

MARCH 1, 2017

SAMTRANS BOARD MEETING

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



AGENDA

BOARD OF DIRECTORS

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

WEDNESDAY, MARCH 1, 2017 – 2:00 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC HEARINGS/CONSIDERATION OF RESOLUTIONS OF NECESSITY

- a. Property Location: 3025 S. El Camino Real, San Mateo, CA 94403
APN: 039-360-060 and 039-360-070
Property Owner: Bohannon Development Company
- b. Property Location: 2925 S. El Camino Real, San Mateo, CA 94403
APN: 039-360-120
Property Owner(s): Sandra R. Weil, Trustee of the Sandra R. Weil Trust Agreement Dated April 1, 1993; Karen Weil Morris; Susan Weil Lakatos, Trustee under the Susan W. Lakatos Separate Property Trust Agreement Dated February 8, 1993; Uri Rot and Evelyn Weil Rot, Trustees under the Rot Family Trust Dated August 23, 1991, all as Tenants in Common
- c. Property Location: 2825 S. El Camino Real, San Mateo, CA 94403
APN: 039-351-110
Property Owner(s): M. & N. Schmelzer, LLC, and BFP El Camino LLC

5. RECESS TO COMMITTEE MEETINGS

BOARD OF DIRECTORS 2017

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

JIM HARTNETT
GENERAL MANAGER/CEO

Memorandum

TO: Board of Directors **FILE NO.:**

FROM: Joan Cassman

DATE: February 23, 2017

RE: 25th Avenue Grade Separation Project
Adoption of Resolution of Necessity
Hearing Date: March 1, 2017, 2 P.M.
JPB Parcel Nos.: 49-1, 49-2 and 49-3
Property Owner: Bohannon Development Company
Tenant: Ana Furniture

ACTION

As explained below, in support of the Peninsula Corridor Joint Powers Board's 25th Avenue Grade Separation Project, staff proposes that the Board of Directors adopt a resolution of necessity to acquire certain interests in property located in the City of San Mateo, which is owned by Bohannon Development Company and the subject property used is for retail sales purposes. The property interests that the District seeks to acquire from this particular owner include a fee simple interest acquisition of 16,331 square feet and two temporary construction easement totaling 7,788 square feet, as shown on the attached plat maps and described in the attached legal descriptions. The resolution of necessity must be adopted by a vote of two-thirds of the entire membership of the Board.

SIGNIFICANCE

By adopting the resolution of necessity, the Board of Directors will authorize the District's legal counsel to commence eminent domain proceedings to acquire the property. The adoption of the resolution conclusively establishes the extent and necessity of the acquisition.

THE PROJECT

The District, pursuant to a Cooperative Agreement with the Peninsula Corridor Joint Powers Board ("JPB"), is undertaking property acquisition necessary for the 25th Avenue Grade Separation Project in the City of San Mateo ("Project").

The Project will include (1) three grade-separated street crossings; (2) three pedestrian under crossings; (3) two new road crossings; (4) a new Caltrain Hillsdale Station relocated to an elevated structure; (5) a new parking lot; and (6) related improvements. The project will eliminate one street-level grade crossing by lowering 25th Avenue and raising the railroad tracks. The project will also construct two new grade separated crossings at 28th and 31st

Avenues. A new elevated Caltrain station at 28th Avenue will replace the existing station at Hillsdale Blvd.

POWER OF EMINENT DOMAIN AND RESOLUTION OF NECESSITY

Again, the District, pursuant to a Cooperative Agreement with JPB, is responsible for acquiring the property interests necessary for the Project. California Public Utilities Code section 103242 authorizes the District to acquire property by eminent domain. Before condemning any property, the District must satisfy certain procedural prerequisites, including obtaining an appraisal, presenting a formal offer, adopting a resolution of necessity and providing notice to the property owner of its right to a public hearing prior to adopting the resolution of necessity.

The District, in adopting the resolution of necessity, must make certain determinations. The notice to the property owners must inform the owner of its right to appear and be heard on those issues, as follows:

- A) The public interest and necessity require that the Project be undertaken,
- B) The Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury,
- C) The acquisition of the property is necessary for the Project, and
- D) An offer has been made to the owners.

A) The Public Interest And Necessity Require That The Project Be Undertaken.

The public interest and necessity require that the Project be undertaken. In developing this Project, JPB concluded that there is a compelling need to eliminate the existing Caltrain at-grade crossing at 25th Avenue in the City of San Mateo in order to minimize the risk of vehicular and pedestrian accidents at this location. In addition to the public safety benefits, the Project affords the opportunity to the community and the railroad to achieve many other long-term improvements that would otherwise be difficult, if not impossible, to achieve without it. These improvements include the following: significantly improved traffic and pedestrian circulation and access; a centrally located station that can be a focal point of the community and the source of community pride; reduction in overall noise through the elimination of train horns and bells and crossing gate bells presently required at the crossings and station; and, improved overall storm water drainage in the area.

B) The Project Is Planned And Located In The Manner That Will Be Most Compatible With The Greatest Public Good And Least Private Injury.

The District has worked with the City of San Mateo and private consultants to conduct substantial investigations and studies regarding the Project, including consideration of several alternative designs. The project has been designed to minimize the impact to private properties. The horizontal alignment of the project is fixed by the width of the existing right-of-way,

particularly at the Hillsdale Avenue overpass. The vertical alignment of the project is controlled by the vertical clearance under the Interstate 92 flyover as well as constraints imposed due to maximum railroad grades. Notably, the Project does not require the relocation of homes. Further, the Project will not result in significant air, water, traffic or noise impacts; endangered species or other biological resources; and, will not significantly impact any cultural, recreational or historic resources.

C) The Acquisition Of The Property Is Necessary For The Project.

Parcels 49-1, -2 and -3:

This property is required to construct and lower the proposed 31st Avenue. In addition, the temporary construction easements at this parcel are required to facilitate the lowering of 31st Avenue, as well as for the construction of construction a mechanically stabilized earth (MSE) wall.

D) An Offer Has Been Made To The Owners.

The statutory offer and other procedural prerequisites to adopting the resolution of necessity have been satisfied. Prior to reaching this stage of the acquisition of this property, JPB engaged a real estate appraiser to value the property. On September 12, 2016, a formal offer was presented to the owner based on the fair market value.¹ The offer included copies of the comparable sales data used by the appraiser to determine the fair market value. On February 10, 2017, the appropriate notices were sent to the property owner informing it of its right to appear and be heard prior to the adoption of the resolution of necessity.

Enclosures

¹ The purpose of the public hearing prior to adopting a resolution of necessity is to discuss the necessity of the property for the Project and whether the required offer was provided. It is not appropriate to discuss the value of the property or the amount of the offer at the public hearing.

RESOLUTION NO. 2017 -

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

* * *

**RESOLUTION DETERMINING THAT THE PUBLIC INTEREST AND
NECESSITY REQUIRE THE ACQUISITION OF CERTAIN INTERESTS IN LAND AND
DIRECTING THE FILING OF EMINENT DOMAIN PROCEEDINGS
(BOHANNON DEVELOPMENT COMPANY—PARCEL NOS. JPB-SM-0049-1, -2, and -3)**

WHEREAS, the San Mateo County Transit District ("SamTrans"), in connection with its affiliation with the Peninsular Corridor Joint Powers Board ("JPB"), is undertaking the 25th Avenue Grade Separation Project in San Mateo, which will include (1) the reconstruction, realignment, and elevation of the tracks within the project limits on an embankment, retaining wall, and bridge viaduct to accomplish grade separation of the existing at grade crossing at 25th Avenue and (2) new grade separated crossings over extended 28th and 31st Avenues and over a new pedestrian undercrossing at 29th Avenue ("Project"); and

WHEREAS, SamTrans has determined that the Project is statutorily exempt from the requirements of the California Environmental Quality Act (California Public Resources Code § 21080.13); and

WHEREAS, on behalf of the Project, SamTrans desires to acquire for public use, by exercise of its power of eminent domain, property interests, to wit, fee interests and a temporary construction easement in certain real property reportedly owned in fee by Bohannon Development Company. Bohannon Development Company's overall property consists of land improved and used for retail purposes, situated between El Camino Real and the Caltrain right-of-way, in San Mateo, County of San Mateo, California. The subject property is within the Project area, identified as San Mateo County

Assessor Parcel Numbers 039-360-060 and 039-360-070, and more particularly described and shown on Exhibit A attached hereto and incorporated herein by this reference ("Subject Property"); and

WHEREAS, SamTrans has worked with the city of San Mateo and private consultants to conduct substantial investigation and study regarding the project; and

WHEREAS, the Board of Directors has found that the acquisition of the aforementioned real property, or interests in real property, for said public use is required by public interest and necessity, that the Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury, and that the acquisition by SamTrans of the Subject Property is necessary for the proposed Project; and

WHEREAS, California Public Utilities Code section 103242 authorizes SamTrans to acquire property by eminent domain; and

WHEREAS, in compliance with California Government Code section 7267.2 and all related statutory procedures for possible acquisition of the Subject Property, staff obtained an appraisal and presented a formal offer to the property owners for the amount determined to be just compensation; and

WHEREAS, in compliance with California Code of Civil Procedure section 1245.235, SamTrans gave the property owner(s) notice of this hearing and a reasonable opportunity to be heard; and

WHEREAS, SamTrans has calendared this Resolution of Necessity on the Agenda, and invited public comment, prior to the meeting when this Resolution was considered for adoption; and

WHEREAS, this Board of Directors constitutes the governing body of SamTrans.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the SamTrans' Board of Directors finds and determines that:

1. The public interest and necessity require the proposed Project;
2. The proposed Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury;
3. Acquisition by SamTrans of the Subject Property is necessary for the proposed Project; and
4. An offer was made in accordance with Government Code section 7267.2.

BE IT FURTHER RESOLVED that the attorney is hereby authorized to institute proceedings in eminent domain to acquire the real property, or interests in real property, hereinabove described and to take such further actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 1st day of March, 2017, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

May 2, 2016

ATTACHMENT A

RSE, Inc.

JPB-SM-0049-1

A Portion of APN 039-360-060

LEGAL DESCRIPTION

All that real property situate in the City of San Mateo, County of San Mateo, State of California and being a portion of that certain parcel of land described as recorded January 22, 1969, in Book 5588, Pages 643 and 644, in the office of the Recorder of County of San Mateo; said real property being more particularly described as follows:

Commencing at the most northerly corner of that parcel referenced above, being common with the most easterly corner of Parcel 1 as shown on Parcel Map No. 352 recorded in Book 69 Pages 63 and 64 of maps in the office of the Recorder of the County of San Mateo, said corner being also a point on the westerly line of the right of way line of the Peninsula Corridor Joint Powers Board (PCJPB) formerly known as the right of way of Union Pacific Railroad; thence along the easterly line of said parcel and the westerly line of said right of way, South 32° 53' 03" East, 292.78 feet to the **True Point of Beginning** of this description;

thence leaving said westerly right of way line of the Peninsula Corridor Joint Powers Board, South 57°07'13" West, 186.43 feet to the beginning of a curve to the right and having a radius of 10.00 feet;

thence westerly along said curve through a central angle of 47°21'11", an arc length of 8.26 feet to the southwesterly line of said parcel referenced above, also being the northeasterly line of El Camino Real, a radial line to said point bears South 14°28'30" West;

thence along said southwesterly line, South 44°48'49" East, 196.94 feet to a point that lies 440.19 feet from the most westerly corner of said parcel being common with the most southerly corner of said parcel 1;

thence leaving said southwesterly line, North 45°54'49" East, 2.03 feet; thence, North 44°05'11" West, 88.78 feet;

thence North 45°54'49" East, 0.50 feet; thence, North 44°05'11" West, 3.10 feet to the beginning of a curve to the right and having a radius of 9.50 feet;

thence northerly along said curve through a central angle of 91°26'15", an arc length of 15.16 feet;

May 2, 2016

thence on a radial line, North 42°38'56" West, 0.50 feet to the beginning of a non-tangent curve to the right and having a radius of 10.00 feet, to which a radial line bears North 42°38'56" West;

thence northeasterly along said curve through a central angle of 09°46'09", an arc length of 1.71 feet;

thence North 57°07'13" East, 159.14 feet to a point on the said northeasterly line of said parcel referenced above, that lies 379.78 feet from said most northerly corner of said parcel;

thence along said northeasterly line, North 32°53'03" West, 87.00 feet to the **True Point of Beginning** of this description.

Containing an area of 16,331.02 square feet or 0.38 acres, more or less.

The bearings and distances in this description are based on the North American Datum of 1983, 2010.00 Epoch. The distances are grid distances.

A plat showing the above-described parcel is attached hereto and made a part hereof.

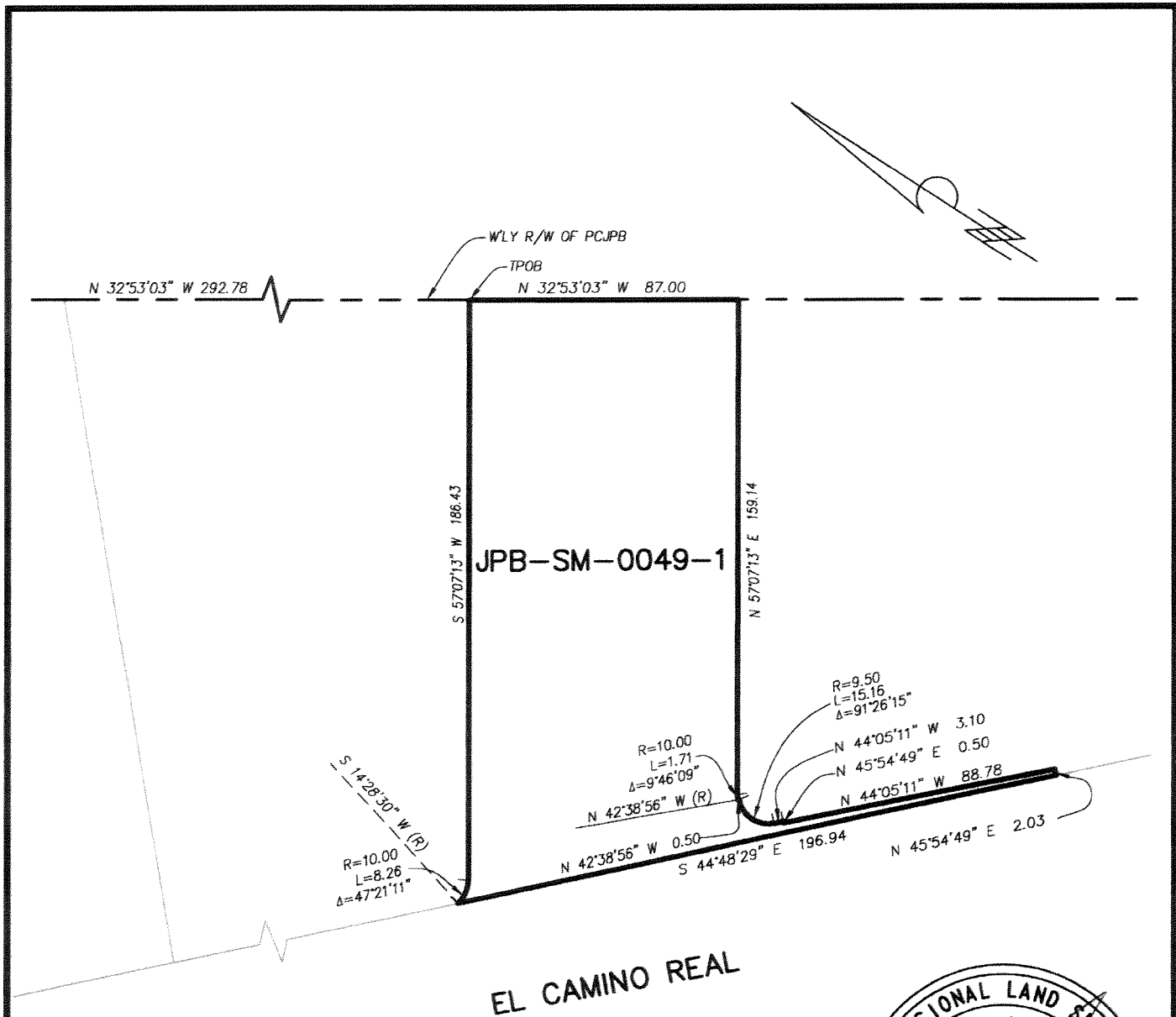
This description was prepared by me or under my direction in conformance with requirements of the Professional Land Surveyors' Act.




Billy Martin, PLS 5797

Dated Sept. 12, 2016

END OF DESCRIPTION



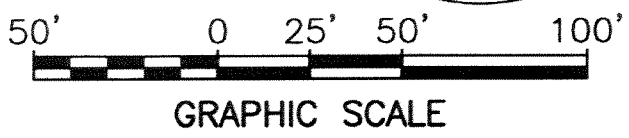
EL CAMINO REAL

LEGEND

- POC POINT OF COMMENCEMENT
- TPOB TRUE POINT OF BEGINNING
- SUBJECT PARCEL
- PCJPB RIGHT-OF-WAY LINE
- LOT LINE
- PARCEL AREA (SQ. FT) = 16,331.02



APN 039-360-060
 CITY OF SAN MATEO
 COUNTY OF SAN MATEO, CALIFORNIA



	RSE, INC. 1075 OLD COUNTY ROAD BELMONT, CA 94002 WWW.RSECORP.COM	25TH AVE GRADE SEPARATION PLAT TO ACCOMPANY LEGAL DESCRIPTION FOR PARCEL JPB-SM-0049-1	Date: 07/25/2016
			Scale: AS SHOWN
			Drawn By: CC
			Checked By: JD
			Revision: 0

May 2, 2016

RSE, Inc.

JPB-SM-0049-2

A Portion of APN 039-360-060

LEGAL DESCRIPTION

All that real property situate in the City of San Mateo, County of San Mateo, State of California and being a portion of that certain parcel of land described as recorded January 22, 1969, in Book 5588, Pages 643 and 644, in the office of the Recorder of the County of San Mateo; said real property being a strip of land of land 10 feet wide being more particularly described as follows:

Beginning at the most northerly corner of that parcel referenced above, being common with the most easterly corner of Parcel 1 as shown on Parcel Map No. 352 recorded in Book 69 Pages 63 and 64 of maps in the office of the Recorder of the County of San Mateo, said corner being also a point on the westerly line of the right of way line of the Peninsula Corridor Joint Powers Board (PCJPB) formerly known as the right of way of Union Pacific Railroad; Said point being **True Point of Beginning** of this description;

thence along the easterly line of said parcel and the westerly line of said right of way, South 32° 53' 03" East, 292.78 feet;

thence leaving said westerly right of way line of the Peninsula Corridor Joint Powers Board, South 57°07'13" West, 186.43 feet to the beginning of a curve to the right and having a radius of 10.00 feet;

thence westerly along said curve through a central angle of 47°21'11", an arc length of 8.26 feet to the southwesterly line of said parcel referenced above, also being the northeasterly line of El Camino Real, a radial line to said point bears South 14°28'30" West;

thence on said southwesterly line, North 44°48'29" West, 25.02 feet;

thence leaving said southwesterly line, North 45°11'31" East, 10.00 feet to a point on a line that is 10 feet northeasterly and parallel with said southwesterly line;

thence on said parallel line, South 44°48'29" East, 20.21 feet to a point on a line that is 10 feet northwesterly and parallel with aforesaid line referenced herein as "South 57°07'13" West, 186.43 feet";

thence on said parallel line North 57°07'13" East, 175.00 feet to a point on a line that is 10 feet southwesterly of and parallel with said westerly right of way line of the Peninsula Corridor Joint Powers Board;

May 2, 2016

thence on said parallel line North 32° 53' 03" West, 280.67 feet to the northwesterly line of said parcel referenced above;

thence on said northwesterly line, North 45°11'31" East 10.22 feet to the **True Point of Beginning** of this description.

Containing: 4,944.15 square feet or 0.11 acres more or less.

The bearings and distances in this description are based on the North American Datum of 1983, 2010.00 Epoch. The distances are grid distances.

A plat showing the above-described parcel is attached hereto and made a part hereof.

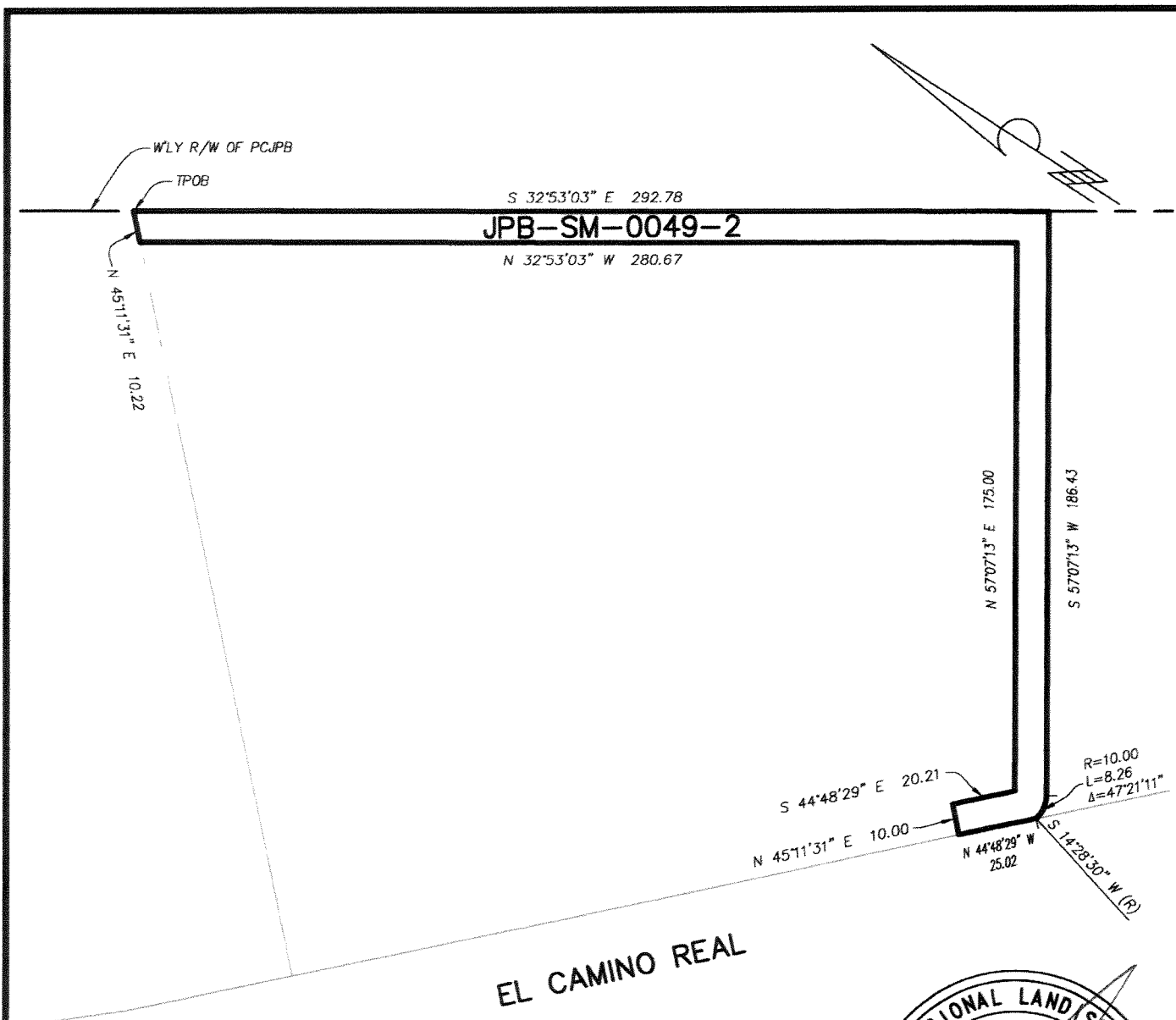
This description was prepared by me or under my direction in conformance with requirements of the Professional Land Surveyors' Act.




Billy Martin, PLS 5797

Dated Sept. 12, 2016

END OF DESCRIPTION

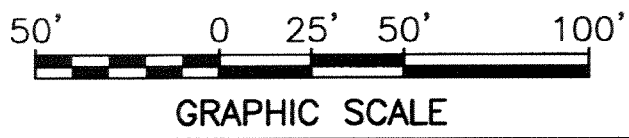


LEGEND

- POC POINT OF COMMENCEMENT
- TPOB TRUE POINT OF BEGINNING
- SUBJECT PARCEL
- PCJPB RIGHT-OF-WAY LINE
- LOT LINE
- PARCEL AREA (SQ. FT) = 4,944.15



APN 039-360-060
 CITY OF SAN MATEO
 COUNTY OF SAN MATEO, CALIFORNIA



	RSE, INC. 1075 OLD COUNTY ROAD BELMONT, CA 94002 WWW.RSECORP.COM	25TH AVE GRADE SEPARATION PLAT TO ACCOMPANY LEGAL DESCRIPTION FOR PARCEL JPB-SM-0049-2	Date: 07/25/2016
			Scale: AS SHOWN
			Drawn By: CC
			Checked By: JD
			Revision: 0

May 2, 2016

RSE, Inc.

JPB-SM-0049-3

A Portion of APN 039-360-060

LEGAL DESCRIPTION

All that real property situate in the City of San Mateo, County of San Mateo, State of California and being a portion of that certain parcel of land described as recorded January 22, 1969, in Book 5588, Pages 643 and 644, in the office of the Recorder of County of San Mateo; said real property being more particularly described as follows:

Commencing at the most northerly corner of that parcel referenced above, being common with the most easterly corner of Parcel 1 as shown on Parcel Map No. 352 recorded in Book 69 Pages 63 and 64 of maps in the office of the Recorder of the County of San Mateo, said corner being also a point on the westerly line of the right of way line of the Peninsula Corridor Joint Powers Board (PCJPB) formerly known as the right of way of Union Pacific Railroad; thence along the easterly line of said parcel and the westerly line of said right of way, South 32° 53' 03" East, 379.78 feet to the **True Point of Beginning** of this description;

thence along the northeasterly line of said parcel and the westerly line of said right of way, South 32°53'03" East, 10.00 feet;

thence leaving said northeasterly line, South 57°07'13" West, 157.24 feet;

thence South 42°55'10" East, 101.52 feet;

thence South 45°54'49" West, 11.71 feet to a point on the southwesterly line of said parcel also being the northeasterly right of way line of El Camino Real;

thence along said southwesterly line, North 44°48'29" West, 10.00 feet to a point that lies 440.19 feet from the most westerly corner of said parcel being common with the most southerly corner of said parcel 1;

thence leaving said southwesterly along said southeasterly line, the following courses: North 45°54'49" East, 2.03 feet;

thence North 44°05'11" West, 88.78 feet;

thence North 45°54'49" East, 0.50 feet;

thence North 44°05'11" West, 3.10 feet to the beginning of a curve to the right and having a radius of 9.50 feet;

May 2, 2016

thence northerly along said curve through a central angle of $91^{\circ}26'15''$, an arc length of 15.16 feet;

thence North $42^{\circ}38'56''$ West, 0.50 feet to the beginning of a non-tangent curve concave southeasterly and having a radius of 10.00 feet, to which a radial line bears North $42^{\circ}38'56''$ West;

thence northeasterly along said curve through a central angle of $09^{\circ}46'09''$, an arc length of 1.71 feet;

thence North $57^{\circ}07'13''$ East, 159.14 feet to a point the **True Point of Beginning** of this description.

Containing an area of 2,793.63 square feet or 0.06 acres, more or less.

The bearings and distances in this description are based on the North American Datum of 1983, 2010.00 Epoch. The distances are grid distances.

A plat showing the above-described parcel is attached hereto and made a part hereof.

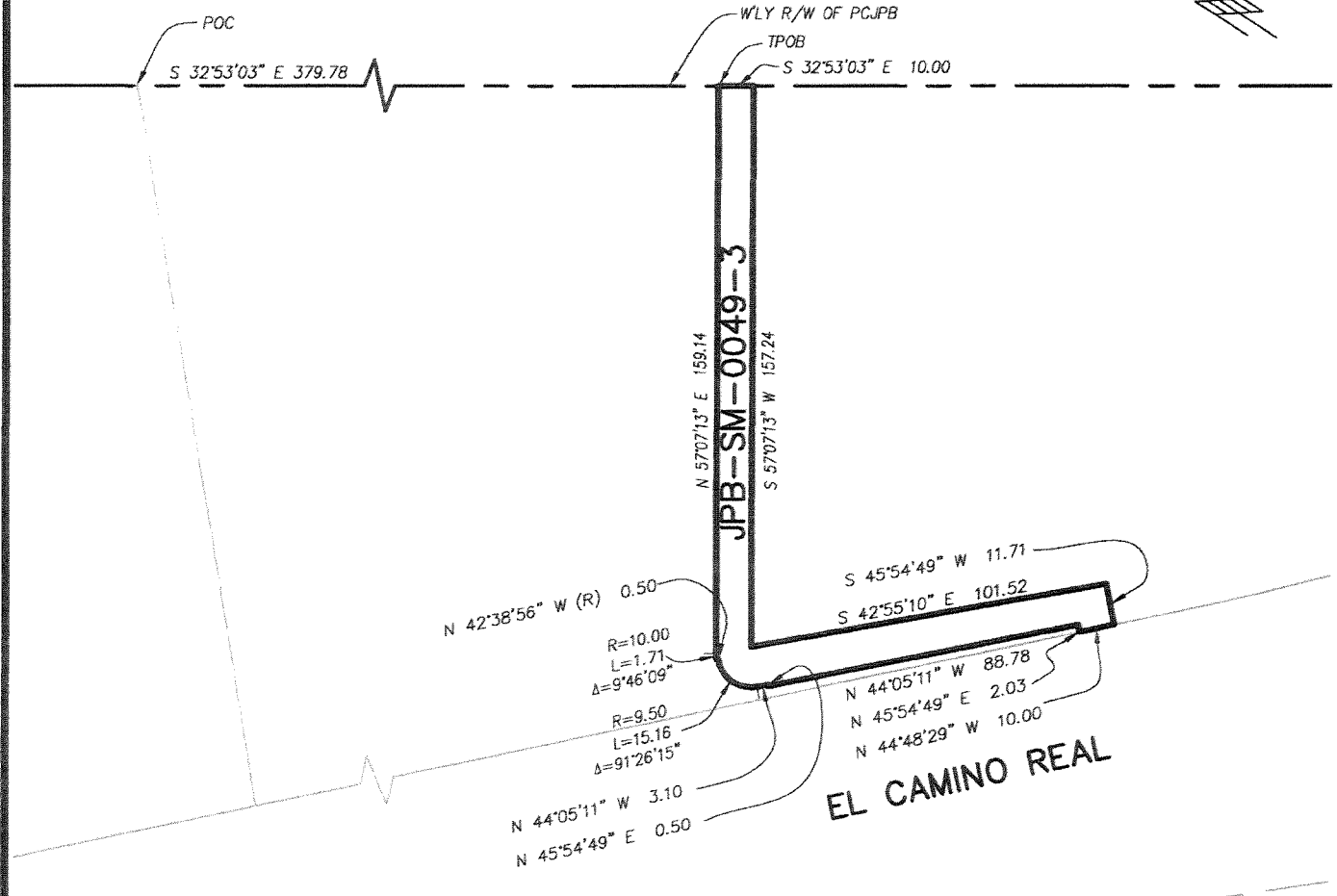
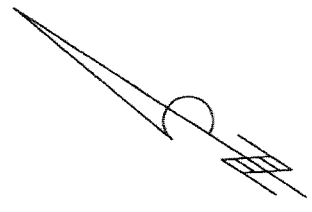
This description was prepared by me or under my direction in conformance with requirements of the Professional Land Surveyors' Act.



Billy Martin, PLS 5797

Dated Sept. 12, 2016

END OF DESCRIPTION

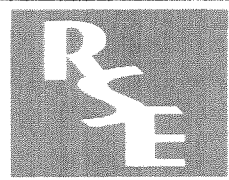
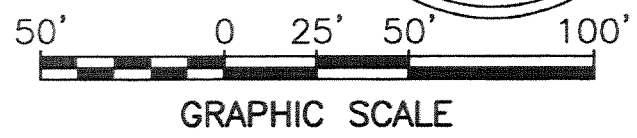


LEGEND

- POC POINT OF COMMENCEMENT
- TPOB TRUE POINT OF BEGINNING
- SUBJECT PARCEL
- PCJPB RIGHT-OF-WAY LINE
- LOT LINE
- PARCEL AREA (SQ. FT) = 2,793.63



APN 039-360-060
 CITY OF SAN MATEO
 COUNTY OF SAN MATEO, CALIFORNIA



RSE, INC.
 1075 OLD COUNTY ROAD
 BELMONT, CA 94002
 WWW.RSECORP.COM

25TH AVE
 GRADE SEPARATION
 PLAT TO ACCOMPANY LEGAL DESCRIPTION
 FOR
 PARCEL JPB-SM-0049-3

Date:	07/25/2016
Scale:	AS SHOWN
Drawn By:	CC
Checked By:	JD
Revision:	0

Memorandum

TO: Board of Directors **FILE NO.:**

FROM: Joan Cassman

DATE: February 23, 2017

RE: 25th Avenue Grade Separation Project
Adoption of Resolution of Necessity
Hearing Date: March 1, 2017, 2 P.M.
JPB Parcel Nos.: 48
Property Owner: Sandra R. Weil, Trustee of the Sandra R. Weil Trust Agreement Dated April 1, 1993; Karen Weil Morris; Susan Weil Lakatos, Trustee under the Susan W. Lakatos Separate Property Trust Agreement Dated February 8, 1993; Uri Rot and Evelyn Weil Rot, Trustees under the Rot Family Trust Dated August 23, 1991
Tenants: Jens Corporation (Master Tenant), Michaels Stores and Jersey's Mike Subs

ACTION

As explained below, in support of the Peninsula Corridor Joint Powers Board's 25th Avenue Grade Separation Project, staff proposes that the Board of Directors adopt a resolution of necessity to acquire certain interests in property located in the City of San Mateo, which is owned by Sandra R. Weil, Trustee of the Sandra R. Weil Trust Agreement Dated April 1, 1993; Karen Weil Morris; Susan Weil Lakatos, Trustee under the Susan W. Lakatos Separate Property Trust Agreement Dated February 8, 1993; Uri Rot and Evelyn Weil Rot, Trustees under the Rot Family Trust Dated August 23, 1991; the subject property is used for retail sales purposes. The property interests that the District seeks to acquire from these particular owners is a 2,118 square feet temporary construction easement, as shown on the attached plat map and described in the attached legal description. The resolution of necessity must be adopted by a vote of two-thirds of the entire membership of the Board.

SIGNIFICANCE

By adopting the resolution of necessity, the Board of Directors will authorize the District's legal counsel to commence eminent domain proceedings to acquire the property. The adoption of the resolution conclusively establishes the extent and necessity of the acquisition.

THE PROJECT

The District, pursuant to a Cooperative Agreement with the Peninsula Corridor Joint Powers Board (“JPB”), is undertaking property acquisition necessary for the 25th Avenue Grade Separation Project in the City of San Mateo (“Project”).

