

JANUARY 4, 2017 SAMTRANS BOARD MEETING

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BOARD OF DIRECTORS 2017

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
JEFF GEE
CAROLE GROOM
KARYL MATSUMOTO
JOSH POWELL
PETER RAITO
CHARLES STONE

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, JANUARY 4, 2017 – 2:00 P.M.

1. Call to Order
2. Swearing-in:
 - a. Jeff Gee (Representing City Selection Committee – South)
 - b. Rose Guilbault (Representing Public Member)
 - c. Josh Powell (Representing Public Member)

ACTION

3. Approval of Minutes of Community Relations Committee Meeting of December 7, 2016

INFORMATIONAL

4. Accessibility Update – Tina Dubost
5. Paratransit Coordinating Council Update – Mike Levinson
6. Multimodal Ridership Report – November 2016

7. Adjourn

Committee Members: Jeff Gee, Carole Groom

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
DECEMBER 7, 2016**

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

Committee Members Absent: C. Groom

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

Staff Present: J. Averill, J. Cassman, T. Dubost, S. Gaffney, J. Hartnett, M. Martinez, N. McKenna, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker said former Director Art Lloyd passed away on December 4. Mr. Lloyd possessed an institutional knowledge of the agency that cannot be matched. As a longtime member of the Peninsula Corridor Joint Powers Board he led efforts to modernize Caltrain service on the Peninsula. Mr. Lloyd left an impression on everyone he met. Chair Kersteen-Tucker requested that today's meeting be adjourned in memory of Mr. Lloyd.

Committee Chair Jeff Gee called the meeting to order at 2:04 p.m.

Approval of Minutes of November 2, 2016

Motion/Second: Tissier/Guilbault

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

Abstain: Gee, Stone

Absent: Groom

Recommend Appointment of Michelle Buzbee, Representing Multimodal Riders, to the Citizens Advisory Committee (CAC)

Committee Chair Gee thanked Directors Charles Stone and Karyl Matsumoto for their time on the interview panel for the public member seats on the Board. Ms. Buzbee rose to the top in the interviews, but unfortunately only two appointments can be made to the Board. Ms. Buzbee lives on the Coast and is a high school junior. Committee Chair Gee said given that youth is an increasing demographic for SamTrans the committee unanimously recommends Ms. Buzbee be appointed to the CAC.

Director Rose Guilbault said she and Director Shirley Harris had a chance to meet Ms. Buzbee at the Youth Leadership Institute presentations held in the auditorium and was very impressed with her. She will be a tremendous asset to the CAC.

Motion/Second: Kersteen-Tucker/Ratto

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

Absent: Groom

Accessibility Update

Tina Dubost, Manager, Accessible Transit Services, said at the November SamTrans Accessibility Committee meeting there was a discussion on the replacement of the 40-foot buses in 2017.

Director Matsumoto said in the PCC minutes there was a discussion on Alameda County's Measure B and BB funding paratransit and asked if the District should go out for a ballot measure to support seniors and paratransit funding. Ms. Dubost said Alameda's measure is set-up different than San Mateo County's Measure A.

Paratransit Coordinating Council (PCC) Update

Mike Levinson, Chair, PCC, said there are multiple organizations in the East Bay that help with paratransit funding. The PCC's Regional Conference will be February 7 or 20 in the SamTrans auditorium.

Chair Kersteen-Tucker asked about the consumer core rides and the reason no trips were reported for the Coast. Mr. Levinson said at every meeting volunteers are sought to participate.

Citizens Advisory Committee (CAC) Liaison Report

Committee Chair Gee said a report from CAC Chair Juslyn Manalo is included in the reading file. He said Directors Peter Ratto and Harris and Mark Simon, Chief of Staff, attended the CAC's holiday reception prior to their meeting. Lindsey Kiner, Senior Planner, presented the District's Draft Short-Range Transit Plan and Margo Ross, Director, Bus Transportation, reported the October performance statistics.

Mobility Management Report – Fixed-Route Bus

David Olmeda, Chief Operating Officer, Bus, said there continues to be a decline in ridership. Between last year and through October there is about a 12 percent decline in ridership. Mr. Olmeda said although this is alarming it parallels with ridership in neighboring transit agencies as well as on a national scale. In terms of farebox revenue it is essentially a function of ridership so it is also showing a decline. Mr. Olmeda said token usage and Day Pass usage also reflects the same trend. He said SamTrans offers a variety of fare media so in subsequent reports he will provide a more comprehensive look at the fare media and how they are performing.

Mr. Olmeda said after the SamTrans Service Plan was implemented ridership numbers passed the national average significantly for two years.

- Ridership versus the national comparison:
 - Fiscal Year (FY) 2012-2013 was -2.2 percent versus 0.4 percent
 - FY2013 –FY2014 was 3 percent versus -0.7 percent
 - FY2014-FY2015 was 2.9 percent versus -1.6 percent
 - FY2015-FY2016 was 2.8 percent versus -1.9 percent
 - FY2012-FY2016 was 0.8 percent versus -4.7 percent
 - First quarter of FY2017 was -5.28 percent versus -5.1 percent

Mr. Olmeda said what is significant about the first quarter of FY2017 is staff has seen a significant rate of decline in the national ridership and SamTrans is seeing that too. One of the contributing factors is the sustained cost of low fuel. When staff looked at the decrease in the cost of fuel from the same time period, fuel is down 40 percent.

Mr. Olmeda said on-time performance (OTP) is impacted by the heavy flows of traffic in the county, even the CUB and Coastside service providers are affected. Although adjustments have been made to some routes to correct the OTP the effect of traffic is manifesting itself into the OTP of the system.

Mr. Olmeda said SamTrans has a very good safety record. In FY2015 the goal of 115,000 miles between service calls was exceeded. But the sensitivity of the metrics is as delicate as one accident per month will cause the metric to not be met.

Mr. Olmeda said fleet reliability remains outstanding. In the last month it was over 30,000 miles between service calls. This also helps with the missed schedule statistic. When the fleet is reliable there is no potential for missed schedules. This is significant because of the customer service and customer experience being offered. When there are five-minute or 15-minute headways and a schedule is missed it doesn't affect the customer. When there are 30-minute or hour headways and the run is missed it is significant impact to those customers. Customer reports are very good with less than 150 complaints for every one million trips.

Mr. Olmeda said in 2017 the goal is to improve ridership by evaluating ridership performance on low performing routes and low performing trips. Staff wants to identify new area service options such as express service, pilot programs, or new markets that can be served. He said staff will be evaluating express and pilot service fares as well as ways to improve response time for service changes.

Director Matsumoto said lower gas prices are one factor to declining ridership, but what are two others. Mr. Olmeda said the County has low unemployment rates and a healthy economy allows people to have choices on where they work. The high cost of housing in the County discourages people from living here.

Director Adrienne Tissier asked if Uber and Lyft have an effect on ridership. Mr. Olmeda said Bay Area Rapid Transit (BART) has experienced this on their San Francisco International Airport (SFO) and Oakland Airport stops.

Chair Kersteen-Tucker said staff speculates why people aren't riding, but is there a way to find out why people aren't riding. Jim Hartnett, General Manager/CEO, said there is no answer. Surveys and focus groups can be done, but it is evident low gas prices is causing the decline in ridership. Staff knows the trends, but looking at why people don't want to ride or not riding is a not easy. This is why staff is looking at express bus routes. Caltrain riders benefit from Uber and Lyft for their first and last mile.

Chair Kersteen-Tucker said staff and the Board must speculate the choice riders are the ones that have been lost. Mr. Hartnett said lower gas prices, a good economy and people have more money to spend and may be using a vehicle where they didn't have it before.

Director Guilbault asked about the role within marketing on ridership and people's negative perception. There are populations that need the bus. Director Guilbault said a solid marketing plan would support goals and make a realistic perception of SamTrans. She asked when the Board will receive an update on the goals. Mr. Olmeda said the new routes launched were a partnership with the marketing department. Anytime there are service changes marketing does promotions and puts the information out to the riders. Mr. Olmeda said by February he hopes to have the ridership dashboard data for the Board. This dashboard serves as a report card for the staff in the field.

Mr. Hartnett said he will have Seamus Murphy, Chief Communications Officer, provide a presentation on what goes into marketing new routes and service adjustments. He said with the new school routes staff worked with the community.

Multimodal Ridership Report – October 2016

Mr. Olmeda reported:

- Compared to September 2015
 - Average Weekday Ridership
 - Bus ridership was 42,500, a decrease of 9.2 percent.
 - Paratransit ridership was 1,320, an increase of 1.5 percent.
 - Caltrain ridership was 58,810, a decrease of 3.5 percent.
 - Shuttle ridership was 12,950, an increase of 13.5 percent.
 - Total weekday ridership was 166,090, a decrease of 3.9 percent.

Mr. Olmeda said the increase in shuttles is an indicator of a strong economy as these are funded by the employers.

- Total Monthly Ridership
 - Bus ridership was 1,075,180, a decrease of 12 percent.
 - Paratransit ridership was 31,940, an increase of 1 percent.
 - Caltrain ridership was 1,570,820, a decrease of 5.4 percent.
 - Shuttle ridership was 272,520, an increase of 7.1 percent.
 - Total weekday ridership was 4,224,420, a decrease of 7 percent.

Committee Chair Gee said as chair of Commute.org they are seeing an incredible increase in the shuttles. There is a core group of customers that need the service and there is another audience that may be more likely to ride if the bus was like a Google bus with leather seats and Wi-Fi.

Director Peter Ratto said shuttles are geared to provide service from Caltrain with a seamless connection. The most popular destination for Uber service is the San Francisco Caltrain Station because of the unreliable service in that area.

Mr. Hartnett said at the request of Santa Cruz Transit he met with their General Manager to discuss service on Highway 17 to Diridon Caltrain Station. During the meeting it became apparent the meeting was to actually ask for assistance in subsidizing their Highway 17 shuttle. The community service was being cut and the general manager said he couldn't cut that service without cutting their premium Highway 17 service.

Adjourned: 2:50 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

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

SIGNIFICANCE

Several groups advise SamTrans on accessible service issues. The Paratransit Coordinating Council (PCC) provides a forum for consumer input on paratransit issues. The Advocacy and Legislative Committee (AL-Com) is the advocacy arm of the PCC.

The PCC and the PAL (PCC AL-Com) meet monthly (except for August).

The minutes of the November 8, 2016 PCC and PAL meetings are attached to this report.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

No additional information.

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

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

**MEETING MINUTES
November 8, 2016**

ATTENDANCE: Members Present: Mike Levinson, Chair; Vincent Merola, Vice-Chair; Tina Dubost, SamTrans; Dinae Cruise, Consumer; Dale Edwards, Consumer; Sammi (Wilhelmina) Riley, Consumer; Barbara Kalt, Rosener House; Marie Violet, Sequoia Hospital; Aki Eejima, Consumer; Monica Colondres, Community Resident; Susan Capeloto, DOR; Michal Settles, Coastside; Sandra Lang, COA; Patty Clement-Cihak, Catholic Charities; and Judy Garcia, Consumer.

GUESTS: Margo Ross, SamTrans; Erin Swartz, PCC Staff; John Sanderson, SamTrans; Ashish John, SamTrans; Mark Weinstein, First Transit; and Dave Daley, First Transit.

ABSENTEES: Maria Kozak, Consumer; and Maureen Dunn, Senior Focus.

(Member Attendance 15; Quorum—Yes)

WELCOME/INTRODUCTION

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

APPROVAL OF THE OCTOBER PCC MINUTES

Vincent motioned to approve the October PCC meeting minutes and Judy seconded the motion. Michal abstained from voting and no corrections were noted.

COMMITTEE REPORTS

A. POLICY ADVOCACY- LEGISLATIVE COMMITTEE (PAL)

Vincent reported on a variety of demand responsive services that are offered in neighboring Bay Area counties.

The PAL Committee discussed how the San Mateo County Transit Authority (TA) administers Measure A funds. Tina reported on the differences in the three different Measure A sales taxes in San Mateo County.

Mike said that the PAL Committee also discussed the transition some transit agencies are making from MDC's (Mobile Data Computers) and MDT's (Mobile Data Terminals) to tablet-based data collection on paratransit vehicles.

The next PAL Committee meeting is scheduled for Tuesday, December 13, 2016. A Bus Review Committee is tentatively scheduled to take place before the December PAL Committee meeting. Tina will send out a date and time confirmation for the Bus Review Committee.

B. GRANT/BUDGET REVIEW

Barbara reported that there are no updates available.

C. EDUCATION COMMITTEE

Sammi reported that two outreach events took place in October. The PCC hosted a table at the Transition to Independence Fair in South San Francisco and the Seniors on the Move Conference in San Mateo. Both events were very well attended. The last of the PCC-branded coin purses have been given out and the new pens are being distributed. Erin and Sammi will work with the rest of the Committee members to set an Education Committee conference call for December or early January. Sammi thanked the volunteers who worked at both events.

D. EXECUTIVE COMMITTEE

Mike reported that the Executive Committee held a conference call on November 1, 2016. The Committee is working to plan a PCC Regional Conference for February. A date, theme for the conference, and topics of interest are also being developed. Michal Settles asked about where the PCC Regional Conference will be held. Mike reported that the conference will either be held at the SamTrans building or at another nearby location.

The Executive Committee also worked to get an update from SamTrans on the IVR program status, as this project has been in progress for several years. An update on the performance level is also needed. Vincent and the PCC members discussed the original timeline for implementing the IVR program. Margo reported that getting the IVR program assessed and fully operational is a high priority. Margo said that she is negotiating with the vendor to set a meeting date and Tina is developing a scope of work to complete the project. Vincent asked for monthly updates about progress on the IVR program. Mike asked Margo about adding enhanced service from Trapeze if a contractual credit is due from the IVR program. Sandra asked if SamTrans oversees the IVR project contract. Michal thanked Margo for her report and commitment to solving the IVR problems. Margo agreed to attend the February PCC meeting and provide an update. Michal asked if the SamTrans Board of Directors is aware of the issues with the IVR project. Patty asked for a dollar amount that is spent monthly and annually that are allocated toward the part of the project that is not fully functional.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina reported that Santa Clara VTA has changed their paratransit provider from Outreach to work with MV Transit directly. Tina has no reports that Redi-Wheels customers have been affected, although she has heard that some customers in Santa Clara County have been impacted. Aki and John discussed when new reservations are going to be taken for VTA paratransit trips.

The SamTrans Route #294 service to the Half Moon Bay Pumpkin Festival was expanded for this year's event.

B. Performance Measures Report

Tina reported that total ridership in September 2016 was about 3.6% higher than September 2015. Average weekday ridership is also higher. On-time performance and

productivity both met the standard, along with telephone hold time. The number of taxi trips is trending upward.

Monica acknowledged the increased demand and expense for paratransit services in San Mateo County. Tina said that the current Redi-Wheels budget is about \$18 million dollars per year. Ashish reported that in the budgeting process, SamTrans analyzes seasonal trends and PPH (passengers per hour) trends to forecast projected expenses. Ashish said that the ridership increase is expected to stabilize. Other factors include staffing, vehicle allocation, routes, and vehicle inspections to set costs and service delivery as accurately as possible. Dinae asked about the trend of taxi rides increasing. Dave reported that taxi use is dictated by average daily ridership. SamTrans is working to expand their fleet and First Transit is working to add staff as-needed. Mike asked Dave discussed fixed and variable costs for First Transit. Sandra and Ashish discussed how comparative data for different demographic groups is used to project ridership data. Michal asked Sandra if the COA collects data on senior citizens projected to be moving into San Mateo County. Marie added that the existing aging population residing in San Mateo County is expected to need increasing services.

Mike reported that a series of four stakeholder workshops will be held at SamTrans over the next year to address the aging and adult population. The first workshop is scheduled to take place from 9:00 a.m. to 12:00 p.m. on Monday, November 14, 2016. Melissa Reggiardo is the contact person at SamTrans for the first workshop.

C. Monthly Redi-Wheels Comment Statistics Report

John reported that broad trends continue upward. In 2016, there have been 43 valid late vehicle complaints so far this year. John calculated that the number of valid late vehicle complaints per 1000 trips is far less than 1%.

Mike asked John about feedback about customer behavior reported by Redi-Wheels drivers. John and Margo- commented that gathering the data would be highly time-consuming for the small number of complaints received. Dave said that SamTrans does respond to driver reports about issues with customers.

Safety Report

Dave reported that in August in September there were zero preventable accidents. In October, there were two preventable accidents. Both drivers involved with the preventable accidents completed retraining. No injuries were reported. Dave said that a vehicle maneuvering exercise is being planned for the next Safety Meeting that includes all the drivers.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal reported that the next CTC meeting is scheduled for December 15, 2016. A Christmas celebration has not yet been planned. Maintaining driver staffing levels has been easier, with some long-term employees returning to work on the Coastsides. The Half Moon Bay Pumpkin Festival had low attendance due to poor weather this year.

Michal agreed to send out a Coastside meeting reminder prior to the December PCC meeting.

B. AGENCY

Barbara reported that the agencies periodically get a large group of new drivers, when the routes go up for bid. She said that the new driver bid is now in place and there have been no problems to report. Dave credited Oliver for all his hard work coordinating the routes for the agencies.

C. EFFICIENCY REVIEW COMMITTEE (ERC)

Mike reported that an ERC meeting has not been scheduled for November or December. Tina agreed to contact the Committee members to set up a meeting.

D. COMMISSION ON AGING (COA)

Sandra reported that the COA met on October 17, 2016. The Transportation Committee also met that day. The Transportation Committee has developed a pedestrian safety toolkit for distribution by the San Mateo County Commissioners to the municipalities. This project is part of the updated 2006 Senior Mobility Plan. Sandra said that a presentation about Fall Prevention was given at the October COA general meeting. The COA is continuing to distribute Elder Abuse Awareness brochures. The next COA meeting is scheduled for 9:00 a.m. on Monday, November 14, 2016 at 225 - 37th Avenue in San Mateo. Mike said that the last New Beginnings Coalition meeting had a presentation given by the TIES information service about Elder Abuse Awareness.

