul. 16	5,919,931		Sep. 16	5,557,900	(362,031)	5,919,931
Aug. 16	5,919,931		Oct. 16			5,919,931
Sep. 16	7,498,579		Nov. 16			7,498,579
3 Months Total	19,338,441	-		5,557,900	(362,031)	19,338,441
Oct. 16	6,455,545		Dec. 16			6,455,545
Nov. 16	6,455,545		Jan. 17			6,455,545
Dec. 16	7,842,500		Feb. 17			7,842,500
6 Months Total	40,092,031	-		5,557,900	(362,031)	40,092,031
Jan. 17	6,089,072		Mar. 17			6,089,072
Feb. 17	6,677,683		Apr. 17			6,677,683
Mar. 17	8,284,521		May 17			8,284,521
9 Months Total	61,143,307	-		5,557,900	(362,031)	61,143,307
Apr. 17	7,054,822		Jun. 17			7,054,822
May 17	7,170,544		Jul. 17			7,170,544
Jun. 17	7,631,327		Aug. 17			7,631,327
<b>FY2017 Total</b>	<b>83,000,000</b>	<b>-</b>	<b>FY2017 Total</b>	<b>5,557,900</b>	<b>(362,031)</b>	<b>83,000,000</b>
18,976,410			1st Quarter			
			2nd Quarter			
			3rd Quarter			
			4th Quarter			
<u><b>18,976,410</b></u>			YTD Actual Per Statement of Revenue & Expenses			

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Eli Kay  
Chief Financial Officer

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

**ACTION**

Staff proposes the Finance Committee recommend the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended September 30, 2016.

**SIGNIFICANCE**

The San Mateo County Transit District (District) Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. This staff report was forwarded to the Board of Directors under separate cover on October 26, 2016, in order to meet the 30-day requirement.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

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

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

A schedule, which addresses the requirements of 1, 2, and 3 above, is included in this report on pages 5 and 6. The schedule separates the investments into three groups: the Investments, managed by PFM Asset Management LLC (PFM) liquidity funds which are managed by District staff and trust funds which are managed by a third party trustee. The Investment Policy governs the management and reporting of the Investment Portfolio and Liquidity funds, while the bond covenants govern the management and reporting of the trust funds.

PFM provides the District a current market valuation of all the assets under its management for each quarter. Generally, PFM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable Federal Deposit Insurance Corporation-insured bank certificates of deposit are priced at par.

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

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

## **DISCUSSION**

### **Fixed Income Market Review and Outlook**

Following the sharp decline in yields instigated by Brexit vote at the end of the second quarter, yields rebounded during the third quarter, resulting in a quarter-over-quarter increase of 16 basis points for the two-year Treasury. Speeches by various Fed officials during the quarter hinted at an additional rate hike before year-end, causing further bump in yields.

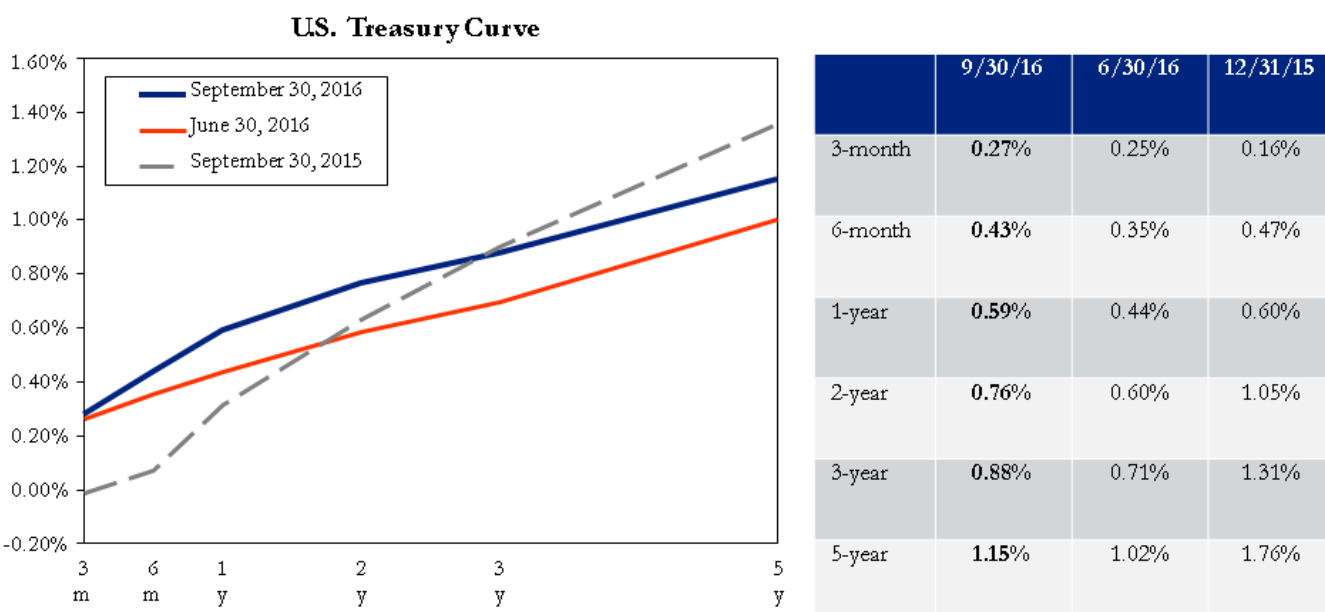
At the Federal Reserve's (Fed) September meeting, they voted to keep the Fed funds target range at 0.25 percent to 0.50 percent. In the post-meeting press conference, Janet Yellen shared insight on the Fed's outlook and decision making process. When questioned about the consistent downward revisions, Yellen emphasized that the economic outlook is inherently uncertain and that there is no preset, fixed plan for future policy.

U.S. Gross Domestic Product (GDP) grew at a 1.4 percent rate in the second quarter of 2016, according to the Bureau of Economic Analysis. This was revised by from 1.1 percent, but still paints the same picture of moderate growth in the US. Second quarter GDP reflected positive contribution from personal consumption, which contributed the most to GDP since the 4<sup>th</sup> quarter of 2014. Business investment detracted from GDP for the 3<sup>rd</sup> quarter in a row, the most since the 2<sup>nd</sup> quarter of 2009, amid a significant decline in inventories.

The U.S economy added 156,000 net new jobs in September, continuing the trend of favorable job growth but undershooting economists' expectations of 172,000 net new jobs. The unemployment rate ticked up slightly to 5 percent while the labor force

participation rate increased to 62.9 percent, suggesting that more individuals are re-entering the workforce as the labor market approaches full employment.

The core personal consumption expenditures price index, the Fed's preferred gauge of core inflation, continues to undershoot the 2 percent target but has shown modest improvement in recent months, increasing 1.7 percent year-over-year in August. Wage growth continues to show modest improvement, while higher prices from housing and health care remain strong drivers of inflation.



### **Strategy**

As we have done for most of the year, we plan to keep the duration and maturity distribution of portfolios generally in line with the distribution of their benchmarks, except where shifting to short term credit securities offers better value.

We will continue to monitor incoming economic data to assess and confirm the prospect for the Fed rate hike by year-end. In the near term, the upcoming U.S. Presidential election could be a source of market volatility.

We believe the best opportunities in the corporate sector are currently with issuers in the financial industry where capital is strong and valuations are fair. We are monitoring industrial issues, where valuations are generally rich and many not align with fundamentals, which are being pressured by increased leverage. At today's narrower yield spreads, new purchases will be more selective.

Agency yield spreads moved modestly tighter during the quarter, retracting the temporary widening that took place post-Brexit. Value remained in two, three, and five-year Federal Agency new-issue securities. We increased the District's allocation to agency sector from 1 percent to 40 percent during the quarter.

We will continue to evaluate mortgage-back securities and asset-back securities sectors, purchasing only those issues we believe are well structured, offer adequate yield spreads, which have limited duration variability, providing further portfolio diversification when seeking incremental return.

### **Budget Impact**

Total return is interest income plus capital gains (or minus losses) on an investment and is the most important measure of performance as it is the actual return on investment during a specific time interval. For the quarter ending September 30, the total return of the General Funds portfolio was **-0.10 percent**. The Paratransit Fund portfolio returned **-0.09 percent**. This compares to the benchmark return of **- 0.12 percent**. The Performance graph on page 7 shows the relative performance of the District's portfolio over the last 12 months.

The yield at cost represents the yield on a fixed-income security at its current rate (at the time of purchase) of return until maturity equivalent to the annual percentage rate of interest an investor would receive for investing the purchase price of a given security in a bank account that paid interest semiannually. As of the end of the quarter, the yield to maturity at cost for the General Fund's portfolio was **1.00 percent**. The yield to maturity at cost for the Paratransit Fund's portfolio was **0.99 percent**.

The yield at market is the yield that an investor can expect to receive in the current interest rate environment utilizing a buy-and-hold investment strategy. This calculation is based on the current market value of the portfolio including unrealized gains and losses. For the quarter ending September 30, the General Fund's portfolio market yield to maturity was **0.83 percent**. The Paratransit Fund's portfolio market yield to maturity was **0.84 percent**.

Prepared by: Carl Cubba, Director, Treasury

650-508-6206

**SAN MATEO COUNTY TRANSIT DISTRICT  
REPORT OF INVESTMENTS  
FOR QUARTER ENDED SEPTEMBER 30, 2016**

TYPE OF SECURITY FUNDS MANAGED BY PFM:	DATE OF MATURITY	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
<b>U.S. TREASURY NOTES AND BONDS</b>						
US TREASURY NOTE	10-15-16	2,750,000	2,743,662.11	2,750,445.50	7,936.30	2,758,381.80
US TREASURY NOTE	11-15-16	10,000,000	9,971,093.75	10,005,080.00	23,607.34	10,028,687.34
US TREASURY NOTE	3-31-17	4,535,000	4,569,898.24	4,546,346.57	124.59	4,546,471.16
US TREASURY NOTE	7-31-17	5,000,000	4,984,179.69	4,995,310.00	4,211.96	4,999,521.96
US TREASURY NOTE	4-30-18	4,850,000	4,834,275.40	4,842,041.15	12,685.12	4,854,726.27
US TREASURY NOTE	4-30-16	2,450,000	2,449,521.48	2,475,168.85	12,815.90	2,487,984.75
US TREASURY NOTE	10-31-19	1,600,000	1,606,437.50	1,628,124.80	10,043.48	1,638,168.28
US TREASURY NOTE	02-29-20	4,400,000	4,342,078.13	4,439,701.20	4,709.94	4,444,411.14
US TREASURY NOTE	05-31-20	4,400,000	4,343,109.38	4,455,171.60	20,331.96	4,475,503.56
US TREASURY NOTE	07-31-20	1,200,000	1,236,515.62	1,242,327.60	4,043.48	1,246,371.08
US TREASURY NOTE	07-31-20	8,400,000	8,683,171.88	8,696,293.20	28,304.35	8,724,597.55
US TREASURY NOTE	08-31-20	1,500,000	1,527,421.88	1,518,399.00	1,766.23	1,520,165.23
<b>GOVERNMENT BONDS</b>						
FHLMC NOTES	01-12-18	1,700,000	1,697,994.00	1,699,498.50	2,797.92	1,702,296.42
FHMA GLOBAL NOTES	03-07-18	5,000,000	5,006,450.00	5,003,920.00	2,916.67	5,006,836.67
FHLMC	10-01-18	4,100,000	4,097,212.00	4,098,191.90	3,487.85	4,101,679.75
FHLMC	10-12-18	1,800,000	1,799,226.00	1,799,172.00	656.25	1,799,828.25
FHLB NOTES AGENCY	12-14-18	3,600,000	3,672,792.00	3,664,994.40	18,725.00	3,683,719.40
FHLMC	07-19-19	4,500,000	4,489,110.00	4,484,290.50	7,765.63	4,492,056.13
FNMA	08-02-19	2,200,000	2,196,304.00	2,191,446.40	3,154.86	2,194,601.26
FHLB GLOBAL NOTE	08-05-19	2,700,000	2,694,816.00	2,690,020.80	3,740.63	2,693,761.43
FHMA NOTES	08-28-19	2,700,000	2,695,788.00	2,698,758.00	2,175.00	2,700,933.00
FHLB GLOBAL NOTE	09-26-16	2,700,000	2,697,651.00	2,697,634.80	375.00	2,698,009.80
FHLB GLOBAL NOTE	07-14-21	2,700,000	2,683,581.30	2,680,165.80	6,496.88	2,686,662.68
FNMA NOTES	08-17-21	475,000	473,375.03	473,713.70	692.71	474,406.41
FNMA NOTES	08-17-21	1,525,000	1,518,823.75	1,520,870.30	2,223.96	1,523,094.26
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>						
FNMA	04-01-18	610,000	616,097.80	612,240.10	787.92	613,028.02
FHLMC	03-01-19	583,912	589,746.23	588,518.61	845.70	589,364.31
FANNIE MEA	09-01-19	800,000	808,011.12	803,966.08	1,097.33	805,063.41
<b>CASH AND CASH EQUIVALENTS</b>						
US TREASURY MM FUND		195,052	195,052.23	195,052.23	0.00	195,052.23
<b>TOTAL INVESTMENT FUND PORTFOLIO</b>						
<b>MANAGED BY PFM</b>						<b>89,685,383.56</b>
<b>MANAGED BY PFM</b>						<b>88,973,964.01</b>
<b>MANAGED BY PFM</b>						<b>89,496,863.59</b>
<b>MANAGED BY PFM</b>						<b>188,519.97</b>
<b>MANAGED BY PFM</b>						<b>89,685,383.56</b>

