

DECEMBER 7, 2016 SAMTRANS BOARD MEETING

- [COMMUNITY RELATIONS COMMITTEE LINK](#)
- [FINANCE COMMITTEE LINK](#)
- [LEGISLATIVE COMMITTEE LINK](#)
- [PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE LINK](#)
- [BOARD OF DIRECTORS](#)



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

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

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

WEDNESDAY, DECEMBER 7, 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 November 2, 2016
4. Recommend Appointment of Michelle Buzbee, Representing Multimodal Riders, to the Citizens Advisory Committee

INFORMATIONAL

5. Accessibility Update – Tina Dubost
6. Paratransit Coordinating Council Update – Mike Levinson
7. Citizens Advisory Committee Liaison Report – Juslyn Manalo
8. Mobility Management Report – Fixed-Route Bus
9. Multimodal Ridership Report – October 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
NOVEMBER 2, 2016**

Committee Members Present: A. Tissier

Committee Members Absent: J. Gee (Committee Chair), C. Groom

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

Other Board Members Absent, Constituting Committee of the Whole: 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 Adrienne Tissier called the meeting to order at 2:04 p.m.

Approval of Minutes of October 5, 2016

Motion/Second: Guilbault/Harris

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

Absent: Gee, Groom, Stone

Accessibility Update

Tina Dubost, Manager, Accessible Transit Services, said mobility management staff held their quarterly meeting with senior mobility ambassadors and veteran volunteers. A training goal for ambassadors was set. Since the Senior Mobility Program started, almost 800 people have received training on how to ride SamTrans buses. The Veterans Mobility Corps is partnering with the Next Steps Center and other veterans organizations to hold a Veterans Transportation Fair in late November at the Veterans Administration's Menlo Park campus.

Paratransit Coordinating Council (PCC) Update

Mike Levinson, Chair, PCC, said the PCC participated at the Transition to Independence on October 15 at El Camino High School and Seniors on the Move on October 25.

Citizens Advisory Committee (CAC) Liaison Report

Director Tissier read a written report from Sonny Koya, Vice Chair, to the Board on the CAC's October 26 meeting. Rob Bartoli from the County of San Mateo Planning and Building Department gave a presentation on the results of the Connect the Coastside Study. They also received the September performance statistics.

Mobility Management Report – Fixed-Route Bus

David Olmeda, Chief Operating Officer, Bus, reported on the building of a SamTrans bus:

- Design Process
- Who is involved – stakeholders
- Key Elements
 - Regulatory compliance
 - Safety
 - Customer comfort
 - Durability and reliability
 - Ease of maintenance
 - Aesthetics and ergonomics
 - Performance and cost effectiveness
- Photos of different aspects of a bus being built were shown
- Post-delivery and acceptance
- Continuous improvements
 - Onboard camera system
 - Rear view mirrors
 - Transmission
 - Electric starter
 - LED lighting
 - Passenger information system
 - C.L.A.S.S. Doors (acoustic sensing)
 - Onboard diagnostics
 - Global Positioning System and AVL
 - Registering fareboxes
- Benefits
 - Improved reliability and dependability
 - Improved customer experience
 - Improved on-time performance
 - Managing operating costs
 - Improved safety features
 - Significant reduction in emissions
 - Bus availability maintains FTA's spare ratio
 - Improved ergonomics for the bus operators

Multimodal Ridership Report – September 2016

Mr. Olmeda reported:

- Compared to September 2015
 - Average Weekday Ridership
 - Bus ridership was 44,590, a decrease of 6.9 percent.
 - Paratransit ridership was 1,330, an increase of 3.9 percent.
 - Caltrain ridership was 60,770, a decrease of 3.3 percent.
 - Shuttle ridership was 12,560, an increase of 12.5 percent.
 - Total weekday ridership was 170,790, a decrease of 2.7 percent.
 - Total Monthly Ridership
 - Bus ridership was 1,107,900, a decrease of 7.2 percent.
 - Paratransit ridership was 31,790, an increase of 4.5 percent.

- Caltrain ridership was 1,582,620, a decrease of 3.6 percent.
- Shuttle ridership was 264,430, an increase of 8.4 percent.
- Total weekday ridership was 4,223,280, a decrease of 4.5 percent.

Mr. Olmeda said one of the contributing factors for the loss of ridership in September is related to Routes ECR ,120,121 and 122. Routes 120, 121 and 122 are in the North County and serve the Bay Area Rapid Transit (BART) and when he looked at BART's data, BART ridership is down 5 percent. Mr. Olmeda said the District's paratransit contractor, First Transit, has significantly increased the use of taxi service and this has allowed the increased capacity to be absorbed by the system.

Director Tissier asked if BART ridership is down for North County. Mr. Olmeda said it is down throughout the entire system.

Director Karyl Matsumoto asked if lower gas prices are affecting ridership. Mr. Olmeda said yes.

Director Rose Guilbault asked if the low fuel costs are the only reason for the decline in ridership. Mr. Olmeda said he doesn't have specifics, but he does know, from evaluating national data, lower fuel has an impact on lower transit ridership.

Director Tissier asked if staff could get the ridership data by station from BART. Mr. Olmeda said he will see if he can get the information.

Chair Zoe Kersteen-Tucker asked if there is a way to track the characteristics of riders who are no longer riding. Jim Hartnett, General Manager/CEO, said staff will look at the survey data and see if that information is included.

Adjourned: 2:30 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: **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 October 11 PCC and PAL meetings are attached to this report.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

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

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

**MEETING MINUTES
October 11, 2016**

ATTENDANCE: Members Present: Mike Levinson, Chair; Vincent Merola, Vice-Chair; Tina Dubost, SamTrans; Dinae Cruise, Consumer; Dale Edwards, Consumer; Sammi (Wilhelmina) Riley, Consumer; Maureen Dunn, Senior Focus; Barbara Kalt, Rosener House; Marie Violet, Sequoia Hospital; Monica Colondres, Community Resident; and Judy Garcia, Consumer.

GUESTS: Richard Weiner, Nelson-Nygaard Consulting; Erin Swartz, PCC Staff; John Sanderson, SamTrans; Ashish John, SamTrans; Shweta Bhatnagar, SamTrans; Ann Cooney, Pacifica Senior Center; Dave Daley, First Transit; Talib Salamin, Serra Taxicab.

ABSENTEES: Susan Capeloto, DOR; Michal Settles, Coastside; Maria Kozak, Consumer; Aki Eejima, Consumer; Sandra Lang, COA; and Patty Clement-Cihak, Catholic Charities.

(Member Attendance 11; Quorum—Yes)

WELCOME/INTRODUCTION

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

APPROVAL OF THE SEPTEMBER PCC MINUTES

Dinae motioned to approve the September PCC meeting minutes and Judy seconded the motion. No corrections were noted. Barbara and Sammi abstained from voting.

PRESENTATION BY SHWETA BHATNAGAR FROM SAMTRANS

Shweta reported that the State Legislature adjourned on August 31, 2016. Governor Brown vetoed 159 bills this year. Several SamTrans bills of interest were approved, including AB1889 and SB32. A special session addressing transportation can run until November 30, 2016. The Caltrain electrification project received a grant award of \$20 million dollars. The Caltrain Electrification Project has also been accepted into the FTA Core Capacity Grant Program. Appropriation funding in the Senate will take place after the election.

Barbara asked about grade separation projects along the Peninsula Corridor that could impact the Caltrain Electrification Project. Shweta said that grade separation projects have been incorporated into the Caltrain Electrification Project.

Monica asked about advocacy for expanding funding for paratransit services. Shweta said that a lot of funding at the state level has been pushed toward transformative transit projects. Monica added that the need for paratransit service is growing. Vincent asked about who collaborates with the San Mateo County Supervisors on funding for paratransit. Shweta said that the Government Affairs

Department at SamTrans has worked with the San Mateo County Supervisors to secure \$5 million dollars of funding for paratransit from Measure A funds. Tina clarified that the enabling legislation that created the TA was a ½ cent sales tax initiative, called "Measure A", which was passed in 1988 and reauthorized in 2004, to support transportation projects throughout San Mateo County. In 2012, the voters approved a separate, unrelated "Measure A" which is another ½ cent sales tax, and is allocated by the Board of Supervisors to support a broader range of projects in San Mateo County, including some transportation projects. Revenues from both taxes are used to support Redi-Wheels and Redi-Coast, including \$5 million from the 2012 county tax and \$3.8 million from the district tax in FY 2016. The \$3.8 million from the TA is a permanent allocation of 4% of the revenues from the District's 2004 Measure A reauthorization. The \$5 million from the Board of Supervisors is part of a two-year operating grant, and is not part of a long-term funding commitment.

Barbara commented that Section 5310 Project funding has been difficult for small community organizations to implement. Barbara encouraged SamTrans to apply for more 5310 Grant funding in the future to expand the fleet and paratransit services.

COMMITTEE REPORTS

A. POLICY ADVOCACY- LEGISLATIVE COMMITTEE (PAL)

Tina followed up on the South San Francisco Caltrain Station discussion from today's PAL Committee meeting. A fully ADA accessible station will be built at the new station. A full presentation was given to the Caltrain Accessibility Panel over the summer. Many upgraded station amenities will be included and construction is expected to begin in summer 2017 and continue for two years.

Vincent reported that the PAL Committee met today. He gave a brief update on some Bay Area PCC's that he has visited in Marin and Alameda County. He shared a newsletter and rider survey that is produced by the transit agency in Marin. Vincent will follow up with the publication staff in Marin to get more information about how the publication is organized, distributed, and survey results gathered. In Alameda County, Vincent reported that Measure B and BB funding provides direct funding for a wide variety of transportation services for seniors and people with disabilities. Vincent will be visiting the PCC in San Francisco soon. At the September meeting, the PAL Committee agreed to explore Same-Day Service for San Mateo County. Richard will research comparative data from other areas and present his findings at the December meeting. Mike added that the PAL Committee asked SamTrans for an overview of how the Transit Authority functions in San Mateo County.

B. GRANT/BUDGET REVIEW

Barbara reported that no grant and budget updates were available. She shared an Open House flyer for Rosener House. The event will take place on Saturday, November 5, 2016 from 10:00 a.m. to 1:00 p.m. Free classes and information sessions will be included in the day's events.

C. EDUCATION COMMITTEE

Sammi reported that an Education Committee conference call will be scheduled soon. The next outreach event is the Transition to Independence Fair (TIF) is scheduled to take

place from 11:30 a.m. to 3:30 p.m. at El Camino High School in South San Francisco on Saturday, October 15, 2016. After the Transition to Independence Fair, the Education Committee volunteers will host a table at the Seniors on the Move Conference on Tuesday, October 25, 2016.

The PCC members also discussed the selection of a new logo for use on promotional materials.

Erin shared an updated outreach flyer that includes information about the PCC meetings, Consumer Corps, and the PCC's contact information.

TRANSPORTATION NETWORK COMPANY (TNC) PRESENTATION BY RICHARD WEINER

Richard reported that he attended the International Conference on Demand Response Transportation last week. The concept of TNC's offering demand-responsive service was discussed at the conference.

Richard said that he would be giving his presentation in two parts at the October and November PCC meetings.

Do TNC's have a role in ADA paratransit?

Bridj, Lyft, are Uber well-known TNC providers. Using TNC's to offset the cost of ADA paratransit was highlighted. One example given was in the use TNC's as non-dedicated service. Richard pointed out that the existing transit model utilizes dedicated service. Cost per trip may be reduced with the incorporation of TNC's. Same-Day service use of TNC's may also reduce demand on ADA paratransit.

Schedulers could potentially use TNC's to serve non-productive trips in long, out-of-the-way trips, as well as trips that are running late and for paratransit vehicles that have broken downs. "Go backs" for no-show rides could also potentially be shifted to TNC's. In summary, more scheduling options for schedulers could potentially emerge with the use of TNC's.

ADA paratransit applies driver eligibility criteria, and requires background checks along with driver training. TNC's do not necessarily have requirements that are as strict. One solution proposed is to have voluntary driver participation for ADA paratransit trips and using LiveScan background checks.

ADA paratransit has vehicle specifications, while TNC vehicles have a different standard. Participation of drivers with new vehicles may be given preference with the use of TNC's.

Insurance requirements between ADA paratransit and TNC's are also different. The solution suggested was voluntary participation by TNC drivers.

Richard closed his presentation by noting that there are no current examples of TNC's for ADA paratransit.

Judy asked if fixed-route drivers receive training to assist elderly and/or passengers with disabilities. Tina confirmed that fixed-route drivers receive extensive training and participate in several professional development modules, including Sensitivity Training and Safety Training.

Dinae said that some people who do not use Smart Phones are excluded from using TNC's. Sammi added that most TNC vehicles are not wheelchair-accessible. Richard commented that Concierge-style services, like GoGo Grandparent have surfaced that provide phone reservations without the use of an app. Mike said that he is working to schedule a presentation an upcoming PCC meeting by a GoGo Grandparent representative.

Vincent asked to clarify that all of the standard requirements for SamTrans drivers are the same for taxi drivers. Dave said that Serra Taxicab provides specific insurance coverage for ADA paratransit, including Indemnification and Hold Harmless coverage whereas TNC's rely on insurance coverage by the vehicle operator. Ashish, Dave, Talib and Vincent discussed vehicle requirements that are different under the Federal Transit Administration for transit agencies than for taxi companies.

Talib commented that the solutions given to make TNC's comparable to taxi service would be highly complicated and will require many years to meet the same standard, especially for a large number of drivers who are providing a service. Richard said that income for TNC drivers isn't always calculated with the overhead costs included, while taxi drivers pay their gate fees upfront.

In November, Richard will be giving the second part of his presentation as a Power-Point.

D. EXECUTIVE COMMITTEE

Mike reported that the next Executive Committee conference call is being scheduled for November. The Committee will discuss the PCC Regional Conference and imminent arrival calls.

Vincent asked Tina about reporting data for average wait time for abandoned ride reservation phone calls. Monica and Vincent also asked about callers in queue who hang up. Vincent said that Marin Transit captures data for abandoned phone calls.

Erin provided the 3rd Quarter Consumer Corps Report. A total of 64 reports (ride evaluations) were received. On two-thirds of the rides in the third quarter, Consumer Corps members observed Redi-Wheels Comment Cards. Over 90% of the ride evaluations showed a ride pick up time within the scheduled ride time. Incomplete and/or Inaccurate Night Before calls were reported 5 times during the third quarter. Consumer Corps member reports show that over 90% of the ride reservation calls were taken without being put on hold first. Customer Satisfaction with Driver Assistance continues a years-long trend of being near 100%. Consumer Corps members took rides in Redi-Wheels vehicles in 64% of trips, with the remaining trips completed in taxicabs. Erin noted that no trips were reported on RediCoast vehicles. She explained that Corps members who live on the Coastside are located in Pacifica, which is part of the Redi-

Wheels service area. One trend that Erin reported was that more than 75% of Consumer Corps trips this quarter were less than 20 miles. Erin noted an error in her printed report in the section, Vehicle Type. She said that the data summarized for Q2 is actually for Q3. Vincent asked about the average number of ride evaluations received in a quarter. Erin said that a number of frequent Redi-Wheels riders who have been active on the Consumer Corps for many years have recently been unable to use paratransit and have had to switch to inactive status for a variety of reasons. Erin, Monica and John discussed the number of Inaccurate/Incomplete Night Before Calls reported.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina shared information about SamTrans service to the Half Moon Bay Pumpkin Festival this coming weekend.

John thanked Mike, Dinae, and Sammi for participating in the new Redi-Wheels Vehicle review. Dave and some of the First Transit Staff also attended the event to provide information about the operational aspects of the new vehicle. John said that the new low-floor cutaway minibus has a ramp, but the floor of the vehicle sits below the wheel well. John noted that he added an illustration in the vehicle picture to show where the wheel well is located in the second row of seats. The demonstration vehicle has 13 ambulatory seating spots available.

John observed that entering and exiting the vehicle seemed to be easy for all of the people attending the event, both at street and curb level. Securement technology was discussed at the event. The demonstration vehicle uses a different Q'Straint securement system. The new vehicle may use the existing system. Dave agreed that the new vehicle makes it easy for drivers to secure passengers using mobility devices. Utilizing flip-up style seats would provide extra space, when needed. John asked anyone with comments after today's meeting to send him and/or Erin an email.

Maureen asked John about the vehicle design that limits the number of wheelchairs to two. Maureen said that some of her adult-day program's trips have three people in wheelchairs scheduled to ride in the same vehicle. John said that rides with several passengers who use walkers are also a factor. On the seats, Maureen reflected on some safety features that are needed. She said that a shoulder strap and head rest provide an increased level of protection. Judy said that the new ramp offers a greater level of traction for wheelchairs, but does not include a strap like the lifts used in the existing paratransit fleet.

Sandra Lang was unable to attend today's meeting, but submitted comments about the new bus review via email. She asked if the loading ramp was quickly retractable in excessively wet conditions. She also asked if the track beneath the seats allows for adjusting the seat forwards or backwards and also asked if a securement system is in place for the vehicle. John said that the ramp can be deployed either electronically, via a switch on the dashboard, or manually from the curbside. Either way, it's very easy for the driver to do and a bit quicker than deploying the hydraulic lift on the current Redi-Wheels vehicles. The ramp can be deployed and retracted manually – which is

MUCH easier than raising or lowering a hydraulic lift manually. If a lift breaks down, the bus must be placed out of service; if the ramp breaks down, that's not necessarily the case. John added that the seats are bolted to the floor and the frame of the vehicle, just like on the cutaways already in service. In the new bus, seats are not movable or adjustable like the front seat of a car, although SamTrans may request that the front row seat bottoms flip up (like movie theater seats) when the vehicle order is finalized. The bus in these photos is equipped with a fairly new securement system for wheelchairs. Rather than mounting to the in-floor tracks like we have on the current fleet of Redi-Wheels buses, the retractors on the new bus attach to individual hard-points attached to the floor. There are some advantages and disadvantages to each system over the other, and the best option is an active area of discussion.

B. Performance Measures Report

Tina reported that ridership is up again in the month of August.

C. Monthly Redi-Wheels Comment Statistics Report

John reported that 16.4% comments were found to be valid complaints, which is lower than the month prior.

Safety Report

Dave reported that August and September had zero preventable accidents.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal absent, no updates to report.

B. AGENCY

Barbara said that there are no updates to report.

C. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported that the ERC has not met in the past month and the next meeting has not been scheduled.

D. COMMISSION ON AGING (COA)

Sandra absent, no report available.

E. COMMISSION ON DISABILITIES (COD)

Vincent reported that the Transition to Independence Fair will take place this Saturday, 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 he serves on HPSM and a partnership with UCSF has been established. More patients from San Mateo County will be traveling to the UCSF Parnassus Campus.

G. DEPARTMENT OF REHABILITATION (DOR)

Susan absent, no report available.

OTHER BUSINESS

The PCC members discussed the proposed PCC logo designs and selected a new version that includes features for increased readability for individuals with visual disabilities.

Mike reminded everyone that the next PAL meeting is scheduled for Tuesday, November 8, 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.

Mike said that the New Beginnings Coalition meets October 18, 2016 from 9:00 to 11:00 a.m.

Monica commented that having the PCC members participate in vehicle review before they operate in the fleet is very important.

MEETING ADJOURNED 3:28 p.m.

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

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

MEMBERS PRESENT: Mike Levinson, PAL Co-Chair; Vincent Merola, PAL Co-Chair; Dinae Cruise, Consumer; Tina Dubost, SamTrans; Dale Edwards, Consumer; Sammi (Wilhelmina) Riley, Consumer; Marie Violet, Sequoia Hospital.

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

ABSENT: Sandra Lang, COA; Aki Eejima, Consumer; and Maria Kozak, Consumer.

APPROVAL OF SEPTEMBER PAL MINUTES

Mike motioned to approve the July PAL meeting minutes and Marie seconded the motion. No corrections to the minutes and Sammi abstained from voting.

LEGISLATIVE UPDATES

Tina said that Shweta Bhatnagar will be giving a legislative update during today's PCC meeting.

Vincent asked Tina about improvements to the South San Francisco Caltrain Station. Tina agreed to research this and provide updated information about funding allocated for this project at today's PCC meeting. Tina and Dinae discussed the relocation and rebuild of the San Mateo Caltrain station. Tina said that the new station will be ADA compliant and located closer to the San Mateo County Event Center.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

No issues to discuss.

POLICY ISSUES

Vincent reported that he visited paratransit groups in Alameda County and Marin. He will also be visiting San Francisco. Vincent shared a twice-yearly newsletter that is published by Marin Transit. The newsletter includes a rider satisfaction survey. Vincent said that the survey is similar to Redi-Wheels Comment Cards, but has more questions. Vincent asked that SamTrans consider publishing a newsletter with input from the PCC. SamTrans Staff and the PCC members discussed the level of interest from people in the past, when the PCC was publishing a newsletter. Erin agreed to scan and email Vincent back copies from the PCC.

During Vincent's visit to Alameda County, he noted that Measure B and BB provide several million dollars' worth of direct transportation funding for seniors and people with disabilities.

Richard reported on a mobility management project that he is working on for MTC. The project will continue through early 2017.