E. COMMISSION ON DISABILITIES (COD)

Vincent reported that on October 15, 2016, the Transition to Independence Fair took place in South San Francisco. The event was well-attended and Vincent thanked the PCC for participating. The COD Executive Committee is working to strategize priorities for the coming year and will also be rescheduling the 25th anniversary BBQ for early 2017.

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

Vincent reported that CiD is hosting four movie screenings over the next few months at the Gatepath office in Burlingame (899 Stanton Road).

G. DEPARTMENT OF REHABILITATION (DOR)

Susan reported that some counselor and clerical vacancies at DOR are still open. Lots of referrals are being given and outreach activities are taking place. Susan said that the building manager has worked with clients and employees at DOR to assist them as the offices have been under extensive renovation.

OTHER BUSINESS

Mike announced that the next PCC meeting is scheduled for Tuesday, December 13, 2016 at 1:30 p.m.

Tina said that a Bus Review Committee will be scheduled, once the grant funding for a new cutaway bus is approved. Margo described the specific restrictions on vehicle purchases with grant funding. Tina said that a standard cutaway currently costs about

\$100,000 and low-floor cutaway vehicles cost about \$150,000. Tina said that the low-floor vehicles are appealing because riders can board more quickly and easily. Sammi pointed out that one drawback to the low-floor vehicles is there is only space for two wheelchairs. Dave said that about 57 buses in total are in service each day. Barbara and Mike expressed concern about low-floor vehicles navigating along steep hills and driveways throughout San Mateo County. Vincent advocated for holding the Bus Review Committee meetings on the same day as the regularly-scheduled PCC meeting.

Aki shared his insights into the IVR project that he has had over the duration of the time that it has been in progress.

Dale said that he is thankful for the PCC and the paratransit service provided by Redi-Wheels. He noted that the PCC represents over 7,000 riders in San Mateo County. Dale wished everyone a Happy Thanksgiving.

MEETING ADJOURNED 3:25 p.m.

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

**MEETING MINUTES
11:30 a.m. - 12:30 p.m.
November 8, 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; and Aki Eejima, Consumer.

GUESTS: John Sanderson, SamTrans; Henry Silvas, SamTrans; Erin Swartz, PCC Staff; and Dave Daley, First Transit.

ABSENT: Sandra Lang, COA and Maria Kozak, Consumer.

APPROVAL OF OCTOBER PAL MINUTES

Mike motioned to approve the October PAL meeting minutes and Sammi seconded the motion. No abstentions or corrections were noted.

LEGISLATIVE UPDATES

Tina reported on the issues with VTA Access Paratransit in Santa Clara County. She said that VTA made a sudden change to its service provider from Outreach to MV Transportation. There have been some service disruptions this week. John said that MV Transit was already a transportation subcontractor for VTA, so they should be able to continue providing service in this transition and participate in the RFP process.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

Mike asked Tina for an update on the policy for Inter-County Transfer Trips with Outreach. Tina said that Redi-Wheels is providing the new phone number for VTA/Outreach to customers who call to make inter-county transfers.

Mike reported on a voting guide sent out by MTC.

Aki asked for information about the High-Speed Rail Project and electrification vs. Maglev train technology.

POLICY ISSUES

Vincent provided an update on neighboring transit agencies. In San Francisco, he said that SF Access is moving away from Mobile Data Computers (MDC's) and transitioning to tablets. MDC's cost about \$4,000 apiece and tablets cost about \$100.00. While the life span of the MDC's is longer than a tablet, the tablets are much easier to replace. Tina confirmed that the MDT's used by SamTrans are radio-based, while tablets would rely on cellular transmissions.

John clarified the differences between MDT's and MDC's (Mobile Data Computers). The computing terminals collect a greater amount of data while the vehicle is in

service. Dave said that VTA is piloting the Driver Mate Tablet made by Trapeze. He said that First Transit will be following progress on the project. John, Tina, and Dave discussed the cost of add-ons to Trapeze. John and Tina clarified that the IVR component of Trapeze used by SamTrans is currently in use, specifically for Night Before Calls. John said that there are several costs related to implementing IVR. Tina added that Imminent Arrival Calls have not yet been implemented because the accuracy of ETA's is not high enough at this point. Vincent asked for specific details about the next steps needed to move forward on the Imminent Arrival Call implementation. Aki and Dinae reported that they did not receive a Night Before Call for their trip to SamTrans today.

Vincent reported that UCSF and HPSM recently reached an agreement for patients. Vincent said that SF MTA would welcome a direct service agreement with SamTrans to UCSF. Tina said that funds and staff are not presently available at SamTrans to offer expanded paratransit service to UCSF.

Vincent and John discussed Same-Day Service with SF Access. The Wheelchair Breakdown Service provides transportation for individuals which may not be provided via paratransit.

Vincent stated that in Marin County, a packet of transportation vouchers is provided to individuals who receive SSI. Marin Transit has partnered with Aging and Adult Services to work on grant applications. Tina commented that Marin is working to implement a Senior Mobility Volunteer program, while SamTrans has been providing this service for the past several years. Vincent commented that a Mobility Consortium has been established to collaborate with organizations in the community. The SamTrans Planning department is working on a SamTrans Mobility Plan for Seniors and People with Disabilities. Mike, John, and Tina discussed the four meetings taking place over the next year to work on the Plan. Another planning document will be workshopped for youth services.

Vincent stated that he has been working with Richard to develop a matrix for Paratransit Service in the 9 Bay Area Counties.

Mike and Tina discussed how the San Mateo County Transportation Authority (TA) administers money from Measure A. Tina described a breakdown of the spending allocated for various transit and paratransit projects in San Mateo County. San Mateo County voters originally passed Measure A in 1988. That Measure created a ¼ cent sales tax for transportation in San Mateo County, and created the TA to administer the revenue. The 1988 Measure included the establishment of a \$25 million paratransit trust fund, with the assumption that the interest would provide all the funding necessary for paratransit, forever. (In FY 2016 the trust fund yielded approximately \$200,000 in interest.) Measure A was re-authorized by the voters in 2004, and took effect in 2009. The Measure A reauthorization specified that approximately 4% of the funds collected will go to accessible services, until the measure sunsets in 2033. Mike asked Tina for guidance on how to approach the TA to advocate for additional paratransit service.

San Mateo County voters also passed a separate ½ cent sales tax, also called Measure A in 2012. The 2012 Measure A is administered by the County of San Mateo, and allocated by the San Mateo County Board of Supervisors in two-year grants for a variety of programs. The Board of Supervisors has contributed \$5 million per year to Redi-Wheels and RediCoast, for the past three years, and has committed to \$5 million for one additional year, after which the grant must be reauthorized or alternate funding identified. About the San Mateo County Board of Supervisors Measure A, Mike also asked about how paratransit advocacy could take place.

Vincent, John, and Tina discussed the differences between services provided by the Alameda County Transportation Commission (ACTC) and East Bay Paratransit.

Vincent asked Tina for the level of reserves that SamTrans has for this budget year. Tina and Vincent discussed Same-Day demand response service in different parts of Alameda County. Dave and John discussed how premium service might be implemented in the future for the VTA Outreach Program. Vincent described how the ACTC is funding a variety of beyond-ADA paratransit programs through the Alameda County Sales Tax Measure B. Tina and John discussed how the San Mateo County Measure A is structured differently from the Alameda County Measure B. Sammi commented that improving existing ADA paratransit service should be a higher priority over expanding ADA service.

Vincent discussed additional above-ADA services that could be implemented by SamTrans. The PAL Committee members discussed how the cost of expanding ADA services at SamTrans could be quantified.

Tina confirmed that the SamTrans Executive Committee is comprised of the SamTrans Chief Officers.

OTHER BUSINESS

Tina reported that funding for a new low-floor cutaway has not been confirmed. She said that the low-floor cutaway vehicles cost about \$50,000 more than a traditional cutaway vehicle. Tina suggested having a Bus Committee meeting in December to discuss replacing Redi-Wheels minivans and another meeting in January to discuss the low-floor cutaway vehicles. Tina said that the Bus Review Committees would be scheduled to take place before the PAL Committee meeting in December 2016 and January 2017.

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

The next PAL meeting is scheduled for Tuesday, December 13, 2016 from 11:30 a.m. to 12:30 p.m.

MEETING ADJOURNED 12:45 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: **MULTIMODAL RIDERSHIP REPORT – NOVEMBER 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 – NOVEMBER 2016 COMPARED TO NOVEMBER 2015

Grand Total All District Modes – 162,330, a decrease of 1.6 percent.

Bus – 41,520, a decrease of 3.9percent.

Paratransit – 1,270, an increase of 2.4 percent.

Caltrain – 57,050, a decrease of 1.8 percent.

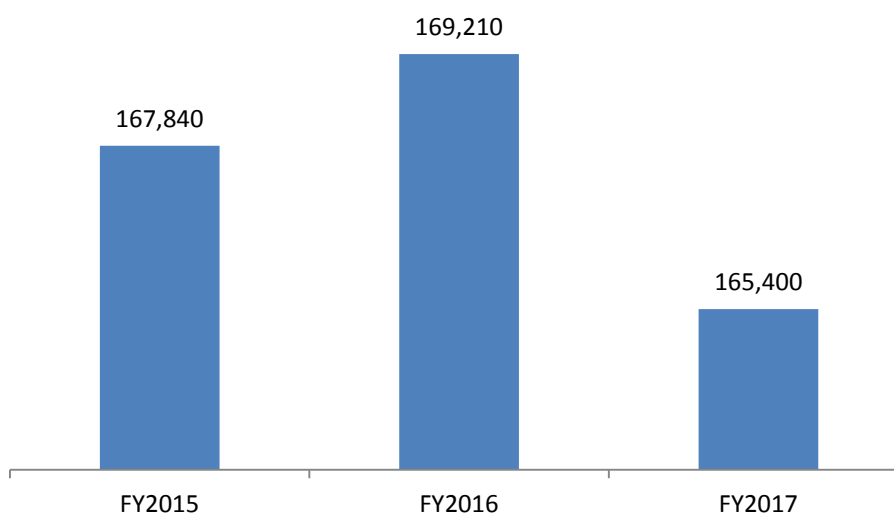
Shuttles – 12,770, an increase of 10.1 percent.

**Table A
Average Weekday Ridership**

| November 2016 Average Weekday Ridership | | | | Percent Change FY2016/2017 |
|---|---------|---------|---------|-------------------------------|
| Mode | FY2015 | FY2016 | FY2017 | |
| Bus | 43,960 | 43,210 | 41,520 | -3.9% |
| Paratransit | 1,040 | 1,240 | 1,270 | 2.4% |
| Caltrain | 56,900 | 58,120 | 57,050 | -1.8% |
| Shuttles | 11,600 | 11,600 | 12,770 | 10.1% |
| Total | 113,500 | 114,170 | 112,610 | -1.4% |
| BART Extension (No Daly City) | 49,590 | 50,880 | 49,720 | -2.3% |
| Grand Total | 163,090 | 165,050 | 162,330 | -1.6% |
| Weekdays | 19 | 20 | 21 | |

| November 2016 Year-to-date | | | | Percent Change FY2016/2017 |
|-------------------------------|---------|---------|---------|-------------------------------|
| Mode | FY2015 | FY2016 | FY2017 | |
| Bus | 43,790 | 43,300 | 40,350 | -6.8% |
| Paratransit | 1,140 | 1,240 | 1,290 | 4.0% |
| Caltrain | 59,700 | 61,470 | 60,400 | -1.7% |
| Shuttles | 12,020 | 11,460 | 12,530 | 9.3% |
| Total | 116,650 | 117,480 | 114,580 | -2.5% |
| BART Extension (No Daly City) | 51,190 | 51,730 | 50,820 | -1.8% |
| Grand Total | 167,840 | 169,210 | 165,400 | -2.3% |

**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 November for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – NOVEMBER 2016 COMPARED TO NOVEMBER 2015

Grand Total All District Modes – 3,978,840, a decrease of 0.4 percent.

Bus – 1,024,040 a decrease of 2.9 percent.

Paratransit – 30,280, an increase of 5 percent.

Caltrain – 1,468,820, a decrease of 0.6percent.

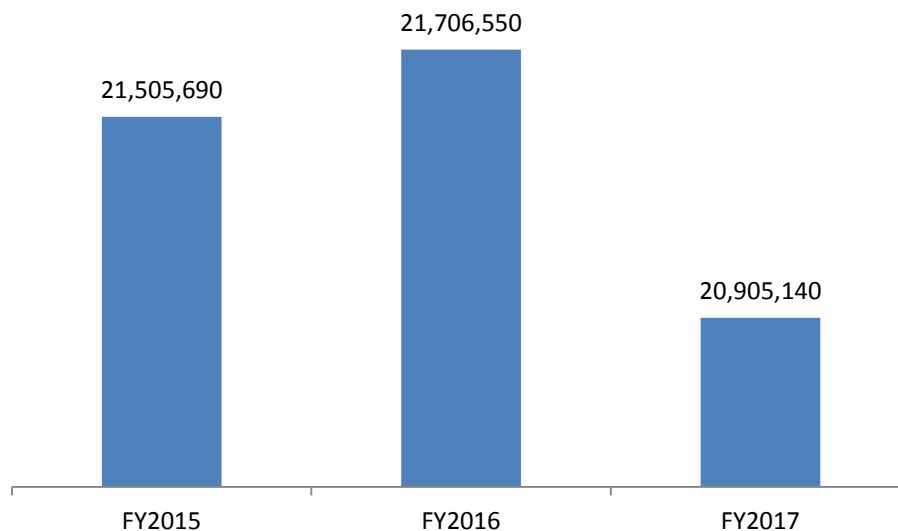
Shuttles – 258,400, an increase of 15.3 percent.

**Table B
Total Monthly Ridership**

| November 2016 Total Monthly Ridership | | | | Percent Change FY2016/2017 |
|---------------------------------------|------------------|------------------|------------------|-------------------------------|
| Mode | FY2015 | FY2016 | FY2017 | |
| Bus | 1,046,230 | 1,054,090 | 1,024,040 | -2.9% |
| Paratransit | 24,820 | 28,850 | 30,280 | 5.0% |
| Caltrain | 1,418,780 | 1,477,390 | 1,468,820 | -0.6% |
| Shuttles | 226,350 | 224,090 | 258,400 | 15.3% |
| Total | 2,716,180 | 2,784,420 | 2,781,550 | -0.1% |
| BART Extension (No Daly City) | 1,158,690 | 1,208,770 | 1,197,290 | -0.9% |
| Grand Total | 3,874,860 | 3,993,190 | 3,978,840 | -0.4% |
| Weekdays | 19 | 20 | 21 | |

| November 2016 Year-to-date | | | | Percent Change FY2016/2017 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------------------|
| Mode | FY2015 | FY2016 | FY2017 | |
| Bus | 5,607,910 | 5,556,580 | 5,146,010 | -7.4% |
| Paratransit | 138,900 | 151,330 | 157,010 | 3.8% |
| Caltrain | 7,916,860 | 8,186,630 | 7,998,840 | -2.3% |
| Shuttles | 1,296,310 | 1,232,320 | 1,323,090 | 7.4% |
| Total | 14,959,970 | 15,126,860 | 14,624,950 | -3.3% |
| BART Extension (No Daly City) | 6,545,720 | 6,579,690 | 6,280,190 | -4.6% |
| Grand Total | 21,505,690 | 21,706,550 | 20,905,140 | -3.7% |

**Chart B
Total Ridership (FYTD)**



The following summary illustrates the number of riders by fare category for the month of November 2016. SamTrans carried 1,021,286 passengers on its fixed-route service in November, and 11,354,569 for the 2016 Calendar Year-to-Date. These numbers do not include Dumbarton ridership.

Table C
Riders by Fare Category

| | November 2014 | November 2015 | November 2016 | 2016 Calendar Year-to-Date |
|-------------------|------------------|------------------|------------------|-------------------------------|
| Adult Cash | 249,211 | 233,534 | 175,833 | 2,161,024 |
| Adult Pass | 468,739 | 474,416 | 512,801 | 5,547,471 |
| Youth Cash | 124,411 | 124,407 | 136,316 | 1,479,449 |
| Youth Pass | 57,787 | 59,862 | 55,298 | 592,432 |
| Eligible Discount | 142,856 | 159,097 | 141,038 | 1,574,183 |
| Total | 1,043,033 | 1,051,315 | 1,021,286 | 11,354,569 |

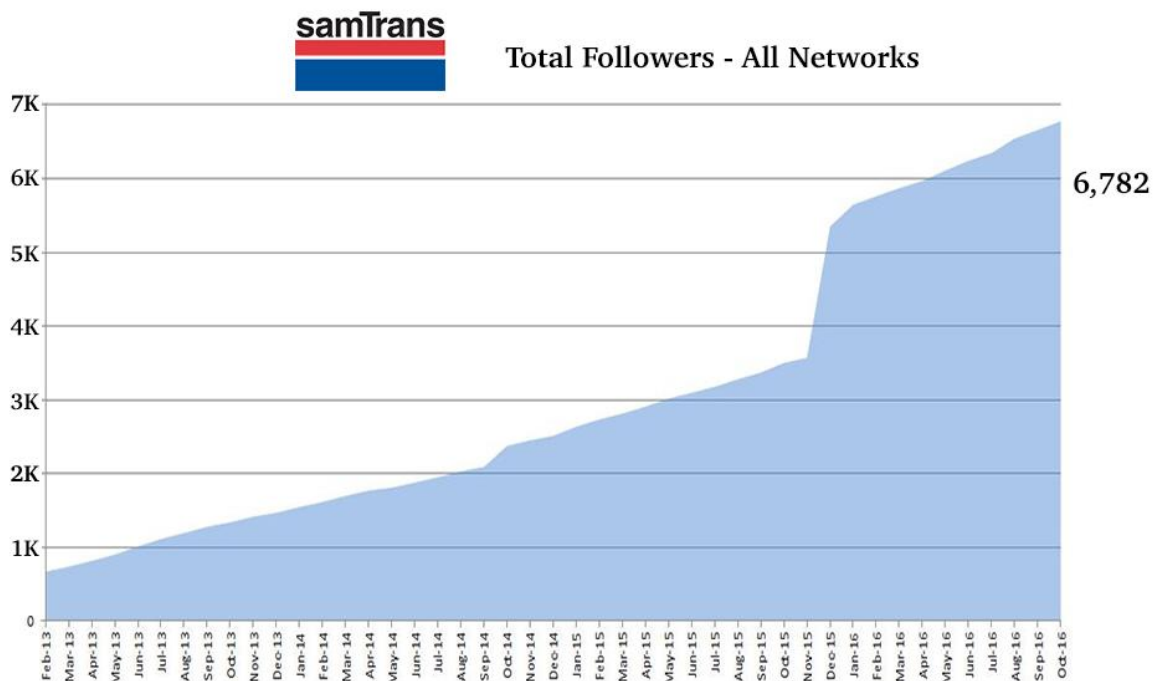
SamTrans Promotions – November 2016

Veterans Day Observance – In observance of Veterans Day, both SamTrans and Caltrain as an agency wanted to recognize and celebrate our Veterans' service and sacrifice by running "SamTrans Salutes America's Veterans" on all bus head signs and station Visual Message Signs.