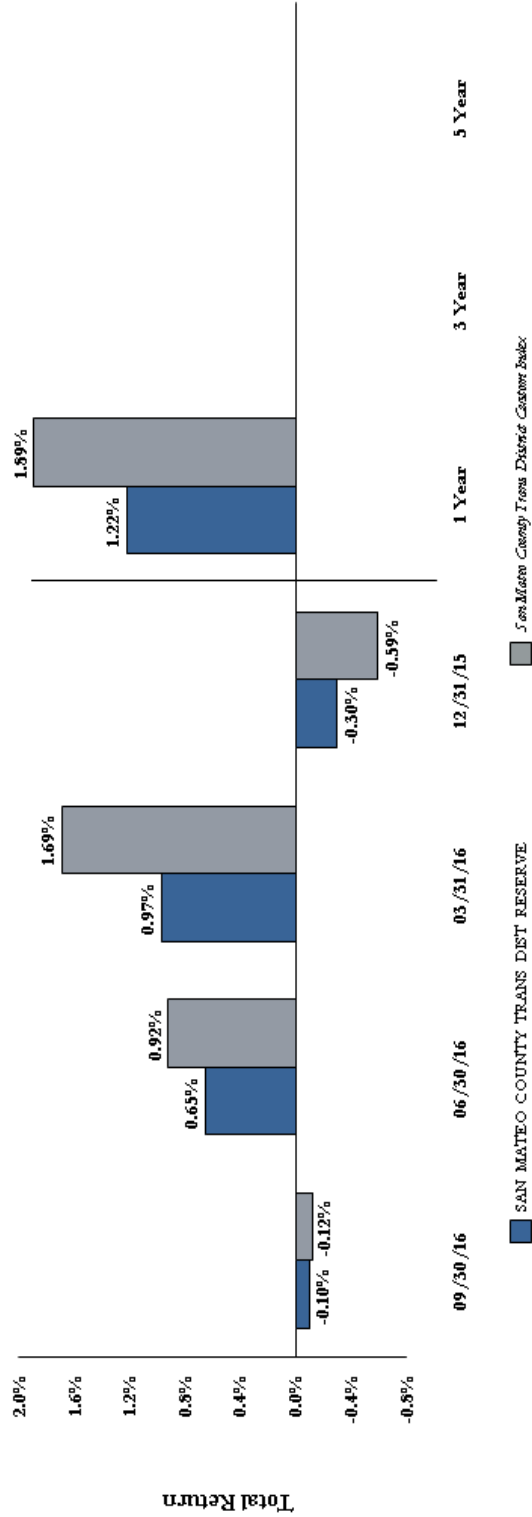
**EXHIBIT I**

**SAN MATEO COUNTY TRANSIT DISTRICT  
REPORT OF INVESTMENTS  
FOR QUARTER ENDED SEPTEMBER 30, 2016**

TYPE OF SECURITY	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
<b><u>PARATRANSIT FUNDS PORTFOLIO:</u></b>						
<b>U.S. TREASURY NOTES AND BONDS</b>						
US TREASURY NOTE	11-15-16	275,000	274,205.08	275,139.70	649.20	275,788.90
US TREASURY NOTE	01-31-17	4,200,000	4,218,225.00	4,207,585.20	6,191.58	4,213,776.78
US TREASURY NOTE	07-31-17	2,000,000	1,993,671.87	1,998,124.00	1,684.78	1,999,808.78
US TREASURY NOTE	04-30-18	1,815,000	1,809,115.43	1,812,021.59	4,747.11	1,816,768.70
US TREASURY NOTE	02-29-20	1,250,000	1,233,544.92	1,261,278.75	1,338.05	1,262,616.80
US TREASURY NOTE	5-31-20	1,350,000	1,332,544.92	1,366,927.65	6,238.22	1,373,165.87
US TREASURY NOTE	7-31-20	430,000	443,084.77	445,167.39	1,448.91	446,616.30
US TREASURY NOTE	7-31-20	2,500,000	2,584,277.34	2,588,182.50	8,423.91	2,596,606.41
US TREASURY NOTE	8-31-20	350,000	356,398.44	354,293.10	412.12	354,705.22
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>						
FNMA	04-01-18	170,000	171,699.39	170,624.29	219.58	170,843.87
FHLMC	03-01-19	163,495	165,128.94	164,785.21	236.80	165,022.01
FANIE MAE	09-01-19	230,000	232,303.20	231,140.25	315.48	231,455.73
<b>FEDERAL AGENCY BOND/NOTE</b>						
FNMA GLOBAL NOTES	03-07-18	2,000,000	2,002,580.00	2,001,568.00	1,166.67	2,002,734.67
FHLB GLOBAL NOTES	10-01-18	1,100,000	1,099,252.00	1,099,514.90	935.76	1,100,450.66
FHLB GLOBAL NOTES	10-12-18	500,000	499,785.00	499,770.00	182.29	499,952.29
FHLB NOTES AGENCY	12-14-18	1,000,000	1,020,220.00	1,018,054.00	5,201.39	1,023,255.39
FHLMC	07-19-19	1,250,000	1,246,975.00	1,245,636.25	2,157.12	1,247,793.37
FNMA	08-02-19	650,000	648,908.00	647,472.80	932.12	648,404.92
FHLB GLOBAL NOTES	08-05-19	800,000	798,464.00	797,043.20	1,108.33	798,151.53
FNMA MOTES	08-28-19	800,000	798,752.00	799,632.00	644.44	800,276.44
FNMA MOTES	09-26-19	800,000	799,304.00	799,299.20	111.11	799,410.31
FHLB	07-14-21	770,000	765,317.63	764,343.58	1,852.82	766,196.40
FNMA NOTES	08-17-21	600,000	597,658.06	598,375.20	875.00	599,250.20
<b>CASH AND CASH EQUIVALENTS</b>						
US TREASURY MM FUND		187,822	187,822.15	187,822.15	0.00	187,822.15
<b>TOTAL PARATRANSIT PORTFOLIO MANAGED BY PFM</b>						
		<b>25,191,317</b>	<b>25,279,237</b>	<b>25,333,801</b>	<b>47,073</b>	<b>25,380,874</b>
<b>TOTAL DISTRICT PORTFOLIO MANAGED BY PFM</b>						
		<b>114,165,281.46</b>	<b>114,502,632.65</b>	<b>114,830,664.50</b>	<b>235,592.75</b>	<b>115,066,257.25</b>
<b><u>FUNDS NON MANAGED BY PFM</u></b>						
<b>GOVERNMENT BONDS</b>						
HOUSING URBAN DEVEL	08-01-17	70,000	72,572.73	70,049.70	922.60	70,972.30
<b>CASH AND CASH EQUIVALENTS</b>						
US TREASURY MM		8,050,716.60	8,050,716.60	8,050,716.60		8,050,716.60
<b>TOTAL INVESTMENT FUNDS PORTFOLIO NON MANAGED BY PFM</b>						
		<b>8,120,717</b>	<b>8,123,289</b>	<b>8,120,766</b>	<b>923</b>	<b>8,121,689</b>
<b><u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u></b>						
BANK OF AMERICA CHECKING		24,814,467.99	24,814,467.99	24,814,467.99		24,814,467.99
LAIF		9,598,539.34	9,598,539.34	9,598,539.34		9,598,539.34
WELLS FARGO		42,586.38	42,586.38	42,586.38		42,586.38
<b>TOTAL FUNDS MANAGED BY DISTRICT STAFF</b>		<b>34,455,593.71</b>	<b>34,455,593.71</b>	<b>34,455,593.71</b>		<b>34,455,593.71</b>
<b><u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u></b>						
First American Govt Obligation C/D Chesham Finance Ltd.		7,216,057.84	7,216,057.84	7,216,057.84		7,216,057.84
<b>TOTAL AS OF SEPTEMBER 30, 2016</b>		<b>163,957,649.61</b>	<b>164,297,573.53</b>	<b>164,623,082.35</b>		<b>164,859,597.70</b>

Portfolio Performance (Total Return)

Portfolio / Benchmark	Effective Duration	Quarter Ended					Annualized Return	
		09 /30 /16	06 /30 /16	03 /31 /16	12 /31 /15	1 Year	3 Year	5 Year
SAN MATEO COUNTY TRANS DIST RESERVE	2.19	-0.10%	0.65%	0.97%	-0.30%	1.22%	-	-
San Mateo County Trans District Custom Index	2.16	-0.12%	0.92%	1.69%	-0.59%	1.89%	-	-
Difference		0.02%	-0.27%	-0.72%	0.29%	-0.67%	-	-



Portfolio performance is gross of fees unless otherwise indicated.

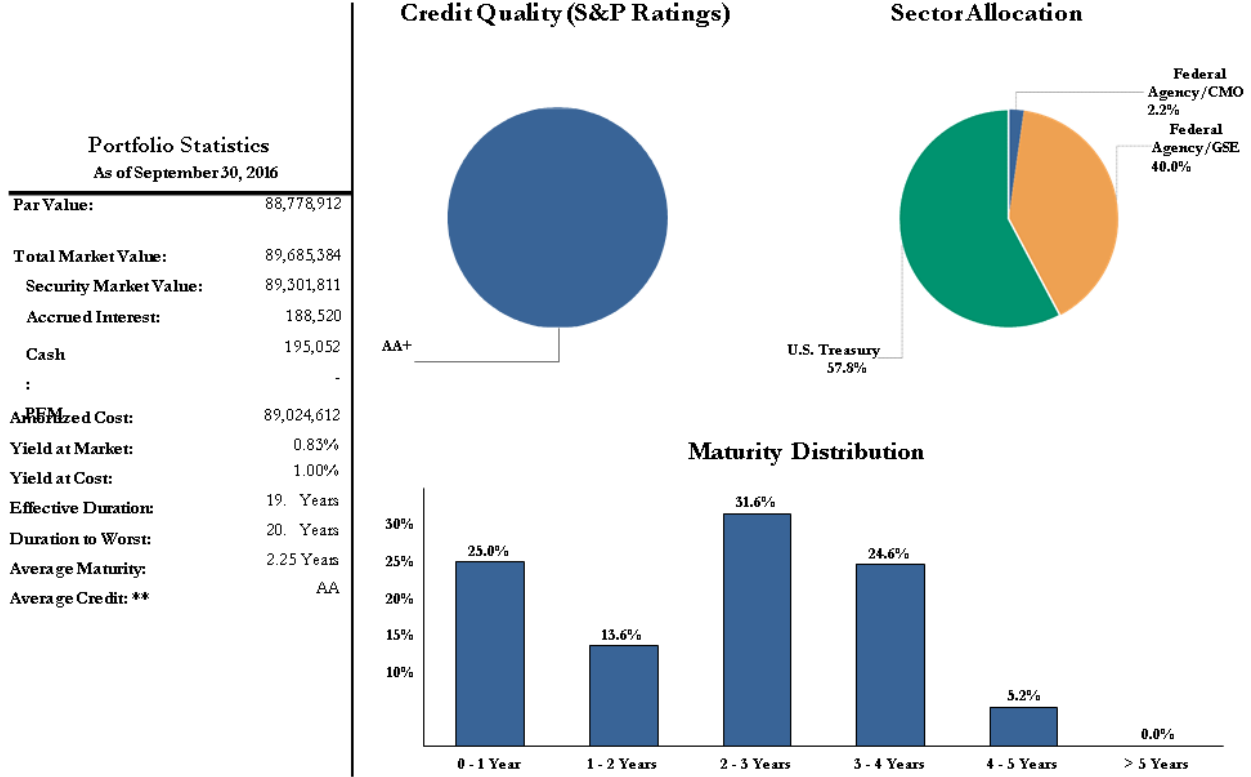


### EXHIBIT 3

For the Quarter Ended September 30, 2016

SAN MATEO COUNTY TRANSIT DISTRICT - RESERVE

Portfolio Snapshot

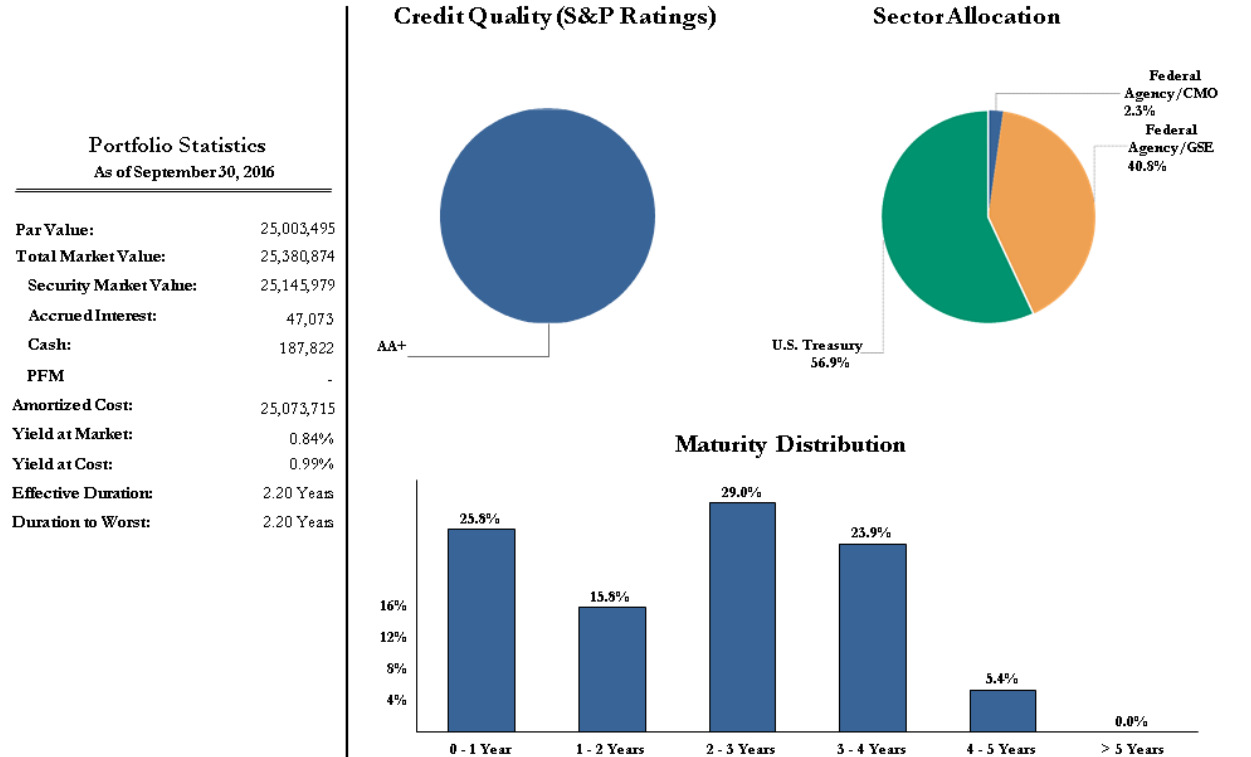


\*\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

For the Quarter Ended September 30, 2016

SAN MATEO COUNTY TRANSIT DISTRICT - PARATRANSIT

Portfolio Snapshot



\*\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

## Exhibit 4

For the Quarter Ended September 30, 2016  
*Sector Allocation and Compliance*

*SAN MATEO COUNTY TRANSIT DISTRICT*

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<u>Security Type<sup>1</sup></u>	<u>September 30, 2016</u>	<u>% of Portfolio</u>	<u>Permitted by Policy</u>
U.S. Treasury	\$65,903,129	57.4%	100%
Federal Agency/GSE	\$45,973,386	40.0%	100%
Federal Agency/CMO	\$2,571,275	2.2%	100%
Money Market Fund	\$382,874	0.3%	20%
<b>Totals</b>	<b>\$114,830,665</b>	<b>100.0%</b>	

---

*Notes:*

1. End of quarter trade-date market values of portfolio holdings, excluding accrued interest.

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**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

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

SUBJECT: **CONFLICT OF INTEREST CODE**

**ACTION**

Staff proposes the Committee recommend the Board adopt the Conflict of Interest Code (attached) which has been revised to reflect current staff positions and responsibilities at the San Mateo County Transit District (District).

**SIGNIFICANCE**

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

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

**BUDGET IMPACT**

There is no impact to the budget.

**BACKGROUND**

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

- Construction Manager
- Deputy CEO, Finance and Administration
- Deputy CEO, Operations and Engineering
- Director, Engineering and Construction
- Director Government and Community Affairs
- Director, Grants

Director, Maintenance  
Executive Officer, Customer Service and Marketing  
Executive Officer, Planning and Development  
Executive Officer, Public Affairs  
Facilities Contract Administrator  
Manager, Communications  
Manager, Finance Special Projects  
Manager, Strategic Development  
Operations Technology Administrator

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

Assistant Manager, Transit Operations Training  
Chief Communications Officer  
Chief of Staff  
Chief Officer, Planning, Grants and TA  
Chief Operating Officer, Bus  
Chief Operating Officer, Rail  
Deputy Chief, Capital Program Delivery  
Deputy Director, Facilities  
Deputy Director, Maintenance  
Deputy Director, Quality Assurance and Standards  
Director, Marketing and Communications  
Director, Treasury  
Government and Community Relations Officer  
Maintenance Contract Administrator  
Manager, Civil Rights Programs  
Manager, Fare Revenue  
Manager, Financial Planning and Analysis  
Manager, Government and Community Affairs  
Manager, Grants and Capital Accounting  
Manager, Grants and Fund Programming

Manager, Organizational Development and Talent Management  
Program Manager, Safety and Security  
Safety Officer  
Senior Project Manager  
Supervisor, Staffing Services

3. The list of designated employees has been updated to reflect current positions:

Communications Officer (Public Information Officer)  
Director, Budgets and Financial Analysis (Director, Budgets)  
Director, Finance/Controller (Controller)  
Director, Safety and Security (Director, Safety)  
Executive Officer, District Secretary, Executive Administration (District Secretary)  
Manager, Employee Relations (Manager, Employee Relations and Civil Rights)  
Manager, Employee Services (Manager, Personnel Operations)  
Manager Finance (Manager Finance Treasury)  
Manager, Government and Community Affairs (Government Affairs Officer)  
Manager, Information Technology and Telecommunications (Manager, IT  
Operations and Telecommunications)  
Manager, Intelligent Transportation Systems (Manager, Operations Technology)  
Manager, Marketing and Creative Services (Manager, Marketing)  
Superintendent, Facilities (Superintendent, Maintenance Technical Services)

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

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

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

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

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

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

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

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

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

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

Amended on October 11, 2006  
by Resolution No. 2006-41

Amended on November 12, 2008  
by Resolution No. 2008-64

Amended on November 10, 2010  
by Resolution No. 2010-70

Amended on November 14, 2012  
by Resolution No. 2012-50

Amended on November 5, 2014  
by Resolution No. 2014-47

**Amended on \_\_\_\_\_  
by Resolution No. 2016-\_\_\_**

# **SAN MATEO COUNTY TRANSIT DISTRICT**

## **CONFLICT OF INTEREST CODE**

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

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

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

## APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<del>Construction Manager</del>	<del>5</del>
<del>Deputy CEO, Operations and Engineering</del>	<del>1, 5</del>
<del>Deputy Director, Engineering Support</del>	<del>1, 5</del>
<del>Director, Engineering and Construction</del>	<del>1, 2</del>
<del>Director, Government and Community Affairs</del>	<del>1, 4</del>
<del>Director, Grants</del>	<del>5</del>
<del>Director, Maintenance</del>	<del>5</del>
<del>Executive Officer, Customer Service and Marketing</del>	<del>1, 2, 3</del>
<del>Executive Officer, Planning and Development</del>	<del>1, 2, 3</del>
<del>Executive Officer, Public Affairs</del>	<del>1, 2, 3</del>
<del>Facilities Contract Administrator</del>	<del>5</del>
<del>Manager, Communications</del>	<del>4</del>
<del>Manager, Finance Special Projects</del>	<del>5</del>
<del>Manager, Strategic Development</del>	<del>4</del>
<del>Operations Technology Administrator</del>	<del>2</del>
<u>Assistant Manager, Transit Operations Training</u>	<u>5</u>
Associate Contract Officer	2
Attorney	1, 2, 3
Bus Maintenance Contract Administrator	2
Buyer	2
<u>Chief Communications Officer</u>	<u>1, 2, 3</u>
Chief of Protective Services	2, 3
<u>Chief of Staff</u>	<u>1, 5</u>
<u>Chief Officer, Planning, Grants and TA</u>	<u>1, 5</u>
<u>Chief Operating Officer, Bus</u>	<u>1, 5</u>
<u>Chief Operating Officer, Rail</u>	<u>1, 5</u>
<u>Communications Officer</u> <del>Public Information Officer</del>	2
Contract Officer	2
<u>Deputy Chief, Capital Program Delivery</u>	<u>1, 2, 3</u>
<u>Deputy Director, Facilities</u>	<u>2</u>
<u>Deputy Director, Maintenance</u>	<u>2</u>
<u>Deputy Director, Quality Assurance and Standards</u>	<u>2</u>