Richard and Vincent compared similarities and differences in the Marin County PCC and the San Mateo County PCC.

In another policy issue discussion, Vincent asked the PAL Committee members to share what aspect of Same-Day Service in San Mateo County would be of interest to explore. Vincent and the PAL Committee discussed the role of taxi service in Same-Day paratransit service. In preparation for the December PAL meeting, Richard and Vincent discussed preparing program and funding research data about taxi service, paratransit ADA same day service, emergency service, volunteer driver service, and taxi vouchers. John and Tina agreed to report back to the committee about the San Mateo County Transit Authority's revenue sources and expenditures, including the TA's role in paratransit budget planning. John and Tina described the Transit Authority as managing and collaborating on transportation planning in San Mateo County. Mike, John, and Tina discussed how SamTrans and the Transit Authority function in relation to managing projects, funding, and operations.

Tina added that Serra Taxicab provides accessible transportation that is sometimes available for Same-Day Service. Tina also said that the SamTrans Executive Team has determined that offering expanded paratransit service is not possible. Richard commented that PAPCO participates in the ParaTAC meetings in Alameda County. John and Mike said that transit funding in San Mateo County is heavily dependent on sales tax revenues. Tina and the PAL Committee members discussed how the determination for allocating funding for transit programs in San Mateo and Alameda County is different. Which paratransit programs exceed ADA requirements was an additional component that the PAL Committee would like to include in Richard's December report. Dave, Marie, and Richard discussed the fee structure for transit service in Santa Clara County.

OTHER BUSINESS

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

The next PAL meeting is tentatively scheduled for Tuesday, November 8, 2016 from 11:30 a.m. to 12:30 p.m. The PCC will confirm the November meeting date for PAL and the PCC at today's meeting.

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 SERVICE**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

This month's presentation will be presented via PowerPoint.

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 – OCTOBER 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 – OCTOBER 2016 COMPARED TO OCTOBER 2015

Grand Total All District Modes – 166,090, a decrease of 3.9 percent.

Bus – 42,500, a decrease of 9.2 percent.

Paratransit – 1,320, an increase of 1.5 percent.

Caltrain – 58,810, a decrease of 3.5 percent.

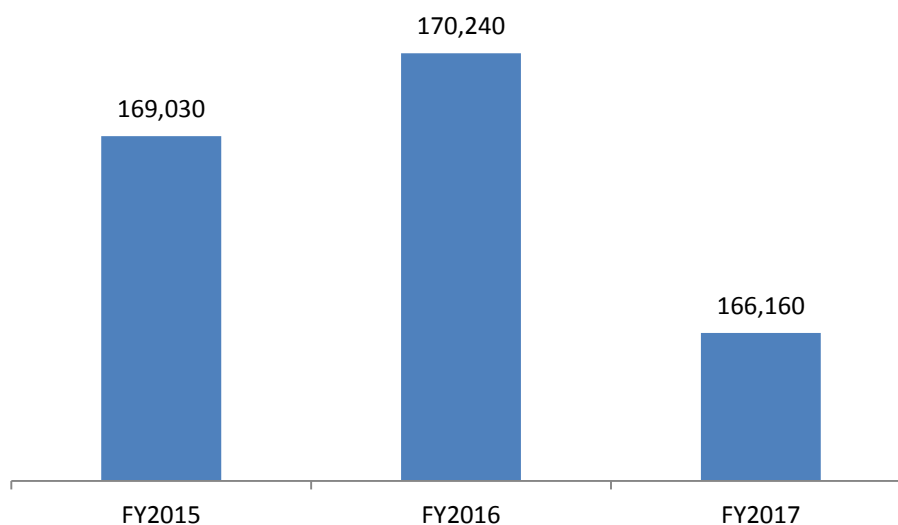
Shuttles – 12,950, an increase of 13.5 percent.

**Table A
Average Weekday Ridership**

October 2016 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	47,350	46,820	42,500	-9.2%
Paratransit	1,170	1,300	1,320	1.5%
Caltrain	61,670	60,940	58,810	-3.5%
Shuttles	11,620	11,410	12,950	13.5%
Total	121,810	120,460	115,570	-4.1%
BART Extension (No Daly City)	52,430	52,310	50,520	-3.4%
Grand Total	174,240	172,770	166,090	-3.9%
Weekdays	23	22	21	

October 2016 Year-to-date				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	43,750	43,320	40,060	-7.5%
Paratransit	1,160	1,250	1,300	4.0%
Caltrain	60,400	62,310	61,240	-1.7%
Shuttles	12,130	11,410	12,470	9.3%
Total	117,440	118,290	115,070	-2.7%
BART Extension (No Daly City)	51,590	51,940	51,090	-1.6%
Grand Total	169,030	170,240	166,160	-2.4%

**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 October for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – OCTOBER 2016 COMPARED TO OCTOBER 2015

Grand Total All District Modes – 4,224,420, a decrease of 7 percent.

Bus – 1,075,180 a decrease of 12 percent.

Paratransit – 31,940, a decrease of 1 percent.

Caltrain – 1,570,820, a decrease of 5.4 percent.

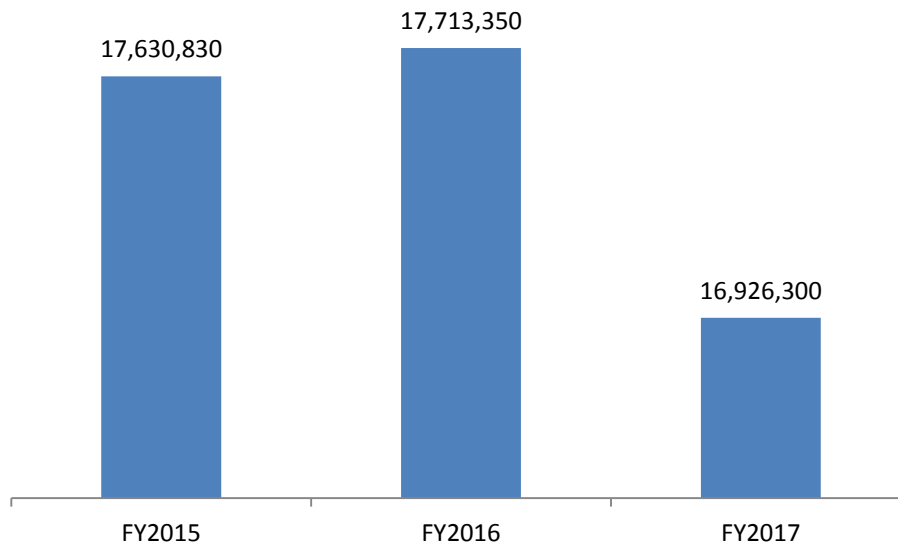
Shuttles – 272,520, an increase of 7.1 percent.

**Table B
Total Monthly Ridership**

October 2016 Total Monthly Ridership				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	1,259,490	1,221,960	1,075,180	-12.0%
Paratransit	29,960	32,250	31,940	-1.0%
Caltrain	1,699,130	1,659,890	1,570,820	-5.4%
Shuttles	268,270	254,390	272,520	7.1%
Total	3,256,840	3,168,490	2,950,460	-6.9%
BART Extension (No Daly City)	1,414,890	1,372,590	1,273,960	-7.2%
Grand Total	4,671,730	4,541,080	4,224,420	-7.0%
Weekdays	23	22	21	

October 2016 Year-to-date				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	4,561,680	4,502,490	4,121,970	-8.5%
Paratransit	114,080	122,480	126,720	3.5%
Caltrain	6,498,080	6,709,250	6,530,020	-2.7%
Shuttles	1,069,960	1,008,220	1,064,700	5.6%
Total	12,243,800	12,342,440	11,843,400	-4.0%
BART Extension (No Daly City)	5,387,030	5,370,910	5,082,900	-5.4%
Grand Total	17,630,830	17,713,350	16,926,300	-4.4%

**Chart B
Total Ridership (FYTD)**



The following summary illustrates the number of riders by fare category for the month of October 2016. SamTrans carried 1,072,193 passengers on its fixed-route service in October, and 10,333,283 for the 2016 Calendar Year-to-Date. These numbers do not include Dumbarton ridership.

Table C
Riders by Fare Category

	October 2014	October 2015	October 2016	2016 Calendar Year-to-Date
Adult Cash	293,862	267,910	186,251	1,985,191
Adult Pass	561,343	549,651	535,350	5,034,670
Youth Cash	163,236	152,781	149,073	1,343,133
Youth Pass	74,718	70,599	58,744	537,134
Eligible Discount	162,483	177,735	142,775	1,433,145
Total	1,255,642	1,218,676	1,072,193	10,333,283

SamTrans Promotions – October 2016

Half Moon Bay Pumpkin Festival – The 46th Annual Half Moon Bay Pumpkin Festival was a great opportunity for SamTrans to connect San Mateo County residents to this popular coastal fall event. With more than 250,000 people attending the weekend event, the festival provided live entertainment, a parade, children's activities, food, and arts and crafts. SamTrans provided hourly service from the Hillsdale bus stop. The special service was promoted so festival patrons could use SamTrans as a great option to avoid traffic. To promote SamTrans' Pumpkin Festival service, the bus agency ran print ads in the San Mateo Daily Journal newspaper, printed onboard take-ones, placed posters at the Hillsdale transit center, conducted a paid geo-targeted mobile/tablet/display ad campaign in English and Spanish (Univision), used organic social media, website promotion, audio visual promotion to passengers onboard buses, and promoted the service via news release and blog postings. SamTrans carried a total of 286 passengers to the event, which was a decrease of 40 percent. The decrease was probably due to the heavy rains over the weekend. Web page visits saw an increase of 3 percent due to the heavy social and digital presence.

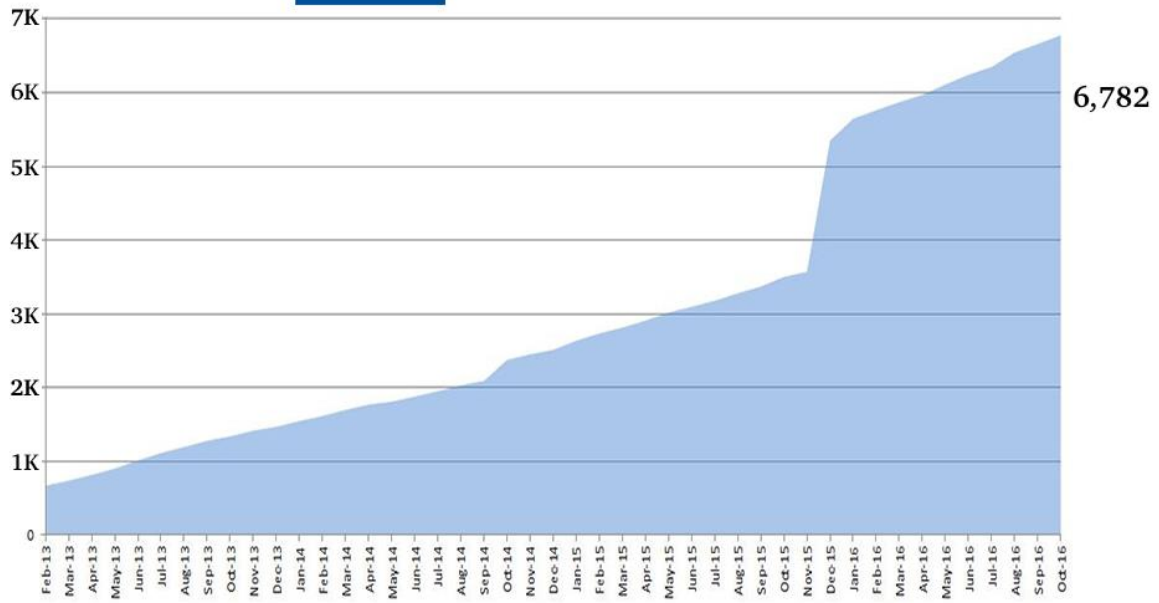
Customer Service Week – Customer Service Week is a national event held during the first week in October devoted to recognizing the importance of customer service and honoring the people who work on the frontlines serving and supporting customers. This recognition specifically honors the designated frontline employees that serve our customers (call center representatives, social media officer, and distribution employees) Themed "Service Champions," department staff celebrated the sports-themed week by leading by example, achieving success and exceeding expectations. This internal communication campaign included individual employee trading cards and a Hall of Fame poster presented to front line employees and posted on the Peninsula Moves Blog.

SamTrans Social Media

SamTrans added another 120 followers in the month of November and had more than 100,000 customer interactions using social media. Inbound clicks to the SamTrans website increased month over month driven by the strength of the Pumpkin Festival Campaign, which increased traffic to the website by 3 percent during the month of October.



Total Followers - All Networks



Prepared by: Jayme Ackemann, Director, Marketing and Communications
Alex Lam, Acting 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

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

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

WEDNESDAY, DECEMBER 7, 2016 – 2:30 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Finance Committee Meeting of November 2, 2016
2. Acceptance of Statement of Revenues and Expenses for June 2016 (Unaudited)
3. Acceptance of Statement of Revenues and Expenses for October 2016
4. Authorize the Filing of an Application for Federal Transit Administration Formula Program and Surface Transportation Program Funding in the Amount of \$11,286,275 for Vehicle Replacement Projects and Americans with Disability Act Operating Subsidy

CONTRACTS

5. Authorize Award of Contract to Muncie Transit Supply to Furnish Non-Asbestos Brake Blocks for a Total Estimated Cost of \$196,799 for a Five-Year Term
6. Authorize Award of Contract to Lamar Transit, LLC for Exterior Bus Advertising Services With a Minimum Revenue Guarantee of \$3.7 Million for a Five-Year Base 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
NOVEMBER 2, 2016**

Committee Members Present: P. Ratto

Committee Members Absent: C. Stone (Committee Chair), C. Groom

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. Cassman, A. Chan, J. Hartnett, E. Kay, D. Kim, L. Kiner, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, P. Skinner, S. van Hoften, N. Vigil

Director Peter Ratto called the meeting to order at 2:30 p.m.

Approval of Minutes of October 5, 2016

Motion/Second: Tissier/Guilbault

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

Absent: Gee, Groom, Stone

Acceptance of Statement of Revenue and Expenses for September 2016

Eli Kay, Chief Financial Officer, said total revenue was \$15 million and there is a \$2.8 million surplus for the month. Sales tax for the month was less than expected at \$362,000. Total expenses were \$3.4 million.

Motion/Second: Tissier/Harris

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

Absent: Gee, Groom, Stone

Acceptance of the Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2016

Monique Spyke, PFM Asset Management, said the portfolio performed well. At quarter end the yield on the portfolio was 1 percent for the reserve portfolio and 99 basis points for the paratransit portfolio. This resulted in higher earnings for the quarter of \$525,000 for both portfolios compared to \$187,000 for the same period last year. This quarter interest rates rose and market values fell. PFM's goal is to manage the portfolio better than the benchmark. One of the changes in the portfolio policy was the benchmark to a risk neutral of zero to five-year U.S. Treasury benchmark. Treasury yields drifted modestly higher during the third quarter as early quarter Brexit fears faded and U.S. economic data rebounded. During the quarter the District revised the investment policy. PFM increased the duration of the portfolio to be more in line with the

benchmark to avoid any performance mismatches. More Federal agencies were purchased and held the allocation to mortgage-backed securities.

Ms. Spyke said the fourth quarter strategy is safety of the principal, liquidity and return. PFM will continue to monitor economic data as it comes in and this will influence the interest rates PFM is able to buy. Ms. Spyke plans to keep the maturity in line with the benchmark and continue looking at credit instruments.

Motion/Second: Tissier/Harris

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

Absent: Gee, Groom, Stone

Adoption of the Conflict of Interest Code

Martha Martinez, Executive Officer, District Secretary/Executive Administration, said the Political Reform Act of 1974 requires the District to review its Conflict of Interest Code every even number year and revise it when necessary. Staff and legal counsel have reviewed the current Code that was last amended in 2014 and have determined that the Code and the Appendices required some revisions. The Code identifies the designated positions who must disclose their economic interest on an annual basis and the disclosure categories for such positions. A copy of the amended Conflict of Interest Code will be provided to the San Mateo County Board of Supervisors for their review and approval.

Motion/Second: Guilbault/Kersteen-Tucker

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

Absent: Gee, Groom, Stone

Authorize the Use of \$500,000 in San Mateo County Transit District Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) Funds for the Daly City Bay Area Rapid Transit (BART) District Station Improvements Project and Enter into a Funding Agreement

Peter Skinner, Manager, Grants and Fund Programming, said this will provide layover space for the buses and upgraded passenger amenities. The project is funded by the District, BART and San Francisco Municipal Transportation Authority. The District will enter into a funding agreement to ensure the funds are used properly and for this specific project.

Director Rose Guilbault asked how long the project will take. Todd Morgan, Project Manager, BART, said the paving will start in the spring. The lower level still needs to be designed and that will be completed in 1.5 years.

Director Shirley Harris asked if converting the 31 parking spots will have a negative impact to passengers. Mr. Morgan said it will have an impact, but due to frequency of the SamTrans and Muni bus service it offsets the losses.

Director Adrienne Tissier asked if SamTrans had input on the design. Mr. Skinner said yes.

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

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 (FY) 2017 Capital Budget

Mr. Skinner said this will allow the scope of the study to be expanded beyond San Mateo County.

Chair Zoe Kersteen-Tucker asked why the amount increased. Lindsey Kiner, Senior Planner, said the expansion of scope is to look at routes that dip into Santa Clara County and routes that serve low-income, disadvantaged riders.

Chair Kersteen-Tucker asked if this is something staff wanted to do. Jim Hartnett, General Manager/CEO, said yes and is needed to determine how to best serve people traveling into the county. There are often requests to consider a route not solely within San Mateo County and this is a way to study with other people's money.

Doug Kim, Director, said this is an example of a public-private partnership to figure out how to make express buses work.

Director Karyl Matsumoto asked if this is going to be considered for North County and South San Francisco area. Mr. Kim said this hopes to alleviate the U.S. Highway 101 congestion.

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

Authorize Award of Contract to Am-Tran for Mail Courier Services at an Estimated Cost of \$190,243 for a Five-Year Term

Nita Vigil, Acting Director, Contracts and Procurement, said this was a competitive procurement with the Peninsula Corridor Joint Powers Board (JPB). The District has 11 locations that are served by the courier. Am-Tran is a Small Business Enterprise (SBE).

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

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

Ms. Vigil said this procurement was done jointly with the JPB. The Federal Transit Administration requires a third party to do inventory. Two proposals were received and neither were SBEs.

Motion/Second: Tissier/Guilbault

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

Absent: Gee, Groom, Stone

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

Ms. Vigil said this is to service the District's non-revenue vehicles. An Invitation for Bids was issued and three bids were received.

Director Tissier asked if this is a blank contract and the District is charged per vehicle. David Olmeda, Chief Operating Officer, Bus, said there is a pre-inspection allocated for the vehicles and this sets the preventative maintenance schedule.

Motion/Second: Harris/Tissier

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

Absent: Gee, Groom, Stone

Adjourned: 2:58 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Shannon Gaffney
Interim 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 \$1.8 million or 1.1 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 \$3.7 million or 2.5 percent. These negative variances are offset by *Operating Grants* (page 1, line 3), *SMCTA Measure A Funds* (page 1, line 4) and *Investment Interest* (page 1, line 10) which are **better** than revised budget by \$1.9 million or 11.6 percent.

Compared to Fiscal Year 2015, *Total Revenues* (page 1, line 14) are \$3.7 million or 2.2 percent **worse**. The principal components of this change are *Passenger Fares* (page 1, line 1), *Local TDA and STA Funds* (page 1, line 2), *AB434 Funds* (page 1, line 6), and *District ½ Cent Sales Tax* (page 1, line 9) together **decreased** by a total of \$4.6 million or 3.3 percent which is offset by an **increase** in *Operating Grants* (page 1, line 3), *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 \$1.2 million or 4.9 percent.

Year End Expenditures - Unaudited: *Total Expenses* (page 4, line 72) for Fiscal Year 2016 are **better** than revised budget by \$10.3 million or 7.5 percent. Within total expenses, *Total Motor Bus* (page 3, line 46) are **better** than revised budget by \$7.2 million or 6.5 percent, *Total ADA Programs* (page 4, line 55) are **better** than revised budget by \$1.1 million or 6.4 percent and *Total Multimodal* (page 4, line 70) are **better** than revised budget by \$2.0 million or 20.3 percent. Compared to Fiscal Year 2015, *Total Expenses* (page 4, line 73) are \$6.5 million or 5.4 percent **worse**. Within Total expenses, *Total Motor Bus* (page 4, line 46) **increased** by 4.7 million or 4.7 percent, *Total ADA Programs*

(page 4, line 55) **increased** by 1.6 million or 11.3 percent and *Total Multimodal* (page 4, line 71) **increased** by \$0.2 million or 2.6 percent.