Partnerships

SamTrans and KOIT Stuff a Bus – On November 12, SamTrans partnered with KOIT radio, meeting with fans and helping collect non-perishable food items to help families in need by "stuffing a bus." Benefiting the Second Harvest Food Bank of San Mateo and Santa Clara Counties, the Stuff a Bus promotion took place at the Shops at Tanforan from 8 a.m. to 4 p.m. The event was promoted from October 30 – November 12 using pre-recorded radio mentions, live mentions, the KOIT website homepage, e-blasts, social media inclusion and on-site KOIT presence featuring KOIT On-Air talent. Over 2,000 pounds of non-perishable food and \$160 was collected for the food bank, an increase over last year.

San Mateo County Harvest Festival – November 10 – 12, The 2016 Harvest Fest was back at the San Mateo Event Center for Art & Craft enthusiasts and featured over 250 artisans, specializing in clothing, jewelry, specialty foods, toys, holiday décor and more. Customers received a \$2 discount if you rode public transit to the event or resented a coupon that was available in the fall edition of *Track the Fun* or *Transit Fun Guide*. Internal communications to promote the event included social media, news blog, and mention in printed publications listed above. The partnership included logos in printed/electronic collateral material produced by event organizers, social media and news release.





BOARD OF DIRECTORS 2017

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
JEFF GEE
CAROLE GROOM
KARYL MATSUMOTO
JOSH POWELL
PETER RATTO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

AGENDA

FINANCE COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, JANUARY 4, 2017 – 2:15 p.m.

or immediately following previous Committee meeting

1. Call to Order

ACTION

2. Approval of Minutes of Finance Committee Meeting of December 7, 2016
3. Acceptance of Statement of Revenues and Expenses for November 2016

CONTRACTS

4. Authorize Award of Contract to Battalion One Fire Protection for Fire Safety Systems Inspections, Certification and Maintenance Services For a Total Amount of \$337,065 for a Five-Year Term
5. Authorize Rejection of All Bids for Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items
6. Adjourn

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
DECEMBER 7, 2016**

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

Committee Members Absent: C. Groom

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

Staff Present: J. Averill, J. Cassman, S. Gaffney, J. Hartnett, M. Martinez, N. McKenna, D. Olmeda, M. Simon, S. van Hoften, N. Vigil

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

Approval of Minutes of November 2, 2016

Motion/Second: Tissier/Harris

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

Abstain: Gee, Stone

Absent: Groom

Acceptance of Statement of Revenue and Expenses for June 2016 (Unaudited)

Shannon Gaffney, Interim Chief Financial Officer, said the audited numbers will be presented at the February meeting. Due to slightly higher operating revenues than budgeted and lower than budgeted expenditures, a total of \$12.8 million was put into reserves.

Director Jeff Gee asked what categories had savings. Ms. Gaffney said there were savings in professional services, fuel, insurance and contracted bus service.

Motion/Second: Tissier/Guilbault

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

Absent: Groom

Acceptance of Statement of Revenue and Expenses for October 2016

Ms. Gaffney said this is four months of data that starts the picture for Fiscal Year 2017. Sales tax is coming in lower than budgeted and staff is monitoring these trends and will make a budget amendment in February, if necessary.

Motion/Second: Ratto/Harris

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

Absent: Groom

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

Motion/Second: Tissier/Kersteen-Tucker

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

Absent: Groom

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

Nita Vigil, Acting Director, Contracts and Procurement, said this was a resolicitation of a contract the Board rejected in September. Only one bid was received. Staff contacted the other vendors to see why they didn't resubmit a bid and all stated they wouldn't be competitive.

Motion/Second: Kersteen-Tucker/Gee

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

Absent: Groom

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

Ms. Vigil said this contract generates revenue for the operating budget. Lamar will provide a base amount at the start of the contract and a minimum guarantee of \$745,000 in the first year. Two proposals were received and Lamar is the current vendor.

Director Adrienne Tissier asked where the other vendor was located. Ms. Vigil said the East Coast.

Director Rose Guilbault reiterated nothing is out of pocket for the District and the District receives 65 percent of the revenue generated and Lamar gets 35 percent. Ms. Vigil said that is correct and Lamar is a very successful advertising firm.

Director Guilbault asked how this compares to other transit agencies. Mark Simon, Chief of Staff, said there are clauses in the contract that if more revenue is generated than anticipated the District receives additional revenue. He said it is hard to compare because the revenue generated in San Francisco is a lot bigger as more people will see those ads compared to ads on SamTrans buses and shelters.

Motion/Second: Kersteen-Tucker/Harris

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

Absent: Groom

Adjourned: 3:04 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
NOVEMBER 30, 2016 AND SUPPLEMENTAL INFORMATION**

ACTION

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

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$886,479 or 1.3 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$784,909 or 9.7 percent and *Sales Tax* (page 1, line 9) is **worse** by \$812,041 or 2.5 percent, offset by *Investment Interest* (page 1, line 10) which is **better** than budget by \$339,582 or 74.7 percent and *Other Interest, Rent & Other Income* (page 1, line 12) is **better** than budget by \$419,890 or 13.7 percent.

Expenses: *Total Expenses* (page 4, line 71) are \$4,668,577 or 7.7 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$4,072,730 or 8.2 percent, *Total ADA Programs* (page 4, line 55) is **better** than budget by \$514,811 or 6.8 percent and *Total Multi-Modal Programs* (page 4, line 69) is **better** than budget by \$81,036 or 2.2 percent.

BUDGET IMPACT

There are no budget revisions for the month of November 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
NOVEMBER 2016**

% OF YEAR ELAPSED: **41.7%**

| | 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 | 1,500,842 | 7,490,438 | 7,347,174 | 8,132,083 | 90.3 | 19,517,000 | 19,517,000 | 19,517,000 | 37.6 |
| 2 Local TDA and STA Funds | 3,530,120 | 15,991,284 | 17,650,599 | 17,650,598 | 100.0 | 42,361,438 | 42,361,438 | 42,361,438 | 41.7 |
| 3 Operating Grants | 444,569 | 3,440,546 | 1,608,998 | 1,608,997 | 100.0 | 4,010,671 | 4,010,671 | 4,010,671 | 40.1 |
| 4 SMCTA Measure A | 798,222 | 4,811,626 | 3,975,502 | 4,015,501 | 99.0 | 9,960,000 | 9,960,000 | 9,960,000 | 39.9 |
| 5 SM County Measure A | 416,667 | 2,083,333 | 2,083,333 | 2,083,333 | 100.0 | 5,000,000 | 5,000,000 | 5,000,000 | 41.7 |
| 6 AB434 Funds & TA Funded Shuttle | 9,083 | 250,417 | 45,417 | 54,076 | 84.0 | 109,000 | 109,000 | 109,001 | 41.7 |
| 7 Subtotal - Operating Revenues | 6,699,503 | 34,067,645 | 32,711,023 | 33,544,589 | 97.5 | 80,958,110 | 80,958,110 | 80,958,110 | 40.4 |
| Other Revenue Sources | | | | | | | | | |
| 9 District 1/2 Cent Sales Tax | 6,367,566 | 31,275,934 | 31,437,490 | 32,249,531 | 97.5 | 83,000,000 | 83,000,000 | 83,000,000 | 37.9 |
| 10 Investment Interest | 86,136 | 441,458 | 793,965 | 454,383 | 174.7 | 1,090,519 | 1,090,519 | 1,090,519 | 72.8 |
| 11 Pass through to Other Agencies | 5,405 | 44,943 | 24,322 | 24,667 | 98.6 | 69,000 | 69,000 | 69,000 | 35.2 |
| 12 Other Interest, Rent & Other Income | 735,195 | 2,877,658 | 3,476,924 | 3,057,034 | 113.7 | 7,308,988 | 7,308,988 | 7,308,987 | 47.6 |
| 13 Subtotal - Other Revenues | 7,194,302 | 34,639,993 | 35,732,702 | 35,785,615 | 99.9 | 91,468,507 | 91,468,506 | 91,468,506 | 39.1 |
| 14 Total Revenues | 13,893,805 | 68,707,637 | 68,443,724 | 69,330,203 | 98.7 | 172,426,616 | 172,426,616 | 172,426,616 | 39.7 |
| 15 Capital Assistance | 7,238 | 1,761,633 | 506,807 | 506,807 | 100.0 | 10,255,906 | 109,896,959 | 109,896,959 | 0.5 |
| 16 Reserves Programmed for Capital | 160,032 | 2,254,005 | 1,307,008 | 1,307,008 | 100.0 | 0 | 6,637,249 | 6,637,249 | 19.7 |
| 17 Total Sources of Funds | 14,061,075 | 72,723,275 | 70,257,540 | 71,144,019 | 98.8 | 182,682,522 | 288,960,824 | 288,960,824 | 24.3 |
| USES OF FUNDS | | | | | | | | | |
| Operations | | | | | | | | | |
| 21 Motor Bus | 8,625,265 | 40,469,468 | 45,388,198 | 49,460,928 | 91.8 | 117,968,986 | 117,968,986 | 117,968,986 | 38.5 |
| 22 A. D. A. Programs | 1,643,108 | 6,837,554 | 7,082,782 | 7,597,593 | 93.2 | 18,157,910 | 18,157,910 | 18,157,910 | 39.0 |
| 23 Caltrain | 540,000 | 3,560,573 | 2,700,002 | 2,740,001 | 98.5 | 6,640,000 | 6,640,000 | 6,640,000 | 40.7 |
| 24 Other Multi-modal Programs | 157,021 | 878,140 | 856,500 | 897,537 | 95.4 | 2,161,708 | 2,161,708 | 2,161,707 | 39.6 |
| 25 Subtotal - Operating Costs | 10,965,394 | 51,745,735 | 56,027,482 | 60,696,059 | 92.3 | 144,928,604 | 144,928,603 | 144,928,603 | 38.7 |
| Other Uses of Funds | | | | | | | | | |
| 27 Pass through to Other Agencies | 5,405 | 49,206 | 24,322 | 25,566 | 95.1 | 79,780 | 79,780 | 79,780 | 30.5 |
| 28 Debt Service | 832,337 | 4,181,519 | 4,161,685 | 4,161,685 | 100.0 | 21,648,044 | 21,648,044 | 21,648,044 | 19.2 |
| 29 Fiscal Agent Fees | 1,434 | 6,071 | 8,368 | 11,834 | 70.7 | 28,401 | 28,401 | 28,401 | 29.5 |
| 30 Land Transfer Interest Expense | 0 | 0 | 0 | 0 | 0 | 45,716 | 45,716 | 45,716 | 0.0 |
| 31 Subtotal - Other Uses of Funds | 839,176 | 4,236,796 | 4,194,376 | 4,199,085 | 99.9 | 21,801,941 | 21,801,941 | 21,801,941 | 19.2 |
| 32 Capital Programs | 167,270 | 4,069,425 | 1,813,816 | 1,813,816 | 100.0 | 16,327,874 | 122,606,176 | 122,606,176 | 1.5 |
| 33 Total Uses of Funds | 11,971,840 | 60,051,957 | 62,035,674 | 66,708,959 | 93.0 | 183,058,419 | 289,336,721 | 289,336,721 | 21.4 |
| 34 | | | | | | | | | |
| 35 NET SURPLUS / (DEFICIT) | 2,089,235 | 12,671,319 | 8,221,866 | 4,435,060 | 185.4 | (375,897) | (375,897) | (375,897) | (2187.3) |

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

(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
NOVEMBER 2016**

% OF YEAR ELAPSED: 41.7%

| | 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 | 1,440,658 | 7,141,533 | 7,035,374 | 7,765,833 | 90.6 | 18,638,000 | 18,638,000 | 37.7 |
| 2 LOCAL (TDA) TRANSIT FUND: | | | | | | | | |
| 3 General Operating Assistance | 3,128,384 | 13,393,218 | 15,641,920 | 15,641,920 | 100.0 | 37,540,609 | 37,540,609 | 41.7 |
| 4 STATE TRANSIT ASSISTANCE: | | | | | | | | |
| 5 Local STA Operating Assistance | 217,426 | 1,692,315 | 1,087,128 | 1,087,127 | 100.0 | 2,609,106 | 2,609,106 | 41.7 |
| 6 OPERATING GRANTS | | | | | | | | |
| 7 TOTAL OPERATING GRANTS | 355,028 | 3,121,883 | 1,066,128 | 1,066,128 | 100.0 | 1,666,278 | 1,666,278 | 64.0 |
| 8 DISTRICT 1/2 CENT SALES TAX: | | | | | | | | |
| 9 General Operating Assistance | 2,990,012 | 12,491,831 | 17,354,965 | 21,303,409 | 81.5 | 51,283,370 | 51,283,370 | 33.8 |
| 10 Accessibility Fixed Route | 85,814 | 400,343 | 385,031 | 472,174 | 81.5 | 1,133,217 | 1,133,217 | 34.0 |
| 11 TOTAL 1/2 CENT SALES TAX | 3,075,826 | 12,892,174 | 17,739,996 | 21,775,582 | 81.5 | 52,416,587 | 52,416,587 | 33.8 |
| 12 INVESTMENT INTEREST INCOME: | | | | | | | | |
| 13 Investment Interest Income | 66,957 | 357,851 | 617,844 | 367,716 | 168.0 | 882,519 | 882,519 | 70.0 |
| 14 OTHER REVENUE SOURCES: | | | | | | | | |
| 15 Rental Income | 126,689 | 494,027 | 650,319 | 566,667 | 114.8 | 1,360,000 | 1,360,000 | 47.8 |
| 16 Advertising Income | 60,417 | 409,271 | 311,967 | 478,750 | 65.2 | 1,149,000 | 1,149,000 | 27.2 |
| 17 Other Income | 153,862 | 967,142 | 1,237,521 | 711,203 | 174.0 | 1,706,888 | 1,706,888 | 70.3 |
| 18 TOTAL OTHER REVENUES | 340,968 | 1,870,440 | 2,199,806 | 1,756,620 | 125.2 | 4,215,888 | 4,215,888 | 52.2 |
| 19 TOTAL MOTOR BUS | 8,625,247 | 40,469,415 | 45,388,198 | 49,460,928 | 91.8 | 117,968,986 | 117,968,987 | 38.5 |
| 21 AMERICAN DISABILITIES ACT: | | | | | | | | |
| 22 Passenger Fares Redi-Wheels | 60,183 | 348,905 | 311,800 | 366,250 | 85.1 | 879,000 | 879,000 | 35.5 |
| 23 Local TDA 4.5 Redi-Wheels | 153,687 | 709,398 | 768,435 | 768,435 | 100.0 | 1,844,243 | 1,844,243 | 41.7 |
| 24 Local STA - Paratransit | 30,624 | 196,353 | 153,117 | 153,116 | 100.0 | 367,480 | 367,480 | 41.7 |
| 25 Operating Grants | 89,541 | 318,663 | 542,869 | 542,869 | 100.0 | 2,344,393 | 2,344,393 | 23.2 |
| 26 Sales Tax - District ADA Programs | 240,319 | 695,996 | 406,387 | 956,203 | 42.5 | 1,124,994 | 1,124,994 | 36.1 |
| 27 Sales Tax - Paratransit Suppl. Coastside | 149,545 | 646,402 | 758,432 | 758,432 | 100.0 | 1,669,800 | 1,669,800 | 45.4 |
| 28 Interest Income - Paratransit Fund | 19,179 | 83,661 | 176,121 | 86,667 | 203.2 | 208,000 | 208,000 | 84.7 |
| 29 SMCTA Measure A Redi-Wheels | 258,222 | 1,251,053 | 1,275,500 | 1,275,500 | 100.0 | 3,320,000 | 3,320,000 | 38.4 |
| 30 SM County Measure A | 416,667 | 2,083,333 | 2,083,333 | 2,083,333 | 100.0 | 5,000,000 | 5,000,000 | 41.7 |
| 31 Measure M Paratransit | 225,142 | 503,844 | 606,789 | 606,789 | 100.0 | 1,400,000 | 1,400,000 | 43.3 |
| 32 TOTAL ADA PROGRAMS | 1,643,108 | 6,837,608 | 7,082,782 | 7,597,593 | 93.2 | 18,157,910 | 18,157,910 | 39.0 |
| 34 MULTI-MODAL TRANSIT PROGRAMS: | | | | | | | | |
| 35 Transfer from SMCTA for Caltrain | 540,001 | 3,560,573 | 2,700,002 | 2,740,001 | 98.5 | 6,640,000 | 6,640,000 | 40.7 |
| 36 AB434 Funds & TA Funded Shuttle | 9,083 | 250,417 | 45,417 | 54,076 | 84.0 | 109,000 | 109,000 | 41.7 |
| 37 Employer SamTrans Shuttle Funds | 169,085 | 503,320 | 670,329 | 693,625 | 96.6 | 1,693,100 | 1,693,100 | 39.6 |
| 38 Sales Tax - SamTrans Shuttle Program | (31,562) | 64,977 | 75,108 | 79,004 | 95.1 | 189,608 | 189,608 | 39.6 |
| 39 Sales Tax - Gen. Operating Asst. | 10,414 | 59,426 | 65,646 | 70,833 | 92.7 | 170,000 | 170,000 | 38.6 |
| 40 TOTAL MULTIMODAL | 697,021 | 4,438,713 | 3,556,502 | 3,637,538 | 97.8 | 8,801,708 | 8,801,708 | 40.4 |
| 41 | | | | | | | | |
| 42 TOTAL REVENUES | 10,965,393 | 51,745,735 | 56,027,482 | 60,696,059 | 92.3 | 144,928,604 | 144,928,604 | 38.7 |
| 43 | | | | | | | | |
| 44 | | | | | | | | |