The Project will include (1) three grade-separated street crossings; (2) three pedestrian under crossings; (3) two new road crossings; (4) a new Caltrain Hillsdale Station relocated to an elevated structure; (5) a new parking lot; and (6) related improvements. The project will eliminate one street-level grade crossing by lowering 25th Avenue and raising the railroad tracks. The project will also construct two new grade separated crossings at 28th and 31st Avenues. A new elevated Caltrain station at 28th Avenue will replace the existing station at Hillsdale Blvd.

POWER OF EMINENT DOMAIN AND RESOLUTION OF NECESSITY

Again, the District, pursuant to a Cooperative Agreement with JPB, is responsible for acquiring the property interests necessary for the Project. California Public Utilities Code section 103242 authorizes the District to acquire property by eminent domain. Before condemning any property, the District must satisfy certain procedural prerequisites, including obtaining an appraisal, presenting a formal offer, adopting a resolution of necessity and providing notice to the property owners of their right to a public hearing prior to adopting the resolution of necessity.

The District, in adopting the resolution of necessity, must make certain determinations. The notice to the property owners must inform the owners of their right to appear and be heard on those issues, as follows:

- A) The public interest and necessity require that the Project be undertaken,
- B) The Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury,
- C) The acquisition of the property is necessary for the Project, and
- D) An offer has been made to the owners.

A) The Public Interest And Necessity Require That The Project Be Undertaken.

The public interest and necessity require that the Project be undertaken. In developing this Project, JPB concluded that there is a compelling need to eliminate the existing Caltrain at-grade crossing at 25th Avenue in the City of San Mateo in order to minimize the risk of vehicular and pedestrian accidents at this location. In addition to the public safety benefits, the Project affords the opportunity to the community and the railroad to achieve many other long-term improvements that would otherwise be difficult, if not impossible, to achieve without it. These improvements include the following: significantly improved traffic and pedestrian circulation and access; a centrally located station that can be a focal point of the community and the source of

community pride; reduction in overall noise through the elimination of train horns and bells and crossing gate bells presently required at the crossings and station; and, improved overall storm water drainage in the area.

B) The Project Is Planned And Located In The Manner That Will Be Most Compatible With The Greatest Public Good And Least Private Injury.

The District has worked with the City of San Mateo and private consultants to conduct substantial investigations and studies regarding the Project, including consideration of several alternative designs. The project has been designed to minimize the impact to private properties. The horizontal alignment of the project is fixed by the width of the existing right-of-way, particularly at the Hillsdale Avenue overpass. The vertical alignment of the project is controlled by the vertical clearance under the Interstate 92 flyover as well as constraints imposed due to maximum railroad grades. Notably, the Project does not require the relocation of homes. Further, the Project will not result in significant air, water, traffic or noise impacts; endangered species or other biological resources; and, will not significantly impact any cultural, recreational or historic resources.

C) The Acquisition Of The Property Is Necessary For The Project.

Parcel 48:

This property is required in order to allow for the construction a mechanically stabilized earth (MSE) wall. The MSE wall will support the proposed grade separated railroad, as well as the new relocated Caltrain Hillsdale Station.

D) An Offer Has Been Made To The Owners.

The statutory offer and other procedural prerequisites to adopting the resolution of necessity have been satisfied. Prior to reaching this stage of the acquisition of this property, JPB engaged a real estate appraiser to value the property. On October 10, 2016, a formal offer was presented to the owner based on the fair market value.¹ The offer included copies of the comparable sales data used by the appraiser to determine the fair market value. On February 10, 2017, the appropriate notices were sent to the property owners informing them of their right to appear and be heard prior to the adoption of the resolution of necessity.

Enclosures

¹ The purpose of the public hearing prior to adopting a resolution of necessity is to discuss the necessity of the property for the Project and whether the required offer was provided. It is not appropriate to discuss the value of the property or the amount of the offer at the public hearing.

RESOLUTION NO. 2017 -

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

* * *

**RESOLUTION DETERMINING THAT THE PUBLIC INTEREST AND
NECESSITY REQUIRE THE ACQUISITION OF CERTAIN INTERESTS IN LAND AND
DIRECTING THE FILING OF EMINENT DOMAIN PROCEEDINGS
(SANDRA R. WEIL TRUST, KAREN WEIL MORRIS, SUSAN W. LAKATOS SEPARATE
PROPERTY TRUST AGREEMENT, ROT FAMILY TRUST, AND THE BYPASS TRUST -
PARCEL NO. JPB-SM-0048)**

WHEREAS, the San Mateo County Transit District ("SamTrans"), in connection with its affiliation with the Peninsular Corridor Joint Powers Board ("JPB"), is undertaking the 25th Avenue Grade Separation Project in San Mateo, which will include (1) the reconstruction, realignment, and elevation of the tracks within the project limits on an embankment, retaining wall, and bridge viaduct to accomplish grade separation of the existing at grade crossing at 25th Avenue and (2) new grade separated crossings over extended 28th and 31st Avenues and over a new pedestrian undercrossing at 29th Avenue ("Project"); and

WHEREAS, SamTrans has determined that the Project is statutorily exempt from the requirements of the California Environmental Quality Act (California Public Resources Code § 21080.13); and

WHEREAS, on behalf of the Project, SamTrans desires to acquire for public use, by exercise of its power of eminent domain, property interests, to wit, a temporary construction easement in certain real property reportedly owned in fee by Sandra R. Weil, Trustee of the Sandra R. Weil Trust Agreement Dated April 1, 1993;

Karen Weil Morris; Susan Weil Lakatos, Trustee under the Susan W. Lakatos Separate Property Trust Agreement Dated February 8, 1993; and Uri Rot and Evelyn Weil Rot, Trustees under the Rot Family Trust Dated August 23, 1991; , as amended, all as Tenants in Common (collectively "Owners"). The Owners' overall property consists of land improved and used for retail purposes, situated between El Camino Real and the Caltrain right-of-way, in San Mateo, County of San Mateo, California. The subject property is within the Project area, identified as San Mateo County Assessor Parcel Number 039-351-120, and more particularly described and shown on Exhibit A attached hereto and incorporated herein by this reference ("Subject Property"); and

WHEREAS, SamTrans has worked with the City of San Mateo and private consultants to conduct substantial investigation and study regarding the project; and

WHEREAS, the Board of Directors has found that the acquisition of the aforementioned real property, or interests in real property, for said public use is required by public interest and necessity, that the Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury, and that the acquisition by SamTrans of the Subject Property is necessary for the proposed Project; and

WHEREAS, California Public Utilities Code section 103242 authorizes SamTrans to acquire property by eminent domain; and

WHEREAS, in compliance with California Government Code section 7267.2 and all related statutory procedures for possible acquisition of the Subject Property, staff obtained an appraisal and presented a formal offer to the property owners for the amount determined to be just compensation; and

WHEREAS, in compliance with California Code of Civil Procedure section 1245.235, SamTrans gave the property owner(s) notice of this hearing and a reasonable opportunity to be heard; and

WHEREAS, SamTrans has calendared this Resolution of Necessity on the Agenda, and invited public comment, prior to the meeting when this Resolution was considered for adoption; and

WHEREAS, this Board of Directors constitutes the governing body of SamTrans.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the SamTrans' Board of Directors finds and determines that:

1. The public interest and necessity require the proposed Project;
2. The proposed Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury;
3. Acquisition by SamTrans of the Subject Property is necessary for the proposed Project; and
4. An offer was made in accordance with Government Code section 7267.2.

BE IT FURTHER RESOLVED that the attorney is hereby authorized to institute proceedings in eminent domain to acquire the real property, or interests in real property, hereinabove described and to take such further actions as may be necessary to give effect to this Resolution.

Regularly passed and adopted this 1st day of March, 2017, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

August 2, 2016

ATTACHMENT A

RSE, Inc.

JPB-SM-0048-1

A Portion of APN 039-360-120

LEGAL DESCRIPTION

All that real property situate in the City of San Mateo, County of San Mateo, State of California and being a portion of that certain parcel of land described in that certain Document No. 1999-151637 filed September 3, 1999 in the office of the Recorder of County of San Mateo; said real property being more particularly described as follows:

Beginning at the most northerly corner of said parcel, said corner being on the westerly line of the right of way line of the Peninsula Corridor Joint Powers Board (PCJPB) formerly known as the right of way of Union Pacific Railroad and said corner also being the **True Point of Beginning** of this description.

thence along the westerly line of the PCJPB right of way, South 32°53'03" East, 366.95 feet;

thence South 45°11'31" West, 3.07 feet to a point lying 3.00 feet westerly of, measured perpendicular to, said westerly line;

thence along a line parallel to and 3.00 feet westerly of said westerly line, North 32°53'03" West, 147.27 feet;

thence South 57°06'57" West, 3.50 feet to a point lying 6.50 feet westerly of, measured perpendicular to, said westerly line;

thence along a line parallel to and 6.50 feet westerly of said westerly line, North 32°53'03" West, 148.75 feet;

thence South 57°06'57" West, 3.50 feet to a point lying 10.00 feet westerly of, measured perpendicular to, said westerly line;

thence along a line parallel to and 10.00 feet westerly of said westerly line, North 32°53'03" West, 70.56 feet;

thence North 51°20'51" East, 10.05 feet to the **True Point of Beginning** of this description.

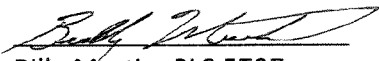
Containing an area of 2118 square feet or 0.05 acres, more or less.

August 2, 2016

The bearings and distances in this description are based on the North American Datum of 1983, 2010.00 Epoch. The distances are grid distances.

A plat showing the above-described parcel is attached hereto and made a part hereof.

This description was prepared by me or under my direction in conformance with requirements of the Professional Land Surveyors' Act.

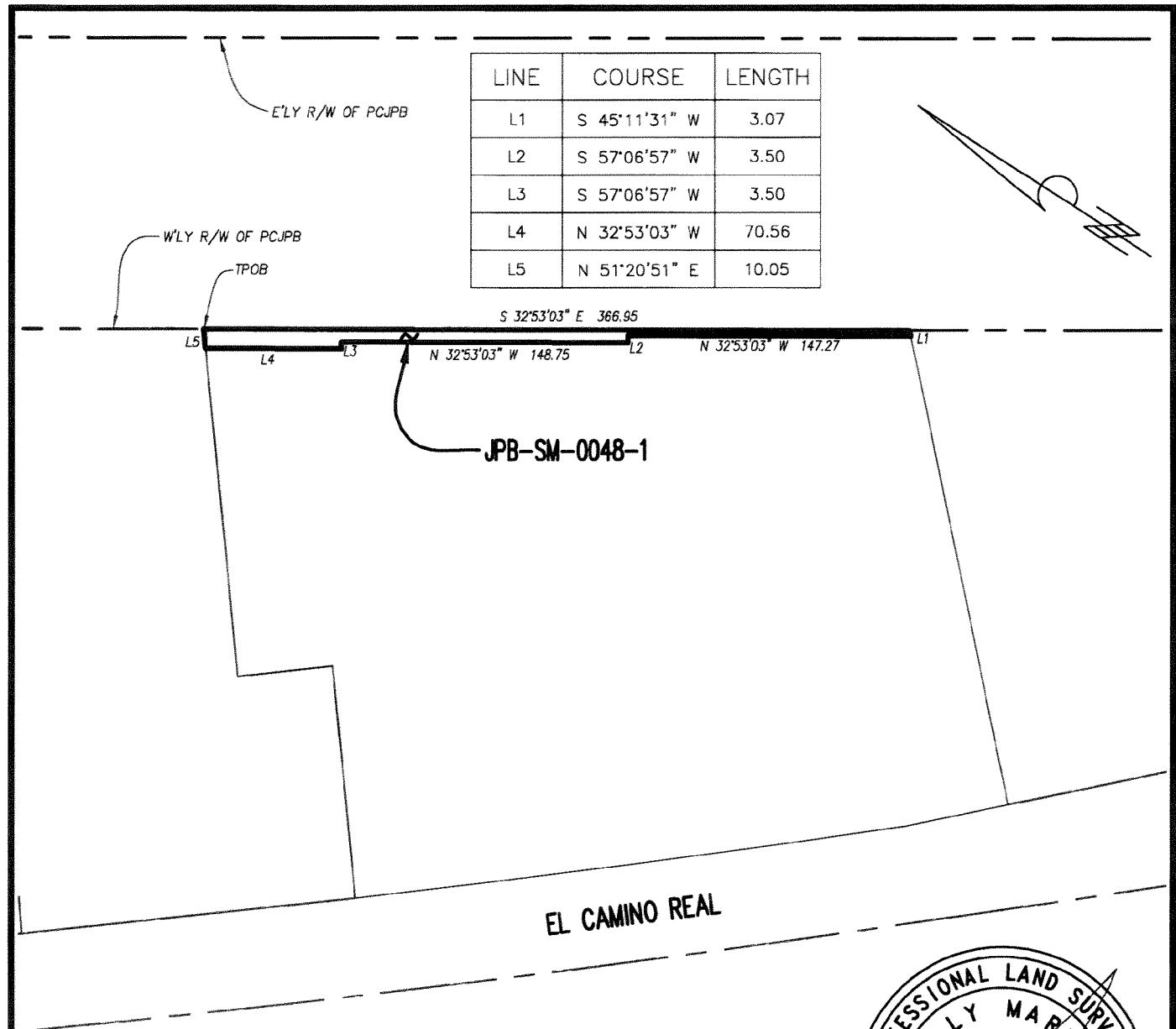

Billy Martin, PLS 5797

END OF DESCRIPTION



Sept. 30, 2016
Dated

LINE	COURSE	LENGTH
L1	S 45°11'31" W	3.07
L2	S 57°06'57" W	3.50
L3	S 57°06'57" W	3.50
L4	N 32°53'03" W	70.56
L5	N 51°20'51" E	10.05

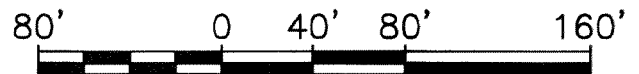


JPB-SM-0048-1

EL CAMINO REAL

LEGEND

- POC POINT OF COMMENCEMENT
- TPOB TRUE POINT OF BEGINNING
- SUBJECT PARCEL
- PCJPB RIGHT-OF-WAY LINE
- LOT LINE
- PARCEL AREA (SQ. FT) = 2,118.32



GRAPHIC SCALE

APN 039-360-120
 CITY OF SAN MATEO
 COUNTY OF SAN MATEO, CALIFORNIA



RSE, INC.
 1075 OLD COUNTY ROAD
 BELMONT, CA 94002
 WWW.RSECORP.COM

25TH AVE
 GRADE SEPARATION
 PLAT TO ACCOMPANY LEGAL DESCRIPTION
 FOR
 PARCEL JPB-SM-0048-1

Date:	08/05/2016
Scale:	AS SHOWN
Drawn By:	CC
Checked By:	JD
Revision:	0

Memorandum

TO: Board of Directors **FILE NO.:**

FROM: Joan Cassman

DATE: February 23, 2017

RE: 25th Avenue Grade Separation Project
Adoption of Resolution of Necessity
Hearing Date: March 1, 2017, 2 PM
JPB Parcel Nos.: JPB-SM-0043
Property Owner: M.&N. Schmelzer, LLC a California limited liability company
and BFP El Camino LLC, a California limited liability company
Tenant: Big 5 Corporation

ACTION

As explained below, in support of the Peninsula Corridor Joint Powers Board's 25th Avenue Grade Separation Project, staff proposes that the Board of Directors adopt a resolution of necessity to acquire certain interests in property located in the City of San Mateo, which is owned M. & N. Schmelzer, LLC, a California limited liability company; and BFP El Camino LLC, a California limited Liability company, as tenants in common. The property interests that the District seeks to acquire from these particular owners is a 1,004 square foot temporary construction easement, as shown on the attached map and described in the attached legal description. The resolution of necessity must be adopted by a vote of two-thirds of the entire membership of the Board.

SIGNIFICANCE

By adopting the resolution of necessity, the Board of Directors will authorize the District's legal counsel to commence eminent domain proceedings to acquire the property. The adoption of the resolution conclusively establishes the extent and necessity of the acquisition.

THE PROJECT

The District, pursuant to a Cooperative Agreement with the Peninsula Corridor Joint Powers Board ("JPB"), is undertaking property acquisition necessary for the 25th Avenue Grade Separation Project in the City of San Mateo ("Project").

The Project will include (1) three grade-separated street crossings; (2) three pedestrian under crossings; (3) two new road crossings; (4) a new Caltrain Hillsdale Station relocated to an elevated structure; (5) a new parking lot; and (6) related improvements. The project will eliminate

one street-level grade crossing by lowering 25th Avenue and raising the railroad tracks. The project will also construct two new grade separated crossings at 28th and 31st Avenues. A new elevated Caltrain station at 28th Avenue will replace the existing station at Hillsdale Blvd.

POWER OF EMINENT DOMAIN AND RESOLUTION OF NECESSITY

Again, the District, pursuant to a Cooperative Agreement with JPB, is responsible for acquiring the property interests necessary for the Project. California Public Utilities Code section 103242 authorizes the District to acquire property by eminent domain. Before condemning any property, the District must satisfy certain procedural prerequisites, including obtaining an appraisal, presenting a formal offer, adopting a resolution of necessity and providing notice to the property owners of their right to a public hearing prior to adopting the resolution of necessity.

The District, in adopting the resolution of necessity, must make certain determinations. The notice to the property owners must inform the owners of their right to appear and be heard on those issues, as follows:

- A) The public interest and necessity require that the Project be undertaken,
 - B) The Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury,
 - C) The acquisition of the property is necessary for the Project, and
 - D) An offer has been made to the owners.
- A) The Public Interest And Necessity Require That The Project Be Undertaken.

The public interest and necessity require that the Project be undertaken. In developing this Project, JPB concluded that there is a compelling need to eliminate the existing Caltrain at-grade crossing at 25th Avenue in the City of San Mateo in order to minimize the risk of vehicular and pedestrian accidents at this location. In addition to the public safety benefits, the Project affords the opportunity to the community and the railroad to achieve many other long-term improvements that would otherwise be difficult, if not impossible, to achieve without it. These improvements include the following: significantly improved traffic and pedestrian circulation and access; a centrally located station that can be a focal point of the community and the source of community pride; reduction in overall noise through the elimination of train horns and bells and crossing gate bells presently required at the crossings and station; and, improved overall storm water drainage in the area.

- B) The Project Is Planned And Located In The Manner That Will Be Most Compatible With The Greatest Public Good And Least Private Injury.

The District has worked with the City of San Mateo and private consultants to conduct substantial investigations and studies regarding the Project, including consideration of several alternative designs. The project has been designed to minimize the impact to private properties.

The horizontal alignment of the project is fixed by the width of the existing right-of-way, particularly at the Hillsdale Avenue overpass. The vertical alignment of the project is controlled by the vertical clearance under the Interstate 92 flyover as well as constraints imposed due to maximum railroad grades. Notably, the Project does not require the relocation of homes. Further, the Project will not result in significant air, water, traffic or noise impacts; endangered species or other biological resources; and, will not significantly impact any cultural, recreational or historic resources.

C) The Acquisition Of The Property Is Necessary For The Project.

Parcel 43:

This property is required in order to allow for the construction of the new Hillsdale Station platform. In addition the tracks will be raised to the height of the platform and a mechanically stabilized earth ("MSE") retaining wall will be constructed along the grade separate railroad tracks for support.

D) An Offer Has Been Made To The Owners.

The statutory offer and other procedural prerequisites to adopting the resolution of necessity have been satisfied. Prior to reaching this stage of the acquisition of this property, JPB engaged a real estate appraiser to value the property. On September 13, 2016, a formal offer was presented to the owner based on the fair market value.¹ The offer included copies of the comparable sales data used by the appraiser to determine the fair market value. On February 10, 2017 the appropriate notices were sent to the property owners informing them of their right to appear and be heard prior to the adoption of the resolution of necessity.

Enclosures

¹ The purpose of the public hearing prior to adopting a resolution of necessity is to discuss the necessity of the property for the Project and whether the required offer was provided. It is not appropriate to discuss the value of the property or the amount of the offer at the public hearing.

RESOLUTION NO. 2017 -

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

* * *

**RESOLUTION DETERMINING THAT THE PUBLIC INTEREST AND
NECESSITY REQUIRE THE ACQUISITION OF CERTAIN INTERESTS IN LAND AND
DIRECTING THE FILING OF EMINENT DOMAIN PROCEEDINGS
(M. & N. SCHMELZER, LLC and BFP EL CAMINO LLC—PARCEL NO. JPB-SM-0043)**

WHEREAS, the San Mateo County Transit District ("SamTrans"), in connection with its affiliation with the Peninsular Corridor Joint Powers Board ("JPB"), is undertaking the 25th Avenue Grade Separation Project in San Mateo, which will include (1) the reconstruction, realignment, and elevation of the tracks within the project limits on an embankment, retaining wall, and bridge viaduct to accomplish grade separation of the existing at grade crossing at 25th Avenue and (2) new grade separated crossings over extended 28th and 31st Avenues and over a new pedestrian undercrossing at 29th Avenue ("Project"); and

WHEREAS, SamTrans has determined that the Project is statutorily exempt from the requirements of the California Environmental Quality Act (California Public Resources Code § 21080.13); and

WHEREAS, on behalf of the Project, SamTrans desires to acquire for public use, by exercise of its power of eminent domain, property interests, to wit, a temporary construction easement in certain real property reportedly owned in fee by each of M. & N. Schmelzer, LLC and BFP El Camino, LLC (collectively "Owners"). The Owners' overall property consists of land improved and used for retail purposes, situated between El Camino Real and the Caltrain right-of-way, in San Mateo, County of San Mateo, California. The subject property is within the Project area, identified as San Mateo County

Assessor Parcel Number 039-351-110, and more particularly described and shown on Exhibit A attached hereto and incorporated herein by this reference ("Subject Property"); and

WHEREAS, SamTrans has worked with the city of San Mateo and private consultants to conduct substantial investigation and study regarding the project; and

WHEREAS, the Board of Directors has found that the acquisition of the aforementioned real property, or interests in real property, for said public use is required by public interest and necessity, that the Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury, and that the acquisition by SamTrans of the Subject Property is necessary for the proposed Project; and

WHEREAS, California Public Utilities Code section 103242 authorizes SamTrans to acquire property by eminent domain; and

WHEREAS, in compliance with California Government Code section 7267.2 and all related statutory procedures for possible acquisition of the Subject Property, staff obtained an appraisal and presented a formal offer to the property owners for the amount determined to be just compensation; and

WHEREAS, in compliance with California Code of Civil Procedure section 1245.235, SamTrans gave the property owner(s) notice of this hearing and a reasonable opportunity to be heard; and

WHEREAS, SamTrans has calendared this Resolution of Necessity on the Agenda, and invited public comment, prior to the meeting when this Resolution was considered for adoption; and

WHEREAS, this Board of Directors constitutes the governing body of SamTrans.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the SamTrans' Board of Directors finds and determines that:

1. The public interest and necessity require the proposed Project;
2. The proposed Project is planned and located in the manner that will be most compatible with the greatest public good and least private injury;
3. Acquisition by SamTrans of the Subject Property is necessary for the proposed Project; and
4. An offer was made in accordance with Government Code section 7267.2.

BE IT FURTHER RESOLVED that the attorney is hereby authorized to institute proceedings in eminent domain to acquire the real property, or interests in real property, hereinabove described and to take such further actions as may be necessary to give effect to this Resolution.

Regularly passed and adopted this 1st day of March, 2017, by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary

May 2, 2016

ATTACHMENT A

RSE, Inc.
JPB-SM-0043
A Portion of APN 039-351-110

LEGAL DESCRIPTION

All that real property situate in the City of San Mateo, County of San Mateo, State of California and being a portion of that certain parcel of land described in that certain Document No. 2014-109074 filed November 25, 2014 in the office of the Recorder of County of San Mateo; said real property being more particularly described as follows:

Beginning at the most northerly corner of said parcel, said corner being on the westerly line of the right of way line of the Peninsula Corridor Joint Powers Board (PCJPB) formerly known as the right of way of Union Pacific Railroad and said corner also being the **True Point of Beginning** of this description.

thence along the westerly line of the PCJPB right of way, South 32°53'03" East, 100.35 feet;

thence South 52°20'49" West, 10.03 feet to a point lying 10.00 feet westerly of, measured perpendicular to, said westerly line;

thence along a line parallel to and 10.00 feet westerly of said westerly line, North 32°53'03" West, 100.35 feet;

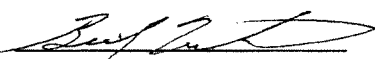
thence North 52°20'49" East, 10.03 feet to the **True Point of Beginning** of this description.

Containing an area of 1003 square feet or 0.02 acres, more or less.
The bearings and distances in this description are based on the North American Datum of 1983, 2010.00 Epoch. The distances are grid distances.

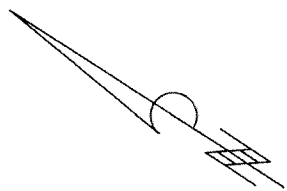
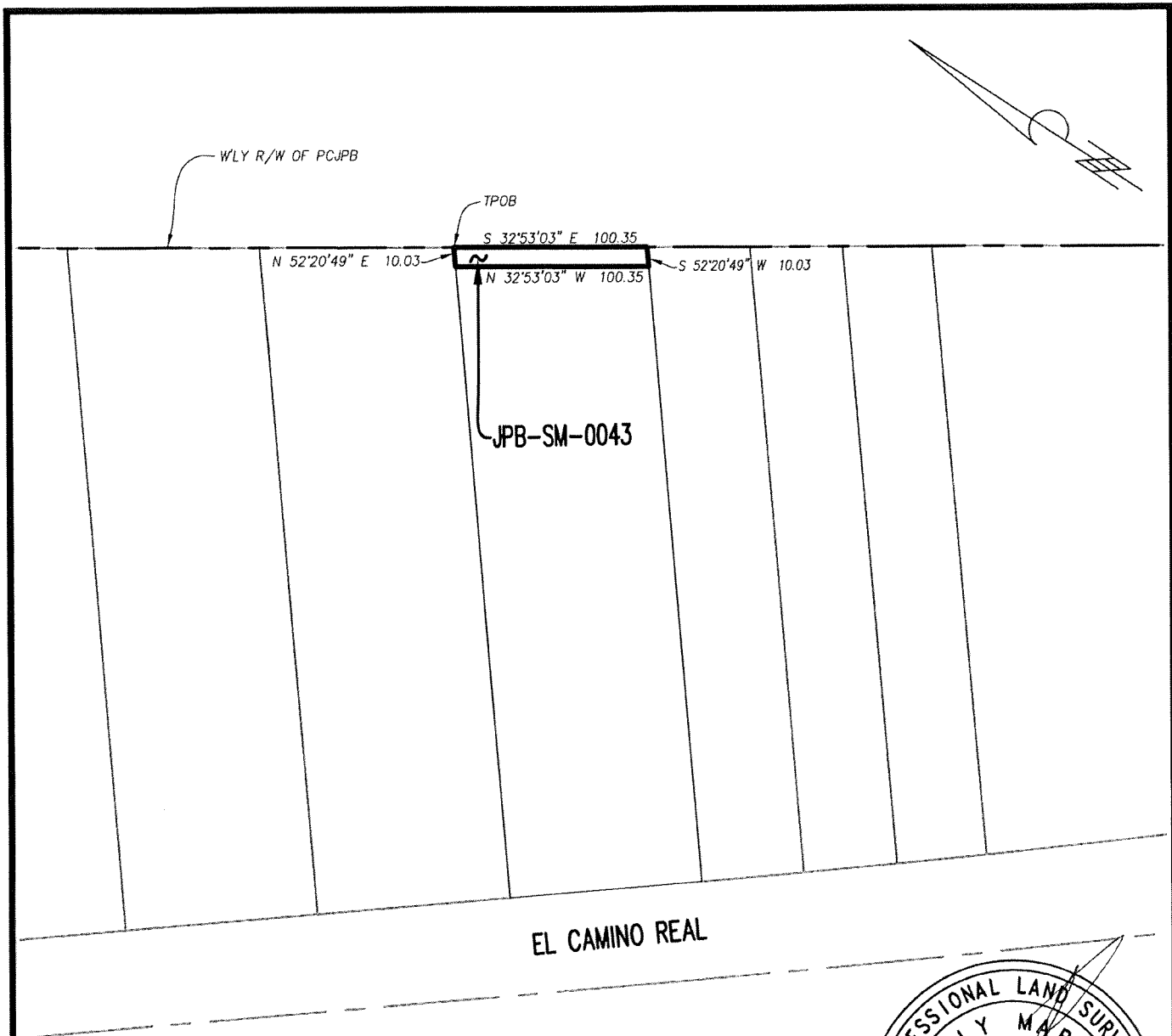
A plat showing the above-described parcel is attached hereto and made a part hereof.

This description was prepared by me or under my direction in conformance with requirements of the Professional Land Surveyors' Act.




Billy Martin, PLS 5797
END OF DESCRIPTION

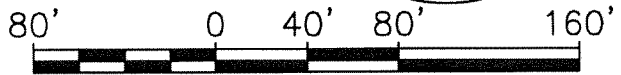
JULY 15, 2016
Dated



EL CAMINO REAL

LEGEND

- POC POINT OF COMMENCEMENT
- TPOB TRUE POINT OF BEGINNING
- SUBJECT PARCEL
- PCJPB RIGHT-OF-WAY LINE
- LOT LINE
- PARCEL AREA (SQ. FT) = 1,003.47



GRAPHIC SCALE

APN 039-351-110
 CITY OF SAN MATEO
 COUNTY OF SAN MATEO, CALIFORNIA



RSE, INC.
 1075 OLD COUNTY ROAD
 BELMONT, CA 94002
 WWW.RSECORP.COM

25TH AVE
 GRADE SEPARATION
 PLAT TO ACCOMPANY LEGAL DESCRIPTION
 FOR
 PARCEL JPB-SM-0043

Date:	04/29/2016
Scale:	AS SHOWN
Drawn By:	CC
Checked By:	JD
Revision:	0



BOARD OF DIRECTORS 2017

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

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, MARCH 1, 2017 – 2:30 p.m.

or immediately following the Board public hearings

1. Call to Order

ACTION

2. Approval of Minutes of Community Relations Committee Meeting of February 1, 2017

INFORMATIONAL

3. Accessibility Update – Tina Dubost
4. Paratransit Coordinating Council Update – Mike Levinson
5. Citizens Advisory Committee Update – Juslyn Manalo
6. Mobility Management Report - Paratransit
7. Quarterly Dashboard Report – October-December 2016
8. Multimodal Ridership Report - January 2017
9. Adjourn

Committee Members: Zoe Kersteen-Tucker, Josh Powell, 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**

Draft

**MINUTES OF COMMUNITY RELATIONS COMMITTEE (CRC) MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 1, 2017**

Committee Members Present: J. Powell, P. Ratto

Committee Members Absent: Z. Kersteen-Tucker (Committee Chair)

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

Other Board Members Absent, Constituting Committee of the Whole:
R. Guilbault (Chair), D. Pine

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

Swearing in of Carole Groom (Representing Board of Supervisors

Martha Martinez, Executive Officer, District Secretary, administered the Oath of Office.

Director Peter Ratto called the meeting to order at 2:04 p.m.

Approval of Minutes of January 4, 2017

Motion/Second: Gee/Powell

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Accessibility Update

Tina Dubost, Manager, Accessible Transit Services, said staff met with the paratransit eligibility contractor and discussed the Mobility Ambassador Program.

Paratransit Coordinating Council (PCC) Update

Mike Levinson, Chair, PCC, said the appreciation party for First Transit is scheduled for April 11. The regional paratransit conference is scheduled for February 21 from 10 a.m. to 2:30 p.m. at 1250 San Carlos Avenue in the second floor auditorium.

Citizens Advisory Committee (CAC)

Director Ratto reported on the January 25 meeting. The CAC welcomed new member Michelle Buzbee from Half Moon Bay. Juslyn Manalo was re-elected chair and Sonny Koya vice chair. Doug Kim, Director, Planning, presented a Strategic Plan update.

Director Ratto said recruitment for six openings on the CAC begins February 6 and applications are due March 3. The Board will make their recommendation at the April 5 SamTrans meeting.

Mobility Management Report – Dashboard

David Olmeda, Chief Operating Officer, Bus, said the dashboard will be updated quarterly with the following statistics:

- 1st Quarter Fiscal Year 2017 (July to September 2016)
 - Total passengers for the system and average weekday ridership (AWR) to show on the different routes in the categories how they impact the overall system
 - Weekday passengers per hour is an efficiency and productivity measure and weekday cost per passenger to understand comparative cost of the different services SamTrans provides
 - Weekday on-time performance (goal is 85 percent) to see what routes and sectors of the system that have challenges
 - Total miles traveled to understand how services dispatched from North Base and South Base are broken down
 - Miles between preventable accidents with a goal of 100,000 miles
 - North Base would have to have no more than eight accidents because it runs over 800,000 miles
 - South Base would have to have no more than six accidents because it runs 600,000 miles
 - Miles between service calls to see how well the maintenance department is performing with a goal of 20,000 and a stretch goal of 25,000
 - Top three complaints between bases to understand and improve the customer experience, and SamTrans is getting one complaint per 7,500 trips
 - Farebox recovery ratio to measure financial sustainability,

Director Karyl Matsumoto asked how much service is covered geographically by North Base. Mr. Olmeda said he will graph it out.

Director Matsumoto asked how community and local routes are broken down by ridership. Mr. Olmeda said local routes carry passengers between major hubs and community are infrequent and are community-specific and don't operate during off-peak hours.

Director Jeff Gee asked if school routes are considered community routes. Mr. Olmeda said confirmed they are.

Director Gee asked if farebox recovery ratio is actual dollars coming into the District. Mr. Olmeda said it is based on actuals and takes into consideration revenue streams.

Director Josh Powell asked if there could be previous quarter numbers included as a comparison. Mr. Olmeda said staff will take it into consideration, but wanted to keep the dashboard as clean as possible with an overall snapshot.

Director Ratto likes the dashboard and said it has a lot of great information.

Multimodal Ridership Report – December 2016

Mr. Olmeda reported:

- Compared to December 2015
 - AWR
 - Bus ridership was 36,140, a decrease of 5.4 percent.
 - Paratransit ridership was 1,120, a decrease of 3.4 percent.
 - Caltrain ridership was 52,400, an increase of 1.4 percent.
 - Shuttle ridership was 9,900, an increase of 17.6 percent.
 - Total weekday ridership was 146,800, a decrease of 0.9 percent.
 - Total Monthly Ridership
 - Bus ridership was 923,320, a decrease of 7.4 percent.
 - Paratransit ridership was 28,810, an increase of 0.2 percent.
 - Caltrain ridership was 1,401,300, a decrease of 0.5 percent.
 - Shuttle ridership was 211,710, an increase of 13.2 percent.
 - Total weekday ridership was 3,742,700, a decrease of 3.3 percent.

Mr. Olmeda said the Bay Area Rapid Transit stations within the county had a 3 percent decrease and December was one of the wettest months, which discourage riders.

Director Matsumoto asked if the shuttle number includes community shuttles.

Mr. Olmeda said it includes all shuttles including those funded from the San Mateo County Transportation Authority.

Director Matsumoto asked if the South San Francisco Shuttle numbers can be removed from the shuttle ridership number as it may skew the total shuttle ridership number.