Budget Revision: The annual revised budgets 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 Fiscal Year 2016 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
<u>SOURCES OF FUNDS</u>								
Operating Revenues								
1 Passenger Fares	1,252,990	18,816,425	18,078,031	18,945,000	95.4	18,945,000	18,945,000	95.4
2 Local TDA and STA Funds	2,813,510	39,199,896	36,905,487	36,999,873	99.7	38,448,081	36,999,873	99.7
3 Operating Grants	(68,073)	7,581,303	7,706,390	6,131,812	125.7	6,131,812	6,131,812	125.7
4 SMCTA Measure A	653,252	9,140,000	9,268,158	9,240,000	100.3	9,240,000	9,240,000 ^(B)	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 Subtotal - Operating Revenues	4,724,460	80,175,904	77,112,567	76,917,685	100.3	78,365,893	76,917,685	100.3
Other Revenue Sources								
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	(3,916)	383,948	101,844	121,000	84.2	121,000	121,000	84.2
12 Other Interest, Rent & Other Income	784,769	6,362,115	7,016,040	7,985,257	87.9	7,985,257	7,985,257	87.9
13 Subtotal - Other Revenues	8,236,994	88,636,784	88,016,415	90,016,614	97.8	86,016,614	90,016,614	97.8
14 Total Revenues	12,961,455	168,812,688	165,128,982	166,934,299	98.9	164,382,508	166,934,299	98.9
15 Capital Assistance	716,765	85,875,511	4,849,769	4,849,769	100.0	36,906,869	4,849,769^(A)	100.0
16 Reserves Programmed for Capital	(1,625,068)	12,619,744	5,163,363	5,163,363	100.0	0	5,163,363^(A)	100.0
17 Total Sources of Funds	12,053,153	267,307,943	175,142,115	176,947,432	99.0	201,289,377	176,947,432	99.0
<u>USES OF FUNDS</u>								
Operations								
21 Motor Bus	6,344,198	99,477,366	104,178,410	111,411,158	93.5	112,252,704	111,411,158	93.5
22 A. D. A. Programs	619,869	14,060,621	15,649,240	16,720,634	93.6	16,741,588	16,720,634	93.6
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 Subtotal - Operating Costs	7,530,504	121,288,755	127,782,122	138,110,062	92.5	138,904,462	138,110,062	92.5
Other Uses of Funds								
27 Pass through to Other Agencies	(3,916)	383,948	101,844	141,780	71.8	141,780	141,780	71.8
28 Debt Service	12,442,337	23,265,074	21,564,889	21,645,646	99.6	21,645,646	21,645,646	99.6
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 Subtotal - Other Uses of Funds	12,482,590	23,721,339	21,721,603	21,861,541	99.4	21,861,541	21,861,541	99.4
32 Capital Programs	1,578,502	104,352,522	12,821,043	12,821,043	100.0	42,403,029	12,821,043^(A)	100.0
33 Total Uses of Funds	21,591,596	249,362,616	162,324,768	172,792,646	93.9	203,169,032	172,792,646	93.9
34 NET SURPLUS / (DEFICIT)	(9,538,443)	17,945,327	12,817,347	4,154,785	308.5	(1,879,656)	4,154,786	308.5

% 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.

UNAUDITED

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
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
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,297,501	18,025,765	17,313,304	18,130,000	95.5	18,130,000	18,130,000	95.5
2 LOCAL (TDA) TRANSIT FUND:								
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 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	(66,571)	2,650,181	2,648,742	2,715,313	97.5	4,061,556	2,715,313	97.5
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	(285,667)	7,076,533	6,877,277	6,131,812	112.2	6,131,812	6,131,812	112.2
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	2,026,864	31,148,453	38,530,421	46,626,600	82.6	46,135,529	46,626,600	82.6
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 TOTAL 1/2 CENT SALES TAX	2,110,175	32,299,472	39,535,590	47,749,188	82.8	47,260,279	47,749,188	82.8
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	89,075	660,080	943,732	647,475	145.8	647,475	647,475	145.8
14 OTHER REVENUE SOURCES:								
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	159,763	1,689,872	2,202,893	1,460,150	150.9	1,460,150	1,460,150	146.3
19 TOTAL OTHER REVENUES	452,039	4,306,720	4,647,042	3,893,647	119.3	3,893,647	3,893,647	119.3
20								
21 TOTAL MOTOR BUS	6,344,198	99,477,366	104,178,410	111,411,158	93.5	112,268,492	111,411,158	93.5
22								
23 AMERICAN DISABILITIES ACT:								
24 Passenger Fares Redi-Wheels	(44,511)	790,660	764,727	815,000	93.8	815,000	815,000	93.8
25 Local TDA 4.5 Redi-Wheels	141,880	1,653,834	1,702,554	1,771,554	96.1	1,771,554	1,771,554	96.1
26 Local STA - Paratransit	(9,442)	437,266	341,468	369,283	92.5	471,248	369,283	92.5
27 Operating Grants	217,594	504,770	829,113	0	0.0	0	0	0.0
28 Sales Tax - District ADA Programs	(834,824)	0	644,748	2,509,565	25.7	2,412,766	2,509,565	25.7
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	31,366	255,916	249,725	262,882	95.0	262,882	262,882	95.0
31 SMCTA Measure A Redi-Wheels	293,339	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 TOTAL ADA PROGRAMS	619,869	14,060,621	15,649,240	16,720,634	93.6	16,725,800	16,720,634	93.6
35								
36 MULTI-MODAL TRANSIT PROGRAMS:								
37 Transfer from SMCTA for Caltrain	359,913	6,260,000	6,080,000	6,160,000	98.7	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	154,353	102.6	117,000	154,353	102.6
42								
43 TOTAL MULTIMODAL	566,437	7,750,768	7,954,472	9,978,270	79.7	9,910,170	9,978,270	79.7
44								
45 TOTAL REVENUES	7,530,505	121,288,755	127,782,122	138,110,062	92.5	138,904,462	138,110,062	92.5

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

<u>UNAUDITED</u>								
SAN MATEO COUNTY TRANSIT DISTRICT OPERATING EXPENSES FISCAL YEAR 2016 JUNE 2016								
% OF YEAR ELAPSED: 100.0%								
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	3,628,093	52,944,591	56,329,787	55,777,474	101.0	55,439,968	55,777,474	101.0
2								
3 Services:								
4 Board of Directors	9,817	190,461	58,825	54,750	107.4	54,750	54,750	107.4
5 Contracted Vehicle Maintenance	149,249	1,264,726	1,313,665	1,458,235	90.1	1,476,960	1,458,235	90.1
6 Property Maintenance	62,460	1,091,819	1,410,641	1,487,696	94.8	1,242,000	1,487,696	94.8
7 Professional Services	354,749	3,290,977	3,987,895	5,745,766	69.4	4,366,600	5,745,766	69.4
8 Technical Services	674,320	6,131,210	5,933,665	6,146,634	96.5	6,001,765	6,146,634	96.5
9 Other Services	493,947	1,411,702	3,229,292	3,054,174	105.7	2,954,115	3,054,174	105.7
10								
11 Materials & Supply:								
12 Fuel & Lubricants	224,767	4,410,143	2,703,009	4,172,614	64.8	6,332,557	4,172,614	64.8
13 Bus Parts & Materials	194,039	1,883,244	2,138,319	1,888,573	113.2	1,898,250	1,888,573	113.2
14 Uniforms & Driver Expense	59,125	365,397	377,302	459,290	82.1	457,490	459,290	82.1
15 Timetables & Tickets	19,376	119,128	162,491	197,600	82.2	197,600	197,600	82.2
16 Office Supplies / Printing	92,544	349,220	369,668	387,821	95.3	357,497	387,821	95.3
17 Other Materials & Supply	12,505	148,503	123,748	170,363	72.6	159,500	170,363	72.6
18								
19 Utilities:								
20 Telecommunications	61,573	464,125	518,385	683,047	75.9	697,134	683,047	75.9
21 Other Utilities	93,148	1,093,466	1,082,365	1,140,000	94.9	1,140,000	1,140,000	94.9
22 Insurance Costs	(797,346)	1,408,149	803,057	2,501,250	32.1	2,676,250	2,501,250	32.1
23 Workers' Compensation	214,236	2,451,852	3,301,997	3,662,160	90.2	3,662,160	3,662,160	90.2
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	23,855	231,077	127,353	316,900	40.2	316,900	316,900	40.2
28 Training & Business Travel	30,280	329,800	254,250	392,311	64.8	363,145	392,311	64.8
29 Dues & Membership	12,171	89,532	101,453	89,289	113.6	89,289	89,289	113.6
30 Postage & Other	8,401	66,716	99,092	132,513	74.8	98,013	132,513	74.8
31								
32 Total District Operated Buses	5,777,197	81,517,692	86,102,883	91,953,773	93.6	92,019,419	91,953,773	93.6
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,277,219	15,139,471	15,088,891	15,620,900	96.6	16,571,900	15,620,900	96.6
36 Other Related Costs	52,651	370,073	475,236	410,230	115.8	410,130	410,230	115.8
37 Insurance Costs	(955,537)	242,694	161,940	830,000	19.5	655,000	830,000	19.5
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 Total Contracted Bus Service	567,001	17,959,675	18,075,527	19,457,385	92.9	20,233,285	19,457,385	92.9
45								
46 TOTAL MOTOR BUS	6,344,198	99,477,366	104,178,410	111,411,158	93.5	112,252,704	111,411,158	93.5

% 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%

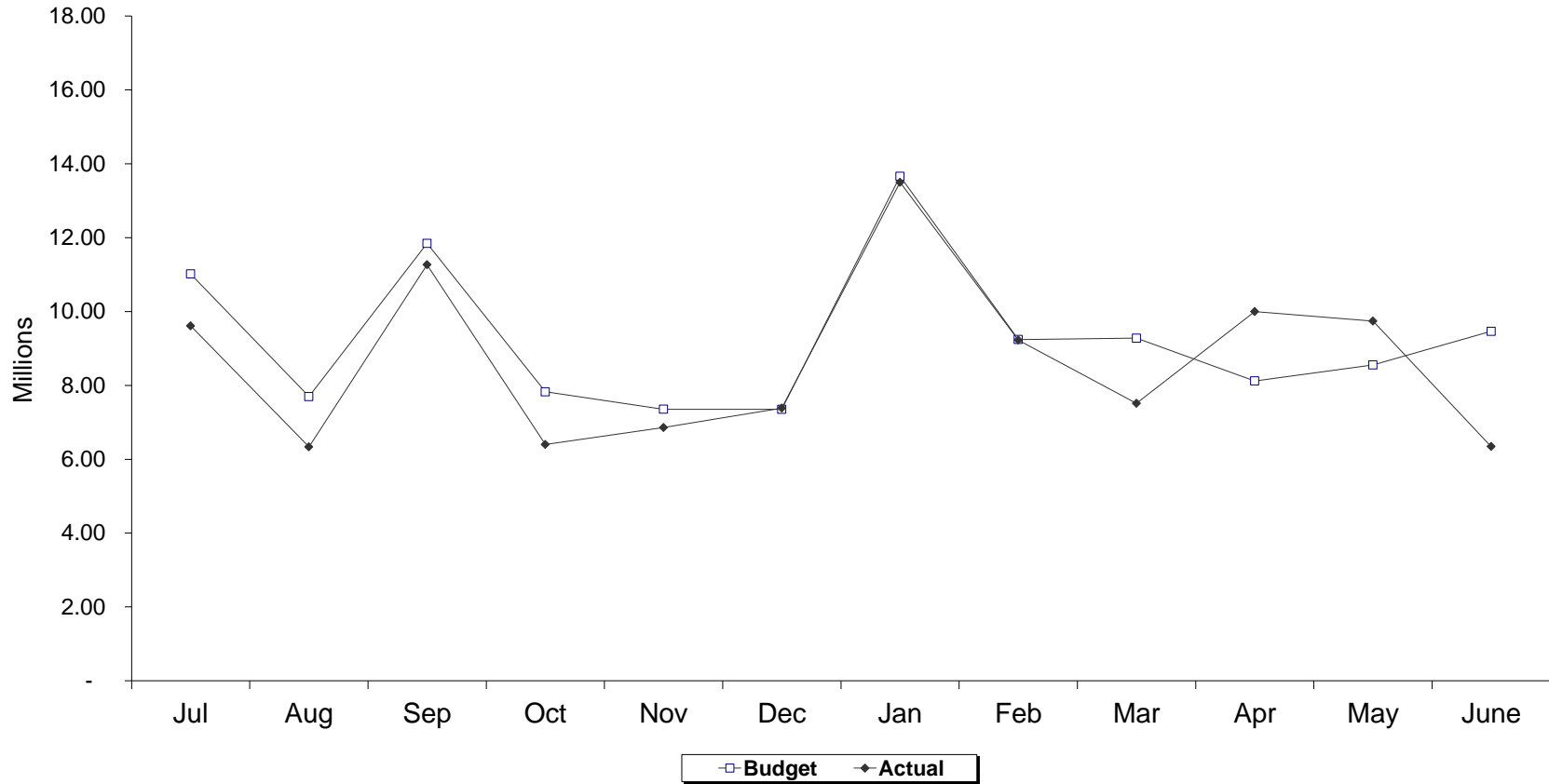
<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	443,829	5,785,476	5,295,622	6,807,200	77.8	6,807,200	6,807,200	77.8
Other Related Costs	(220,325)	2,495,944	2,756,249	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	3,151,300	148.5	3,150,800	3,151,300	148.5
ADA Accessibility Support	72,051	1,014,083	1,149,804	1,513,656	76.0	1,518,044	1,513,656	76.0
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	(245,357)	68,116	237,667	515,000	46.1	515,000	515,000	46.1
TOTAL ADA PROGRAMS	619,869	14,060,621	15,649,240	16,720,634	93.6	16,741,588	16,720,634	93.6
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	359,913	6,260,000	6,080,000	6,080,000	100.0	6,080,000	6,080,000	100.0
Total Caltrain Service	359,913	6,260,000	6,080,000	6,080,000	100.0	6,080,000	6,080,000	100.0
OTHER SUPPORT								
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
Total Other Support	206,524	1,490,768	1,874,472	3,898,270	48.1	3,830,170	3,898,270	48.1
TOTAL MULTI-MODAL PROGRAM	566,437	7,750,768	7,954,472	9,978,270	79.7	9,910,170	9,978,270	79.7
TOTAL EXPENSES	7,530,504	121,288,755	127,782,122	138,110,062	92.5	138,904,462	138,110,062	92.5

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

SAN MATEO COUNTY TRANSIT DISTRICT

MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2016



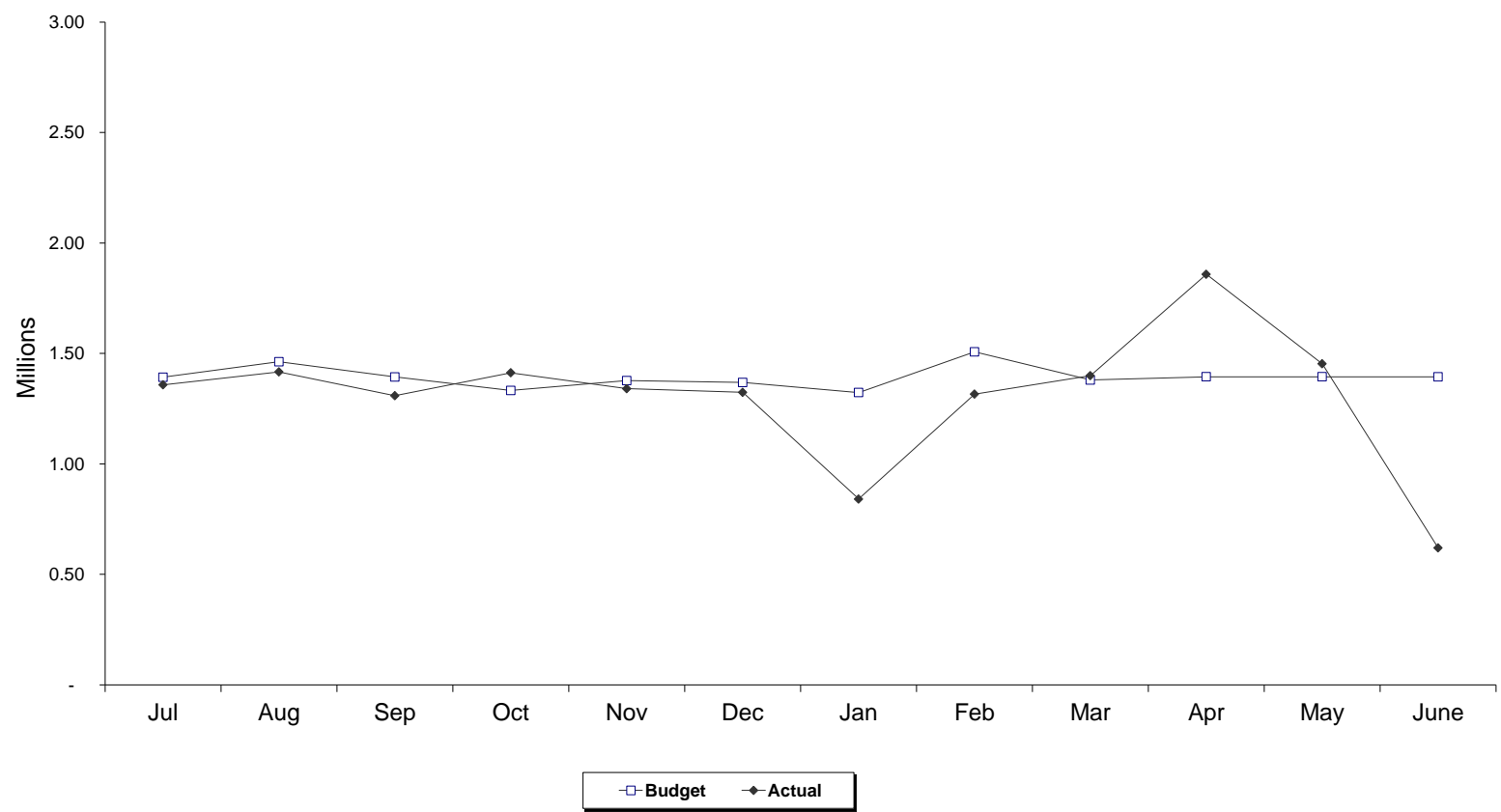
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	11,017,327	7,696,670	11,846,126	7,824,156	7,355,204	7,349,505	13,662,654	9,242,281	9,278,302	8,121,047	8,554,199	9,463,688
Actual	9,610,508	6,333,213	11,269,159	6,398,834	6,857,755	7,386,503	13,497,850	9,227,912	7,515,497	9,997,465	9,739,517	6,344,198
CUMULATIVE EXPENSES												
Budget	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	111,411,158
Actual	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	104,178,410
Variance - F(U)	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	7,232,748
Variance %	12.77%	14.80%	10.95%	12.43%	11.52%	9.86%	8.09%	7.12%	8.41%	5.67%	4.03%	6.49%

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

SAN MATEO COUNTY TRANSIT DISTRICT

ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2016



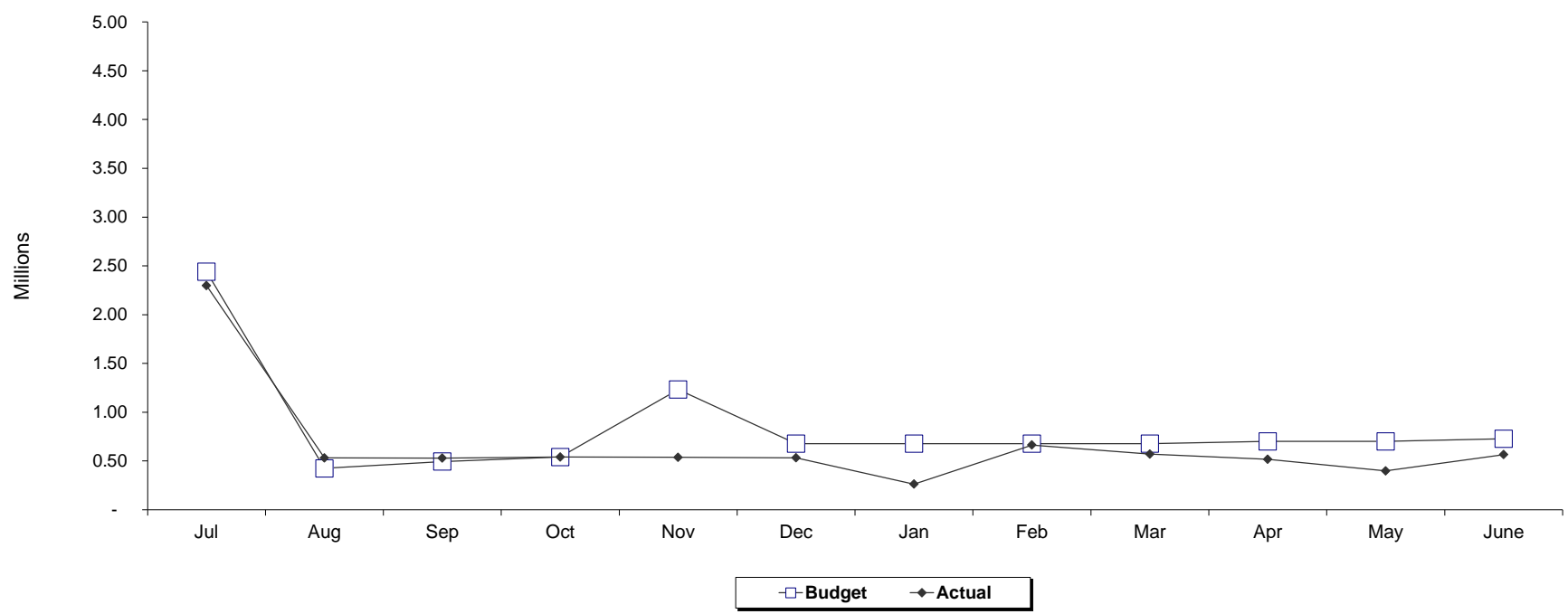
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	1,392,064	1,462,328	1,393,823	1,332,333	1,377,222	1,368,326	1,323,448	1,507,592	1,379,707	1,394,610	1,394,610	1,394,572	
Actual	1,358,433	1,416,915	1,309,048	1,412,582	1,340,576	1,324,018	841,055	1,316,279	1,399,254	1,858,090	1,453,120	619,869	
CUMULATIVE EXPENSES													
Budget	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	16,720,634	
Actual	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	15,649,240	
Variance - F(U)	33,631	79,043	163,819	83,569	120,215	164,522	646,915	838,228	818,681	355,201	296,692	1,071,394	
Variance %	2.42%	2.77%	3.86%	1.50%	1.73%	1.98%	6.70%	7.51%	6.53%	2.55%	1.94%	6.41%	