% 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
NOVEMBER 2016**

% OF YEAR ELAPSED: 41.7%

| <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 | 3,294,809 | 21,843,294 | 25,517,288 | 24,366,865 | 104.7 | 58,214,650 | 57,701,943 | 44.2 |
| 2 | | | | | | | | |
| 3 Services: | | | | | | | | |
| 4 Board of Directors | 3,941 | 19,914 | 19,950 | 47,918 | 41.6 | 86,000 | 86,000 | 23.2 |
| 5 Contracted Vehicle Maintenance | 108,040 | 434,094 | 426,606 | 626,875 | 68.1 | 1,508,154 | 1,508,154 | 28.3 |
| 6 Property Maintenance | 74,717 | 419,814 | 351,030 | 503,550 | 69.7 | 1,238,000 | 1,234,364 | 28.4 |
| 7 Professional Services | 503,312 | 1,238,920 | 1,665,412 | 2,126,433 | 78.3 | 4,956,711 | 5,338,029 | 31.2 |
| 8 Technical Services | 713,017 | 2,326,287 | 2,375,270 | 3,093,600 | 76.8 | 7,065,517 | 7,155,189 | 33.2 |
| 9 Other Services | 593,717 | 342,787 | 1,035,797 | 1,408,804 | 73.5 | 3,206,540 | 3,480,039 | 29.8 |
| 10 | | | | | | | | |
| 11 Materials & Supply: | | | | | | | | |
| 12 Fuel & Lubricants | 225,132 | 1,271,775 | 1,161,404 | 2,259,282 | 51.4 | 5,525,612 | 5,365,612 | 21.6 |
| 13 Bus Parts & Materials | 172,263 | 765,182 | 777,928 | 820,470 | 94.8 | 2,042,508 | 2,042,508 | 38.1 |
| 14 Uniforms & Driver Expense | 10,709 | 91,881 | 122,369 | 133,561 | 91.6 | 479,129 | 479,829 | 25.5 |
| 15 Timetables & Tickets | 8,258 | 32,286 | 27,538 | 122,602 | 22.5 | 263,645 | 263,645 | 10.4 |
| 16 Office Supplies / Printing | 34,817 | 58,312 | 126,889 | 227,150 | 55.9 | 485,062 | 485,062 | 26.2 |
| 17 Other Materials & Supply | 12,929 | 36,334 | 70,732 | 66,080 | 107.0 | 159,500 | 159,500 | 44.3 |
| 18 | | | | | | | | |
| 19 Utilities: | | | | | | | | |
| 20 Telecommunications | 48,424 | 150,732 | 175,347 | 304,996 | 57.5 | 731,991 | 731,991 | 24.0 |
| 21 Other Utilities | 94,692 | 449,365 | 500,416 | 475,000 | 105.4 | 1,140,000 | 1,140,000 | 43.9 |
| 22 Insurance Costs | 753,571 | 975,647 | 1,017,701 | 1,207,207 | 84.3 | 2,897,298 | 2,897,298 | 35.1 |
| 23 Workers' Compensation | 281,768 | 1,412,072 | 1,409,215 | 1,528,400 | 92.2 | 3,668,160 | 3,668,160 | 38.4 |
| 24 Taxes & License Fees | 36,632 | 221,609 | 212,378 | 306,307 | 69.3 | 735,136 | 735,136 | 28.9 |
| 25 Fixed Route Accessibility | 85,814 | 400,343 | 385,031 | 472,174 | 81.5 | 1,133,217 | 1,133,217 | 34.0 |
| 26 Leases & Rentals | 13,038 | 56,740 | 64,096 | 73,600 | 87.1 | 175,740 | 175,740 | 36.5 |
| 27 Promotional & Legal Advertising | 7,343 | 53,854 | 122,636 | 202,542 | 60.5 | 484,700 | 484,700 | 25.3 |
| 28 Training & Business Travel | 12,725 | 73,292 | 64,931 | 271,622 | 23.9 | 610,463 | 610,463 | 10.6 |
| 29 Dues & Membership | 9,707 | 40,242 | 42,777 | 51,184 | 83.6 | 118,620 | 118,620 | 36.1 |
| 30 Postage & Other | 4,110 | 26,502 | 18,311 | 55,080 | 33.2 | 103,000 | 113,338 | 16.2 |
| 31 | | | | | | | | |
| 32 Total District Operated Buses | 7,103,484 | 32,741,277 | 37,691,051 | 40,751,303 | 92.5 | 97,029,352 | 97,108,537 | 38.8 |
| 33 | | | | | | | | |
| 34 CONTRACTED BUS SERVICES | | | | | | | | |
| 35 Contracted Urban Bus Service | 1,284,011 | 6,186,156 | 6,532,787 | 7,175,958 | 91.0 | 17,246,300 | 17,166,300 | 38.1 |
| 36 Other Related Costs | 24,241 | 211,885 | 197,095 | 158,174 | 124.6 | 392,150 | 392,966 | 50.2 |
| 37 Insurance Costs | 45,997 | 373,802 | 86,569 | 306,914 | 28.2 | 736,593 | 736,593 | 11.8 |
| 38 Coastside Services | 121,727 | 734,039 | 632,930 | 820,000 | 77.2 | 1,968,000 | 1,968,000 | 32.2 |
| 39 Redi Coast Non-ADA | 21,381 | 88,594 | 112,406 | 97,083 | 115.8 | 233,000 | 233,000 | 48.2 |
| 40 Other Related Costs | 9,885 | 33,776 | 47,273 | 51,886 | 91.1 | 124,525 | 124,525 | 38.0 |
| 41 La Honda - Pescadero | 4,725 | 22,838 | 24,675 | 22,971 | 107.4 | 55,130 | 55,130 | 44.8 |
| 42 SamCoast - Pescadero | 9,093 | 74,418 | 54,194 | 73,792 | 73.4 | 177,100 | 177,100 | 30.6 |
| 43 Other Related Cost - SamCoast | 721 | 2,683 | 9,217 | 2,848 | 323.6 | 6,836 | 6,836 | 134.8 |
| 44 Total Contracted Bus Service | 1,521,781 | 7,728,191 | 7,697,147 | 8,709,625 | 88.4 | 20,939,634 | 20,860,450 | 36.9 |
| 45 | | | | | | | | |
| 46 TOTAL MOTOR BUS | 8,625,265 | 40,469,468 | 45,388,198 | 49,460,928 | 91.8 | 117,968,986 | 117,968,987 | 38.5 |

"% 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
OPERATING EXPENSES
FISCAL YEAR 2017
NOVEMBER 2016**

% OF YEAR ELAPSED: 41.7%

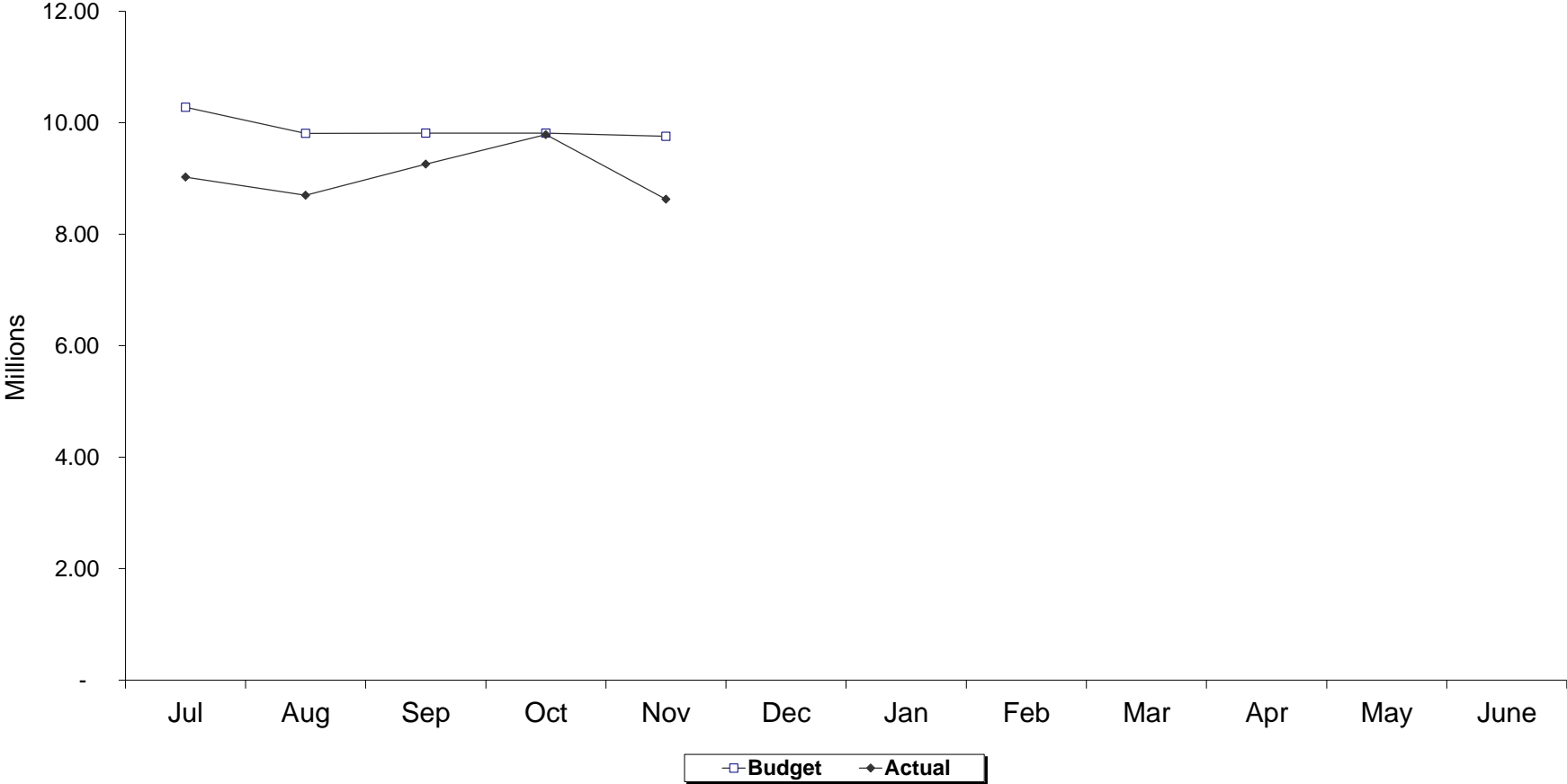
| EXPENSES | MONTH | YEAR-TO-DATE | | | | ANNUAL | | | |
|--|-------------------|-------------------|-------------------|-------------------|-----------------|--------------------|--------------------|-----------------|----|
| | CURRENT ACTUAL | PRIOR ACTUAL | CURRENT ACTUAL | REVISED BUDGET | % REV BUDGET | APPROVED BUDGET | REVISED BUDGET | % REV BUDGET | |
| 47 AMERICAN DISABILITY ACT PROGRAMS | | | | | | | | | 47 |
| 48 | | | | | | | | | 48 |
| 49 Elderly & Disabled/Redi-Wheels | 490,578 | 2,235,597 | 2,231,933 | 3,001,564 | 74.4 | 7,322,052 | 7,322,052 | 30.5 | 49 |
| 50 Other Related Costs | 235,372 | 1,535,522 | 1,173,031 | 1,481,540 | 79.2 | 3,386,207 | 3,386,207 | 34.6 | 50 |
| 51 ADA Sedan/Taxi Service | 453,941 | 1,794,114 | 2,185,570 | 1,511,803 | 144.6 | 3,628,328 | 3,628,328 | 60.2 | 51 |
| 52 ADA Accessibility Support | 211,076 | 437,517 | 546,430 | 654,890 | 83.4 | 1,571,564 | 1,571,564 | 34.8 | 52 |
| 53 Coastside ADA Support | 149,545 | 646,402 | 758,432 | 758,432 | 100.0 | 1,669,800 | 1,669,800 | 45.4 | 53 |
| 54 Insurance Costs | 102,596 | 188,404 | 187,387 | 189,363 | 99.0 | 579,959 | 579,959 | 32.3 | 54 |
| 55 TOTAL ADA PROGRAMS | 1,643,108 | 6,837,554 | 7,082,782 | 7,597,593 | 93.2 | 18,157,910 | 18,157,910 | 39.0 | 55 |
| 56 | | | | | | | | | 56 |
| 57 | | | | | | | | | 57 |
| 58 MULTIMODAL TRANSIT PROGRAMS | | | | | | | | | 58 |
| 59 | | | | | | | | | 59 |
| 60 CALTRAIN SERVICE | | | | | | | | | 60 |
| 61 Peninsula Rail Service | 540,000 | 3,560,573 | 2,700,002 | 2,740,001 | 98.5 | 6,640,000 | 6,640,000 | 40.7 | 61 |
| 62 Total Caltrain Service | 540,000 | 3,560,573 | 2,700,002 | 2,740,001 | 98.5 | 6,640,000 | 6,640,000 | 40.7 | 62 |
| 63 | | | | | | | | | 63 |
| 64 OTHER SUPPORT | | | | | | | | | 64 |
| 65 SamTrans Shuttle Service | 146,607 | 818,715 | 790,855 | 826,704 | 95.7 | 1,991,708 | 1,991,708 | 39.7 | 65 |
| 66 Maintenance Multimodal Facilities | 10,414 | 59,425 | 65,646 | 70,833 | 92.7 | 170,000 | 170,000 | 38.6 | 66 |
| 67 Total Other Support | 157,021 | 878,140 | 856,500 | 897,537 | 95.4 | 2,161,708 | 2,161,708 | 39.6 | 67 |
| 68 | | | | | | | | | 68 |
| 69 TOTAL MULTI-MODAL PROGRAMS | 697,021 | 4,438,713 | 3,556,502 | 3,637,538 | 97.8 | 8,801,708 | 8,801,708 | 40.4 | 69 |
| 70 | | | | | | | | | 70 |
| 71 TOTAL EXPENSES | 10,965,394 | 51,745,735 | 56,027,482 | 60,696,059 | 92.3 | 144,928,604 | 144,928,604 | 38.7 | 71 |

% 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

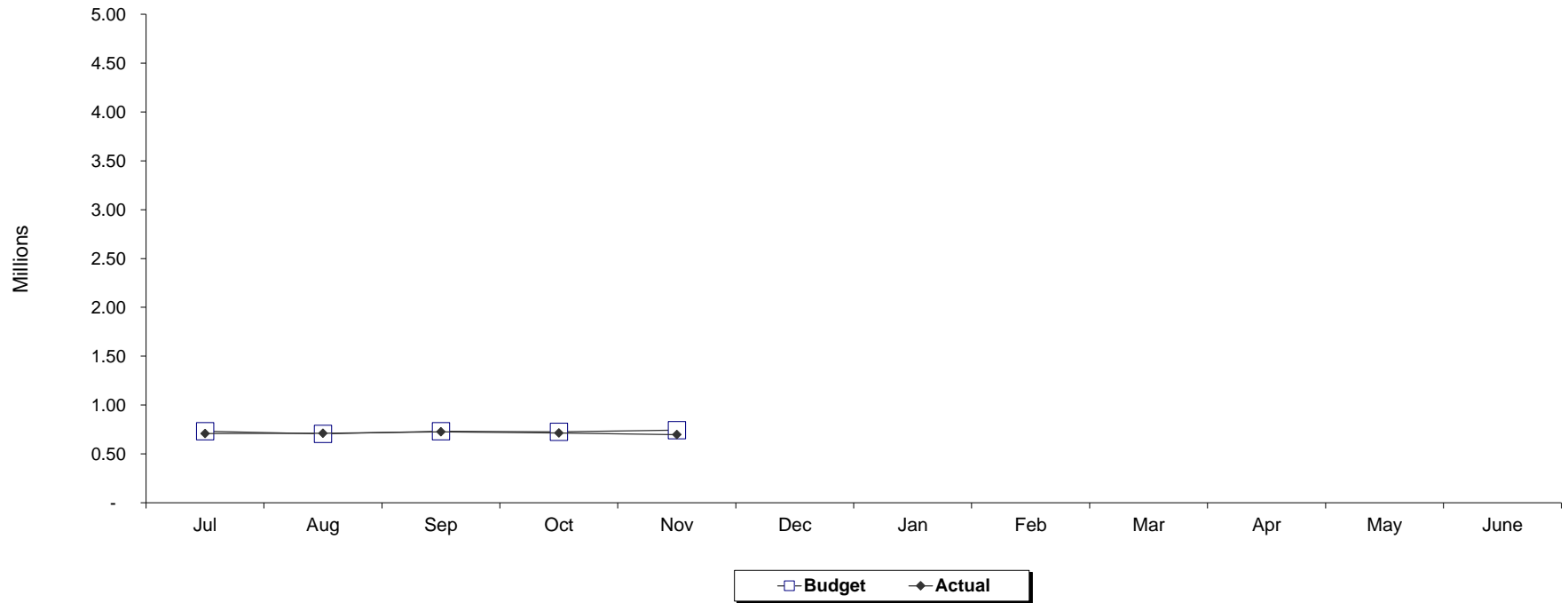


| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|----------------------------|------------|------------|------------|------------|------------|-----|-----|-----|-----|-----|-----|------|
| MONTHLY EXPENSES | | | | | | | | | | | | |
| Budget | 10,275,750 | 9,806,266 | 9,812,859 | 9,813,021 | 9,753,031 | | | | | | | |
| Actual | 9,023,605 | 8,698,427 | 9,255,952 | 9,784,949 | 8,625,265 | | | | | | | |
| CUMULATIVE EXPENSES | | | | | | | | | | | | |
| Budget | 10,275,750 | 20,082,017 | 29,894,875 | 39,707,897 | 49,460,928 | | | | | | | |
| Actual | 9,023,605 | 17,722,032 | 26,977,984 | 36,762,933 | 45,388,198 | | | | | | | |
| Variance - F(U) | 1,252,146 | 2,359,985 | 2,916,892 | 2,944,964 | 4,072,730 | | | | | | | |
| Variance % | 12.19% | 11.75% | 9.76% | 7.42% | 8.23% | | | | | | | |