Jim Hartnett, General Manager/CEO, said staff will look at the South San Francisco shuttle numbers to see what affect it has with the numbers.

Adjourned: 2:29 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 January 10, 2017 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
January 10, 2017**

ATTENDANCE: Members Present: Mike Levinson, Chair; Vincent Merola, Vice-Chair; Tina Dubost, SamTrans; Dinae Cruise, Consumer; Dale Edwards, Consumer; Sammi (Wilhelmina) Riley, Consumer; Maria Kozak, Consumer; Marie Violet, Sequoia Hospital, Monica Colondres, Community Resident; Barbara Kalt, Rosener House; Aki Eejima, Consumer; Ka'ili Crabbe, DOR; Judy Garcia, Consumer; Maureen Dunn, Senior Focus; and Sandra Lang, COA.

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

ABSENTEES: Patty Clement-Cihak, Catholic Charities.

(Member Attendance 15; Quorum—Yes)

WELCOME/INTRODUCTION

Mike called the meeting to order at 1:45 p.m. and welcomed all to the January PCC meeting.

APPROVAL OF THE DECEMBER PCC MINUTES

Dinae motioned to approve the December PCC meeting minutes and Sammi seconded the motion. None of the PCC members abstained from voting and no corrections were noted.

COMMITTEE REPORTS

A. POLICY ADVOCACY- LEGISLATIVE COMMITTEE (PAL)

Vincent reported that the PAL Committee met earlier today. Tina gave the quarterly legislative update. Richard will have updates on MTC Needs Assessment Study ready to share at the next meeting. Vincent reported that he intends to begin attending the San Mateo County Transportation Authority's Citizen's Advisory Committee (CAC) meetings. The PAL Committee also discussed issues related to the Aviation Fuel Tax revenues.

B. GRANT/BUDGET REVIEW

Barbara reported that the 5310 Projects meeting was scheduled for today.

C. EDUCATION COMMITTEE

Sammi reported that the last conference call was on December 16, 2016. Conference calls will be on the first Friday of each month. The Committee reviewed recent outreach activities and planned for upcoming outreach events. The Education Committee plans to participate in Seniors on the Move and the Transition to Independence Fair in Fall 2017. Outreach presentations are being planned for Senior Coastsiders in Half Moon Bay and at Lesley Towers in San Mateo. The next Education

Committee meeting will be a conference call that is scheduled for February 3, 2017 from 1:00 to 1:45 p.m.

D. EXECUTIVE COMMITTEE

Mike reported that the Executive Committee last met through a conference call on Friday, January 5, 2017. The 2017 PCC Regional Conference will be on Tuesday, February 21 from 10:00 a.m. to 2:00 p.m. The Conference Planning Committee will extend an invitation to each city mayor in the county. Speakers at the conference will give presentations in the morning and breakout groups will take place after lunch.

The Executive Committee also discussed plans for the First Transit Appreciation Party that is scheduled for Tuesday, April 11, 2017.

Consumer Corps Report

Erin provided the 4th Quarter 2016 Consumer Corps report. Consumer Corps members turned in 68 ride reports between October and December 2016. Visible Comment Cards were noted in about two-thirds of the ride reports received in the 4th quarter. On-time performance continues to be high, with only a few late pick-ups reported. 17% of Consumer Corps reports showed incomplete/inaccurate night before calls. Telephone hold times were short, with most Consumer Corps members making ride reservations without being put on hold first. Consumer Corps members reported a high level of satisfaction with driver assistance. About half of all rides taken in the 4th quarter were on Redi-Wheels vehicles, while the other half were taken on taxicabs. Consumer Corps members traveled distances less than 20 miles in 76% of trips this quarter.

SAMTRANS/REDI-WHEELS REPORT

A. Operational Report

Tina provided the Safety Briefing for today's meeting, which included identifying exit routes and locations for assistance. Tina reminded visitors to SamTrans to sign in at the first-floor security, obtain a visitor badge, and then access the elevator to the 2nd floor auditorium.

Maria, Mike, and Aki commented that they did not get a night before call last night for their rides today. Tina agreed to review the ride information provided and to follow up with each of them. Maria added that she received a courtesy imminent arrival call for a ride she had reserved last week. Monica, Tina, and Mike reviewed how individuals are set up for Night-Before Calls. Individuals do not receive night-before reminder calls for subscription and agency rides.

Tina reported that the No-Show/Late Cancel Policy for Redi-Wheels has been revised, in accordance with guidance from the FTA. The updated policy will be described fully in a letter to Redi-Wheels riders and now includes a rolling 30-day window for No-Show/Late Cancels. Tina added that the level of No-Show/Late Cancels has been low, prior to the current policy changes.

Mike asked Tina about the sample seats that were on display at the November meeting. Tina said that the seats are expected to be used in the new paratransit

vehicles that will arrive in summer 2017. Mike and Maureen discussed the location of seatbelt buckle latches.

B. Performance Measures Report

Tina reported that the number of trips provided was higher in November 2016 than it was in November 2015. In that timeframe, Average weekday riders also increased. Inter-County Transfer Trips decreased from 2015 to 2016. Tina commented that an individual rider who used to frequently make Inter-County transfer trips traveled outside of San Mateo County much less in 2016 than in 2015. On-time performance exceeded the standard of 90% and Productivity also exceeded the standard of 1.70 pass/hr. Average phone wait time was 0.8 minutes for ride reservations and 1.0 minute for dispatch. Dave, Aki, and Tina discussed increasing trends in Average weekday ridership. Richard, Maureen, and Tina discussed trends in Individual subscription trips. Monica discussed trends in average weekday ridership and anticipated growth in requests from new customers for Redi-Wheels service.

C. Monthly Redi-Wheels Comment Statistics Report

John reported that he will give a 2016 Roll-Up Report at the February 2017 PCC meeting. Late Vehicle and Missed Trip complaints continue to be the most common complaint categories, although the actual number of these complaints is about 0.22 per thousand rides provided. Average Response Time to Customer was slightly higher in November 2016 due to the holidays and staff illness.

Safety Report

Dave reported that there was one Redi-Wheels accident and one taxi incident. The taxi incident was a minor traffic collision. The driver involved with the Redi-Wheels incident was cited and re-trained. No injuries were reported for either accident.

LIAISON REPORTS

A. COASTSIDE TRANSPORTATION COMMITTEE (CTC)

Michal absent, no report available. Mike reported that Michal Settles has stepped down from the PCC, due to her increasing duties with San Francisco City College. Mike said that the next Coastside meeting will be in March.

B. AGENCY

Barbara said that there are no updates to report. Maureen Dunn announced her retirement and shared that Nancy Keegan will be moving into her position at Senior Focus. The PCC members thanked Maureen for her many years of work in the organization.

C. EFFICIENCY REVIEW COMMITTEE (ERC)

The next ERC meeting date has not been set.

D. COMMISSION ON AGING (COA)

Sandra reported that the last meeting was on January 9, 2017. The COA will be monitoring legislative activity for elder advocacy opportunities. The COA Transportation Sub-Committee is continuing to meet and evaluate pedestrian safety

survey results from municipalities in San Mateo County. The next meeting is Monday, February 13, 2017.

E. COMMISSION ON DISABILITIES (COD)

Vincent reported that no updates were available.

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

Vincent reported that the film, "My Flesh and Blood," will be screened at 3:00 p.m. at Community Gatepath (299 Stanton Road, Burlingame) tomorrow.

G. DEPARTMENT OF REHABILITATION (DOR)

Ka'ili said that there are no updates to report.

OTHER BUSINESS

Mike announced that the 2017 PCC Regional Conference is planned for Tuesday, February 21. On Tuesday, February 14, 2017, the next PAL meeting is scheduled for 11:30 a.m. and the PCC meeting is scheduled for 1:30 p.m. The 2017 PCC Regional Conference Planning Committee will also meet briefly between the PAL and PCC meetings on February 14.

MEETING ADJOURNED 3:10 p.m.

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

**MEETING MINUTES
11:30 a.m. - 12:30 p.m.
January 10, 2017**

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; Sandra Lang, COA; and Aki Eejima, Consumer.

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

ABSENT: Maria Kozak, Consumer and Judy Garcia, Consumer.

APPROVAL OF DECEMBER PAL MINUTES

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

LEGISLATIVE UPDATES

Tina provided the Legislative Update for the first quarter of 2017. Tina gave an update on the Congressional Transportation Committee. She also gave updates on representatives for the State Transportation Committees.

LOCAL ADVOCACY ISSUES—OPEN DISCUSSION

Tina thanked the participants at today's Vehicle Review. Mike reported that the new vehicles will be further discussed at today's PCC meeting.

POLICY ISSUES

Vincent reported on the 1999 FAA guidelines for airport revenues. Proceeds from aviation taxes are restricted in the type of projects that they fund. Tina reported that this matter is being handled a different department at SamTrans, but is largely an issue with the City and County of San Francisco.

Richard discussed the Needs Assessment portion of the MTC *Coordinated Plan* that is in the process of being reviewed. Richard will be meeting with a representative from MTC to present updated information on strategies for improving mobility management. Strategies will include improved access for individuals with disabilities, seniors, veterans, low-income individuals and families, as well as individuals and families who are homeless. Richard said that he worked on the original draft of the MTC *Coordinated Public Transit-Human Services Transportation Plan* in 2007 and MTC updated the study in 2013. The draft being completed in 2017 will be the most comprehensive update. An action item for follow up at the February PAL Committee meeting will be to discuss the extent that the proposed solutions to transportation gaps from the 2007 study have been implemented by SamTrans.

The PAL Committee members discussed the potential for ADA paratransit funding available to agencies that provide services for MediCal and Medicaid recipients. Dave commented on some of the differences between Medicaid transportation services and ADA paratransit services and how the two modes are perceived by some individuals using these services. Richard will bring any updates he locates to the PAL Committee for further discussion.

Vincent said that he is going to start attending a Citizen's Advisory Committee meetings for the San Mateo County Transportation Authority. He stated that in the original Measure A (1988, reauthorized in 2009), 22.8% of the tax revenues were allocated for road and street projects. Vincent and Sandra discussed bicycle and pedestrian safety issues and funding needs in San Mateo County.

OTHER BUSINESS

Tina reported that the next SamTrans Mobility Plan Stakeholder Meeting date and time will be announced soon.

Mike reported that the PCC Regional Conference is planned for February 2017. The PCC Regional Conference Planning Committee is meeting today between the PAL Committee and PCC meetings.

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

The next PAL meeting is scheduled for Tuesday, February 14, 2017 from 11:30 a.m. to 12:30 p.m.

MEETING ADJOURNED 12:25 p.m.

Juslyn Manalo, Chair
SamTrans Citizen Advisory Committee (CAC)

February 22, 2017 Meeting Summary

- Julian Jest, Market Research Specialist, gave a presentation on the upcoming Customer Experience Online Questionnaire that will start February 27 and conclude March 19. The goal of the survey is to identify potential areas of improvement related to SamTrans service from riders and former riders. The survey will be available in English and Spanish online, but additional languages will be available by calling the Customer Service Center. The results of the survey will be available in the summer.
- Margo Ross, Director, Bus Transportation, reviewed the Dashboard for the period July through September) and reported on January performance statistics.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **MOBILITY MANAGEMENT REPORT: ADA PARATRANSIT**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on Paratransit ridership, on-time performance, and highlight the Paratransit bus fleet.

This month's presentation will be presented via PowerPoint.

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

650-508-6329

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **DASHBOARD REPORT: OCTOBER – DECEMBER 2016**

ACTION

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

SIGNIFICANCE

The Dashboard displays key performance indicators of the SamTrans fixed-route bus service. It is used as tool to communicate to the operations staff the safety, quality and productivity of SamTrans bus service.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

Staff will report on ridership, safety, quality of service, and comparative economic data for the quarter October – December 2016.

STRATEGIC INITIATIVE

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

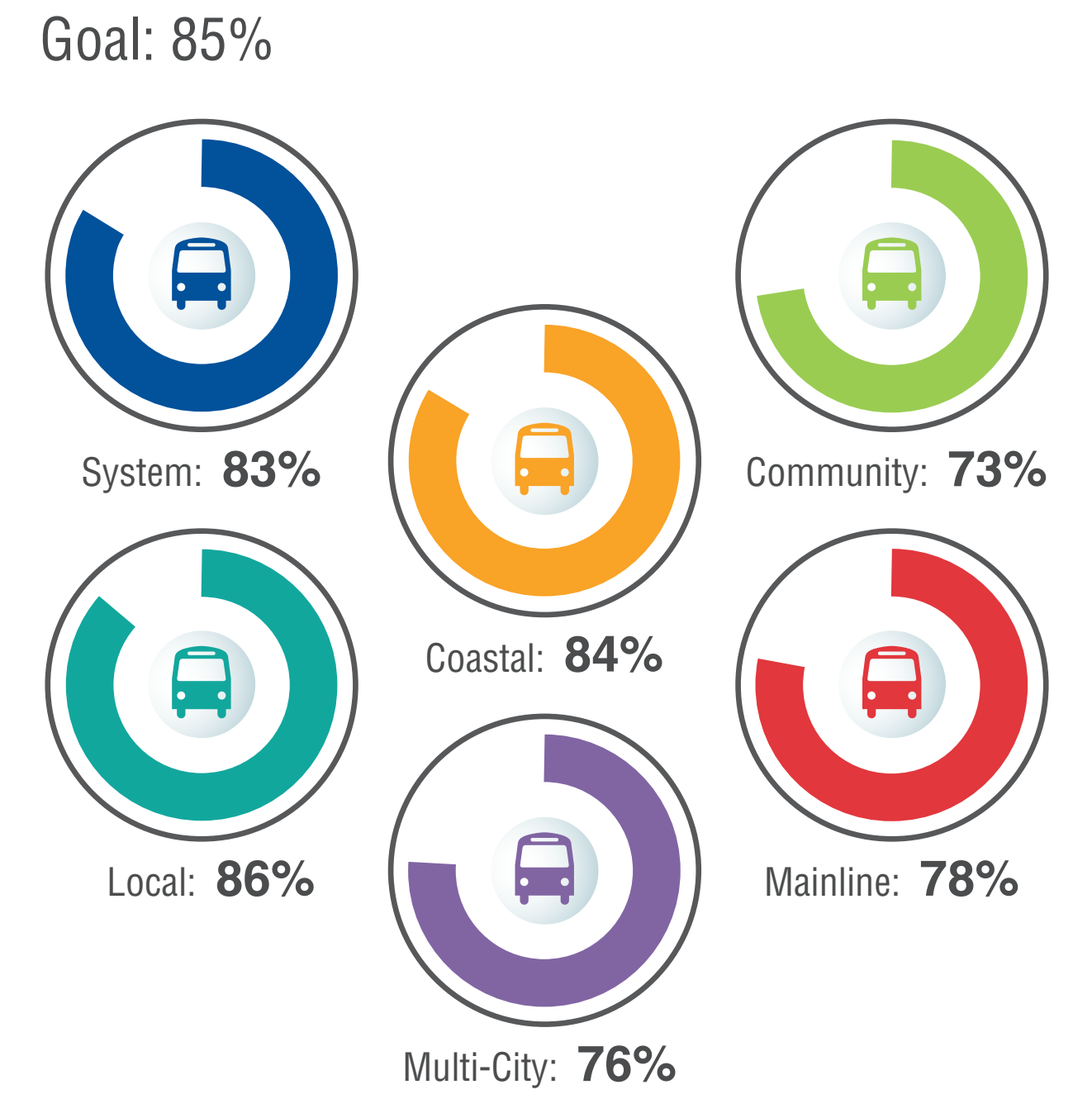
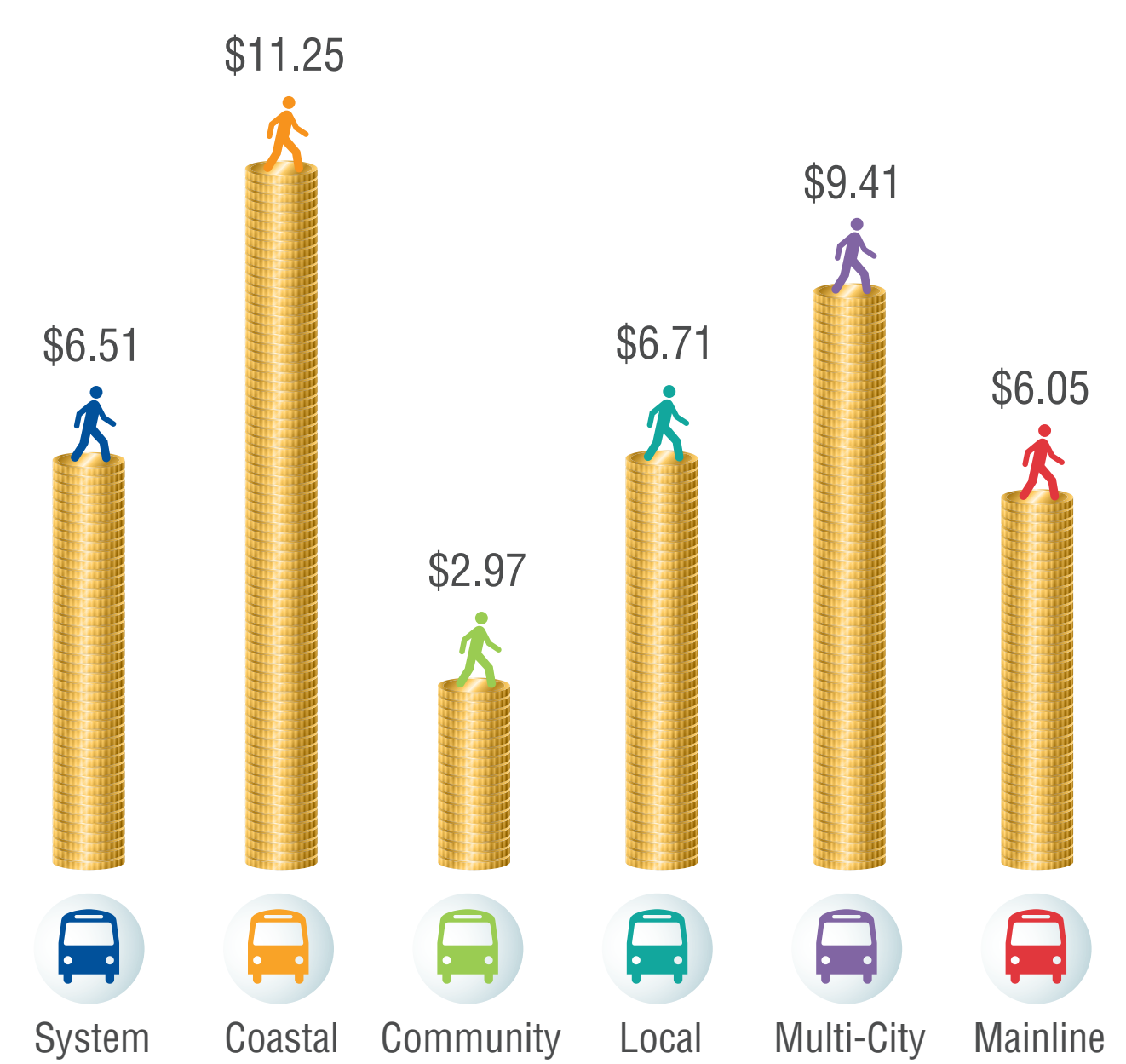
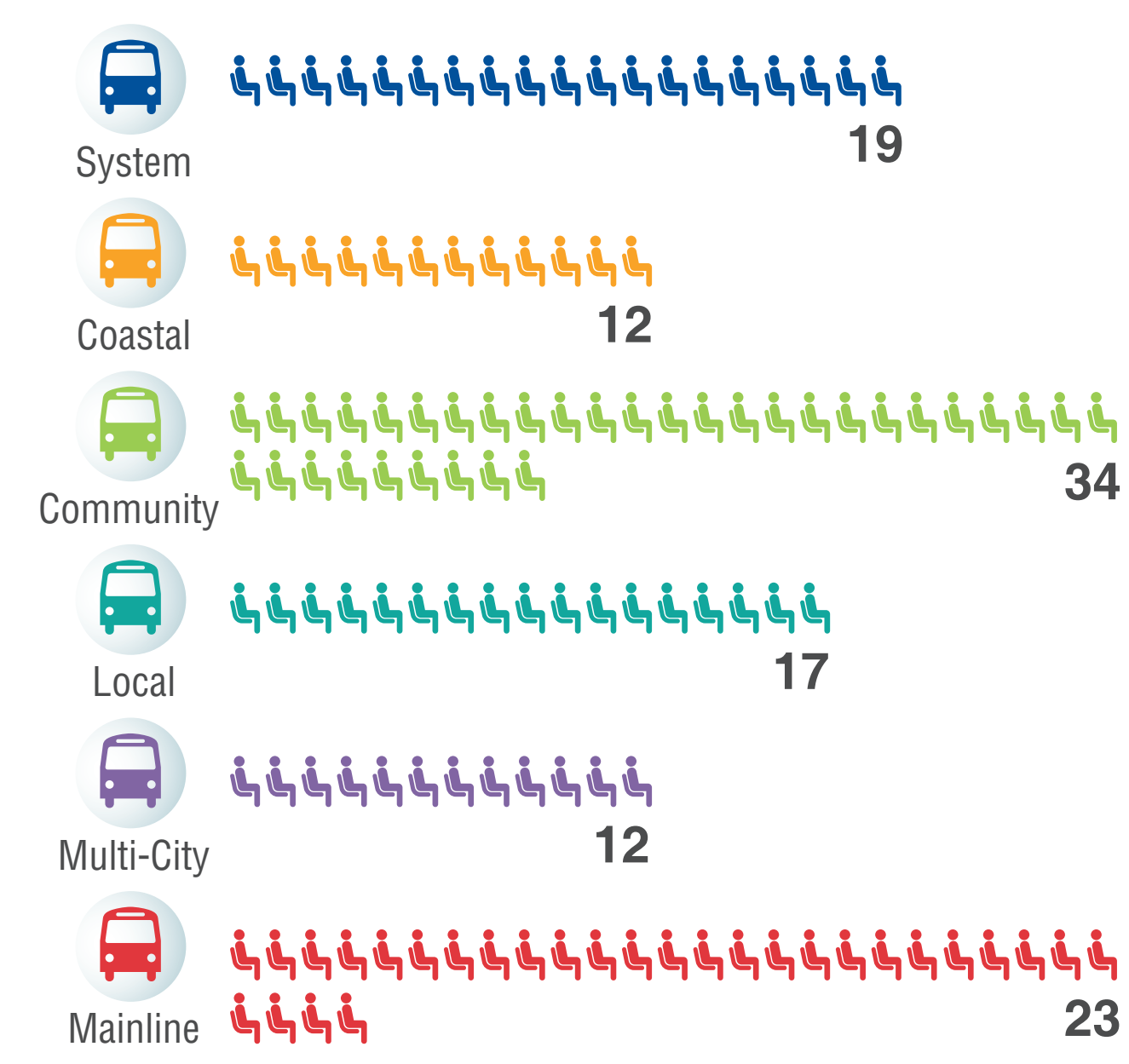
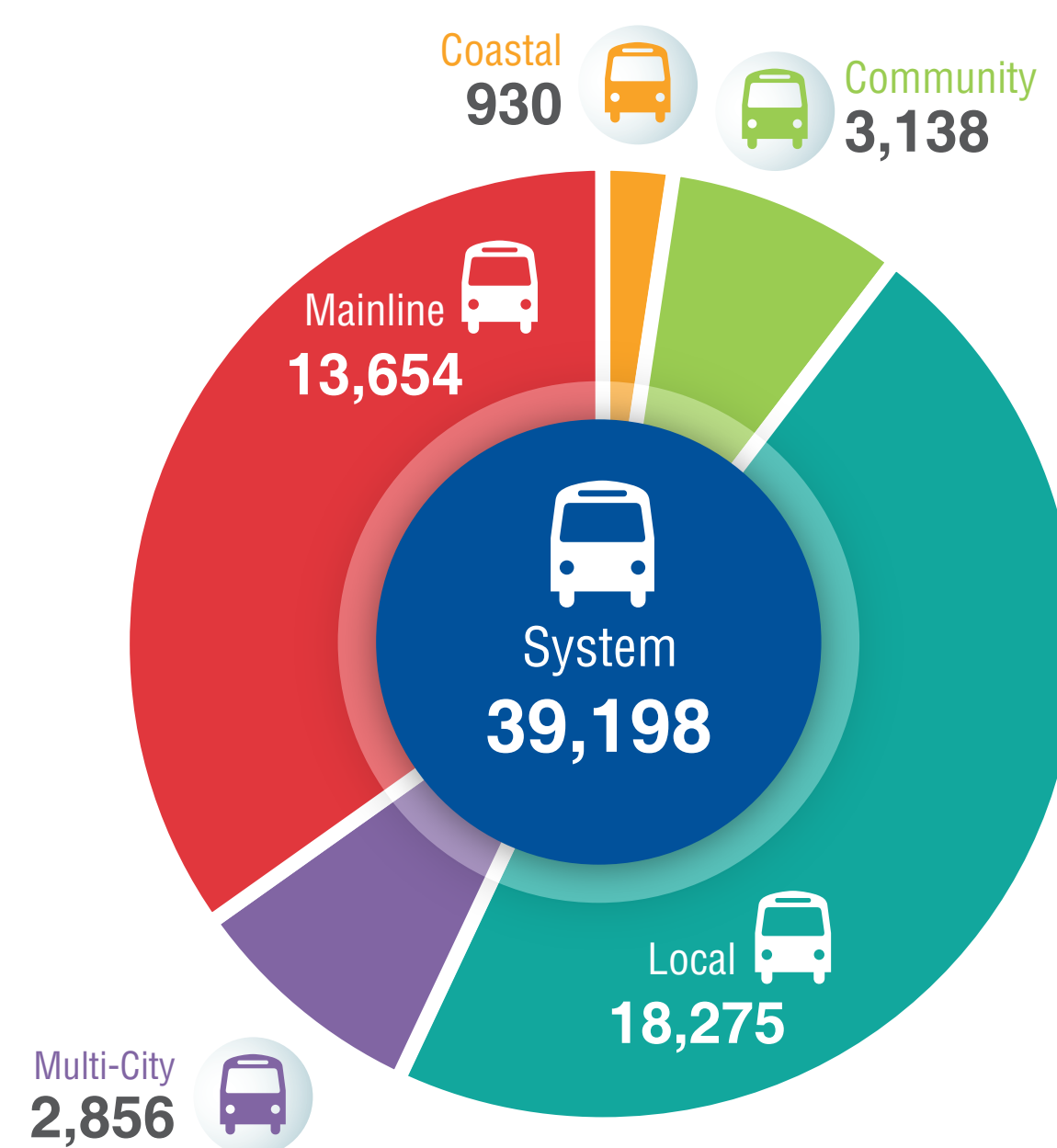
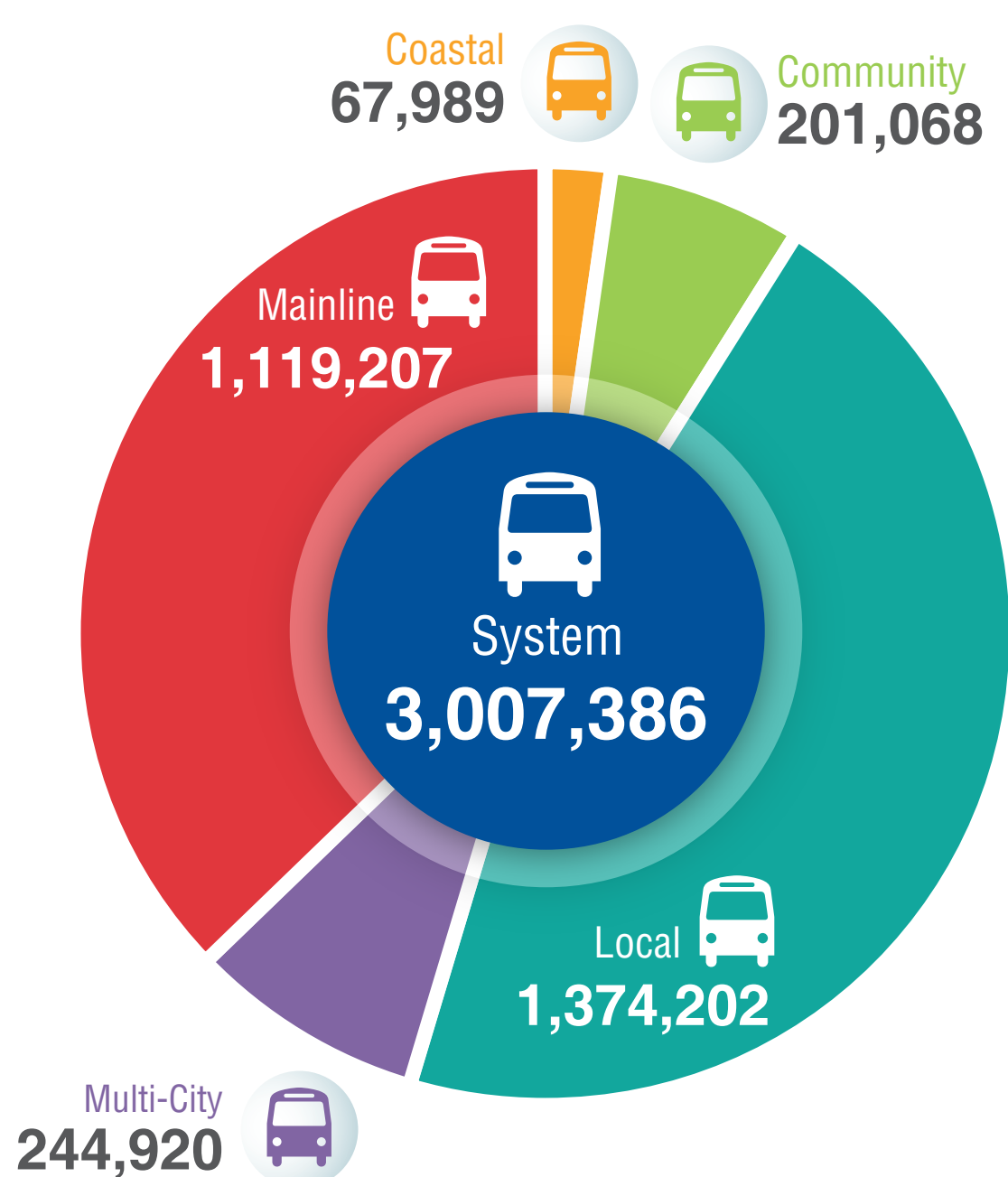
The presentation will be presented via PowerPoint.