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	
MONTHLY EXPENSES													
Budget	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	
Actual	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	
CUMULATIVE EXPENSES													
Budget	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	
Actual	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	
Variance - F(U)	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	
Variance %	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
Add:	
CEO Interest	0.00
Less:	
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
Add:	
CEO Interest	
Less:	
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>
Balance Per Ledger as of 6/30/16	
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	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			
U.S. TREASURY NOTES AND BONDS																		
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%
GOVERNMENT BONDS																		
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%
FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION																		
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	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%
CASH AND CASH EQUIVALENTS			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
MATURED/CALLED																		
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
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			<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
<u>U.S. TREASURY NOTES AND BONDS</u>																	
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
<u>GOVERNMENT BONDS</u>																	
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
<u>CASH AND CASH EQUIVALENTS</u>																	
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
<u>MATURED/CALLED</u>																	
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												
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			72,572.73	70,007.00	70,045.00					20,089.30	0.00	1,997.41	19,750.00	(30.21)	2,306.50	2,306.50	7,970,000

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.	
U.S. TREASURY NOTES AND BONDS																		
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%	
FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION																		
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%	
CASH AND CASH EQUIVALENTS																		
			47,996.99	47,996.99	47,996.99					0.00					0.00	0.00	0.00	0
CASH INVESTMENT																		
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	
MATURED/CALLED																		
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			5,089,439.98	5,084,598.76	5,089,439.98													
TOTAL A/C 122010			25,081,669.44	25,107,256.95	25,276,289.49													
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			<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
FY2015:						
1st Quarter	17,150,000	18,235,600		19,885,600	1,650,000	19,885,600
2nd Quarter	18,405,000	20,319,400		22,628,025	2,308,625	22,628,025
3rd Quarter	17,500,000	17,500,000		18,198,785	698,785	18,198,785
4th Quarter	18,945,000	18,945,000	4th Quarter	20,262,315	1,317,315	20,262,315
FY2015 Total	72,000,000	75,000,000	FY2015 Total	80,974,725	5,974,725	80,974,725
FY2016						
Jul. 15	5,390,000	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
FY2016 Total	77,000,000	81,000,000	FY2016 Total	79,705,074	(1,294,926)	81,000,000
	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: Shannon Gaffney
Interim Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
OCTOBER 31, 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 October 2016 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$663,486 or 1.2 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$659,335 or 10.1 percent and *Sales Tax* (page 1, line 9) are **worse** by \$724,062 or 2.8 percent, offset by *Investment Interest* (page 1, line 10), which is **better** than budget by \$344,323 or 94.7 percent and *Other Interest, Rent & Other Income* (page 1, line 12) are **better** than budget by \$402,253 or 17.2 percent.

Expenses: *Total Expenses* (page 4, line 71) are \$3,614,975 or 7.4 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$2,944,964 or 7.4 percent, *Total ADA Programs* (page 4, line 55) are **better** than budget by \$634,087 or 10.4 percent and *Total Multi-Modal Programs* (page 4, line 69) are **better** than budget by \$35,923 or 1.2 percent.

BUDGET IMPACT

There are no budget revisions for the month of October 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
OCTOBER 2016**

% OF YEAR ELAPSED: **33.3%**

	MONTH	YEAR-TO-DATE				ANNUAL				
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	PROJECTION	% REV BUDGET	
SOURCES OF FUNDS										
Operating Revenues										
1	Passenger Fares	1,532,290	5,695,833	5,846,332	6,505,667	89.9	19,517,000	19,517,000	19,517,000	30.0
2	Local TDA and STA Funds	3,600,200	12,793,027	14,120,479	14,120,478	100.0	42,361,438	42,361,438	42,361,438	33.3
3	Operating Grants	768,369	2,764,210	1,164,429	1,164,429	100.0	4,010,671	4,010,671	4,010,671	29.0
4	SMCTA Measure A	798,222	4,177,358	3,177,280	3,203,946	99.2	9,960,000	9,960,000	9,960,000	31.9
5	SM County Measure A	416,667	1,666,667	1,666,667	1,666,667	100.0	5,000,000	5,000,000	5,000,000	33.3
6	AB434 Funds & TA Funded Shuttle	9,083	200,333	36,333	36,334	100.0	109,000	109,000	109,000	33.3
7	Subtotal - Operating Revenues	7,124,831	27,297,429	26,011,520	26,697,520	97.4	80,958,110	80,958,110	80,958,109	32.1
Other Revenue Sources										
8	District 1/2 Cent Sales Tax	6,093,514	24,417,400	25,069,924	25,793,986	97.2	83,000,000	83,000,000	83,000,000	30.2
9	Investment Interest	152,520	343,502	707,829	363,506	194.7	1,090,519	1,090,519	1,090,519	64.9
10	Pass through to Other Agencies	1,667	34,859	18,917	18,917	100.0	69,000	69,000	69,000	27.4
11	Other Interest, Rent & Other Income	249,696	2,314,761	2,741,730	2,339,477	117.2	7,308,988	7,308,988	7,308,988	37.5
12	Subtotal - Other Revenues	6,497,397	27,110,523	28,538,400	28,515,886	100.1	91,468,507	91,468,506	91,468,507	31.2
13	Total Revenues	13,622,228	54,407,951	54,549,920	55,213,406	98.8	172,426,616	172,426,616	172,426,616	31.6
14	Capital Assistance	499,570	1,761,633	499,570	499,570	100.0	10,255,906	109,896,959 ^(A)	109,896,959	0.5
15	Reserves Programmed for Capital	87,885	1,663,438	1,146,976	1,146,976	100.0	0	6,637,249 ^(A)	6,637,249	17.3
16	Total Sources of Funds	14,209,683	57,833,022	56,196,465	56,859,952	98.8	182,682,522	288,960,824	288,960,824	19.4
USES OF FUNDS										
Operations										
17	Motor Bus	9,784,949	33,611,713	36,762,933	39,707,897	92.6	117,968,986	117,968,987	117,968,986	31.2
18	A. D. A. Programs	1,312,368	5,496,978	5,439,674	6,073,761	89.6	18,157,910	18,157,910	18,157,910	30.0
19	Caltrain	540,000	3,200,654	2,160,002	2,186,667	98.8	6,640,000	6,640,000	6,640,000	32.5
20	Other Multi-modal Programs	173,656	700,320	699,480	708,737	98.7	2,161,708	2,161,708	2,161,708	32.4
21	Subtotal - Operating Costs	11,810,974	43,009,665	45,062,088	48,677,062	92.6	144,928,604	144,928,604	144,928,604	31.1
Other Uses of Funds										
22	Pass through to Other Agencies	1,667	34,859	18,917	18,917	100.0	79,780	79,780	79,780	23.7
23	Debt Service	832,337	3,345,215	3,329,348	3,329,348	100.0	21,648,044	21,648,044	21,648,044	15.4
24	Fiscal Agent Fees	3,132	3,557	6,935	9,467	73.3	28,401	28,401	28,401	24.4
25	Land Transfer Interest Expense	0	0	0	0	0	45,716	45,716	45,716	0.0
26	Subtotal - Other Uses of Funds	837,136	3,383,632	3,355,200	3,357,733	99.9	21,801,941	21,801,941	21,801,941	15.4
27	Capital Programs	587,454	3,432,830	1,646,546	1,646,546	100.0	16,327,874	122,606,176 ^(A)	122,606,176	1.3
28	Total Uses of Funds	13,235,565	49,826,126	50,063,834	53,681,340	93.3	183,058,419	289,336,722	289,336,721	17.3
29	NET SURPLUS / (DEFICIT)	974,118	8,006,896	6,132,631	3,178,612	192.9	(375,897)	(375,898)	(375,897)	(1631.5)

% 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
OCTOBER 2016**

% OF YEAR ELAPSED: 33.3%

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,469,411	5,417,178	5,594,716	6,212,667	90.1	18,638,000	18,638,000	30.0
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,128,384	10,714,574	12,513,536	12,513,536	100.0	37,540,609	37,540,609	33.3
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	273,470	1,353,852	869,702	869,702	100.0	2,609,106	2,609,106	33.3
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	711,100	2,539,467	711,100	711,100	100.0	1,666,278	1,666,278	42.7
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	3,970,704	11,463,090	14,364,935	17,323,684	82.9	51,283,370	51,283,370	28.0
10 Accessibility Fixed Route	58,310	336,866	299,218	377,739	79.2	1,133,217	1,133,217	26.4
11 TOTAL 1/2 CENT SALES TAX	4,029,014	11,799,956	14,664,153	17,701,423	82.8	52,416,587	52,416,587	28.0
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	123,108	278,655	550,888	294,173	187.3	882,519	882,519	62.4
14 OTHER REVENUE SOURCES:								
15 Rental Income	147,773	368,741	523,630	453,333	115.5	1,360,000	1,360,000	38.5
16 Advertising Income	60,000	348,855	251,550	383,000	65.7	1,149,000	1,149,000	21.9
17 Other Income	(157,329)	790,381	1,083,658	568,963	190.5	1,706,888	1,706,888	61.6
18 TOTAL OTHER REVENUES	50,444	1,507,977	1,858,839	1,405,296	132.3	4,215,888	4,215,888	44.1
19 TOTAL MOTOR BUS	9,784,932	33,611,659	36,762,932	39,707,897	92.6	117,968,986	117,968,987	31.2
21								
22 AMERICAN DISABILITIES ACT:								
23 Passenger Fares Redi-Wheels	62,879	278,656	251,617	293,000	85.9	879,000	879,000	28.6
24 Local TDA 4.5 Redi-Wheels	153,687	567,518	614,748	614,748	100.0	1,844,243	1,844,243	33.3
25 Local STA - Paratransit	44,659	157,083	122,493	122,493	100.0	367,480	367,480	33.3
26 Operating Grants	57,269	224,743	453,329	453,329	100.0	2,344,393	2,344,393	19.3
27 Sales Tax - District ADA Programs	34,954	638,068	166,068	846,380	19.6	1,124,994	1,124,994	14.8
28 Sales Tax - Paratransit Suppl. Coastside	158,250	520,714	608,887	608,887	100.0	1,669,800	1,669,800	36.5
29 Interest Income - Paratransit Fund	29,412	64,901	156,941	69,333	226.4	208,000	208,000	75.5
30 SMCTA Measure A Redi-Wheels	258,222	976,704	1,017,278	1,017,278	100.0	3,320,000	3,320,000	30.6
31 SM County Measure A	416,667	1,666,667	1,666,667	1,666,667	100.0	5,000,000	5,000,000	33.3
32 Measure M Paratransit	96,370	401,979	381,647	381,647	100.0	1,400,000	1,400,000	27.3
33 TOTAL ADA PROGRAMS	1,312,368	5,497,032	5,439,674	6,073,761	89.6	18,157,910	18,157,910	30.0
34								
35 MULTI-MODAL TRANSIT PROGRAMS:								
36 Transfer from SMCTA for Caltrain	540,001	3,200,654	2,160,001	2,186,667	98.8	6,640,000	6,640,000	32.5
37 AB434 Funds & TA Funded Shuttle	9,083	200,333	36,333	36,334	100.0	109,000	109,000	33.3
38 Employer SamTrans Shuttle Funds	102,881	404,752	501,244	552,533	90.7	1,693,100	1,693,100	29.6
39 Sales Tax - SamTrans Shuttle Program	49,007	45,127	106,670	63,203	168.8	189,608	189,608	56.3
40 Sales Tax - Gen. Operating Asst.	12,684	50,108	55,232	56,667	97.5	170,000	170,000	32.5
41								
42 TOTAL MULTIMODAL	713,657	3,900,974	2,859,481	2,895,404	98.8	8,801,708	8,801,708	32.5
43								
44 TOTAL REVENUES	11,810,974	43,009,665	45,062,088	48,677,063	92.6	144,928,604	144,928,604	31.1

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

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

% OF YEAR ELAPSED: 33.3%

<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	6,120,758	19,238,775	22,222,480	19,593,581	113.4	58,214,650	58,122,648	38.2
2								
3 Services:								
4 Board of Directors	4,650	12,814	16,009	44,187	36.2	86,000	86,000	18.6
5 Contracted Vehicle Maintenance	97,784	321,635	318,566	501,500	63.5	1,508,154	1,508,154	21.1
6 Property Maintenance	60,002	288,134	276,314	405,395	68.2	1,238,000	1,234,364	22.4
7 Professional Services	329,358	1,044,818	1,162,101	1,670,220	69.6	4,956,711	4,917,324	23.6
8 Technical Services	336,433	1,386,446	1,662,253	2,471,433	67.3	7,065,517	7,155,189	23.2
9 Other Services	224,393	305,247	442,080	1,120,886	39.4	3,206,540	3,480,039	12.7
10								
11 Materials & Supply:								
12 Fuel & Lubricants	244,381	1,020,510	936,272	1,816,593	51.5	5,525,612	5,365,612	17.4
13 Bus Parts & Materials	186,051	642,884	605,665	657,136	92.2	2,042,508	2,042,508	29.7
14 Uniforms & Driver Expense	20,605	75,809	111,660	114,957	97.1	479,129	479,829	23.3
15 Timetables & Tickets	3,813	27,103	19,280	113,382	17.0	263,645	263,645	7.3
16 Office Supplies / Printing	27,296	32,813	92,072	194,590	47.3	485,062	485,062	19.0
17 Other Materials & Supply	27,032	33,995	57,802	52,914	109.2	159,500	159,500	36.2
18								
19 Utilities:								
20 Telecommunications	21,228	125,775	126,923	243,997	52.0	731,991	731,991	17.3
21 Other Utilities	106,753	356,304	405,724	380,000	106.8	1,140,000	1,140,000	35.6
22 Insurance Costs	74,219	760,452	264,130	965,766	27.3	2,897,298	2,897,298	9.1
23 Workers' Compensation	282,353	1,121,454	1,127,447	1,222,720	92.2	3,668,160	3,668,160	30.7
24 Taxes & License Fees	46,852	183,022	175,746	245,045	71.7	735,136	735,136	23.9
25 Fixed Route Accessibility	58,310	336,866	299,218	377,739	79.2	1,133,217	1,133,217	26.4
26 Leases & Rentals	13,278	46,339	51,058	59,400	86.0	175,740	175,740	29.1
27 Promotional & Legal Advertising	38,178	44,151	115,293	162,233	71.1	484,700	484,700	23.8
28 Training & Business Travel	5,881	58,077	52,207	230,105	22.7	610,463	610,463	8.6
29 Dues & Membership	8,076	31,295	33,069	41,547	79.6	118,620	118,620	27.9
30 Postage & Other	4,607	23,481	14,201	45,304	31.3	103,000	113,338	12.5
31								
32 Total District Operated Buses	8,342,290	27,518,197	30,587,567	32,730,630	93.5	97,029,352	97,108,537	31.5
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,340,693	5,000,896	5,248,777	5,748,767	91.3	17,246,300	17,166,300	30.6
36 Other Related Costs	34,779	170,733	172,854	128,106	134.9	392,150	392,966	44.0
37 Insurance Costs	(68,680)	144,180	40,573	245,531	16.5	736,593	736,593	5.5
38 Coastside Services	89,366	590,243	511,203	656,000	77.9	1,968,000	1,968,000	26.0
39 Redi Coast Non-ADA	19,909	72,479	91,025	77,667	117.2	233,000	233,000	39.1
40 Other Related Costs	10,517	31,279	37,388	41,508	90.1	124,525	124,525	30.0
41 La Honda - Pescadero	5,250	18,375	19,950	18,377	108.6	55,130	55,130	36.2
42 SamCoast - Pescadero	9,212	62,606	45,102	59,033	76.4	177,100	177,100	25.5
43 Other Related Cost - SamCoast	1,612	2,726	8,496	2,279	372.9	6,836	6,836	124.3
44 Total Contracted Bus Service	1,442,659	6,093,516	6,175,366	6,977,267	88.5	20,939,634	20,860,450	29.6
45								
46 TOTAL MOTOR BUS	9,784,949	33,611,713	36,762,933	39,707,897	92.6	117,968,986	117,968,987	31.2

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

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

% OF YEAR ELAPSED: 33.3%

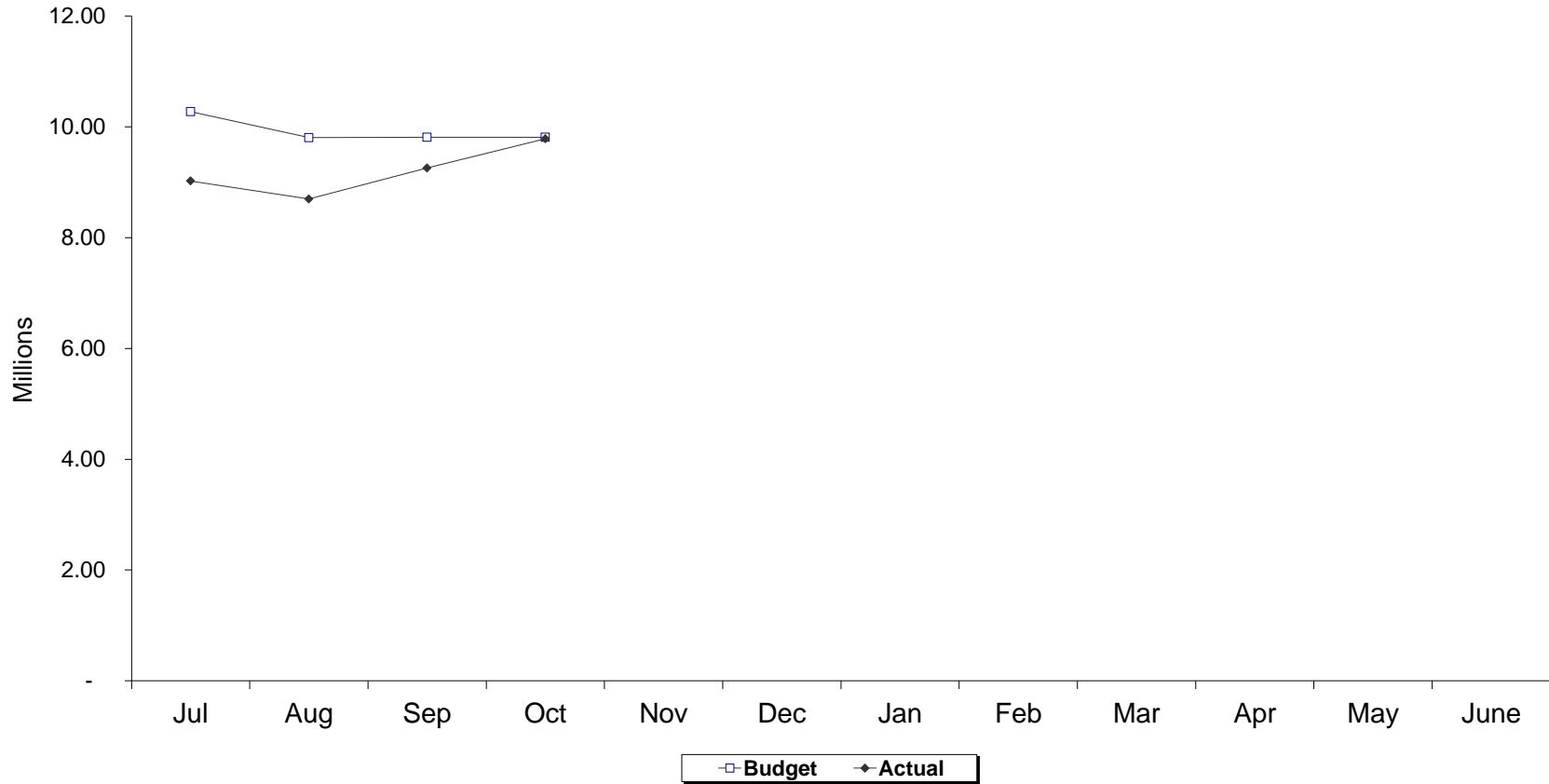
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT	PRIOR	CURRENT	REVISED	% REV	APPROVED	REVISED	% REV
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	434,576	1,815,463	1,741,355	2,403,883	72.4	7,322,052	7,322,052	23.8
Other Related Costs	204,399	1,286,818	937,659	1,186,299	79.0	3,386,207	3,386,207	27.7
ADA Sedan/Taxi Service	456,454	1,407,876	1,731,629	1,209,443	143.2	3,628,328	3,628,328	47.7
ADA Accessibility Support	62,349	303,183	335,354	524,217	64.0	1,571,564	1,571,564	21.3
Coastside ADA Support	158,250	520,714	608,887	608,887	100.0	1,669,800	1,669,800	36.5
Insurance Costs	(3,660)	162,924	84,791	141,033	60.1	579,959	579,959	14.6
TOTAL ADA PROGRAMS	1,312,368	5,496,978	5,439,674	6,073,761	89.6	18,157,910	18,157,910	30.0
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	540,000	3,200,654	2,160,002	2,186,667	98.8	6,640,000	6,640,000	32.5
Total Caltrain Service	540,000	3,200,654	2,160,002	2,186,667	98.8	6,640,000	6,640,000	32.5
OTHER SUPPORT								
SamTrans Shuttle Service	160,971	650,213	644,248	652,070	98.8	1,991,708	1,991,708	32.3
Maintenance Multimodal Facilities	12,685	50,107	55,232	56,667	97.5	170,000	170,000	32.5
Total Other Support	173,656	700,320	699,480	708,737	98.7	2,161,708	2,161,708	32.4
TOTAL MULTI-MODAL PROGRAMS	713,657	3,900,974	2,859,481	2,895,404	98.8	8,801,708	8,801,708	32.5
TOTAL EXPENSES	11,810,974	43,009,665	45,062,088	48,677,063	92.6	144,928,604	144,928,604	31.1