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 | 742,134 | | | | | | | |
| Actual | 708,677 | 711,565 | 725,582 | 713,657 | 697,021 | | | | | | | |
| CUMULATIVE EXPENSES | | | | | | | | | | | | |
| Budget | 732,134 | 1,437,602 | 2,169,736 | 2,895,404 | 3,637,538 | | | | | | | |
| Actual | 708,677 | 1,420,242 | 2,145,825 | 2,859,481 | 3,556,502 | | | | | | | |
| Variance - F(U) | 23,456 | 17,360 | 23,911 | 35,923 | 81,036 | | | | | | | |
| Variance % | 3.20% | 1.21% | 1.10% | 1.24% | 2.23% | | | | | | | |

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

November 30, 2016

| DESCRIPTION | TOTAL | INTEREST | PREPAID INT | INTEREST | INTEREST | ADJ. |
|-----------------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | INVESTMENT | RECEIVABLE | RECEIVABLE | EARNED | RECEIVED | |
| | 11-30-16 | 10-31-16 | 11-30-16 | 11-30-16 | 11-30-16 | |
| RESERVE FOR CAPITAL PROJ | 70,039.20 | 1,383.90 | 0.00 | 461.30 | 0.00 | 0.00 |
| LAIF -- CAPITAL PROJ | 77,199.49 | 41.45 | 0.00 | 43.02 | 0.00 | 0.00 |
| REIMB SECURITIES -- L76R | 86,458,672.14 | 210,547.41 | 114,465.27 | 86,202.86 | 88,090.59 | (955.37) |
| LAIF -- REIMB FUNDS L76R | 10,944.35 | 468.98 | 0.00 | 6.10 | 0.00 | 0.00 |
| PARATRANSIT FUNDS | 25,033,154.54 | 63,054.08 | 16,037.84 | 24,612.06 | 17,061.14 | (272.45) |
| LAIF -- PARATRANSIT | 1,034,150.89 | 1,502.81 | 0.00 | 576.29 | 0.00 | 0.00 |
| BANK OF AMERICA | 38,568,890.84 | 0.00 | 0.00 | 3,611.35 | 3,611.35 | 0.00 |
| WELLS FARGO | 86,907.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| US Bank - Custodian account | 10,345,767.92 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Debt Service Reserves | | | | | | |
| Held by Trustee: | 10,824,130.31 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | <u>172,509,857.28</u> | <u>276,998.63</u> | <u>130,503.11</u> | <u>115,512.98</u> | <u>108,763.08</u> | <u>(1,227.82)</u> |

NOVEMBER 2016 -- SUMMARY OF INTEREST & CAPITAL GAIN

| | |
|-------------------------------------|-------------------------|
| Interest Earned 11/30/16 | 114,285.16 |
| Add: | |
| CEO Interest | 0.00 |
| Less: | |
| Trust Fees | (663.72) |
| Capital Gain(Loss) | <u>(24,601.86)</u> |
| Total Interest & Capital Gain(Loss) | <u><u>89,019.58</u></u> |

YEAR TO DATE -- SUMMARY

| |
|--|
| Interest Earned |
| Add: |
| CEO Interest |
| Less: |
| Trust Fees |
| Capital Gain(Loss) |
| Total Interest & Capital Gain(Loss) |
| |
| Balance Per Ledger as of 11/30/16 |
| Deferred Int Acct. 210852/3 |
| Interest Acct. 409101 |
| Less Trust Fees 530045 |
| Gain(Loss) Acct. 405210 |

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

| TYPE OF SECURITY | CUSIP # | SETTLE DATE | ORIGINAL PURCHASE PRICE | GASB 31 ADJUSTED 06-30-16 | MARKET VALUE 11-30-16 | MATURITY DATE | INT RATE | APPL. DAYS | INTEREST REC'VBLE 10-31-16 | PREPAID INT REC'VBLE 11-30-16 | INTEREST EARNED 11-30-16 | INTEREST RECEIVED 11-30-16 | ADJ. | INTEREST REC'VBLE 11-30-16 | INT REC'VBLE LESS PREPAID 11-30-16 | PAR VALUE |
|---|-----------|-------------|-------------------------|---------------------------|-----------------------|---------------|----------|------------|----------------------------|-------------------------------|--------------------------|----------------------------|-------------|----------------------------|------------------------------------|---------------|
| GOVERNMENT BONDS | | | | | | | | | | | | | | | | |
| HOUSING URBAN DEVEL | 911759EB0 | 12-23-08 | 72,572.73 | 70,045.50 | 70,039.20 | 08-01-17 | 7.908% | 30 | 1,383.90 | | 461.30 | | | 1,845.20 | 1,845.20 | 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 | | | | 41.45 | | 43.02 | | | 84.47 | 84.47 | 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 | 70,039.20 | | | | | | | | | | | |
| TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS) | | | <u>72,572.73</u> | <u>70,045.50</u> | <u>70,039.20</u> | | | | <u>1,383.90</u> | <u>0.00</u> | <u>461.30</u> | <u>0.00</u> | <u>0.00</u> | <u>1,845.20</u> | <u>1,845.20</u> | <u>70,000</u> |

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

| TYPE OF SECURITY | CUSIP # | SETTLE DATE | ORIGINAL PURCHASE PRICE | GASB 31 ADJUSTED 06-30-16 | MARKET VALUE 11-30-16 | MATURITY/CALL DATE | INT RATE | APPL. DAYS | INTEREST RECVBLE 10-31-16 | PP INTEREST RECVBLE 11-30-16 | INTEREST EARNED 11-30-16 | INTEREST RECEIVED 11-30-16 | PP INTEREST RECEIVED DATE | ADJ. | INTEREST RECVBLE 11-30-16 | INT REC'BLE LESS PREPAID 11-30-16 | PAR VALUE | |
|---|-----------|-------------|-------------------------|---------------------------|-----------------------|--------------------|----------|------------|---------------------------|------------------------------|--------------------------|----------------------------|---------------------------|-----------------|---------------------------|-----------------------------------|----------------------|-------|
| U.S. TREASURY NOTES AND BONDS | | | | | | | | | | | | | | | | | | |
| US TREASURY NOTE | 912828WF3 | 03-28-14 | 274,205.08 | 271,014.52 | 275,000.00 | 11-15-16 | 0.625% | 15 | 793.99 | | 71.61 | 859.38 | | (6.22) | 0.00 | 0.00 | 275,000 | |
| US TREASURY NOTE | 9128285C4 | 03-19-14 | 4,218,225.00 | 4,223,297.40 | 4,203,574.20 | 01-31-17 | 0.875% | 30 | 9,287.36 | | 3,062.50 | | | (66.57) | 12,283.29 | 12,283.29 | 4,200,000 | |
| US TREASURY NOTE | 912828TGS | 06-2-16 | 1,993,671.87 | 1,999,376.00 | 1,996,796.00 | 07-31-17 | 0.500% | 30 | 2,527.17 | | 833.33 | | | (18.11) | 3,342.39 | 3,342.39 | 2,000,000 | |
| US TREASURY NOTE | 912828U21 | 03-31-16 | 782,454.89 | 786,798.69 | 780,614.99 | 04-30-18 | 0.625% | 30 | 13.55 | | 408.86 | | | (2.26) | 420.15 | 420.15 | 785,000 | |
| US TREASURY NOTE | 912828U21 | 03-31-16 | 328,930.08 | 330,813.09 | 328,582.03 | 11-21-16 | 0.625% | 21 | 5.70 | | 120.31 | 119.65 | | (6.36) | (0.00) | (0.00) | 330,000 | |
| US TREASURY NOTE | 912828UQ1 | 11-09-15 | 1,159,532.22 | 1,192,533.35 | 1,166,416.63 | 02-29-20 | 1.250% | 30 | 2,515.54 | | 1,223.96 | | | (6.77) | 3,732.73 | 3,732.73 | 1,175,000 | |
| US TREASURY NOTE | 912828VF4 | 12-7-15 | 1,332,544.92 | 1,374,784.65 | 1,341,351.90 | 5-31-20 | 1.375% | 30 | 7,810.45 | | 1,546.88 | 9,281.25 | | (25.08) | 51.00 | 51.00 | 1,350,000 | |
| US TREASURY NOTE | 912828VP2 | 3-2-16 | 443,084.77 | 443,151.98 | 443,655.86 | 11-10-16 | 2.000% | 10 | 2,173.38 | | 238.89 | 2,383.70 | | (28.57) | (0.00) | (0.00) | 430,000 | |
| US TREASURY NOTE | 912828VP2 | 5-18-16 | 1,995,062.10 | 2,014,211.69 | 1,956,236.42 | 7-31-20 | 2.000% | 30 | 9,754.89 | | 3,216.67 | | | (69.93) | 12,901.63 | 12,901.63 | 1,930,000 | |
| US TREASURY NOTE | 912828VP2 | 5-18-16 | 72,355.63 | 73,054.31 | 72,223.05 | 11-10-16 | 2.000% | 10 | 353.80 | | 38.89 | 388.04 | | (4.65) | 0.00 | 0.00 | 70,000 | |
| US TREASURY NOTE | 912828VP2 | 5-18-16 | 516,860.11 | 521,816.50 | 507,656.25 | 11-28-16 | 2.000% | 28 | 2,527.17 | | 777.78 | 3,260.87 | | (44.08) | 0.00 | 0.00 | 500,000 | |
| US TREASURY NOTE | 912828B90 | 10-5-16 | 181,323.24 | 180,373.03 | 176,743.18 | 02-28-12 | 2.000% | 30 | 599.46 | | 291.67 | | | 8.37 | 899.51 | 899.51 | 175,000 | |
| US TREASURY NOTE | 912828L32 | 6-29-16 | 356,398.44 | 357,430.32 | 346,540.95 | 8-31-20 | 1.375% | 30 | 824.24 | | 401.04 | | | (2.21) | 1,223.07 | 1,223.07 | 350,000 | |
| | | | | | | | | | | | | | | | | | 50.86% | |
| FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION | | | | | | | | | | | | | | | | | | |
| FNMA | 3136ANJY4 | 4-30-15 | 171,699.39 | 171,377.90 | 170,210.10 | 04-01-18 | 1.550% | 30 | 219.58 | | 219.58 | 219.58 | | | 219.58 | 219.58 | 170,000 | |
| FHLMC | 3137BNMZ4 | 4-28-16 | 131,642.37 | 133,773.74 | 130,745.42 | 03-01-19 | 1.738% | 30 | 233.19 | | 188.78 | 233.19 | | | 188.78 | 188.78 | 130,340 | |
| FHLMC | 3137BNMZ4 | 4-28-16 | 30,968.81 | 31,379.02 | 30,662.43 | 11-25-16 | 1.738% | 0 | 0.00 | | 0.00 | | | | 0.00 | 0.00 | 30,662 | |
| FANIE MAE | 3136AQDQ0 | 10-30-15 | 232,303.20 | 232,474.73 | 230,054.05 | 09-01-19 | 1.646% | 30 | 315.48 | | 315.48 | 315.48 | | | 315.48 | 315.48 | 230,000 | |
| | | | | | | | | | | | | | | | | | 2.10% | |
| CORPORATE NOTE | | | | | | | | | | | | | | | | | | |
| TOYOTA MOTOR CORP NOTES | 89236TDHS | 10-18-16 | 199,900.00 | 200,014.20 | 197,877.20 | 10-18-19 | 1.550% | 30 | 111.94 | | 258.33 | | | 0.01 | 370.28 | 370.28 | 200,000 | |
| AMERICAN EXP CREDIT CORP | 0258MOEC9 | 10-31-16 | 149,821.50 | 150,096.45 | 148,605.75 | 10-30-19 | 1.700% | 30 | 7.08 | | 212.50 | | | | 219.58 | 219.58 | 150,000 | |
| AMERICAN EXP CREDIT CORP | 0258MOEC9 | 10-31-16 | 350,066.50 | 350,225.05 | 346,746.75 | 10-30-19 | 1.700% | 30 | 16.53 | | 495.83 | | | | 512.36 | 512.36 | 350,000 | |
| PEIZER INC CORP NOTE | 717081EBS | 11-21-16 | 329,762.40 | 329,297.10 | 329,297.10 | 12-15-19 | 1.700% | 10 | 0.00 | | 155.83 | | | | 155.83 | 155.83 | 330,000 | |
| MORGAN STANLEY CORP NOTE | 6174467P8 | 11-10-16 | 558,125.00 | 548,015.50 | 548,015.50 | 07-24-20 | 5.500% | 21 | 0.00 | 8,097.22 | 1,604.17 | | | | 9,701.39 | 1,604.17 | 500,000 | |
| GOLDMAN SACHS GROUP CORP | 3814GGQ1 | 11-28-16 | 496,651.50 | 495,358.20 | 495,358.20 | 07-27-21 | 5.250% | 3 | 0.00 | 7,940.62 | 196.88 | | | | 8,137.50 | 196.88 | 450,000 | |
| | | | | | | | | | | | | | | | | | 7.42% | |
| COMMERCIAL PAPER | | | | | | | | | | | | | | | | | | |
| BANK OF TOKYO MITSUBISHI | 06538BSF1 | 11-16-16 | 298,125.00 | 298,334.40 | 298,334.40 | 05-15-17 | 0.000% | | 0.00 | | 0.00 | | | | 0.00 | 0.00 | 300,000 | |
| | | | | | | | | | | | | | | | | | | 1.12% |
| FEDERAL AGENCY BOND/NOTE | | | | | | | | | | | | | | | | | | |
| FNMA GLOBAL NOTES | 3137EADP1 | 08-08-16 | 2,002,580.00 | 2,000,002.00 | 1,993,478.00 | 03-07-18 | 0.8750% | 30 | 2,625.00 | | 1,458.33 | | | | 4,083.33 | 4,083.33 | 2,000,000 | |
| FHLM GLOBAL NOTES | 3130A9AE1 | 08-26-16 | 1,099,252.00 | 1,098,688.80 | 1,095,032.40 | 10-01-18 | 0.8750% | 30 | 802.08 | | 802.08 | | | 0.01 | 1,604.17 | 1,604.17 | 1,000,000 | |
| FHLM GLOBAL NOTES | 3137EAD7 | 09-16-16 | 499,785.00 | 499,770.00 | 497,461.50 | 10-12-18 | 0.8750% | 30 | 546.88 | | 364.58 | | | | 911.46 | 911.46 | 500,000 | |
| FHLM NOTES AGENCY | 313376BR5 | 08-11-16 | 1,020,220.00 | 1,010,547.00 | 1,010,547.00 | 12-14-18 | 1.7500% | 30 | 6,659.72 | | 1,458.33 | | | 0.01 | 8,118.06 | 8,118.06 | 1,000,000 | |
| FHLMC | 3137EAE1 | 7-20-16 | 1,246,975.00 | 1,248,573.75 | 1,233,575.00 | 07-19-19 | 0.8750% | 30 | 3,068.58 | | 911.46 | | | (0.01) | 3,980.03 | 3,980.03 | 1,250,000 | |
| FNMA | 3135GON33 | 7-29-16 | 648,908.00 | 648,908.00 | 641,154.80 | 08-02-19 | 0.8750% | 30 | 1,406.08 | | 473.96 | | | (0.01) | 1,880.03 | 1,880.03 | 650,000 | |
| FNMA NOTES | 3135GOP49 | 09-02-16 | 798,752.00 | 798,705.60 | 791,073.60 | 08-28-19 | 1.0000% | 30 | 1,311.11 | | 666.67 | | | | 1,977.78 | 1,977.78 | 800,000 | |
| FNMA NOTES | 3130A9EP2 | 09-09-16 | 799,304.00 | 799,299.20 | 790,442.40 | 09-26-19 | 1.0000% | 30 | 777.78 | | 666.67 | | | (0.01) | 1,444.44 | 1,444.44 | 800,000 | |
| FHLM | 3130A8QS5 | 7-15-16 | 765,317.63 | 767,192.58 | 745,429.30 | 07-14-21 | 1.1250% | 30 | 2,574.69 | | 721.88 | | | (0.01) | 3,296.56 | 3,296.56 | 770,000 | |
| FNMA NOTES | 3135GON82 | 8-19-16 | 597,658.06 | 597,202.20 | 582,263.40 | 08-17-21 | 1.2500% | 30 | 1,500.00 | | 625.00 | | | | 2,125.00 | 2,125.00 | 600,000 | |
| | | | | | | | | | | | | | | | | | 38.49% | |
| CASH AND CASH EQUIVALENTS | | | | | | | | | | | | | | | | | | |
| | | | 65,793.61 | 65,793.61 | 65,793.61 | | | | | | 0.00 | | | 0.00 | 0.00 | 0.00 | 0 | |
| CASH INVESTMENT | | | | | | | | | | | | | | | | | | |
| LAIF | | | 1,034,150.89 | 1,034,150.89 | 1,034,150.89 | | | | 1,502.81 | 0.00 | 576.29 | | | | 2,079.10 | 2,079.10 | 1,034,151 | |
| MATURED/CALLED | | | | | | | | | | | | | | | | | | |
| US TREASURY NOTE | 912828WF3 | 03-28-14 | (274,205.08) | (271,014.52) | (275,000.00) | 11-15-16 | | | | | | | | | | | (275,000) | |
| US TREASURY NOTE | 912828U21 | 03-31-16 | (328,930.08) | (330,813.09) | (328,582.03) | 11-21-16 | | | | | | | | | | | (330,000) | |
| US TREASURY NOTE | 912828VP2 | 3-2-16 | (443,084.77) | (443,151.98) | (443,655.86) | 11-10-16 | | | | | | | | | | | (430,000) | |
| FHLMC | 3137BNMZ4 | 4-28-16 | (30,968.81) | (31,379.02) | (30,662.43) | 11-25-16 | | | | | | | | | | | (30,662) | |
| US TREASURY NOTE | 912828VP2 | 5-18-16 | (72,355.63) | (73,054.31) | (72,223.05) | 11-10-16 | | | | | | | | | | | (70,000) | |
| US TREASURY NOTE | 912828VP2 | 5-18-16 | (516,860.11) | (521,816.50) | (507,656.25) | 11-28-16 | | | | | | | | | | | (500,000) | |
| TOTAL LAIF | | | 1,034,150.89 | 1,034,150.89 | 1,034,150.89 | | | | | | | | | | | | | |
| TOTAL A/C 122010 | | | 25,214,525.23 | 25,310,004.52 | 25,033,154.54 | | | | 63,054.09 | 16,037.84 | 24,612.06 | 17,061.14 | 0.00 | (272.45) | 86,370.41 | 70,332.57 | 24,035,340.45 | |
| TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS) | | | 25,214,525.23 | 25,310,004.52 | 25,033,154.54 | | | | 63,054.09 | 16,037.84 | 24,612.06 | 17,061.14 | 0.00 | (272.45) | 86,370.41 | 70,332.57 | 24,035,340.45 | |

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

BUDGET AMENDMENTS

| | Amount | Line Item | | Description |
|--------|-------------|-----------|-------------|---------------------------------------|
| Nov-16 | | | | No Budget Revisions in November 2016. |
| | <u>\$ -</u> | Total | <u>\$ -</u> | Total |

BUDGET REVISIONS

| | Amount | Line Item | | Description |
|--------|-------------|-----------|-------------|---------------------------------------|
| Nov-16 | | | | No Budget Revisions in November 2016. |
| | <u>\$ -</u> | Total | <u>\$ -</u> | Total |

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

12/22/16 3:48 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 | 7,410,600 | (87,979) | 7,498,579 |
| 3 Months Total | 19,338,441 | - | | 18,526,400 | (812,041) | 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 | - | | 18,526,400 | (812,041) | 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 | - | | 18,526,400 | (812,041) | 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 | 18,526,400 | (812,041) | 83,000,000 |
| | 18,976,410 | | 1st Quarter | | | |
| | 12,461,080 | | 2nd Quarter | | | |
| | | | 3rd Quarter | | | |
| | | | 4th Quarter | | | |
| | 31,437,490 | | YTD Actual Per Statement of Revenue & Expenses | | | |

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Mark Simon
Chief of Staff

David Olmeda
Chief Operating Officer, Bus

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT FOR FIRE SAFETY SYSTEMS
INSPECTIONS, CERTIFICATION, AND MAINTENANCE SERVICES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to the lowest, responsive and responsible bidder, Battalion One Fire Protection (Battalion), in the total amount of \$337,065 for a five-year term.
2. Authorize the General Manager/CEO, or his designee(s), to execute a contract in full conformity with the terms and conditions of the solicitation documents.