<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director, Budgets <a href="#">and Financial Analysis</a>	5
Director, Bus Transportation	1, 5
Director, Contracts and Procurement	1, 2
Director, Finance <a href="#">/Controller</a>	2, 3
Director, Human Resources	3, 5
Director, Information Technology and Telecommunications	2
<a href="#">Director, Marketing and Communications</a>	4
Director, Planning	1, 4
Director, Safety <a href="#">and Security</a>	2, 3, <del>5</del>
Disadvantaged Business Enterprises Officer	3, 5
Employee Relations Officer	3
Engineer	5
<a href="#">Executive Officer</a> , District Secretary, <a href="#">Executive Administration</a>	1, 2, 3
<a href="#">Government and Community Relations Officer</a>	4
Labor Compliance Officer	3
<a href="#">Maintenance Contract Administrator</a>	2
Manager, Accessible Transit Services	5
Manager, Budgets	5
Manager, Bus Contracts	5
Manager, Capital Projects and Environmental Planning	1, 4
<a href="#">Manager, Civil Rights Programs</a>	3, 5
Manager, Customer Service	5
Manager, Employee Relations <del>and Civil Rights</del>	3, 5
Manager, <a href="#">Employee Services</a> <del>Personnel Operations</del>	3, 5
Manager, Engineering	1, 2
Manager, ERP Hosting and Support Services	2
<a href="#">Manager, Fare Revenue</a>	5
<a href="#">Manager, Financial Planning and Analysis</a>	5
Manager, General Ledger	5
<a href="#">Manager, Government and Community Affairs</a> <del>Government Affairs Officer</del>	4
<a href="#">Manager, Government and Community Affairs</a>	4
<a href="#">Manager, Grants and Capital Accounting</a>	5

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<a href="#">Manager, Grants and Fund Programming</a>	<a href="#">4</a>
Manager, <del>IT-Operations</del> <a href="#">Information Technology</a> and Telecommunications	2
Manager, <a href="#">Intelligent Transportation Systems</a> <del>Operations Technology</del>	2
Manager, Market Research and Development	4
Manager, Marketing <a href="#">and Creative Services</a>	4
Manager, Operations Planning	1, 4
<a href="#">Manager, Organizational Development and Talent Management</a>	<a href="#">3, 5</a>
Manager, Real Estate and Property Development	1, 4
Manager, Software Systems Development	2
Manager, Standards and Procedures	5
Manager, Stations and Access	5
Manager, Technology Research and Development	2
Manager, Transit Operations Training	5
Manager, <del>Finance</del> -Treasury	5
Planner	<a href="#">1, 4</a>
Principal Planner	<a href="#">1, 4</a>
Principal Planner, Sustainability	2
<a href="#">Program Manager, Safety &amp; Security</a>	<a href="#">2</a>
Project Manager	2
<a href="#">Safety Officer</a>	<a href="#">5</a>
Senior Contract Officer	2
Senior Designer	2
Senior Engineer	2
<a href="#">Senior Project Manager</a>	<a href="#">2</a>
Senior Real Estate Officer	1, 4
Superintendent, Bus Maintenance	5
Superintendent, Bus Transportation	2
Superintendent, <a href="#">Facilities</a> <del>Maintenance-Technical Services</del>	5
Superintendent, Materials and Inventory Control	5
Supervisor, Distribution	5
Supervisor, Facilities Maintenance	5
<a href="#">Supervisor, Staffing Services</a>	<a href="#">5</a>

## Designated Positions

## Disclosure Categories

Consultants/New Positions

\*

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

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

### Officials Who Manage Public Investments

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

General Manager/CEO  
Board [of Directors](#) ~~Members~~  
[Chief Financial Officer/Treasurer](#)  
~~Deputy CEO, Finance and Administration~~  
[Director, Treasury](#)

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

## **APPENDIX B: DISCLOSURE CATEGORIES**

### **DISCLOSURE CATEGORIES**

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

**RESOLUTION NO. 2016 –**

\* \* \*

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

**ADOPTING THE AMENDED CONFLICT OF INTEREST CODE**

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

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

**WHEREAS**, legal counsel and staff have reviewed the current Code, last amended in 2014, and have determined the Code and its Appendices, listing the designated positions who must disclose their economic interests on an annual basis and disclosure categories for such positions, should be updated to reflect current staffing positions and organization, as well as standard Conflict of Interest Code language and disclosure category descriptions used by the Fair Political Practices Commission; and

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

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

**BE IT FURTHER RESOLVED** the District Secretary is directed to transmit a copy of the amended Conflict of Interest Code to the San Mateo County Board of Supervisors for its review and approval, and to make any revisions that may be required by the County for approval of the Code.

Regularly passed and adopted this 3<sup>rd</sup> day of November, 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

SUBJECT: **APPROVAL OF ALLOCATION OF STATE FUNDS FOR THE DALY CITY BART  
STATION IMPROVEMENTS PROJECT**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Approve the allocation of \$500,000 in Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds available to the San Mateo County Transit District (District) for the Daly City Bay Area Rapid Transit District (BART) Station Improvements Project (Project);
2. Enter into one or more funding agreements with BART to provide funding for and implementation of the Project;

**SIGNIFICANCE**

Due to the lack of space for bus layovers, and the need to upgrade passenger amenities at the Daly City BART Station, BART, the San Francisco Municipal Transportation Agency, and the District desire to collaborate on improvements to the bus circulation areas at the Daly City BART Station, including:

- An expansion of the bus layover area within the Daly City BART parking lot on DeLong Street, including converting 31 automobile parking spaces to layover space and strengthening the pavement in key aisles of the parking lot and at the bus pads where the buses will layover.
- Improvements to the bus loading and unloading areas on the east side of the station, including demolition of the existing canopy and installation of new transit shelters with seating, signage, lighting, and trash receptacles.

The total estimated cost for the Project is \$1,757,980. The Project will be funded as follows:

Prop K (San Francisco County Transit Authority)	\$550,000
Prop AA (BART)	\$507,980
State STIP	\$200,000
Prop 1B PTMISEA (District)	\$500,000
<hr/> Total	<hr/> \$1,757,980

The Project will provide additional layover space for SamTrans buses and improved bus stop amenities for SamTrans riders.

**BUDGET IMPACT**

No budget action is required for this action. The funds will be allocated by the State Controller directly to BART, which is the implementing agency for the Project.

**BACKGROUND**

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, otherwise known as Proposition 1B, was approved by California voters on November 7, 2006. Proposition 1B includes a program of funding specifically for capital transit projects, known as the PTMISEA. One requirement to receive PTMISEA funds is that the project must be consistent with the sponsor's most recent short-range transit plan or publicly-adopted plan that programs funds for transit capital improvements. As the Project lead for the Daly City BART Station Improvements is BART, the Project is not included in the District's most recent short range transit plan. Under these circumstances, PTMISEA guidelines state that a certified Board Resolution authorizing the candidate project is sufficient to meet this requirement.

**STRATEGIC INITIATIVE**

**Priority 1:** Expand Mobility Options

**Goal 1:** Increase weekday fixed-route ridership by 15 percent

Prepared By: Rebecca Arthur, Senior Grants Analyst

650-508-6368

**RESOLUTION NO. 2016 –**

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

**\* \* \***

**APPROVING ALLOCATION OF PUBLIC TRANSPORTATION MODERNIZATION,  
IMPROVEMENTS, AND SERVICE ENHANCEMENT ACCOUNT PROGRAM FUNDS FOR THE  
DALY CITY BART STATION IMPROVEMENTS PROJECT**

**WHEREAS**, the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006; and

**WHEREAS**, PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement; and

**WHEREAS**, the San Mateo County Transit District (District), the San Francisco County Transit Authority, and the Bay Area Rapid Transit District (BART) desire to cooperate on a project to improve bus layover areas, and passenger amenities at the Daly City BART Station (Project); and

**WHEREAS**, the District has agreed to contribute \$500,000 in PTMISEA funds to the Project.

**NOW, THEREFORE, BE IT RESOLVED** that Board of Directors authorizes the General Manager/CEO, or his designee, to:

1. Approve the allocation of \$500,000 of the District's PTMISEA funds for the Daly City BART Station Improvements Project; and



2. Enter into one or more funding agreements with the Bay Area Rapid Transit District to provide funding for the Project; and

3. Take such further actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 2<sup>nd</sup> day of November, 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 Eli Kay  
Chief Officer, Planning, Grants and Chief Financial Officer  
Transportation Authority

SUBJECT: **AUTHORIZE EXECUTION OF A FUNDING AGREEMENT WITH THE  
SILICON VALLEY COMMUNITY FOUNDATION TO RECEIVE \$150,000 FOR THE  
US-101 EXPRESS BUS FEASIBILITY STUDY AND AMEND THE CAPITAL BUDGET**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Authorize the General Manager/CEO, or his designee, to enter into a funding agreement with the Silicon Valley Community Foundation (SVCF) in the amount of \$150,000 to fund the US-101 Express Bus Feasibility Study (Project);
2. Amend the Fiscal Year (FY) 2017 Capital Budget by \$150,000 to include the additional revenue and expenses for the project.

**SIGNIFICANCE**

The Project will examine the financial and operational feasibility of implementing a network of long-distance express buses operating on the US-101 corridor through San Mateo County. To help fund this effort, the SVCF has offered to provide a \$150,000 grant to the San Mateo County Transit District (District). The additional funds will allow the study to explore potential bus routes between San Mateo, San Francisco, and Santa Clara Counties.

**BUDGET IMPACT**

This action will amend the FY2017 Capital Budget by \$150,000 from \$16,327,874 to \$16,477,874 (as shown in Attachment A) to include the additional revenue and project expenses. Prior to this grant being offered by the SVCF, the total cost of the Project that was included in the FY2017 Capital Budget was \$484,000. This amount included a \$180,000 grant from the California State Department of Transportation and \$304,000 in District funds. After obtaining \$150,000 from the SVCF, the total cost of the project will increase to \$634,000. The District's cost for the Project will remain at \$304,000.

**BACKGROUND**

The SVCF provides funding through its Building Strong Communities Grant Program for projects that help shape land use and transportation plans and encourages residents to get involved in the design of their communities.

As the regional economy continues to thrive, traffic congestion on US-101, particularly during weekday commute periods, has intensified. Throughout San Mateo County, people who travel in single occupancy vehicles, carpools, buses, and shuttles grapple with long and unpredictable travel times. This Project will examine the feasibility of implementing express bus service, potentially integrated with and operating in a managed lane, to improve operational performance and attractiveness of public transit along the US-101 corridor. Staff will be coordinating the feasibility study efforts with San Francisco, San Mateo, and Santa Clara County stakeholders.

**STRATEGIC INITIATIVE**

- **Priority 1:** Expand Mobility Options  
**Goal 1:** Increase weekday fixed-route ridership by 15 percent

Prepared By: Rebecca Arthur, Senior Grants Analyst 650-508-6368  
Project Manager: Lindsey Kiner, Senior Planner 650-508-7912



**San Mateo County Transit District  
Fiscal Year 2017 Capital Budget- Amendment 1**

ATTACHMENT A

11/02/16

PROJECT TITLE	PROJECT DESCRIPTION	Phase	Project Manager	Current Total Estimated Project Cost	Previously Budgeted	FY2017 Budget Request	Remaining	Funding Sources				notes
								Federal	State	Other	District Sales Tax	
<b>i. REVENUE VEHICLE REPLACEMENT</b>												
1.1 Redi-Wheels Expansion Vehicles	Acquire 3 cutaway vehicles to accommodate Redi-Wheels' growth for service	15	Tina Dubost	\$ 475,000	\$ -	\$ 475,000	\$ -	\$ 380,000		\$ 95,000		(1)
1.2 Electric Bus Procurement	A pilot program to procure, operate and maintain 6 fully-electric buses including charging infrastructure	15	Greg Moyer	\$ 7,250,000	\$ -	\$ 7,250,000	\$ -	\$ 3,793,320	\$ 949,523	\$ 2,507,157		(2)
<b>Subtotal</b>						<b>\$ 7,725,000</b>						
<b>ii. REVENUE VEHICLE SUPPORT</b>												
2.1 Major Bus Components	Annual funding for procurement of bus parts	15	Daniel Stewart	\$ 1,183,074	\$ -	\$ 1,183,074	\$ -				\$ 1,183,074	
2.2 Maintenance Equipment	Replace maintenance support equipment at the end of its useful life	15	Elliot Rivas	\$ 70,000	\$ -	\$ 70,000	\$ -				\$ 70,000	
2.3 Installation of 3-Bike Racks	Replace existing 2-bike racks with 3-bike racks	15, 16	Elliot Rivas	\$ 422,600	\$ 224,300	\$ 198,300	\$ -			\$ 160,000	\$ 38,300	(3)
<b>Subtotal</b>						<b>\$ 1,451,374</b>						
<b>iii. INFORMATION TECHNOLOGY</b>												
3.1 Technology Refresh Project	Adopt new technology to meet changing needs and mitigate the risk of obsolescence of existing technology	15, 16	Pete Salazar	\$ 2,627,000	\$ -	\$ 2,627,000	\$ -				\$ 2,627,000	
<b>Subtotal</b>						<b>\$ 2,627,000</b>						
<b>iv. PLANNING / DEVELOPMENT</b>												
4.1 Assessment - NB and SB Facilities	Identify and prioritize capital improvements needed at the North and South Base bus maintenance and operations bases.	12	Jim Kellner	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
4.2 Express Bus Feasibility Study	A planning analysis of alternatives to developing Express Bus service to improve mobility on the US-101 and associated transportation network influenced by US-101.	11	Doug Kim	\$ 634,000	\$ -	\$ 634,000	\$ -		\$ 180,000	\$ 150,000	\$ 304,000	(4)
4.3 Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering	11	Aandy Ly	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
4.4 Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery	11	Aandy Ly	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
<b>Subtotal</b>						<b>\$ 1,384,000</b>						
<b>v. FACILITIES / CONSTRUCTION</b>												

PROJECT TITLE	PROJECT DESCRIPTION	Phase	Project Manager	Current Total Estimated Project Cost	Previously Budgeted	FY2017 Budget Request	Remaining	Funding Sources				notes
								Federal	State	Other	District Sales Tax	
5.1 North Base Industrial Waste Line Replacement	Replace the North Base Industrial Waste (IW) Line which drains the steam cleaning area of the Maintenance Building.	13, 16	Jim Kellner	\$ 575,000	\$ 75,000	\$ 500,000	\$ -	\$ 400,000		\$ 100,000		(1)
5.2 Facilities Smaller Projects	Facility Maintenance/Improvement Account	15, 16	Greg Moyer	\$ 282,000	\$ -	\$ 282,000	\$ -				\$ 282,000	
5.3 Lighting Upgrade at North Base and South Base	Replace lighting fixtures for more energy efficient and environmentally friendlier LED lights at North Base and South Base	15, 16	Greg Moyer	\$ 1,428,000	\$ 843,500	\$ 584,500	\$ -	\$ 467,600		\$ 116,900		(1)
5.4 Concrete Pavement Rehab at North Base and South Base	Rehab pavement at North and South Bases to bring the pavement to a state of good repair	15, 16	Greg Moyer	\$ 23,000	\$ -	\$ 23,000	\$ -				\$ 23,000	
5.5 Office Reconfiguration at Central	Remodel office space to increase operation efficiency and productivity.	16	David Olmeda	\$ 200,000	\$ -	\$ 200,000					\$ 200,000	
<b>Subtotal</b>						<b>\$ 1,589,500</b>						
<b>vi. SAFETY AND SECURITY</b>												
6.1 Dumbarton Corridor Right of Way Fencing	Install vandal resistant fencing at key locations along the Dumbarton Rail Corridor to deter trespassing, illegal dumping and homeless encampments	11, 12, 13, 15, 16, 19	Rob Scarpino	\$ 4,500,000	\$ 2,110,000	\$ 1,451,000	\$ 939,000		\$ 1,106,406		\$ 344,594	(5)
<b>Subtotal</b>						<b>\$ 1,451,000</b>						
<b>vii. Other</b>												
7.1 Contingency	Annual set-aside for unforeseen and emergency capital expenditures	16	Aandy Ly	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
<b>Subtotal</b>						<b>\$ 250,000</b>						
<b>GRAND TOTAL</b>						<b>\$ 16,477,874</b>		\$ 5,040,920	\$ 2,235,929	\$ 3,129,057	\$ 6,071,968	

**NOTES:**

- (1) 3 projects: \$1,247,600 (80%) from FTA Formula Fund for ADA Operating with \$311,900 (20%) Local Match from AB664 Bridge Toll fund.
- (2) Electric Bus: Working to secure potential funds from Federal (5307) and FTA LoNo Program, with AB664 and Caltrans Low Carbon Transportation Operations Program (LCTOP) Funds as local match.
- (3) 3-Bike Rack: \$160,000 from C/CAG AB434 Transportation Fund for Clean Air.
- (4) Express Bus Feasibility Study: \$180,000 from State funding. [Additional \\$150,000 funding from Silicon Valley Community Foundation \(SVCF\).](#)
- (5) Dumbarton ROW Fencing: \$1,106,406 from Prop 1B, last year of California Transit Security Grants Program (CTSGP) funds.

**RESOLUTION NO. 2016 –**

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

**\* \* \***

**AUTHORIZING EXECUTION OF A GRANT AGREEMENT WITH THE SILICON VALLEY  
COMMUNITY FOUNDATION FOR THE U.S. 101 EXPRESS BUS FEASIBILITY STUDY AND  
AMENDING THE FISCAL YEAR CAPITAL BUDGET BY \$150,000**

**WHEREAS**, the Silicon Valley Community Foundation (SVCF) through its Building Strong Communities Grant Program awards funding for projects that help shape land use and transportation plans and encourage residents to get involved in the design of their communities; and

**WHEREAS**, the San Mateo County Transit District (District) is eligible to receive Building Strong Communities Grant Program funds; and

**WHEREAS**, the SVCF is providing a grant for \$150,000 to help fund the District's U.S. 101 Express Bus Feasibility Study (Project); and

**WHEREAS**, in order to accept the grant funds, the District must enter into a funding agreement with SVCF in the amount of \$150,000 and amend the Fiscal Year 2017 Capital Budget from \$16,327,874 to \$16,477,874 to include the additional revenue and expenses for the project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors authorizes the General Manager/CEO to:

1. Execute a funding agreement with the Silicon Valley Community Foundation in the amount of \$150,000 for the U.S. 101 Express Bus Feasibility Study; and
2. Amend the Fiscal Year 2017 Capital Budget by \$150,000 from \$16,327,874 to \$16,477,874 to include the additional revenue and project expenses; and

3. Take such further actions as may be necessary to give effect to this Resolution.

Regularly passed and adopted this 2<sup>nd</sup> day of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Eli Kay  
Chief Financial Officer

Seamus Murphy  
Chief Communications Officer

SUBJECT: **AWARD OF CONTRACT FOR PROVIDING MAIL COURIER SERVICES**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Award a contract to Am-Tran of San Mateo, CA to provide mail courier services for a five-year term at an estimated cost of \$190,243.
2. Authorize the General Manager/CEO to execute a contract with Am-Tran.

**SIGNIFICANCE**

Award of this contract will ensure the continuance of daily courier service for pick-up, distribution, and delivery of postal and interoffice mail between the various San Mateo County Transit District (District) and Peninsula Corridor Joint Powers Board (JPB) sites and the Hanson Bridgett legal offices in San Francisco.

**BUDGET IMPACT**

Funds to support the award of this contract are included in the adopted Fiscal Year 2017 Operating Budget.

**BACKGROUND**

A joint Request for Proposals (RFP) was issued by the District and the JPB to solicit proposals from firms interested in providing the requested mail courier services. The solicitation information was advertised in a local newspaper and on the District's and JPB's Procurement websites. Standard language setting forth the District's policy regarding Small Business Enterprises (SBEs) was included in the solicitation documents. Staff received only one proposal and it was from a firm identified as an SBE. Staff conducted a price analysis and finds the proposed prices to be fair and reasonable.



The Evaluation Committee, consisting of District and JPB staff, reviewed the proposal according to the following weighted criteria:

- Firm's Experience 0 – 25 points
- Staffing & Key Personnel 0 – 20 points
- Qualification & Experience of Management Team and Key Personnel 0 – 15 points
- Resources 0 – 15 points
- Cost Proposal 0 – 25 points
- SBE Preference 0 - 5 points

With the exception of a few minor omissions that staff was able to satisfactorily resolve, Am-Tran's proposal met all of the requirements of the RFP and a review of their references found Am-Tran to be a reliable and efficient courier service provider.

The District's current contractor is World Courier Ground, which has a five-year contract at an estimated cost of \$182,700.

Contract Officer: Brian Geiger 650-508-7973  
Project Manager: Marty Ruiz, Supervisor, Distribution 650-508-6445

**RESOLUTION NO. 2016-**

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

**\* \* \***

**AWARDING A CONTRACT TO AM-TRAN FOR PROVIDING MAIL COURIER SERVICES  
AT A TOTAL ESTIMATED COST OF \$190,243 FOR A FIVE-YEAR PERIOD**

**WHEREAS**, the San Mateo County Transit District (District) and the Peninsula Corridor Joint Powers Board (JPB) jointly solicited competitive proposals to provide mail courier services between various District and JPB sites, and the offices of legal counsel; and

**WHEREAS**, in response to the Request for Proposals (RFP), one firm submitted a proposal; and

**WHEREAS**, an Evaluation Committee reviewed and scored the proposal in accordance with the criteria set forth in the RFP and concluded that Am-Tran of San Mateo, California is a qualified vendor; and

**WHEREAS**, staff conducted a price analysis and finds Am-Tran's proposed price to be fair and reasonable; and

**WHEREAS**, the General Manager/CEO recommends, and the Committee concurs, that a contract be awarded to Am-Tran of San Mateo, CA.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District awards a contract to Am-Tran to provide mail courier services for a five-year term at a total estimated cost of \$190,243, inclusive of all costs and expenses, based on the estimated requirements of the District and the daily rate submitted by Am-Tran for these services; and

**BE IT FURTHER RESOLVED** that the General Manager/CEO or designee is authorized to execute a contract on behalf of the District with Am-Tran in full conformity with the terms and conditions of the solicitation documents.

Regularly passed and adopted this 2<sup>nd</sup> day of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Chair, San Mateo County Transit District

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Eli Kay  
Chief Financial Officer

David Olmeda  
Chief Operating Officer, Bus

**SUBJECT: AWARD OF CONTRACT FOR PHYSICAL INVENTORY SERVICES**

**ACTION**

Staff proposes that the Committee recommend the Board:

1. Award a contract to Scintech Associates, Inc. (Scintech), Livermore, CA for Physical Inventory Services at a total not-to-exceed cost of \$238,660 for a three-year base term.
2. Authorize the General Manager/CEO to execute a contract with Scintech in full conformity with the terms and conditions of the bid specification documents.
3. Authorize the General Manager/CEO to exercise up to two successive one-year option terms, at a not-to-exceed cost of \$93,000 for the first option year and \$100,800 for the second option year, if deemed in the best interest of the San Mateo County Transit District (District).

**SIGNIFICANCE**

Approval of the above actions will provide the District with a dedicated contractor to perform required annual physical inventory counting and reporting services for both the District's bus parts inventory and fixed assets.

**BUDGET IMPACT**

Funds to support the award of this contract is included in the adopted Fiscal Year 2017 Operating Budget.

**BACKGROUND**

A Request for Proposals (RFP) was jointly issued by the Peninsula Corridor Joint Powers Board and the District detailing the agencies' scope of services to solicit proposals from firms interested in performing physical inventory services for the agencies. Staff advertised the solicitation on the agencies' Procurement website. Solicitation notices were also sent to interested bidders, Small Business Enterprises (SBEs) and Disadvantaged Business Enterprises (DBEs). The District received two proposals (both from non-SBE/DBE firms) as follows:

1. Scintech Associates, Inc., Livermore, CA
2. CBIZ, Irvine, CA

An Evaluation Committee comprised of District and JPB staff reviewed the proposals and ranked them according to the following criteria as stated in the RFP:

- Responsiveness of Proposal 20%
- Approach to Scope of Services 45%
- Qualifications of Key Personnel 25%
- Project Cost 10%

After completion of its initial review, evaluation, and ranking of proposals, the Evaluation Committee interviewed both proposers. As a result, the Committee reached a consensus that Scintech was the highest ranked proposer, capable of performing the services in an effective and efficient manner.

Scintech provided inventory services to the District under a previous one-year contract which expired December 31, 2015. The value of the prior contract was \$67,840.

Contract Officer: Brian Geiger  
Project Manager: Mary Manders, Senior Accountant

650-508-7973  
650-508-6209

**RESOLUTION NO. 2016 -**

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

\* \* \*

**AWARDING A THREE-YEAR CONTRACT TO SCINTECH ASSOCIATES FOR  
PHYSICAL INVENTORY SERVICES  
FOR A TOTAL NOT-TO-EXCEED COST OF \$238,660**

**WHEREAS**, the San Mateo County Transit District (District) and the Peninsula Corridor Joint Powers Board jointly solicited competitive proposals from qualified firms for Physical Inventory Services; and

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

**WHEREAS**, an Evaluation Committee (Committee) reviewed and evaluated the proposals in accordance with the criteria set forth in the RFP; and

**WHEREAS**, the Committee found the proposal submitted by Scintech Associates, Inc. (Scintech), of Livermore, CA, was the highest ranked proposal; and

**WHEREAS**, it was further determined that Scintech meets all the solicitation requirements and is fully capable of providing the specified services; and

**WHEREAS**, staff and legal counsel have reviewed the Scintech proposal and have determined it is responsive to the RFP; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to Scintech for a three-year term at a total not-to-exceed cost of \$238,660.

**NOW, THEREFORE, BE IT RESOLVED** that the San Mateo County Transit District Board of Directors award a contract to Scintech Associates, Inc. of Livermore, California for physical inventory services for a three-year base term at a total not-to-exceed cost of \$238,660; and

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

**BE IT FURTHER RESOLVED** that the General Manager/CEO is authorized to exercise up to two successive one-year option terms at a not-to-exceed cost of \$93,000 for the first option year and \$100,800 for the second option year with Scintech, provided that it is in the best interest of the District.

Regularly passed and adopted this 2<sup>nd</sup> day of November, 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  
Chief Financial Officer

David Olmeda  
Chief Operating Officer, Bus

**SUBJECT: AWARD OF CONTRACT FOR AUTOMOTIVE REPAIR SERVICES**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Award a contract to Millbrae Auto Service Center dba California Auto Center for Automotive Repair of Non-revenue Support and Service Vehicles at a total estimated cost of \$418,325 for a five-year term.
2. Authorize the General Manager/CEO to execute a contract with California Auto Center in full conformity with the terms and conditions of the bid specification documents.

**SIGNIFICANCE**

Approval of the above actions will provide the San Mateo County Transit District (District) with a fully-qualified automotive repair facility to support vehicle repair, servicing, and maintenance needs for the fleet of District support service vehicles.

**BUDGET IMPACT**

Funds to support the award of this contract are included in the adopted Fiscal Year 2017 Operating Budget.

**BACKGROUND**

An Invitation for Bids was issued and staff advertised the solicitation on the District's Procurement website and in a newspaper of general circulation. Standard language setting forth the District's policy regarding Small Business Enterprises (SBEs) was included in the solicitation documents. The District received three bids, none of which were from SBEs:

California Auto Center, Millbrae	\$418,325
United Performance Corp, So. San Francisco	\$440,826
Chestnut Automotive, Redwood City	\$972,929



District staff and legal counsel reviewed the bids received and determined that California Auto Center is the lowest responsive and responsible bidder. Staff also conducted reference checks, and found California Auto Center is in good standing with its customers and is sufficiently qualified and capable of providing the services required under this contract.

The District's incumbent vendor is United Performance with a three-year contract inclusive of two one-year options, for a total estimated cost of \$649,586.

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

**RESOLUTION NO. 2016 -**

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

\* \* \*

**AWARDING A CONTRACT TO  
MILLBRAE AUTO SERVICE CENTER DBA CALIFORNIA AUTO CENTER FOR  
AUTOMOTIVE REPAIR SERVICES  
FOR A FIVE-YEAR ESTIMATED COST OF \$418,325**

**WHEREAS**, the San Mateo County Transit District (District), solicited competitive bids for Automotive Repair of Non-revenue Support and Service Vehicles for a five-year term; and

**WHEREAS**, in response to the District's advertisement, three firms submitted bids; and

**WHEREAS**, staff and legal counsel have reviewed the bid results and determined that California Auto Center of Millbrae, California is the lowest responsive and responsible bidder; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to California Auto Center, whose bid, with the exception of minor irregularities that may be waived by the District, meets all requirements of the solicitation documents.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District awards a contract to California Auto Center of Millbrae, California for Automotive Repair of Non-revenue Support and Service Vehicles for a five-year term at an estimated cost of \$418,325 based upon the estimated requirements of the District during this term and at the unit prices submitted; and

**BE IT FURTHER RESOLVED** that the General Manager/CEO is authorized to execute a contract on behalf of the District with California Auto Center in full conformity with all of the terms and conditions of the solicitation documents.

Regularly passed and adopted this day 2<sup>nd</sup> of November, 2016 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, San Mateo County Transit District

ATTEST:

\_\_\_\_\_  
District Secretary



BOARD OF DIRECTORS 2016

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 MANGER/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, NOVEMBE 2, 2016 – 3:00 p.m.**  
or immediately following previous Committee meeting

**ACTION**

1. Approval of Minutes of Legislative Committee Meeting of October 5, 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  
OCTOBER 5, 2016**

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

Other Board Members Present, Constituting Committee of the Whole: C. Groom  
R. Guilbault, Z. Kersteen-Tucker (Chair), C. Stone, A. Tissier

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

Staff Present: J. Averill, S. Bhatnagar, J. Cassman, A. Chan, J. Hartnett, E. Kay,  
M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Committee Chair Peter Ratto called the meeting to order at 3:01 p.m.

**Approval of Minutes of September 7, 2016**

Motion/Second: Stone/Harris

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

Absent: Gee

**Update on the State Legislative Program**

Matt Robinson, Legislative Advocate, Shaw, Yoder, Antwih provided the update. The Legislature wrapped up on September 1. Governor Brown had until September 30 to act on all legislation sent to him. Overall he acted on 1,000 bills by approving 850 and vetoing 150. Cap and Trade has dramatically declined with auctions going from \$500 to \$600 million down to \$8 to \$10 million. Due to this decline Legislators may be looking at alternatives including an increase in the Transit Development Act, which is a quarter-cent Statewide sales tax, or vehicle registration and license fees. Senate Bill 32 was signed by the governor and extends the targets for the Statewide emissions program beyond 2020. Some legislation was signed that appropriated about \$900 million of Cap and Trade to a few programs, including \$135 million for the Intercity Rail Capital Program. The Transportation Special Session continues until November 30. Assembly Bill (AB) 2030 was signed earlier this year and raises the California State Department of Transportation's cap for going out to bid on certain types of contracts. AB 1889 was signed last week by the governor and it deals with the State's ability to help get the \$600 million in Proposition 1A for Caltrain.

Adjourned: 3:08 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.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

**STATE ISSUES**

There are 17 initiatives on the statewide ballot. Below is a discussion on a handful of some of the more high profile initiatives on the ballot.

Proposition 55 - Tax Extension to Fund Education and Healthcare

In 2012, with California government in deep deficit, the California Legislature could not cut enough services to bring the budget into balance. At that time, Governor Brown with significant support from the teachers union, public employees and business successfully passed Proposition 30 to temporarily raise income tax on couples making over \$500,000 per year and to temporarily increase the statewide sales tax. This measure passed and yielded significant new revenues which has since helped the Legislature pass a balanced budget in a timely manner, without cutting services.

Proposition 55 will continue the increased income tax until 2030, while allowing the sales tax increase to expire. If passed, the State would continue to see between \$4 billion to \$9 billion in revenues, of which half would go to K-14 education. If Proposition 55 does not pass, the California Legislature would likely find it difficult to find replacement revenues and/or make the necessary budget cuts to balance future state budgets.

### Proposition 64 - Legalize Recreational Use of Marijuana

Marijuana for medical use is already allowed in California. Proposition 64 would allow non-medical use, sale, and cultivation in California. If approved, this measure could generate more than \$1 billion in annual State and local tax revenue over time. Initial State tax revenue would come from a new State tax on marijuana growing and production plus a new excise tax at the retail level. There would also be additional revenues from applying the existing sales tax at the retail level and State and local governments would be allowed to impose other taxes as well.

The initiative specifically does not preclude employers from having anti-marijuana workplace policies and nothing prohibits drug testing of employees and prospective employees in accordance with Federal law. If passed, however, these questions will begin to emerge in the future.

### Proposition 54 - Legislative Transparency

This Constitutional Amendment is a bit of inside-baseball as it pertains to the California Legislature and the legislative process. It is being pushed by Republicans and open-government advocates and would require that all legislation be in print and online for 72 hours before the Legislature could vote on the bill. It would also require all public meetings to be recorded and available to the public via the internet.

The main goal of this initiative is to slow the legislative process down and to make sure that all legislation is afforded a level of public scrutiny that is sometimes lost in the hectic, waning hours of the legislative session.

### Proposition 53 - Voter Approval for Revenue Bonds Above \$2 Billion

Requires statewide voter approval before any revenue bonds can be issued or sold by the State for certain projects if the bond amount exceeds \$2 billion. Fiscal Impact: State and local fiscal effects are unknown and would depend on which projects are affected by the measure and what actions government agencies and voters take in response to the measure's voting requirement.

### Legislative Races

Democrats have a 52-28 seat advantage in the Assembly. With 54 seats, Assembly Democrats would have a supermajority, which would allow constitutional amendments to be placed on the ballot, tax increases, and legislative rule waivers to be adopted on party-line votes. Democrats in the Senate enjoy a 26-14 advantage and need just one seat for the supermajority.

The following races will change the make-up of the current SamTrans delegation:

#### 15th Senate District -- Santa Clara County -- Jim Beall vs. Nora Campos

This race features the incumbent Senator Jim Beall against termed-out Assembly Member Nora Campos. This is a particularly interesting race for Caltrain since Senator Beall is the current Chair of the Senate Transportation and Housing Committee, and a key legislative leader on transit policy. It is expected that Senator Beall will retain his seat after greatly outspending Assembly Member Campos in the race.

24th Assembly District -- Santa Clara/San Mateo Counties -- Marc Berman v. Vicki Veenker

This Peninsula seat comprises communities with a great deal of Caltrain right-of-way and is open because Assembly Member Rich Gordon termed out of this seat. The contenders to replace him are Palo Alto City Council Member Marc Berman and Palo Alto attorney Vicki Veenker.

**FEDERAL ISSUES**

As of 10/13/16:

Congress is in recess until after the November elections. When lawmakers return to Washington post elections, the House is scheduled to be in session for 16 legislative days and the Senate will be in session for 20 days.

Top Republican leaders are advocating for passing a series of small "minibus" packages to complete this year's appropriations work during the lame-duck session, instead of one large omnibus appropriations bill. The continuing resolution (CR) package funds the government through December 9, 2016.

Other potential lame-duck legislative items include:

- Merrick Garland's nomination to the U.S. Supreme Court
- Water Resources Development Act (WRDA) conference report
- Export-Import Bank financing authority
- Energy tax extenders
- Gun control
- Trans-Pacific Partnership (TTP)
- Additional funding for opioid epidemic
- Criminal justice reform

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## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 33</a> <a href="#">Quirk</a> D</p> <p>Electrical corporations: energy storage systems: long duration bulk energy storage resources.</p>	<p>9/26/2016-A. CHAPTERED 9/26/2016-Chaptered by Secretary of State - Chapter 680, Statutes of 2016.</p>	<p>Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations, as defined. Existing law requires the commission to open a proceeding to determine appropriate targets, if any, for each load-serving entity, as defined, to procure viable and cost-effective energy storage systems to be achieved by December 31, 2020.</p> <p>This bill would require the commission to evaluate and analyze the potential for all types of long duration bulk energy storage resources to help integrate renewable generation into the electrical grid, as specified.</p>	
<p><a href="#">AB 626</a> <a href="#">Chiu</a> D</p> <p>Public contracts: claim resolution.</p>	<p>9/29/2016-A. CHAPTERED 9/29/2016-Chaptered by Secretary of State - Chapter 810, Statutes of 2016.</p>	<p>Existing law prescribes various requirements regarding the formation, content, and enforcement of state and local public contracts. Existing law applicable to state public contracts generally requires that the resolution of claims related to those contracts be subject to arbitration. Existing law applicable to local agency contracts prescribes a process for the resolution of claims related to those contracts of \$375,000 or less.</p> <p>This bill would establish, for contracts entered into on or after January 1, 2017, a claim resolution process applicable to any claim by a contractor in connection with a public works project. The bill would define a claim as a separate demand by the contractor for one or more of the following: a time extension for relief from damages or penalties for delay, payment of money or damages arising from work done pursuant to the contract for a public work, or payment of an amount disputed by the public entity, as specified. This bill contains other related provisions and other existing laws.</p>	
<p><a href="#">AB 779</a> <a href="#">Garcia, Cristina</a> D</p> <p>Local government: financial disclosures.</p>	<p>9/24/2016-A. VETOED 9/24/2016-Vetoed by the Governor</p>	<p>Existing law requires a local agency, if it is required to report specified information to the Controller and if it maintains an Internet Web site, to post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees, as specified.</p> <p>This bill would require a city, county, city and county, or special district, on or before April 30 of each year, to post compensation information in a conspicuous location on its Internet Web site that contains the names, positions, and total compensation, including a breakdown of the types of compensation provided, of each elected official within that entity for the previous calendar year. By increasing the duties of local officials, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1661</a> <a href="#">McCarty</a> D</p> <p>Local government: sexual harassment prevention training and education.</p>	<p>9/29/2016-A. CHAPTERED 9/29/2016-Chaptered by Secretary of State - Chapter 816, Statutes of 2016.</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 prevention 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 prevention training or information. The bill would also require an entity that develops curricula to satisfy this requirement to consult with the city attorney or county counsel regarding the sufficiency and accuracy of that proposed content.</p>	
<p><a href="#">AB 1676</a> <a href="#">Campos</a> D</p> <p>Employers: wage discrimination.</p>	<p>9/30/2016-A. CHAPTERED 9/30/2016-Chaptered by Secretary of State - Chapter 856, Statutes of 2016.</p>	<p>Existing law generally prohibits an employer from paying an employee at wage rates less than the rates paid to employees of the opposite sex in the same establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions. Existing law establishes exceptions to that prohibition, including, among others, where the payment is made based on any bona fide factor other than sex, such as education, training, or experience. Existing law makes it a misdemeanor for an employer or other person acting either individually or as an officer, agent, or employee of another person to pay or cause to be paid to any employee a wage less than the rate paid to an employee of the opposite sex as required by these provisions, or who reduces the wages of any employee in order to comply with these provisions. Existing law also makes it a misdemeanor for an employer to refuse or neglect to comply with the above provisions of law.</p> <p>This bill would specify that prior salary cannot, by itself, justify any disparity in compensation under the bona fide factor exception to the above prohibition. By changing the definition of an existing crime, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1889</a> <a href="#">Mullin</a> D</p> <p>High-Speed Rail Authority: high-speed train operation.</p>	<p>9/28/2016-A. CHAPTERED 9/28/2016-Chaptered by Secretary of State - Chapter 744, Statutes of 2016.</p>	<p>Existing law creates the High-Speed Rail Authority with specified powers and duties relative to the development and implementation of a high-speed train system. Existing law, pursuant to the Safe, Reliable High-Speed Passenger Train Bond Act for the 21st Century, approved by the voters as Proposition 1A at the November 4, 2008, statewide general election, provides for the issuance of \$9.95 billion for high-speed train capital projects and other associated purposes. The bond act requires the authority to expend the proceeds of the bond act pursuant to certain planning and reporting requirements, which require the authority to approve that the corridor or usable segment would be suitable and ready for high-speed train operations.</p> <p>This bill would provide for the purposes of a certain required funding plan that a corridor or usable segment thereof would be "suitable and ready for high-speed train operation" if specified conditions are met. The bill would also require the authority to include in its business plan and project update report information describing the use of these bond proceeds demonstrating that the investments made are consistent with the authority's current business plan and advance the development of the Phase I blended system as described in the business plan.</p>	
<p><a href="#">AB 1919</a> <a href="#">Quirk</a> D</p> <p>Local transportation authorities: bonds.</p>	<p>9/28/2016-A. CHAPTERED 9/28/2016-Chaptered by Secretary of State - Chapter 745, Statutes of 2016.</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 require the 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>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2126</a> <a href="#">Mullin</a> D</p> <p>Public contracts: Construction Manager/General Contractor contracts.</p>	<p>9/28/2016-A. CHAPTERED 9/28/2016-Chaptered by Secretary of State - Chapter 750, Statutes of 2016.</p>	<p>Existing law authorizes the Department of Transportation to use the Construction Manager/General Contractor method on no more than 6 projects, and requires 4 out of the 6 projects to use department employees or consultants under contract with the department to perform all project design and engineering services, as specified. Existing law requires specified information provided to the department pursuant to these provisions to be verified under oath.</p> <p>This bill would authorize the department to use this method on 12 projects and would require 8 out of the 12 projects to use department employees or consultants under contract with the department to perform all project design and engineering services. By expanding this authorization, the bill would expand the scope of the crime of perjury, thus imposing a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	
<p><a href="#">AB 2170</a> <a href="#">Frazier</a> D</p> <p>Trade Corridors Improvement Fund: federal funds.</p>	<p>9/28/2016-A. VETOED 9/28/2016-Vetoed by the Governor</p>	<p>The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B) created the Trade Corridors Improvement Fund and provided for allocation by the California Transportation Commission of \$2 billion in bond funds for infrastructure improvements on highway and rail corridors that have a high volume of freight movement, and specified categories of projects eligible to receive these funds. Existing law continues the Trade Corridors Improvement Fund in existence in order to receive revenues from sources other than the bond act for these purposes.</p> <p>This bill would require revenues apportioned to the state from the National Highway Freight Program established by the federal Fixing America's Surface Transportation Act to be allocated for trade corridor improvement projects approved pursuant to these provisions. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2348</a> <a href="#">Levine</a> D</p> <p>Department of Finance: infrastructure investment.</p>	<p>9/27/2016-A. VETOED 9/27/2016-Vetoed by the Governor</p>	<p>Existing law creates the Department of Finance and provides that the department has general powers of supervision over all matters concerning the financial and business policies of the state.</p> <p>This bill would authorize the Department of Finance to identify infrastructure projects in the state for which the department will guarantee a rate of return on investment for an investment made in that infrastructure project by the Public Employees' Retirement System. The bill would create the Reinvesting in California Special Fund as a continuously appropriated fund and would require the moneys in the fund to be used to pay the rate of return on investment. The bill would require the rate of return on investment to be subject to the availability of moneys in the fund. The bill would also state the intent of the Legislature to identify special funds to be transferred into the fund for the purposes of these provisions. By creating a new continuously appropriated fund, this bill would make an appropriation. This bill contains other existing laws.</p>	
<p><a href="#">ABX1 1</a> <a href="#">Alejo</a> 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><a href="#">ABX1 2</a> <a href="#">Perea</a> 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>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">ABX1 3</a> <a href="#">Frazier</a> D</p> <p>Transportation funding.</p>	<p>9/24/2015-A. CONFERENCE COMMITTEE 9/24/2015-Senators Beall (Co-Chair), Allen, Leyva, Cannella, and Gaines appointed to Conference Committee.</p>	<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>	
<p><a href="#">ABX1 6</a> <a href="#">Hernández, Roger</a> D</p> <p>Affordable Housing and Sustainable Communities Program.</p>	<p>7/16/2015-A. PRINT 7/17/2015-From printer.</p>	<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>	
<p><a href="#">ABX1 7</a> <a href="#">Nazarian</a> D</p> <p>Public transit: funding.</p>	<p>7/16/2015-A. PRINT 7/17/2015-From printer.</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>	Support

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">ABX1 8</a> <a href="#">Chiu</a> 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.</p> <p>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. This bill contains other related provisions.</p>	<p>Support</p>
<p><a href="#">ABX1 10</a> <a href="#">Levine</a> 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><a href="#">ABX1 13</a> <a href="#">Grove</a> 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><a href="#">ABX1 14</a> <a href="#">Waldron</a> 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><a href="#">ABX1 15</a> <a href="#">Patterson</a> 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>	



## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">ABX1 17</a> <a href="#">Achadjian</a> 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><a href="#">ABX1 18</a> <a href="#">Linder</a> 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>	

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Bill ID/Topic	Location	Summary	Position
<p><a href="#">ABX1 19</a> <a href="#">Linder</a> 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><a href="#">ABX1 23</a> <a href="#">Garcia, Eduardo</a> 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 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">ABX1 24</a> <a href="#">Levine</a> 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><a href="#">ABX1 25</a> <a href="#">Allen, Travis</a> 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 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 122</a> <a href="#">Jackson</a> D</p> <p>California Environmental Quality Act: record of proceedings.</p>	<p>9/22/2016-S. CHAPTERED 9/22/2016-Chaptered by Secretary of State - Chapter 476, Statutes of 2016.</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. CEQA establishes a procedure for the preparation and certification of the record of proceedings upon the filing of an action or proceeding challenging a lead agency's action on the grounds of noncompliance with CEQA.</p> <p>This bill would require the lead agency, at the request of a project applicant and consent of the lead agency, to prepare a record of proceedings concurrently with the preparation of a negative declaration, mitigated negative declaration, EIR, or other environmental document for projects. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 824</a> <a href="#">Beall</a> D</p> <p>Low Carbon Transit Operations Program.</p>	<p>9/22/2016-S. CHAPTERED 9/22/2016-Chaptered by Secretary of State - Chapter 479, Statutes of 2016.</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 require a recipient transit agency to demonstrate that each expenditure of program moneys allocated to the agency does not supplant another source of funds. The bill would authorize a recipient transit agency that does not submit an expenditure for funding under the program in a particular fiscal year to retain its funding share for expenditure in a subsequent fiscal year for a maximum of 4 years. The bill would allow a recipient transit agency to loan or transfer its funding share in any particular fiscal year to another recipient transit agency within the same region, 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 any eligible expenditures under the program 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>Support</p>
<p><a href="#">SB 944</a></p> <p>Committee on Transportation and Housing</p> <p>Housing omnibus.</p>	<p>9/27/2016-S. CHAPTERED 9/27/2016-Chaptered by Secretary of State - Chapter 714, Statutes of 2016.</p>	<p>Existing law, the Contractors' State License Law, provides for the licensure and regulation of contractors by the Contractors' State License Board. Existing law imposes specified requirements on home improvement contracts and service and repair contracts. Existing law makes it a misdemeanor for a person to engage in the business or act in the capacity of a contractor without a license and provides certain exemptions from that licensure requirement, including exemptions for owner-builders, as specified.</p> <p>This bill would provide an additional exemption for a nonprofit corporation providing assistance to an owner-builder who is participating in a mutual self-help housing program, as specified. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1128</a> <a href="#">Glazer</a> D</p> <p>Commute benefit policies.</p>	<p>9/22/2016-S. CHAPTERED 9/22/2016-Chaptered by Secretary of State - Chapter 483, Statutes of 2016.</p>	<p>Existing law authorizes the Metropolitan Transportation Commission and the Bay Area Air Quality Management District to jointly adopt a commute benefit ordinance that requires covered employers operating within the common area of the 2 agencies with a specified number of covered employees to offer those employees certain commute benefits through a pilot program. Existing law requires that the ordinance specify certain matters, including any consequences for noncompliance, and imposes a specified reporting requirement. Existing law makes these provisions inoperative on January 1, 2017.</p> <p>This bill would extend these provisions indefinitely, thereby establishing the pilot program permanently. The bill would also delete bicycle commuting as a pretax option under the program and instead would authorize a covered employer, at its discretion, to offer commuting by bicycling as an employer-paid benefit in addition to commuting via public transit or by vanpool. The bill would also delete the reporting requirement.</p>	<p>Support</p>
<p><a href="#">SB 1398</a> <a href="#">Leyva</a> D</p> <p>Public water systems: lead user service lines.</p>	<p>9/27/2016-S. CHAPTERED 9/27/2016-Chaptered by Secretary of State - Chapter 731, Statutes of 2016.</p>	<p>Existing law requires public water systems to take specified actions to test for and remediate certain contaminants in drinking water, including lead and copper. Existing law prohibits the use of any pipe, pipe or plumbing fitting or fixture, solder, or flux that is not lead free in the installation or repair of any public water system or any plumbing in a facility providing water for human consumption, except as specified.</p> <p>This bill would require a public water system to compile an inventory of known lead user service lines in use in its distribution system and identify areas that may have lead user service lines in use in its distribution system by July 1, 2018. This bill would require a public water system, after completing the inventory, to provide a timeline for replacement of known lead user service lines in the distribution system to the State Water Resources Control Board. This bill would require, by July 1, 2020, a public water system with areas that may have lead user service lines in use in its distribution system to either determine the existence or absence of lead user service lines in these areas and provide that information to the board or provide a timeline for replacement of the user service lines whose content cannot be determined. This bill would require the board to approve a replacement timeline, as specified.</p>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1464</a> <a href="#">De León</a> D</p> <p>California Global Warming Solutions Act of 2006: greenhouse gas emissions reduction.</p>	<p>9/26/2016-S. CHAPTERED 9/26/2016-Chaptered by Secretary of State - Chapter 679, Statutes of 2016.</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, and to adopt rules and regulations in an open public process to achieve the maximum technologically feasible and cost-effective greenhouse gas emission reductions.</p> <p>This bill would require, in identifying priority programmatic investments, that the investment plan assess how proposed investments interact with current state regulations, policies, and programs, and evaluate if and how the proposed investments could be incorporated into existing programs. The bill would also require the investment plan to recommend metrics that would measure progress and benefits from the proposed programmatic investments. This bill contains other existing laws.</p>	
<p><a href="#">SBX1 1</a> <a href="#">Beall</a> D</p> <p>Transportation funding.</p>	<p>8/29/2016-S. APPR. 8/29/2016-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. The bill would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain 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 \$0.17 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill with an inflation adjustment, as provided, an increase of \$38 in the annual vehicle registration fee with an inflation adjustment, as provided, a new \$165 annual vehicle registration fee with an inflation adjustment, as provided, applicable to zero-emission motor vehicles, as defined, and certain miscellaneous revenues described in (7) below that are not restricted as to expenditure by Article XIX of the California Constitution. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<a href="#">SBX1 2</a> <a href="#">Huff</a> R  Greenhouse Gas Reduction Fund.	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>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>	Oppose
<a href="#">SBX1 4</a> <a href="#">Beall</a> 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>	
<a href="#">SBX1 5</a> <a href="#">Beall</a> 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>	



## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<a href="#">SBX1 7</a> <a href="#">Allen D</a> 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
<a href="#">SBX1 8</a> <a href="#">Hill D</a> Public transit: funding.	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>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

## San Mateo County Transit District State Legislative Matrix 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SBX1 10</a> <a href="#">Bates</a> R</p> <p>Regional transportation capital improvement funds.</p>	<p>7/16/2015-S. T. &amp; 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 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SBX1 11</a> <a href="#">Berryhill</a> R</p> <p>Environmental quality: transportation infrastructure.</p>	<p>9/4/2015-S. T. &amp; I.D. 9/4/2015-From committee with author's amendments. Read second time and amended. Re-referred to Com. on T. &amp; 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><a href="#">SBX1 12</a> <a href="#">Runner</a> 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 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SBX1 13</a> <a href="#">Vidak</a> 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><a href="#">SBX1 14</a> <a href="#">Cannella</a> R</p> <p>Transportation projects: comprehensive development lease agreements.</p>	<p>7/16/2015-S. T. &amp; 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 10/19/16

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SCAX1.1</a> <a href="#">Huff</a> 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. Page 72.) (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. ○ This bill contains other related provisions and other existing laws.</p>	



UPDATED 10-28-16

BOARD OF DIRECTORS 2016

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

## BOARD OF DIRECTORS

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

**WEDNESDAY, NOVEMBER 2, 2016 – 3:15 p.m.**  
or immediately following Committee meetings

### 1. ROLL CALL

### 2. CONSENT CALENDAR

#### MOTION

- a. Approval of Minutes of Board of Directors Meeting of October 5, 2016
- b. Approval of Minutes of Board Study Session of October 11, 2016
- c. Acceptance of Statement of Revenues and Expenses for June 2016 (Unaudited)
- d. Acceptance of Statement of Revenues and Expenses for September 2016
- e. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2016
- f. 2017 Board of Directors Meeting Calendar

### 3. PUBLIC COMMENT

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

### 4. INTRODUCTION OF PROPOSED AMENDMENT TO UPDATE THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS

### 5. REPORT OF THE CHAIR

### 6. REPORT OF THE GENERAL MANAGER/CEO

### 7. 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 – Fixed-Route Bus
- e. Multimodal Ridership Report – September 2016

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

**8. FINANCE COMMITTEE – C. STONE**

RESOLUTIONS

- a. Adoption of Conflict of Interest Code
- b. Authorize the Use of \$500,000 in San Mateo County Transit District Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Funds for the Daly City Bay Area Rapid Transit District Station Improvements Project and Enter into a Funding Agreement
- c. Execution of a Grant Agreement with the Silicon Valley Community Foundation in the Amount of \$150,000 For the SamTrans US-101 Express Bus Feasibility Study and Amend the Fiscal Year 2017 Capital Budget
- d. Award of Contract to Am-Tran for Mail Courier Services at an Estimated Cost of \$190,243 for a Five-Year Term
- e. Award of Contract to Scintech Associates, Inc. for Physical Inventory Services for a Total Not-to-Exceed Cost of \$238,660 for a Three-Year Base Term
- f. Award of Contract to Millbrae Auto Service Center for Automotive Repair for Non-Revenue and Support Service Vehicles at a Total Estimated Cost of \$418,325 for a Five-Year Term

**9. LEGISLATIVE COMMITTEE – P. RATTO**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**10. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

**11. BOARD MEMBER REQUESTS/COMMENTS**

**12. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – December 7, 2016 at 2 p.m.,  
San Mateo County Transit District, Bacciocco Auditorium, 2<sup>nd</sup> Floor,  
1250 Carlos Ave., San Carlos 94070

**13. GENERAL COUNSEL PROPOSAL**

- a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Trudell v. San Mateo County, et al., Case No. CIV537313

**14. ADJOURNMENT**

## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site. Communications to the Board of Directors can be e-mailed to [board@samtrans.com](mailto:board@samtrans.com).

### **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](mailto:board@samtrans.com); or by phone at 650-508-6242, or TTY 650-508-6448.

### **Availability of Public Records**

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

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



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

**MINUTES OF BOARD OF DIRECTORS MEETING  
OCTOBER 5, 2016**

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

Staff Present: J. Averill, J. Cassman, A. Chan, J. Hartnett, E. Kay, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 2:06 p.m.

**PUBLIC HEARING TO CONSIDER APPROVAL OF FINANCING BY THE PENINSULA CORRIDOR JOINT POWERS BOARD (JPB) FOR CALTRAIN ELECTRIFICATION PROJECT**

Martha Martinez, Executive Officer, District Secretary/Executive Administration, said the hearing is being conducted pursuant to the public notice published on September 28 in The Daily Journal, a newspaper of general circulation in the County of San Mateo, in order to satisfy the public hearing requirement set forth in Section 6586.5 of the California Government Code. This item is being scheduled for action by the San Francisco Board of Supervisors towards the end of October and is being presented to the Santa Clara Valley Transportation Authority Board for approval on October 6, 2016.

Eli Kay, Chief Financial Officer, said the project will meet current and future transportation demands. The Project is expected to be completed by 2021. The JPB intends to finance, on an interim basis, up to \$150 million. The District is not obligated to provide any funds or payments to this loan.

Close public hearing:

Motion/Second: Tissier/Harris

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

Absent: Gee

**APPROVAL OF FINANCING BY THE PENINSULA CORRIDOR JOINT POWERS BOARD FOR CALTRAIN ELECTRIFICATION PROJECT**

Motion/Second: Kersteen-Tucker/Stone

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

Absent: Gee

Adjourn to committee meetings at 2:15 p.m.

Reconvene from committee meetings at 3:49 p.m.

Director Jeff Gee arrived at 3:49 p.m.

## **CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of September 7, 2016
- b. Acceptance of Statement of Revenues and Expenses for August 2016
- c. Executed Contracts Up to \$100,000 (Non-Contracts and Procurement) Quarterly Report

Motion/Second: Stone/Harris

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

## **PUBLIC COMMENT**

None

## **REPORT OF CHAIR**

Chair Kersteen-Tucker recognized Director Shirley Harris for receiving the American Public Transportation Association's (APTA) Outstanding Board Member of the Year Award. A short video of the award ceremony was shown.

Chair Kersteen-Tucker thanked everyone for their hard work on the success of the SamTrans 40<sup>th</sup> Anniversary celebration.

Director Karyl Matsumoto said the Board Retreat Workshop Committee met and reviewed the agenda for the Board study session on October 11. There is a lot to be discussed and staff plans to have the material to the Board prior to the study session.

Director Matsumoto said she attend Director Harris's award ceremony. Director Harris is an institution at APTA and very well respected and liked by many in the industry.

Chair Kersteen-Tucker said Director Harris and Director Rose Guilbault's terms are up. Directors Gee, Matsumoto and Charles Stone will be on the nominating committee.

Director Stone reported that SamTrans is seeking applicants for two public member seats. The public members must be residents of San Mateo County and not have held public office for one year. The appointment will be done by six members of the Board; the three members appointed by the Board of Supervisors and the three members appointed by the City Selection Committee. Each appointment will have a four-year term expiring December 31, 2020. The deadline for submitting applications is Friday, November 4 and is available on the SamTrans website.

## **REPORT OF THE GENERAL MANAGER/CEO**

### **Certificate of Appreciation to the SamTrans 40<sup>th</sup> Anniversary Event Committee and Volunteers**

Jim Hartnett, General Manager/CEO, presented a certificate to Tasha Bartholomew, Communications Officer, and project manager for the event. Bus Transportation Supervisors Clementine Llenado, Kris Longa and Darren Perez were recognized for their efforts, too.

### **Board Meeting Webcasting Project Update**

Ms. Martinez said cameras will be installed and training will be done in October. Staff expects to start live streaming the Board meetings early next year.

Mr. Hartnett reported:

- Customer Service Week is the first week of October. In 1992 Congress proclaimed National Customer Service week the first week of October. Staff is recognizing the call center, distribution employees and the Social Media Officer.
- Fixed-route service averaged over 530,000 miles with 16 service calls in August and paratransit averaged over 143,000 miles with only two service calls.
- Over 3,700 hours of training was conducted in August.
- The bus bridge for the Bay Area Rapid Transit weekend shutdown between Glen Park and Daly has been completed. A total of 230,000 trips were provided by SamTrans during the months of July, August and September.
- Additional buses have been allocated for Route 294 for the Pumpkin Festival weekend on October 15 and 16.

### **COMMUNITY RELATIONS COMMITTEE – C. Groom**

#### **MOTION**

- a. Designate October as Disabilities Awareness Month

Motion/Second: Groom/Gee

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

#### **SUBJECTS DISCUSSED**

- b. Accessibility Update
- c. Paratransit Coordinating Council
- d. Citizens Advisory Committee Liaison Report
- e. Mobility Management Report – End-of-Year Performance
- f. Multimodal Ridership Report - August 2016

### **FINANCE COMMITTEE – C. Stone**

#### **RESOLUTIONS**

- a. Execution of a Multi-Agency Memorandum of Understanding for Administration of the Regional Transit Connection Discount Card Program
- b. Award of Contract to The Segal Company for a Pay Practices and Compensation Review in an Amount Not-to-Exceed \$240,000
- c. Award of Contract to Mansfield Oil Company for Furnishing Clear, Ultra-Low Sulfur Diesel Fuel and Fueling Services for a Total Estimated Cost of \$18,580,757 for a Five-Year Base Term and Contract Contingency Authority for Contract Amendments up to 100 Percent of the Estimated Contract Amount

Motion/Second: Stone/Gee

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

**LEGISLATIVE COMMITTEE – P. Ratto**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – A. Tissier**

RESOLUTION

- a. Adoption of the San Mateo County Transit District's 2016 Title VI Program

Motion/Second: Tissier/Groom

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

SUBJECTS DISCUSSED

- b. Senior Mobility Action Plan Update
- c. Youth Mobility Plan Update

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Harris thanked everyone who supported her for her APTA award nomination. She was proud to be in the presence of two other individuals, Mike Scanlon, who was inducted into APTA's Hall of Fame and Tom Nolan, Outstanding Board Member of the Year. She thanked fellow Board members for their support.

**GENERAL COUNSEL PROPOSAL**

No report.

**DATE AND TIME OF NEXT REGULAR MEETING** – November 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 4:21 p.m.

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

**MINUTES OF BOARD OF DIRECTORS STUDY SESSION  
Mavericks Event Center  
107 Broadway Avenue, Half Moon Bay**

**OCTOBER 11, 2016**

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

Board Members Absent: A. Tissier

Staff Present: J. Averill, M. Bouchard, J. Cassman, A. Chan, S. Gaffney, B. Greenleaf,  
J. Hartnett, D. Kim, M. Martinez, N. McKenna, L. Millard, S. Murphy, D. Olmeda, M. Simon,  
S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 9:06 a.m.

Public Comment  
None

**Employee Survey/District Actions**

Mark Simon, Chief of Staff, gave an overview of the employee survey that resulted in five District actions:

1. Conduct a District-wide compensation and benefits study in 2016/2017
2. Develop and implement a new rewards and recognition program for all District employees
3. Improve collaboration across departments through internal "brown bag" presentations and other resources
4. Improve employee development opportunities through formal/informal training and career development
5. Improve employee/leader communication and engagement

Director Rose Guilbault said there is a lot of great information and responses were very good. She asked how employees are responding to the overall survey. She said the issues with PeopleSoft are linked to internal communications. Jim Hartnett, General Manager/CEO, said two-way communication is very important including the internal and inter-departmental. Bob Greenleaf, Manager, Organization Development and Talent Management, said overall employees were positive about the District actions created by the outcome of the survey.

Director Guilbault asked if the lower response rate for the bases was because where they are located. Mr. Simon said yes.

Director Shirley Harris liked that employees were asked what would make them happy at their job. She said when employees see actions incorporated to correct these issues it will increase morale.

Director Carole Groom said the bottom three concerns are where the action plans need to be. She is very impressed with Mr. Hartnett's communications to employees. Mr. Hartnett said every month he has Talks with Jim and it rotates between the two bases and Central. He finds that just by being present at the bases the operators really appreciate it. Mr. Simon said this shows that the District is an organization in transition.

Director Karyl Matsumoto asked if the concerns at the bases are the same. Mr. Hartnett said yes.

Director Charles Stone asked when the next survey will be done. Mr. Simon said two years.

Director Stone said it was interesting to see what is going on at the bases versus Central. He asked if there is understaffing in specific departments and a need to worry that it is contributing to the low scores. Mr. Hartnett said there are ongoing vacancies in Finance. There are challenges to keep key planners and a tendency to backfill with consultants. There is a shortage of mechanics and he has authorized overtime to get work done. David Olmeda, Chief Operations Officer, Bus, said the bus drivers, mechanics and superintendents are in touch with the customers and closer to the action which provides for a higher satisfaction rating at the bases.

Director Stone he would like to receive a quarterly update on hiring and vacancies.

Director Peter Ratto would like to know where the vacancies are.

Director Harris said the longer a freeze on hiring is, the more it affects the employees who have to do the work. It would be good for supervisors to recognize those employees who have to do extra work.

Director Jeff Gee said even though there is longevity of employees and a high amount of change over the last 12 months, there was no survey question on openness to change. A culture of openness to change needs to be created. As staff moves forward on an action plan, a total compensation plan, including benefits, should be given to employees. It would be good to talk to other transit agencies and see if the headcount is accurate for the business.

Director Guilbault said change takes time and need to empower all employees.

Director Ratto said many times employees are put into a position with job duties that they don't know how to do or have the skill set because of short-staffing and this can cause unhappy employees. He said it is important to keep people trained on what other people do.

Chair Kersteen-Tucker said she is impressed how much ground Mr. Hartnett has covered since joining. She likes how different initiatives are being spread among different people. She agrees that an update on the progress should be made on the initiatives and she would like to hear directly from those that own them. She would like to hear from the employees on what the District culture is.

### **PeopleSoft Update**

Eli Kay, Chief Financial Officer, provided an update that included the American Public Transportation Authority completed a review in May 2016 and recommended some corrective actions. These actions include:

- Developed an Enterprise Resource System (ERP) support model
- Formed PeopleSoft Steering Committee and in house dedicated ERP department
- Engaged all District employees and formed inter-departmental working groups
- Improved hosting infrastructure
- PeopleSoft final data cleanup expected November 15, 2016
- Scheduling regular employee training in areas of purchasing, time and labor and treasury
- New PeopleSoft in house dedicated Help Desk closed out close to 1,000 ticket requests in 2016

Director Matsumoto asked how long it takes to close out tickets. Mr. Kay said there is a dedicated Help Desk and tickets are closed out a lot faster.

Director Gee said management needs to empower managers to redirect resources to make the system work. He asked if there is an Intranet where how-to manuals are located for employees. These manuals could be anything from how to complete timesheets, to check requests, to budgets. Mr. Kay said yes.

### **District Financial Capacity**

Mr. Kay provided an update:

- Progress made toward financial goals
  - Initiatives were launched to increase ridership and farebox revenue
  - Fare increase passed by the Board, effective January 2016
  - Refinanced debt in 2015, reduced debt service payment by \$3 million annually
- District Financial Challenges
  - Even with progress made toward accomplishing the five-year goals:
    - Limited time preventative maintenance grants have ended (approximately \$5 million)
    - Ridership is declining
    - Expenses are increasing
    - District sales tax and Transit Development Act sales tax revenues flattening
    - Debt service payments are still significant

- Volatility of our sources of revenue
- Sales tax receipts for Fiscal Year (FY) 2016 were \$79.7 million, a 4 percent increase from FY2015
- District projected to exhaust reserves in FY2024
- Other Opportunities:
  - Difficult to quantify
  - Potential property revenues
    - Daly City Park and Ride - \$500,000 to \$750,000 beginning around 2020
    - Development and/or sale of Brewster, speculative
    - Dumbarton Rail Corridor, possible tolling (P3)
    - Sell San Carlos headquarters
    - Other property for possible monetization, including bases and P3 opportunities

Director Gee asked what the current vacancy rate is. Mr. Hartnett said 10 percent or 50 positions.