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

SAN MATEO COUNTY TRANSIT DISTRICT

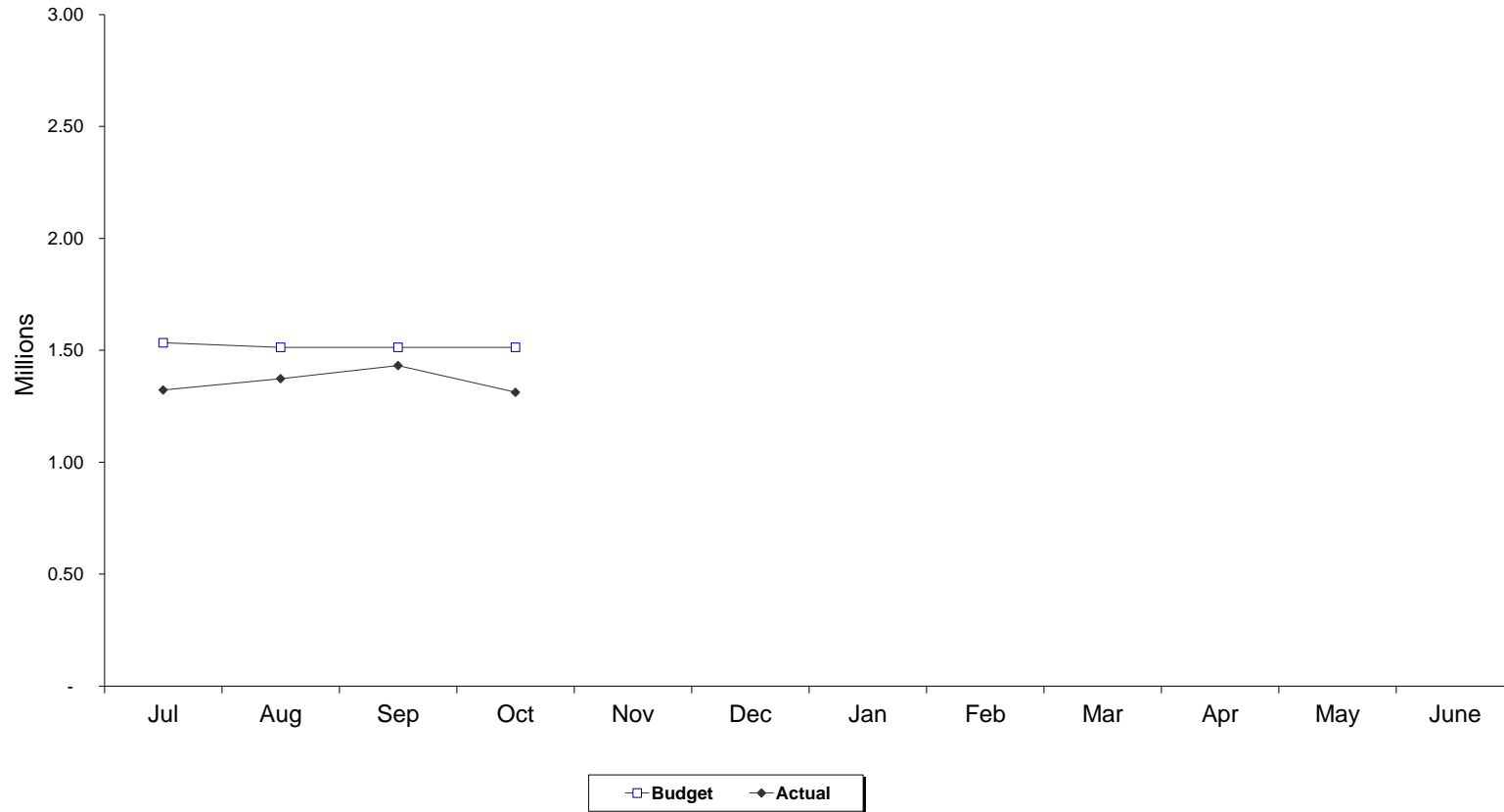
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2017



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	10,275,750	9,806,266	9,812,859	9,813,021.32									
Actual	9,023,605	8,698,427	9,255,952	9,784,949									
CUMULATIVE EXPENSES													
Budget	10,275,750	20,082,017	29,894,875	39,707,897									
Actual	9,023,605	17,722,032	26,977,984	36,762,933									
Variance - F(U)	1,252,146	2,359,985	2,916,892	2,944,964									
Variance %	12.19%	11.75%	9.76%	7.42%									

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

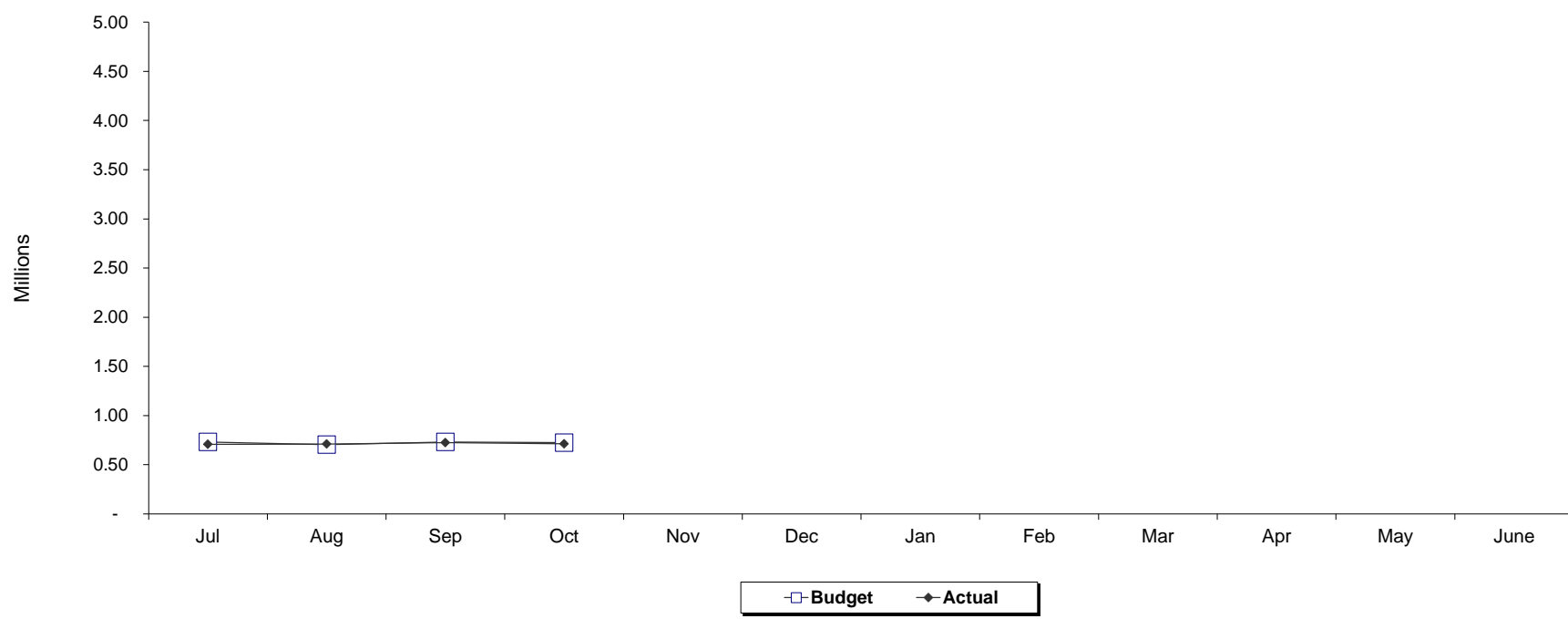


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,533,790	1,513,267	1,513,267	1,513,436								
Actual	1,322,352	1,373,403	1,431,552	1,312,368								
CUMULATIVE EXPENSES												
Budget	1,533,790	3,047,058	4,560,325	6,073,761								
Actual	1,322,352	2,695,754	4,127,306	5,439,674								
Variance - F(U)	211,439	351,303	433,019	634,087								
Variance %	13.79%	11.53%	9.50%	10.44%								

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
MONTHLY EXPENSES												
Budget	732,134	705,468	732,134	725,668								
Actual	708,677	711,565	725,582	713,657								
CUMULATIVE EXPENSES												
Budget	732,134	1,437,602	2,169,736	2,895,404								
Actual	708,677	1,420,242	2,145,825	2,859,481								
Variance - F(U)	23,456	17,360	23,911	35,923								
Variance %	3.20%	1.21%	1.10%	1.24%								

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

October 31, 2016

DESCRIPTION	TOTAL INVESTMENT 10-31-16	INTEREST RECEIVABLE 9-30-16	PREPAID INT RECEIVABLE 10-31-16	INTEREST EARNED 10-31-16	INTEREST RECEIVED 10-31-16	ADJ.	INTEREST RECEIVABLE 10-31-16
RESERVE FOR CAPITAL PROJ	70,050.40	922.60	0.00	461.30	0.00	0.00	1,383.90
LAIF -- CAPITAL PROJ	77,199.49	118.71	0.00	41.45	190.58	71.87	41.45
REIMB SECURITIES -- L76R	89,238,884.91	188,519.97	0.00	80,622.21	58,000.46	(594.29)	210,547.41
LAIF -- REIMB FUNDS L76R	10,944.35	15,951.69	0.00	468.98	10,944.35	(5,007.34)	468.98
PARATRANSIT FUNDS	25,206,161.45	47,072.78	338.40	23,381.34	7,492.93	(245.51)	63,054.08
LAIF -- PARATRANSIT	1,034,150.89	7,860.87	0.00	1,502.81	12,620.45	4,759.58	1,502.81
BANK OF AMERICA	38,874,041.49	0.00	0.00	3,731.10	3,731.10	0.00	0.00
WELLS FARGO	13,576.40	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	8,298,733.98	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	9,020,085.77	0.00	0.00	0.00	0.00	0.00	0.00
	<u>171,843,829.13</u>	<u>260,446.62</u>	<u>338.40</u>	<u>110,209.19</u>	<u>92,979.87</u>	<u>(1,015.69)</u>	<u>276,998.63</u>

OCTOBER 2016 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 10/31/16	109,193.50
Add:	
CEO Interest	0.00
Less:	
Trust Fees	(632.20)
Capital Gain(Loss)	<u>47,637.84</u>
Total Interest & Capital Gain(Loss)	<u>156,199.14</u>

YEAR TO DATE -- SUMMARY

Interest Earned	451,767.49
Add:	
CEO Interest	
Less:	
Trust Fees	(1,884.74)
Capital Gain(Loss)	<u>270,428.51</u>
Total Interest & Capital Gain(Loss)	<u>720,311.26</u>

Balance Per Ledger as of 10/31/16

Deferred Int Acct. 210852/3	13,868.14
Interest Acct. 409101	437,899.35
Less Trust Fees 530045	(1,884.74)
Gain(Loss) Acct. 405210	<u>270,428.51</u>
	<u>720,311.26</u>

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

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 10-31-16	MATURITY/CALL DATE	INT RATE	RATE/ DAY	APPL DAYS	INTEREST RECVBLE 09-30-16	PREPAID INT RECVBLE 10-31-16	INTEREST EARNED 10-31-16	INTEREST RECEIVED 10-31-16	PP INTEREST RECEIVED DATE	INTEREST REC'VBLE 10-31-16	INT REC'VBLE LESS PREPAID 10-31-16	PAR VALUE
<u>U.S. TREASURY NOTES AND BONDS</u>																	
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	15	7,936.30		716.15	8,593.75		(58.70)	0.00	2,750,000
US TREASURY NOTE	912828WF3	03-28-14	9,971,093.75	10,009,770.00	10,001,690.00	11-15-16	0.625%	173.6111	31	23,607.34		5,381.94		(117.00)	28,872.28	28,872.28	10,000,000
US TREASURY NOTE	912828M3	03-23-15	4,569,898.24	4,551,833.92	4,545,811.44	3-31-17	1.000%	125.9722	31	124.59		3,905.14		(42.92)	3,986.81	3,986.81	4,535,000
US TREASURY NOTE	912828G5	06-02-16	4,316,299.61	4,328,649.04	4,325,938.46	7-31-17	0.500%	60.1389	31	3,647.56		1,864.31		(40.54)	5,471.33	5,471.33	4,330,000
US TREASURY NOTE	912828G5	06-02-16	667,880.08	669,790.96	669,450.39	10-13-16	0.500%	9.3056	13	564.40		120.97	719.16		33.79	0.00	670,000
US TREASURY NOTE	912828U1	3-31-16	4,834,275.40	4,842,679.91	4,837,118.40	4-30-18	0.625%	84.2014	31	12,685.12		2,610.24	15,156.25		(55.37)	83.74	4,850,000
US TREASURY NOTE	912828S7	03-25-15	2,449,521.48	2,504,978.23	2,468,948.30	4-30-19	1.250%	85.0694	31	12,815.90		2,637.15	15,312.50		(55.95)	84.60	2,450,000
US TREASURY NOTE	912828F62	09-08-15	1,606,437.50	1,622,923.67	1,628,124.80	10-26-16	1.500%	66.6667	26	10,043.48		1,733.33	12,000.00		223.19	(0.00)	1,600,000
US TREASURY NOTE	912828U1	11-09-15	4,342,078.13	4,465,656.80	4,424,578.40	02-29-20	1.250%	152.7778	31	4,709.94		4,736.11		(26.16)	9,419.89	9,419.89	4,400,000
US TREASURY NOTE	912828VF4	12-7-15	4,343,109.38	4,480,779.60	4,437,985.20	05-31-20	1.375%	168.0556	31	20,331.96		5,209.72		(85.39)	25,456.28	25,456.28	4,400,000
US TREASURY NOTE	912828VP2	03-02-16	1,236,515.62	1,253,611.96	1,236,703.20	07-31-20	2.000%	66.6667	31	4,043.48		2,066.67		(44.93)	6,065.22	6,065.22	1,200,000
US TREASURY NOTE	912828VP2	05-18-16	8,683,171.88	8,766,517.20	8,656,922.40	07-31-20	2.000%	466.6667	31	28,304.35		14,466.67		(314.50)	42,456.52	42,456.52	8,400,000
US TREASURY NOTE	912828L32	6-29-16	1,527,421.88	1,527,480.00	1,510,605.00	08-31-20	1.375%	57.2917	31	1,766.23		1,776.04		(9.81)	3,532.46	3,532.46	1,500,000
																	54.38%
<u>GOVERNMENT BONDS</u>																	
FHLMC NOTES	3137EADN6	08-30-16	1,697,994.00	1,698,204.80	1,699,631.10	01-12-18	0.750%	35.4167	30	2,797.92		1,062.50			3,860.42	3,860.42	1,700,000
FHMA GLOBAL NOTES	3137EADP1	08-08-16	5,006,450.00	5,000,005.00	5,002,950.00	03-07-18	0.875%	121.5278	30	2,916.67		3,645.83			6,562.50	6,562.50	5,000,000
FHLMC	3130A9AE1	08-26-16	4,097,212.00	4,095,112.80	4,098,073.00	10-01-18	0.875%	99.6528	30	3,487.85		2,989.58	3,487.85		2,989.58	2,989.58	4,100,000
FHLMC	3137EAD7	09-16-16	1,799,226.00	1,799,172.00	1,798,187.40	10-12-18	0.875%	43.7500	30	656.25		1,312.50			1,968.75	1,968.75	1,800,000
FHLB NOTES AGENCY	313376BR5	08-11-16	3,672,792.00	3,662,913.60	3,658,071.60	12-14-18	1.750%	175.0000	30	18,725.00		5,250.00			23,975.00	23,975.00	3,600,000
FHLMC	3137EAE81	07-20-16	4,489,110.00	4,494,865.50	4,479,732.00	07-19-19	0.875%	109.3750	30	7,765.63		3,281.25			11,046.88	11,046.88	4,500,000
FNMA	3135G0N33	08-02-16	2,196,304.00	2,196,304.00	2,188,843.80	08-02-19	0.875%	53.4722	30	3,154.86		1,604.17			4,759.03	4,759.03	2,200,000
FHLB GLOBAL NOTE	3130A8Y72	08-04-16	2,694,816.00	2,687,898.60	2,685,919.50	08-05-19	0.875%	65.6250	30	3,740.63		1,968.75			5,709.38	5,709.38	2,700,000
FHMA NOTES	3135G0P49	09-02-16	2,695,788.00	2,695,631.40	2,693,776.50	08-28-19	1.000%	75.0000	30	2,175.00		2,250.00			4,425.00	4,425.00	2,700,000
FHLB GLOBAL NOTE	3130A9E2	09-08-16	2,697,651.00	2,697,634.80	2,695,407.30	09-26-16	1.000%	75.0000	30	375.00		2,250.00			2,625.00	2,625.00	2,700,000
FHLB GLOBAL NOTE	3130A8Q55	07-15-16	2,683,581.30	2,690,155.80	2,667,826.80	07-14-21	1.125%	84.3750	30	6,496.88		2,531.25			9,028.13	9,028.13	2,700,000
FNMA NOTES	3135G0N82	08-19-16	473,375.03	472,785.08	470,735.45	08-17-21	1.250%	16.4931	30	692.71		494.79			1,187.50	1,187.50	475,000
FNMA NOTES	3135G0N82	08-19-16	1,518,823.75	1,517,888.93	1,511,308.55	08-17-21	1.250%	52.9514	30	2,223.96		1,588.54			3,812.50	3,812.50	1,525,000
																	38.00%
<u>CORPORATE NOTE</u>																	
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-16	669,665.00	670,047.57	670,047.57	10-18-19	1.550%	28.8472	13	0.00		375.01			375.00	375.00	670,000
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	499,405.00	500,321.50	500,321.50	10-30-19	1.700%	23.6111	1	0.00		23.61			23.61	23.61	500,000
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	1,100,209.00	1,100,707.30	1,100,707.30	10-30-19	1.700%	51.9444	1	0.00		51.94			51.94	51.94	1,100,000
																	2.42%
<u>COMMERCIAL PAPER</u>																	
BANK OF TOKYO MITSUBISHI	065388RJ4	10-21-16	993,735.00	994,339.00	994,339.00	04-18-17	0.000%			0.00		0.00			0.00	0.00	1,000,000
BNP PARIBAS NY BRANCH COMM	09659BHU1	10-20-16	1,881,190.00	1,883,050.10	1,883,050.10	07-17-17	0.000%			0.00		0.00			0.00	0.00	1,900,000
																	3.09%
<u>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</u>																	
FNMA	3136ANJY4	4-30-15	616,097.80	614,944.23	611,812.01	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	580,754.23	580,723.11	578,822.43	03-01-19	1.738%	27.7601	30	845.70		832.80	845.70		832.80	832.80	575,009
FHLMC	3137BNMZ4	4-28-16	8,992.00	9,023.12	8,903.04	10-01-16	1.738%	0.4298	0	0.00		0.00			0.00	0.00	8,903
FANNIE MEA	3136AQDQ0	10-30-15	808,011.12	808,607.76	803,021.20	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
																	2.12%
			158,362.79		158,362.79					0.00					0.00	0.00	0
LAIF			10,944.35	10,944.35	10,944.35					15,951.69		468.98	10,944.35		(5,007.34)	468.98	10,944.35
<u>MATURED/CALLED</u>																	
US TREASURY NOTE	912828WA4	03-21-14	(2,743,662.11)	(2,757,223.79)	(2,750,445.50)	10-15-16											(2,750,000.00)
US TREASURY NOTE	912828G5	06-02-16	(667,880.08)	(669,790.96)	(669,450.39)	10-13-16											(670,000.00)
US TREASURY NOTE	912828F62	09-08-15	(1,606,437.50)	(1,622,923.67)	(1,628,124.80)	08-01-16											(1,600,000.00)
FHLMC	3137BNMZ4	4-28-16	(8,992.00)	(9,023.12)	(8,903.04)	10-01-16											(8,903.04)
TOTAL LAIF			10,944.35	10,944.35	10,944.35												88,920,008.74
TOTAL A/C 121100 & 112010			89,145,575.60	89,593,269.54	89,238,884.91					188,519.97	0.00	80,622.21	58,000.46	(594.29)	210,547.41	210,547.41	88,920,008.74
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			89,145,575.60	89,593,269.54	89,238,884.91												