SIGNIFICANCE

Approval of the above actions will provide the San Mateo County Transit District (District) with a qualified and experienced contractor to provide inspections, certification, and maintenance services of the District's permanent, fixed fire safety systems at North Base, South Base and the Central office. The systems to be serviced include fire sprinklers, smoke detectors and alarm control panels.

BUDGET IMPACT

Funds to support the award of this contract are included in the adopted Fiscal Year 2017 Operating Budget and will be included in future operating budgets.

BACKGROUND

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

Five bids were received as listed below:

| Company | Bid Amount |
|---|-------------------|
| 1. Battalion One Fire Protection (Emeryville, CA) | \$337,065 |
| 2.Simplex Grinnell LP(Livermore, CA) | \$342,046 |
| 3.Western States Fire Protection (Hayward, CA) | \$363,275 |
| 4.Cosco Fire Protection (Livermore, CA) | \$401,645 |
| 5.Siemens Industry, Inc. (Hayward, CA) | \$455,323 |

Battalion provided the lowest bid and, with the exception of minor irregularities that legal counsel determined could be waived, met all the bid requirements. References indicate that Battalion is a competent and recommended firm. As a result, Battalion was determined to be the lowest, responsive and responsible bidder.

The Office of Small and Disadvantaged Business Enterprises (OSDBE) assigned a 20 percent SBE goal to this project. The DBE Officer reviewed the bids submitted and, after a thorough analysis, it was determined that Battalion is a qualified SBE, and is the only firm that met the requirements of the District's SBE Program. Under the proposed contract, as a self-performing prime contractor, 100 percent of the total contract value will count towards SBE participation.

The District's most recent contractor was Siemens Industry at a five-year contract value of \$289,258.

Sr. Contract Officer: Patrick May 650-508-7732
Project Manager: Jeff Thomas, Maintenance Contract Administrator 650-508-6309

RESOLUTION NO. 2017-

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

*** * ***

**AWARDING A CONTRACT TO BATTALION ONE FIRE PROTECTION FOR FIRE SAFETY SYSTEMS
INSPECTION, CERTIFICATION, AND MAINTENANCE SERVICES
AT A TOTAL ESTIMATED COST OF \$337,065 FOR A FIVE-YEAR TERM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for fire safety systems inspection, certification, and maintenance services and received five bids; and

WHEREAS, staff and legal counsel have reviewed the bids and determined that Battalion One Fire Protection (Battalion) of Emeryville, California, submitted the lowest responsive and responsible bid; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a five-year contract for a total estimated cost of \$337,065 be awarded to Battalion, 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 Battalion One Fire Protection of Emeryville, California for the inspection, certification, and maintenance services for the District's permanent, fixed fire safety systems for a five-year term at a total estimated cost of \$337,065; and

BE IT FURTHER RESOLVED that the General Manager/CEO, or designee, is authorized to execute a contract on behalf of the District with Battalion in full conformity with the terms and conditions of the solicitation documents and in a form approved by legal counsel.

Regularly passed and adopted this 4th day of January, 2017 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
Chief of Staff

David Olmeda
Chief Operating Officer, Bus

SUBJECT: AUTHORIZE REJECTION OF SINGLE BID FOR RENTAL, PURCHASE AND LAUNDERING OF WORK CLOTHING, SHOP TOWELS AND RELATED ITEMS AND REISSUANCE OF THE SOLICITATION

ACTION

Staff proposes the Committee recommend the Board reject the sole bid received in response to an Invitation for Bids (IFB) for the Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items and authorize staff to re-issue the solicitation.

SIGNIFICANCE

Approval of the above action will permit the rejection of the sole bid received in response to the above referenced IFB and will allow Staff to re-issue the solicitation.

BUDGET IMPACT

There is no budget impact.

BACKGROUND

An IFB was posted on Public Purchase website to obtain bids for the Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items. Staff advertised the IFB in a local newspaper of general circulation. Solicitation notifications also were sent to interested bidders. The San Mateo County Transit District (District) received one bid as listed below:

| Company | Bid Amount |
|---|-------------------|
| Aramark Uniform and Career Apparel, LLC, Burbank, CA | \$232,644.67 |

Upon review by staff and legal counsel, the sole bid was found to be non-responsive because the bid contained irregularities that cannot be waived and, therefore, the bid must be rejected. Aramark Uniform and Career Apparel, LLC (Aramark) submitted an incomplete bid because it failed to enter a price on some of the items listed on the Bid Forms. This solicitation required bidders to submit a price quote on all listed items.

The District's incumbent vendor is Aramark Uniform Services, a Division of Aramark Uniform and Career Apparel, LLC, which was awarded a five-year contract for a total estimated cost of \$269,186.

Contract Officer: Mario Giacobbe 650-622-8077
Project Manager: Natalie Chi, Bus Maintenance, Contract Administrator 650-508-6418



BOARD OF DIRECTORS 2017

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
JEFF GEE
CAROLE GROOM
KARYL MATSUMOTO
JOSH POWELL
PETER RATTO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

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

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

WEDNESDAY, JANUARY 4, 2017 – 2:30 p.m.
or immediately following previous Committee meeting

1. Call to Order

ACTION

2. Approval of Minutes of Legislative Committee Meeting of December 7, 2016
3. Approval of 2017 Legislative Program

INFORMATIONAL

4. State and Federal Legislative Update
5. Adjourn

Committee Members: Peter Ratto, 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
DECEMBER 7, 2016**

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

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

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

Staff Present: J. Averill, J. Cassman, C. Fromson, S. Gaffney, J. Hartnett, M. Martinez, N. McKenna, D. Olmeda, M. Simon, S. van Hoften

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

Approval of Minutes of November 2, 2016

Motion/Second: Harris/Guilbault

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

Abstain: Gee, Stone

Absent: Groom

Update on the State and Federal Legislative Program

Casey Fromson, Manager, Government and Community Relations reported:

State

The Democrats in the California State Legislature were able to secure a two-thirds majority in both the Senate and the Assembly. There are 31 new members and 25 percent of the overall Legislature is turning over. Marc Berman is the new member in this area who is succeeding termed-out Rich Gordon for the 24th Assembly District.

The special session on transportation was wrapped up without a transportation deal, but this will be pursued during the next session.

Federal

Elaine Chao was announced to be the choice for the next Secretary of Transportation. Ms. Chao served for eight years as the Secretary of Labor under President George W. Bush.

Congress is working on a Continuing Resolution that would run through the end of April 2017. Staff is watching this closely as it changes the regular appropriation process and how agencies distribute money.

Director Jeff Gee said Assembly Bill x1 24 caught his eye about making the Metropolitan Transportation Commissioners be elected. Ms. Fromson said there has been some interest and pushed by different transit agencies to get more representation

Director Adrienne Tissier said this has been discussed for a long time. Some transit agencies want to have their agencies on that board.

Adjourned: 3:09 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: **2017 LEGISLATIVE PROGRAM**

ACTION

Staff proposes the Committee recommend Board adoption of the attached Legislative Program to guide the San Mateo County Transit District's (District) policy advocacy efforts over the course of the 2017 calendar year.

SIGNIFICANCE

The 2017 Legislative Program (Program) establishes the principles that will guide the District legislative and regulatory advocacy efforts through the 2017 calendar year, including the second half of the State legislative session and the first session of the 115th Congress. The Program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the District to respond swiftly and effectively to unanticipated developments. Adoption of the Program provides our legislative delegation and our transportation partners with a clear statement of the District's priorities.

The 2017 Program is organized to guide the District's actions and positions in support of three primary objectives:

1. Maintain and enhance funding opportunities to support the District's programs, projects, and services.
2. Seek a regulatory environment that streamlines project delivery and maximizes the District's ability to meet public transportation service demands.
3. Reinforce and expand programs that build and incentivize public transportation ridership.

The Program is structured to apply these core objectives to a series of issues detailed in the 2017 Legislative Program.

Should other issues surface that require the District's attention, actions will be guided by the three policy objectives listed above. If needed, potential action on issues that are

unrelated to these policy goals will be brought to the District's Board of Directors for consideration.

The District and its legislative consultants will employ a variety of engagement tools to support the 2017 Legislative Program, including:

1. Direct Engagement

Engage policymakers directly and sponsor legislation, submit correspondence and provide public testimony that communicates and advances the District's legislative priorities and positions.

2. Coalition-based Engagement

Engage local and regional stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the 2017 Program.

3. Media Engagement

Build public awareness and communicate legislative priorities by issuing press releases, organizing media events, and through the use of social media and other electronic media.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff actively monitors legislative and regulatory activity and will seek Board positions on selected bills as appropriate to further the District's legislative objectives and to provide support for our advocacy efforts. Staff will supply updated reports summarizing relevant legislative and regulatory activities, allowing the Board to track legislative developments and providing opportunities to take appropriate action on pending legislation.

Prepared By: Casey Fromson, Manager, Government Affairs

650-508-6493

San Mateo County Transit District 2017 Legislative Program

Purpose

Legislative and regulatory actions have the potential to significantly benefit San Mateo County Transit District (District) programs and services. They also have potential to present serious challenges that threaten the District's ability to meet San Mateo County's most critical transportation demands.

The 2017 Legislative Program establishes the principles that will guide the District's legislative and regulatory advocacy efforts through the 2017 calendar year, including the first half of the 2017-18 State legislative session and 115th Congress. The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the District to respond swiftly and effectively to unanticipated developments.

Objectives

The 2017 Legislative Program is organized to guide the District's actions and positions in support of three primary objectives:

1. Maintain and enhance funding opportunities to support the District's programs and services.
2. Seek a regulatory environment that streamlines project delivery and maximizes the District's ability to meet transportation service demands.
3. Reinforce and expand programs that build and incentivize public transportation ridership, bike and pedestrian improvements, and transit-oriented developments.

Issues

The Legislative Program is structured to apply these core objectives to a series of State and Federal issues falling in these categories:

1. Budget and Transportation Funding Opportunities
2. Transportation Projects - Funding Requests and Needs
3. Regulatory and Administrative Issues

Within these categories are a detailed list of specific legislative initiatives and corresponding set of policy strategies.

Should other issues surface that require the District's attention, actions will be guided by the three policy objectives listed above. If needed, potential action on issues that are unrelated to these policy goals will be brought to the District's Board of Directors for consideration.

2017 LEGISLATIVE PROGRAM

Public Engagement Strategies

District staff, led by the Communications Division and its legislative consultants, will employ a variety of public engagement strategies to support the 2017 Legislative Program, including:

1. Direct Engagement
Engage policymakers directly and sponsor legislation, submit correspondence and provide public testimony that communicates and advances the District's legislative priorities and positions.
2. Coalition-based Engagement
Engage local and regional stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the 2017 Legislative Program.
3. Media Engagement
Build public awareness and communicate the District's legislative priorities by issuing press releases, organizing media events, and through the use of social media.

2017 LEGISLATIVE PROGRAM

STATE AND REGIONAL ISSUES

Budget and Transportation Funding Opportunities

| <i>Issues and Background</i> | <i>Strategies</i> |
|--|---|
| <p><u>General</u> State investment in transportation operations and infrastructure continues to be underfunded despite a rebounding economy and the stabilization of the State budget. While some existing revenues have been protected from diversion, other funds remain vulnerable, and although some State bond revenues are still available to fund specified transportation projects, over \$200 billion in new revenue will be required to meet the State’s infrastructure needs over the next six years. Since the gas tax has not been increased or adjusted for inflation since 1994, its buying power has been diminished, further depleting resources available to maintain, let alone expand or improve the state highway system or transit needs.</p> <p>A statewide advisory committee has been established to assess the implementation of pilot program for a mileage-based user fee as an alternative to the gas tax. Currently, there is a statewide pilot program with 5,000 participants to assess the implementation of mileage-based user fee.</p> <p>In addition, Governor Brown and legislative leaders are committed to finding new revenues for local streets and roads maintenance and rehabilitation, the state highway system, and funding for public transportation.</p> <p><u>Existing Revenues</u> <i>Formula</i> After years of diversion to support the State’s General Fund, funding for the State Transit Assistance (STA) program has remained stable over the last few budget cycles thanks to successful legal, legislative and political efforts on behalf of the transportation community. Still, more revenue is needed in order to meet the demand of increased ridership, reduce highway congestion – especially on Highway 101 – and adhere to the State’s mandate of reducing greenhouse gas emissions, and creating livable communities.</p> | <p><u>General</u></p> <ul style="list-style-type: none"> • Protect against the elimination or diversion of any State or regional funds that support San Mateo County transportation needs. • Support State funding allocation requests for investments that benefit San Mateo County transportation programs and services. • Work with statewide transit coalitions to identify and advance opportunities for funding that would support San Mateo County transportation priorities. • Monitor recommendations of the Road Usage Charge (RUC) Technical advisory Committee and implementation of a RUC program by the California State Transportation Agency (CalSTA). • Monitor and support efforts to study mileage-based user fee as a potential revenue source. • Support a funding package that will help address maintenance, rehabilitation, and congestion management needs in San Mateo County for programs that allow locals flexibility in leveraging funding for priority projects, such as congestion management and safety improvements on Highway 101, transit capital and operations, grade separations, bicycle and pedestrian programs, and local streets and roads. <p><u>Existing Revenues</u> <i>Formula</i></p> <ul style="list-style-type: none"> • Support the full funding of the STA program at levels called for in the 2011 reenactment of the 2010 gas-tax swap legislation. • Advocate for the regularly scheduled issuance of State infrastructure bonds that support San Mateo County’s transportation services and programs. • Support legislation seeking to increase the sales tax on diesel, which serves as the primary source of funding for the STA program. • Advocate for the restoration of over \$1 billion in annual truck weight fee revenue and \$700 million in General Fund loan repayments, which can be used to support Measure A program priorities. • Support legislation clarifying the historic implementation of the STA program. |

2017 LEGISLATIVE PROGRAM

STATE AND REGIONAL ISSUES

| <i>Issues and Background</i> | <i>Strategies</i> |
|---|---|
| <p><i>Cap-and-Trade Revenues</i> In 2012, the State began implementing the cap-and-trade market-based compliance system approved as a part of the California Global Warming Solutions Act of 2006 (AB 32). The State estimates that the system may yield billions of dollars per year in revenues that will be allocated to various emissions-reducing projects and programs. In 2014, legislation was enacted creating a long-term funding plan for cap-and-trade which dedicates 60 percent of cap-and-trade revenues to transportation. The remaining 40 percent is subject to annual appropriation through the state budget process.</p> <p>SamTrans is eligible for funding through the Low Carbon Transit Operations Program, the Transit and Intercity Rail Capital Program and the Affordable Housing Sustainable Communities Program. Each programs requirements, oversight, and competitiveness vary. The programs require a certain percentage of funds be expended in state defined “disadvantaged communities” (as defined by CalEnviroScreen). This can prove difficult in jurisdictions with a small number of disadvantaged communities.</p> <p><u>Ballot Measures and Voter Threshold</u> With over \$200 billion in unfunded transportation needs and funding from existing infrastructure bond measures waning, proposals for new local, regional and statewide transportation revenues are being discussed.</p> <p>Despite broad-based majority support for dedicating additional revenue to transportation services and programs, efforts to generate new revenues are often unsuccessful due to the requirement that certain measures receive two-thirds supermajority support from the Legislature and/or voters.</p> <p>In 2017, legislation may be considered that provides a framework for lowering the thresholds for the State or a city, county, special district or regional public agency to impose a special tax.</p> | <p><i>Cap-and-Trade Revenues</i></p> <ul style="list-style-type: none"> • Work with the Administration and like-minded coalitions to secure the appropriation of additional cap-and-trade revenues to support San Mateo County transportation needs. • Support legislation and regional action that makes a broad array of San Mateo County emissions-reducing transportation projects, programs and services eligible for investment. • Protect existing cap-and-trade appropriations for transit operations and capital projects and sustainable communities strategy implementation. • Work to direct additional revenues to transit-eligible programs, including efforts to secure funding from the remaining discretionary funds and revenues dedicated to the high-speed-rail project. • Support efforts to revise the State’s definition on “disadvantaged communities” to encompass a larger proportion of disadvantaged communities on the Peninsula. <p><u>Ballot Measures and Voter Threshold</u></p> <ul style="list-style-type: none"> • Engage in efforts to generate new local, regional or statewide transportation funding and support proposals that adequately benefit SamTrans transportation needs. • Oppose efforts to add burdensome restrictions on the expenditure of these revenues, such as requiring payment for maintenance costs on the state highway system. • Support efforts to amend the State Constitution to reduce the voter threshold required for the State or a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs. |