Director Gee asked what the ideal number of positions is. Mr. Hartnett said the key is to fill the positions that the District needs. With electrification more positions are needed and those positions are charged to the Peninsula Corridor Joint Powers Board.

Director Gee said staff needs to tackle and fill positions to be the transit agency SamTrans wants to be.

Director Guildbault asked what professional and technical services include. Mr. Kay said it is consultants. Mr. Hartnett said it is a balancing act with consultants and employees. Employees like working with employees.

Director Stone asked what goes into paratransit costs. Mr. Olmeda said not all rides will cost \$40 a person. It depends on mode and time of day.

Director Stone asked how the predictions are being made in increased ridership. Mr. Olmeda said it is based on actuals year over year.

April Chan, Chief Officer, Planning, Grants and the Transportation Authority (TA), said staff is working on the Senior Mobility Plan and looking at being able to move some of these riders from paratransit to fixed-route.

Director Groom said the fastest growing population in San Mateo County is 85 and older and one in seven residents use county services. The Board and staff needs to be realistic on the growth of paratransit. Ridership in paratransit is going to grow and will never be able to have 100 percent recovery. Mr. Hartnett said paratransit is never going to go away or pay for itself. There is going to be more demand, but the question is how to deliver the service in the most cost effective way.



Director Stone said he has spoken to parents who want more service for kids and he tells them they may have to pay for it. Parents say they have no problem paying as long as there is service. Mr. Hartnett said a more detailed fare study analysis is going to be done.

Director Gee said in cities where there is the socioeconomic situation raising youth fares may not be reasonable when customers cannot afford a monthly pass. With legislation being cut he is willing to put a measure on the ballot for a tax to fund transit and county projects. SamTrans needs to do something big and bold, and maybe it could be youth under 18 ride free.

Director Stone agrees with Director Gee and the need to start now and think big and lucrative to help resolve the financial issue.

Chair Kersteen-Tucker would like the Board to stop looking at the deficit, but look beyond and bigger for the residents of San Mateo County and the passengers who depend on SamTrans.

Mr. Hartnett said there was significant pressure for the District to have a tax measure on the November ballot. There is a need to get business in order and decide what makes sense for the District.

Director Gee said the Board and staff needs to start talking to voters and stakeholders on selling a ballot measure.

Director Groom said people will get to a point when they will say no more sales tax increases. It takes time and staff needs to plan.

Seamus Murphy, Chief Communications Officer, said staff may consider something with the Silicon Valley Leadership Group and a three county ballot measure.

### **Ridership: Short-Term Responses**

Mr. Olmeda provided an update:

- Fixed-route ridership continues to decline while paratransit increases
- Low fuel prices have had an impact on decrease in ridership
- Factors that affect ridership
  - Fuel prices
  - National and local economy
  - Job market
  - Usefulness and convenience
  - Cost
  - Safety
- The National Transportation Database and the Metropolitan Transportation Commission (MTC) share similar performance measures:
  - Operating cost per revenue vehicle hour
  - Operating cost per passenger
  - Passenger per revenue vehicle hour

- Passenger per revenue vehicle mile
- Farebox recovery
- Safety
- Tensions
  - Cannot grow our way out of deficit
  - There is an inherent tension between coverage and frequency, and social justice and costs
- Title VI
  - Using Title VI categories to identify unique trends within SamTrans
    - Coastal
    - Community
    - Local
    - Multi-city
    - Mainline
- Performance Standards
  - Evaluate low performing routes against other measurements such as average weekday ridership, cost per passenger, cost per passenger mile, and farebox recovery
- How SamTrans measures up
  - Systemwide ridership was up in FY2016, but starting to measure a slight decline in FY2017
  - MTC measurements for 25 Bay Area transportation systems during FY2015
    - Service effectiveness Caltrain ranked 2<sup>nd</sup> and SamTrans ranked 8<sup>th</sup>
    - Cost efficiency Caltrain ranked 3<sup>rd</sup> and SamTrans ranked 7<sup>th</sup>
    - Cost effectiveness Caltrain ranked 15<sup>th</sup> and SamTrans ranked 10<sup>th</sup>
    - Farebox recovery ratio Caltrain ranked 2<sup>nd</sup> and SamTrans ranked 16<sup>th</sup>

There was a general consensus among the Board that staff should measure ridership increases and decreases against other bus transit agencies, not Caltrain, Bay Area Rapid Transit or the ferry.

### **Growing Bus Ridership in the 21<sup>st</sup> Century**

Doug Kim, Director, Planning, provided an update:

- Ridership peaked in 1981 at 80,000 average weekday riders
- Since 1981:
  - Population is up 30 percent
  - Traffic volumes up 31 percent
  - Ridership down 48 percent
- Ridership initiatives:
  - Youth Mobility Plan
  - Senior Mobility Plan
  - El Camino Real Rapid Bus
  - US 101 Express Buses
  - Coastside Express Buses
  - Other markets
    - San Francisco International Airport (SFO)

- Dumbarton Corridor
- Focus on Youth Market
  - Last decade, driving down 23 percent to 7,900 miles per year for ages 16-24
  - From 2001-2009, those in households with \$70,000+ annual income increased use of public transit by 100 percent
  - Concerns
    - Bell times during peak hours
    - 51 percent lowers fare than adults
- Focus on Senior Market
  - 50 percent want a bus stop in their community close to home
- El Camino Real Rapid Bus
  - Impact of Overlay Rapid
    - Ridership grows 19-34 percent
    - Operating costs up 34-59 percent
  - Impact of Hybrid Route
    - Ridership up 6-35 percent
    - Operating costs up 8-51 percent
    - Capital costs potentially minimal
- US 101 Express Buses
  - Issues
    - Carpool or managed lanes critical
    - Park-n-Ride lots needed
    - Operating costs substantial
  - Key policy questions
    - Increase service to San Francisco and Santa Clara counties
    - Premium fares
    - Who operates service
- Coastside Express Buses
  - Connect to Daly City and Colma Bay Area Rapid Transit
  - What about Routes 110, 112, 118, and 120
- Other Opportunities
  - SFO Airporter
    - Last mile between Millbrae and SFO
    - Poorly served from the south
    - Substantial employee market
  - Dumbarton Corridor
    - SamTrans-owned right-of-way
    - Potential Bus Rapid Transit and/or rail service

Director Guilbault asked what the financial impact is for the San Francisco International Airport shuttle. Mr. Hartnett said that is part of the analysis staff will be doing. Resources from routes that are underperforming would be used for this service.

Director Gee said this is a great start, but he has a fundamental problem with the word bus when staff should be looking at growing transit ridership in the 21<sup>st</sup> Century. All options should be looked at to get people out of their cars. Need to find a

replacement for those five or six riders on the low performing routes and give them other options. It is not miles traveled anymore, but how long it takes to get to a destination.

Director Matsumoto said east/west service was cut with the SamTrans Service Plan and asked if that going to be reconsidered. Mr. Kim said staff is already revisiting where money can be made and will look at east/west routes.

Ms. Chan said the TA is working with the California State Department of Transportation on a study for the feasibility of operating express buses on Highway 101.

Mr. Hartnett said he has spoken to the Metropolitan Transportation Commission about operating express bus service and there is an opportunity for the funds.

Director Ratto said the choice rider will not ride a regular bus for express service, but would want a state-of-the-art bus. People complain that Caltrain doesn't go downtown and people have to transfer. People want to go to their destination without having to transfer. There is a need to bring back the express bus service to San Francisco and people are willing to pay for it.

Chair Kersteen-Tucker said the Board and staff needs to come up with a suite of services and opportunities to present to the voters for 2018. Something needs to be done in the next couple of years.

Director Stone said underperforming routes need to be cut and reallocated.

Mr. Hartnett said decisions have to go way beyond this room and the people funding the campaign are the business community.

### **Long-term Solutions**

Mr. Simon provided an update:

- Develop strategic financial service and organizational options to ensure long-term sustainability and relevance
- Redefined agency
  - Vision, funding requirements/options
- Visioning Process – Caltrain
  - Develop a shared, long-term vision and funding strategy
  - Redefined agency
    - Vision, dedicated funding source(s)
  - October 2016-December 2018
    - Board, staff, public engagement
- Strengths, Weaknesses, Opportunities and Threats (SWOT) for SamTrans
  - SWOT analysis guides what changes to make
    - Build on strengths
    - Explore opportunities
    - Eliminate weaknesses
    - Reduce threats

- Funding Options – Preliminary
  - Tax increases
    - Sales tax
    - Property tax
    - Parcel tax
    - Gas tax
  - Debt
    - Financing against assets
  - User fees
    - Tolls
    - Vehicle License Fee
    - Congestion pricing
  - District Revenues
    - Parking
    - Fares
    - Advertising/naming rights
  - Public-Public Partnerships
    - Development Fees
    - Special services
    - Grants
  - Public-Private Partnerships
    - Special District
    - Direct grants
    - Financing

The Board did an exercise with long-term solutions with the funding options identified and the top choices were public-private partnerships, public-public partnerships, and user fees.

Director Gee said staff should work with the business community about the issue of traffic and help find solutions.

Director Groom said the quality of the workforce should be listed under strengths and opportunities.

Director Guilbaut said Caltrain should be listed as a threat.

Mr. Hartnett said conversations with the public need to happen sooner rather than later and engage the private sector to assist with polling and support of a possible tax measure in 2018.

Mr. Hartnett said public-private partnership can mean a lot of things. Staff is engaged in grant level study partnerships now. The Executive Team appreciates the Boards time and input today and collaborating together.

Director Matsumoto said she is glad to see the Board and staff moving forward and being proactive on issues that face the District.

Director Guilbault said it was great to sit and have a conversation on issues that face the District. She appreciated the time staff put into the presentations.

Director Harris said it was an excellent follow up to last year's Board retreat.

Director Ratto said he appreciates getting to dive in and discuss in greater detail than the Board is able to at Board meetings.

Adjourned at 3:11 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

SUBJECT: **2017 BOARD OF DIRECTORS MEETING CALENDAR**

**ACTION**

Staff recommends the Board approve the Meeting Calendar for 2017 (attached).

**SIGNIFICANCE**

The Board of Directors and committee monthly meetings are scheduled for the first Wednesday of each month at 2:00 p.m.

**BUDGET IMPACT**

There is no impact on the budget.

Prepared by: Nancy McKenna, Assistant District Secretary

650-508-6279



## Board/Committee Meeting Calendar for 2017

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

The Board/Committee meets the first Wednesday of the month.

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



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett  
General Manager/CEO

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

Joan Cassman  
Legal Counsel

SUBJECT: **INTRODUCTION OF PROPOSED AMENDMENT TO UPDATE THE RULES OF  
PROCEDURE OF THE BOARD OF DIRECTORS**

**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 request of the Board Chair, the General Manager/CEO and staff introduce a proposal to amend the Rules as shown in attachment. To implement this proposal, the Board should direct that the amendment to the Rules be calendared for final action at the December 7, 2016 Board meeting.

**SIGNIFICANCE**

The proposed amendments would reflect current law and Board practices, update the purview of each of the Standing Committees, clarify outdated language and simplify certain provisions.

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**

The Rules were first adopted in 1976, since which time they have been amended eleven times. Most recently, the Board of Directors amended the Rules to create a permanent standing Audit Committee.

Prepared By: Martha A. Martinez  
Shayna van Hoften, Legal Counsel

650-508-6242  
415-995-5880

**RULES OF PROCEDURE  
OF THE BOARD OF DIRECTORS OF THE  
SAN MATEO COUNTY TRANSIT DISTRICT**

Attachment

Pursuant to Section 103104 of the Public Utilities Code, the Board of Directors of the San Mateo County Transit District hereby promulgates the following Rules to govern its proceedings:

**Section 1. Officers.** The officers of the San Mateo County Transit District ~~(District)~~ Board of Directors ~~shall be~~ (Board) are a Chair and ~~vice~~ Vice-Chair. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1994-32, 4/13/94)

**Section 2. Chair.** The Chair ~~shall be~~ is elected as provided in Section 103103 of the Public Utilities Code, at the first meeting of the Board of Directors, and each year thereafter at its first meeting in January. It ~~shall be~~ is the duty of the Chair to preside at all meetings of the Board of Directors. The Chair ~~shall~~ may appoint members of the Board of Directors to committees, whether standing or ad hoc, and ~~shall serve~~ serves as ex officio member of all committees ~~except as otherwise set forth herein.~~ The Chair ~~shall regulate~~ regulates the order of presentation to the Board and may regulate the time allowed to each person making such presentation or who is allowed to speak. The Chair may call a special meeting of the Board for the purposes and in the manner designated below. The Chair ~~shall perform~~ performs such other and additional duties as may be designated by the Board. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1994-32, 4/13/94 and Resolution No. 1997-31; 5/14/97)

**Section 3. Vice-Chair.** The Vice-Chair ~~shall be~~ is elected at the first meeting of the Board in January of each year. The Vice-Chair ~~shall perform~~ performs the duties of the Chair in the Chair's absence or incapacity ~~and, in case of a vacancy of the office of Chair, s/he shall perform the duties of said office until such time as the Board shall regularly elect a new Chair.~~ In the absence of both the Chair and the Vice-Chair, the Board ~~shall~~ must appoint a presiding officer pro tempore from among the members present. If the office of the ~~Vice-Chair~~ becomes vacant for any reason, the Vice-Chair will become the Chair and the Board ~~shall~~ must elect a successor ~~to such office~~ Vice-Chair from its membership at the next regular meeting. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1994-32, 4/13/94 and Resolution No. 1997-31; 5/14/97)

**Section 4. Regular Meetings.** Except as otherwise determined by the Board or otherwise provided herein, regular meetings of the Board and the ~~Standing-Committees~~ standing committees of the Board ~~shall be~~ are held on the first Wednesday of every month commencing at 2:00 p.m. at the District's Administrative Headquarters located at 1250 San Carlos Avenue, San Carlos, California. Meetings of the full Board ~~will~~ take place directly following the noticed ~~Committee~~ standing committee meetings. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1987-11, 1/28/87, Resolution No. 1990-97, 11/19/90, Resolution No. 1994-32, 4/13/94, Resolution No. 1994-50, 6/22/94, and Resolution No. 2013-58, 12/4/13)

**Section 5. Special Meetings.** The Chair of the Board may, within his or her discretion, or upon the request of any two members with concurrence of the Chair, call a special meeting for the purpose of transacting any business so specified in the meeting notice ~~therefor~~. Such notice ~~may be given to each member of the Board by personal delivery, or by mail~~ must be made at least twenty-four (24) hours before the time of such special meeting. ~~Said notice shall specify the time and place of such special meeting together with a brief general description of each item of,~~ as further described in Section 11. Only business ~~to be transacted. The call and notice of such~~ that is specified in the special meeting ~~shall also be posted at least twenty-four (24) hours in advance of the special meeting in a location fully accessible to members of the public. No other business shall be~~ notice may be conducted ~~by the Board except that so specified in the notice calling the special meeting.~~ (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1987-11, 1/28/87 and Resolution No. 1994-32, 4/13/94)

**Section 6. Meetings Open to the Public.** All ~~such~~ regular and special meetings ~~shall~~ of the Board and all standing committees must be open and public as required by law (Government Code Sections 54950 et seq.). The agenda for regular meetings ~~will~~ must provide an opportunity for persons to address the Board or committee concerning items of interest to the public that are not otherwise listed on the agenda but are within the subject matter jurisdiction of the Board; ~~the~~ or committee. The agenda for regular and special meetings ~~will~~ must provide an opportunity for persons to address the Board or committee concerning any item that has been described in the notice for the meeting before or during consideration of that item. The Board or committee may adopt reasonable regulations during each meeting pertaining to the permitted scope and duration of public testimony to be received including, but not limited to, regulations limiting ~~the total amount of~~ time allocated for public testimony ~~on particular issues and for by~~ each individual speaker. Any ~~such~~ regular or special meeting may be adjourned to another date and place ~~certain as~~ specified by the Board or committee, and any such adjourned meeting ~~shall~~ will be deemed to be a part of the regular or special meeting so adjourned. ~~The Board shall take appropriate action to notify the public of all Board meetings including meetings of standing and ad hoc committee.~~ (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1987-11, 1/28/87, Resolution No. 1994-32, 4/13/94, and Resolution No. 1994-69, 8/10/94)

**Section 7. Meeting Falling on Legal Holiday.** In the event any ~~such~~ regular or special meeting ~~shall~~ would fall upon a legal holiday, the meeting ~~shall~~ will be held on the next succeeding day ~~thereafter~~ that does not fall on a holiday, unless otherwise determined by the Board. (Adopted by Resolution No. 1976-24, 4/28/76)

**Section 8. Quorum.** A majority of the membership of the Board or any standing committee constitutes a quorum for the purpose of conducting the business of the ~~district; however, if~~ District. If there is not a quorum, the Chair may adjourn the meeting ~~from time to time~~ until there is a quorum. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1997-31, 5/14/97)