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

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 10-31-16	MATURITY DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 9-30-16	PREPAID INT REC'VBLE 10-31-16	INTEREST EARNED 10-31-16	INTEREST RECEIVED 10-31-16	ADJ.	INTEREST REC'VBLE 10-31-16	INT REC'VBLE LESS PREPAID 10-31-16	PAR VALUE
GOVERNMENT BONDS																	
HOUSING URBAN DEVEL	911759E80	12-23-08	72,572.73	70,045.50	70,050.40	08-01-17	7.908%	15.3767	30	922.60		461.30			1,383.90	1,383.90	70,000
CASH AND CASH EQUIVALENTS																	
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			77,199.49	77,008.90	77,199.49					118.71		41.45	190.58	71.87	41.45	41.45	77,199
MATURED/CALLED																	
TOTAL LAIF			77,199.49	77,008.90	77,199.49												
TOTAL A/C 121100 & 112010			72,572.73	70,045.50	70,050.40												
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			<u>72,572.73</u>	<u>70,045.50</u>	<u>70,050.40</u>					<u>922.60</u>	<u>0.00</u>	<u>461.30</u>	<u>0.00</u>	<u>0.00</u>	<u>1,383.90</u>	<u>1,383.90</u>	<u>70,000</u>

SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
October 31, 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	INTEREST	INT REC'BLE	PAR	
			PURCHASE PRICE	ADJUSTED 06-30-16	VALUE 10-31-16					RECVBLE 9-30-16	RECVBLE 10-31-16	RECVBLE 10-31-16	RECEIVED 10-31-16	RECEIVED DATE	ADJ.	REC'BLE 10-31-16	LESS PREPAID 10-31-16	VALUE
U.S. TREASURY NOTES AND BONDS																		
US TREASURY NOTE	912828WF3	03-28-14	274,205.08	271,014.52	275,046.48	11-15-16	0.625%	4.7743	31	649.20			148.00				275,000	
US TREASURY NOTE	9128285C5	03-19-14	4,218,225.00	4,223,297.40	4,206,064.80	01-31-17	0.875%	102.0833	31	6,191.58			3,164.58		(3.21)	793.99	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	31	1,684.78			861.11		(68.80)	9,287.36	2,000,000	
US TREASURY NOTE	912828U21	03-31-16	1,111,384.97	1,117,611.78	1,112,038.56	04-30-18	0.625%	19.3576	31	2,914.73			600.09		(18.72)	2,527.17	2,000,000	
US TREASURY NOTE	912828U21	03-31-16	498,179.55	500,559.02	498,490.24	10-31-16	0.625%	8.6806	31	1,305.46			269.10		(711.71)	19.25	1,115,000	
US TREASURY NOTE	912828U21	03-31-16	199,550.91	202,043.82	199,421.88	10-18-16	0.625%	3.4722	13	526.93			45.14		688.07	(0.00)	500,000	
US TREASURY NOTE	912828UQ1	11-09-15	1,159,532.22	1,192,533.35	1,181,563.55	02-29-20	1.250%	40.7986	31	1,257.77			1,264.76		8.77	(0.00)	200,000	
US TREASURY NOTE	912828UQ1	11-09-15	74,012.70	76,119.15	75,383.79	10-26-16	1.250%	2.6042	31	80.28			80.73	157.98	(6.99)	2,515.54	1,175,000	
US TREASURY NOTE	912828VF4	12-7-15	1,332,544.92	1,374,784.65	1,361,654.55	5-31-20	1.375%	51.5625	31	6,238.22			1,598.44		(3.03)	0.00	75,000	
US TREASURY NOTE	912828VP2	3-2-16	443,084.77	443,151.98	443,151.98	7-31-20	2.000%	23.8889	31	1,448.91			740.56		(26.21)	7,810.45	1,350,000	
US TREASURY NOTE	912828VP2	5-18-16	2,584,277.34	2,609,082.50	2,576,465.00	7-31-20	2.000%	138.8889	31	8,423.91			4,305.56		(16.09)	2,173.38	430,000	
US TREASURY NOTE	912828B90	10-5-16	181,323.24	180,373.03	180,373.03	02-28-12	2.000%	9.7222	26	0.00	338.40		252.78		8.28	599.46	175,000	
US TREASURY NOTE	912828L32	6-29-16	356,398.44	357,430.32	352,474.50	8-31-20	1.375%	13.3681	31	412.12			414.41		(2.29)	824.24	350,000	
FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION																		
FNMA	3136ANJY4	4-30-15	171,699.39	171,377.90	170,504.99	04-01-18	1.550%	7.3194	30	219.58			219.58			219.58	170,000	
FHLMC	31378NMZ4	4-28-16	162,611.18	165,512.76	162,070.28	03-01-19	1.738%	7.7728	30	236.80			233.18	236.80	0.01	233.19	161,002	
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	2,218	
FANIE MAE	3136AQDQ0	10-30-15	232,303.20	232,474.73	230,868.60	09-01-19	1.646%	10.5161	30	315.48			315.48			315.48	230,000	
CORPORATE NOTE																		
TOYOTA MOTOR CORP NOTES	89236TDHS	10-18-16	199,900.00	200,014.20	200,014.20	10-18-19	1.550%	8.6111	13	0.00			111.94			111.94	200,000	
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	149,821.50	150,096.45	150,096.45	10-30-19	1.700%	7.0833	1	0.00			7.08			7.08	150,000	
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	350,066.50	350,225.05	350,225.05	10-30-19	1.700%	16.5278	1	0.00			16.53			16.53	350,000	
FEDERAL AGENCY BOND/NOTE																		
FNMA GLOBAL NOTES	3137EADP1	08-08-16	2,002,580.00	2,000,002.00	2,001,180.00	03-07-18	0.8750%	48.6111	30	1,166.67			1,458.33			2,625.00	2,000,000	
FHLB GLOBAL NOTES	3130A9AE1	08-26-16	1,099,252.00	1,098,688.80	1,099,483.00	10-01-18	0.8750%	26.7361	30	935.76			802.08	935.76		802.08	1,100,000	
FHLB GLOBAL NOTES	3137EAD7	09-16-16	499,785.00	499,770.00	499,496.50	10-12-18	0.8750%	12.1528	30	182.29			364.58		0.01	546.88	500,000	
FHLB NOTES AGENCY	313376BR5	08-11-16	1,020,220.00	1,017,476.00	1,016,131.00	12-14-18	1.7500%	48.6111	30	5,201.39			1,458.33			6,659.72	1,000,000	
FHLMC	3137EAE1	7-20-16	1,246,975.00	1,248,573.75	1,244,370.00	07-19-19	0.8750%	30.3819	30	2,157.12			911.46			3,068.58	1,250,000	
FNMA	3135GON33	7-29-16	648,908.00	648,908.00	646,703.85	08-02-19	0.8750%	15.7986	30	932.12			473.96			1,406.08	650,000	
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	798,464.00	796,414.00	795,828.00	08-05-19	0.8750%	19.4444	30	1,108.33			583.33		0.01	1,691.67	800,000	
FNMA MOTES	3135GOP49	09-02-16	798,752.00	798,705.60	798,156.00	08-28-19	1.0000%	22.2222	30	644.44			666.67			1,311.11	800,000	
FNMA MOTES	3130A9EP2	09-09-16	799,304.00	799,299.20	798,639.20	09-26-19	1.0000%	22.2222	30	111.11			666.67			777.78	800,000	
FHLB	3130A8Q55	7-15-16	765,317.63	767,192.58	760,824.68	07-14-21	1.1250%	24.0625	30	1,852.82			721.88		(0.01)	2,574.69	770,000	
FNMA NOTES	3135GON82	8-19-16	597,658.06	597,202.20	594,613.20	08-17-21	1.2500%	20.8333	30	875.00			625.00			1,500.00	600,000	
CASH AND CASH EQUIVALENTS																		
LAIF			89,654.59	89,654.59	89,654.59					0.00					0.00	0.00	0	
LAIF			1,034,150.89	1,034,150.89	1,034,150.89					7,860.87	0.00	1,502.81	12,620.45	4,759.58		1,502.81	1,034,151	
MATURED/CALLED																		
US TREASURY NOTE	912828U21	03-31-16	(498,179.55)	(500,559.02)	(498,490.24)	10-31-16											(500,000)	
US TREASURY NOTE	912828U21	03-31-16	(199,550.91)	(202,043.82)	(199,421.88)	10-18-16											(200,000)	
US TREASURY NOTE	912828UQ1	11-09-15	(74,012.70)	(76,119.15)	(75,383.79)	10-26-16											(75,000)	
FHLMC	31378NMZ4	4-28-16	(2,240.47)	(2,175.26)	(2,218.30)	10-1-16											(2,218)	
TOTAL LAIF			1,034,150.89	1,034,150.89	1,034,150.89													
TOTAL A/C 122010			25,198,265.31	25,310,228.75	25,206,161.45													
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)										47,072.78	338.40	23,381.34	7,492.93	0.00	(245.51)	63,054.08	62,715.68	25,101,002.45

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

BUDGET AMENDMENTS

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

BUDGET REVISIONS

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

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

11/22/16 5:03 PM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
FY2016:						
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
FY2016 Total	77,000,000	81,000,000	FY2016 Total	79,705,073	(1,294,927)	79,705,073
FY2017:						
Jul. 16	5,919,931		Sep. 16	5,557,900	(362,031)	5,919,931
Aug. 16	5,919,931		Oct. 16	5,557,900	(362,031)	5,919,931
Sep. 16	7,498,579		Nov. 16			7,498,579
3 Months Total	19,338,441	-		11,115,800	(724,062)	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	-		11,115,800	(724,062)	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	-		11,115,800	(724,062)	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
FY2017 Total	83,000,000	-	FY2017 Total	11,115,800	(724,062)	83,000,000
	18,976,410		1st Quarter			
	6,093,514		2nd Quarter			
			3rd Quarter			
			4th Quarter			
	<u><u>25,069,924</u></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: April Chan
Chief Officer, Planning, Grants, and the Transportation Authority

SUBJECT: **AUTHORIZATION TO FILE AN APPLICATION FOR FEDERAL TRANSIT
ADMINISTRATION FORMULA PROGRAM FUNDING FOR VEHICLE
REPLACEMENT PROJECTS AND AMERICANS WITH DISABILITIES ACT
OPERATING SUBSIDY**

ACTION

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

1. Execute and file applications with the Metropolitan Transportation Commission (MTC) for Federal Transit Administration (FTA) Section 5337 and 5307 Formula Program funds and Surface Transportation Program (STP) funds in a combined amount of \$11,286,275 for projects listed in Table 1, below; and
2. Commit to providing up to \$2,700,493 in local matching funds; and
3. Take all other actions as may be necessary to give effect to the resolution, including executing any agreements, certifications and assurances or other documentation required in order to receive the FTA funds.

SIGNIFICANCE

Staff is proposing to submit applications to the MTC for Fiscal Year (FY) 2017-2020 FTA formula funds to support the following SamTrans capital and operating projects:

TABLE 1

	<u>Federal Funds</u>	<u>Local Funds</u>	<u>Total</u>
Replacement of (10) 2003 Gillig Buses*	\$1,976,200	\$433,800	\$2,410,000
Purchase of Replacement Minivans	\$619,920	\$136,080	\$756,000
Replacement of Cutaway Buses Americans with Disabilities Act	\$1,375,140	\$301,860	\$1,677,000
Operating Subsidy	\$7,315,015	\$1,828,753	\$9,143,768
Total	\$11,286,275	\$2,700,493	\$13,986,768

* Incremental cost of replacing diesel buses with hybrid buses

Projects were selected based on the San Mateo County Transit District's (District) FY2017 Capital and Operating budgets as well as state of good repair needs identified in the SamTrans 2015 Short Range Transit Plan. The amount of funding available for programming to the District is determined by MTC, and is based both on funding availability and the extent of the District's state of good repair needs. The exact funding amounts for each fiscal year will be determined by annual congressional appropriations and FTA's subsequent formula apportionment of those funds to the MTC region.

The \$2.41 million included in Table 1 for the Gillig project represents the incremental cost of replacing 10 buses with hybrid engines instead of diesel. The replacement of 60 2003 Gillig buses with new diesel-powered buses was previously funded in FY2015 and FY2016. The District plans to buy 10 all-electric buses as well, but the MTC will only fund the purchase of hybrid buses. As a result, the District will seek additional funds to cover the incremental cost for the 10 all-electric buses elsewhere.

BUDGET IMPACT

There is no budget impact associated with this action. For FY2017, both the proposed FTA funding and local match amounts are currently included in the adopted Capital and Operating Budgets. Funds programmed to the District for FY2018-2020 will be considered as part of the budget development processes for those years.

BACKGROUND

The MTC has solicited transit projects from eligible Federal grantees for programming regional apportionments for FY2017-FY2020. The selection process and criteria for MTC's programming of FTA Section 5307 Urbanized Area, STP and Section 5339 Bus and Bus Facilities grants was based on MTC's Transit Capital Priorities process and criteria, which were intended to fund transit projects that are most important to the region and consistent with Plan Bay Area, the region's 25-year plan.

Prepared by: Rebecca Arthur, Senior Grants Analyst

650-508-6368

RESOLUTION NO. 2016 –

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

*** * ***

**AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION
FORMULA PROGRAM AND SURFACE TRANSPORTATION PROGRAM FUNDING FOR
SAMTRANS CAPITAL AND OPERATING PROJECTS, COMMITTING THE NECESSARY LOCAL
MATCH FOR THE PROJECTS AND STATING THE ASSURANCE OF THE
SAN MATEO COUNTY TRANSIT DISTRICT TO COMPLETE THE PROJECTS**

WHEREAS, Fixing America's Surface Transportation (FAST, Public Law 114-94) continues and establishes new Federal Transit Administration (FTA) formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (STP) (23 U.S.C. § 133); and

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

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

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

WHEREAS, the District wishes to submit a grant application to MTC for funds from the Fiscal Year (FY) 2017-2020 FTA Formula Program, for the following project(s):

	<u>Federal Funds</u>	<u>Local Funds</u>	<u>Total</u>
Replacement of (10) 2003 Gillig Buses*	\$1,976,200	\$433,800	\$2,410,000
Purchase of Replacement Minivans	\$619,920	\$136,080	\$756,000
Replacement of Cutaway Buses Americans with Disabilities Act (ADA)	\$1,375,140	\$301,860	\$1,677,000
Operating Subsidy	\$7,315,015	\$1,828,753	\$9,143,768
Total	\$11,286,275	\$2,700,493	\$13,986,768

* Incremental cost of replacing diesel with hybrid buses

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

1) The commitment of necessary local matching funds of at least 18 percent for FTA Formula Program funds and 11.47 percent for STP funds; and

2) That the sponsor understands that the FTA Formula Program funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; and

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

4) That the District understands that FTA Formula Program funds must be obligated within three years of programming and STP funds must be obligated by January 31 of the year that the projects are programmed for in the TIP, or the projects may be removed from the program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the San Mateo County Transit District is authorized to execute and file an application for funding under the FTA Formula Program and the STP in the amount of \$11,286,275 for vehicle replacement projects and ADA Operating Subsidy; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his designee, may take all other actions as may be necessary to give effect to this resolution, including executing any agreements, certifications and assurances or other documentation required in order to receive the FTA funds; and

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

1) The District will provide \$2,700,493 in local matching funds for the funded projects; and

2) The District understands that the FTA Formula Program and STP funding for the projects is fixed at \$11,286,275, and that any cost increases must be funded by the District from local matching funds, and that the District does not expect any cost increases to be funded with FTA Formula Program or STP funds; and

3) Vehicle replacements and ADA Operating Subsidy will be implemented and operated as described in this resolution and, if approved, for the amount shown in the MTC TIP with obligation occurring within the timeframe established below; and

4) The program funds are expected to be obligated by January 31 of the year the projects are programmed for in the TIP; and

5) The District will comply with FTA requirements and all other applicable Federal, State and local laws and regulations with respect to the proposed projects; and

BE IT FURTHER RESOLVED:

1) That the District is an eligible sponsor of projects in the program for FTA Formula Program and STP funds; and

2) That the District is authorized to submit an application for FTA Formula Program and STP funds for vehicle replacements and ADA Operating Subsidy; and

3) That there is no legal impediment to the District making applications for FTA Formula Program and STP funds; and

4) That there is no pending or threatened litigation which might in any way adversely affect the proposed projects, or the ability of the District to deliver such projects; and

5) That the District agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and

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

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

Regularly passed and adopted this 7th day of December, 2016 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

Staff conducted a price analysis of the bid prices submitted by Muncie and determined that the bid prices are comparable to industry pricing, and are fair and reasonable.

Staff contacted other potential bidders to determine why they did not bid. One indicated its prices were not competitive and another felt it would not be competitive because it was not able to negotiate fixed pricing from its manufacturer(s).

Currently, brake blocks are being purchased on the open market, as needed, to meet operational needs.

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 MUNCIE TRANSIT SUPPLY TO FURNISH AND DELIVER
NON-ASBESTOS BRAKE BLOCKS AT A TOTAL ESTIMATED COST OF \$196,798.89**

WHEREAS, in June, 2016, the San Mateo County Transit District (District) solicited competitive bids to furnish and deliver non-asbestos brake blocks and received two bids; and

WHEREAS, on September 7, 2016, at the regular meeting of the Board of Directors (Board), the Board rejected all bids and authorized issuance of a new solicitation; and

WHEREAS, staff re-issued the solicitation and received a sole bid from Muncie Transit Supply (Muncie) of Muncie, IN; and

WHEREAS, staff conducted a price analysis of the sole bid and finds the bid price to be fair and reasonable, and comparable with industry standards; and

WHEREAS, staff and legal counsel have reviewed the bid and determined Muncie to be the lowest responsive and responsible bidder, meeting the requirements of the bid solicitation; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the contract be awarded to the sole bidder, Muncie, whose bid meets the 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 Muncie Transit Supply of Muncie, IN to furnish and deliver non-asbestos brake blocks for a five-year term at a total estimated cost of \$196,798.89 inclusive of taxes, shipping, delivery and other costs and expenses

based on the estimated requirements of the District during this term and unit prices submitted by Muncie; and

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

Regularly passed and adopted this 7th day of December, 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: Mark Simon Seamus Murphy
Chief of Staff Chief Communications Officer

SUBJECT: **AWARD OF CONTRACT FOR EXTERIOR BUS ADVERTISING SERVICES**

ACTION

Staff proposes that the Committee recommend the Board approve the following:

1. Award a contract for exterior bus advertising services to Lamar Transit, LLC (Lamar) with a minimum revenue guarantee of \$3.7 million over the five-year base term and \$755,000-\$775,000 for each of the five 1-year option terms.
2. Authorize the General Manager/CEO, or designee, to execute a contract with Lamar in full conformity with the terms and conditions of the solicitation documents and negotiated agreement, and in a form approved by legal counsel.
3. Authorize the General Manager/CEO, or designee, to exercise up to five additional 1-year option terms with Lamar, if in the best interest of the San Mateo County Transit District (District).

SIGNIFICANCE

Award of a contract to Lamar will provide the District with an advertising contractor that will continue to support the District's bus advertising program for up to 10 years with an total minimum revenue guarantee of \$3.7 million over the five-year base term and a total minimum revenue guarantee of \$3.825 million over the subsequent five, 1-year option terms, if the District choses to exercise each one-year option term.

BUDGET IMPACT

This is a revenue-generating contract. The revenue generated from exterior bus advertising is included in the 2017 Operating Budget.

The District will receive a minimum guarantee of \$3.7 million over the five-year contract term or 65 percent of Lamar's net revenue, whichever is greater. The agreement is structured to allow the District to receive additional revenue based on advertising sales at the end of each contract year. Lamar's offer includes pre-payment of the minimum annual guarantee for Year One within 15 days after contract execution. Payment for each subsequent year will be made 30 days prior to the commencement date of the contract year.