2017 LEGISLATIVE PROGRAM

STATE AND REGIONAL ISSUES

| <i>Issues and Background</i> | <i>Strategies</i> |
|--|---|
| <p><u>Other State or Local Funding Options</u> With the State’s recent dissolution of redevelopment agencies, local and regional governments continue to seek methods for funding new infrastructure, facility needs, sustainability initiatives, and projects that will support ridership growth through a variety of methods.</p> <p>Various local jurisdictions around the state are looking to expand managed lane programs as a way of generating additional funding for highway maintenance and operations, and, possibly to support public transit in managed lane corridors.</p> <p><u>Federal Impacts on State Funding</u> It is unclear what the new Trump administration plans to do regarding transit and how it will interface with California and its progressive policies. California currently leads the nation on a number of issues, including climate change, with transit playing a key role in achieving the state’s goals.</p> | <p><u>Other State or Local Funding Options</u></p> <ul style="list-style-type: none"> ● Advocate for legislation that would create new local funding tools to support transportation infrastructure and services. ● Support innovative local and regional funding options that will provide financial support for SamTrans. ● Support legislation that works to ensure revenues generated through managed lane projects remain in the County of origin. ● Advocate for funding sources that would assist transit agencies in obtaining funds for sustainability initiatives including water conservation, waste reduction, long-term resource efficiency of facilities and equipment, and greenhouse gas reductions. ● Support funding for workforce housing to attract and retain quality personnel. ● Support MTC’s efforts to seeking authority for Bay Area voters to consider raising tolls on state- owned bridges to fund transportation improvements in bridge corridors (Regional Measure 3). <p><u>Federal Impacts on State Funding</u></p> <ul style="list-style-type: none"> ● Monitor and respond, if needed, to state action re: potential loss or reduction in federal funding sources. |

2017 LEGISLATIVE PROGRAM

STATE AND REGIONAL ISSUES

Transportation Projects – Funding Requests and Needs

| <i>Issues and Background</i> | <i>Strategies</i> |
|--|---|
| <p><u>General</u> As the Bay Area’s population continues to grow, the region’s transportation infrastructure is being negatively impacted. Highways, local streets and roads are becoming heavily congested, Caltrain is nearing its capacity limits, and the demand for housing with easy access to public transit is increasing.</p> <p><u>Caltrain Modernization Program (CalMod)</u> In 2012, the State Legislature appropriated \$705 million in Proposition 1A high-speed rail funds to modernize the Caltrain corridor and lay the foundation for future high-speed rail service. Under a multi-party regional funding agreement, this investment will be used to match a variety of local, regional, state and federal funding sources to electrify the corridor, install an advanced signaling system and replace Caltrain’s aging diesel trains with electric trains that will dramatically improve service between San Francisco and San Jose.</p> <p><u>First and Last Mile Connections</u> Often times a barrier to taking public transit involves the difficulty in getting commuters on a transit system to their final destination that is not within walking distance. Transit agencies have supported various first and last mile transit options including bike share programs, vanpools, car share, shuttles, transportation network companies (such as Uber and Lyft), and new technology like e-bikes and e-scooters.</p> <p><u>Grand Boulevard Initiative</u> The Grand Boulevard Initiative (GBI) is a collaboration of 19 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at the northern Daly City city limit and ending near the Diridon Caltrain Station in central San Jose, the initiative brings together for the first time all of the agencies having responsibility for the condition, use and performance of the street.</p> | <p><u>General</u></p> <ul style="list-style-type: none"> • Work with partners in the region to bring business, community, and transportation stakeholders together to enhance, support and advocate for transportation and mobility in the Bay Area. <p><u>Caltrain Modernization Program (CalMod)</u></p> <ul style="list-style-type: none"> • Advocate for the sale and allocation of Proposition 1A bonds to meet the commitments specified in SB 1029 with respect to the Caltrain corridor. • Support the allocation of cap-and-trade funding to advance implementation of the Caltrain Modernization Program. • Work with state, local and regional partners to advance policies and actions that will help secure funding needed to fulfill local and regional commitments to the Caltrain Modernization Program. • Work to address regulatory challenges that limit the implementation of solutions that will maximize Caltrain capacity and service benefits. <p><u>First and Last Mile Connections</u></p> <ul style="list-style-type: none"> • Support efforts to provide commuters with easy and convenient options to travel to and from major transit centers to their final destination. • Support the development of new and innovative first and last mile options. • Support increased funding opportunities for first and last mile projects. <p><u>Grand Boulevard Initiative</u></p> <ul style="list-style-type: none"> • Support funding for GBI projects like complete streets, bike and pedestrian projects, parking improvements, signal improvements, sustainability features like storm water capture, and transportation demand management features. |

2017 LEGISLATIVE PROGRAM

STATE AND REGIONAL ISSUES

| <i>Issues and Background</i> | <i>Strategies</i> |
|---|---|
| <p><u>Transit-Oriented Developments (TOD)</u> TODs create benefits to individuals, communities, and the region by providing mobility options, increasing public safety, increasing transit ridership and reducing roadway congestion, reducing vehicle miles traveled, decreasing GHGs, conserving resource lands and open space, and providing much needed housing on the Peninsula.</p> <p><u>Other Projects</u> Beyond the CalMod Program, Caltrain has identified capital projects such as a fully electrified 8-car EMU fleet with longer platforms that will provide additional capacity and service benefits to Caltrain commuters. The capital needs also include but are not limited to grade separations and station upgrades.</p> <p>In 2016, a new round of HSR Blended System planning, outreach and environmental clearance work kicked-off in the corridor. HSR anticipates environmental clearance by the end of 2017. While this project is not being led by the JPB, the agency owns the right-of-way and has a significant interest in the process and success of the project that will “blended” with Caltrain service.</p> | <p><u>Transit-Oriented Developments (TOD)</u></p> <ul style="list-style-type: none">• Advocate for policies that promote transit-oriented developments near major transit centers.• Support the State’s GHG reduction goals by supporting TOD developments.• Support streamlining the process for TOD development.• Support state funding incentives for TOD development. <p><u>Other Projects</u></p> <ul style="list-style-type: none">• Support the allocation of cap-and-trade or other state / regional funding to advance implementation of JPB projects.• Work to address regulatory actions or policies that negatively impact future capacity or service improvements.• Consistent with existing agreements between JPB and CHSRA, support efforts to plan, engage stakeholders, and implement the Blended System project on the Caltrain corridor. |

2017 LEGISLATIVE PROGRAM

STATE AND REGIONAL ISSUES

Regulatory and Administrative Issues

| <i>Issues and Background</i> | <i>Strategies</i> |
|---|--|
| <p><u>General</u> Every year a variety of legislation or regulatory action is pursued that would affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, opportunities exist to reform or update existing regulations that are outdated, or can be improved to address potential burdens on transportation agencies without affecting regulatory goals.</p> <p><u>Zero Emission Bus Purchase Requirement</u> Implementation of the State’s zero emission bus purchase requirement has been delayed repeatedly, but will eventually be required to achieve the State’s mandated greenhouse gas reduction goals and the Air Resources Board could set minimum purchase requirements as early as 2017.</p> <p><u>California Environmental Quality Act (CEQA)</u> Several regional and statewide transportation organizations continue working to modernize CEQA and minimize unnecessary delays during the environmental review process.</p> <p><u>Sustainable Communities Strategies Implementation</u> In conjunction with AB 32 implementation, the Sustainable Communities and Climate Protection Act (SB 375) requires regions to develop Sustainable Communities Strategies (SCS) with integrated housing, land-use and transportation policies that will accommodate population growth and reduce regional greenhouse gas emissions by specific amounts. In 2013, regional authorities in the Bay Area approved Plan Bay Area, which includes the region’s SCS.</p> | <p><u>General</u></p> <ul style="list-style-type: none"> • Support opportunities to remove barriers to, and improve the ability to conduct, safe, efficient transportation operations, administration, planning and project delivery efforts, including alternative project delivery methods that provide flexibility to the District. • Oppose efforts to impose unjustified and burdensome regulations or restrictions on the District’s ability to conduct efficient transportation operations, administration, planning and project delivery efforts. <p><u>Zero Emission Bus Purchase Requirement</u></p> <ul style="list-style-type: none"> • Monitor California Air Resources Board action on the implementation of the State’s zero emission bus purchase requirement and support strategies that recognize and address the financial challenges associated with mandating the procurement of zero emission buses and other strategies supported by transit agencies to reduce fleet emissions. <p><u>California Environmental Quality Act (CEQA)</u></p> <ul style="list-style-type: none"> • Closely monitor efforts to modernize CEQA and support proposals that advantage transportation projects, including bicycle, pedestrian and transit-oriented development projects, without compromising CEQA’s effectiveness as an environmental protection policy. • Support efforts to streamline project delivery including expedited reviews and approvals for large transportation projects such as HWY 101 HOV/HOT lane conversion and projects within the Dumbarton Rail Corridor. <p><u>Sustainable Communities Strategies Implementation</u></p> <ul style="list-style-type: none"> • Advocate for policies that provide adequate and equitable funding to support increased demand and dependence on San Mateo County’s transportation services associated with the implementation of SB 375 and Plan Bay Area. |

2017 LEGISLATIVE PROGRAM

FEDERAL ISSUES

Budget and Transportation Funding Opportunities

| <i>Issues and Background</i> | <i>Strategies</i> |
|--|--|
| <p><u>Federal Appropriations and Tax Extenders</u> Every year, Congress adopts several appropriations bills that cover 12 major issue areas, including the Transportation, Housing and Urban Development bill. These measures provide the authority for federal agencies to spend money during the upcoming fiscal year for the programs they administer.</p> <p>In December 2016, Congress passed a Continuing Resolution (CR) that funds the federal government until April 28, 2017. Congress will then have to pass a short term CR or omnibus appropriations bill to fund the government for the remainder of fiscal year 2017, which ends on September 29, 2017.</p> <p>Congress also considers legislation that governs tax and finance issues that impact transit agencies.</p> <p><u>Surface Transportation and Rail Authorization</u> In 2015, Congress passed Fixing America’s Surface Transportation (FAST) Act, a five year bill that establishes funding levels and federal policy for the nation’s highways and public transit systems through Fiscal Year 2020. While the FAST Act included significant benefits for transportation agencies, it did not address several critical issues including the long-term solvency of the Highway Trust Fund.</p> <p>In 2017, Congress will be holding hearings on FAST Act implementation.</p> | <p><u>Federal Appropriations and Tax Extenders</u></p> <ul style="list-style-type: none">• Partner with local, regional, State and national coalitions to advocate appropriation of the maximum authorized amount for programs that benefit San Mateo County’s transportation services and needs.• Work with local and regional coalitions to support requests for funding from discretionary programs.• Continue to monitor legislation that impacts tax and finance issue relative to transit agencies. <p><u>Surface Transportation and Rail Authorization</u></p> <ul style="list-style-type: none">• Advocate for a dedicated source of revenue that ensures long-term solvency of the Highway Trust fund; allows for the expansion of Federal transportation funding to cover transit state-of-good-repair and other transportation expansion needs.• Highlight the importance of federal investments in transportation and transit operations, SOGR, and expansion projects. |

2017 LEGISLATIVE PROGRAM

FEDERAL ISSUES

Transportation Projects – Funding Requests and Needs

Issues and Background

General

Support the efforts of partnering agencies to obtain federal funding for transit projects in San Mateo County.

Bus and Bus Facilities

Currently SamTrans has roughly 135 buses that were purchased in 2002-2003 that are near the end of their useful life. Federal grant funding must be pursued to replace the existing fleet.

In addition, the United States Department of Labor is releasing previously awarded grant funding until the State resolves the pending PEPR/ 13(c) conflict. Procurement of new buses is on hold until the issue is resolved.

Caltrain Modernization Program

The current Peninsula Corridor Electrification Project funding plan includes funding from several federal funding sources including the Federal Transit Administration (FTA) Core Capacity Program. To receive the funds, the JPB will need a Full Funding Grant Agreement (FFGA) with the FTA. The Core Capacity funding is an important part of the PCEP funding plan that will keep the project on track to start construction in 2017.

Other Projects

Beyond the CalMod Program, the JPB has identified capital projects such as a fully electrified 8-car EMU fleet with longer platforms that will provide additional capacity and service benefits to Caltrain commuters. The capital needs also include but are not limited to grade separations, station upgrades, and supporting regional projects that will increase Caltrain ridership.

Strategies

General

Work with federal delegation members, as well as local, regional, and state coalitions to support the federal funding requests for our partner transit agencies.

Bus and Bus Facilities

- Advocate for additional funding for bus and bus facilities.
- Pursue a fix to the PEPR/13(c) issue that prohibits the United States Department of Labor from withholding grant funding for transportation projects, capital and operations.

Caltrain Modernization Program

- Advocate for the PCEP to be included in the FY18 Core Capacity Program Presidential Budget and for a swift FFGA process with the FTA.
- Work with federal delegation members, as well as local, regional, and state coalitions to support the PCEP requests for funding.

Other Projects

- Support the allocation of federal funding to advance implementation of Caltrain projects.
- Work with federal delegation members, as well as local, regional, and state coalitions to support requests for federal funding that will benefit transit service and ridership projects.

2017 LEGISLATIVE PROGRAM

FEDERAL ISSUES

Regulatory and Administrative Issues

| <i>Issues and Background</i> | <i>Strategies</i> |
|--|--|
| <p><u>FAST Act and other Regulations</u> Under FAST Act, the United States Department of Transportation (USDOT) will issue guidance and conduct rulemaking to implement various regulatory changes.</p> <p>USDOT will also issue guidance, new rulemaking, and take action in response to Executive Orders on a variety of issues outside the scope of the FAST Act.</p> <p><u>New Administration</u> On January 20, 2017, a new Administration will begin. There will be also be new leadership at the Department of Transportation as well as other associated agencies (FRA, FTA, FHWA)</p> | <p><u>FAST Act and other Regulations</u></p> <ul style="list-style-type: none">• Monitor and review guidance and rulemaking proposals affecting FAST Act implementation and other transportation issues.• Collaborate with local, regional, state and national transportation advocacy groups to coordinate comments and advocacy efforts that support regulations that maximizes benefits for transportation programs, services and users. <p><u>New Administration</u></p> <ul style="list-style-type: none">• Monitor closely and take action as needed on new Administration policies that may have a significant impact on transit / transportation projects and programs. |

**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 action is required.

SIGNIFICANCE

Staff will provide regular updates to the Board in accordance with the approved Legislative Program.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

STATE ISSUES

As of 12/20/16:

On December 5, 2016, the Senate and Assembly both convened at noon to swear in new members. There are nine new members in the 40-member Senate and 22 new members in the 80-member Assembly. Overall, this represents a large turnover of new members. Democrats have two-thirds supermajority in both houses of the legislature.

On December 5, 2016, Assemblymember Jim Frazier and Senator Jim Beall introduced transportation funding bills (Assembly Bill 1 and Senate Bill 1). Attached is a comparison chart of the two bills.

The 2017 calendar year legislative deadlines:

- January 4, the Legislature reconvenes
- January 10, budget bill must be submitted by Governor Brown
- February 17, last day for bills to be introduced
- June 2, last day to pass bills out the house of origin
- June 15, budget bill must be passed
- September 15, last day for any bill to be passed
- October 15, last day for Governor to sign or veto bills

Last year, the Legislature sent Governor Brown 1,059 bills. 900 became law and 159 were vetoed.

FEDERAL ISSUES

As of 12/20/16:

Congress adjourned on December 9, 2016 for the 114th Session. Before adjourning, Congress adopted a short-term Continuing Resolution that will fund the government through April 28 at Fiscal Year 2016 levels.

Senator Kamala Harris, who replaced retiring Senator Barbara Boxer, received her committee assignments. She will be on the following committees:

- Homeland Security and Governmental Affairs Committee
- Select Committee on Intelligence
- Environment & Public Works Committee
- Budget Committee

The Environment and Public Works Committee is an important transportation related committee in the Senate. Former Senator Boxer was the ranking member on the committee and it is helpful that Senator Harris will continue to represent California interests on this committee.

The 115th Congress will convene on January 3rd and the inauguration of the next President will be on January 20th.