**Section 9. Call to Order and Roll Call.** The Chair of the Board ~~shall preside at all meetings, and shall call~~ or any committee calls each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the District Secretary shall must call the roll of the members of the Board and ~~shall~~ record those present and those absent. If present, members of the Board will be recorded present regardless of their answer or failure to answer to the roll call. Immediately after the roll call, or the appointment of a Chair pro tempore in the event that the Chair and Vice-Chair are absent, the presiding officer shall will proceed with the order of business. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1994-32, 4/13/94)

**Section 10. Order of Business.** The Order of Business of each Board of Directors meeting, which shall may not be changed except by consent of a majority of the Board members present, ~~shall be is~~ as follows:

- I. Call to Order/Roll Call
- II. Consent Calendar
- III. Public Comment on Items Not on the Agenda
- IV. Public Hearing
- V. Report of the Chair
- VI. Report of General Manager/CEO
- VII. Matters for Board Consideration
  - A. Community Relations Committee (Accessibility, Senior Services and Community Issues)
  - ~~A. B.~~ Finance Committee
  - ~~B. Community Relations Committee (Accessibility, Senior Services and Community Issues)~~
  - C. Legislative Committee
  - D. Strategic Planning, Development and Sustainability Committee
  - ~~D. E.~~ Audit Committee
  - ~~E. F.~~ General Counsel Proposals
- VIII. Written Communications to Board of Directors
- IX. Requests of Board Members
- X. Date and Place of Next Meeting
- XI. Adjournment

The Consent Calendar shall must be prepared prior to every meeting of the Board and ~~shall be~~ incorporated in the agenda circulated to Board members. The ~~matters to be included in the~~ Consent Calendar are those that are regularly presented to the Board of Directors and are routine in nature, such as minutes, financial statements and ~~liability-claims. relatively small-value contracts.~~ Upon presentation of the Consent Calendar for approval, any member of the Board or any member of the public may request of the Chair that an item or items listed on the Consent Calendar be considered and acted upon separately. Each such request shall must be granted and the item(s) ~~shall be~~ separately heard and acted upon by the Board of Directors after approval of the

remainder of the Consent Calendar. Adoption of the Consent Calendar ~~shall require~~ requires the affirmative vote of a majority of the members of the Board. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1978-58, 9/20/78, Resolution No. 1987-11, 1/28/87, Resolution No. 1994-32, 4/13/94, and Resolution No. 1997-81, 12/10/97)

**Section 11. Agenda.** Prior to every meeting of the Board and each standing committee, the General Manager/CEO, in consultation with the Board or committee Chair, ~~shall~~ must prepare an agenda which ~~shall set~~ sets forth a brief general description of each item of business to be transacted or discussed by the Board or committee, including matters to be discussed in closed session and matters specifically requested for consideration by any Board member. A complete copy of each agenda ~~shall~~ will be delivered or mailed to each Board or committee member so as to reach the recipient at least three (3) days prior to the scheduled ~~Board~~ regular Board or committee meeting and at least one (1) day prior to the scheduled special Board or committee meeting. A copy of the agenda, containing a brief general description of each item of business to be transacted or discussed, ~~shall~~ must be posted in a location freely accessible to the public and on the District's website at least seventy-two (72) hours before each regular meeting ~~of the Board~~, and at least twenty-four (24) hours before each special meeting ~~of the Board~~. No action ~~shall~~ may be taken on any item not appearing on the posted agenda unless (1) a majority of the Board or committee determines that an emergency situation exists; (2) two-thirds of the Board or committee, or, if less than two-thirds ~~of the Board members~~ are present, all of the members present, ~~by unanimous vote~~, determine that there is a need to take immediate action and that the need for action came to the attention of the ~~San Mateo County Transit~~ District subsequent to the agenda being posted; or (3) the item was posted in an agenda for a meeting of the Board or committee held not more than five calendar days earlier, where the item was continued to the meeting where action is being taken. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1987-11, 1/28/87 and Resolution No. 1994-32, 4/13/94)

**Section 12. Manner of Voting.** Voting on ~~ordinance~~ ordinances and ~~formal~~ resolutions, or any other matters which may be requested by the majority of the Board members, ~~shall~~ must be by roll call. Voting by motion ~~shall~~ must be by voice vote and any abstentions recorded. (Adopted by Resolution No. 1976-24, 4/28/76)

**Section 13. Voting Requirements.** Every Board member present when a question is put ~~shall~~ must vote for or against it, unless a member has abstained for cause. (Adopted by Resolution No. 1976-24, 4/28/76)

**Section 14. Minutes of Meeting.** ~~The~~ Typewritten minutes of the meetings of the Board ~~shall~~ and standing committees must be kept by the District Secretary ~~of the District and they shall be neatly typewritten in a book kept for that purpose with~~. The minutes serve as a record of ~~each particular type of business transacted set off in paragraphs with proper descriptive headings~~. ~~A copy of the minutes of the Board shall~~

~~be provided to each member of the Board. The District Secretary shall be required to make a record of such business as was actually passed upon~~ considered and actions taken by vote of the Board, ~~together with~~ or committee, and must include a summary of matters discussed. The District Secretary ~~shall~~ is not ~~be~~ required to make a verbatim transcript of the proceedings, providing that such proceedings are recorded (~~such recording to be retained for a period of 60 days~~) but s/he shall, ~~as to~~ and made available on the District website, and all proposed ~~ordinances and resolutions~~ actions voted upon by the Board, ~~record~~ or committee are recorded in the minutes with the names of those members who voted for and ~~those who voted~~ against ~~the~~ each proposal. ~~A~~ The District Secretary must make a record ~~shall be made~~ of the names and cities of residence of ~~the~~ persons addressing the Board, ~~or committee, if such information is provided to the District Secretary upon request, along with~~ the title of the subject matter to which their remarks ~~are~~ were directed and an indication as to whether they spoke in support of or in opposition to such item. A copy of the minutes of the Board or committee must be provided to the Board or committee to be considered and approved at a future Board or committee meeting. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1994-32, 4/13/94)

**Section 15. Remarks of Board Members When Entered in Minutes.** A Board member may request, through the presiding officer, the privilege of having an abstract of his or her statement on any subject matter under consideration by the Board or any standing committee entered into the minutes. (Adopted by Resolution No. 1976-24, 4/28/76)

### **Section 16. Board Committees.**

A. Procedures Generally. The Chair of the Board ~~shall appoint all committees~~ appoints the members and ~~the membership thereof, and the Chair shall serve as an ex-officio member~~ chairs of all committees. ~~A~~ Each standing committee ~~shall consist~~ consists of no more than three (3) members, plus the ex-officio Chair as an ex-officio member; except, however, that the Audit Committee consists of up to four (4) members, including the Chair, and including at least one (1) member— of the Board who is also a member of San Mateo County Board of Supervisors and at least one (1) member of the Board who was appointed to the Board by the Council of Cities.

\_\_\_\_\_ If a member of a standing committee is absent from a committee meeting, and the committee is not convened as a Committee of the Whole pursuant to subsection C, the chair of the committee or the committee member presiding over the meeting ~~shall~~ may appoint another Board member present to serve on the committee in place of such absent member. If more than one member of the committee is absent from a committee meeting, the chair of the committee or the committee member presiding over the meeting ~~shall~~ may appoint one or more non-committee Board member(s) to serve on the committee in place of such absent members. (Amended by Resolution No. 1997-81, 12/10/97 and Resolution No. 1998-5, 1/14/98)

Except as otherwise determined by the committee chair, and except in the case of the Audit Committee, standing committee meetings ~~shall be~~ held once a month, normally just prior to the Board meeting, ~~and shall be conducted in compliance with the Brown Act.~~

~~Special ad hoc advisory committees may be appointed.~~ Except as otherwise determined by the ~~Chair and in the Chair's absence, the Vice-Chair, to study, review and recommend policies and positions dealing with issues or activities related to the District.~~ Audit Committee chair, Audit Committee meetings ~~and are held at the posting commencement of committee meeting agendas shall be in full accordance with~~ the financial audit process in the beginning of each fiscal year, upon conclusion of the requirements of the Brown Act (Govt. Code 54950 et seq.). financial audit process, and as necessary to address issues that may arise at other times.

~~Persons wishing to address a committee concerning items of interest to the public that are within the subject matter jurisdiction of the committee may do so, provided that the committee may adopt reasonable regulations during each meeting pertaining to the permitted scope and duration of public testimony to be received including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. (Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1987-11, 1/28/87, Resolution No. 1994-32, 4/13/94, Resolution No. 1994-32, 4/13/94 and Resolution No. 31; 5/14/97)~~

B. ~~Establishment of~~ Standing Committees. The ~~Chair shall appoint the following standing committees~~ Committees of the Board are the:

- (1) Community Relations Committee (Accessibility, Senior Services and Community Issues)
- ~~(1)~~ (2) Finance Committee
- ~~(2)~~ (3) Community Relations Committee (Accessibility, Senior Services and Community Issues)
- ~~(3)~~ (4) Legislative Committee
- ~~(4)~~ (5) Strategic Planning, Development & Sustainability Committee (Amended by Resolution No. 2009-19, 4/8/09)
- ~~(5)~~ (6) Audit Committee (Amended by Resolution No. 2016-26)

Committees ~~shall~~ report on any subject referred to them by the Board, or by the Chair of the Board, and ~~shall~~ give their recommendations thereon.

The functions and responsibilities of ~~saideach~~ standing committees shall be committee are as set forth below.

1. Community Relations Committee (Accessibility, Senior Services, and Community Issues). The Community Relations Committee's responsibilities include but are not limited to:
  - a. Receive reports on bus, paratransit and multi-modal performance and ridership, including developing trends and metrics.
  - b. Review and oversee programs and procedures relating to senior services and the District's responsibilities with regard to implementation of the Americans with Disabilities Act.
  - c. Review and develop programs and procedures for public information, press relations, marketing, advertising and community participation.
  - d. Establish contacts with organizations which can assist the District in promoting the utilization of public transportation in San Mateo County.
  - e. Establish liaison with the Citizens Advisory Committee.
  - f. Submit recommendations concerning these matters for further consideration by the Board.
  
24. Finance Committee. The Finance Committee's responsibilities ~~shall~~ include but are not ~~be~~-limited to:
  - a. Review of the District's annual operating budget and capital budget.
  - b. Review of the District's multi-year operating and capital expenditure projections and long-range financial planning.
  - c. Review of accounting and auditing practices and the preparation of all financial reports by the staff.
  - d. Review and oversight of all matters pertaining to labor contracts and grievance procedures.
  - e. Review of any benefits extended to employees, with respect to their uniformity and fairness to various segments of the labor force, and their impact on the District's overall operating costs.
  - f. Review of any major financial commitments which will bind the present Board or its successors to fixed annual payments (e.g. capital improvement debt obligations, insurance contracts, employee benefits, such as pension plans, etc.).



~~gg.~~ Review of procurement contracts, including public works, professional services, and technology contracts, as well as contract amendments, contract terminations, proposed proposal or bid rejections, and related matters.

~~h.~~ Oversight responsibility regarding District improvement programs.

~~hi.~~ Submit recommendations concerning these matters for further consideration by the Board.

~~2. Community Relations Committee (Accessibility, Senior Services, and Community Issues). The Community Relations Committee's responsibilities shall include but are not be limited to:~~

~~aa. Receive reports on bus, paratransit and multi-modal performance and ridership, including developing trends and metrics.~~

~~b. Review and oversee programs and procedures relating to senior services and the District's responsibilities with regard to implementation of the Americans Withwith Disabilities Act.~~

~~bc. Review and develop programs and procedures for public information, press relations, marketing, advertising and community participation.~~

~~cd. Establish contacts with organizations which can assist the District in promoting the utilization of public transportation in San Mateo County.~~

~~de. Establish liaison with the Citizens Advisory Committee.~~

~~ef. Submit recommendations concerning these matters for further consideration by the Board.~~

3. Legislative Committee. The Legislative Committee's responsibilities ~~shall~~ include but are not ~~be~~ limited to:

a. Review of federal, state and local legislation impacting the District.

b. Review ~~of~~ and develop new legislative proposals and programs for the benefit of the District.

~~ec.~~ Review or develop the District's annual legislative program.

- d. Review or propose strategies to support or oppose legislation that affects the District or its mission.
  - e. Submit recommendations concerning these matters for further consideration by the Board.
4. Strategic Planning, Development & Sustainability Committee. The Strategic Planning, Development & Sustainability Committee's responsibilities ~~shall~~ include ~~but are~~ not ~~be~~ limited to:
- a. Review and oversee strategic planning and for the District, including plan development programs for and adjustments, and implementation of related initiatives.
  - b. Review and oversee development of District programs and projects.
  - ~~b.c.~~ Review and oversee District sustainability initiatives.
  - d. Submit recommendations concerning these matters for further consideration by the Board.

(Amended by Resolution 2009-19, 4/8/09)

~~C. Procedures for Standing Committees.~~ In addition 5. Audit Committee. The Audit Committee's responsibilities include but are not limited to:

- a. Meet with District's auditors at the ~~general procedures for committee meetings,~~ initiation of each annual financial audit process to outline issues of particular interest to the ~~following procedures-~~ ~~shall~~ Audit Committee, and be ~~followed for~~ 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 ~~committees~~committee(s) to address opportunities identified during any governmental audit of the District or of any agency managed by the District.

f. Report on any subject referred to it by the Board, or by the Chair of the Board, and give its recommendations thereon for further consideration by the Board.

Amended by Resolution No. 2016-26, 4/6/16)

C. Committee of the Whole. To allow full participation by Board members at meetings of standing committees, each standing committee meeting ~~shall also~~except for Audit Committee meetings may be noticed as a "Committee of the Whole." In the event that a quorum of Board members is present, the standing committee will automatically convert into a Committee of the Whole. Likewise, if there is no longer a quorum ~~the Committee~~of the ~~Whole~~Board, then the Committee of the Whole will automatically convert back into a standing committee. The Chair of the ~~Standing Committee~~standing committee would serve as Chair of the Committee of the Whole.

The agenda for each standing committee ~~shall~~may include the following footnote:

This Committee may be attended by Board members who do not serve on this Committee. In the event that a quorum of the entire Board is present, this Committee ~~shall~~will 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.

(Amended by Resolution No. 1998-5, 1/14/98)

~~D. Audit Committee. In addition to the Standing Ad Hoc Advisory 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, Special ad hoc advisory committees may be formed and including at least one (1) member of the Board who is also a member of San Mateo County Board of Supervisors and at least one (1) member of the Board who was appointed to the Board by the Council of Cities.~~

~~2. Except as otherwise determined by the Audit Committee chair, Audit Committee meetings will be held at the commencement of the financial audit process Chair and in the beginning of each fiscal year, upon-~~

~~conclusion of the financial audit process, Chair's absence, the Vice-Chair, to study, review and ~~as necessary to address~~ recommend policies and positions dealing with specific 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 or activities related to 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.~~

~~(Amended by Resolution No. 2016-26, 4/6/16)~~

**Section 17. Citizens Advisory Committee.** The Board may appoint a Citizens' Advisory Committee to act in an advisory capacity to the Board, the principal function of

which ~~shall be~~ are to assist the Board in articulating the interests and needs of transit users and potential transit users in San Mateo County. The number and composition of the ~~committee shall~~ Citizens Advisory Committee may be determined by the Board and members will serve at the pleasure of the Board.

The activities of the Citizens Advisory Committee ~~shall~~ include:

- a. Seek the views of various groups of users and potential users of public transit and develop proposals and recommendations for meeting the transit needs of such groups for submission to the Community Relations Committee.
- b. Review and comment on staff proposals and actions as requested by the Board.
- c. Perform the function of community information officers.
- d. Assist the Board in any manner the Board may deem appropriate. A member of the Citizens Advisory Committee ~~shall~~ may serve as liaison at the Board of Directors' ~~meeting~~ meetings.

(Adopted by Resolution No. 1976-24, 4/28/76; Amended by Resolution No. 1987-11, 1/28/87, Resolution No. 1994-32, 4/13/94, Resolution No. 1994-32, 4/13/94, and Resolution No. 31; 5/14/97)

**Section 18. Robert's Rules of Order.** All rules of order not herein provided for ~~shall~~ are to be determined in accordance with the latest revised edition of Robert's Rules of Order. (Adopted by Resolution No. 1976-24, 4/28/76)

**Section 19. Amendments to Rules.** The Rules of this Board may be amended by majority vote of the Board at a regular or special meeting, but only after the proposed changes have been introduced for adoption at a previous regular or special meeting. (Adopted by Resolution No. 1976-24, 4/28/76)

ADOPTED: April 28, 1976

AMENDED: September 20, 1978  
January 28, 1987  
April 13, 1994  
June 22, 1994  
August 10, 1994  
May 14, 1997  
December 10, 1997  
January 14, 1998  
April 8, 2009

December 4, 2013  
April 6, 2016