BACKGROUND

The exterior bus advertising program provides for District-approved advertising displays that are limited to the exterior left and right sides of buses. In addition, the approved ads comply with the District Advertising Policy. Advertising material application, management, and removal are the sole responsibility of the contractor and cannot interfere with the normal operation of SamTrans bus service.

A Request for Proposals (RFP) to provide exterior bus advertising services for its fixed-route fleet of buses within the service area of San Mateo County, downtown San Francisco and Palo Alto was issued by the District. The solicitation was advertised in a newspaper of general circulation and on the District's website. The District received two proposals, submitted by the incumbent Lamar Transit, LLC and Outfront Media Group, LLC.

An Evaluation Committee, composed of qualified staff in Marketing, Finance, and Bus Operations, reviewed and ranked proposals according to the weighted criteria set forth in the RFP:

- | | |
|--|-----|
| • Approach to Scope of Services | 20% |
| • Qualifications and Experience of Firm | 10% |
| • Qualifications and Experience of Management Team and Key Personnel | 20% |
| • Revenue Share Proposal | 50% |

Upon completion of interviews and final scoring, Lamar received the highest consensus ranking and its proposal was determined to be responsive to the RFP requirements. Lamar has been partnering with transit agencies for more than 30 years and its sales revenue exceeded \$1.3 billion in 2014. Reference checks confirmed that Lamar is an experienced advertising firm appropriately qualified and capable of successfully meeting the requirements of the contract. Overall, Lamar's approach to the proposal provided clear understanding of the local, regional and national level sales strategy, and the local sales team will be based in Foster City. The in-house operations team demonstrated the experience necessary to perform and deliver high-quality services satisfying the needs of the agency. A contract with Lamar will provide innovative, revenue-producing advertising opportunities for the District.

The District awarded a contract for exterior bus advertising services to Lamar Transit, LLC in September 2011 for a five-year base term, which will expire in December 2016. The five-year minimum revenue guarantee in Lamar's proposal is \$300,000 greater than under the existing contract.

STRATEGIC INITIATIVE

Priority 2: Strengthen Fiscal Health

- Goal 3: Implement existing and new best practices

Contract Officer: MARRISA ROMERO
Project Manager: CHRISTIANE KWOK

650-622-8013
650-508-6418

RESOLUTION NO. 2016 –

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

*** * ***

**AWARDING A CONTRACT TO LAMAR TRANSIT, LLC FOR EXTERIOR BUS
ADVERTISING SERVICES FOR A FIVE-YEAR TERM AT A MINIMUM REVENUE GUARANTEE
SHARE OF \$3.7 MILLION**

WHEREAS, the San Mateo County Transit District (District) has solicited competitive proposals for the provision of exterior bus advertising services; and

WHEREAS, in response to the District's advertisement, two proposals were received; and

WHEREAS, an Evaluation/Selection Committee (Committee) reviewed and ranked the proposals according to the evaluation criteria set forth in the Request for Proposals (RFP); and

WHEREAS, upon completion of proposal evaluation and negotiations, the Committee found that Lamar Transit LLC's (Lamar) proposal to provide exterior bus advertising services with an average minimum annual revenue guarantee of \$740,000, or 65 percent share of Lamar's net advertising revenue, whichever amount is greater, over the term of the contract, is acceptable by the District; and

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

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors (Board) award a contract to Lamar Transit, LLC for Exterior Bus Advertising Services for a five-year base term for a minimum guarantee revenue share of \$3.7 million, with five additional one-year option terms with a \$755,000 minimum revenue share guarantee in the first year, \$760,000 in the second year, \$765,000 in the third year, \$770,000 in the fourth year, and \$775,000 in the fifth year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby awards a contract to Lamar Transit, LLC for the provision of exterior bus advertising services for a five-year term that provides the District with a 65 percent share of net advertising revenue over the base term of the contract, or a

total minimum revenue guarantee of \$3.7 million over the base term of the contract, whichever amount is greater; and

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

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to exercise up to five additional one-year option terms to the contract with Lamar, at the appropriate time and if deemed in the best interest of the District to do so, with a minimum guaranteed revenue share of \$755,000 for the first year, \$760,000 for the second year, \$765,000 for the third year, \$770,000 for the fourth year, and \$775,000 for the fifth year.

Regularly passed and adopted this 7th day of December, 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, DECEMBER 7, 2016 – 2:45 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of November 2, 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
NOVEMBER 2, 2016**

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

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

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

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

Committee Chair Peter Ratto called the meeting to order at 2:58 p.m.

Approval of Minutes of October 5, 2016

Motion/Second: Guilbault/Kersteen-Tucker

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

Absent: Gee, Groom, Stone

Update on the State and Federal Legislative Program

Shweta Bhatnagar, Manager, Government and Community Relations, said there are 17 Statewide initiatives on the ballot. State Legislation may return on November 10 for a transportation special session to figure out a funding plan.

Ms. Bhatnagar said the House and Senate will return the week of November 14. Top Republican leaders are advocating for the passing of a series of minibus packages to complete this year's appropriations work during the lame duck session. The current Continuing Resolution package funds the government through December 9.

Adjourned: 2:59 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.

BACKGROUND

STATE ISSUES

As of 11/14/16:

The Democrats regained a two-thirds supermajority in the Assembly, with a total of 55 Democrats and 25 Republicans. In the State Senate, the Democrats fell short of a supermajority. There will now be 26 Democrats and 14 Republicans in the State Senate.

New SamTrans Corridor State Legislators:

- Assembly District 24 – Menlo Park. Marc Berman (53.9 percent) vs Vicki Veenker (46.1 percent)

Proposition 53. Revenue Bonds. Statewide Voter Approval. FAILED 49-51

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.

Proposition 64. Marijuana Legalization. PASSED 56-44

Legalizes marijuana under State law, for use by adults 21 or older. Imposes State taxes on sales and cultivation. Provides for industry licensing and establishes standards for marijuana products. Allows local regulation and taxation. Fiscal Impact: Additional tax revenues ranging from high hundreds of millions of dollars to over \$1 billion annually, mostly dedicated to specific purposes. Reduced criminal justice costs of tens of millions

of dollars annually.

Proposition 54. Legislature, Legislation and Proceedings. PASSED 64-36

Prohibits Legislature from passing any bill unless published on Internet for 72 hours before vote. Requires Legislature to record its proceedings and post on Internet. Authorizes use of recordings. Fiscal Impact: One-time costs of \$1 million to \$2 million and ongoing costs of about \$1 million annually to record legislative meetings and make videos of those meetings available on the Internet.

FEDERAL ISSUES

As of 11/14/16:

Donald Trump was elected the 45th President of the United States. Senate and House Republicans retain their majority.

New SamTrans Corridor Federal Legislators:

- CA – Senate. Kamala Harris (62.5 percent) vs. Loretta Sanchez (37.5 percent)

The lame-duck session begins November 14th for the House and November 15th for the Senate. Adjournment for both houses is tentatively scheduled for December 16, 2016. Last day of the 114th Congress is on January 3, 2017.

Congress must pass a large spending bill to fund the government for fiscal year 2017. The current continuing resolution (CR) package funds the government through December 9, 2016. The Republican leadership is considering another CR through spring 2017.

Unfinished Business that could be taken up in the lame duck:

- 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
- Additional funding for opioid epidemic
- Criminal justice reform

Prepared by: Casey Fromson, Manager, Government and
Community Relations

650-508-6493

San Mateo County Transit District Bill Matrix – As of 11.21.16

Measure	Status	Bill Summary	Position
ABx1 1 Alejo D Transportation Funding	6/24/15 Assembly Rules Committee	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. The bill would also restore truck weight fees back to the State Highway Account.	
ABx1 3 Frazier D Transportation Funding	2/28/16 Conference Committee	This bill would declare the intent of the Legislature to enact legislation to establish permanent, sustainable sources of transportation funding to maintain and repair the state's highways, local roads, bridges, and other critical infrastructure.	
ABx1 4 Frazier D Transportation Funding	7/10/15 Assembly Rules Committee	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.	
ABx1 6 Hernandez D Affordable Housing & Sustainable Communities Program	7/16/15 Assembly Rules Committee	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.	
ABx1 7 Nazarian D Public Transit Funding	7/17/15 Assembly Rules Committee	This bill would 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.	Support
ABx1 8 Chiu D Diesel Sales and Use Tax	7/17/15 Assembly Rules Committee	<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.</p> <p>The bill would include a change in state statute that would result in a taxpayer paying a higher tax within the meaning of Section 3 of Article XIII A of the California Constitution, and thus would require for passage the approval of 2/3 of the membership of each house of the Legislature. This bill would take effect immediately as a tax levy.</p>	Support

San Mateo County Transit District Bill Matrix – As of 11.21.16

Measure	Status	Bill Summary	Position
<p>ABx1 13 Grove R</p> <p>Greenhouse Gas Reduction Fund: streets and highways</p>	<p>8/31/15</p> <p>Introduced</p>	<p>This bill would reduce the continuous appropriation to the Strategic Growth Council for the Affordable Housing and Sustainable Communities Program by half.</p> <p>Beginning in the 2016-17 fiscal year, it would continuously appropriate 50% of the annual proceeds of the Greenhouse Gas Reduction Fund, with 50% of that appropriation to Caltrans for maintenance of the state highway system or for projects that are part of the state highway operation and protection program, and 50% to cities and counties for local street and road purposes.</p>	
<p>ABx1 23 Garcia D</p> <p>Transportation Funding</p>	<p>9/4/15</p> <p>Introduced</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.</p> <p>This bill would specifically require \$125,000,000 to be appropriated annually from the State Highway Account to the Active Transportation Program, with these additional funds to be used for network grants that prioritize projects in underserved areas, as specified.</p>	
<p>ABx1 24 Levine & Ting D</p> <p>Bay Area Transportation Commission: election of Commissioners</p>	<p>9/11/15</p> <p>Introduced</p>	<p>This bill, effective January 1, 2017, would redesignate the Metropolitan Transportation Commission as the Bay Area Transportation Commission. Commissioners are required 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.</p> <p>This bill, effective January 1, 2017, would delete the Bay Area Toll Authority's status as a separate entity from the Metropolitan Transportation Commission and merge the authority into the Bay Area Transportation Commission.</p>	
<p>ABx1 26 Frazier</p> <p>Transportation Funding</p>	<p>8/30/16</p> <p>Transportation & Infrastructure Development Committee</p>	<p>Creates a \$7.4 billion package based on increases to the gas tax, sales on diesel tax, vehicle registration fee, and Cap and Trade revenue to make investments towards local streets and roads rehabilitation, public transportation, the State Highway Operation and Protection Program, trade corridors, and State Transportation Improvement Program. Gas taxes would be adjusted for inflation and the price-based portion of the gas tax would be restored to 2014 levels. The bill would also restore a portion of commercial truck weight fees, which have been diverted to pay for General fund obligations. The bill would also establish the California Transportation Commission as an independent body, create the Office of the Transportation Inspector General to audit spending, expand public-private partnerships, and streamline provisions of the California Environmental Quality Act, to allow for the inspection, maintenance, repair, restoration, reconditioning, relocation, replacement, or removal of existing transportation infrastructure within the existing right of way.</p> <p>Last amended on 8/30/16</p>	

San Mateo County Transit District Bill Matrix – As of 11.21.16

Measure	Status	Bill Summary	Position
SBx1 1 Beall (D) Transportation Funding	8/29/16 Senate Appropriations Committee	Same as ABx1 26 (Frazier). Last amended on 8/29/16	Support
SBx1 2 Huff (D) Greenhouse Gas Reduction Fund	9/1/15 Senate Transportation & Infrastructure Development Committee Failed Passage in Committee. Reconsideration granted.	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.	
SBX1 4 Beall (D) Transportation Funding	2/18/16 Conference Committee	This bill would declare the intent of the Legislature to enact legislation to establish permanent, sustainable sources of transportation funding to maintain and repair the state's highways, local roads, bridges, and other critical transportation infrastructure. Last amended on 9/4/15	
SBX1 5 Beall (D) Transportation Funding	9/1/15 Assembly Desk	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.	
SBx1 7 Allen (D) Diesel Sales and Use Tax	9/3/15 Senate Appropriations Committee	Identical to ABx1 8 (Chiu). Last amended on 9/3/15	Support
SBx1 8 Hill (D) Public Transit Funding	9/2/15 Senate Appropriations Committee	Identical to ABx1 7 (Nazarian).	Support

San Mateo County Transit District Bill Matrix – As of 11.21.16

Measure	Status	Bill Summary	Position
<p>SBX1 10 Bates (R)</p> <p>STIP Program</p>	<p>8/20/15</p> <p>Senate Transportation & Infrastructure Development Committee</p> <p>Testimony taken. Held in Committee</p>	<p>This bill would revise the process for programming and allocating the 75% share of state and federal funds available for RTIP 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.</p> <p>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 CTC to incorporate the RTIP into the STIP.</p> <p>The bill would eliminate the role of the CTC in programming and allocating funds to these regional projects, but would retain certain oversight roles of the CTC 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>	
<p>SBx1 11 Berryhill (R)</p> <p>CEQA exemptions for roadway improvements</p>	<p>9/4/15</p> <p>Senate Transportation & Infrastructure Development Funding Committee</p>	<p>This bill would extend the above-referenced exemption until January 1, 2025, and delete the limitation of the exemption to projects or activities in cities and counties with a population of less than 100,000 persons. The bill would also expand the exemption to include state roadways. Last amended on 9/4/15</p>	
<p>SBx1 12 Runner</p> <p>California Transportation Commission</p>	<p>8/20/15</p> <p>Senate Appropriations Committee</p>	<p>This bill would exclude the CTC from the Transportation Agency, establish it as an entity in state government, and require it to act in an independent oversight role.</p> <p>The bill would additionally require Caltrans to program capital outlay support resources for each project in the program. The bill would provide that the CTC is not required to approve the program in its entirety as submitted by Caltrans, and may approve or reject individual projects. The bill would require the Caltrans to submit any change in a programmed project's cost, scope, or schedule to the CTC for its approval. Last amended on 8/20/15</p>	

San Mateo County Transit District Bill Matrix – As of 11.21.16

Measure	Status	Bill Summary	Position
<p>SBx1 13 Vidak (R)</p> <p>Office of The Transportation Inspector General</p>	<p>9/3/15</p> <p>Senate Appropriations Committee</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.</p> <p>The bill would provide for the Governor to appoint the Transportation Inspector General (TIG) for a 6-year term, subject to confirmation by the Senate, and would provide that the TIG may not be removed from office during the term except for good cause. The bill would specify the duties and responsibilities of the TIG, 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. Last amended on 9/3/15</p>	
<p>SBx1 14 Cannella (R)</p> <p>Public-Private Partnerships</p>	<p>8/19/15</p> <p>Senate Transportation & Infrastructure Committee</p>	<p>This bill would authorize public-private partnerships indefinitely.</p>	



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

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, DECEMBER 7, 2016 – 3:00 p.m.
or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning, Development and Sustainability Committee Meeting of October 5, 2016

INFORMATIONAL

2. Draft San Mateo County Transit District Fiscal Years 2017-2026 Short Range Transit Plan Update
3. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2017

Committee Members: Adrienne Tissier, Jeff Gee, Rose Guilbault

NOTE:

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

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
OCTOBER 5, 2016**

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

Committee Members Absent: J. Gee

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

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

Committee Chair Adrienne Tissier called the meeting to order at 3:08 p.m.

Approval of Minutes of Planning, Development and Sustainability Committee Meeting of September 7, 2016

Motion/Second: Guilbault/Harris

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

Absent: Gee

Authorize Adoption of the San Mateo County Transit District's 2016 Title VI Program

Tracey Lin, Acting Senior Scheduler/Planner, said:

- The Federal Transit Administration (FTA) regulates and monitors transit agencies that receive Federal funding in several areas, including Title VI.
- SamTrans is required to submit Program and receive FTA approval every three years.
- Title VI Submittal Requirements
 - Title VI Public Notice Posted
 - Headquarters
 - On all buses
 - Complaint procedures followed
 - No pending lawsuits or complaints
 - Non-Elected Committee Membership Diversity (Citizens Advisory Committee)
 - Subrecipient Monitoring
 - Peninsula Jewish Community Center
 - Construction Projects
 - SamTrans has non
- Public Participation Plan (PPP)
 - SamTrans' second formal PPP
 - Provides information about outreach methods to engage minority and Limited English Proficiency (LEP) populations
 - Outlines public participation process

- Provides summary of outreach efforts made since last program submission
- Language Assistance Plan
 - Outlines how language assistance will be provided to persons with LEP
 - Identifies Safe Harbor languages in SamTrans service area
 - Determined through census data
 - Speak English less than very well and constitute at least 1,000 persons in the county
 - New training for frontline employees
 - I Speak card
 - Safe Harbor languages
 - Spanish
 - Chinese
 - Tagalog
 - Japanese
 - Arabic
 - Vietnamese
 - Korean
 - Hindi
- Service Standard and Policies
 - Major Service Change Policy
 - Disparate Impact Policy
 - Disproportionate Burden Policy
 - System-wide Service Standards
 - System-wide Service Policies
 - Board adopted in March 2013 following extensive public participation process
 - Monitoring analysis and findings reveal service is being delivered with no disparate impact
- Title VI Equity Analyses
 - Fare Analysis – SamTrans Codified Tariff Adjustments
 - October 2015 completed
 - November 2015 adopted
 - Service Equity Analysis – Elimination of FLX San Carlos
 - June 2016 completed and adopted
- Next Steps
 - Request Board approval of SamTrans Title VI Program
 - Approved Title VI Program will be submitted to FTA by October 7, 2016
 - Staff will continue to monitor Title VI performance for compliance with the Title VI Program and for FTA reporting
 - Any changes or modifications to any policies will be brought before the Board as necessary

Director Karyl Matsumoto asked why ethnicity is listed as white. Shayna van Hoften, Legal Counsel, said it could be how the survey was prepared.

Director Matsumoto said everything is translated into Spanish and asked if future translations could also be in Asian calligraphy as many Asian cultures understand the written calligraphy no matter what Asian language they speak.

Director Matsumoto said the Community Learning Center and Grand Avenue Library should be added as possible outreach locations.

Motion/Second: Stone/Kersteen-Tucker

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

Absent: Gee

Senior Mobility Action Plan Update

Melissa Reggiardo, Principal Planner, said:

- Plan was developed in 2006 and identified strategies to support senior mobility. The Plan was used secure grant funding to plan and implement strategies
- Resulting Programs:
 - Senior Mobility Guide
 - Mobility Ambassadors
 - Veterans Mobility Corps
- Senior ridership increased 13 percent since 2007. Need for an update to the Plan:
 - Senior population expected to grow 70 percent in 20 years
 - Redi-wheels ridership increased 9 percent between Fiscal Years 2015 and 2016 at a cost per trip of \$46.25
 - Received \$130,000 in grant funding for planning efforts
 - Expand mobility options is a key component of the San Mateo County Transit District's Strategic Plan
- Study Goals:
 - Plan innovative services for seniors and people with disabilities in underserved communities
 - Identify alternatives to paratransit
 - Form new partnerships
 - Identify ways to leverage existing funding and new funding sources
- Scope of Work and Schedule:
 - Stakeholder and paratransit interviews: between October and December 2016
 - Document existing services: September 2016
 - Data analysis: October 2016-January 2017
 - Bus stop analysis: March-April 2017
 - Formulate strategies: April-September 2017
 - Recommendations: December 2017

Chair Zoe Kersteen-Tucker asked what a bus stop analysis entails. Ms. Reggiardo said it looks at shelters, benches, pavement improvements, and Americans with Disabilities Act access.

Chair Kersteen-Tucker asked how staff is going to identify stakeholders. Ms. Reggiardo said staff is starting with planning and accessibility staff and the Peninsula Jewish Community Center. Chair Kersteen-Tucker encouraged staff to speak to the Board for potential stakeholders.

Director Carole Groom asked for a list of the dates and locations of the stakeholder meetings.

Director Matsumoto said there are a lot of senior homes with vans and maybe stops could be moved closer to these homes.

Director Peter Ratto asked if the bus stop analysis includes distance between stops and possibly moving stops to increase the use of fixed-routes. Ms. Reggiardo said yes.

Director Tissier said if there were more enclosed bus stops in North County it might encouraged seniors to use the service.

Youth Mobility Plan Update

Doug Kim, Director, Planning, said the study purpose is to identify service, technology, and marketing strategies that can increase transit ridership within the youth market focused on middle schools, high schools, and college students between 19 and 24.