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

650-508-6493

Comparison of New Transportation Legislation

| Funding Package Elements | AB 1 (Frazier) | Amount Generated/Purpose | SB 1 (Beall) | Amount Generated/Purpose |
|---|---|---------------------------|--|--|
| Taxes | | | | |
| Gas Excise Tax | 12 cpg, plus index | \$1.8 billion, plus index | 6-12 cpg, plus index | \$1.8 billion, plus index in year 3 |
| End BOE "True-up" | 7.3 cpg | \$1.1 billion | 7.3 cpg | \$1.1 billion |
| Diesel Excise Tax | 20 cpg, plus index | \$600 million | 20 cpg | \$600 million |
| VRF | \$38 per vehicle | \$1.3 billion | - | \$1.3 billion |
| ZEV vehicle fees | \$165 per ZEV (start in 2nd year) | \$21 million | \$100 | Est. \$13 million |
| Diesel sales tax | 3.5% increase (from 1.75% to 5.25%) | \$263 million | 4.0% increase (from 1.75% to 5.75%) | Est. \$300 million: - \$263 million for STA - \$40 million for IC and commuter rail |
| Other Revenue Sources | | | | |
| Truck Weight Fees | \$100 million, increasing over five years | \$500 million, by 2021 | \$100 million, Increasing over five years | \$500 million, by 2021 |
| Cap/Trade | From Unallocated Cap and Trade | \$300 million | Doubles set-asides for TIRCP and LCTOP | Nets \$300 million if auctions produce \$2 billion annually |
| Redirect Miscellaneous Trans. revenues | | \$185 million | | \$185 million |
| CT Efficiencies | | \$70 million | | \$70 million |
| Accelerate GF Loan Repayments | | \$706 million (one-time) | | \$706 million (one-time) |
| Total Amount | \$6 billion, plus \$706 million, one-time | | | \$6 billion, plus \$706 million, one-time |
| Expenditures | | | | |
| Maintenance and Road Repairs | State= \$1.9 billion; Locals= \$2.4 billion | | 50/50 split state and local roads | |
| Trade Corridors | \$600 million | | \$600 million (diesel tax) | |
| Self Help | \$200 million, annually | | \$200 million, annually | |
| Transit | \$563 million, transit capital and operations | | - \$263 million for STA - \$40 million for IC and commuter rail -\$300 million, Cap and Trade | |
| Active Transportation | \$80 million, annually, plus CT efficiency savings | | \$80 million, annually, plus CT efficiency savings | |

Comparison of New Transportation Legislation

| Reforms & Process Improvements | | | | |
|---|---|--|---|--|
| Environmental Process Improvements | For work within existing right of way; Advance Mitigation Program (AMP) | | For work within existing right of way; Advanced Mitigation Program (AMP); | \$30 million, annual, 4 years for AMP |
| NEPA Delegation | Extended permanently | | Extended permanently | |
| CTC Independence | - Separate from CalSTA; - SHOPP oversight | | - Separate from CalSTA; - SHOPP oversight | |
| Expenditure Efficiency | Office of Inspector General (OIG) | | Office of Inspector General (OIG) | |
| Labor Shortage | | | Workforce, job training, & Opportunity Act (Pre-Apprenticeship Programs) | |
| Various, (To be in a companion bill(s) or other means) | -Constitutional Amendment to reduce voter threshold from local transportation taxes; -Constitutional Amendment to protect new revenues | | - Extend Construction Manager/General Contractor project delivery until 2025; - expanding Caltrans' federal exchange/state match program; - providing greater flexibility to allow contracting for engineering & right-of-way work; - incorporating regional transportation agencies in the process of programming SHOPP funds; - updating Caltrans' encroachment permit threshold; - requiring Caltrans to develop a plan to increase participation of small and disadvantage businesses; and - requiring CTC to provide a summary to the legislature. | |

12/9/16



BOARD OF DIRECTORS 2017

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
JEFF GEE
CAROLE GROOM
KARYL MATSUMOTO
JOSH POWELL
PETER RAITO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

AGENDA

STRATEGIC 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, JANUARY 4, 2017 – 3:00 p.m.

or immediately following previous Committee meeting

1. Call to Order

ACTION

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of December 7, 2016

INFORMATIONAL

3. Update on San Mateo County Transit District's Strategic Plan
4. Adjourn

Committee Members: Rose Guilbault, Jeff Gee

NOTE:

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

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT)
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA
MINUTES OF PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 7, 2016**

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

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

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

Staff Present: J. Averill, J. Cassman, S. Gaffney, J. Hartnett, D. Kim, L. Kiner, M. Martinez, N. McKenna, D. Olmeda, M. Simon, S. van Hoften

Committee Chair Adrienne Tissier called the meeting to order at 3:09 p.m.

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

Motion/Second: Ratto/Stone

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

Absent: Groom

Draft San Mateo County Transit District Fiscal Years 2017-2026 Short Range Transit Plan Update

Lindsey Kiner, Senior Planner, reported:

- Purpose:
 - Bi-annual plan required by the Metropolitan Transportation Commission (MTC)
 - Overview of transit system services and performance
 - 10-Year time frame (Fiscal Year (FY) 2017-FY2026)
 - Basis for Regional Transportation Plan and Transportation Improvement Program
 - Required to receive State and Federal funds
- Key Elements:
 - Operating and Funding Plan (10-year)
 - Capital Improvement Program (CIP) and Funding Plan (10-year)
 - No significant service changes since inclusion of 2013 SamTrans Service Plan
 - Build on Strategic Plan
 - Smart Investments
- 10-Year Operating Plan Assumptions:
 - Fare Revenues
 - Assumes 10 percent increases in 2019, 2022, and 2025

- Comprehensive Fare Study slated for 2017
- Fixed-Route
 - 1 percent annual growth in ridership
 - 1 percent annual growth in revenues
 - 3 percent growth in costs
- Paratransit
 - 1 percent annual growth in ridership
 - 1 percent annual growth in revenues
 - 6 percent growth in costs
- Shuttle service level to remain constant with seven routes
- Other Revenue Sources
 - 2.5 percent annual growth in sales tax revenue
 - 1 percent growth in state Transit Assistance
- Caltrain Contribution
 - SamTrans resumes contribution to Caltrain operations starting in FY2018
- Structural Deficit
 - Strategies for reducing operational costs
- SRTP CIP Key Components:
 - Bus replacement/Redi-Wheels vehicle expansion
 - Information technology/applications
 - Intelligent transportation systems/networks
 - Facility, systems, heavy maintenance equipment
 - Tools and equipment
 - Safety and security
 - Bus stops and stations
- Next Steps:
 - Submit Draft SRTP to MTC in December
 - January/February 2017
 - Finalize Final SRTP for Board approval
 - Submit to MTC

Director Jeff Gee asked how the assumptions in growth of ridership were made. Ms. Kiner said they were conservative and mainly for the 10-year budget outlook. Doug Kim, Director, Planning, said the District is part of network of transit agencies that forecast going forward. In the past paratransit ridership assumptions have been aligned with other agencies. The District continues to be conservative in the growth of ridership.

Director Gee asked if there are any consequences if the assumptions submitted are wrong. Mr. Kim said no. Every time an update is submitted there are discussions with MTC and their staff knows what is submitted are reasonable assumptions.

Jim Hartnett, General Manager/CEO, said staff is not relying on this report for budget purposes. The data is driven by the format of the report.

Chair Zoe Kersteen-Tucker asked what value MTC derives from this report if the assumptions aren't realistic to the District. Mr. Kim said MTC governs many transit agencies and this submission is Federally mandated. Ms. Kiner said there is a detailed checklist of items that must be submitted

Capital Projects Quarterly Status Report- 1st Quarter Fiscal Year 2017

No discussion.

Adjourned: 3:28 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Strategic Planning, Development & Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **UPDATE ON SAN MATEO COUNTY TRANSIT DISTRICT'S STRATEGIC PLAN**

ACTION

This is an information item on the status of the San Mateo County Transit District's (District) 2014-2019 Strategic Plan.

SIGNIFICANCE

The District's Strategic Plan is the policy framework that guides the agency's policy, service, and investment decisions from 2014 through 2019. The plan sets performance goals that center on three priorities: increasing mobility options for our customers, strengthening the agency's fiscal health, and building a more effective organization that delivers optimal service to the SamTrans, Caltrain, and Transportation Authority programs. Staff will make a presentation on the progress in implementing the Plan and propose a strategy for Fiscal Year 2017 that integrates direction from the Board's October 2016 retreat.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

On December 3, 2014, the District adopted the five-year Strategic Plan, which was subsequently supplemented by priorities the Board discussed and prioritized at the November 2015 Board retreat. The purpose of the Strategic Plan serves as the policy blueprint for the agency. The Plan is a living document that is revisited every year for potential refinements and helps guide the development of the annual budget and work plans for the District.



AGENDA

BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 4, 2017 – 3:00 p.m.
or immediately following Committee meetings

BOARD OF DIRECTORS 2017

ZOE KERSTEEN-TUCKER, CHAIR
ROSE GUILBAULT, VICE CHAIR
JEFF GEE
CAROLE GROOM
KARYL MATSUMOTO
JOSH POWELL
PETER RATTO
CHARLES STONE

JIM HARTNETT
GENERAL MANAGER/CEO

- 1. CALL TO ORDER/ROLL CALL**
- 2. REPORT OF THE NOMINATING COMMITTEE (RATTO, MATSUMOTO, GROOM)**
 - a. Election of Officers for 2016
- 3. CONSENT CALENDAR**

MOTION

 - a. Approval of Minutes of Board of Directors Meeting of December 7, 2016
 - b. Acceptance of Statement of Revenues and Expenses for November 2016
 - c. Receive and File Executed Contracts Up to \$100,000 (Non-Contracts and Procurement) Quarterly Report
- 4. PUBLIC COMMENT**

Public comment by each individual speaker shall be limited to one minute
- 5. REPORT OF THE CHAIR**
- 6. REPORT OF THE GENERAL MANAGER/CEO**
- 7. COMMUNITY RELATIONS COMMITTEE – J. GEE**

SUBJECTS DISCUSSED

 - a. Accessibility Update
 - b. Paratransit Coordinating Council Update
 - c. Multimodal Ridership Report – November 2016
- 8. FINANCE COMMITTEE – C. STONE**

RESOLUTION

 - a. Award of Contract to Battalion One Fire Protection for Fire Safety Systems Inspections, Certification and Maintenance Services for a Total Amount of \$337,065 for a Five-Year Term

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

MOTION

- b. Reject All Bids for Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items

9. LEGISLATIVE COMMITTEE – P. RATTO

MOTION

- a. Approval of 2017 Legislative Program

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

**10. STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE –
R. GUILBAULT**

SUBJECT DISCUSSED

- a. Update on San Mateo County Transit District's Strategic Plan

11. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

12. BOARD MEMBER REQUESTS/COMMENTS

13. DATE, TIME AND PLACE OF NEXT REGULAR MEETING – February 1, 2017 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

14. REPORT OF LEGAL COUNSEL

- a. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): D'Arcy v. San Mateo County, et al., Case No. 16-CIV-02234

15. ADJOURN

INFORMATION FOR THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

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

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
DECEMBER 7, 2016**

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

Board Members Absent: C. Groom

Staff Present: J. Averill, J. Cassman, S. Gaffney, J. Hartnett, M. Martinez, N. McKenna, D. Olmeda, M. Simon, S. van Hoften

Chair Zoe Kersteen-Tucker called the meeting to order at 3:28 p.m.

CONSENT CALENDAR

- 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

Motion/Second: Stone/Tissier

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

Absent: Groom

PUBLIC COMMENT

None

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

Joan Cassman, Legal Counsel, said this item was presented at the November meeting. Language in the Rules requires any changes be presented the month prior to voting. 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.

Chair Kersteen-Tucker asked if there are rules on the number of Board members that can be on an ad-hoc advisory committee. Ms. Cassman said there has to be less than a quorum and only Board members may be on the committee.

Motion/Second: Tissier/Stone

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

Absent: Groom

REPORT OF CHAIR

Chair Kersteen-Tucker said over the past month she was sad to see Eli Kay, Chief Financial Officer, Shweta Bhatnagar, Manager, Government and Community Relations

and Jayme Ackemann, Director, Marketing and Communications, leave the firm. She said she is concerned about the trend of employees leaving and hopes the employee hotline is working so employees have a place to voice their concerns. She asked how the hotline is handled, if there are any themes and are responses being given.

Jim Hartnett, General Manager/CEO said the circumstances of the three employees leaving have nothing to do with a hotline. The hotline continues to be advertised on the internal website and in his "Message from Jim." There have been no calls since before September. Staff has direct access to him during the Talks with Jim held on a rotating basis each month at Central and both bases. Everything the employee says is very important. He receives a monthly report on recruitment and vacancies. He meets with new employees once a month as part of their onboarding. Staff works hard to recruit and retain employees. The employee survey has generated action items to make the organization more effective and attractive to employees. An employee Town Hall is scheduled for January 23 to update employees on the status of the initiatives.

Appointment of Nominating Committee for 2017 Chair and Vice Chair

Chair Kersteen-Tucker appointed Directors Peter Ratto, Karyl Matsumoto and Carole Groom.

Resolution of Appreciation to Outgoing Director Shirley Harris

The Board members expressed their appreciation to Director Harris.

Motion/Second: Guilbault/Gee

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

Absent: Groom

Director Harris said it has been a joy to serve on this Board and a great learning experience. Of all the Board's she has served on this is the top one. Everyone is very professional and the staff is wonderful.

Resolution of Appreciation to Outgoing Director Adrienne Tissier

The Board members expressed their appreciation to Director Tissier.

Motion/Second: Gee/Stone

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

Absent: Groom

Director Tissier thanked the Board, staff and the public who attend these meetings. She has thoroughly enjoyed serving on the Board.

Appointment of Representative to the San Mateo County Transportation Authority (TA)

Chair Kersteen-Tucker recommended reappointment of Director Matsumoto to the TA.

Motion/Second: Kersteen-Tucker/Ratto

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

Absent: Groom

APPOINTMENT OF ROSE GUILBAULT AND JOSH POWELL REPRESENTING PUBLIC MEMBERS FOR A TERM OF JANUARY 1, 2017 TO DECEMBER 31, 2020

Director Jeff Gee said the committee of Directors Charles Stone and Matsumoto interviewed 10 candidates, two were students. The committee is recommending appointment of Director Guilbault and Mr. Powell from Belmont.

Director Matsumoto said Director Guilbault rose to the top in the process.

Director Stone said he learned a lot from the candidates. There were a lot of strong candidates and it was not an easy decision. He also asked if these positions should be open to those under 18 who cannot even vote.

Motion/Second: Gee/Ratto

Ayes: Gee, Matsumoto, Ratto, Stone, Tissier

Absent: Groom

REPORT OF THE GENERAL MANAGER/CEO

Mark Simon, Chief of Staff, reported:

- Doug Kim, Director, Planning, has agreed to be the project manager leading a team to work on the issue of SamTrans funding. Sebastian Petty, Principal Planner, will be the project manager on this effort for Caltrain.
- Staff is working on a base line for funding needs to maintain current services.
- Staff wants to make a statement about the District and its creative thinking, innovative service model and pilot programs.
- There is an opportunity for innovative approaches for funding, including public-private partnerships.
- The public component will start early next year.
- Staff will be asking the Board to form an ad-hoc committee to kick off this effort next year.

Mr. Hartnett reported:

- The SamTrans housing survey was sent to employees and will close on December 9. Typically response rate is 28 percent, but to-date over 50 percent have responded. He hopes to have a summary of the results in January.
- Over 1,100 hours of training was conducted in October.
- In November a Redi-Wheels customer suddenly stopped breathing. The driver administered CPR until the paramedics arrived, but the customer passed away later at the hospital.
- Thanked Directors Tissier and Harris for their service and for touching him both personally and professionally.

COMMUNITY RELATIONS COMMITTEE – J. Gee

MOTION

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

Motion/Second: Gee/Ratto

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

Absent: Groom

SUBJECTS DISCUSSED

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

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 Muncie 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

Motion/Second: Stone/Ratto

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

Absent: Groom

LEGISLATIVE COMMITTEE – P. Ratto

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

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

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Guilbault said she and Director Harris attended the Youth Leadership Institute meeting and it was great to hear that youth want to find solutions for transportation and getting more youth on the buses.

Director Gee thanked everyone for the Holiday Bus and participating in the Hometown Holidays event on Saturday, December 3.

GENERAL COUNSEL PROPOSAL

Ms. Cassman offered her gratitude to Directors Tissier and Harris for their open mind, warm hearts and helping hand in their leadership. They are a gift to the agency and the community.

ADJOURNMENT IN MEMORY OF ART LLOYD

Director Tissier said Mr. Lloyd had so much knowledge and every time he spoke he also gave a history lesson at the same time.

Director Harris said Mr. Lloyd introduced her to people at the American Public Transportation Association and he was so well respected.

Director Ratto said he met Mr. Lloyd when he was interviewed to be on the CAC. His level of knowledge is unmatched.

Director Guilbault said Mr. Lloyd lived the trains and was so dedicated to transit.

Director Gee said he remembers Mr. Lloyd attending the JPB meetings even after he was off the Board.

Jeremy Lipps, Manager, Social Media, said he interviewed Mr. Lloyd for Caltrain's 150th Anniversary and can be viewed on YouTube.

Mr. Simon said Mr. Lloyd was a very kind man and believed in the art that anything was possible. He was very kind and generous person.

The meeting adjourned at 4:33 p.m. in memory of Art Lloyd.

DATE AND TIME OF NEXT REGULAR MEETING – January 4, 2017, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **EXECUTED CONTRACTS UP TO \$100,000 (NON-C&P) QUARTERLY REPORT**

ACTION

Staff requests that the Board receive and file the Executed Contracts Quarterly Report (attached).

SIGNIFICANCE

The attached provides a quarterly update on contracts valued up to \$100,000 delegated by the San Mateo County Transit District Board of Directors (Board) to the General Manager/CEO or his designee. This delegation of authority applies to grant agreements, funding agreements, memoranda of understanding, interagency agreements and cooperative agreements.

BUDGET IMPACT

There is no impact to the budget.

BACKGROUND

On March 2, 2016, the Board delegated authority to the General Manager/CEO or his designee to execute contracts and related amendments with values up to a total of \$100,000 per contract, including any amendments (Resolution No. 2016-12). The Board directed the General Manager/CEO or his designee to report any and all contracts entered into by this authority on a quarterly basis.

Prepared By: Martha Martinez

650-508-6242

San Mateo County Transit District

2016

Executed Contracts by General Manager/CEO

| DATE ENTERED INTO | CONTRACT NAME/DESCRIPTION | PARTIES TO CONTRACT | AMOUNT |
|--|---|--|--------------|
| <u>1st Quarter (Adopted March 3, 2016)</u> | | | |
| None | | | |
| <u>2nd Quarter April - June 2016</u> | | | |
| 06/09/16 | Shuttle Support Services - paid by SSF | City of South San Francisco | \$ 8,000.00 |
| 06/20/16 | Short Range Transit Plan - paid by MTC | Metropolitan Transportation Commission | \$ 42,857.00 |
| 06/21/16 | License Agreement for Use of Facilities or Open Campus - 40th Anniversary | San Mateo County Event Center | \$ 6,448.00 |
| <u>3rd Quarter July - September 2016</u> | | | |
| None | | | |
| <u>4th Quarter October - December 2016</u> | | | |
| None | | | |