2016 SamTrans Service Statistics

Quarterly Report (Oct-Dec)

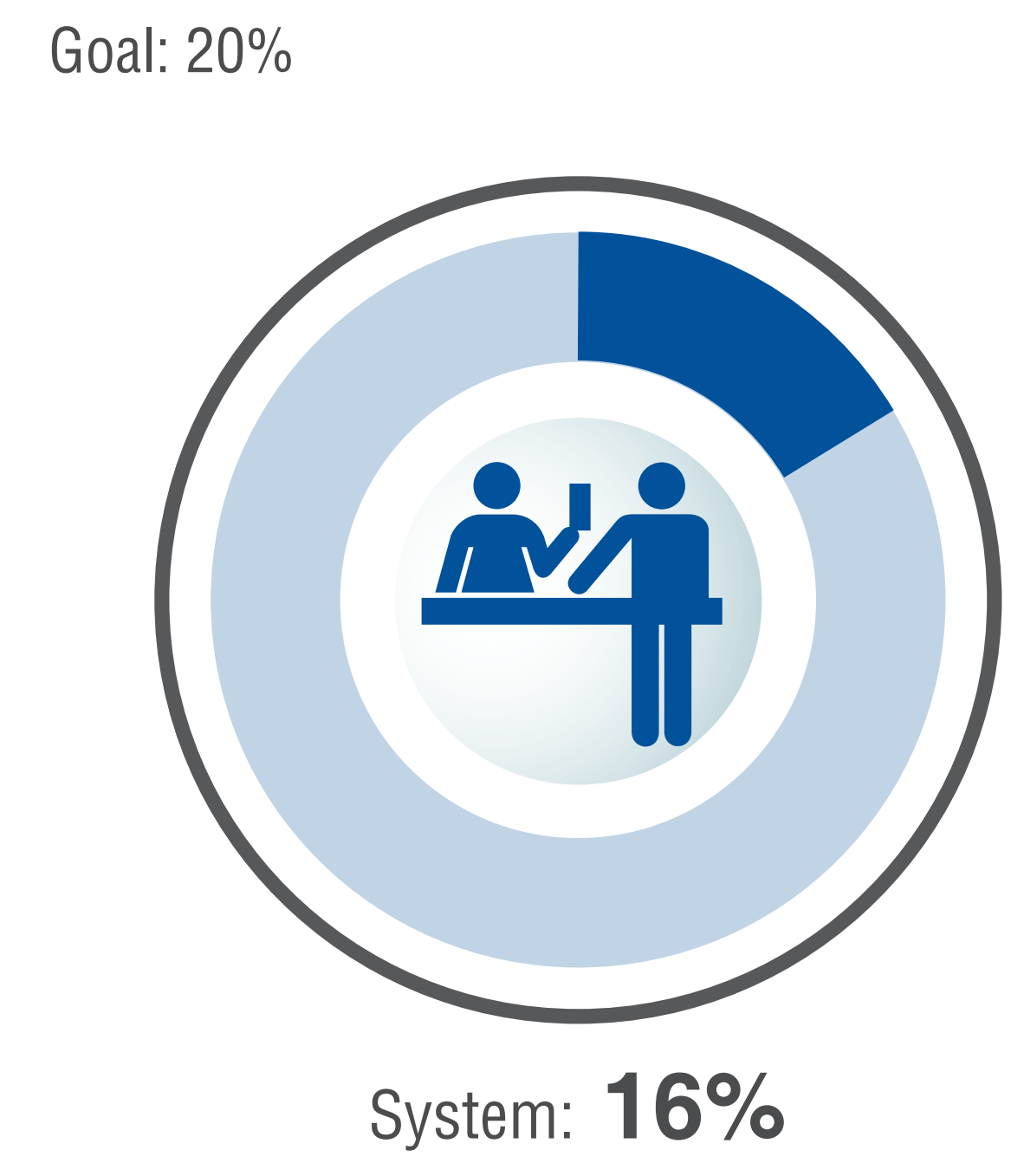
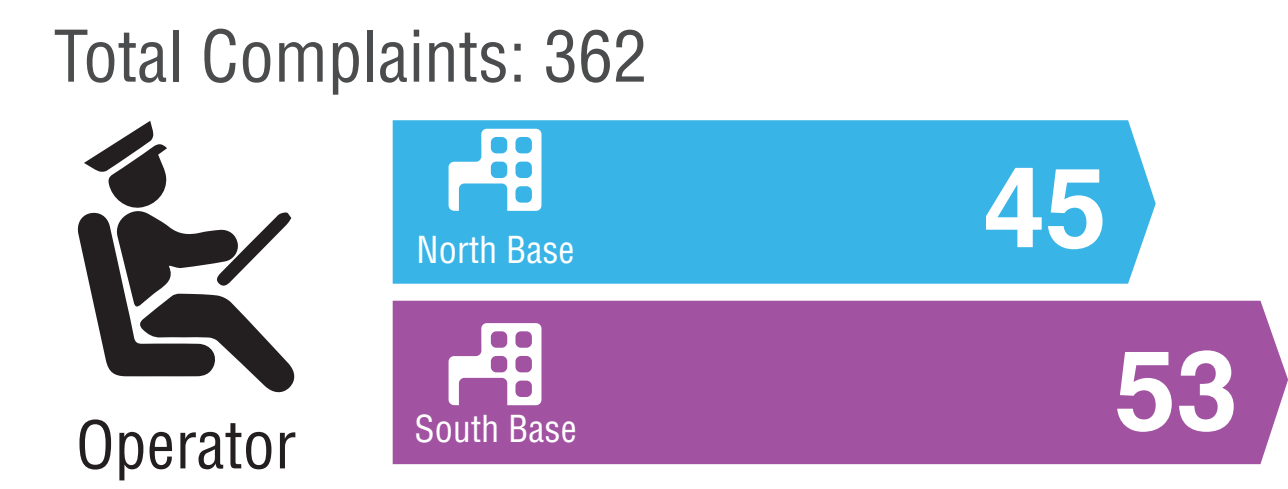
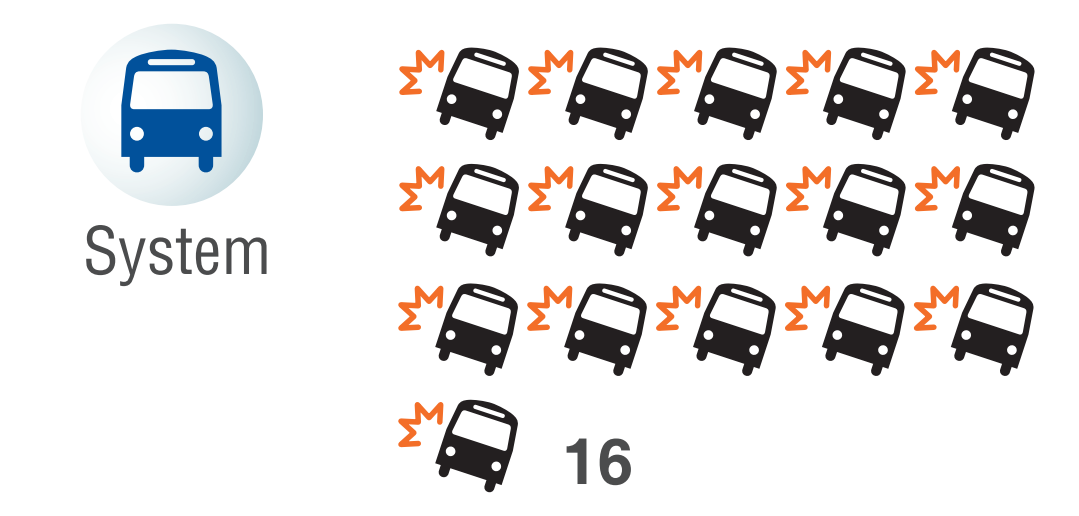
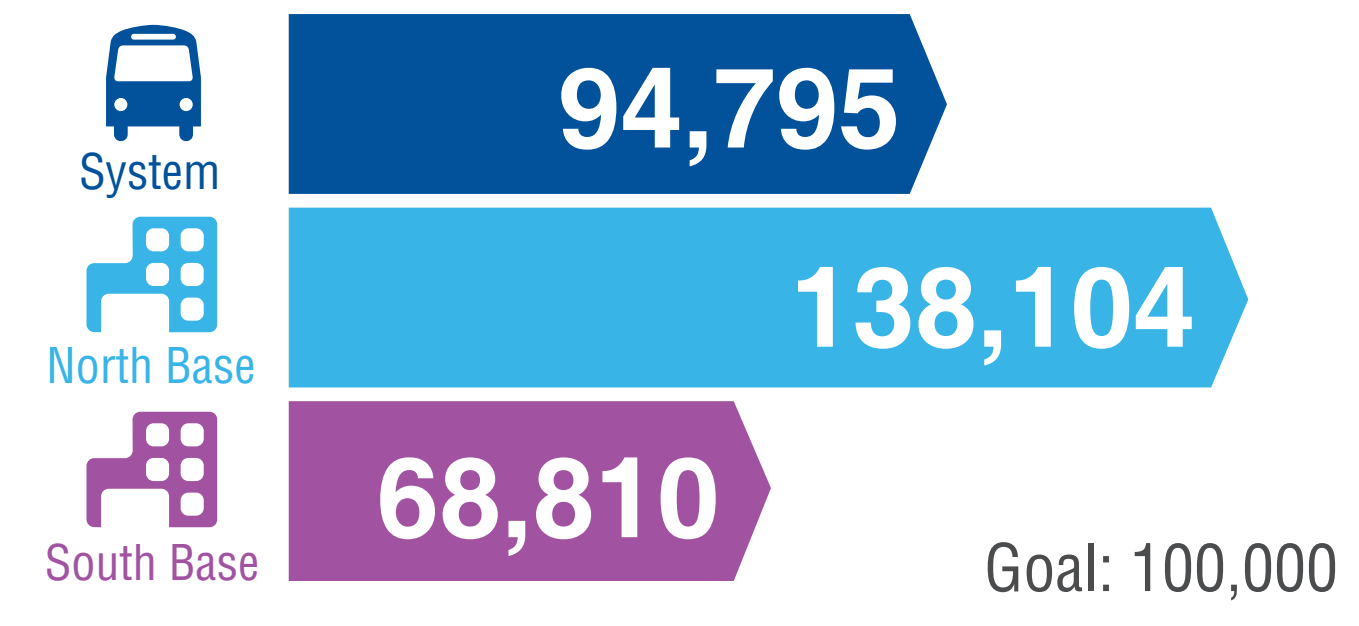
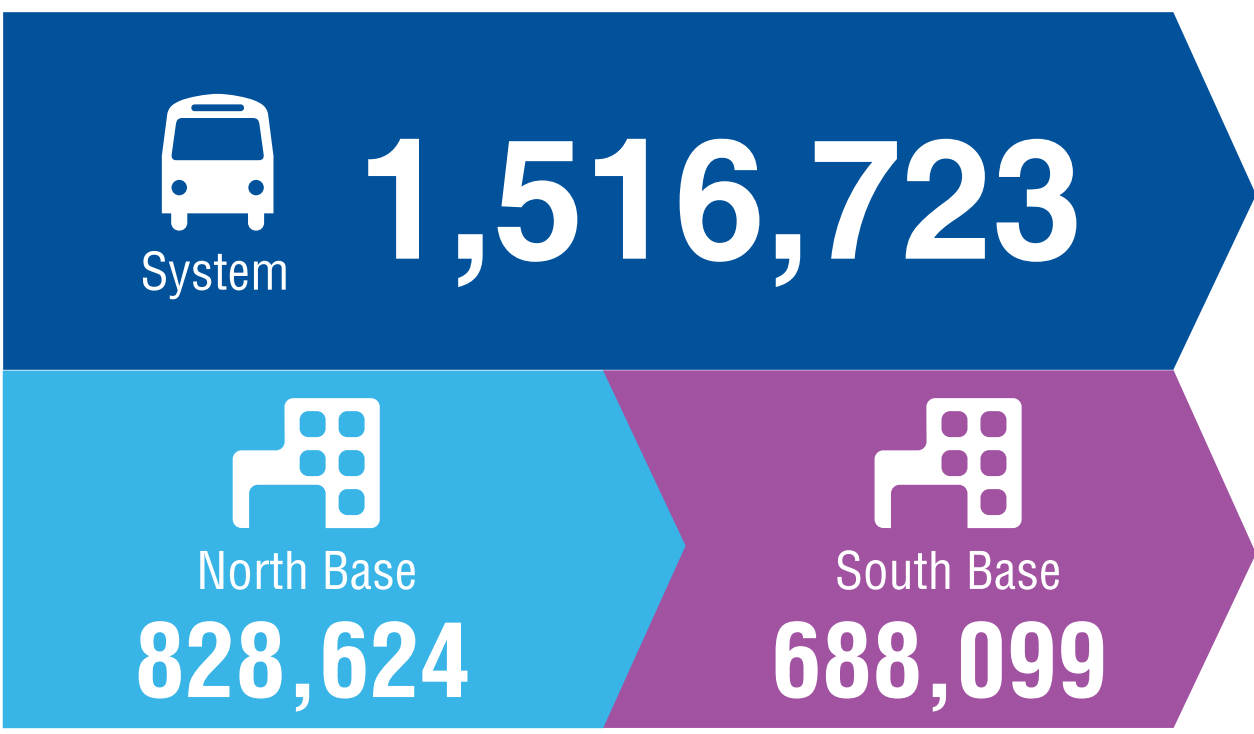
TOTAL PASSENGERS AVERAGE WEEKDAY RIDERSHIP WEEKDAY PASSENGERS/VEHICLE REVENUE HOUR WEEKDAY COST/PASSENGER WEEKDAY ON-TIME PERFORMANCE



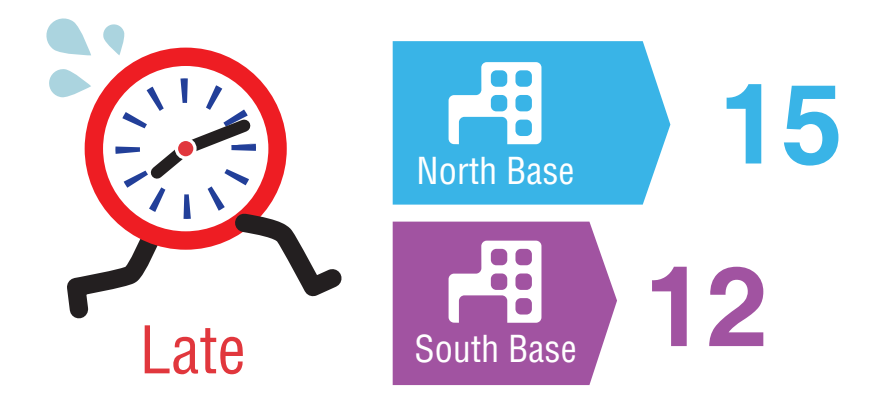
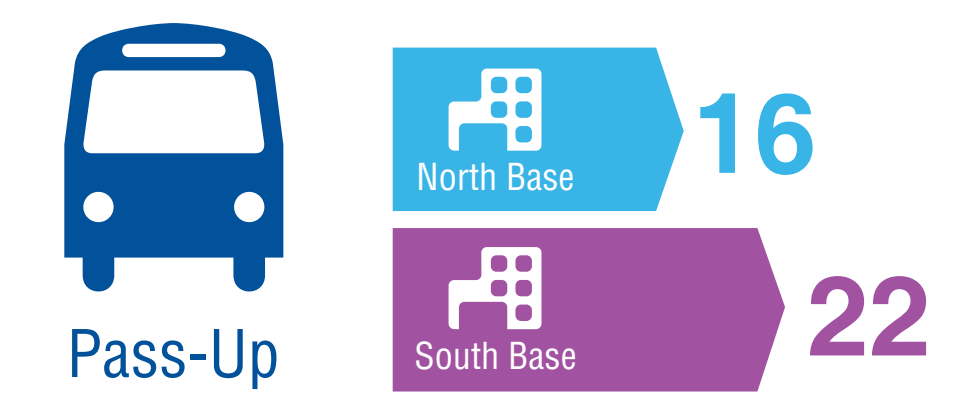
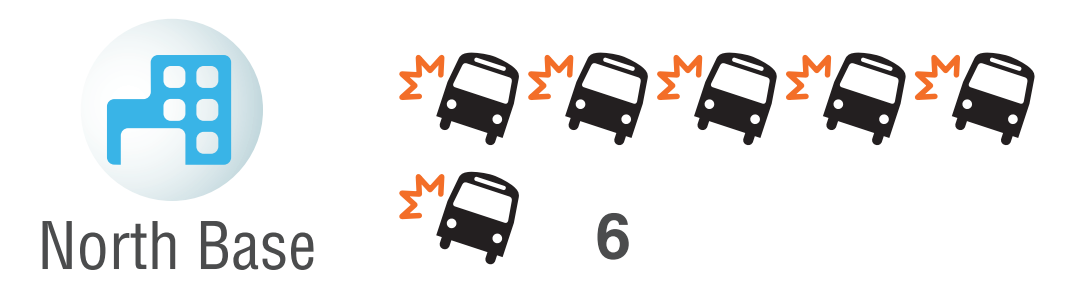
Coastal: Routes serving the coast community – from Half Moon Bay to Pacifica. (Routes 16, 17, FLXP...)
Community: Infrequent, community-specific routes which do not operate during off-peak hours. (Routes 11, 43, 58 etc...)
Local: Routes designed to carry passengers between major passenger hubs, employment centers, and residential neighborhoods. (Routes 110, 120, 250, 280, etc...)

Multi-City: Routes serving multiple cities, including some offering express or late-night service. (Routes 295, 398, KX, etc...)
Mainline: Long-distance routes serving significant portions of the county, generally at higher frequency. (Routes 292 & ECR)

TOTAL MILES TRAVELED MILES BETWEEN PREVENTABLE ACCIDENTS PREVENTABLE ACCIDENTS TOP 3 COMPLAINTS FAREBOX RECOVERY RATIO



DID NOT OPERATE



**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – JANUARY 2017**

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 – JANUARY 2017 COMPARED TO JANUARY 2016

Grand Total All District Modes – 148,500, a decrease of 5.9 percent

Bus – 35,720, a decrease of 10.8 percent

Paratransit – 1,120, a decrease of 5.1 percent

Caltrain – 55,270, a decrease of 1.3 percent

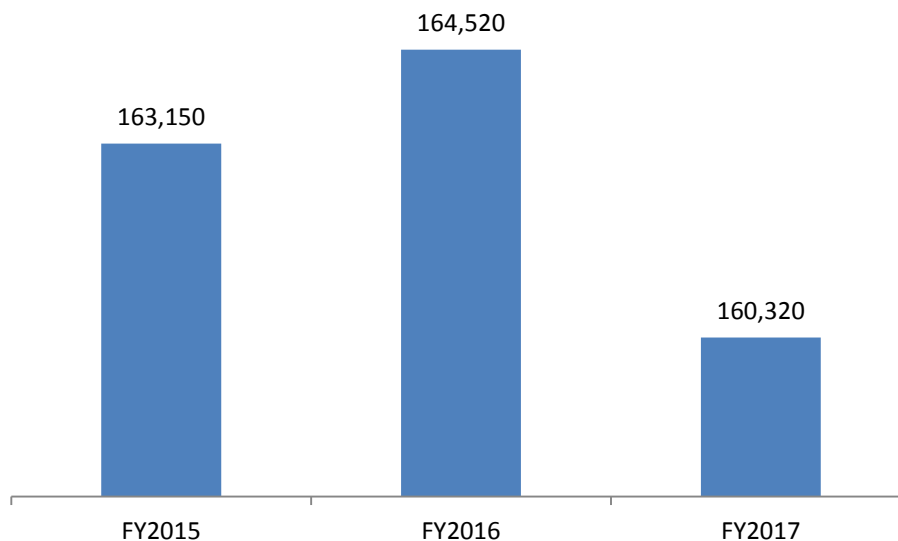
Shuttles – 11,840, a decrease of 6.2 percent

**Table A
Average Weekday Ridership**

January 2017 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	42,010	40,050	35,720	-10.8%
Paratransit	1,040	1,180	1,120	-5.1%
Caltrain	54,200	56,010	55,270	-1.3%
Shuttles	11,730	12,620	11,840	-6.2%
Total	108,980	109,860	103,950	-5.4%
BART Extension (No Daly City)	46,030	47,950	44,540	-7.1%
Grand Total	155,010	157,810	148,500	-5.9%
Weekdays	21	20	21	

January 2017 Year-to-date				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	42,690	42,110	39,090	-7.2%
Paratransit	1,110	1,220	1,240	1.6%
Caltrain	57,750	59,290	58,530	-1.3%
Shuttles	11,640	11,150	12,060	8.2%
Total	113,190	113,770	110,910	-2.5%
BART Extension (No Daly City)	49,960	50,760	49,410	-2.7%
Grand Total	163,150	164,520	160,320	-2.6%

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



The following summary and figures include total ridership for all modes of transportation for which SamTrans is responsible. These numbers are a gross count of each boarding across all modes and all service days for the month of January for the past three fiscal years.

MONTHLY TOTAL RIDERSHIP – JANUARY 2017 COMPARED TO JANUARY 2016

Grand Total All District Modes – 3,782,430, a decrease of 4 percent

Bus – 901,990, a decrease of 9.6 percent

Paratransit – 28,470, an increase of 2.7 percent

Caltrain – 1,477,360, an increase of 0.1 percent

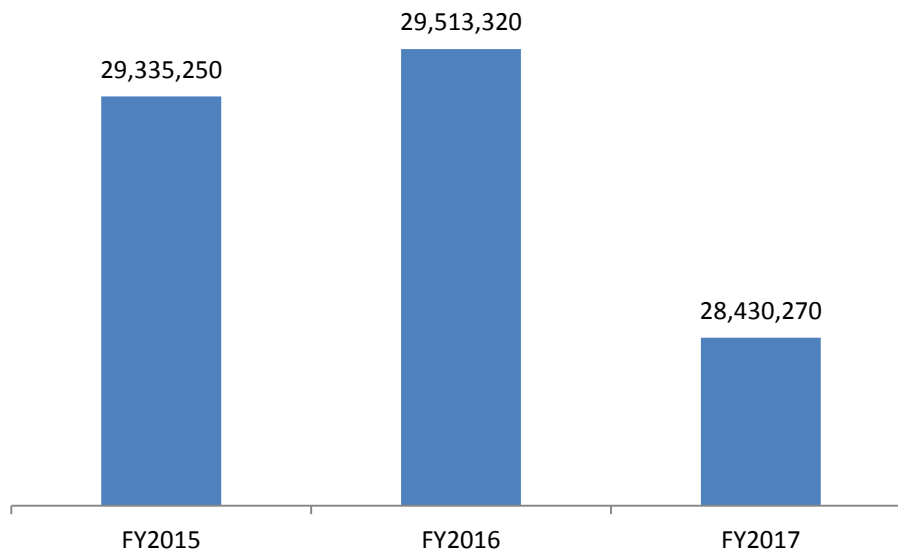
Shuttles – 252,930, a decrease of 3.5 percent

**Table B
Total Monthly Ridership**

January 2017 Total Monthly Ridership				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	1,075,730	997,420	901,990	-9.6%
Paratransit	25,870	27,710	28,470	2.7%
Caltrain	1,456,930	1,476,200	1,477,360	0.1%
Shuttles	252,780	262,120	252,930	-3.5%
Total	2,811,300	2,763,450	2,660,750	-3.7%
BART Extension (No Daly City)	1,143,240	1,174,690	1,121,680	-4.5%
Grand Total	3,954,540	3,938,140	3,782,430	-4.0%
Weekdays	21	20	21	

January 2017 Year-to-date				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	7,690,680	7,551,180	6,971,320	-7.7%
Paratransit	189,520	207,780	214,290	3.1%
Caltrain	10,775,330	11,071,660	10,877,500	-1.8%
Shuttles	1,755,970	1,681,420	1,787,730	6.3%
Total	20,411,490	20,512,040	19,850,840	-3.2%
BART Extension (No Daly City)	8,923,760	9,001,280	8,579,440	-4.7%
Grand Total	29,335,250	29,513,320	28,430,270	-3.7%

**Chart B
Total Ridership (FYTD)**



The following summary illustrates the number of riders by fare category for the month of January 2017. SamTrans carried 899,374 passengers on its fixed-route service in January, and 899,374 for the 2017 Calendar Year-to-Date. These numbers do not include Dumbarton ridership.

Table C
Riders by Fare Category

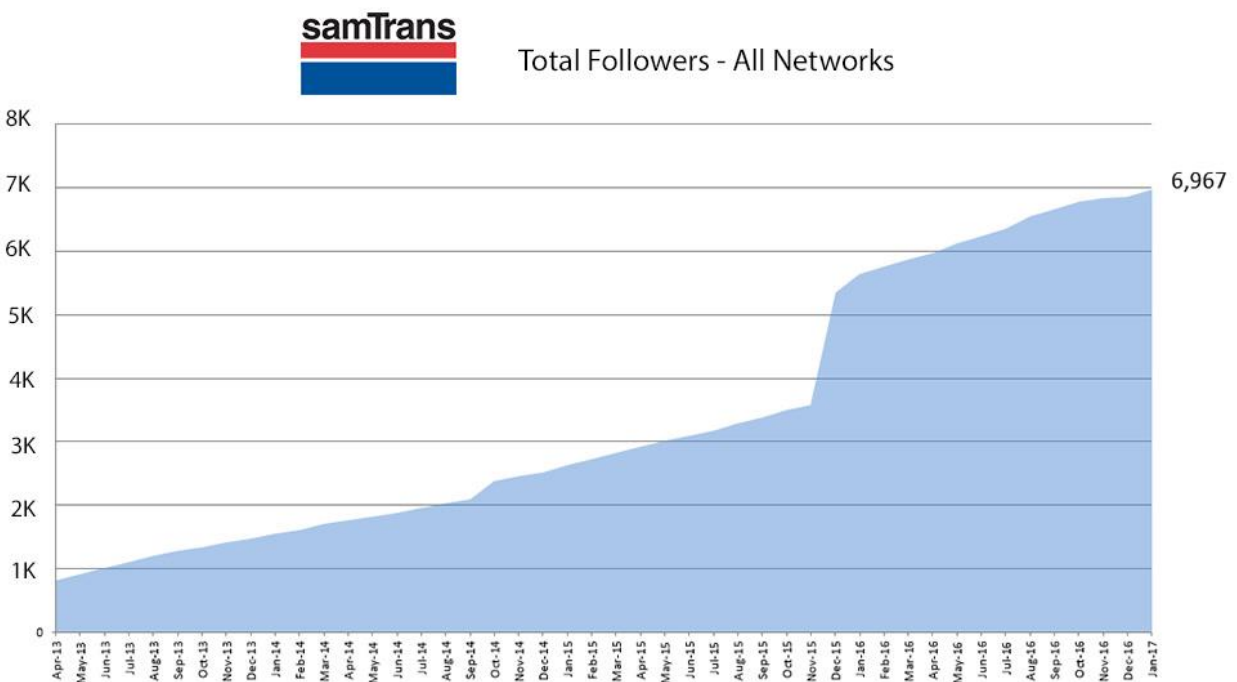
	January 2015	January 2016	January 2017	2017 Calendar Year-to-Date
Adult Cash	262,980	206,431	159,785	159,785
Adult Pass	464,048	469,007	449,998	449,998
Youth Cash	137,643	132,727	122,634	122,634
Youth Pass	57,707	57,044	40,120	40,120
Eligible Discount	150,101	129,493	126,838	126,838
Total	1,072,478	994,702	899,374	899,374

SamTrans Promotions – January 2017

The Marketing and Communications Department prepared for Runbook 122, effective January 22 as part of the agency's regular scheduled service adjustments. These changes help SamTrans improve on-time performance standards and make the bus system run smoothly. Parts of the communication plan included, news release/blogs, organic social media posts, take-one on buses, and a web button on SamTrans' website home page.

SamTrans Social Media Promotions and Analytics

In January, SamTrans social media worked to promote the Bus Operator recruitment drive and Open House events. We produced a video testimonial of operators stating what they love about their jobs. That video may also be deployed for future recruitment efforts. We also ran three promotional games, one of which we received a record number of entries (42) to claim a sweatshirt. Overall, SamTrans added over 100 new followers across all networks. Growth is a concern for our social team and we are looking at two programs to grow our followings. A paid Twitter campaign aimed at acquiring new followers was discussed, and a robust Snapchat program aimed at high school and college kids was presented to Seamus Murphy, Chief Communication Officer.



Prepared by: Alex Lam, Scheduler/Planner
James Namba, Acting Marketing Manager
Jeremy Lipps, Social Media Officer

650-508-6227
650-508-7924
650-508-7934



BOARD OF DIRECTORS 2017

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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, MARCH 1, 2017 – 3:00 p.m.

or immediately following previous Committee meeting

1. Call to Order
2. Approval of Minutes of Finance Committee Meeting of February 1, 2017
3. Acceptance of Statement of Revenues and Expenses for January 2017
4. Authorize the Filing and Execution of a Funding Application with the California State Department of Transportation to Receive California Low Carbon Transportation Operations Program Funds for the Electric Bus Procurement Project in the Amount of \$309,184
5. Authorize Receiving Transit Performance Investment Program Funds from the Metropolitan Transportation Commission in the Amount of \$3,459,000 to Implement the El Camino Real Traffic Signal Priority Project
6. Update on the San Carlos Transit Center and Transit Village Projects (Informational)
7. Presentation on the SamTrans Business Plan (Informational)
8. Authorize an Amendment to the Funding Agreement with Facebook for the Dumbarton Transportation Corridor Study
9. Authorize an Amendment to the Fiscal Year 2017 Capital Budget by \$1,803,749 to Increase the Budget Authority for the San Carlos Transit Center Project, the SamTrans Business Plan and the Dumbarton Transportation Corridor Study for a New Total Capital Budget of \$18,281,623
10. Authorize Execution of the First Amendment to the Inter-Agency Cooperative Agreement to Provide Administration Services for the Dumbarton Express Bus Service
11. Approval of Revisions to the District's Procurement Policy to Incorporate Provisions of Assembly Bill 2030
12. Authorize the Disposition of 16 Surplus Non-Revenue Support Vehicles and Minivans

CONTRACTS

13. Authorize Award of Contract to Toyota Material Handling Northern California for Maintenance and Repair Work for Service Support Equipment for a Total Estimated Amount of \$192,400 for a Five-Year Term
14. Authorize Award of Contract to Creative Bus Sales, Inc. for the Purchase and Delivery of 10 Paratransit Minivans and Nine Paratransit Cutaway Vehicles for a Total Cost of \$1,636,959
15. Rejection of All Bids to Furnish and Deliver New 8D Bus Batteries
16. Adjourn

Committee Members: Carole Groom, Karyl Matsumoto, 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
FEBRUARY 1, 2017**

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

Other Board Members Present, Constituting Committee of the Whole: J. Gee, J. Powell, C. Stone

Other Board Members Absent, Constituting Committee of the Whole: R, Guilbault (Chair), Z. Kersteen-Tucker , D. Pine

Staff Present: J. Averill, J. Cassman, A. Chan, S. Gaffney, J. Hartnett, K. Kelly, M. Martinez, N. McKenna, D. Olmeda, S. Murphy, M. Simon, P. Skinner, S. van Hoften

Committee Chair Carole Groom called the meeting to order at 2:29 p.m.

Approval of Minutes of January 4, 2017

Motion/Second: Ratto/Stone

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Acceptance of Statement of Revenue and Expenses for December 2016

Shannon Gaffney, Interim Chief Financial Officer, said fare revenue is trending under budget. Sales tax revenues are slightly above budget, motor bus and Americans with Disabilities Act expenses are tracking under budget due to savings in fuel and professional and technical services. In September and October there was a significant increase in the monthly payment from the State Board of Equalization for sales tax revenue. This was such a significant increase that staff reached out to the State Board of Equalization and discovered that early in the fiscal year the payments are based on the State Board of Equalization's budget projections and their projections were low compared to what actually came in. Staff will continue to monitor and by March the District will have received two full quarters of revenue.

Director Jeff Gee said for an organization that relies on over 70 percent of sales tax revenue, getting numbers three months behind makes it hard to make financial decisions.

Director Karyl Matsumoto asked if passenger fares could be tracked by mode in a graph. Jim Hartnett, General Manager/CEO, said the dashboard was intended to show this information. He said staff has been discussing how to change this staff report for data that is more meaningful.

Director Josh Powell said likes idea of diversifying funds and not relying totally on sales tax.

Motion/Second: Ratto/Gee

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Acceptance of Quarterly Investment Review and Fixed Income Market for the Period Ending December 31, 2016

Leslie Murphy, PFM Group, reported:

- The portfolios are in compliance with the District's Investment Policy and the California Government Code.
- Added a number of security types over the quarter.
- Realized earnings remained relatively strong, but did see a slight decrease from the third quarter's numbers.
- The portfolios continue to perform well versus the benchmark. The General Fund and the Paratransit Fund both outperformed the benchmark by 16 and 17 basis points, respectively.
- Rising rates in the market will have a negative impact on performance over the short-term, but in the long-term will have a positive impact.
- Fourth quarter portfolio activity:
 - Managed the portfolio's duration to be comparable to the benchmark to reduce potential performance mismatches.
 - Added Agency Mortgage-Backed Securities for incremental income and further portfolio diversification.
 - Purchased Commercial Paper and Certificates of Deposit as significant money market reforms during the fourth quarter created excellent investment opportunities in short-term credit instruments.
- Investment strategy outlook:
 - Continue to favor non-government sectors
 - Pay close attention to interest rate hikes by the Federal Reserve

Director Gee said the portfolio has about 28 percent of Corporate Notes, Commercial Paper and Negotiable Certificates of Deposit with an average rating of "A" with safety being of utmost importance when everything else is "AA" or "AAA." He asked how this plays in the three different categories. Ms. Murphy said when managing public sector funds, PFM takes into account the California Government Code, which establishes a minimum credit rating criterion. PFM takes it even further with a dedicated credit team that keeps track of credit worthiness of all issuers.

Motion/Second: Ratto/Gee

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Authorize Execution of Cooperative Agreements with the City/County Association of Governments (C/CAG) to Receive Transportation Fund for Clean Air (TFCA) Funds for Eligible SamTrans Operating and Capital Projects

Peter Skinner, Manager, Grants and Fund Programming, said the District recently received a C/CAG TFCA grant for \$160,128 to fund the installation of triple bike racks on buses. This action will allow execution of cooperative agreements with C/CAG for all eligible TFCA funding projects, including the installation of triple bike racks on SamTrans buses.

Motion/Second: Gee/Stone

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Authorize Execution of Cooperative Agreements with the Bay Area Air Quality Management District (BAAQMD) to Receive TFCA Funds for Eligible SamTrans Operating and Capital Budgets

Mr. Skinner said the District recently was awarded \$473,990 in TFCA funds to replace 10 model-year 2003 diesel buses with electric buses, the receipt of which requires execution of a cooperative agreement. This action would allow the General Manager/CEO, or his designee, to execute cooperative agreements with the BAAQMD for the District to receive TFCA funds for all eligible projects in the future, including the electric buses project.

Director Gee asked when the first electric bus will arrive. David Olmeda, Chief Operating Officer, Bus, said once technical specifications are done it takes about two to three years before delivery. Staff is currently preparing the technical specifications.

Motion/Second: Ratto/Gee

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Authorize up to \$1 Million in Additional Contracting Authority for Informational Technology Licenses, Maintenance Services and Professional Services for an Aggregate Not-to-Exceed Amount of \$1.85 Million for Fiscal Year 2017

Mark Simon, Chief of Staff, said due to the unanticipated expenses of PeopleSoft data cleanup, additional contracting authority is desired. This increase will provide the District with a continued cost effective means to upkeep information technology assets owned by the District.

Motion/Second: Gee/Ratto

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Adjourned: 2:55 p.m.

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Kathleen Kelly
Interim Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
JANUARY 31, 2017 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 January 2017 and supplemental information.

SIGNIFICANCE

Revenues: *Total Revenues* (page 1, line 14) are \$274,637 or 0.3 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$1,493,243 or 13.1 percent offset by *Sales Tax* (page 1, line 9) which is **better** by \$621,145 or 1.3 percent, *Investment Interest* (page 1, line 10) is **better** than budget by \$280,733 or 44.1 percent and *Other Interest, Rent & Other Income* (page 1, line 12) is **better** than budget by \$315,534 or 7.4 percent.

Expenses: *Total Expenses* (page 4, line 71) are \$7,897,465 or 9.3 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$6,934,590 or 10 percent, *Total ADA Programs* (page 4, line 55) is **better** than budget by \$771,981 or 7.2 percent and *Total Multi-Modal Programs* (page 4, line 69) is **better** than budget by \$190,893 or 3.7 percent.

BUDGET IMPACT

There are no budget revisions for the month of January 2017.

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
JANUARY 2017**

% OF YEAR ELAPSED: **58.3%**

	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	PROJECTION	% REV BUDGET
SOURCES OF FUNDS									
Operating Revenues									
1 Passenger Fares	1,043,568	10,615,514	9,891,674	11,384,917	86.9	19,517,000	19,517,000	18,023,757	50.7
2 Local TDA and STA Funds	2,669,319	22,146,430	23,850,037	23,850,037	100.0	42,361,438	42,361,438	42,081,438	56.3
3 Operating Grants	387,454	4,311,562	2,227,075	2,227,075	100.0	4,010,671	4,010,671	4,010,671	55.5
4 SMCTA Measure A	764,210	6,076,644	5,652,117	5,718,781	98.8	9,960,000	9,960,000	9,960,000	56.7
5 SM County Measure A	416,667	2,916,667	2,916,667	2,916,667	100.0	5,000,000	5,000,000	5,000,000	58.3
6 AB434 Funds & TA Funded Shuttle	9,083	348,133	63,583	63,584	100.0	109,000	109,000	109,000	58.3
7 Subtotal - Operating Revenues	5,290,300	46,414,950	44,601,154	46,161,061	96.6	80,958,110	80,958,110	79,184,866	55.1
Other Revenue Sources									
9 District 1/2 Cent Sales Tax	5,605,227	44,905,844	46,802,248	46,181,103	101.3	83,000,000	83,000,000	83,000,000	56.4
10 Investment Interest	99,830	638,561	916,869	636,136	144.1	1,090,519	1,090,519	1,090,519	84.1
11 Pass through to Other Agencies	73,607	64,219	112,752	44,895	251.1	69,000	69,000	490,268	163.4
12 Other Interest, Rent & Other Income	535,340	3,960,521	4,588,173	4,272,639	107.4	7,308,988	7,308,988	7,784,807	62.8
13 Subtotal - Other Revenues	6,314,004	49,569,146	52,420,043	51,134,773	102.5	91,468,507	91,468,506	92,365,594	57.3
14 Total Revenues	11,604,305	95,984,096	97,021,197	97,295,834	99.7	172,426,616	172,426,616	171,550,460	56.3
15 Capital Assistance	444,294	2,744,105	975,098	975,098	100.0	10,255,906	109,896,959	109,896,959	0.9
16 Reserves Programmed for Capital	348,937	2,214,500	2,243,657	2,243,657	100.0	0	6,637,249	6,637,249	33.8
17 Total Sources of Funds	12,397,536	100,942,701	100,239,952	100,514,589	99.7	182,682,522	288,960,824	288,084,668	34.7
USES OF FUNDS									
Operations									
21 Motor Bus	8,051,991	61,353,821	62,248,506	69,183,096	90.0	117,968,986	117,970,986	117,730,480	52.8
22 A. D. A. Programs	1,360,535	9,002,628	9,910,162	10,682,143	92.8	18,157,910	18,155,910	17,657,910	54.6
23 Caltrain	540,000	4,280,411	3,780,003	3,846,667	98.3	6,640,000	6,640,000	6,640,000	56.9
24 Other Multi-modal Programs	86,762	955,060	1,133,168	1,257,397	90.1	2,161,708	2,161,708	2,161,707	52.4
25 Subtotal - Operating Costs	10,039,289	75,591,920	77,071,838	84,969,303	90.7	144,928,604	144,928,604	144,190,097	53.2
Other Uses of Funds									
27 Pass through to Other Agencies	73,607	64,219	112,752	45,793	246.2	79,780	79,780	501,048	141.3
28 Debt Service	836,304	5,854,127	5,830,326	5,826,360	100.1	21,648,044	21,648,044	21,648,044	26.9
29 Fiscal Agent Fees	730	3,547	10,624	16,567	64.1	28,401	28,401	28,401	37.4
30 Land Transfer Interest Expense	0	0	0	0	0	45,716	45,716	45,716	0.0
31 Subtotal - Other Uses of Funds	910,641	5,921,893	5,953,702	5,888,720	101.1	21,801,941	21,801,941	22,223,209	27.3
32 Capital Programs	793,231	5,061,930	3,218,755	3,218,755	100.0	16,327,874	122,606,176	122,606,176	2.6
33 Total Uses of Funds	11,743,161	86,575,742	86,244,295	94,076,778	91.7	183,058,419	289,336,721	289,019,482	29.8
34									
35 NET SURPLUS / (DEFICIT)	654,374	14,366,959	13,995,656	6,437,811	217.4	(375,897)	(375,897)	(934,814)	(3723.3)

% 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 (Audited).

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

% OF YEAR ELAPSED: **58.3%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
OPERATING REVENUES - MOTOR BUS								
1 TOTAL MOTOR BUS FARES	1,000,025	10,121,140	9,478,192	10,872,167	87.2	18,638,000	18,638,000	50.9
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,168,634	18,750,505	21,938,939	21,938,939	100.0	37,540,609	37,540,609	58.4
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	(705,220)	2,144,868	599,333	599,333	100.0	2,609,106	2,609,106	23.0
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	190,889	3,967,993	1,009,121	1,009,121	100.0	1,666,278	1,667,878	60.5
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	3,848,279	22,560,250	25,043,535	31,128,422	80.5	51,283,370	51,283,770	48.8
10 Accessibility Fixed Route	81,521	563,231	555,172	661,043	84.0	1,133,217	1,133,217	49.0
11 TOTAL 1/2 CENT SALES TAX	3,929,800	23,123,481	25,598,707	31,789,466	80.5	52,416,587	52,416,987	48.8
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	80,468	514,011	717,104	514,803	139.3	882,519	882,519	81.3
14 OTHER REVENUE SOURCES:								
15 Rental Income	125,555	787,418	902,563	793,333	113.8	1,360,000	1,360,000	66.4
16 Advertising Income	60,000	586,124	428,526	670,250	63.9	1,149,000	1,149,000	37.3
17 Other Income	201,841	1,358,280	1,576,020	995,685	158.3	1,706,888	1,706,888	89.6
18 TOTAL OTHER REVENUES	387,396	2,731,823	2,907,110	2,459,268	118.2	4,215,888	4,215,888	69.0
19 TOTAL MOTOR BUS	8,051,991	61,353,821	62,248,506	69,183,096	90.0	117,968,986	117,970,986	52.8
21 AMERICAN DISABILITIES ACT:								
22 Passenger Fares Redi-Wheels	43,543	494,374	413,482	512,750	80.6	879,000	879,000	47.0
23 Local TDA 4.5 Redi-Wheels	153,687	993,157	1,075,808	1,075,808	100.0	1,844,243	1,844,243	58.3
24 Local STA - Paratransit	52,217	257,901	235,957	235,957	100.0	367,480	367,480	64.2
25 Operating Grants	196,565	343,569	1,217,954	1,217,954	100.0	2,344,393	2,342,793	52.0
26 Sales Tax - District ADA Programs	8,141	480,640	111,019	806,201	13.8	1,124,994	1,124,594	9.9
27 Sales Tax - Paratransit Suppl. Coastside	143,177	883,763	1,038,066	1,094,030	94.9	1,669,800	1,669,800	62.2
28 Interest Income - Paratransit Fund	19,363	124,675	199,765	121,333	164.6	208,000	208,000	96.0
29 SMCTA Measure A Redi-Wheels	224,209	1,796,233	1,872,114	1,872,114	100.0	3,320,000	3,320,000	56.4
30 SM County Measure A	416,667	2,916,667	2,916,667	2,916,667	100.0	5,000,000	5,000,000	58.3
31 Measure M Paratransit	102,968	711,650	829,330	829,330	100.0	1,400,000	1,400,000	59.2
32 TOTAL ADA PROGRAMS	1,360,535	9,002,628	9,910,162	10,682,143	92.8	18,157,910	18,155,910	54.6
34 MULTI-MODAL TRANSIT PROGRAMS:								
35 Transfer from SMCTA for Caltrain	540,001	4,280,411	3,780,003	3,846,667	98.3	6,640,000	6,640,000	56.9
36 AB434 Funds & TA Funded Shuttle	9,083	348,133	63,583	63,584	100.0	109,000	109,000	58.3
37 Employer SamTrans Shuttle Funds	44,976	516,923	851,734	984,041	86.6	1,693,100	1,693,100	50.3
38 Sales Tax - SamTrans Shuttle Program	15,196	(0)	124,971	110,605	113.0	189,608	189,608	65.9
39 Sales Tax - Gen. Operating Asst.	17,507	90,004	92,879	99,167	93.7	170,000	170,000	54.6
40 TOTAL MULTIMODAL	626,763	5,235,471	4,913,171	5,104,064	96.3	8,801,708	8,801,708	55.8
41								
42 TOTAL REVENUES	10,039,289	75,591,920	77,071,838	84,969,303	90.7	144,928,604	144,928,604	53.2

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2017
JANUARY 2017**

% OF YEAR ELAPSED: 58.3%

<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
DISTRICT OPERATED BUSES								
1 Wages & Benefits	3,837,192	32,907,123	34,013,789	33,914,894	100.3	58,214,650	57,701,353	58.9
2								
3 Services:								
4 Board of Directors	3,265	23,134	29,999	55,692	53.9	86,000	86,000	34.9
5 Contracted Vehicle Maintenance	86,587	613,378	638,111	877,625	72.7	1,508,154	1,508,154	42.3
6 Property Maintenance	98,134	765,573	530,364	699,862	75.8	1,238,000	1,234,364	43.0
7 Professional Services	696,479	2,118,924	2,569,265	3,064,804	83.8	4,956,711	5,338,029	48.1
8 Technical Services	671,879	3,343,184	3,647,311	4,311,945	84.6	7,065,517	7,155,189	51.0
9 Other Services	369,553	1,608,558	1,530,994	1,984,639	77.1	3,206,540	3,480,039	44.0
10								
11 Materials & Supply:								
12 Fuel & Lubricants	242,406	1,651,617	1,603,699	3,144,662	51.0	5,525,612	5,365,612	29.9
13 Bus Parts & Materials	188,292	1,091,551	1,149,058	1,174,238	97.9	2,042,508	2,042,508	56.3
14 Uniforms & Driver Expense	35,987	148,817	168,404	355,667	47.3	479,129	479,829	35.1
15 Timetables & Tickets	6,025	62,886	38,040	89,250	42.6	263,645	263,645	14.4
16 Office Supplies / Printing	49,546	121,891	204,685	326,763	62.6	485,062	487,651	42.0
17 Other Materials & Supply	9,623	63,776	96,055	92,712	103.6	159,500	159,500	60.2
18								
19 Utilities:								
20 Telecommunications	47,144	205,597	264,469	426,995	61.9	731,991	731,991	36.1
21 Other Utilities	64,835	638,762	650,290	665,000	97.8	1,140,000	1,140,000	57.0
22 Insurance Costs	266,992	1,767,679	1,661,789	1,690,090	98.3	2,897,298	2,897,298	57.4
23 Workers' Compensation	261,630	1,983,008	1,965,831	2,139,760	91.9	3,668,160	3,668,160	53.6
24 Taxes & License Fees	47,851	296,019	302,203	428,829	70.5	735,136	735,136	41.1
25 Fixed Route Accessibility	81,521	563,231	555,172	661,043	84.0	1,133,217	1,133,217	49.0
26 Leases & Rentals	17,456	90,296	96,132	102,000	94.2	175,740	175,740	54.7
27 Promotional & Legal Advertising	4,646	66,323	129,912	283,158	45.9	484,700	484,700	26.8
28 Training & Business Travel	22,817	120,056	105,272	366,255	28.7	610,463	610,463	17.2
29 Dues & Membership	8,451	55,064	60,100	70,499	85.2	118,620	118,620	50.7
30 Postage & Other	13,603	36,202	34,624	74,131	46.7	103,000	113,338	30.5
31								
32 Total District Operated Buses	7,131,915	50,342,648	52,045,567	57,000,513	91.3	97,029,352	97,110,536	53.6
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	1,397,526	8,690,123	9,262,453	10,030,342	92.3	17,246,300	17,166,300	54.0
36 Other Related Costs	30,396	278,308	263,881	226,551	116.5	392,150	392,966	67.2
37 Insurance Costs	(664,797)	689,961	(527,943)	429,679	(122.9)	736,593	736,593	-71.7
38 Coastside Services	123,524	1,024,640	879,051	1,148,000	76.6	1,968,000	1,968,000	44.7
39 Redi Coast Non-ADA	19,222	136,670	153,547	135,917	113.0	233,000	233,000	65.9
40 Other Related Costs	4,524	52,256	63,044	72,640	86.8	124,525	124,525	50.6
41 La Honda - Pescadero	3,675	30,450	31,500	32,159	98.0	55,130	55,130	57.1
42 SamCoast - Pescadero	6,878	100,333	67,773	103,308	65.6	177,100	177,100	38.3
43 Other Related Cost - SamCoast	(872)	8,432	9,632	3,987	241.6	6,836	6,836	140.9
44 Total Contracted Bus Service	920,077	11,011,173	10,202,939	12,182,584	83.8	20,939,634	20,860,450	48.9
45								
46 TOTAL MOTOR BUS	8,051,991	61,353,821	62,248,506	69,183,096	90.0	117,968,986	117,970,986	52.8

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

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2017
JANUARY 2017**

% OF YEAR ELAPSED: 58.3%

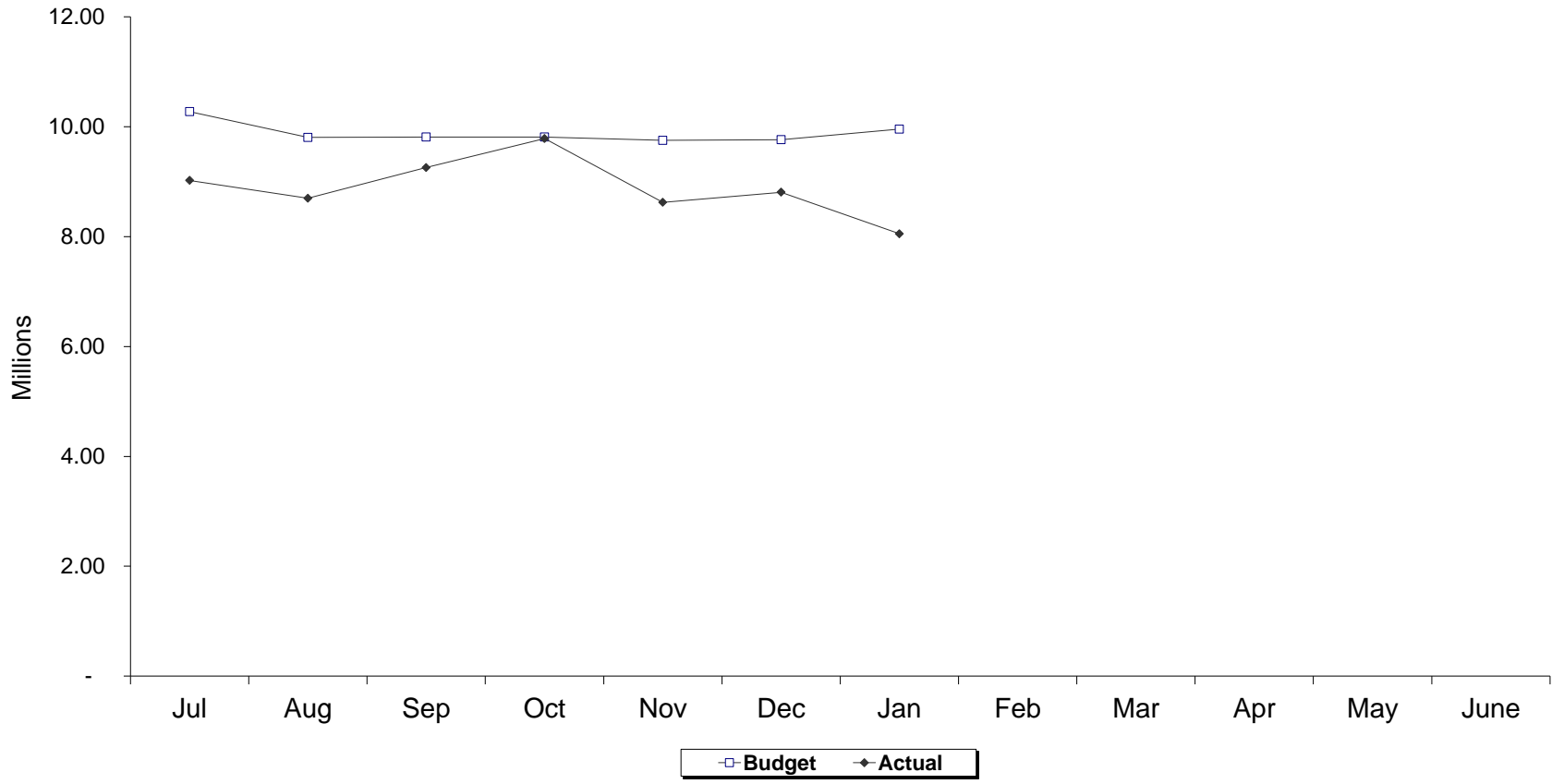
EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	434,455	3,078,164	3,103,119	4,196,928	73.9	7,322,052	7,322,052	42.4
Other Related Costs	169,765	1,612,307	1,555,656	2,071,350	75.1	3,386,207	3,384,207	46.0
ADA Sedan/Taxi Service	381,617	2,540,601	2,973,224	2,116,525	140.5	3,628,328	3,628,328	81.9
ADA Accessibility Support	99,156	642,224	782,279	917,288	85.3	1,571,564	1,571,564	49.8
Coastside ADA Support	143,177	883,763	1,038,066	1,094,030	94.9	1,669,800	1,669,800	62.2
Insurance Costs	132,366	245,568	457,817	286,023	160.1	579,959	579,959	78.9
TOTAL ADA PROGRAMS	1,360,535	9,002,628	9,910,162	10,682,143	92.8	18,157,910	18,155,910	54.6
MULTIMODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	540,000	4,280,411	3,780,003	3,846,667	98.3	6,640,000	6,640,000	56.9
Total Caltrain Service	540,000	4,280,411	3,780,003	3,846,667	98.3	6,640,000	6,640,000	56.9
OTHER SUPPORT								
SamTrans Shuttle Service	69,256	865,056	1,040,289	1,158,230	89.8	1,991,708	1,991,708	52.2
Maintenance Multimodal Facilities	17,506	90,004	92,879	99,167	93.7	170,000	170,000	54.6
Total Other Support	86,762	955,059	1,133,168	1,257,397	90.1	2,161,708	2,161,708	52.4
TOTAL MULTI-MODAL PROGRAMS	626,763	5,235,471	4,913,171	5,104,064	96.3	8,801,708	8,801,708	55.8
TOTAL EXPENSES	10,039,289	75,591,920	77,071,838	84,969,303	90.7	144,928,604	144,928,604	53.2

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

SAN MATEO COUNTY TRANSIT DISTRICT

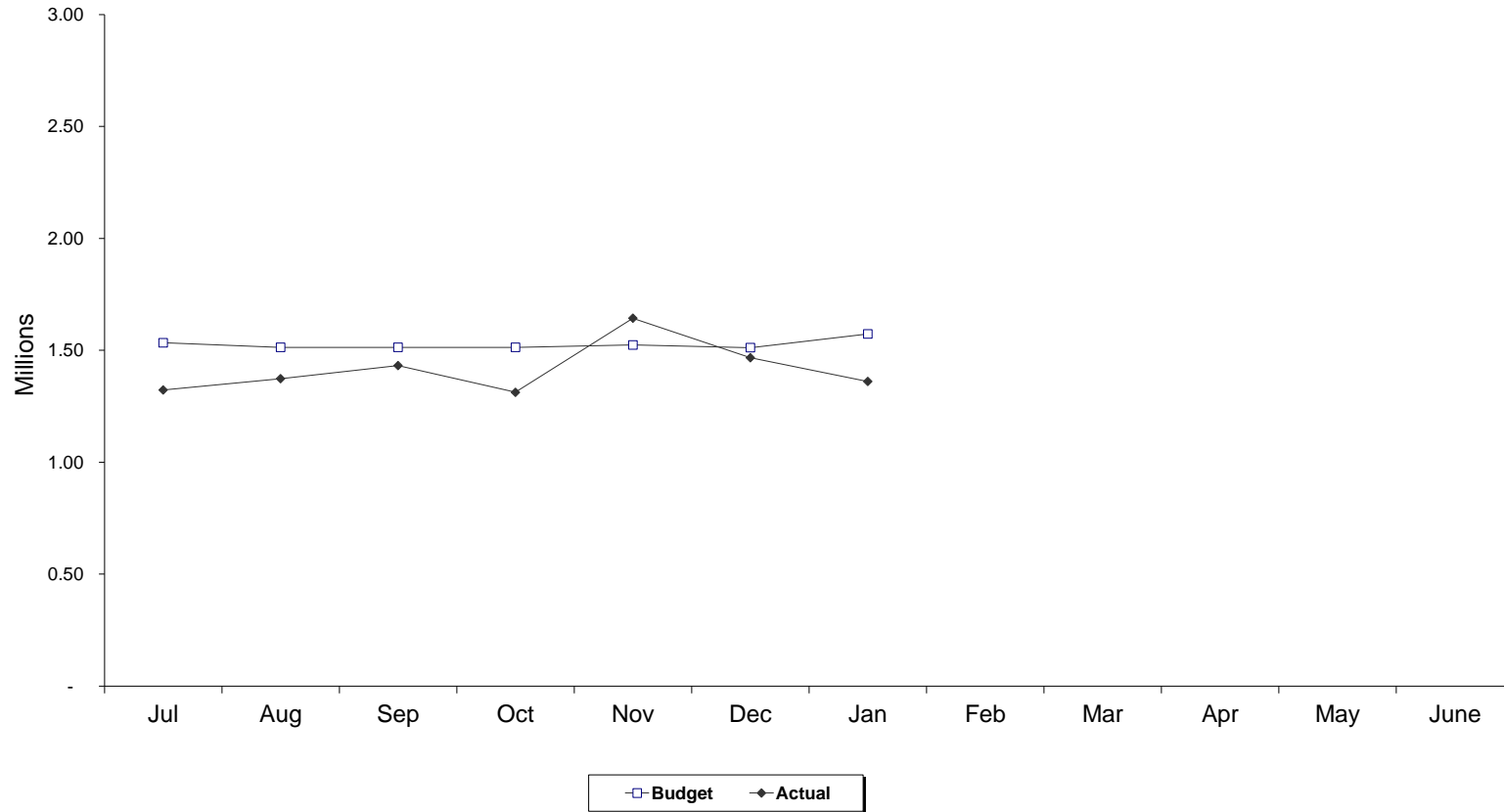
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2017



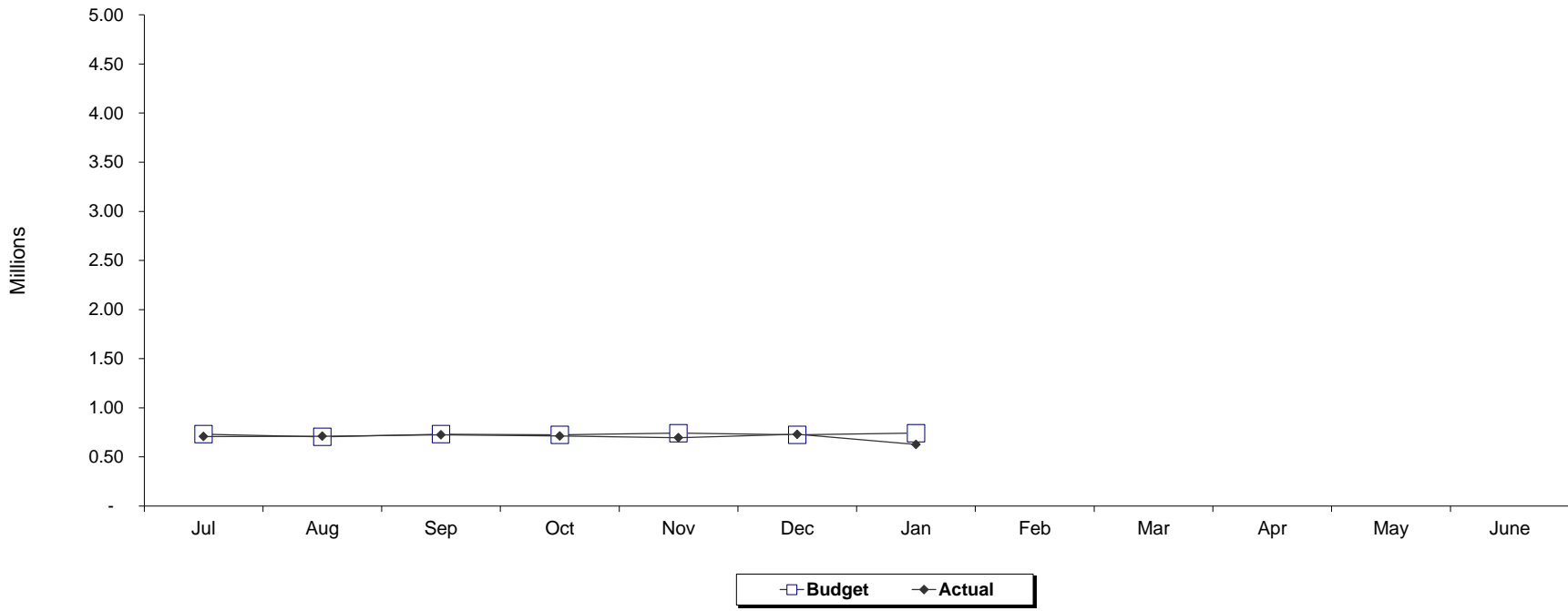
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	10,275,750	9,806,266	9,812,859	9,813,021	9,753,031	9,765,188	9,956,980						
Actual	9,023,605	8,698,427	9,255,952	9,784,949	8,625,265	8,808,317	8,051,991						
CUMULATIVE EXPENSES													
Budget	10,275,750	20,082,017	29,894,875	39,707,897	49,460,928	59,226,116	69,183,096						
Actual	9,023,605	17,722,032	26,977,984	36,762,933	45,388,198	54,196,515	62,248,506						
Variance - F(U)	1,252,146	2,359,985	2,916,892	2,944,964	4,072,730	5,029,601	6,934,590						
Variance %	12.19%	11.75%	9.76%	7.42%	8.23%	8.49%	10.02%						

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



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,533,790	1,513,267	1,513,267	1,513,436	1,523,831	1,511,625	1,572,925					
Actual	1,322,352	1,373,403	1,431,552	1,312,368	1,643,108	1,466,845	1,360,535					
CUMULATIVE EXPENSES												
Budget	1,533,790	3,047,058	4,560,325	6,073,761	7,597,593	9,109,217	10,682,143					
Actual	1,322,352	2,695,754	4,127,306	5,439,674	7,082,782	8,549,626	9,910,162					
Variance - F(U)	211,439	351,303	433,019	634,087	514,811	559,591	771,981					
Variance %	13.79%	11.53%	9.50%	10.44%	6.78%	6.14%	7.23%					

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	724,392	742,134					
Actual	708,677	711,565	725,582	713,657	697,021	729,906	626,763					
CUMULATIVE EXPENSES												
Budget	732,134	1,437,602	2,169,736	2,895,404	3,637,538	4,361,930	5,104,064					
Actual	708,677	1,420,242	2,145,825	2,859,481	3,556,502	4,286,408	4,913,170					
Variance - F(U)	23,456	17,360	23,911	35,923	81,036	75,522	190,894					
Variance %	3.20%	1.21%	1.10%	1.24%	2.23%	1.73%	3.74%					

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

January 31, 2017

DESCRIPTION	TOTAL INVESTMENT 1-31-17	INTEREST RECEIVABLE 12-31-16	PREPAID INT RECEIVABLE 1-31-17	INTEREST EARNED 1-31-17	INTEREST RECEIVED 1-31-17	ADJ.	INTEREST RECEIVABLE 1-31-17
RESERVE FOR CAPITAL PROJ	70,211.40	2,306.50	0.00	836.89	0.00	0.00	3,143.39
LAIF -- CAPITAL PROJ	77,431.25	131.61	0.00	49.34	0.00	0.00	180.95
REIMB SECURITIES -- L76R	88,667,729.62	344,584.68	5,013.81	112,525.55	204,174.36	(118.74)	257,830.94
LAIF -- REIMB FUNDS L76R	10,977.21	481.76	0.00	6.99	0.00	0.00	488.75
PARATRANSIT FUNDS	23,602,302.69	99,714.58	1,754.83	28,956.02	70,506.02	(201.60)	59,717.84
LAIF -- PARATRANSIT	1,037,255.57	2,710.61	0.00	660.90	0.00	0.00	3,371.51
BANK OF AMERICA	23,747,271.65	0.00	0.00	3,742.55	3,742.55	0.00	0.00
WELLS FARGO	2,177.00	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	9,953,849.43	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Reserves							
Held by Trustee:	9,438,126.11	0.00	0.00	0.00	0.00	0.00	0.00
	<u>156,607,331.93</u>	<u>449,929.74</u>	<u>6,768.64</u>	<u>146,778.24</u>	<u>278,422.93</u>	<u>(320.34)</u>	<u>324,733.38</u>

NOVEMBER 2016 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 1/31/17	146,457.90
Add:	
CEO Interest	0.00
Less:	
Trust Fees	(700.25)
Capital Gain(Loss)	<u>(41,681.94)</u>
Total Interest & Capital Gain(Loss)	<u>104,075.71</u>

YEAR TO DATE -- SUMMARY

Interest Earned	851,663.07
Add:	
CEO Interest	
Less:	
Trust Fees	(3,947.75)
Capital Gain(Loss)	<u>92,764.17</u>
Total Interest & Capital Gain(Loss)	<u>940,479.49</u>

Balance Per Ledger as of 1/31/17

Deferred Int Acct. 210852/3	24,954.37
Interest Acct. 409101	826,708.70
Less Trust Fees 530045	(3,947.75)
Gain(Loss) Acct. 405210	<u>92,764.17</u>
	<u>940,479.49</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
January 31, 2017**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 1-31-17	MATURITY/CALL DATE	INT RATE	APPL. DAYS	INTEREST REC'VBLE 12-31-16	PREPAID INT REC'VBLE 1-31-17	INTEREST EARNED 1-31-17	INTEREST RECEIVED 1-31-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 1-31-17	INT REC'VBLE LESS PREPAID 1-31-17	PAR VALUE	
FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION																		
FNMA	3136ANJY4	4-30-15	616,097.80	614,944.23	610,050.63	04-01-18	1.550%	30	787.92		787.92	787.92			787.92	787.92	610,000	
FHLMC	3137BNMZ4	4-28-16	453,180.32	453,153.18	449,247.97	03-01-19	1.738%	30	661.40		649.86	661.40			649.86	649.86	448,697	
FHLMC	3137BNMZ4	4-28-16	8,053.20	8,043.09	7,963.63	01-25-17	1.738%	0	0.00		0.00	0.00			0.00	0.00	7,964	
FANNIE MEA	3136AQDQ0	10-30-15	800,910.65	801,501.75	794,133.30	09-01-19	1.646%	30	1,097.33		1,087.69	1,166.14		68.81	1,087.69	1,087.69	792,970	
FANNIE MEA	3136AQDQ0	10-30-15	7,100.47	7,106.01	799,038.48	01-25-17	1.646%	30	0.00		0.00	0.00			0.00	0.00	7,030	
FNA 2014-M6 A2	3136AJ7G5	12-15-16	2,040,468.75	2,024,029.40	2,023,138.20	05-25-21	2.679%	30	4,464.18		4,464.18	4,464.18			4,464.18	4,464.18	2,000,000 3.83%	
CASH AND CASH EQUIVALENTS																		
			315,410.64		315,410.64				0.00		0.69	0.69			0.00	0.00	0	
LAIF			10,977.21	10,977.21	10,977.21				481.76		6.99				488.75	488.75	10,977.21	
MATURED/CALLED																		
US TREASURY NOTE	9128285M3	03-23-15	(1,244,503.71)	(1,239,464.38)	(1,236,254.30)	01-05-17											(1,235,000)	
US TREASURY NOTE	912828TG5	06-02-16	(548,170.06)	(549,738.43)	(549,505.86)	01-05-17											(550,000)	
US TREASURY NOTE	912828TG5	06-02-16	(1,794,394.40)	(1,799,852.27)	(1,798,664.06)	01-19-17											(1,800,000)	
US TREASURY NOTE	912828UZ1	3-31-16	(797,172.01)	(798,557.92)	(795,906.25)	01-06-17											(800,000)	
US TREASURY NOTE	912828UZ1	3-31-16	(1,096,667.84)	(1,098,804.07)	(1,094,371.09)	01-09-17											(1,100,000)	
US TREASURY NOTE	912828S18	03-25-15	(1,199,765.63)	(1,226,869.47)	(1,198,875.00)	01-25-17											(1,200,000)	
US TREASURY NOTE	912828UQ1	11-09-15	(888,150.37)	(913,427.77)	(892,019.53)	01-10-17											(900,000)	
US TREASURY NOTE	912828UQ1	11-09-15	(888,154.32)	(913,427.77)	(892,687.50)	02-06-17											(900,000)	
FHLMC	3137EAD7	09-16-16	(404,825.85)	(404,813.70)	(403,092.45)	01-31-17											(405,000)	
FHLB NOTES AGENCY	313376BR5	08-11-16	(1,836,396.00)	(1,831,456.80)	(1,816,488.00)	01-12-17											(1,800,000)	
FHLB NOTES AGENCY	313376BR5	08-11-16	(1,581,341.00)	(1,577,087.80)	(1,563,345.50)	01-26-17											(1,550,000)	
FHLMC	3137BNMZ4	4-28-16	(8,053.20)	(8,043.09)	(7,963.63)	01-25-17											(7,964)	
FANNIE MEA	3136AQDQ0	10-30-15	(7,100.47)	(7,106.01)	(799,038.48)	01-25-17											(7,030.07)	
TOTAL LAIF			<u>10,977.21</u>	<u>10,977.21</u>	<u>10,977.21</u>													
TOTAL A/C 121100 & 112010			<u>89,084,487.46</u>	<u>89,338,522.87</u>	<u>88,667,729.62</u>												88,601,666.86	
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			<u><u>89,084,487.46</u></u>	<u><u>89,338,522.87</u></u>	<u><u>88,667,729.62</u></u>				<u><u>344,584.69</u></u>	<u><u>5,013.81</u></u>	<u><u>112,525.55</u></u>	<u><u>204,174.36</u></u>		<u><u>(118.74)</u></u>	<u><u>257,830.94</u></u>	<u><u>252,817.13</u></u>	<u><u>88,601,666.86</u></u>	

SAN MATEO COUNTY TRANSIT DISTRICT
 RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
 January 31, 2017

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 1-31-17	MATURITY DATE	INT RATE	APPL. DAYS	INTEREST REC'VBLE 12-31-17	PREPAID INT REC'VBLE 1-31-17	INTEREST EARNED 1-31-17	INTEREST RECEIVED 1-31-17	ADJ.	INTEREST REC'VBLE 1-31-17	INT REC'VBLE LESS PREPAID 1-31-17	PAR VALUE
<u>GOVERNMENT BONDS</u>																
HOUSING URBAN DEVEL	911759EB0	12-23-08	72,572.73	70,045.50	70,211.40	08-01-17	7.908%	30	2,306.50		461.30			2,767.80	2,767.80	70,000
<u>CASH AND CASH EQUIVALENTS</u>																
FIRST AMER US TREASURY MM	31846V534		8,050,973.70	8,050,973.70	8,050,973.70				0.00		375.59			375.59	375.59	
LAIF			77,431.25	77,008.90	77,431.25				131.61		49.34			180.95	180.95	77,431
<u>MATURED/CALLED</u>																
TOTAL LAIF			77,431.25	77,008.90	77,431.25											
TOTAL A/C 121100 & 112010			72,572.73	70,045.50	70,211.40											
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			<u>72,572.73</u>	<u>70,045.50</u>	<u>70,211.40</u>				<u>2,306.50</u>	<u>0.00</u>	<u>836.89</u>	<u>0.00</u>	<u>0.00</u>	<u>3,143.39</u>	<u>3,143.39</u>	<u>70,000</u>

SAN MATEO COUNTY TRANSIT DISTRICT
 PARATRANSIT FUNDS -- INTEREST ON SECURITIES
 January 31, 2017

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 1-31-17	MATURITY/CALL DATE	INT RATE	APPL DAYS	INTEREST REC'VBLE 12-31-16	PP INTEREST REC'VBLE 1-31-17	INTEREST EARNED 1-31-17	INTEREST RECEIVED 1-31-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 1-31-17	INT REC'VBLE LESS PREPAID 1-31-17	PAR VALUE
FEDERAL AGENCY BOND/NOTE (cont.)																	
FHLMC	3137EAE81	7-20-16	748,185.00	749,144.25	740,099.25	07-19-16	0.8750%	30	2,934.90		546.88	3,263.02		(0.01)	218.75	218.75	750,000
FNMA	3135GON33	7-29-16	648,908.00	648,908.00	641,329.00	08-02-19	0.8750%	30	2,353.99		473.96				2,827.95	2,827.95	650,000
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	299,424.00	298,655.25	295,979.10	08-05-19	0.8750%	30	1,071.88		218.75				1,290.63	1,290.63	300,000
FNMA NOTES	3135GOP49	09-02-16	798,752.00	798,705.60	791,297.60	08-28-19	1.0000%	30	2,644.44		666.67				3,311.11	3,311.11	800,000
FNMA NOTES	3130A9EP2	09-09-16	799,304.00	799,299.20	790,653.60	09-26-19	1.0000%	30	2,111.11		666.67				2,777.78	2,777.78	800,000
FHLB	3130A8Q55	7-15-16	765,317.63	767,192.58	744,757.09	07-14-21	1.1250%	30	4,018.44		721.88	4,331.25		(0.01)	409.06	409.06	770,000
FNMA NOTES	3135GON82	8-19-16	597,658.06	597,202.20	581,594.40	08-17-21	1.2500%	30	2,750.00		625.00				3,375.00	3,375.00	600,000
																	32.38%
ASSET BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION																	
CCGIT 2017-A2 A2	17305EGA7	01-26-17	449,913.83	450,493.74	450,493.74	01-17-21	1.7400%	5	0.00		108.75				108.75	108.75	450,000
ALLYA 2017-1 A3	02007PAC7	01-31-17	114,989.95	114,973.09	114,973.09	06-15-21	1.7000%	1	0.00		5.43				5.43	5.43	115,000
FORDO 2017-A A3	34531EAD8	01-25-17	349,998.71	350,047.64	350,047.64	06-25-21	1.6700%	6	0.00		97.42				97.42	97.42	350,000
																	3.20%
CASH AND CASH EQUIVALENTS																	
			1,587,465.09	1,587,465.09	1,587,465.09				0.00		0.25			0.00	0.25	0.25	0
CASH INVESTMENT																	
LAIF			1,037,255.57	1,034,150.89	1,037,255.57				2,710.61	0.00	660.90				3,371.51	3,371.51	1,037,256
MATURED/CALLED																	
US TREASURY NOTE	912828SC5	03-19-14	(1,531,617.41)	(1,533,459.43)	(1,525,000.00)	01-31-17											(1,525,000.00)
US TREASURY NOTE	912828SC5	03-19-14	(627,712.05)	(628,466.98)	(625,219.73)	01-05-17											(625,000.00)
US TREASURY NOTE	912828SC5	03-19-14	(502,119.64)	(502,773.59)	(500,078.13)	01-19-17											(500,000.00)
US TREASURY NOTE	912828UJ21	03-31-16	(199,351.56)	(200,458.26)	(198,976.56)	01-06-17											(200,000.00)
US TREASURY NOTE	912828UJ1	03-31-16	(299,027.35)	(300,687.40)	(298,464.84)	01-09-17											(300,000.00)
US TREASURY NOTE	912828UQ1	11-09-15	(246,708.98)	(253,730.50)	(247,783.20)	01-10-17											(250,000.00)
US TREASURY NOTE	912828UQ1	11-09-15	(246,708.98)	(253,730.50)	(247,968.75)	02-06-17											(250,000.00)
FHLMC	31378NMZ4	4-28-16	(2,252.10)	(2,434.40)	(2,229.82)	01-25-17											(2,229.82)
FANIE MAE	3136AQDQ0	10-30-15	(2,041.39)	(2,042.90)	(2,021.15)	01-25-17											(2,021.15)
FHLB GLOBAL NOTES	3130A9AE1	08-26-16	(249,830.00)	(249,702.00)	(248,580.00)	01-26-17											(250,000.00)
FHLB GLOBAL NOTES	3137EAD7	09-16-16	(114,950.55)	(114,947.10)	(114,458.35)	01-31-17											(115,000.00)
FHLB NOTES AGENCY	313376BR5	08-11-16	(510,110.00)	(508,738.00)	(504,580.00)	01-12-17											(500,000.00)
FHLB NOTES AGENCY	313376BR5	08-11-16	(306,066.00)	(305,242.80)	(302,853.00)	01-25-17											(300,000.00)
FHLB NOTES AGENCY	313376BR5	08-11-16	(204,044.00)	(203,496.00)	(201,722.00)	01-26-17											(200,000.00)
TOTAL LAIF			1,037,255.57	1,034,150.89	1,037,255.57												
TOTAL A/C 122010			23,721,182.21	23,804,743.30	23,602,302.69												23,608,613.99
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			23,721,182.21	23,804,743.30	23,602,302.69				99,714.58	1,754.83	28,956.02	70,506.02	0.00	(201.60)	59,717.84	57,751.41	23,608,613.99

SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF BUDGET ACTIVITY FOR JANUARY 2017

BUDGET AMENDMENTS

	Amount	Line Item		Description
Jan-17				No Budget Revisions in January 2017.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

BUDGET REVISIONS

	Amount	Line Item		Description
Jan-17				No Budget Revisions in January 2017.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2017
January 2017

2/20/17 4:03 PM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
FY2016:						
1st Quarter	17,607,333	17,607,333	1st Quarter	19,520,600	1,913,267	19,520,600
2nd Quarter	18,895,801	18,895,801	2nd Quarter	20,786,477	1,890,676	20,786,477
3rd Quarter	19,166,840	23,166,840	3rd Quarter	18,179,711	(4,987,129)	18,179,711
4th Quarter	21,330,026	21,330,026	4th Quarter	21,218,285	(111,741)	21,218,285
FY2016 Total	77,000,000	81,000,000	FY2016 Total	79,705,073	(1,294,927)	79,705,073
FY2017:						
Jul. 16	5,919,931		Sep. 16	5,557,900	(362,031)	5,919,931
Aug. 16	5,919,931		Oct. 16	5,557,900	(362,031)	5,919,931
Sep. 16	7,498,579		Nov. 16	7,410,600	(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	8,372,576	1,917,031	6,455,545
Nov. 16	6,455,545		Jan. 17	5,971,700	(483,845)	6,455,545
Dec. 16	7,842,500		Feb. 17			7,842,500
6 Months Total	40,092,031	-		32,870,676	621,145	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	-		32,870,676	621,145	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	32,870,676	621,145	83,000,000
	18,976,410		1st Quarter			
	22,220,611		2nd Quarter			
	5,605,227		3rd Quarter			
			4th Quarter			
	46,802,248		YTD Actual Per Statement of Revenue & Expenses			

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **AUTHORIZE THE FILING AND EXECUTION OF A FUNDING APPLICATION FOR THE ELECTRIC BUS PROCUREMENT PROJECT AND ANNUAL CAP AND TRADE AUTHORIZED AGENT FORMS AND CERTIFICATIONS AND ASSURANCES**

ACTION

Staff proposes the Committee recommend the Board:

1. Authorize the General Manager/CEO, or his designee, to file and execute a funding application in the amount of \$309,184 with the California State Department of Transportation (Caltrans) to receive California Low Carbon Transportation Operations Program (LCTOP) funds for the San Mateo County Transit District's (District) electric bus procurement project; and
2. Authorize the filing and execution of annual cap-and-trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documentation that may be required to apply for and receive LCTOP funds.

SIGNIFICANCE

The LCTOP is one of several funding programs that are part of a broad-based State effort to invest Cap and Trade auction proceeds to reduce greenhouse gas emissions as required under California's climate action law, Assembly Bill 32. These funds are distributed annually on a formula basis to transit agencies and metropolitan planning organizations, including the Metropolitan Transportation Commission in the Bay Area.

Similar to the State Transit Assistance Program, transit agencies receive a portion of the funds directly based on operating revenues. Caltrans is the administering agency for the funds and requires eligible funding recipients to submit annual resolutions authorizing agency officer(s) to execute and process the application materials associated with LCTOP funds. Caltrans also requires applicants to specify the projects to receive the LCTOP funds as part of the annual resolution.

Staff is recommending the funds be allocated to the electric bus procurement project, which will purchase 10 all-electric buses. Besides the LCTOP funds, the electric bus procurement project will also be receiving Federal Transit Administration formula, Bay Area Air Quality Management District, State Proposition 1B, California Air Resource Board, and District Sales Tax funds.

BUDGET IMPACT

Based on information from Caltrans, the District will receive \$309,184 in Fiscal Year (FY) 2017. Funding from this allocation will be recommended for inclusion in the budget for the electric bus procurement project in FY2018.

BACKGROUND

The LCTOP provides capital funding as well as operational assistance for expanded transit service to reduce greenhouse gas emissions and improve mobility. The LCTOP program is funded annually with 5 percent of the auction proceeds from the State's Cap and Trade Program.

STRATEGIC INITIATIVE

- Priority 2: Strengthen Fiscal Health
 - Goal 3: Implement existing and new best practices

Prepared by: Peter Skinner, Manager, Grants and Fund Programming

650-622-7818

RESOLUTION NO. 2017 -

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

* * *

**AUTHORIZING THE FILING AND EXECUTION OF A FUNDING APPLICATION FOR THE
ELECTRIC BUS PROCUREMENT PROJECT IN THE AMOUNT OF \$309,184**

WHEREAS, the San Mateo County Transit District (District) is an eligible project sponsor and may receive State funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the District intends to apply for and receive LCTOP funds for the electric bus procurement project, which will reduce greenhouse gas emissions in San Mateo County, benefiting disadvantaged communities, as identified by the State of California, in the County; and

WHEREAS, the statutes related to State-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California State Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors, including the District; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the District's Board of Directors authorize the General Manager/CEO, or his designee, to:

1. Apply for and receive \$309,184 in Fiscal Year (FY) 2016-17 LCTOP funds for the electric bus procurement project; and
2. File and execute annual Cap and Trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documents required to apply for and receive LCTOP funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District, hereby:

1. Agrees to comply with all conditions and requirements set forth in the annual certifications and assurances, authorized agent forms, and any applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and
2. Authorizes the General Manager/CEO, or his designee, to apply for and receive from Caltrans \$309,184 in FY2016-17 LCTOP funds for the electric bus procurement project that will purchase all-electric transit vehicles; and
3. Authorizes the General Manager/CEO, or his designee, to take such actions as may be necessary to give effect to this resolution, including filing and executing annual Cap and Trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documents required to apply for and receive LCTOP funds.

Regularly passed and adopted this 1st day of March, 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: April Chan,
Chief Officer, Planning, Grants and Transportation Authority

SUBJECT: **AUTHORIZATION TO RECEIVE TRANSIT PERFORMANCE INVESTMENT
PROGRAM FUNDS**

ACTION

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

1. Request the Metropolitan Transportation Commission (MTC) program Transit Performance Investment (TPI) funding in the amount of \$3,459,000 to implement the El Camino Real Traffic Signal Priority (TSP) Project; and
2. Take such other actions as may be necessary, including executing any agreements, certifications and assurances or other documentation required, in order to receive the TPI funds.

SIGNIFICANCE

In January, the MTC awarded the San Mateo County Transit District (District) a \$3,459,000 grant to fund the El Camino Real TSP Project between the Palo Alto Caltrain Station and the Daly City Bay Area Rapid Transit Station. Once complete, the TSP project will improve transit speeds along the El Camino Real corridor by either giving buses early green lights or extending green lights at traffic intersections. District staff conservatively assumes a travel time savings of 8.3 percent, which equates to an approximate 12.5 minute reduction in travel time for each Route ECR one-way trip.

District staff will be working with the California State Department of Transportation (Caltrans), the San Mateo City/County Association of Governments (C/CAG) and cities along El Camino Real to implement the project. The project is anticipated to be complete by 2021.

BUDGET IMPACT

The total project cost is \$3,907,000. The TPI grant funds and required local match of \$448,000 will be recommended for inclusion in the Fiscal Year 2018 Capital Budget.

BACKGROUND

The TPI is a competitive grant program that funds low-cost capital investments that can improve operations and customer experience on major transit corridors and that can be implemented rapidly.

STRATEGIC INITIATIVE

Priority 1: Expand Mobility Options

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

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

RESOLUTION NO. 2017 –

BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT

STATE OF CALIFORNIA

*** * ***

**AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDING ASSIGNED TO
METROPOLITAN TRANSPORTATION COMMISSION AND
COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING ASSURANCE TO
COMPLETE THE EL CAMINO REAL TRANSIT SIGNAL PRIORITY PROJECT**

WHEREAS, The San Mateo County Transit District (DISTRICT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$3,459,000 in funding assigned to MTC for programming discretion, which includes Federal funding administered by the Federal Highway Administration (FHWA) and Federal or State funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the El Camino Real Traffic Signal Priority project (PROJECT) for the MTC Transit Performance Investment Program (PROGRAM); and

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133); and

WHEREAS, State statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive Federal or State funds for a regionally-significant project shall submit an application first with the

appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

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

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

WHEREAS, DISTRICT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's Federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that DISTRICT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA-

and CTC-funded transportation and transit projects implemented by DISTRICT;
and

- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, the DISTRICT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to the DISTRICT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of the DISTRICT to deliver such PROJECT; and

WHEREAS, the DISTRICT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the DISTRICT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that DISTRICT will provide any required matching funds; and be it further

RESOLVED that DISTRICT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the DISTRICT from other funds, and that DISTRICT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that DISTRICT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and DISTRICT has, and will retain the expertise, knowledge and resources necessary to deliver Federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the Federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by DISTRICT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the Federal TIP; and be it further

RESOLVED that DISTRICT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, DISTRICT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, DISTRICT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program

adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that DISTRICT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that DISTRICT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to DISTRICT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of DISTRICT to deliver such PROJECT; and be it further

RESOLVED that DISTRICT authorizes its General Manager/CEO or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's Federal TIP upon submittal by the project sponsor for TIP programming.

Regularly passed and adopted this 1st day of March, 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: April Chan
Chief Officer, Planning, Grants, and Transportation Authority

SUBJECT: **UPDATE ON THE SAN CARLOS TRANSIT CENTER PROJECT**

ACTION

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

SIGNIFICANCE

This item is to provide the board with an update of the San Carlos Transit Center Project and its connection to the San Carlos Transit Village Transit Oriented Development Project (the "TOD Project").

BUDGET IMPACT

A separate staff report requesting a capital budget amendment for the San Carlos Transit Center is on the March 1, 2017 Board agenda (Finance Agenda item 9) for the Board's review and approval.

BACKGROUND

On June 4, 2014, by Resolution No. 2014-30, the Board authorized staff to enter into the long term land lease with Legacy Residential Partners, LLC for the development of the TOD Project. The TOD Project will be developed partially within the existing San Carlos Caltrain Station Parking lots, which requires that parking be moved to the south of its existing location. This relocation is being accomplished through the San Carlos Transit Center Project. A contract for that project, which is constructing the replacement parking lot, was awarded by the Board on November 4, 2015.

The presentation on March 1, 2017 will provide a short overview of both projects and will update the Board on their status via a PowerPoint presentation.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Mark Simon, April Chan
Chief of Staff Chief Officer, Planning, Grants
and Transportation Authority

SUBJECT: **SAMTRANS BUSINESS PLAN**

ACTION

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

SIGNIFICANCE

At the March 1, 2017 meeting, San Mateo County Transit District (District) staff will provide an overview of the near-term challenges for the agency and seek feedback on a proposed work program for the development of a SamTrans Business Plan. The Business Plan will be an implementing document for the SamTrans Strategic Plan (2014) that builds upon the 10-year, fiscally constrained capital and operating plans included in the forthcoming SamTrans Short Range Transit Plan. When completed, the Business Plan will:

- Outline the potential range of SamTrans services that would redefine the District's role as a mobility manager for San Mateo County and provide a framework for SamTrans to play a pivotal role in meeting the growing economic and demographic demands on the County and in providing traffic congestion relief; and
- Develop cost, revenue and funding targets that support improved SamTrans services and ensure the agency's ongoing financial stability and provide the means for innovative expansion of services; and
- Define an implementation plan for organizational improvements that will position the District to advance an ambitious agenda for public transit in the future.

The Business Plan will develop a range of funding options for SamTrans' present and future operating and capital needs and form the basis for District participation in local, regional and State funding initiatives contemplated in 2018 and beyond.

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

The Board adopted SamTrans' Strategic Plan in 2014, setting a vision for the agency to implement best practices that would help the agency adapt to evolving fiscal challenges, new options for providing mobility, and a changing workforce. The Strategic Plan has focused the agency on the need to develop a business plan that can implement short-term fiscal reforms, introduce new transit services in San Mateo County, and address urgent organizational challenges.

STRATEGIC INITIATIVES

- Priority 1: Expand Mobility Options for Our Customers
 - Goal 1: Increase weekday fixed-route ridership by 15 Percent

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

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

Prepared by: Douglas Kim, Director, Planning

650-508-6278

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: April Chan Kathleen Kelly
Chief Officer, Planning, Grants and Interim Chief Financial Officer
Transportation Authority

SUBJECT: **AMENDMENT TO THE FUNDING AGREEMENT WITH FACEBOOK FOR THE
DUMBARTON TRANSPORTATION CORRIDOR STUDY**

ACTION

Staff proposes the Committee recommend the Board authorize an amendment to increase the scope and add \$200,000 to the funding agreement with Facebook for the Dumbarton Transportation Corridor Study (Study).

SIGNIFICANCE

The San Mateo County Transit District (District) is leading the Study to develop a phased program of infrastructure and operational improvements that enhance multi-modal mobility between the fast-growing Alameda and San Mateo counties. The improvements would be phased over time as funding becomes available. As such, the Study will identify short- and long-term objectives that focus on the ultimate vision for an enhanced multi-modal corridor. The Study is examining both mainline improvements to the State Route 84 Dumbarton Bridge and the Dumbarton rail corridor, as well as the arterial and highway networks that serve these facilities on both sides of the Bay.

Since the Study commenced in early 2016, the project team has established project goals and objectives, evaluation criteria and a list of initial transportation alternatives. The team then screened the initial transportation alternatives and refined the list of alternatives to be investigated further. The team is currently developing conceptual design drawings as well as cost estimates for the remaining alternatives, and is performing travel demand and operations modeling in an attempt to quantify the potential costs and benefits of each alternative. At this time, additional scope and budget is needed to:

- Perform additional travel demand and operations modeling runs and sensitivity analyses;
- Develop additional conceptual designs for alternatives being studied;
- Produce the final report that will outline Study recommendations; and
- Cover some District staff time spent working on the project.

As the primary lead in the Study, the District is working collaboratively with project partners including Facebook, the San Mateo County Transportation Authority (TA), Alameda County Transportation Commission (ACTC), and Alameda-Contra Costa Transit District. Facebook provided the initial \$1 million investment to fund the Study and will provide the additional \$200,000 that is the subject of the proposed Board action.

BUDGET IMPACT

The cost of the additional work contemplated under the amendment is estimated at \$200,000, which will be provided by Facebook.

A separate staff report requesting a capital budget amendment is on the March 1, 2017 Board agenda (Finance Agenda item 9) for the Board's review and approval.

BACKGROUND

Though the TA financed the purchase of the Dumbarton rail corridor in 1994, the District is the owner of record. The TA, along with the Metropolitan Transportation Commission, ACTC, and Santa Clara Valley Transportation Authority previously funded an effort to complete an environmental review process to have rail service on the Dumbarton rail bridge. However, due to the cost of the project alternatives, and insufficient resources to fund these alternatives, the environmental review process was put on hold in 2014.

In light of the traffic congestion and continued growth in the corridor, various stakeholders have advocated for a new effort to study transportation alternatives and options that can be implemented in the near or long term to alleviate congestion. While the District and ACTC have embarked on an effort to secure transportation grant funds, Facebook has offered to provide funding to help expedite the planning process. In January 2016 (Resolution No. 2016-03), the Board approved a funding agreement for \$1 million with Facebook to complete the Dumbarton Transportation Corridor Study.

STRATEGIC INITIATIVE

- Priority 1: Expand mobility options for our customers
Goal 1: Increase weekday fixed-route ridership by 15 Percent

Prepared by: Melissa Reggiardo, Principal Planner

650-508-6283

RESOLUTION NO. 2017 –

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

* * *

**AUTHORIZING EXECUTION OF AN AMENDMENT TO THE FUNDING AGREEMENT WITH
FACEBOOK FOR THE DUMBARTON TRANSPORTATION CORRIDOR STUDY**

WHEREAS, the San Mateo County Transit District (District) entered into a \$1 million funding agreement with Facebook in January 2016 to complete the Dumbarton Transportation Corridor Study (Study); and

WHEREAS, the District is leading the Study to examine potential infrastructure and operational improvements that could enhance multi-modal mobility between the fast-growing Alameda and San Mateo counties; and

WHEREAS, the Study team has made significant progress and is currently developing conceptual design drawings and cost estimates while performing travel demand and operations modeling to quantify the potential costs and benefits of each alternative; and

WHEREAS, additional scope and budget is needed to perform additional travel demand and operations modeling runs and sensitivity analyses, develop additional conceptual designs for alternatives being studied, produce the final report that will outline Study recommendations and cover some District staff time spent working on the project; and

WHEREAS, Facebook has offered to provide the additional \$200,000 in funding for the additional scope; and

WHEREAS, staff recommends, and the Committee concurs, that the Board of Directors approve amendments to the funding agreement for the Study.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the San Mateo County Transit District hereby authorizes the General Manager/CEO or his designee to execute an amendment to the Dumbarton Transportation Corridor Study funding agreement with Facebook to increase the scope and budget by \$200,000.

Regularly passed and adopted this 1st day of March, 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: Kathleen Kelly
Interim Chief Financial Officer

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

SUBJECT: **AMENDMENT OF THE FISCAL YEAR 2017 CAPITAL BUDGET FROM
\$16,477,874 TO \$18,281,623**

ACTION

Staff proposes the Committee recommend the Board amend the Fiscal Year (FY) 2017 Capital Budget by a total of \$1,803,749 to increase budget authority for the San Carlos Transit Center by \$1,245,749, the SamTrans Business Plan by \$358,000, and for the Dumbarton Transportation Corridor Study by \$200,000 for a total Capital Budget of \$18,281,623, as set forth in Attachment A.

SIGNIFICANCE

The San Mateo County District's (District) FY2017 Capital Budget would be amended to include an additional \$1,803,749 for the San Carlos Transit Center Project, the SamTrans Business Plan Project, and the Dumbarton Transportation Corridor Study as discussed further below.

San Carlos Transit Center Project

The San Carlos Transit Center Project (Project), first approved by the Board in FY2012, will create a multi-modal transit center to serve the San Carlos Caltrain Station. It will include new and relocated parking facilities, bus stops, shuttle and taxi spaces and pedestrian pathways that connect directly to the new San Carlos Transit Village. The San Carlos Transit Village, located adjacent to the Caltrain station, will provide new housing, retail and commercial office space. The completion of the transit center will support transit usage and increase pedestrian access at the station.

The additional cost for the Project is the result of significant changes to the design of the parking lot including the addition of a "kiss and ride lot" located at the north end of the Project, a large retaining wall which is necessary to maximize bus and shuttle access, new county-required drainage systems throughout the entire Project, and new California State Department of Transportation standard design changes that needed to be included in the Project's drawing sets.

The Board previously awarded a construction contract for the Project to Interstate Grading & Paving in the total amount of \$3,791,000 at its November 2015 Board meeting (Resolution No. 2015-61). While the Project budget has increased, staff does not anticipate changes to the contract at this time. Any change orders needed for the Project can be accommodated within the General Manager's 10 percent contract change order authority, or \$379,000. The delay in bringing in the additional funding needed for the Project is due to the closing out of the bus and farebox replacement projects, to release the needed funding.

The San Carlos Transit Center Project will be discussed under Finance Agenda item 6.

SamTrans Business Plan

The SamTrans Business Plan Project will develop a comprehensive business plan to address the District's short-term and long-term fiscal, operational, and organizational challenges. Recent forecasts show the agency faces substantial financial challenges that will require changes to its current approach in order to maximize revenue and control costs. These changes must be predicated on a reinvention of public transit that is innovative and meets the changing needs of the Peninsula. Finally, a business plan is needed to help optimize the District workforce's efforts to effectively implement these changes.

The SamTrans Business Plan will be discussed under Finance Agenda item 7.

Dumbarton Transportation Corridor Study

The Dumbarton Transportation Corridor Study (Study) will provide a phased program of infrastructure and operational improvements that enhance multi-modal mobility between the fast-growing Alameda and San Mateo counties. The Study is examining improvements to the State Route 84 Dumbarton Bridge, the Dumbarton Rail Corridor, and the arterial and highway networks serving both sides of the Bay. The Study commenced in early 2016, however, additional budget is needed to cover operations and travel demand modeling, sensitivity analysis, alternative option designs, staff time and the production of the final report outlining the Study recommendations.

The amendment with Facebook will be discussed under Finance Agenda item 8.

BUDGET IMPACT

The San Carlos Transit Center Project's budget will increase from \$4,984,465 to \$6,230,214. A portion of the funding for the increased budget authority will come from project savings realized from prior bus and farebox replacement projects, as well as additional Proposition 1B Public Transportation Modernization Improvement and Service Enhancement Account funds available to SamTrans.

The SamTrans Business Plan Project will require the use of \$358,000 in District Sales Tax revenue.

The Dumbarton Transportation Corridor Study originally awarded \$1,000,000 in Resolution 2016-03, will cost an additional \$200,000 for a new total of \$1,200,000. While Facebook will provide this funding, the FY2017 Capital Budget will need to be increased by \$200,000 to provide the budget authority to complete the additional work.

BACKGROUND

The District approved the FY2017 Capital Budget on June 1, 2016, pursuant to Resolution No. 2016-31, in the amount of \$16,327,874. On November 2, 2016, the Board approved an amendment to the FY2017 Capital Budget of \$150,000 for the Express Bus Feasibility Study for a total Capital Budget of \$16,477,874. Due to additional capital costs, the FY2017 Capital Budget will need to increase by \$1,245,749 for the San Carlos Transit Station Project, by \$358,000 for the SamTrans Business Plan, and by \$200,000 for the Dumbarton Transportation Corridor Study. The FY2017 Capital Budget for these three projects would increase the FY2017 Capital Budget from \$16,477,874 to \$18,281,623.

Prepared by:	Eileen Bettman, Manager Budgets	650-508-6425
	Doug Kim, Director, Planning (Business Plan)	650-508-6278
	Rafael Bolon, Deputy Director, Capital Program Delivery (San Carlos Transit Center Project)	650-622-7805
	Melissa Reggiardo, Principal Planner (Dumbarton Transportation Corridor Study)	650-508-6283



**San Mateo County Transit District
Fiscal Year 2017 Capital Budget- Amendment 2**

ATTACHMENT A

03/01/17

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2017 Budget Request	Remaining	Funding Sources				notes
						Federal	State	Other	District Sales Tax	
i. REVENUE VEHICLE REPLACEMENT										
1.1 Redi-Wheels Expansion Vehicles	Acquire 3 cutaway vehicles to accommodate Redi-Wheels' growth for service	\$ 475,000	\$ -	\$ 475,000	\$ -	\$ 380,000		\$ 95,000		(1)
1.2 Electric Bus Procurement	A pilot program to procure, operate and maintain 6 fully-electric buses including charging infrastructure	\$ 7,250,000	\$ -	\$ 7,250,000	\$ -	\$ 3,793,320	\$ 949,523	\$ 2,507,157		(2)
Subtotal				\$ 7,725,000						
ii. REVENUE VEHICLE SUPPORT										
2.1 Major Bus Components	Annual funding for procurement of bus parts	\$ 1,183,074	\$ -	\$ 1,183,074	\$ -				\$ 1,183,074	
2.2 Maintenance Equipment	Replace maintenance support equipment at the end of its useful life	\$ 70,000	\$ -	\$ 70,000	\$ -				\$ 70,000	
2.3 Installation of 3-Bike Racks	Replace existing 2-bike racks with 3-bike racks	\$ 422,600	\$ 224,300	\$ 198,300	\$ -			\$ 160,000	\$ 38,300	(3)
Subtotal				\$ 1,451,374						
iii. INFORMATION TECHNOLOGY										
3.1 Technology Refresh Project	Adopt new technology to meet changing needs and mitigate the risk of obsolescence of existing technology	\$ 2,627,000	\$ -	\$ 2,627,000	\$ -				\$ 2,627,000	
Subtotal				\$ 2,627,000						
iv. PLANNING / DEVELOPMENT										
4.1 Assessment - NB and SB Facilities	Identify and prioritize capital improvements needed at the North and South Base bus maintenance and operations bases.	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
4.2 Express Bus Feasibility Study	A planning analysis of alternatives to developing Express Bus service to improve mobility on the US-101 and associated transportation network influenced by US-101.	\$ 634,000	\$ -	\$ 634,000	\$ -		\$ 180,000	\$ 150,000	\$ 304,000	(4)
4.3 Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
4.4 Capital Program Management	Capitalized funds for program and project controls support, including monitoring project performance and delivery	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
4.5 SamTrans Business Plan	A comprehensive business plan to address the short-term and long-term fiscal, operational, and organizational challenges	\$ 358,000		\$ 358,000					\$ 358,000	(7)
4.6 Dumbarton Transportation Corridor Study	Study to develop a phased program enhanced mobility between Alameda and San Mateo counties	\$ 200,000	\$ 1,000,000	\$ 200,000				\$ 200,000		(8)
Subtotal				\$ 1,942,000						

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2017 Budget Request	Remaining	Funding Sources				notes	
						Federal	State	Other	District Sales Tax		
v. FACILITIES / CONSTRUCTION											
5.1	North Base Industrial Waste Line Replacement	Replace the North Base Industrial Waste (IW) Line which drains the steam cleaning area of the Maintenance Building.	\$ 575,000	\$ 75,000	\$ 500,000	\$ -	\$ 400,000		\$ 100,000		(1)
5.2	Facilities Smaller Projects	Facility Maintenance/Improvement Account	\$ 282,000	\$ -	\$ 282,000	\$ -				\$ 282,000	
5.3	Lighting Upgrade at North Base and South Base	Replace lighting fixtures for more energy efficient and environmentally friendlier LED lights at North Base and South Base	\$ 1,428,000	\$ 843,500	\$ 584,500	\$ -	\$ 467,600		\$ 116,900		(1)
5.4	Concrete Pavement Rehab at North Base and South Base	Rehab pavement at North and South Bases to bring the pavement to a state of good repair	\$ 23,000	\$ -	\$ 23,000	\$ -				\$ 23,000	
5.5	Office Reconfiguration at Central	Remodel office space to increase operation efficiency and productivity.	\$ 200,000	\$ -	\$ 200,000					\$ 200,000	
5.6	San Carlos Transit Center	Enhance the existing San Carlos Station by improving safety and connections between SamTrans fixed route bus services, Caltrain commuter rail, local shuttles and pedestrians and bicyclists	\$ 6,230,214	\$ 4,984,465	\$ 1,245,749		\$ 215,287	\$ 1,030,462			(6)
Subtotal				\$ 2,835,249							
vi. SAFETY AND SECURITY											
6.1	Dumbarton Corridor Right of Way Fencing	Install vandal resistant fencing at key locations along the Dumbarton Rail Corridor to deter trespassing, illegal dumping and homeless encampments	\$ 4,500,000	\$ 2,110,000	\$ 1,451,000	\$ 939,000		\$ 1,106,406		\$ 344,594	(5)
Subtotal				\$ 1,451,000							
vii. Other											
7.1	Contingency	Annual set-aside for unforeseen and emergency capital expenditures	\$ 250,000	\$ -	\$ 250,000	\$ -				\$ 250,000	
Subtotal				\$ 250,000							
GRAND TOTAL					\$ 18,281,623		\$ 5,256,207	\$ 3,266,391	\$ 3,329,057	\$ 6,429,968	

NOTES:

- (1) 3 projects: \$1,247,600 (80%) from FTA Formula Fund for ADA Operating with \$311,900 (20%) Local Match from AB664 Bridge Toll fund.
- (2) Electric Bus: Working to secure potential funds from Federal (5307) and FTA LoNo Program, with AB664 and Caltrans Low Carbon Transportation Operations Program (LCTOP) Funds as local match.
- (3) 3-Bike Rack: \$160,000 from C/CAG AB434 Transportation Fund for Clean Air.
- (4) Express Bus Feasibility Study: \$180,000 from State funding. Additional \$150,000 funding from Silicon Valley Community Foundation (SVCF).
- (5) Dumbarton ROW Fencing: \$1,106,406 from Prop 1B, last year of California Transit Security Grants Program (CTSGP) funds.
- (6) San Carlos Transit Center: Additional \$1,245,749 increase funded by excess funds from other projects
- (7) SamTrans Business Plan: \$358,000 Additional funding needed
- (8) Dumbarton Transportation Corridor Study: \$200,000 Additional funding needed

RESOLUTION NO. 2017 –

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

* * *

**AMENDING TO INCREASE THE TOTAL FISCAL YEAR 2017 CAPITAL BUDGET BY \$1,803,749
FOR A NEW TOTAL CAPITAL BUDGET OF \$18,281,623**

WHEREAS, pursuant to Resolution No. 2016-31 on June 1, 2016, the San Mateo County Transit District (District) Board of Directors (Board) adopted the Fiscal Year (FY) 2017 Capital Budget with a total budget of \$16,327,874; and

WHEREAS, the Board approved Resolution No. 2016-57 on November 2, 2016 to amend the FY2017 Budget by \$150,000 for the Express Bus Feasibility Study for a new total Capital Budget of 16,477,874; and

WHEREAS, additional capital costs related to (1) completion of the San Carlos Transit Station Project, (2) development of a SamTrans Business Plan, and (3) completion of the Dumbarton Transportation Corridor Study necessitate FY2017 Capital Budget increases of \$1,245,749, \$358,000 and \$200,000, respectively; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the FY 2017 Capital Budget be increased by a total of \$1,803,749, from \$16,477,874 to \$18,281,623.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby amends the FY 2017 Capital Budget by \$1,803,749, from \$16,477,874 to \$18,281,623.

Regularly passed and adopted this 1st day of March, 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: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **EXECUTION OF THE FIRST AMENDMENT TO THE INTER-AGENCY
COOPERATIVE AGREEMENT TO PROVIDE ADMINISTRATION SERVICES
FOR THE DUMBARTON EXPRESS BUS SERVICE**

ACTION

Staff proposes the Committee recommend the Board authorize the General Manager/CEO, or his designee, to amend the Dumbarton Express Service (DBX) cooperative agreement with the Alameda-Contra Costa Transit District (AC Transit), San Francisco Bay Area Rapid Transit (BART), city of Union City, and Santa Clara Valley Transportation Authority (VTA) (together, "the Consortium"). The amended agreement will provide administrative services for the DBX from January 1, 2017 through December 31, 2017 and will extend the term and revise the funding for the service.

SIGNIFICANCE

The contract extension will allow the San Mateo County Transit District (District) to continue its partnership with regional transportation providers and oversee the DBX, which currently serves the Dumbarton Corridor between the East Bay and the Peninsula via the Dumbarton Bridge. The Dumbarton Corridor is a critical link from the East Bay to the Peninsula, and poses the potential for future bus ridership growth. The contract amendment will also revise the funding structure for the DBX to reflect full funding from Regional Measure 2 (RM2) funds.

BUDGET IMPACT

There is no budget impact associated with this extension, as it is funded by RM2 funds.

BACKGROUND

The District is part of the Dumbarton Bridge Regional Operating Consortium (DBROC) with AC Transit, VTA, BART, and Union City Transit. The DBROC was initially enacted on July 1, 1993. Until March of 2005, the DBX Service was operated by a private contractor and administered by AC Transit. AC Transit directly operated the DBX service on behalf of the Consortium from April 4, 2005 through December 16, 2011. On September 14, 2011, on behalf of the Consortium, the

District awarded a contract for the operations and maintenance of the DBX service to MV Transportation (MV). AC Transit, which administers and governs the operations of DBX by MV, assumed the contract from the District on December 19, 2011. The Consortium now wishes to exercise the first option year in the contract with MV Transportation for the operation of DBX service and, in conjunction with exercising this option, it wishes to amend the Cooperative Agreement to extend MV's term as the operator and to revise the funding mechanism for the DBX service. Funding for the DBX service is provided wholly by the Metropolitan Transportation Commission's RM2 funds, which have been committed to the service by the Dumbarton Rail Policy Advisory Committee until such time as a rail operation is implemented along the Dumbarton Bridge.

SamTrans provides 16 buses to the DBROC for MV's use. DBX operates as a hybrid local and express (Transbay) bus service weekdays only, providing 23 eastbound and westbound trips daily at 20 to 30 minute headways. In the East Bay, local service is offered along the entire route between the Union City BART Station and the Ardenwood Park & Ride lot (Fremont). On the Peninsula, local service is provided west of the Dumbarton Bridge to such places as Menlo Park Veterans Administration (VA) Hospital, Downtown Palo Alto, Palo Alto Transit Center, Stanford University, Palo Alto VA Hospital, and adjacent to Facebook. The service also stops at SAP, Tesla, DuPont, VM Wear, Xerox Skype, and Hewlett Packard.

STRATEGIC INITIATIVE

- Expand Mobility Options
 - Goal 1: Increase Weekday Fixed-route Ridership by 15 Percent

Prepared By: Ashish John, Manager Bus Contracts

650-508-6490

RESOLUTION NO. 2017-

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

* * *

**AUTHORIZING EXECUTION OF THE FIRST AMENDMENT TO THE INTER-
AGENCY COOPERATIVE AGREEMENT TO PROVIDE ADMINISTRATION
SERVICES FOR THE DUMBARTON EXPRESS BUS SERVICE**

WHEREAS, in 1990, the Board of Directors of the San Mateo County Transit District (District) approved the creation of the Dumbarton Bridge Route Operations Committee (Consortium) consisting of Alameda-Contra Costa Transit District (AC Transit), San Francisco Bay Area Rapid Transit District (BART), city of Union City, Santa Clara Valley Transportation Authority (VTA) and the District; and

WHEREAS, since 1990, the Consortium has arranged for provision of the Dumbarton Express bus service (DBX) pursuant to a Cooperative Agreement among the Consortium members; and,

WHEREAS, DBX service had traditionally been provided by AC Transit, but beginning in December 2011, after a competitive procurement process led by the District, DBX service is now provided by a private operator, MV Transportation (MV); and

WHEREAS, the change in service providers necessitated a new Cooperative Agreement to be developed to address issues such as administration and management of MV's contract, annual budget development, sharing of DBX service costs, and other administrative details; and

WHEREAS, the Consortium now wishes to exercise the first option year in the contract with MV for operation of the DBX service and, in conjunction with exercising such option, it also wishes to amend the Cooperative Agreement to extend MV's term

as operator and to revise the term and revise the funding mechanism for the DBX Service to provide that DBX service will be fully funded by Dumbarton Rail Regional Measure 2 funds; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the Cooperative Agreement should be amended as described above.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District authorizes the General Manager/CEO or his designee to execute a first amendment to the Cooperative Agreement among the Consortium members for the provision of the Dumbarton Express Bus Service as described above and in a form approved by legal counsel.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager/CEO or his designee to take any other actions necessary to give effect to this resolution.

Regularly passed and adopted this 1st day of March, 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: Kathleen Kelly
Interim Chief Financial Officer

SUBJECT: **APPROVAL OF REVISIONS TO THE DISTRICT PROCUREMENT POLICY TO
INCORPORATE PROVISIONS OF ASSEMBLY BILL 2030**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Approve revisions to the San Mateo County Transit District's (District) Procurement Policy (Attachment "A") made to incorporate provisions of Assembly Bill (AB) 2030.
 - Require formal competitive proposals to retain professional and non-professional services when the estimated expenditure exceeds \$150,000.
 - Authorize the General Manager/CEO to issue contract change orders or amendments up to \$150,000 or up to 10 percent (cumulative) of the contract amount, whichever is greater.
 - Authorize the General Manager/CEO to determine the manner of disposition of surplus supplies, equipment and materials whose original acquisition cost exceeds \$50,000 but is less than \$150,000.
 - Authorize the General Manager/CEO to act for the Board for procurements under \$150,000 for (a) equipment, supplies, and materials, (b) services, and (c) revenue generating contracts, and to review and determine bid protests concerning contracts awarded within such authority.
2. Authorize the General Manager/CEO or his designee to update the Procurement Manual (Manual) to implement the Procurement Policy revisions.

SIGNIFICANCE

Approval of this action will update the Procurement Policy to include the provisions of AB 2030, align other provisions of the Policy with the legislative intent behind AB 2030, and provide a broad overview of procurement standards and methods that guide the District in obtaining goods and services in its day-to-day operation.

BUDGET IMPACT

Approval of this action will have no impact on operating or capital budgets.

BACKGROUND

Staff identified the need to establish a Procurement Policy statement to provide a broad overview of the standards and methods, which guide the District in obtaining goods and services. In 2003 the Board first approved a Procurement Policy as a separate document apart from the more detailed Procurement Manual. The Procurement Policy authorized the General Manager to approve the Procurement Manual and subsequent revisions to it made in accordance with the Board-approved Policy. In 2010, the Procurement Policy was amended to reflect statutory changes (AB 116) impacting the District's procurement standards and practices. The current proposed updates to the Procurement Policy were initiated by the passage of AB 2030, which revised California Public Utilities Code Section 103222, which governs the District's purchase of supplies, equipment and materials.

Prior to the passage of AB 2030, for contracts over \$100,000, the District was required to procure supplies, equipment, and materials by award to the lowest responsible bidder or to the bidder that submits a proposal that provides the best value to the District. To the extent practicable, the District was required to obtain a minimum of three quotations for those contracts between \$2,500 and \$100,000.

The changes ushered in by AB 2030 are outlined below:

- The threshold for using formal (advertised) competitive bidding and a lowest responsible bidder basis of award has been raised. Instead of applying to procurement of equipment, supplies and materials that exceed \$100,000, the threshold has been changed to procurements exceeding \$150,000. This bidding threshold is consistent with the Federal government's threshold for small purchasing procedures.
- The legislation grants the discretion to the District to award contracts for equipment, supplies or materials that exceed \$150,000 either on a lowest responsible bidder standard or to the bidder that submits the proposal that provides the "best value" to the District. Best value continues to be defined as the "overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit in response to the requirements described in the solicitation documents."
- Notice of the request for bids for procurements in excess of \$150,000 may be satisfied by posting the notice on the District's website coupled with one publication in a newspaper of general circulation at least 10 days before the deadline for bids.
- When the estimated expenditure for equipment, supplies, or materials is between \$5,000 and \$150,000, the new law requires that the District obtain, when practical, a minimum of three quotations, either written or oral, that permit comparison on the basis of prices and other terms. This is the same process the District currently uses for procuring goods costing between \$2,500 and \$100,000. The District will continue to

perform adequate outreach to ensure open and free competition, and that small businesses, including Disadvantaged Business Enterprises, are afforded opportunities to submit quotations.

AB 2030 does not alter in any way the rules for awarding public works/construction contracts. Public works/construction contracts that exceed \$10,000 must still be by formal competitive bidding. In addition to those changes incorporating AB 2030, staff recommends increasing the procurement thresholds and General Manager/CEO's procurement authority in other areas of the Policy to align with AB 2030's increased formal bidding threshold of \$150,000.

STRATEGIC INITIATIVE

- Priority 3: Become a More Effective Organization
 Goal 1: Improve organizational performance

Prepared by: Nita Vigil, Interim Director, Contracts and Procurement

650-508-7731

**PROCUREMENT POLICY
SAN MATEO COUNTY TRANSIT DISTRICT**

The San Mateo County Transit District (“District”) is organized and established pursuant to the San Mateo County Transit District Act, set forth in the Public Utilities Code Section 103000, *et seq.* (the “Act”) which authorizes the District to acquire such property, facilities, equipment, materials and supplies as may be deemed necessary to carry out its duties.

The procedures governing procurements of the District derive from state law and federal law. By accepting state and federal funding, the District is also obligated to comply with certain regulations in its procurement of goods and services. More specifically, certain standards, regulations, and other requirements for grants to local governments issued by the United States Department of Transportation apply to the District in connection with contracts financed in whole or in part with federal funds. In the event of a conflict between the District’s Procurement Policy and state or federal law, such state or federal law shall supercede this Procurement Policy.

This Procurement Policy provides a broad overview of the standards and methods which will guide the District in obtaining goods and services. Wherever in this Procurement Policy the General Manager/CEO is designated authority, such authority shall be understood to include the designee of the General Manager/CEO.

A. Fundamental Principles

The District’s Procurement Policy is guided by seven fundamental principles to:

1. Foster maximum open and free competition for District Contracts;
2. Promote the greatest economy and efficiency in District procurements;
3. Ensure adherence to proper standards of conduct by District board members, officers and employees;
4. Maintain procurement policies and procedures that guarantee compliance with applicable state and federal laws and regulations;
5. Establish and maintain an arm's length relationship with all Contractors;
6. Treat all prospective Contractors, Consultants, and vendors, including Disadvantaged Business Enterprises (“DBEs”) and small businesses, in an equal and equitable manner; and
7. Provide guidance for remedy and resolution of Contract claims or disputes.

Based on these fundamental principles and the general standards of public sector procurement, the following set of procurement and contracting policies have been developed.

B. Conflicts of Interest

No director, officer, employee or agent of the District shall participate in any procedure, tasks, or decisions relative to initiation, evaluation, award, or administration of a contract if a conflict of interest, real or apparent, exists. Such a conflict of interest arises when (a) the director, officer, employee or agent, (b) any member of his or her immediate family, (c) his or her business associate, or (d) an organization which employs, or which is about to employ, any of the above described individuals has a financial or other interest in a firm that participates in a District procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the Political Reform Act (Section 81000 *et seq.* of the California Government Code) and in Sections 1090, 1091, and 1091.5 of the California Government Code.

C. Methods of Procurement

1. All purchases and contracts, whether by informal bidding, formal bidding or proposals, shall be made on a competitive basis to the greatest extent practicable.
2. The method of procurement, such as small purchases, informal bids or proposals, formal competitive bidding, requests for proposals, etc., shall be appropriate for the type of project or procurement and shall be in the best interest of the District.
3. Formal competitive bidding must be used for construction, repair, maintenance, alteration, and similar work whenever the estimated expenditure for such work exceeds \$10,000 or more. Alternative methods of procurement, such as a design build approach, may be utilized if authorized by state law and in full compliance with all applicable requirements.
4. Formal competitive bidding should be used when purchasing equipment, supplies, or materials over \$1500,000, but a “best value” approach may be used in circumstances where it is determined to be in the best interest of the District. “Best value” means a process in which the overall combination of quality, price, and other elements such as reliability, standardization, vendor qualifications, warranty, life cycle costs, and sustainability issues are considered together to determine which proposal provides the greatest overall benefit to the District. On a case by case basis, and in particular when a procurement involves a combination of goods and services, the District Procurement Office, in consultation with the Project Manager or the department issuing the solicitation, shall make the determination of whether a “best value” approach is in the best interest of the District. In such circumstances, the determination will be documented in writing and a formal competitive proposal process will be utilized.
5. An informal procurement method may be utilized for the purchase of materials, equipment or supplies when the estimated expenditure is between \$2,55,000 and \$1500,000. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, that permit prices and other terms to be compared. The District will undertake adequate outreach to ensure open and free competition, and that small businesses, including Disadvantaged

Business Enterprises are afforded opportunities to submit quotations. To the extent practicable, the District will strive to obtain at least one of the minimum of three quotations from a small business. The District will utilize interested vendors based upon a review of trade sources, lists of certified DBEs and small businesses that have registered with the State, and vendors that have registered with the District to receive notice of contract opportunities. When appropriate to ensure satisfaction of the Fundamental Principles set forth in Section A of this Policy, such solicitations shall be advertised by the District. The District's informal bidding procedures using a lowest responsible bidder standard for bid comparison will serve as the typical standard on which to base the purchase of materials, equipment, or supplies, unless it is determined in writing that it is in the District's best interest to apply a "best value" approach, in which event, qualitative factors such as those set forth in paragraph C.4. above, in addition to price may be considered in making an award.

6. Formal competitive proposals, which consider and evaluate factors in addition to price, will be used to retain professional and non-professional services when the estimated expenditure exceeds \$1500,000. Specialized State and federal laws will apply to the procurement of architectural and engineering services as defined by applicable laws and regulations, regardless of the estimated expenditure.

~~7. In certain circumstances, a competitive negotiation process utilizing an RFP process may be necessary or appropriate to accomplish the District's procurement goals, such as to procure specialized equipment or computer software systems. The competitive negotiation process will be conducted pursuant to Public Contract Code §20216, et seq.~~

~~8.7.~~ The use of appropriate intergovernmental and cooperative agreements is encouraged in order to reduce duplicative effort and to achieve cost economies.

~~9.~~ The District may purchase items on the open market under the following conditions: (a)(i) if the District rejects bids received in connection with a procurement of materials, supplies and equipment requiring formal competitive bidding, and (ii) the Board of Directors determines and declares by a two-thirds vote of all its members that in its opinion the supplies, equipment and materials may be purchased at a lower price in the open market; or (b) if the Board of Directors, or the General Manager/CEO, within the General Manager/CEO's procurement authority, has exercised discretion to waive the competitive process when permissible under applicable law and consistent with the fundamental principles of procurement set forth in this Policy. *See* Public Utilities Code §103223 and Section L "Discretion to Waive the Competitive Process" set forth below.

~~10.8.~~

D. Procurement Documentation and Consideration of Bids and Proposals

1. Formal competitive bidding requires preparation of bid documents that clearly set forth all requirements which must be fulfilled in order for the bid to be responsive, advertisement in accordance with the law, and, once bids are received, an award, if made, to the lowest responsive and responsible bidder.
2. Formal competitive proposals, including the “best value” approach, require issuance of Requests for Proposals, which clearly set forth all the requirements, and state the qualitative factors, in addition to price, which will be used to evaluate and rank the Proposals. An award, if made, will be to the proposer receiving the highest consensus ranking, subject to successful negotiations with the District.
3. Any and all bids or proposals may be rejected by the District if it is in the District’s best interest to do so.
4. The District may only contract with persons, firms or entities that are qualified and possess the ability to perform successfully under the terms and conditions of the proposed procurement.

E. Execution of Contract Documents

1. All District contracts and amendments will be in writing and executed prior to beginning performance under the contract.
2. The General Manager/CEO may execute all contracts on behalf of the District that are duly approved within the General Manager/CEO’s authority. The President of the Board of Directors will sign contracts and leases that require approval by the Board, unless otherwise delegated to the General Manager/CEO.

F. Disadvantaged Business Enterprise Program

The District is committed to a Disadvantaged Business Enterprise (“DBE”) Program for DBE participation in District contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective June 22, 2001, as may be amended. It is the policy of the District to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration of U.S. Department of Transportation assisted and District contracts. It is the intention of the District to create a level playing field on which DBEs can compete fairly for contracts and subcontracts to provide the District’s public works, supplies, equipment, materials and services.

G. Protest Procedures

Bidders may protest contracts that are let through formal competitive bidding or competitive negotiations. The General Manager/CEO is authorized to review and determine protests concerning contracts awarded within the General Manager/CEO’s procurement authority. Bid protests for all other contracts not within the General Manager/CEO’s procurement authority will be reviewed and determined by the Board of Directors upon recommendation by the General

Manager/CEO and the General Counsel. All protests will be in accordance with the written procedures set forth in the Procurement Manual.

H. General Manager/CEO's Procurement Authority

1. The General Manager/CEO is authorized to purchase supplies, equipment and materials and to arrange for work in a manner consistent with this Procurement Policy and written procedures as may be developed from time to time. The General Manager/CEO is authorized to execute agreements and expend funds for procurements and activities included within the District's approved annual budget as follows: (1) up to \$1~~50~~0,000 for equipment, supplies, materials, or services and (2) up to \$10,000 for public works.
2. The General Manager/CEO is authorized to modify and otherwise administer all contracts on behalf of the District. For all contracts, the General Manager/CEO is authorized to issue contract change orders or amendments within any Board approved contingency. If the Board does not establish a contingency or in the event the contingency is exhausted, the General Manager/CEO is authorized to issue contract change orders or amendments up to \$1~~50~~0,000 or up to 10% (cumulative) of the Contract Amount, whichever is greater. The Contract Amount shall equal the base amount of the contract, supplemented by (a) the amount of any exercised options, (b) the amount of any Board-authorized contingency, and (c) the amount of any previously Board-approved amendments or change orders.
3. The General Manager/CEO is authorized to designate staff to oversee and monitor procurements and may delegate this contracting authority, which must be in writing, documented by the Director of Contracts and Procurement, and must specify defined monetary limits.
4. For award of contracts for materials, supplies and equipment or services over \$1~~50~~0,000, Board approval is required. For award of public works contracts over \$10,000, Board approval is required. The Board delegates to the General Manager/CEO the signature authority for all such contracts for the purchase/lease of equipment, supplies, materials, and the procurement of services and public works.

I. Emergency Contracts

For procurements requiring competitive bidding and/or Board approval, in case of any sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, the Board hereby designates the General Manager/CEO to take all necessary and proper measures in emergency conditions to maintain the District's systems in operation. The Board also grants the General Manager/CEO the authority to determine that there is insufficient time for competitive bidding and that public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. If the General Manager/CEO makes such a determination, the General Manager/CEO may expend or enter into a contract involving the

expenditure of any sum needed in such emergency without observance of the provisions requiring contracts, bids or notice. The General Manager/CEO shall promptly report on the reasons and necessity for proceeding without a competitive solicitation for bids to the Board of Directors at the next available meeting, provided that the General Manager/CEO reports to the Board no later than 14 days after the General Manager/CEO takes such emergency action. Upon hearing the General Manager/CEO's report, the Board shall determine, by a four-fifths vote, whether or not there is a need to continue the emergency action. The Board shall continue to evaluate the emergency action, determining whether or not the emergency procurement is still required, at every regularly scheduled meeting thereafter until the action is terminated. See Public Contract Code §§ 20331 and 22050.

J. Sole Source

Regardless of the estimated cost of the procurement, the District is not required to engage in the competitive bidding process when procuring materials, equipment, supplies or services for which there exists only a sole source of supply. If more than one distributor of a product is available, the product is not exempt from competitive bidding as a sole source. A sole source decision is not permitted merely upon the grounds that the source demonstrates technical or administrative superiority, is the most convenient, or shows superior performance potential at lower costs. In all cases, the District must verify that the particular procurement meets the definition of a sole source and the District must perform a cost or price analysis to determine the fairness and reasonableness of the price of the sole source. The sole source determination will be reviewed by the Director of Contracts and Procurement in consultation with legal staff, as needed.

K. Cooperative Purchasing Agreements

To foster greater economy and efficiency, the District may avail itself of state and local intergovernmental agreements for procurement or use of common goods and services. Joint procurements, state cooperative purchasing programs, and assignment of existing contract rights ("piggyback" procurements) with other public agencies may be used when consistent with applicable state and federal statutory or grant requirements.

L. Discretion to Waive the Competitive Process

The Board of Directors or the General Manager/CEO in the case of procurements within the General Manager/CEO's procurement authority may waive the requirements for formal competitive bidding or other procedures set forth in this Policy when permissible under applicable law, when a determination is made that the best interests of the District are served thereby, and provided there is adequate documentation of the need for such material, supplies, equipment, public works or services. These circumstances shall be evaluated on a case-by-case basis, keeping in mind the Fundamental Principles of procurement set forth in this Policy. The findings justifying the waiver must be documented in the record.

M. Contract Administration

The District shall administer all contracts to ensure that contractors conform with the terms, conditions, and specifications of all contracts and to ensure all purchases are received in a timely manner. Contract administration files shall contain documentation concerning the solicitation,

contract costs, modifications and final disposition. All significant formal and informal communications on all contracts must be committed to written memoranda and promptly included in the contract file.

N. Disposal of Surplus Property

1. The Director of Contracts and Procurement shall determine the manner of disposition of surplus supplies, equipment and materials whose original acquisition cost does not exceed \$50,000. The General Manager/CEO shall determine the manner of disposition of surplus supplies, equipment and materials whose original acquisition cost exceeds \$50,000 but is less than \$1500,000. The Board of Directors shall approve the disposition of any item having an original acquisition cost greater than \$1500,000. In all cases, disposition or sale of rolling stock shall require approval of the Board. In the event the surplus item to be disposed of was purchased with federal funds, the District will comply with federal disposition requirements.
2. The method of sale or disposition of any surplus or scrap items shall depend upon the nature of the items. Such methods shall include: (1) transfer or sale to other public agencies, (2) trade-in as part of a new procurement, (3) sale by auction, advertisement for sealed bids, or negotiation, or (4) where appropriate, proper recycling or disposal.

O. Revenue Generating Contracts/Concessions

To the extent they are not otherwise governed by District policies, concession agreements are contracts where the District grants permission to use District facilities or property to vendors to sell products or services, for which the District receives a percentage of the proceeds and/or a flat rate of compensation. Generally, these arrangements are at no direct cost to the District.

Where it is determined that a number of potential vendors are available to provide similar products or services, a competitive negotiations procedure should be followed, and award made to the highest ranked proposer, taking into consideration the economic return to the District, quality of the product, service and experience of the vendor.

The Board of Directors shall approve revenue generating/concessions contracts that exceed \$1500,000 in value.

P. Implementation

This Policy sets forth the standards and methods to be followed by the District in obtaining goods and services. Since 2004, the District has had in place a Board-~~has~~ adopted a Procurement Manual that sets forth implementing guidelines and procedures consistent with applicable law, best procurement practices, and the Procurement Policy. The General Manager/CEO shall have the authority to maintain and update as necessary the Procurement Manual to give effect to this Policy and may make subsequent revisions if necessary to implement changes in applicable laws and regulations and best procurement practices such as FTA Best Practices Procurement Manual, Caltrans Local ~~Programs Assistance~~ Procedures Manual, American Public Transit Association guidelines and standards, or other well accepted

external references. Changes that represent a deviation from this Policy must be approved by the Board of Directors. All District staff with responsibility for procurement activities shall be trained in, and adhere to, this Policy and the Procurement Manual.

[Revised: Resolution No. 2010-04; January 13, 2010](#)

[Adopted: Resolution No. 2003-26; June 11, 2003](#)

RESOLUTION NO. 2017-

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

* * *

**APPROVING REVISIONS TO THE SAN MATEO COUNTY TRANSIT DISTRICT'S PROCUREMENT
POLICY TO INCORPORATE PROVISIONS OF ASSEMBLY BILL 2030**

WHEREAS, Assembly Bill (AB) 2030, which was officially supported by the San Mateo County Transit District (District), took effect on January 1, 2017; and

WHEREAS, AB 2030 does not alter in any way the rules for awarding public works/construction contracts, but provides greater possible flexibility for the District's procurement of equipment, supplies, and materials in the following ways:

(a) The threshold for using formal competitive bidding and a lowest responsible bidder basis of award has been raised. Instead of applying to procurements of equipment, supplies, and materials that exceed \$100,000, AB 2030 changed the threshold to procurements exceeding \$150,000;

(b) The legislation grants the discretion to the District to award contracts for equipment, supplies, or materials over \$150,000 either on a lowest responsible bidder standard, or to the bidder who submits the proposal that provides the "best value" to the District. Best value is defined in the law as the "overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit in response to the requirements described in the solicitation documents";

(c) Notice of the request for bids on procurements over \$150,000 may now be satisfied by posting the notice on the District's website coupled with one publication in a newspaper of general circulation at least 10 days before the deadline for bids; and

(d) When the estimated expenditure for equipment, supplies, or materials is between \$5,000 and \$150,000, the new law requires that the District obtain, when

practicable, a minimum of three quotations, either written or oral, that permit comparison on the bases of prices and other terms; and

WHEREAS, in addition to those changes necessitated by AB 2030, staff recommends revisions to the Procurement Policy provisions regulating: (1) the procurement of professional and non-professional services, such that the formal procurement threshold is increased from \$100,000 to \$150,000; (2) the General Manager/CEO's change order authority, such that it is increased from \$100,000 to \$150,000; and (3) the disposal of surplus property, such that the General Manager/CEO may determine the manner of disposition of surplus supplies, equipment and materials whose original acquisition cost exceeds \$50,000 but is less than \$150,000; and

WHEREAS, staff recommends revising the Procurement Policy so that the General Manager/CEO is authorized to act for the Board for procurements of (1) equipment, supplies, and materials, (2) services, and (3) revenue generating contracts under \$150,000; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board approve revisions to the District's Procurement Policy to implement the new rules set forth in AB 2030 and to incorporate the revisions and additions to the Procurement Policy recommended by staff as set forth above; and

WHEREAS, the General Manager/CEO recommends and the Finance Committee concurs that the Board authorize the General Manager/CEO to take further actions as may be necessary to give effect to the restated Procurement Policy, including updating the Procurement Manual.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Mateo County Transit District, that the following revisions to the District's Procurement Policy are hereby adopted, effective March 1, 2017:

1. Formal competitive bidding procedures using the lowest responsible bidder standard as the basis of award will typically apply to purchases of equipment, supplies, or materials over \$150,000, but a "best value" approach may be used in circumstances where it is determined to be in the best interest of the District.
2. An informal procurement method may be utilized for the purchase of equipment, supplies, or materials when the estimated expenditure is between \$5,000 and \$150,000. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, that permit prices and other terms to be compared. Adequate outreach will be made to ensure open and free competition, and that small businesses, including Disadvantaged Business Enterprises are afforded opportunities to submit quotations. To the extent practicable, the District will strive to obtain at least one of the three minimum quotations from a small business.
3. Formal competitive proposals will be used to retain professional and non-professional services when the estimated expenditure exceeds \$150,000.
4. The General Manager/CEO shall be authorized to issue contract change orders or amendments up to \$150,000 or up to 10 percent (cumulative) of the contract amount, whichever is greater.

5. The General Manager/CEO shall be authorized to determine the manner of disposition of surplus supplies, equipment and materials whose original acquisition cost exceeds \$50,000 but is less than \$150,000.
6. The General Manager/CEO shall be authorized to act for the Board for procurements under \$150,000 for (a) equipment, supplies, and materials, (b) services, and (c) revenue generating contracts, and shall be authorized to review and determine bid protests concerning contracts awarded within such authority.

BE IT FURTHER RESOLVED, that the Board adopts, effective March 1, 2017, the restated Procurement Policy attached to this Resolution as Attachment A, which gives effect to the modifications called for in AB 2030 and the revisions and additions recommended by staff, with the understanding that the General Manager/CEO is authorized to take further actions as may be necessary to give effect to the restated Procurement Policy, including updating the Procurement Manual.

Regularly passed and adopted this 1st day of March, 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: Kathleen Kelly
Interim Chief Financial Officer

David Olmeda
Chief Operating Officer, Bus

SUBJECT: **AUTHORIZE THE DISPOSITION OF 16 SURPLUS NON-REVENUE SUPPORT
VEHICLES AND MINIVANS**

ACTION

Staff proposes the Committee recommend the Board:

1. Authorize the disposition of the following vehicles:
 - One 2009 Ford 550 Truck
 - Five 2007 Pontiac Grand Prix
 - 10 2007 Dodge Caravans

2. Authorize the General Manager/CEO or his designee to dispose of the above-listed vehicles in accordance with the San Mateo County Transit District (District) Procurement Policy.

SIGNIFICANCE

The District routinely disposes of rolling stock, equipment and other property that has reached the end of its useful life. Disposition of the non-revenue support vehicles and minivans (vehicles) listed above is in keeping with this practice and will be carried out in full compliance with District Procurement Policy and applicable Federal Transit Administration regulations. The Procurement Policy permits disposition by sealed bid, public auction, sale, negotiation, or transfer to another public agency, or by discarding as scrap.

BUDGET IMPACT

The vehicles originally were purchased with State funds. Any proceeds gained from the disposition of the vehicles, less any applicable fees (e.g. auctioneer's fees) will be deposited to the District's General Fund.

BACKGROUND

The vehicles have reached the end of their useful lives. In order to reduce the District's surplus ratio, they have been identified for disposal.

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

RESOLUTION NO. 2017-

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

* * *

**AUTHORIZING THE DISPOSITION OF 16 SURPLUS NON-REVENUE SUPPORT VEHICLES AND
MINIVANS**

WHEREAS, the San Mateo County Transit District (District) has a policy to routinely dispose of used surplus non-revenue support vehicles and minivans; and

WHEREAS, District staff has identified the following as surplus and eligible for disposal:

- One 2009 Ford 550 Truck
- Five 2007 Pontiac Grand Prix
- 10 2007 Dodge Caravans; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the District's Board of Directors (Board) authorize the disposition of the surplus non-revenue support vehicles and minivans (vehicles) identified above by any means permitted by the District's Procurement manual, which follow applicable Federal Transit Administration regulations, including through sealed bid procedures, auction, sale or transfer to another public agency, negotiation, or by discarding items as scrap; and

WHEREAS, the net proceeds from the disposition of the surplus vehicles, less any applicable fees, will be deposited in the District's General Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes the disposition of 16 surplus vehicles identified above in accordance with the District's procurement policy; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO or his designee to determine, in a manner consistent with District's procurement policy, the appropriate method and terms for disposition of these surplus vehicles.

Regularly passed and adopted this 1st day of March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, San Mateo County Transit District

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Kathleen Kelly Interim Chief Financial Officer
David Olmeda Chief Operating Officer, Bus

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT FOR MAINTENANCE AND REPAIR
WORK FOR SERVICE SUPPORT EQUIPMENT**

ACTION

Staff proposes that the Committee recommend that the Board:

1. Award a contract for maintenance and repair work for service support equipment to the lowest, responsive and responsible bidder, Toyota Material Handling Northern California, in the total estimated amount of \$192,400 for a five-year term.
2. Authorize the General Manager/CEO to execute a contract in full conformity with the terms and conditions of the solicitation documents.

SIGNIFICANCE

The above actions will provide the San Mateo County Transit District (District) with a qualified and experienced contractor for maintenance and repair work for service support equipment at North Base, South Base and Central Office. Staff has identified this as a long held need and this is the first issuance of the solicitation.

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, Public Purchase. Standard language setting forth the District's policy regarding Small and Disadvantaged Business Enterprises (SBEs/DBEs) was included in the solicitation documents.

Three bids were received (none from SBEs/DBEs), as listed below:

Company	Bid Amount
Toyota Material Handling Northern California, Hayward, CA	\$192,400
AAA Forklift Material handling, Inc., San Leandro, CA	\$197,800
Pape Material Handling, Fremont, CA	\$231,020

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

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

RESOLUTION NO. 2017-

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

*** * ***

**AWARDING A CONTRACT TO TOYOTA MATERIAL HANDLING NORTHERN CALIFORNIA FOR
MAINTENANCE AND REPAIR WORK FOR SERVICE SUPPORT EQUIPMENT FOR A TOTAL
ESTIMATED COST OF \$192,400 FOR A FIVE-YEAR TERM**

WHEREAS, the San Mateo County Transit District (District) solicited competitive bids for maintenance and repair work for service support equipment and received three bids; and

WHEREAS, staff and legal counsel reviewed the bids and determined that Toyota Material Handling Northern California submitted the lowest responsive and responsible bid; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that the District award a five-year contract to Toyota Material Handling Northern California for a total estimated cost of \$192,400.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to Toyota Material Handling Northern California for the District's maintenance and repair work for service support equipment for a five-year term at a total estimated cost of \$192,400; and

BE IT FURTHER RESOLVED that the General Manager/CEO is authorized to execute a contract on behalf of the District with Toyota Material Handling Northern California 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 1st day of March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Chair, San Mateo County Transit District

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Kathleen Kelly Interim Chief Financial Officer David Olmeda Chief Operating Officer, Bus

SUBJECT: **AUTHORIZE THE PURCHASE AND DELIVERY OF 10 NEW PARATRANSIT MINIVANS AND NINE NEW PARATRANSIT CUTAWAY VEHICLES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to Creative Bus Sales, Inc. of Chino, California for 10 new paratransit minivans and nine new paratransit cutaway vehicles for a total cost of \$1,636,959.
2. Authorize the General Manager/CEO to execute a contract in full conformity with the terms and conditions of California Association for Coordinated Transportation's (CalACT) competitively bid contract.

SIGNIFICANCE

The award of this contract will provide the San Mateo County Transit District (District) with the ability to replace the existing 10 2011 El Dorado paratransit minivans and nine 2009 El Dorado paratransit cutaway vehicles that have reached the end of their useful life. The new vehicles will ensure continued, reliable Redi-Wheels service to paratransit customers.

The new vehicles, inclusive of extended warranties, will replace older, unreliable, and costly to maintain minivans and vehicles, thereby reducing operating and maintenance costs.

BUDGET IMPACT

The Fiscal Year (FY) 2016 Capital Budget included (1) the replacement of 10 2011 El Dorado Paratransit minivans in the amount of \$647,000 and, (2) the replacement of nine 2009 El Dorado Cutaway vehicles in the amount of \$1,062,500. The total amount approved and available for both projects is \$1,709,500. Funding sources for these projects consist of \$1,401,790 in Federal funds and \$307,710 in District sales tax.

BACKGROUND

The District programs the routine replacement of its paratransit vehicles in accordance with Federal Transit Administration and Metropolitan Transportation Commission guidelines. The 2009 and 2011 vehicles have reached the end of their useful service life, and are programmed for replacement in FY2017.

The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through the CalACT program, which makes available to public agencies numerous vehicles from approved vendors who have been selected by the State through a sealed competitive bid process. CalACT's paratransit minivan and paratransit vehicle suppliers give the District the benefits of purchasing vehicles that meet proven design and construction standards, as well as all of the District's specifications, at highly competitive prices.

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

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Natalie Chi, Bus Maintenance Contract Administrator

650-508-6418

RESOLUTION NO. 2017-

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

**AWARDING A CONTRACT FOR THE PURCHASE AND DELIVERY OF 10 NEW MINIVANS AND
NINE NEW PARATRANSIT VEHICLES FOR A TOTAL COST OF \$1,636,959.12**

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

WHEREAS, 10 2011 El Dorado minivans and nine 2009 El Dorado paratransit vehicles have reached the end of their useful life and are due for replacement in accordance with Federal Transit Administration and Metropolitan Transportation Commission replacement schedules; and

WHEREAS, staff proposes to replace the 10 2011 El Dorado minivans and nine 2009 El Dorado paratransit vehicles by acquiring 10 new 2017 El Dorado minivans and nine new 2017 El Dorado paratransit vehicles; and

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

WHEREAS, since 1996 the District has routinely used the CalACT program to purchase new vehicles for its paratransit services; and

WHEREAS, funding for the purchase of the vehicles was included in the Fiscal Year 2016 Capital Budget; and

WHEREAS, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) for a total cost of \$1,636,959.12, including applicable charges for tire fees, taxes and delivery.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract through the California Association for Coordinated Transportation program to Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) for the purchase and delivery of 10 new 2017 minivans and nine new 2017 vehicles for a total cost of \$1,636,959.12, inclusive of tire fees, taxes and delivery; and

BE IT FURTHER RESOLVED that the Board authorizes the General Manager/CEO, or his designee, to execute a contract on behalf of the District with Creative Bus Sales, Inc. (DBA El Dorado Bus Sales) in accordance with the terms and conditions of CalACT's competitively bid contract and in a form approved by District legal counsel.

Regularly passed and adopted this 1st day of March, 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: Kathleen Kelly Interim Chief Financial Officer
David Olmeda Chief Operating Officer, Bus

SUBJECT: **REJECTION OF ALL BIDS TO FURNISH AND DELIVER NEW 8D BUS BATTERIES**

ACTION

Staff proposes the Committee recommend the Board reject all bids received in response to an Invitation for Bids (IFB) to furnish and deliver new 8D bus batteries and authorize staff to re-issue the solicitation.

SIGNIFICANCE

Approval of the above action will reject all bids received in response to the IFB and will allow re-issuance of a solicitation to furnish and deliver new 8D bus batteries for the heavy-duty buses located at the North Base and South Base facilities. With the re-issuance of the solicitation, the San Mateo County Transit District (District) will expand its outreach to include additional potential bidders in order to maximize competition.

BUDGET IMPACT

Rejection of the bids will have no budget impact.

BACKGROUND

The solicitation was advertised in a newspaper of general circulation and on the procurement website Public Purchase for interested bidders. Additionally, staff reached out to potential bidders to notify them about this bidding opportunity and provided instructions on how to access all IFB documents and register on the Public Purchase website. Five bids were received; however, staff later discovered that the initial vendor outreach efforts did not reach all eligible local vendors, and has concluded that rejection of bids and reissuance of the IFB would be in the District's best interests because it will maximize competition.

The District currently purchases bus batteries on the open market.

Contract Officer: Mario Giacobbe 650-822-8077
Project Manager: Natalie Chi, Bus Maintenance Contract Administrator 650-508-6418



BOARD OF DIRECTORS 2017

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

JIM HARTNETT
GENERAL MANAGER/CEO

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

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

WEDNESDAY, MARCH 1, 2017 – 3:30 p.m.
or immediately following previous Committee meeting

1. Call to Order

ACTION

2. Approval of Minutes of Legislative Committee Meeting of February 1, 2017

INFORMATIONAL

3. State and Federal Legislative Update
4. Adjourn

Committee Members: Karyl Matsumoto, Josh Powell, Charles Stone

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.

Draft

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 1, 2017**

Committee Members Present: K. Matsumoto (Committee Chair), J. Powell, C. Stone

Other Board Members Present, Constituting Committee of the Whole: J. Gee, C. Groom, P. Ratto

Other Board Members Absent, Constituting Committee of the Whole:
R. Guilbault (Chair), Z. Kersteen-Tucker, D. Pine

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

Committee Chair Karyl Matsumoto called the meeting to order at 2:55 p.m.

Approval of Minutes of January 4, 2017

Motion/Second: Ratto/Powell

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Update on the State and Federal Legislative Program

Casey Fromson, Manager, Government and Community Affairs, reported:

State

The governor released his budget and transportation makes up 6 percent of it. The State Transportation Improvement Project is being restored with additional funds.

Federal

Elaine Chao was confirmed as Secretary of Transportation. Democrats have a broad plan for an infrastructure package, but the Republicans will have no package for 200 days.

Committee Chair Matsumoto asked if Secretary Chao is sympathetic to public transportation. Ms. Fromson said in her experience Secretary Chao has the experience and understanding of funding transportation projects.

Adjourned: 3:00 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Legislative Committee

THROUGH: Jim Hartnett
Executive Director

FROM: Seamus Murphy
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

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

STATE ISSUES

AS OF 2/16/17:

The deadline to introduce legislation for consideration in the first half of the 2017-2018 Legislative Session was February 17. Staff is monitoring several bills that have been introduced including:

Senate Bill (SB) 1 Beall - SUPPORT

On February 14, 2017, SB 1 was passed in the Transportation and Housing Committee (eight to three) and re-referred to the Committee on Environmental Quality. SB 1 would raise an estimated \$6 billion annually through a variety of sources including a fuel excise tax and increased vehicle license fees. Of the \$6 billion, the bill would provide for an estimated \$563 million for public transportation capital and operations funding and \$150 million for active transportation funding. This bill includes additional California State Department of Transportation (Caltrans) oversight and would establish the California Transportation Commission (CTC) as an independent agency. While the overall proposal is good, staff will continue to advocate for additional resources, above \$40 million for the proposed commuter and intercity funding stream and include the governor's proposal to restore cuts made to the 2016 State Transportation Improvement Program.

Assembly Bill (AB) 1 Frazier - SUPPORT

Similar to SB 1, AB 1 would raise an estimated \$6 billion annually through gas excise taxes, increased vehicle license fees and other sources. The bill would provide \$563 million for transit capital and operations as well as \$80 million annually for active

transportation. This bill includes additional Caltrans oversight and would establish the CTC as an independent agency. While the overall proposal is good, staff will continue to advocate for a well-funded commuter and intercity funding stream, similar to what is in SB 1.

AB 496 Fong - WATCH

AB 496 would raise an estimated \$7 billion annually for transportation through sales and use taxes from vehicle sales, redirecting use of truck weight fees, Caltrans efficiencies and other sources. The bill would provide \$520 million for transit capital and operations as well as \$100 million annually for active transportation. Will require audits for major transportation projects. This bill includes additional Caltrans oversight and would establish the CTC as an independent agency.

Senate Constitutional Amendment (SCA) 6 Wiener – SUPPORT

SCA 6 would lower the threshold for the creation, extension or increase of a special tax for transportation purposes by a local government from two-thirds to 55 percent of voters.

FEDERAL ISSUES

AS OF 2/16/17

Thirteen of President Trump's cabinet members have been confirmed, including Transportation Secretary Elaine Chao. Secretary Chao was confirmed by the United States Senate on January 31, 2017 in a 93-six vote.

House Speaker Paul Ryan has stated that an infrastructure bill would be considered in the spring budget, noting that health care reforms were the current priority for House Republicans. House Transportation Committee Chairman Bill Shuster conveyed a similar message stating that a transportation bill would not be revealed in the next two months.

Prepared By: Brent Tietjen, Government and Community Relations Officer 650-508-6495

Casey Fromson, Director, Government and Community Affairs 650-508-6493

San Mateo County Transit District State Legislative Matrix 2/15/17

Bill ID/Topic	Location	Summary	Position
<p>AB 1 Frazier D</p> <p>Transportation funding.</p>	<p>1/19/2017-A. TRANS. 1/19/2017-Referred to Coms. on TRANS. and NAT. RES.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.012 per gallon increase in the motor vehicle fuel (gasoline) tax imposed by the bill with an inflation adjustment, as provided, an increase of \$38 in the annual vehicle registration fee with an inflation adjustment, as provided, a new \$165 annual vehicle registration fee with an inflation adjustment, as provided, applicable to zero-emission motor vehicles, as defined, and certain miscellaneous revenues described in (7) below that are not restricted as to expenditure by Article XIX of the California Constitution. This bill contains other related provisions and other existing laws.</p>	<p>Support</p>

San Mateo County Transit District State Legislative Matrix 2/15/17

Bill ID/Topic	Location	Summary	Position
<p>AB 17 Holden D</p> <p>Transit Pass Program: free or reduced-fare transit passes.</p>	<p>1/19/2017-A. TRANS. 1/19/2017-Referred to Com. on TRANS.</p>	<p>Existing law declares that the fostering, continuance, and development of public transportation systems are a matter of statewide concern. Existing law authorizes the Department of Transportation to administer various programs and allocates moneys for various public transportation purposes.</p> <p>This bill would create the Transit Pass Program to be administered by the department. The bill would require the Controller of the State of California to allocate moneys made available for the program, upon appropriation by the Legislature, to support transit pass programs that provide free or reduced-fare transit passes to specified pupils and students. The bill would require the department to develop guidelines that describe the criteria that eligible transit providers, as defined, are required to use to make available free or reduced-fare transit passes to eligible participants, as defined, and to ensure that moneys from the program are used to expand eligibility or further reduce the cost of a transit pass under existing programs. The bill would exempt the development of those guidelines from the Administrative Procedure Act. The bill would require eligible transit providers and eligible participants to enter into agreements for the distribution of free or reduced-fare transit passes to students. This bill contains other related provisions.</p>	
<p>AB 28 Frazier D</p> <p>Department of Transportation: environmental review process: federal pilot program.</p>	<p>2/13/2017-S. DESK 2/13/2017-Read third time. Urgency clause adopted. Passed. Ordered to the Senate. In Senate. Read first time. To Com. on RLS. for assignment.</p>	<p>Existing law gives the Department of Transportation full possession and control of the state highway system. Existing federal law requires the United States Secretary of Transportation to carry out a surface transportation project delivery pilot program, under which the participating states assume certain responsibilities for environmental review and clearance of transportation projects that would otherwise be the responsibility of the federal government. Existing law, until January 1, 2017, provided that the State of California consents to the jurisdiction of the federal courts with regard to the compliance, discharge, or enforcement of the responsibilities it assumed as a participant in the pilot program.</p> <p>This bill would reinstate the operation of the latter provision. This bill contains other related provisions.</p>	<p>Support</p>

San Mateo County Transit District State Legislative Matrix 2/15/17

Bill ID/Topic	Location	Summary	Position
<p>AB 151 Burke D</p> <p>California Global Warming Solutions Act of 2006: market-based compliance mechanisms.</p>	<p>1/11/2017-A. PRINT 1/12/2017-From printer. May be heard in committee February 11.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The state board is required to approve a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020 and to ensure that statewide greenhouse gas emissions are reduced to at least 40% below the 1990 level by 2030.</p> <p>This bill would state the intent of the Legislature to enact legislation that authorizes the state board to utilize a market-based compliance mechanism after December 31, 2020, in furtherance of the statewide greenhouse gas emissions limit of at least 40% below the 1990 level by 2030. This bill contains other existing laws.</p>	
<p>AB 174 Bigelow R</p> <p>California Transportation Commission: membership.</p>	<p>1/30/2017-A. TRANS. 1/30/2017-Referred to Com. on TRANS.</p>	<p>Existing law creates the California Transportation Commission, with various powers and duties relative to the programming of transportation capital projects and allocation of funds to those projects pursuant to the state transportation improvement program and various other transportation funding programs.</p> <p>This bill would require that at least one voting member reside in a rural county with a population of less than 100,000 individuals. This bill contains other existing laws.</p>	
<p>AB 179 Cervantes D</p> <p>California Transportation Commission.</p>	<p>1/30/2017-A. TRANS. 2/14/2017-From committee chair, with author's amendments: Amend, and re-refer to Com. on TRANS. Read second time and amended.</p>	<p>Existing law creates the California Transportation Commission, with various powers and duties relative to the programming of transportation capital projects and allocation of funds to those projects pursuant to the state transportation improvement program and various other transportation funding programs.</p> <p>This bill would require that 7 of those voting members have specified qualifications. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/15/17

Bill ID/Topic	Location	Summary	Position
<p>AB 467 Mullin D</p> <p>Local transportation authorities: transactions and use taxes.</p>	<p>2/13/2017-A. PRINT 2/14/2017-From printer. May be heard in committee March 16.</p>	<p>The Local Transportation Authority and Improvement Act provides for the creation in any county of a local transportation authority and authorizes the imposition by the authority, by ordinance, of a retail transactions and use tax, subject to approval of the ordinance by 2/3 of the voters. Existing law provides for the authority to adopt a transportation expenditure plan for the proceeds of the tax, and requires the entire adopted transportation expenditure plan to be included in the voter information handbook sent to voters.</p> <p>This bill would exempt an authority from including the entire adopted transportation expenditure plan in the voter information handbook if the authority posts the plan on its Internet Web site, and the sample ballot and the voter information handbook sent to voters include information on viewing an electronic version of the plan on the Internet Web site and for obtaining a printed copy of the plan by calling the county election office. The bill would require the authority to provide sufficient copies of the plan to the county election office for mailing to each person requesting a copy. By imposing additional requirements on county election officials, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	
<p>AB 468 Santiago D</p> <p>Assault: transit operator: transit vehicle in motion.</p>	<p>2/13/2017-A. PRINT 2/14/2017-From printer. May be heard in committee March 16.</p>	<p>Existing law establishes the crime of assault committed against any person on the property of, or on a motor vehicle of, a public transportation provider, as defined.</p> <p>This bill would express the intent of the Legislature to enact legislation establishing the crime of assault against a transit operator while a transit vehicle is in motion.</p>	

San Mateo County Transit District State Legislative Matrix 2/15/17

Bill ID/Topic	Location	Summary	Position
<p>AB 496 Fong R</p> <p>Transportation funding.</p>	<p>2/13/2017-A. PRINT 2/14/2017-From printer. May be heard in committee March 16.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Traffic Relief and Road Improvement Program to address traffic congestion and deferred maintenance on the state highway system and the local street and road system. The bill would provide for the deposit of various existing sources of revenue in the Traffic Relief and Road Improvement Account, which the bill would create in the State Transportation Fund, including revenues attributable to the sales and use tax on motor vehicles, revenues attributable to automobile and motor vehicle insurance policies from the insurer gross premiums tax, revenues from certain diesel fuel sales and use taxes, revenues from certain vehicle registration fees, and certain miscellaneous State Highway Account revenues. This bill contains other related provisions and other existing laws.</p>	

San Mateo County Transit District State Legislative Matrix 2/15/17

Bill ID/Topic	Location	Summary	Position
<p>SB 1 Beall D</p> <p>Transportation funding.</p>	<p>2/14/2017-S. E.Q. 2/14/2017-VOTE: Do pass, but first be re-referred to the Committee on [Environmental Quality]</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.12 per gallon increase, phased in over 3 years, in the motor vehicle fuel (gasoline) tax imposed by the bill with an inflation adjustment, as provided, an increase of \$38 in the annual vehicle registration fee with an inflation adjustment, as provided, a new \$100 annual vehicle registration fee with an inflation adjustment, as provided, applicable to zero-emission motor vehicles, as defined, and certain miscellaneous revenues described in (7) below that are not restricted as to expenditure by Article XIX of the California Constitution. This bill contains other related provisions and other existing laws.</p>	
<p>SB 20 Hill D</p> <p>Vehicles: buses: seatbelts.</p>	<p>1/12/2017-S. T. & H. 1/12/2017-Referred to Com. on T. & H.</p>	<p>Existing law prohibits a person from operating a motor vehicle on a highway unless that person and all passengers 16 years of age or over are properly restrained by a safety belt. Existing law makes the violation of this provision an infraction.</p> <p>This bill would also require a passenger in a bus that is equipped with safety belts to be properly restrained by a safety belt. The bill would also require a bus operator to inform passengers of the requirement to wear a seatbelt and would authorize a bus driver to post, or allow to be posted, signs or placards informing passengers of the requirement to wear a seatbelt, as specified. The bill would make a violation of this provision an infraction punishable by a fine of not more than \$20 for a first offense and a fine of not more than \$50 for each subsequent offense. By creating a new crime, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	



BOARD OF DIRECTORS 2017

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

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, MARCH 1, 2017 – 3:45 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 February 1, 2017
3. Authorize Enrollment in the Peninsula Clean Energy Community Choice Energy Program 100 Percent Renewable Electricity Service Option

INFORMATIONAL

4. Capital Projects Quarterly Status Report – 2nd Quarter Fiscal Year 2017
5. Adjourn

Committee Members: Dave Pine, Jeff Gee, Charles Stone

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 STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY
COMMITTEE MEETING
COMMITTEE OF THE WHOLE
FEBRUARY 1, 2017**

Committee Members Present: J. Gee, C. Stone

Committee Members Absent: D. Pine (Committee Chair)

Other Board Members Present, Constituting Committee of the Whole: C. Groom,
K. Matsumoto, J. Powell, P. Ratto

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

Staff Present: J. Averill, J. Cassman, A. Chan, S. Gaffney, J. Hartnett, K. Kelly,
M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Senatore, M. Simon, S. van Hoften

Director Jeff Gee called the meeting to order at 3:00 p.m.

**Approval of Minutes of Planning, Development and Sustainability Committee Meeting of
January 4, 2017**

Motion/Second: Stone/Matsumoto

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

Update on Community Choice Energy (CCE) and SamTrans Electric Service

Michelle Senatore, Principal Planner, reported:

- Cities and counties procure and provide electricity on behalf of their communities. The goal is higher-renewable, lower-greenhouse gas (GHG) emissions electricity, at competitive rates.
- Electricity still delivered and billed by Pacific Gas and Electric (PG&E).
- Automatic enrollment; customer can opt-out at any time.
- June 2016
 - Board took action to enroll in CCE
 - Staff to conduct technical evaluation
- Technical evaluation criteria and results:
 - Environmental: percent renewable and percent GHG free
 - Cost
 - New entity risk management
 - Successful start-up service, high customer participation, industry standard/prudent power management practices
 - Administrative
 - No adverse effects on billing or customer service

- Reliability: infrastructure
 - No change; delivered and maintained by PG&E
 - De-prioritization of CCE customers not allowed nor practicable
- Reliability: energy supply
 - Industry standard/prudent Power Purchase Agreements, Reserve Capacity
- Compatible with future SamTrans
 - CCE supply can support electric bus fleet
 - SamTrans should explore negotiating transit-specific rates, regardless of provider
- Staff's recommendation is Peninsula Clean Energy Option 2 with a 100 percent renewable energy and 100 percent GHG-free energy.
- Next steps:
 - March 2017 – staff presents formalized recommendation for Board action
 - April 2017 – PCE finishes enrolling remainder of SamTrans electricity meters
 - Spring 2018 – staff evaluates one year actual PCE billing data and updates the Board

Adjourned: 3:07 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Strategic Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

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

SUBJECT: **AUTHORIZE APPROVAL OF SAN MATEO COUNTY TRANSIT DISTRICT
ENROLLMENT IN THE PENINSULA CLEAN ENERGY COMMUNITY CHOICE
ENERGY PROGRAM 100 PERCENT RENEWABLE ELECTRICITY SERVICE OPTION**

ACTION

Staff proposes the Committee recommend the Board approve the San Mateo County Transit District's (District) enrollment in the Peninsula Clean Energy (PCE) Community Choice Energy (CCE) Program at the 100 percent renewable electricity service option.

SIGNIFICANCE

By April 2017, 100 percent of the District's electricity will be supplied by PCE, the San Mateo County CCE Program, unless the District chooses to opt-out of the program back to the incumbent utility, Pacific Gas & Electric (PG&E). PCE began serving some District electricity meters in October 2016. PCE offers the promise of "greener" electricity that comes from sources that emit less criteria pollutant and greenhouse gases, resulting in fewer environmental impacts. Electricity transmission and distribution infrastructure, repairs, billing, and most customer service will continue to be administered by PG&E. Reliable electricity service is essential to the District's bus fleet operations, facilities, and administrative operations.

The District has several options for securing its electricity:

1. Stay enrolled in PCE at the default service offering (50 percent renewable energy)
2. Stay enrolled in PCE and choose the voluntary service offering (100 percent renewable energy)
3. Opt-out of PCE and go back to PG&E, at PG&E's default service offering (currently 30 percent renewable energy)
4. Opt-out of PCE and go back to PG&E, and choose a voluntary service offering (50 or 100 percent solar energy)

In June 2016, by Resolution No. 2016-36, the Board of Directors approved Option 1, and staff began a technical evaluation of PCE as compared to PG&E, based on the following criteria: supply and infrastructure reliability, rates and cost, environmental benefits, administrative procedures, and compatibility with future District

operations (i.e., electric bus fleet). The results of the technical evaluation were presented at the February 1, 2017 meeting. Based on the results of the technical evaluation, staff recommends Option 2, which with a modest financial investment would achieve significantly higher renewable energy content and lower greenhouse gas emissions associated with the use of electricity in District operations. This recommendation supports SamTrans's 2015-2019 Strategic Plan commitment to "provide public transportation in the most environmentally and economically sustainable manner possible."

BUDGET IMPACT

Funds to implement this action are available under the approved Fiscal Year 2017 Operating Budget and will be included in future operating budgets.

BACKGROUND

CCE programs enable local municipalities to aggregate the electricity demand of their communities and procure power separate from the incumbent investor-owned utility (PG&E, in the case of San Mateo County). The CCE model allows for more local control over the cost and source of electricity supply, and in the case of existing CCE programs, has resulted in customer options for higher renewable energy content at competitive rates. The electricity continues to be delivered over the existing electricity lines by the incumbent utility.

PCE is a CCE program administered by a joint powers authority seated in March 2016 and composed of all 20 municipalities located within San Mateo County as well as the unincorporated areas of the county. All members have elected to allow PCE to provide electric service within their jurisdictions. Therefore, all electricity customers in San Mateo County, including the District, will be automatically enrolled in the PCE program unless they submit an opt-out request.

There are several other CCE programs currently operating in California: Marin Clean Energy in Marin County (since 2010), Sonoma Clean Power in Sonoma County (since 2014), and Lancaster Choice Energy in the city of Lancaster (since 2015). In addition, CleanPowerSF in San Francisco is being phased in beginning in May 2016, and Silicon Valley Clean Energy will operate in portions of Santa Clara County beginning in April 2017. These two CCE programs will impact Caltrain but not the District.

STRATEGIC INITIATIVE

- Priority 2: Strengthen Fiscal Health
Goal 3: Implement existing and new best practices
- Priority 3: Become a More Effective Organization
Goal 1: Improve organizational performance

Prepared By: Michelle Senatore, Principal Planner, Sustainability

650-508-6384

RESOLUTION NO. 2017 –

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

*** * ***

**APPROVING SAN MATEO COUNTY TRANSIT DISTRICT ENROLLMENT IN THE
PENINSULA CLEAN ENERGY COMMUNITY CHOICE ENERGY PROGRAM
100 PERCENT RENEWABLE ELECTRICITY SERVICE OPTION**

WHEREAS, Peninsula Clean Energy (PCE) is a Community Choice Energy (CCE) Program administered by a joint powers authority composed of all 20 municipalities located within San Mateo County as well as the unincorporated areas of the county; and

WHEREAS, all members of the PCE Joint Powers Authority have elected to allow PCE to supply electricity within their jurisdictions, and therefore all electricity customers in San Mateo County, including the San Mateo County Transit District (District), will be automatically enrolled in PCE unless they submit an opt-out request to return to the incumbent utility, Pacific Gas & Electric Company (PG&E); and

WHEREAS, PG&E will continue to provide electricity delivery, line maintenance, repairs, most customer service, and billing services under all PCE programs; and

WHEREAS, the District can opt-out of PCE to go back to PG&E-sourced electricity at any time, potentially with an administrative fee; and

WHEREAS, reliable electricity service is essential to District fleet operations, facilities, and administrative operations; and

WHEREAS, PCE offers customers a default electricity service of at least 50 percent renewable energy at costs equal to or less than PG&E, and a voluntary electricity service of 100 percent renewable energy at a cost premium; and

WHEREAS, PG&E's default electricity service is currently 30 percent renewable energy, with 50 and 100 percent solar options at higher cost premiums; and

WHEREAS, the District's 2015-2019 Strategic Plan commits the District to "provide public transportation in the most environmentally and economically sustainable manner possible;" and

WHEREAS, the District has completed a technical evaluation to assess the advantages, disadvantages, and risks of securing electricity through PCE or PG&E at the default and 100 percent renewable electricity service options; and

WHEREAS, staff recommends, and the Strategic Planning, Development, and Sustainability Committee concurs, that the Board of Directors approve the District's enrollment in the PCE CCE Program at the 100 percent renewable electricity service option.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District approves enrollment in the Peninsula Clean Energy Community Choice Energy Program at the 100 percent renewable electricity service option, which will have higher renewable energy content and lower greenhouse gas emissions than Peninsula Clean Energy's and PG&E's default electricity service options.

BE IT FURTHER RESOLVED that the Board of Directors delegates authority to the General Manager/CEO or his designee to execute documents and take all other actions necessary to give effect to this Resolution.

Regularly passed and adopted this 1st day of March, 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: Strategic Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –
2nd QUARTER FISCAL YEAR 2017**

ACTION

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

SIGNIFICANCE

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

Prepared by: Gordon Hail, Senior Project Controls Engineer

650-508-7795



A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, MARCH 1, 2017 – 4:15 p.m.
or immediately following Committee meetings

BOARD OF DIRECTORS 2017

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

JIM HARTNETT
GENERAL MANAGER/CEO

6. RECONVENE FROM COMMITTEE MEETINGS

7. CONSENT CALENDAR

MOTION

- a. Approval of Minutes of Board of Directors Meeting of February 1, 2017
- b. Acceptance of Statement of Revenues and Expenses for January 2017

8. PUBLIC COMMENT

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

9. REPORT OF THE CHAIR

- a. Resolution of Appreciation to Past Chair Zoe Kersteen-Tucker

10. REPORT OF THE GENERAL MANAGER/CEO

- a. Maintenance and Operator Employees of the Year Awards

11. COMMUNITY RELATIONS COMMITTEE – Z. KERSTEEN-TUCKER

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Update
- d. Mobility Management Report - Paratransit
- e. Mobility Management Report - Dashboard
- f. Multimodal Ridership Report - January 2017

12. FINANCE COMMITTEE – C. GROOM

RESOLUTIONS

- a. Filing and Execution of a Funding Application with the California State Department of Transportation to Receive California Low Carbon Transportation Operations Program Funds or the Electric Bus Procurement Project in the Amount of \$309,184

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

- b. Receive Transit Performance Investment Program Funds from the Metropolitan Transportation Commission in the Amount of \$3,459,000
- c. Amendment to the Funding Agreement with Facebook for the Dumbarton Transportation Corridor Study
- d. Amending the Fiscal Year 2017 Capital Budget by \$1,803,749 to Increase the Budget Authority for the San Carlos Transit Center Project, the SamTrans Business Plan and the Dumbarton Transportation Corridor Study for a New Total Capital Budget of \$18,281,623
- e. Execution of the First Amendment to the Inter-Agency Cooperative Agreement to Provide Administration Services for the Dumbarton Express Bus Service
- f. Approval of Revisions to the District's Procurement Policy to Incorporate Provisions of Assembly Bill 2030
- g. Disposition of 16 Surplus Non-Revenue Support Vehicles and Minivans
- h. Award of Contract to Toyota Material Handling Northern California for Maintenance and Repair Work for Service Support Equipment for a Total Estimated Amount of \$192,400 for a Five-Year Term
- i. Award of Contract to Creative Bus Sales, Inc. for the Purchase and Delivery of 10 Paratransit Minivans and Nine Paratransit Cutaway Vehicles for a Total Cost of \$1,636,959

MOTION

- j. Rejection of All Bids to Furnish and Deliver New 8D Bus Batteries

INFORMATIONAL

- k. Update on the San Carlos Transit Center and Transit Village Projects
- l. Presentation of the SamTrans Business Plan

13. LEGISLATIVE COMMITTEE – K. MATSUMOTO

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

14. STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – D. PINE

RESOLUTION

- a. Authorize Enrollment in the Peninsula Clean Energy Community Choice Energy Program 100 Percent Renewable Electricity Service Option

INFORMATIONAL

- b. Capital Projects Quarterly Status Report – 2nd Quarter Fiscal Year 2017

15. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

16. BOARD MEMBER REQUESTS/COMMENTS

17. DATE, TIME AND PLACE OF NEXT REGULAR MEETING – April 5, 2017 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

18. REPORT OF LEGAL COUNSEL

- a. Closed Session: Conference with Labor Negotiator – Pursuant to Government Code Section 54957.6
Agency designated representatives: Pat Glenn and Bill Carson
Employee organizations: Teamsters Union, Local 856 (Maintenance/Utility Supervisors; Bus Transportation Supervisors/Dispatchers/Radio Controllers; Transit Instructors; Bus Contract Inspectors) and Amalgamated Transit Union Local 1574 (Bus Operators/Mechanics/Storekeepers/Utility Workers; Customer Service Representatives)

19. 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
FEBRUARY 1, 2017**

Board Members Present: J. Gee, C. Groom, K. Matsumoto, J. Powell, P. Ratto, C. Stone

Board Members Absent: R. Guilbault (Chair), Z. Kersteen-Tucker, D. Pine

Staff Present: J. Averill, B. Carson, J. Cassman, A. Chan, S. Gaffney, J. Hartnett, K. Kelly, M. Martinez, N. McKenna, S. Murphy, D. Olmeda, M. Simon, S. van Hoffen

Vice Chair Charles Stone called the meeting to order at 3:07 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of January 4, 2017
- b. Acceptance of Statement of Revenues and Expenses for December 2016
- c. Acceptance of Quarterly Investment Review and Fixed Income Market Review for the Period Ending December 31, 2016

Motion/Second: Gee/Groom

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

PUBLIC COMMENT

None

REPORT OF CHAIR

Vice Chair Stone said live streaming of the Board meeting is being tested for the next two months.

REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

Update on 2016 Employee Survey District Actions

Mark Simon, Chief of Staff, reported:

- Employee survey conducted March 2016 with a total of 384 responses.
- Five District actions were taken and two Human Resources (HR) actions
 - District Action #1 – Conduct Compensation and Benefits Study
 - District Action #2 – Create Rewards and Recognition Program
 - District Action #3 – Strengthen Inter-Departmental Collaboration
 - District Action #4 – Increase Employee Development Opportunities
 - District Action #5 – Improve Employee Communications and Feedback
 - HR Action #1 – Develop a Robust Onboarding Program
 - HR Action #2 – Develop a SamTrans Leaders Program

Jim Hartnett, General Manager/CEO, said a Town Hall was held on January 23 and live streamed to the bases. A significant amount of time was spent on the actions, along with vision and values of the agency. A mission doesn't get carried out without understood values – transparency, accountability, excellence and empathy. It is important to have empathy for colleagues across divisions and to understand what they do and what their needs are. Without empathy a person cannot provide help. It is also important to have empathy for customers to be able to best deliver the service they want and need. Empathy crosses a lot of boundaries. He continues to hold monthly *Talks with Jim* and meets new employees within a month of their start date to thank each person for choosing to work at the District. He asks what drew them to the District and their impressions since they arrived. Generally people come because of the public mission, exciting projects and the people. He feels that how a person initially feels about an organization is how it really is and how it will remain to be. The trick is to make sure five years later these people still have the same impression about the organization. That is why the District will continue to do employee surveys, monitor how things are going and develop action items as necessary.

Bill Carson, Director, HR, provided an update on staffing for the first six months of Fiscal Year (FY) 2017:

- 95 vacancies throughout the District out of a total of 767 positions
- 16 new hires
- 22 internal promotions
- 18 retirements
- 23 resignations
- Five terminations

Director Jeff Gee said in the labor agreement, a Mechanic Program was supposed to be launched and asked the status of the Program. David Olmeda, Chief Operating Officer, Bus, said the union representatives met last week with the maintenance team to define roles and responsibilities that had been laid out for the Apprentice Program. In order to launch the program there needs to be an appropriate level of employees in order to dedicate employees to an apprentice program.

Director Gee said maybe a partnership with the Community College District should be considered. Mr. Hartnett said there is a relationship with Skyline College.

Mr. Hartnett reported:

- Shannon Gaffney was recognized for stepping in as interim Chief Financial Officer.
- Kathleen Kelly, Interim Chief Financial Officer, was introduced. Ms. Kelly has extensive transportation experience having worked at Alameda-Contra Costa Transit (AC Transit), Bay Area Rapid Transit and San Francisco Municipal Transportation Agency (SFMTA).
- A pilot e-signing program developed by Contracts and Procurement staff is being tested.
- Maintenance department continued to exceed their monthly standards in December.

- Human capital investment continued in December with over 1,000 hours of training.
- The District hosted a 40-hour Transportation Safety Institute training. This is a Federal Transportation Agency-approved program.
- The training department now has four California Department of Motor Vehicles Certified Examiners for the employer-testing program. The advantage to having this is when new bus operators pass the program they can automatically get a Class B driver's license.
- Operations Planning have formed a team to audit fixed-route ridership to determine different reporting methods to analyze farebox data as well as developing a method for calculating fare revenue on a route level.
- Staff is preparing for relocation of the bus stop currently at 150 Folsom. The relocation will be done in two major phases. Phase 1 will be to relocate the layover/staging area to Beale Street near Bryant Street. In Phase 2 the bus stop will be moved to 201 Folsom Street. Critical details to be completed such as signage and curb painting will be completed by SFMTA and notice to riders will be completed by SamTrans. The move is expected to be completed in late February or early March 2017.

RECEIVE AND FILE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2016

Director Carole Groom said the Audit Committee (Carole Groom, Jeff Gee and Rose Guilbault) met on January 25, 2017 with the Agency's auditors, Vavrinek, Trine, Day & Co., LLP. The audit is governed by Government Auditing Standards. In addition, the Government Accounting Standards Board (GASB) issues periodic pronouncements governing the presentation of information in the audit. There are no major content or format changes in the audit. The audit is a clean audit for the District and also for the required Federal and Transportation Development Act funding audits. There was a significant finding in the audit, which is less serious than a "material" finding. The auditors found that cash balances were not reconciled in a timely fashion, which led to the need for post-closing adjustments. Finance staff has met with the auditors to fully understand the finding and are putting in place procedures to resolve the issue in FY2016 and to make certain it does not happen again.

The financial statements show a reduction of \$153,202 to the District's assets (page 13) to reflect the removal of the figure previously included for the value of the extension of Bay Area Rapid Transit (BART) into San Mateo County from the District's books. This action is consistent with GASB Statement #51, which requires agencies to report only assets that the agency owns and controls and could ultimately liquidate. It is not clear what the figure represents and how it was originally calculated, but the BART extension project itself did not produce assets that meet the standards of GASB #51 for the District to report. This adjustment makes no material change to the assets of the District.

She said staff noted that there is a high level of receivables that the Peninsula Corridor Joint Powers Board (JPB) owes the District. This is due in large part to ongoing challenges with the financial system, which have slowed down the District's ability to seek reimbursement from granting agencies on behalf of the JPB. An initiative,

including outside consultant help, is underway to clear the backlog and to streamline future processes. Board members were pleased that the District has a relatively low unfunded pension liability. The Board members also had the opportunity to meet with audit staff without agency staff present.

Director Gee thanked Mr. Hartnett and staff for a very open, candid and productive meeting.

Motion/Second: Ratto/Gee

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

COMMUNITY RELATIONS COMMITTEE – P. Ratto

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE – C. Groom

RESOLUTIONS

- a. Authorize Execution of Cooperative Agreements with the City/County Association of Governments to Receive Transportation Fund for Clean Air (TFCA) Funds for Eligible SamTrans Operating and Capital Budgets
- b. Authorize Execution of Cooperative Agreements with the Bay Area Air Quality Management District to Receive TFCA Funds for Eligible SamTrans Operating and Capital Projects
- c. Authorize up to \$1 Million in Additional Contracting Authority for Informational Technology Licenses, Maintenance Services and Professional Services for an Aggregate Not-to-Exceed Amount of \$1.85 Million for FY2017

Motion/Second: Groom/Gee

Ayes: Gee, Groom, Matsumoto, Powell, Ratto, Stone

Absent: Guilbault, Kersteen-Tucker, Pine

LEGISLATIVE COMMITTEE – K. Matsumoto

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – J. GEE

SUBJECTS DISCUSSED

- a. Update on Community Choice Energy and SamTrans Electricity Service

WRITTEN COMMUNICATIONS

No discussion.

BOARD MEMBER REQUESTS/COMMENTS

Director Gee wished everyone a Happy Chinese New Year and said there will be a celebration on February 11 at 11 a.m. in Redwood City.

Director Gee said he serves as the JPB representative on the Transbay Joint Powers Board and the new Transbay facility will open in December for service and the AC Transit will be the major tenant.

Director Gee thanked Vice Chair Stone for competing in the Mr. Redwood City/San Mateo County fundraiser.

Director Karyl Matsumoto said at the last South San Francisco City Council meeting they approved a partnership with Scoop technology which is a carpool application.

REPORT OF LEGAL COUNSEL

No report.

DATE AND TIME OF NEXT REGULAR MEETING – March 1, 2017, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

The meeting was adjourned in memory of Redwood City Police Officer Gerardo Silva, who died of natural causes while on duty.

Adjourned at 3:46 p.m.