- Demographics
 - Schools in county
 - 27 middle schools
 - 31 high schools
 - Three community colleges
 - Enrollment projections
 - In 2019 enrollment in high school and middle school will peak at 51,000 projected students, community colleges is 23,000
 - Current service
 - 34 school-day only bus routes: 116 bus trips and approximately 54 service hours per weekday
 - 39 percent of SamTrans customers are ages 13 to 24
 - Many ways to pay for fares, including tokens, Clipper card, one-way fares, day passes, monthly passes, and summer youth passes
- Youth trends
 - Connect to SamTrans routes by walking, via another SamTrans route, or being dropped off
 - Delaying obtaining drivers licenses in comparison to previous generations
 - Those old enough to drive are delaying car ownership, opting to use transit, ridesharing or walking/biking
 - Role of technology and smartphone usage
- Opportunities analysis
 - Fare options/sales to make purchasing and use of transit passes more attainable for youth
 - Technology to enhance trip planning and encourage transit use such as a mobile application
 - Service improvements to improve access while leveraging existing bus operations resources
 - Improved youth engagement through closer coordination with schools, community groups, and youth-oriented organizations
 - More targeted marketing via the social media platforms and communication channels youth and parents access most frequently

- Next steps
 - Opportunities identification
 - Youth outreach
 - Parent outreach
 - Recommended actions and strategy
 - Board update: Early 2017

Director Tissier said at the Older Driver Safety seminars a SamTrans bus is brought for participants to see and ambassadors are available to assist riders. She said staff should consider bringing a bus to the schools on Back to School Night for parents and kids to see how nice and easy to use they are.

Director Matsumoto asked community college students are accommodated where there is no set bell schedule. Mr. Kim said there are three community colleges that do not have a set bell time so relatively infrequent service is run from Caltrain and Bay Area Rapid Transit stations. These services are not very productive, but these are important destinations to serve.

Chair Kersteen-Tucker thanked the parents who attended and spoke today and are willing to partner with SamTrans.

Director Charles Stone asked what the reduced fare for students does to the farebox recovery. Mr. Kim said it lowers it especially if youth ridership hasn't gone up. Youth have a lower use of Clipper and generally use cash or tokens.

Director Ratto said the key is getting the administration at the schools involved to encourage students to ride. Another key is to encourage the use of tokens as the students will still receive some discount.

Director Rose Guilbault said in Europe everyone rides public transportation. She asked if there are best practices throughout the country for what staff is trying to do. Mr. Kim said staff went to one school and the students largely said they wouldn't ride, but if it was free they would. There is evidence when a commodity is free the public expects it to be free forever.

Adjourned: 3:49 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **DRAFT SAN MATEO COUNTY TRANSIT DISTRICT FISCAL YEARS 2017-2026
SHORT RANGE TRANSIT PLAN**

ACTION

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

SIGNIFICANCE

SamTrans is preparing a [Short Range Transit Plan \(SRTP\)](#) that describes its transit capital and operating plans from Fiscal Year (FY) 2017 through 2026. Major components of a SRTP include:

- Vision, guiding principles, and performance measures
- General system overview of fixed-route and paratransit services
- Service and system evaluation for FY2014-2016
- Operations Plan and Budget for FY2017-2026
- Capital Improvement Program (CIP) for FY2017-2026

The SRTP's operating plan reflects service changes made in 2014 to implement the SamTrans Service Plan and focuses on ongoing cost efficiency measures without additional growth in service levels over the next 10 years. The CIP addresses improvements needed to maintain the system in a state of good repair and to provide quality service to customers through smart investments. While the SRTP does include in-depth details on future initiatives, any changes to the operating and/or capital plan in light of the on-going work with the Strategic Plan, SamTrans visioning and on-going Board initiatives can be incorporated in future SRTPs. SRTPs are generally required to be developed and approved by the Board every two years.

Staff will present the framework for developing the SRTP at this meeting. This framework will be reflected in the Draft SRTP to be submitted to the Metropolitan Transportation Commission (MTC) for review and comment by the end of December 2016. Staff expects to return in February 2017 to seek the Board's approval of the Final SRTP.

BUDGET IMPACT

This project is currently funded through the FY2016 Capital Budget. No additional funding is needed for the development of the SRTP.

BACKGROUND

The MTC requires that each Bay Area transit operator that receives Federal funding prepare and submit an updated SRTP every two years with interim updates in intervening years. The last SRTP update was adopted by the Board in January 2015 and covered FY2014-2023.

STRATEGIC INITIATIVE

Overall, the SRTP is aligned with the vision and goals set forth in the SamTrans Strategic Plan.

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

- **Priority 2:** Strengthen Fiscal Health
 - Goal 1:** Increase fixed-route farebox revenue by 20 percent
 - Goal 2:** Reduce debt service by \$1.5 million annually
 - Goal 3:** Implement existing and new best practices

- **Priority 3:** Become a More Effective Organization
 - Goal 1:** Improve organizational performance
 - Goal 2:** Manage workforce change

Prepared by: Lindsey Kiner, Senior Planner

650-508-7912

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
1st QUARTER FISCAL YEAR 2017**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Gordon Hail, Senior Project Controls Engineer

650-508-7795



UPDATED 12-2-16

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, DECEMBER 7, 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 November 2, 2016
- b. Acceptance of Statement of Revenues and Expenses for June 2016 (Unaudited)
- c. Acceptance of Statement of Revenues and Expenses for October 2016

3. PUBLIC COMMENT

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

4. APPROVAL OF AMENDMENT TO THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS TO CLARIFY COMMITTEE RESPONSIBILITIES AND UPDATE LANGUAGE

5. REPORT OF THE CHAIR

- a. Appointment of Nominating Committee for 2017 Chair and Vice Chair
- b. Resolution of Appreciation to Outgoing Director Shirley Harris
- c. Resolution of Appreciation to Outgoing Director Adrienne Tissier
- d. Appointment of Representative to the San Mateo County Transportation Authority

6. APPOINTMENT OF ROSE GUILBAULT AND JOSH POWELL REPRESENTING PUBLIC MEMBERS FOR A TERM OF JANUARY 1, 2016 TO DECEMBER 31, 2019

7. REPORT OF THE GENERAL MANAGER/CEO

8. COMMUNITY RELATIONS COMMITTEE – J. GEE

MOTION

- a. Appointment of Michelle Buzbee, Representing Multimodal Riders, to the Citizens Advisory Committee

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

SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council Update
- d. Citizens Advisory Committee Liaison Report
- e. Mobility Management Report – Fixed-Route Bus
- f. Multimodal Ridership Report – October 2016

9. FINANCE COMMITTEE – C. STONE

RESOLUTIONS

- a. Authorize the Filing of an Application for Federal Transit Administration Formula Program and Surface Transportation Program Funding in the Amount of \$11,286,275 for Vehicle Replacement Projects and Americans with Disability Act Operating Subsidy
- b. Award of Contract to Municie Transit Supply to Furnish Non-Asbestos Brake Blocks for a Total Estimated Cost of \$196,799 for a Five-Year Term
- c. Award of Contract to Lamar Transit, LLC for Exterior Bus Advertising Services with a Minimum Revenue Guarantee of \$3.7 Million for a Five-Year Base Term

10. LEGISLATIVE COMMITTEE – P. RATTO

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

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

SUBJECTS DISCUSSED

- a. Draft San Mateo County Transit District Fiscal Years 2017-2026 Short Range Transit Plan Update
- b. Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2017

12. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

13. BOARD MEMBER REQUESTS/COMMENTS

14. GENERAL COUNSEL PROPOSAL

15. DATE, TIME AND PLACE OF NEXT REGULAR MEETING – January 4, 2017 at 2 p.m.,
San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor,
1250 Carlos Ave., San Carlos 94070

16. ADJOURNMENT

INFORMATION FOR THE PUBLIC

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

The San Mateo County Transit District Board and Citizens Advisory Committee (CAC) meeting schedules are available on the Web site. Communications to the Board of Directors can be e-mailed to 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; or by phone at 650-508-6242, or TTY 650-508-6448.

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 2, 2016**

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

Board Members Absent: J. Gee, C. Groom, C. Stone

Staff Present: 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 2:59 p.m.

CONSENT CALENDAR

- 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 September 2016
- d. Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Quarter Ended September 30, 2016
- e. 2017 Board of Directors Meeting Calendar

Motion/Second: Guilbault/Tissier

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

Absent: Gee, Groom, Stone

PUBLIC COMMENT

Montzerrat Garcia, Youth Leadership Institute, said youth of the institute from Half Moon Bay and South San Francisco will be presenting their findings on riding transportation on November 9 from 4:30 p.m. to 6:30 p.m. in this auditorium and she invited everyone to the event.

INTRODUCTION OF PROPOSED AMENDMENT TO UPDATE THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS

Joan Cassman, Legal Counsel, said staff met with the chair during the summer to review the rules. The proposed amendments reflect current law and Board practices, update the purview of each of the Standing Committees, clarify outdated language and simplify certain provisions. The Board will take action at the December meeting, as required by their Rules.

REPORT OF CHAIR

Chair Kersteen-Tucker said during the last month the Board held a retreat on the Coast with staff. This was an in-depth study session for the Board to learn more about some of the critical challenges the District is facing. Among those is the need to attract and retain a top notch workforce in the face of tough socio-economic pressures in

San Mateo County. The continuous decline of bus ridership in the county and the increasing demands for paratransit services is a rapid change in the entire mobility landscape and the challenge for staff is how to get ahead of those changes. The Board learned where services might be cut and discussed options for increasing service in strategic locations. Chair Kersteen-Tucker said a key issue that wasn't discussed was does it make sense to incur some significant short-term costs to make services more relevant to riders, both choice and transit dependent. If the added service clearly demonstrates to the voters of San Mateo County that the District deserves the investment of their hard earned dollars or is service cut to demonstrate fiscal conservativeness. Chair Kersteen-Tucker said this is a time of rapid change and if the District is truly going to be the County's mobility manager everyone needs to be as nimble as possible. A theme from this retreat and last year's is that the Board is ready to move beyond the scarcity mentality and make decisive action to get beyond the deficit. The Board is ready to work with staff to move these ideas. Chair Kersteen-Tucker thanked staff for their hard work and creative thinking to move these ideas forward.

REPORT OF THE GENERAL MANAGER/CEO

Jim Hartnett, General Manager/CEO, reported:

- Follow-up comments from the recent Board retreat:
 - Quarterly updates will be provided on agency vacancies and steps being taken to fill them and the five actions that have come out of the employee survey.
 - Key performance metrics will be looked at to help staff determine whether service should be changed in a particular area.
 - Quarterly dashboard will be presented on ridership in various categories.
 - Staff is working on a visionary process to help inform options of a possible ballot measure in 2018, not from a financial perspective, but a service model.
 - More revenue is the key to providing the service the community wants and true mobility options. Legal review of revenue options and what kind of revenue would be generated from these options is being looked at.
- Margo Ross, Director, Bus Transportation, was introduced.
- The Holiday Train will be on December 3 and 4.
- Fixed-route and paratransit service continued to exceed the District standards.
- Over 2,500 hours of training was conducted in September.
- Four buses were provided for the American Heart Association's annual Heart Walk.
- There will be a "Stuff the Bus" event at Tanforan Mall.
- A bomb threat was called into schools in Millbrae resulting in a lockdown. Buses were requested to be at the schools so the children would have a safe place to gather. Staff was thanked for taking the initiative in dispatching the buses.
- Staff participated in a mobility management meeting with Congresswoman Jackie Speier for her Seniors on the Move event at the San Mateo County Event Center on October 25.
- Staff will be meeting with Pacifica City Council to discuss the expansion of the Route FLX service.

COMMUNITY RELATIONS COMMITTEE – A. Tissier

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE – P. Ratto

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 Improvement 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

Motion/Second: Tissier/Guilbault

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

Absent: Gee, Groom, Stone

LEGISLATIVE COMMITTEE – P. Ratto

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Karyl Matsumoto said the Water Emergency Transportation Agency is going to get three more ferries. The South San Francisco free shuttle hit the mark relative to school children and cannot get any more students on the shuttle. The Annual Jazz by the Bay event in South San Francisco will be held on December 2 and the David Miller Trio will be playing.

DATE AND TIME OF NEXT REGULAR MEETING – December 7, 2016, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

Recessed to closed session at 3:29 p.m.

Reconvened to open session at 3:58 p.m.

GENERAL COUNSEL PROPOSAL

**Conference with Legal Counsel – Existing Litigation Pursuant to Government Code
Section 54956.9(d)(1): Trudell v. San Mateo County Transit District, Case No.
CIV 537313**

Ms. Cassman said the Board was advised of a settlement agreement to resolve the case fully and finally in the amount of \$250,000. This settlement agreement has been approved by the plaintiff and insurance carrier. The settlement amount will be paid by the District's Employment Practices Liability insurance carrier. This action also authorizes the General Manager to execute the settlement agreement and release of all claims.

Motion/Second: Tissier/Harris

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

Absent: Gee, Groom, Stone

The meeting adjourned at 4:00 p.m.

**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 L. Cassman
Legal Counsel

SUBJECT: **AMENDMENT TO UPDATE THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS AND CLARIFY COMMITTEE RESPONSIBILITIES**

ACTION

Staff proposes the Board amend the Rules of Procedure of the Board of Directors (Rules) to clarify committee responsibilities and to update the language to reflect current law and Board practice.

SIGNIFICANCE

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

The specific revisions include:

1. Adding the word "Strategic" to the title of the Planning, Development and Sustainability Committee, and updating that Committee's duties to emphasize the Committee's purview over Strategic Planning;
2. Updating descriptions of the other committees' activities to reflect actual Board practice;
3. Moving the description of the Audit Committee so that it is included with the broader list of standing committees, rather than being described separately;
4. Streamlining procedural language applicable to committees and the Board so that each practice undertaken by both the committees and the full Board appears once rather than twice;
5. Replacing the verb "shall" with the more meaningful words "may," "will" or "must;"

6. Incorporating changes to reflect the Board's current practices for compliance with the Brown Act; and
7. Altering the description of how meeting minutes are compiled and retained now that minutes are taken by computer and meetings are recorded in audio, and, soon, video.

The proposed revisions to the Rules are attached to the resolution associated with this item.

BUDGET IMPACT

There is no budget impact.

BACKGROUND

The Rules were first adopted in 1976, and have been amended 11 times. The Rules have not been updated holistically in recent times; rather, amendments have been made for limited, policy-driven purposes. Most recently, the Board of Directors amended the Rules to create a permanent standing Audit Committee.

In order to amend the Rules, Section 19, *Amendments to Rules* requires introduction of the proposed changes at the Board meeting prior to the one at which the Board approves the changes. In accordance with this process, and at the direction of Board Chair Zoe Kersteen-Tucker, legal counsel and staff introduced the proposed amendments at the last Board meeting on November 2, 2016. The Board offered no comments on the proposed changes at that time.

Prepared By: Martha A. Martinez
Shayna M. 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**

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 (Board) are a Chair and 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 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 is the duty of the Chair to preside at all meetings of the Board of Directors. The Chair may appoint members of the Board of Directors to committees, whether standing or ad hoc, and serves as ex officio member of all committees except as otherwise set forth herein. The Chair 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 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 is elected at the first meeting of the Board in January of each year. The Vice-Chair performs the duties of the Chair in the Chair's absence or incapacity. In the absence of both the Chair and the Vice-Chair, the Board must appoint a presiding officer pro tempore from among the members present. If the office of the Chair becomes vacant for any reason, the Vice-Chair will become the Chair and the Board must elect a successor 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 of the Board 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 take place directly following the noticed 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. Such notice must be made at least twenty-four (24) hours before the time of

such special meeting, as further described in Section 11. Only business that is specified in the special meeting notice may be conducted. (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 regular and special meetings 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 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 or committee. The agenda for regular and special meetings 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 time allocated for public testimony by each individual speaker. Any regular or special meeting may be adjourned to another date and place specified by the Board or committee, and any such adjourned meeting will be deemed to be a part of the regular or special meeting so adjourned. (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 regular or special meeting would fall upon a legal holiday, the meeting will be held on the next succeeding day 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. If there is not a quorum, the Chair may adjourn the meeting 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 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 must call the roll of the members of the Board and 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 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 may not be changed except by consent of a majority of the Board members present, 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. Finance Committee
 - B. Community Relations Committee
 - C. Legislative Committee
 - D. Strategic Planning, Development and Sustainability Committee
 - E. Audit Committee
 - 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 must be prepared prior to every meeting of the Board and incorporated in the agenda circulated to Board members. The Consent Calendar may include items that are regularly presented to the Board of Directors and are routine in nature, such as minutes, financial statements and 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 must be granted and the item(s) separately heard and acted upon by the Board of Directors after approval of the remainder of the Consent Calendar. Adoption of the Consent Calendar 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, must prepare an agenda which 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 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 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, 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, and at least twenty-four (24) hours before each special meeting. No action 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 are present, all of the members present, determine that there is a need to take immediate action and that the need for action came to the attention of the 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 ordinances and resolutions, or any other matters which may be requested by the majority of the Board members, must be by roll call. Voting by motion 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 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. Typewritten minutes of the meetings of the Board and standing committees must be kept by the District Secretary. The minutes serve as a record of business considered and actions taken by vote of the Board or committee, and must include a summary of matters discussed. The District Secretary is not required to make a verbatim transcript of the proceedings, providing that such proceedings are recorded and made available on the District website, and all proposed actions voted upon by the Board or committee are recorded in the minutes with the names of those members who voted for and against each proposal. The District Secretary must make a record of the names and cities of residence of 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 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 appoints the members and chairs of all committees. Each standing committee consists of no more than three (3) members, plus the 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 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 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 are held once a month, normally just prior to the Board meeting. Except as otherwise determined by the Audit Committee chair, Audit Committee meetings are held at the commencement of the financial audit process in the beginning of each fiscal year, upon conclusion of the financial audit process, and as necessary to address issues that may arise at other times.

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 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. Standing Committees. The standing Committees of the Board are the:

- (1) Finance Committee
- (2) Community Relations Committee (Accessibility, Senior Services and Community Issues)
- (3) Legislative Committee

- (4) Strategic Planning, Development & Sustainability Committee (Amended by Resolution No. 2009-19, 4/8/09)
- (5) Audit Committee (Amended by Resolution No. 2016-26)

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

The functions and responsibilities of each standing committee are as set forth below.

1. Finance Committee. The Finance Committee's responsibilities include but are not 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.).
 - g. 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.
 - i. 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 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.
3. Legislative Committee. The Legislative Committee's responsibilities include but are not limited to:
 - a. Review of federal, state and local legislation impacting the District.
 - b. Review and develop new legislative proposals and programs for the benefit of the District.
 - c. 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 include are not limited to:

- a. Review and oversee strategic planning for the District, including plan development and adjustments, and implementation of related initiatives.
- b. Review and oversee development of District programs and projects.
- 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)

5. Audit Committee. The Audit Committee's responsibilities include but are not limited to:

- a. Meet with District's auditors at the initiation of each annual financial audit process to outline issues of particular interest to the Audit Committee, and be briefed on the auditors' plan for the audit scope and schedule.
- b. Meet with the annual auditors to receive the audit findings in advance of presentation of the final audit report to the Board of Directors.
- c. Receive information on opportunities and deficiencies identified by the auditors.
- d. At the discretion of the General Manager/CEO and/or Chair of the Board, receive reports on other audits of the District, whether performed at the behest of the District or by another Federal, State or local agency.
- e. Recommend policies to the Board or other appropriate standing committee(s) to address opportunities identified during any governmental audit of the District or of any agency managed by the District.
- 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.

C. Committee of the Whole. To allow full participation by Board members at meetings of standing committees, each standing committee meeting 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 of the Board, then the Committee of the Whole will automatically convert back into a standing committee. The Chair of the standing committee would serve as Chair of the Committee of the Whole.

The agenda for each standing committee 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 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. Ad Hoc Advisory Committees. Special ad hoc advisory committees may be formed and appointed by the Chair and in the Chair's absence, the Vice-Chair, to study, review and recommend policies and positions dealing with specific issues or activities related to the District.

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 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 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 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 may serve as liaison at the Board of Directors' 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 are to be determined in accordance with the latest revised edition of Robert's Rules. (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

RESOLUTION NO. 2016 –

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

* * *

**AMENDING THE RULES OF PROCEDURE OF THE BOARD OF DIRECTORS TO CLARIFY
COMMITTEE RESPONSIBILITIES AND UPDATE LANGUAGE**

WHEREAS, pursuant to Resolution No. 1976-24, dated April 28, 1976, the Board of Directors (Board) adopted the Rules of Procedure of the Board of Directors of the San Mateo County Transit District (Rules) to govern its proceedings; and

WHEREAS, pursuant to a request from the Board Chair, at the Board meeting on November 2, 2016, staff introduced a recommendation to amend the Rules to clarify committee responsibilities by:

1. Adding the word "Strategic" to the title of the Planning, Development and Sustainability Committee, and updating that Committee's duties to emphasize the Committee's purview over Strategic Planning;
2. Updating descriptions of the other committees' activities to reflect actual Board practice; and

WHEREAS, at the same meeting, staff also introduced proposed updates to the Rules to reflect current law and Board practice by:

1. Moving the description of the Audit Committee so that it is included with the broader list of standing committees, rather than being described separately;
2. Streamlining procedural language applicable to committees and the Board so that each practice undertaken by both the committees and the full Board appears once rather than twice;
3. Replacing the verb "shall" with more meaningful words like "may," "will" or "must;"
4. Incorporating changes to reflect the Board's current practices for compliance with the Brown Act; and

5. Altering the description of how meeting minutes are compiled and retained now that minutes are taken by computer and meetings are recorded in audio, and soon video as well.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby adopts the amended Rules of Procedure of the Board of Directors which reflect the revisions set forth above and are attached hereto as Attachment A.

Regularly passed and adopted this 7th day of December, 2016 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary