

# **APRIL 5, 2017**

## **SAMTRANS BOARD MEETING**

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



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, APRIL 5, 2017 – 2:00 p.m.**

1. Call to Order

#### **ACTION**

2. Approval of Minutes of Community Relations Committee Meeting of March 1, 2017
3. Recommend Appointment of Citizens Advisory Committee Members:
  - a. John Baker, Representing Bus Riders (Incumbent)
  - b. Andrew Barnes, Representing Community Riders
  - c. Jason Galisatus, Representing Multimodal Riders, to a Partial Term Ending April 23, 2018
  - d. Alexandra Juarez, Representing Bus Riders
  - e. Sonny Koya, Representing Bus Riders (Incumbent)
  - f. Frank Liu, Representing Multimodal Riders (Incumbent), to a Partial Term Ending April 23, 2019

#### **INFORMATIONAL**

4. Accessibility Update – John Sanderson
5. Paratransit Coordinating Council Update – Mike Levinson
6. Citizens Advisory Committee Update – Juslyn Manalo
7. Mobility Management Report - Caltrain
8. Multimodal Ridership Report - February 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.

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

Committee Members Present: Z. Kersteen-Tucker (Committee Chair), J. Powell, P. Ratto

Other Board Members Present, Constituting Committee of the Whole: J. Gee, C. Groom, R. Guilbault (Chair), K. Matsumoto, D. Pine, C. Stone

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

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:25 p.m.

**Approval of Minutes of February 1, 2017**

Motion/Second: Stone/Pine

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

Abstain: Guilbault, Kersteen-Tucker

**Accessibility Update**

Tina Dubost, Manager, Accessible Transit Services, said staff recently sent a letter describing a policy change to all registered paratransit customers to. The revised no-show/late cancel policy has been changed to be less strict. As before, no-shows or late cancels that occur for reasons beyond the customer's control are not counted.

**Paratransit Coordinating Council (PCC) Update**

Mike Levinson, Chair, PCC, said the annual appreciation dinner for First Transit employees will be April 11 at 6 p.m. The PCC's regional conference was held on February 21 with approximately 50 attendees.

**Citizens Advisory Committee (CAC)**

Written report was included in the agenda packet.

**Mobility Management Report – Paratransit**

David Olmeda, Chief Operating Officer, Bus, said:

- Average weekday ridership (AWR) is over 1,110.
- On-time performance exceeded 90 percent goal.
- Productivity remains above goal. Service volume on RediCoast is one-tenth the size of Redi-Wheels so any variations on trip length or traffic can affect the goal.
- Service complaints are low at .5 complaints for every 2,000 rides.
- Fleet reliability is above 120,000 miles.
- Trip denials remain at zero out of 4.4 million trips.
- Customer destinations include adult day care centers, medical appointments, dialysis centers, community colleges, shopping, work, social activities, personal business and family visits.

- There has been a 13 percent growth in registrants over the last two years.
- Vehicle capacity
  - Cutaways have nine seats and room for two or three mobility devices
  - Minivans have two seats and one mobility device or one seat with two mobility devices
- New vehicle features include scooter tie downs, new seats with headrest and three point seat belts, and new floor material that allows for easy cleaning.

Director Karyl Matsumoto asked what the most common complaint is. Ms. Dubost said late trips.

Director Dave Pine asked of the 370,000 rides how many involve a mobility device. Mr. Olmeda said 25 percent.

Director Pine asked how taxis feed into the program. Mr. Olmeda said to provide zero denial service trips a taxi service is used.

Chair Rose Guilbault said the new seats look narrower and asked if that will allow for more capacity. Mr. Olmeda said no. Staff had people test the seats and they are the same size currently used.

Director Carole Groom said she is pleased to see the new tie downs. Mr. Olmeda said the securements were modified to be able to secure mobility devices to the floor.

#### **Quarterly Dashboard – October-December 2016**

Mr. Olmeda said the dashboard has been updated from the February meeting and provides information for the last quarter.

Director Matsumoto asked what the reasons are for "Did Not Operate." Mr. Olmeda said they are related to staffing levels or delays in construction.

Director Josh Powell asked what the difference is from last month's and this one. Mr. Olmeda said last month was the first quarter of the fiscal year and this is the second quarter and the Did Not Operate category was added.

Director Powell asked if the previous quarter can be added with the current one for a comparison. Jim Hartnett, General Manager/CEO, said it would be better to have the previous report included each quarter. The purpose of the dashboard is to be static and easy to look at it. Mr. Hartnett said the dashboard will be posted on the website.

Mr. Olmeda said the dashboard is for frontline employees to see if goals are being met.

### **Multimodal Ridership Report – January 2017**

Mr. Olmeda reported:

- Compared to January 2016
  - AWR was down for all modes, but it was very wet weather. When Bay Area Rapid Transit stations that are served by SamTrans have decreases in ridership SamTrans sees a decrease in ridership.
    - Bus ridership was 35,720, a decrease of 10.8 percent.
    - Paratransit ridership was 1,120, a decrease of 5.1 percent.
    - Caltrain ridership was 55,270, a decrease of 1.3 percent.
    - Shuttle ridership was 11,840, a decrease of 6.2 percent.
    - Total weekday ridership was 148,500, a decrease of 5.9 percent.
  - Total Monthly Ridership
    - Bus ridership was 901,990, a decrease of 9.6 percent.
    - Paratransit ridership was 28,470, an increase of 2.7 percent.
    - Caltrain ridership was 1,477,360, an increase of 0.1 percent.
    - Shuttle ridership was 252,930, a decrease of 3.5 percent.
    - Total weekday ridership was 3,782,430, a decrease of 4 percent.

Director Matsumoto said there is a drop in youth fares. She said the South San Francisco shuttle is free and asked if this accounts for the decrease in fares.

Director Stone said winter break went much later into the month of January this year and may be the reason for the drop in youth fares.

Director Jeff Gee said the same drop in ridership in shuttles is seen at Commute.org. He said Gilead employees used to take the shuttles, but now have their own shuttle buses.

Mr. Hartnett said at the recent American Public Transportation Association Chief Executive Officers Conference the issue of the drop in ridership came up and bus providers across the country are reporting declines. Some are thinking the change in law that undocumented people can now get driver's licenses may have some effect on this.

Adjourned: 2:55 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 February 14, 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  
February 14, 2017**

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Tina Dubost, SamTrans; Dinae Cruise, Consumer; Dale Edwards, Consumer; Sammi (Wilhelmina) Riley, Consumer; Marie Violet, Sequoia Hospital, Monica Colondres, Community Resident; Barbara Kalt, Rosener House; Ka'ili Crabbe, DOR; Judy Garcia, Consumer; Patty Clement-Cihak, Catholic Charities; and Sandra Lang, COA.

**GUESTS:** Gladys Gurbindo, Consumer; Richard Weiner, Nelson-Nygaard; Erin Swartz, PCC Staff; Jim Lange, Pacifica Senior Center; Talib Salamin, Serra Yellow Cab; John Sanderson, SamTrans; Ashish John, SamTrans; Margo Ross, SamTrans; Mark Weinstein, First Transit; and Dave Daley, First Transit.

**ABSENTEES:** Vincent Merola, Vice-Chair; Maria Kozak, Consumer; and Aki Eejima, Consumer.

(Member Attendance 12; Quorum—Yes)

**WELCOME/INTRODUCTION**

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

**APPROVAL OF THE JANUARY PCC MINUTES**

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

**COMMITTEE REPORTS**

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

Mike reported that the PAL Committee met today, prior to the PCC. Emergency assistance planning and vehicle configuration for wheelchairs were discussed. FAA Guidance on Aviation Tax revenues is expected to be clarified by the end of 2017.

Richard reported on non-ADA transportation services provided by TNCs. Whistlestop, in Marin County, has piloted two programs to utilize Lyft for transportation of Institute on Aging clients. He made clear that neither this nor the other program, in which Lyft fills in the gaps when volunteer drivers are unavailable, are meant to fill in for ADA paratransit programs. Differences in services between Lyft and ADA paratransit were identified, such as the lack of door to door service and assistance with packages. Dave and John commented on private shuttle services used by non-profits (like PACE) for the transport of their clients to day programs. Barbara said that PACE is like adult day health care programs, in that those clients are likely to be ADA paratransit eligible, in which private transportation lessens the demand on ADA paratransit.

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

Barbara reported that the Get Up and Go Program in Foster City has applied for 5310 Program funding, but the grant application is not for a vehicle. Jim Lange said that the funds the Pacifica Senior Center was awarded two years ago are expected to be available for a vehicle purchase this year.

## **C. EDUCATION COMMITTEE**

Sammi reported that the last conference call was on February 3, 2017. Presentations are planned for April 5 and May 19, along with two additional outreach events that have not had dates confirmed.

The next Education Committee meeting will be a conference call that is scheduled for April 7, 2017 from 1:00 to 1:45 p.m.

## **D. EXECUTIVE COMMITTEE**

Mike reported that the Executive Committee did not meet recently, but some members of the Executive Committee have been working to finalize planning for the 2017 PCC Regional Conference. An agenda for the event has been sent out, with hard copies also being made available on the day of the event. Five breakout groups have been planned and facilitators are being assigned to work with each group.

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

### **A. Operational Report**

Margo Ross from SamTrans attended today's meeting to report on the IVR system update. Testing of Imminent Arrival calls will begin soon. At the present time, 70% of the IVR calls are successful and 30% are not complete or inaccurate. SamTrans spoke to Enghouse and discussed potential repairs to the system to improve call accuracy. Work is also being done to select a newer program that would provide 85-90% accuracy. Barbara asked about the 30% failure rate for the current IVR system. Tina said that the calls would be incomplete due to specific types of situations, such as a vehicle already having arrived at a location and picked up the customer, or arriving very late to a location. Other calls were inaccurate because the ETA (Estimated Time of Arrival) did not match for different reasons. Tina added that SamTrans has also been working with Trapeze to troubleshoot the accuracy issue. The PCC members discussed other known Bay Area counties who utilize an IVR system that notifies customers when the vehicle is near the pickup point. Margo confirmed for Mike that any new system will be put out to bid in the RFP process. Any new program will not be reviewed for a few more months.

Talib reported that he has a system in place for the taxis to call the customers directly when their ride is near the pick-up point without the taxi driver knowing the customer's phone number.

### **B. Performance Measures Report**

Tina reported that total ridership in December 2016 was very similar to December 2015. Average Daily Ridership has continued to increase. The number of individual riders in a given month is also increasing. Transfer trips are down. Productivity, Telephone Hold Times, and On-time performance all met the standard. Taxis as the percentage of total trips continues to fluctuate. Richard asked Tina about the decrease in productivity over



the past few months. Dave commented that there are some complex factors at play when calculating productivity. Richard also asked about the drop in Inter-County Transfer trips. Tina said that a limited number of customers used to make a high number of Transfer trips, but they are traveling long distances less often now.

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

John gave the 2016 Roll-Up Report for Redi-Wheels Comment Statistics. Overall, the trends for comments have not changed. Late Vehicles and Driver Conduct comments continue to be the most common type of customer comment. Response Time to Customers improved over the year in 2016. Redi-Wheels Comment Cards with pre-paid postage are now stocked on vehicles. Most Redi-Wheel Comment Cards are compliments, rather than complaints. Margo commented further on the low number of customer complaints. She congratulated SamTrans and First Transit staff for providing such good customer service.

### **Safety Report**

Dave reported that there were zero preventable taxi accidents and one preventable Redi-Wheels accident. After safety training, Dave followed up further with the driver who was involved in the accident. Jim, Tina, and Dave discussed the differences in the use of Q'Straint securements for wheelchairs and scooters.

## **LIAISON REPORTS**

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

A Coastside representative was not available today. Mike reported that Michal Settles stepped down from the PCC last month and will be replaced by Cara Schmaljohn from Senior Coastsiders.

### **B. AGENCY**

Barbara said that no updates are available today.

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

The next ERC meeting date has not been set. Mike and Dinae asked Tina if she could set a date for an ERC meeting to continue working on the IVR issue.

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

Sandra reported that the COA met recently and had a presentation given by Tippy Irwin from the Ombudsmen Service of San Mateo County.

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

Vincent absent, no reports available.

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

Mike reported that Vincent will be stepping down from CiD, COD, and the PCC.

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

Ka'ili reported that there are no new updates to report today.

## **OTHER BUSINESS**

Monica reported that she received a copy of the most current No-Show/Late Cancel policy updates from Redi-Wheels.

Mike announced that the 2017 PCC Regional Conference is planned to take place on Tuesday, February 21 from 10:00 a.m. to 2:00 p.m.

The next PAL and PCC meetings will be held on Tuesday, March 14, 2017. The PAL Committee will meet from 11:30 a.m.-12:30 p.m. and the PCC will meet from 1:30-3:30 p.m.

The First Transit Appreciation Party is scheduled from Tuesday, April 11. More details will be sent out after the 2017 PCC Regional Conference.

**MEETING ADJOURNED** 3:05 p.m.

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

**MEETING MINUTES  
11:30 a.m. - 12:30 p.m.  
February 14, 2017**

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

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

**ABSENT:** Aki Eejima, Consumer; Vincent Merola, CiD; Maria Kozak, Consumer; and Judy Garcia, Consumer.

**APPROVAL OF JANUARY PAL MINUTES**

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

**LEGISLATIVE UPDATES**

Mike asked those in attendance at today's PAL meeting for comments about the pending rail electrification funding which would be decided later in the week. Tina and Mike discussed the difference between the HSR project and the Caltrain electrification project.

Tina gave an update on airport revenue and fuel sales tax programs under FAA.

Richard discussed a webinar that is taking place today about mobility management and transportation network companies (TNCs). He volunteered to give a short talk at today's PCC meeting about pilot programs that are being conducted by Whistlestop Wheels in the use of transportation network companies (like Lyft and Uber) in the provision of non-ADA transportation to people with disabilities and seniors.

**LOCAL ADVOCACY ISSUES—OPEN DISCUSSION**

Richard and Sandra discussed senior walking groups who provide reports on sidewalk safety issues in the Bay Area.

**POLICY ISSUES**

Sammi and Dinae reported that they received their updated No-Show / Late Cancel Policy update from Redi-Wheels.

Tina gave an update on the Bus Review Committee. Tina said that replacement vehicles are expected to arrive by the end of the calendar year. John reported on some aspects of the process involved in selecting bus driver seats for the SamTrans and

Redi-Wheels drivers. Dave shared some information from a Q'Straint training event that he attended recently. Sammi asked about training for customers to help them to understand what to do in the event of a serious accident on a vehicle. Dave described how First Transit and Redi-Wheels staff are trained to respond to accidents and how the Fire Department is called to the scene to respond. John discussed emergency preparedness information that is included in SamTrans and Redi-Wheels publications for customers.

**OTHER BUSINESS**

Sandra asked about the SamTrans Mobility Management Stakeholder Meetings. Tina reported that some analysis from the previous meetings is still underway and the next meeting has not been announced yet.

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

**MEETING ADJOURNED** 12:15 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **MOBILITY MANAGEMENT REPORT: CALTRAIN**

**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. The District's four transportation modes – SamTrans motor bus, Paratransit, Caltrain and Shuttles – are featured individually each month. This month features a report on the Caltrain service.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Staff will report on the major indices involving the Caltrain operations, on-time performance, ridership, fare collection, and project updates.

This month's presentation will be presented via PowerPoint. A handout will be provided at the meeting.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – FEBRUARY 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 – FEBRUARY 2017 COMPARED TO FEBRUARY 2016**

**Grand Total All District Modes** – 155,340, a decrease of 7.5 percent

**Bus** – 37,150, a decrease of 12.3 percent

**Paratransit** – 1,150, an increase of 4.2 percent

**Caltrain** – 57,620, a decrease of 3.7 percent

**Shuttles** – 12,900, an increase of 0.2 percent

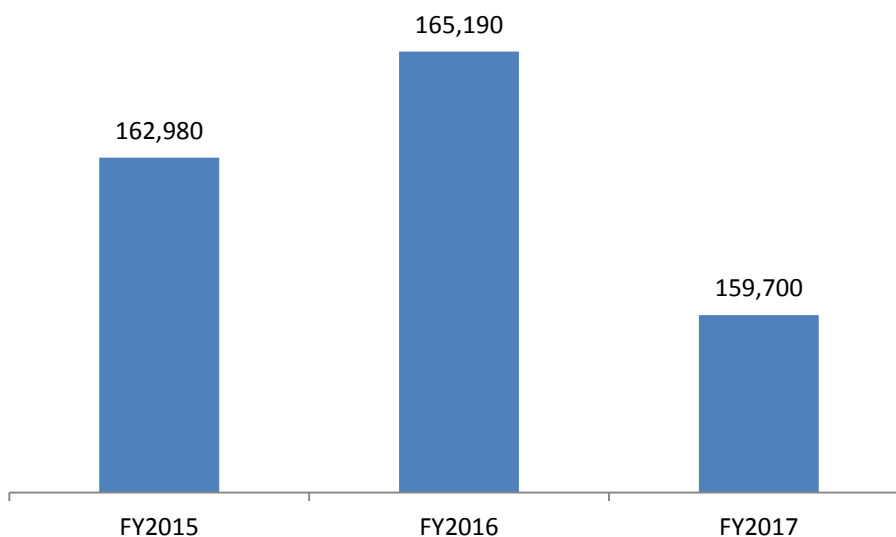
**Table A  
Average Weekday Ridership**

February 2017 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	43,660	42,360	37,150	-12.3%
Paratransit	1,070	1,200	1,250	4.2%
Caltrain	56,140	59,830	57,620	-3.7%
Shuttles	11,810	12,880	12,900	0.2%
<b>Total</b>	112,690	116,270	108,920	-6.3%
BART Extension (No Daly City)	47,480	51,750	46,410	-10.3%
<b>Grand Total</b>	160,170	168,020	155,340	-7.5%
<b>Weekdays</b>	20	21	20	

February 2017 Year-to-date				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	43,020	42,140	38,850	-7.8%
Paratransit	1,100	1,220	1,240	1.6%
Caltrain	57,550	59,560	58,410	-1.9%
Shuttles	11,660	11,390	12,160	6.8%
<b>Total</b>	113,330	114,310	110,660	-3.2%
BART Extension (No Daly City)	49,650	50,880	49,040	-3.6%
<b>Grand Total</b>	162,980	165,190	159,700	-3.3%

\*Caltrain Ridership for February 2016 has been updated.

**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 February for the past three fiscal years.

**MONTHLY TOTAL RIDERSHIP – FEBRUARY 2017 COMPARED TO FEBRUARY 2016**

**Grand Total All District Modes** – 3,615,540, a decrease of 12.3 percent

**Bus** – 882,260, a decrease of 15.8 percent

**Paratransit** – 28,590, an increase of 0.5 percent

**Caltrain** – 1,392,560, a decrease of 7.5 percent

**Shuttles** – 257,060, an increase of 5.7 percent



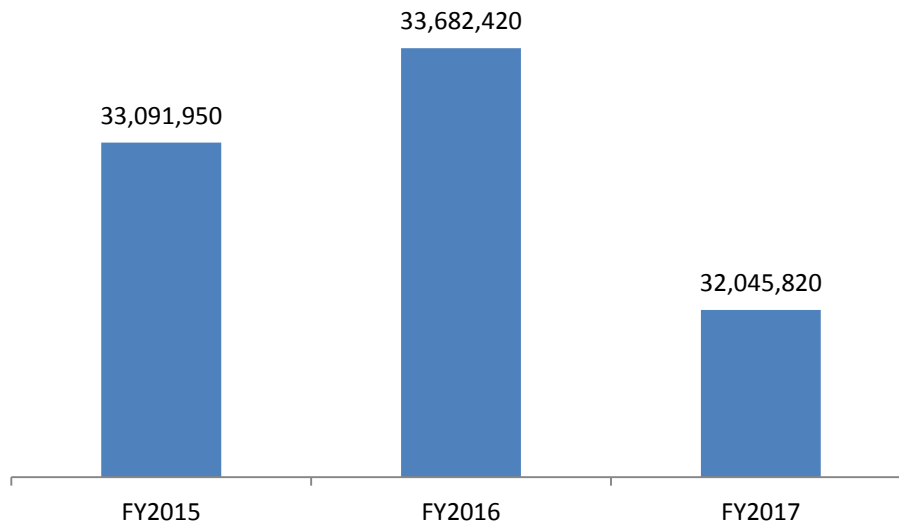
**Table B  
Total Monthly Ridership**

February 2017 Total Monthly Ridership				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	1,029,710	1,048,110	882,260	-15.8%
Paratransit	24,690	28,460	28,590	0.5%
Caltrain	1,362,580	1,506,190	1,392,560	-7.5%
Shuttles	243,880	272,620	257,060	-5.7%
<b>Total</b>	<b>2,660,860</b>	<b>2,855,380</b>	<b>2,560,460</b>	<b>-10.3%</b>
BART Extension (No Daly City)	1,095,830	1,268,120	1,055,080	-16.8%
<b>Grand Total</b>	<b>3,756,700</b>	<b>4,123,500</b>	<b>3,615,540</b>	<b>-12.3%</b>
<b>Weekdays</b>	20	21	20	

February 2017 Year-to-date				Percent Change FY2016/2017
Mode	FY2015	FY2016	FY2017	
Bus	8,720,390	8,599,290	7,853,570	-8.7%
Paratransit	214,210	236,240	242,870	2.8%
Caltrain	12,137,910	12,623,450	12,270,060	-2.8%
Shuttles	1,999,850	1,954,040	2,044,790	4.6%
<b>Total</b>	<b>23,072,350</b>	<b>23,413,020</b>	<b>22,411,300</b>	<b>-4.3%</b>
BART Extension (No Daly City)	10,019,590	10,269,400	9,634,520	-6.2%
<b>Grand Total</b>	<b>33,091,950</b>	<b>33,682,420</b>	<b>32,045,820</b>	<b>-4.9%</b>

\*Caltrain Ridership for February 2016 has been updated.

**Chart B  
Total Ridership (FYTD)**



The following summary illustrates the number of riders by fare category for the month of February 2017. SamTrans carried 879,782 passengers on its fixed-route service in February, and 1,779,156 for the 2017 Calendar Year-to-Date. These numbers do not include Dumbarton ridership.

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

	February 2015	February 2016	February 2017	2017 Calendar Year-to-Date
Adult Cash	244,767	206,600	147,872	307,656
Adult Pass	455,242	504,753	448,204	898,201
Youth Cash	126,920	136,265	117,336	239,969
Youth Pass	59,264	60,608	45,165	85,285
Eligible Discount	140,571	136,928	121,205	248,044
<b>Total</b>	<b>1,026,763</b>	<b>1,045,154</b>	<b>879,782</b>	<b>1,779,156</b>

## SamTrans Promotions – February 2017

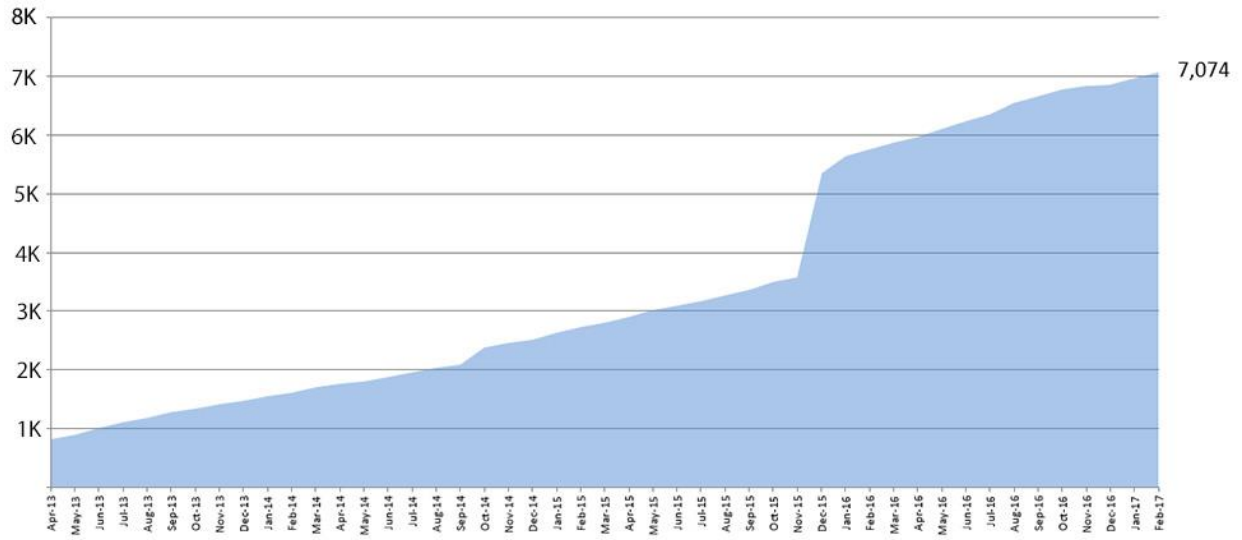
**www.go.samtrans.com launch** – With so many fun events and activities going on along the Peninsula, SamTrans is a great alternative to driving. To help promote these fun destinations, SamTrans launched a newly designed site to be used as a guide to feature all the attractions in one location on the SamTrans website. [Go.samtrans.com](http://Go.samtrans.com) is the one stop shop of events happening in the service area that are accessible by bus or train. From parades, street fairs and farmers' markets, the site connect customers to the fun. To carry the new design throughout, the *Transit Fun Guide* was also redesigned along with the website to display more eye appeal with bigger photos and easy to read navigation about connecting bus routes and information. Being a soft launch of the site, communications to promote the site included Peninsula Moves blog post, newly designed web button on homepage, take-ones onboard buses and organic social media push. A heavier promotional push will be developed once minor bugs are flushed out and more content/events come online.

**Partnerships** – SamTrans collaborated with the Bay Area Travel & Adventure Show held at the Santa Clara Convention Center from February 11 and 12. As part of the partnership, the co-promoted event was listed on the GoSamTrans take-one and placed onboard the train and at select stations, displayed on the gosamtrans.com website, Peninsula Moves Blog, organic social media posts promoting the event. As part of the partnership, the event also posted ad cards onboard buses and trains, logos posted on travel show's website and offered Caltrain/SamTrans customers a \$2 discount if they took transit to the event.

**SamTrans Social Media Promotions and Analytics** – SamTrans social media saw meager growth in February, although we did cross the 7,000 followers mark. We held several contests with sweaters as prizes. In addition, we held a high-level partnership contest with Cinequest. We asked people to reply to our messages and tag their "favorite movie buddy" for a chance to win two Gold Passes for the Cinequest film festival, good for all films. To promote the contest we put \$100 promotion on Twitter. We also began running a Facebook promotion for a Ridership Survey through AdTaxi Advertising service (marketing).



### Total Followers - All Networks



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

650-508-6227  
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650-508-7934



## AGENDA

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

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

**WEDNESDAY, APRIL 5, 2017 – 2:30 p.m.**

or immediately following previous Committee meeting

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

1. Call to Order
2. Approval of Minutes of Finance Committee Meeting of March 1, 2017
3. Acceptance of Statement of Revenues and Expenses for February 2017
4. Authorize Filing of Applications to the California Governor's Office of Emergency Services to Receive \$885,124 in State Proposition 1B Transit Security Grant Program Funds
5. Authorize the General Manager/CEO to Execute and File Federal Transportation Administration Section 5310 Grant Application to Aid in the Financing of a Pilot Program

### **CONTRACTS**

6. Authorize Award of Contract to Parts Warehouse Distributors, DBA City Auto Supply to Furnish and Deliver New 8D Bus Batteries in the Total Estimated Amount of \$218,965 for a Five-Year Term
7. Authorize Execution of an Amendment to the Contract with Universal Building Services for the Provisions of Bus Stop Cleaning Services for a Contract Amount Not-to-Exceed \$1,102,059
8. Authorize the Purchase and Delivery of New Light-Emitting Diode Lighting from Gonnevill, Inc. Through the State of California Department of General Services for a Total Cost of \$334,313
9. Authorize Rejection of Single Bid from G&K Services, Inc. for Rental, Purchase, and Laundering of Work Clothing and Related Items and Negotiation of a Contract on the Open Market
10. 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  
MARCH 1, 2017**

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

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

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

Committee Chair Carole Groom called the meeting to order at 2:55 p.m.

**Approval of Minutes of February 1, 2017**

Motion/Second: Ratto/Stone

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

Abstain: Guilbault, Kersteen-Tucker

**Acceptance of Statement of Revenue and Expenses for December 2016**

Kathleen Kelly, Interim Chief Financial Officer, said total sources of funds are on target. Fare revenue is down about \$1.5 million, but other items are up, which makes up the difference. There is a surplus in expenses with \$1.5 million in fuel savings.

Director Jeff Gee said the half-cent sales tax comes in so late and it is difficult to see as it doesn't true-up.

Motion/Second: Ratto/Guilbault

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**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**

Peter Skinner, Manager, Grants and Fund Programming, said these funds are proceeds from Cap and Trade auctions and are distributed annually to transit agencies by formula. Staff is recommending the funds be allocated to the purchase of 10 all electric buses.

Motion/Second: Gee/Stone

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**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**

Mr. Skinner said this project will be between the Palo Alto Caltrain Station and Daly City Bay Area Rapid Transit (BART) Station. Once complete this project will improve transit speed along El Camino Real by either giving buses green lights or extending green lights at intersections. Staff will be working with the California State Department of Transportation (Caltrans), City/County Association of Governments (C/CAG), and cities along the corridor to ensure the project is implemented.

Director Jeff Gee asked how long this will take to implement. Mr. Skinner said before 2021.

Director Charles Stone asked what the implementation of the project will do to traffic on the arterials that intersect with El Camino Real. Mr. Skinner said part of the work that will be done by the cities, C/CAG and Caltrans to determine impacts on cross traffic.

Director Dave Pine said C/CAG made a tremendous investment in the corridor and asked how this project interrelates. Mr. Skinner said staff will work with technology that C/CAG has installed and piggyback to implement the traffic signal priority. The technology being installed will be very similar to what the Santa Clara Valley Transportation Authority installed between Santa Clara and the Palo Alto Caltrain Station.

Director Zoe Kersteen-Tucker asked how long this take will and how much disruption will occur in traffic along El Camino Real. Mr. Skinner said he doesn't know. The actual installation shouldn't disrupt as the software is installed at control boxes.

Motion/Second: Stone/Pine

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**Update on the San Carlos Transit Center and Transit Village Projects**

Brian Fitzpatrick, Manager, Real Estate and Property Development, reported:

- San Carlos Transit Village (SCTV)
  - Transit-Oriented Development Project
  - Project north of Holly Street
  - Partnership with Prometheus, Legacy and the District
  - Long-term land lease where developer owns building, but the District owns the land
  - 200 residential units and 25,000 square feet of commercial space
  - Six-acre site
  - Creates revenue stream to District
- Originally the developer would construct transit center for the District at District cost. Staff was able to obtain a \$4.9 million Federal grant
- SCTV commenced construction to begin on northern most site once the San Carlos Transit Center new parking lots are developed

Director Stone said this is much needed housing and there are parking lots in Belmont and maybe creative thinking can happen for this location.

Director Kersteen-Tucker asked when the Transit Village will be completed. Mr. Fitzpatrick said end of 2018.

Director Kersteen-Tucker asked how much revenue will be generated. Mr. Fitzpatrick said \$750,000 a year, but after year five the District participates in the success of the project at a 10 percent rate and after year 20 of the lease the District will participate in the gross revenue of the property at 10.5 percent. Every time the property is sold or refinanced the District gets 1 percent and then subsequently 2 percent.

Director Gee asked how Prometheus got involved. Mr. Fitzpatrick said Prometheus bought the majority of the project from Legacy.

Director Kersteen-Tucker asked when money starts flowing in. Mr. Fitzpatrick said the District receives construction rent and prestabilization rent. When the building is opened and at 90 percent occupancy SamTrans collects full rent as based on the lease.

Chair Rose Guilbault asked if this are low-income housing. Mr. Fitzpatrick said 15 percent will be affordable and the remaining will be market based.

Director Josh Powell asked if there are any other projects in the pipeline. Mr. Fitzpatrick said there is one at Hayward Park Caltrain Station which is a Peninsula Corridor Joint Powers Board (JPB) property and the other is at the Daly City Park and Ride Lot at the Colma BART Station.

### **Presentation on the SamTrans Business Plan**

Doug Kim, Director, Planning, said:

- SamTrans faces unprecedented financial, service, organizational challenges
  - Core budgets move from surplus to deficits
  - Deplete financial services by Fiscal Year (FY) 2023
  - Transition to electric bus fleet
  - Demographic trends (seniors, youth) impact fixed-route, paratransit services
  - Increasing multi-modal services
  - 54 percent of workforce transitions out in five years
- Challenging financial forecast
  - Every public transit agency has a structural deficit
  - Core operating budget
    - Excludes debt service and capital costs
    - From 2001-2016, revenue covers costs (average \$28 million surplus)
    - Critical to balancing budget (e.g. debt service is \$20 million annually)
    - Costs overtake revenue in 2026



- Debt Service
  - \$269 million in debt
  - BART-related investments
  - Annual debt service
    - \$21 million from 2016-2019
    - \$19 million from 2020-2033
  - Bus agencies don't have debt, but multimodal agencies do
- Capital needs
  - \$11 million annually versus \$3 million historically
  - Maintain current infrastructure
  - Replace 42 percent of business in 2021, which is \$74 million
  - Electric buses cost \$900,000 each and need charging infrastructure
- Contributions for Caltrain operations
  - Projected up to an additional \$5 million annually
  - Caltrain needs dedicated funding source
- County of San Mateo partnership for paratransit service with a \$5 million annual contribution
- Consequences of not doing enough
  - Loss of relevancy
  - Increasing vulnerability to economic shifts as gap between revenues and expenses closes
  - Service cuts
  - Other (e.g. pension, JPB contributions)
- The case for the Business Plan
  - Reinvent SamTrans
    - Recalibrate agency finances
    - Make SamTrans service more relevant
    - Address the workforce issue
- Financial Action Plan
  - Build off 2015-2019 Strategic Plan and implement focused program to:
    - Generate capital funding to transition fleet to zero-emissions, state of good repair
    - Generate operations funding to stabilize core budget to support innovation
    - Stabilize core budget past 2023 (depletion of reserves) and 2034 (end of debt service)
  - New financial plan based on reinvented service
  - Pursue funding through potential ballot measures, legislative actions (2018 and beyond)
- Mobility Action Plan
  - Implement new service concepts
    - El Camino Real bus rapid services
    - Transit signal priority
    - US-101 express buses
    - Major activity centers (San Francisco International Airport, major job centers)
  - Starting in 2018
  - Redefine mobility for the 21<sup>st</sup> Century

- Sustainability leader
  - Zero-emission transit in San Mateo County
  - Go for the Gold (American Public Transportation Association)
- Partner with Silicon Valley to innovate
  - Transportation Network Company (TNC) pilots for fixed-route and paratransit
  - Autonomous vehicle project
- Embrace multi-modal roots
  - Dumbarton corridor
- Organizational trends
  - 60 percent of employees (403) left over the past five years
  - 364 more separations in next five years
    - 383 employees have been hired over the past five years
    - Constant recruiting impacts agency
- Organizational Action Plan
  - Build off internal District actions initiative
  - Agile, innovate, accountable culture
  - Necessary to handle increasingly complex mission
    - Electrified rail system
    - Electric bus fleet
    - Dumbarton multi-modal corridor
- Office of Innovation
  - Understand, embrace, integrate new technologies that affect public transit services
  - Focus on partnerships
  - Work with private sector to develop projects
- Next steps
  - Spring 2017
    - Develop business plan and projects
    - Outreach program
  - Summer 2017
    - Complete Dumbarton corridor planning study
    - Private sector TNC partnership
    - Office of Innovation
  - Fall 2017
    - Draft of business plan
  - 2018 and beyond
    - Implement business plan and projects
    - Ballot measure

Jim Hartnett, General Manager/CEO, said the upcoming budget process will provide the Board with options. He said staff has heard the Board on what is important.

Director Stone said this is information the Board needs to digest and to help make decisions. He feels staff has heard the Board from the last two retreats on how to reinvent the agency for the 21<sup>st</sup> Century.

Chair Guilbault said she is excited to hear about this plan and it is evident staff has heard the Board. She would like the Board to work with staff on how to best utilize the

Board retreat and this information and getting the Board involved in some of the actions and getting prepared for the 2018 ballot.

Director Kersteen-Tucker asked how the financial projections are being thought about based on the new Administration. Mark Simon, Chief of Staff, said staff doesn't know if programs will be continued under the Administration.

Director Kersteen-Tucker likes the idea of multi-modal being in the District's DNA. She asked if any thought has been given to the idea of including staff members from the technology community to partner in the Office of Innovation.

Mr. Kim said, based on Board direction, staff is looking at how to get Coastside service right and will be having a couple of workshops on the Coast to ask the public what can be done to improve service.

Director Kersteen-Tucker asked what the \$350,000 budget request for the plan is going to include. Mr. Kim said analysis, looking at workforce, and bringing in consultants to look at best practices.

Director Gee said staff can't control external threats and needs to manage at the local level.

Committee Chair Groom said she chairs the Budget and Finance Committee for the Bay Area Air Quality Management District and they will be recommending to the full Board taking several million out of reserves and starting an Office of New Technology.

**Authorize an Amendment to the Funding Agreement with Facebook for the Dumbarton Transportation Corridor Study**

Motion/Second: Gee/Stone

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**Authorize an Amendment to the FY2017 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**

Motion/Second: Stone/Kersteen-Tucker

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**Authorize Execution of the First Amendment to the Inter-Agency Cooperative Agreement to Provide Administration Services for the Dumbarton Express Bus Service**

Motion/Second: Gee/Stone

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**Approval of Revisions to the District's Procurement Policy to Incorporate Provisions of Assembly Bill 2030**

Motion/Second: Guilbault/Pine

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

Director Gee asked Mr. Harnett to come back to the Board with a recommendation on reporting of contracts signed.

**Authorize Disposition of 16 Surplus Non-Revenue Support Vehicles and Minivans**

Motion/Second: Kersteen-Tucker/Guilbault

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**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**

Motion/Second: Stone/Guilbault

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**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**

Motion/Second: Ratto/Kersteen-Tucker

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**Rejection of All Bids to Furnish and Deliver New 8D Bus Batteries**

Public Comment

Shao Dyl, City Auto Supply, said his company is a wholesale distributor of auto parts. He said his company has been servicing the District for 15 years. In the letter he received from staff regarding the rejection of bids the main reason was that the initial vendor outreach efforts didn't reach all eligible local vendors and the conclusion by staff was to reject all bids and reissue the Invitation for Bids (IFB). Mr. Dyl said there were five responsible, responsive bidders and City Auto Supply was \$166,476 below the highest bid and \$43,000 below the lowest bid. He said their company found the bid like everyone else on the website and took the time to complete the IFB and submit by the deadline. Mr. Dyl said their company's concern is they were the lowest bid and they did their due diligence.

Committee Chair Groom said staff discovered another local vendor didn't receive the package and that is the reason for rejection.

Joan Cassman, Legal Counsel, said staff weighed the pros and cons of this rejection. She said there is a smaller, local vendor that wasn't aware this contract had been put out for a competitive bid.

Mr. Dyl said now the public knows their pricing and it could be a disadvantage for the other bidders.

Director Stone asked if there is a need to take action today on this issue to protect the District from litigation. Ms. Cassman said this is a discretionary matter.

Nita Vigil, Acting Director, Contracts and Procurement, said staff wants to make sure as many vendors as possible bid and wanted to allow local inclusion. She said staff is ready to reissue the IFB tomorrow.

Director Stone asked what the Board's options are. Ms. Cassman said this award could be put over a month, award the contract, or reject the bid. The low bid is responsive.

Director Gee said this has been publicly advertised procurement and five responsive proposals were received and he would like this brought to the April meeting with the bid results from the five bidders for the Board's review.

A motion (Gee/Stone) to continue this item to next month.

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

Director Kersteen-Tucker thanked Mr. Dyl for coming to the meeting and speaking to the Board of his concerns.

Adjourned: 4:18 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  
FEBRUARY 28, 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 February 2017 and supplemental information.

**SIGNIFICANCE**

**Revenues:** *Total Revenues* (page 1, line 14) are \$448,607 or 0.4 percent **worse** than revised budget. *Passenger Fares* (page 1, line 1) are **worse** than budget by \$1,781,097 or 13.7 percent offset by *Sales Tax* (page 1, line 9) which is **better** by \$740,945 or 1.4 percent, *Investment Interest* (page 1, line 10) is **better** than budget by \$340,920 or 46.9 percent and *Other Interest, Rent & Other Income* (page 1, line 12) is **better** than budget by \$254,500 or 5.2 percent.

**Expenses:** *Total Expenses* (page 4, line 71) are \$8,010,952 or 8.3 percent **better** than revised budget. Within Total Expenses, *Total Motor Bus* (page 3, line 46) is **better** than budget by \$6,926,307 or 8.8 percent, *Total ADA Programs* (page 4, line 55) is **better** than budget by \$860,539 or 7.1 percent and *Total Multi-Modal Programs* (page 4, line 69) is **better** than budget by \$224,106 or 3.8 percent.

**BUDGET IMPACT**

There are no budget revisions for the month of February 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  
FEBRUARY 2017**

% OF YEAR ELAPSED: **66.7%**

	MONTH	YEAR-TO-DATE				ANNUAL			
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	FORECAST	% REV BUDGET
<b>SOURCES OF FUNDS</b>									
<b>Operating Revenues</b>									
1 Passenger Fares	1,338,562	12,137,611	11,230,236	13,011,333	86.3	19,517,000	19,517,000	17,735,903	57.5
2 Local TDA and STA Funds	3,404,892	25,103,320	27,254,929	27,254,929	100.0	42,361,438	42,361,438	42,081,438	64.3
3 Operating Grants	242,528	5,082,501	2,469,603	2,469,603	100.0	4,010,671	4,010,671	4,362,671	61.6
4 SMCTA Measure A	811,985	6,717,573	6,464,102	6,544,010	98.8	9,960,000	9,960,000	9,960,000	64.9
5 SM County Measure A	416,667	3,333,333	3,333,333	3,333,333	100.0	5,000,000	5,000,000	5,000,000	66.7
6 AB434 Funds & TA Funded Shuttle	9,084	398,217	72,667	63,584	114.3	109,000	109,000	109,000	66.7
7 <b>Subtotal - Operating Revenues</b>	<b>6,223,717</b>	<b>52,772,556</b>	<b>50,824,871</b>	<b>52,676,792</b>	<b>96.5</b>	<b>80,958,110</b>	<b>80,958,110</b>	<b>79,249,012</b>	<b>62.8</b>
<b>Other Revenue Sources</b>									
9 District 1/2 Cent Sales Tax	6,797,483	51,930,997	53,599,731	52,858,786	101.4	83,000,000	83,000,000	83,000,000	64.6
10 Investment Interest	151,064	733,012	1,067,933	727,013	146.9	1,090,519	1,090,519	1,601,899	97.9
11 Pass through to Other Agencies	4,842	73,918	117,594	50,645	232.2	69,000	69,000	490,268	170.4
12 Other Interest, Rent & Other Income	569,493	4,581,092	5,157,667	4,903,167	105.2	7,308,988	7,308,988	7,784,807	70.6
13 <b>Subtotal - Other Revenues</b>	<b>7,522,882</b>	<b>57,319,019</b>	<b>59,942,925</b>	<b>58,539,610</b>	<b>102.4</b>	<b>91,468,507</b>	<b>91,468,506</b>	<b>92,876,974</b>	<b>65.5</b>
14 <b>Total Revenues</b>	<b>13,746,599</b>	<b>110,091,574</b>	<b>110,767,795</b>	<b>111,216,402</b>	<b>99.6</b>	<b>172,426,616</b>	<b>172,426,616</b>	<b>172,125,986</b>	<b>64.2</b>
15 <b>Capital Assistance</b>	<b>0</b>	<b>3,038,649</b>	<b>975,098</b>	<b>975,098</b>	<b>100.0</b>	<b>10,255,906</b>	<b>109,896,959</b>	<b>109,896,959</b>	<b>0.9</b>
16 <b>Reserves Programmed for Capital</b>	<b>795,512</b>	<b>2,403,268</b>	<b>3,039,170</b>	<b>3,039,170</b>	<b>100.0</b>	<b>0</b>	<b>6,637,249</b>	<b>6,637,249</b>	<b>45.8</b>
17 <b>Total Sources of Funds</b>	<b>14,542,111</b>	<b>115,533,491</b>	<b>114,782,063</b>	<b>115,230,670</b>	<b>99.6</b>	<b>182,682,522</b>	<b>288,960,824</b>	<b>288,660,195</b>	<b>39.7</b>
<b>USES OF FUNDS</b>									
<b>Operations</b>									
21 Motor Bus	9,780,000	70,581,733	72,028,506	78,954,813	91.2	117,968,986	117,970,986	113,852,031	61.1
22 A. D. A. Programs	1,424,377	10,318,907	11,334,539	12,195,078	92.9	18,157,910	18,155,910	17,657,910	62.4
23 Caltrain	540,090	4,640,330	4,320,093	4,400,001	98.2	6,640,000	6,640,000	6,640,000	65.1
24 Other Multi-modal Programs	173,231	1,259,434	1,306,399	1,450,598	90.1	2,161,708	2,161,708	2,161,707	60.4
25 <b>Subtotal - Operating Costs</b>	<b>11,917,698</b>	<b>86,800,404</b>	<b>88,989,537</b>	<b>97,000,489</b>	<b>91.7</b>	<b>144,928,604</b>	<b>144,928,604</b>	<b>140,311,648</b>	<b>61.4</b>
<b>Other Uses of Funds</b>									
27 Pass through to Other Agencies	4,842	73,918	117,594	52,441	224.2	79,780	79,780	490,268	147.4
28 Debt Service	836,304	6,626,912	6,666,630	6,658,697	100.1	21,648,044	21,648,044	21,648,044	30.8
29 Fiscal Agent Fees	1,019	4,212	11,642	18,934	61.5	28,401	28,401	28,401	41.0
30 Land Transfer Interest Expense	0	0	0	0	0	45,716	45,716	45,716	0.0
31 <b>Subtotal - Other Uses of Funds</b>	<b>842,165</b>	<b>6,705,041</b>	<b>6,795,867</b>	<b>6,730,072</b>	<b>101.0</b>	<b>21,801,941</b>	<b>21,801,941</b>	<b>22,212,429</b>	<b>31.2</b>
32 <b>Capital Programs</b>	<b>795,512</b>	<b>5,545,243</b>	<b>4,014,267</b>	<b>4,014,267</b>	<b>100.0</b>	<b>16,327,874</b>	<b>122,606,176</b>	<b>122,606,176</b>	<b>3.3</b>
33 <b>Total Uses of Funds</b>	<b>13,555,375</b>	<b>99,050,688</b>	<b>99,799,670</b>	<b>107,744,828</b>	<b>92.6</b>	<b>183,058,419</b>	<b>289,336,721</b>	<b>285,130,253</b>	<b>34.5</b>
34									
35 <b>NET SURPLUS / (DEFICIT)</b>	<b>986,736</b>	<b>16,482,803</b>	<b>14,982,392</b>	<b>7,485,841</b>	<b>200.1</b>	<b>(375,897)</b>	<b>(375,897)</b>	<b>3,529,942</b>	<b>(3985.8)</b>

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

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

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

% OF YEAR ELAPSED: **66.7%**

	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>OPERATING REVENUES - MOTOR BUS</b>								
1 TOTAL MOTOR BUS FARES	1,280,204	11,567,036	10,758,396	12,425,333	86.6	18,638,000	18,638,000	57.7
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	3,134,134	21,429,149	25,073,073	25,073,073	100.0	37,540,609	37,540,609	66.8
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	95,804	2,258,958	695,138	695,137	100.0	2,609,106	2,609,106	26.6
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	38,106	4,738,932	1,047,228	1,047,228	100.0	1,666,278	1,667,878	62.8
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	4,718,434	26,294,163	29,761,969	35,559,625	83.7	51,283,370	51,283,770	58.0
10 Accessibility Fixed Route	75,826	630,731	630,998	755,478	83.5	1,133,217	1,133,217	55.7
11 TOTAL 1/2 CENT SALES TAX	4,794,260	26,924,893	30,392,967	36,315,103	83.7	52,416,587	52,416,987	58.0
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	119,505	588,769	836,610	588,346	142.2	882,519	882,519	94.8
14 OTHER REVENUE SOURCES:								
15 Rental Income	125,327	912,704	1,027,891	906,667	113.4	1,360,000	1,360,000	75.6
16 Advertising Income	62,500	681,365	491,026	766,000	64.1	1,149,000	1,149,000	42.7
17 Other Income	130,158	1,479,785	1,706,178	1,137,925	149.9	1,706,888	1,706,888	97.0
18 TOTAL OTHER REVENUES	317,985	3,073,854	3,225,095	2,810,592	114.7	4,215,888	4,215,888	76.5
19 TOTAL MOTOR BUS	9,780,000	70,581,590	72,028,506	78,954,813	91.2	117,968,986	117,970,986	61.1
20								
21								
22 AMERICAN DISABILITIES ACT:								
23 Passenger Fares Redi-Wheels	58,358	570,575	471,840	586,000	80.5	879,000	879,000	53.7
24 Local TDA 4.5 Redi-Wheels	153,687	1,135,036	1,229,495	1,229,495	100.0	1,844,243	1,844,243	66.7
25 Local STA - Paratransit	21,266	280,177	257,223	257,223	100.0	367,480	367,480	70.0
26 Operating Grants	204,422	343,569	1,422,375	1,422,375	100.0	2,344,393	2,342,793	60.7
27 Sales Tax - District ADA Programs	26,605	611,260	137,624	905,496	15.2	1,124,994	1,124,594	12.2
28 Sales Tax - Paratransit Suppl. Coastside	123,949	997,187	1,162,015	1,233,180	94.2	1,669,800	1,669,800	69.6
29 Interest Income - Paratransit Fund	31,558	144,385	231,323	138,667	166.8	208,000	208,000	111.2
30 SMCTA Measure A Redi-Wheels	271,895	2,077,243	2,144,009	2,144,009	100.0	3,320,000	3,320,000	64.6
31 SM County Measure A	416,667	3,333,333	3,333,333	3,333,333	100.0	5,000,000	5,000,000	66.7
32 Measure M Paratransit	115,970	826,281	945,300	945,300	100.0	1,400,000	1,400,000	67.5
33 TOTAL ADA PROGRAMS	1,424,377	10,319,049	11,334,539	12,195,078	92.9	18,157,910	18,155,910	62.4
34								
35 MULTI-MODAL TRANSIT PROGRAMS:								
36 Transfer from SMCTA for Caltrain	540,090	4,640,330	4,320,093	4,400,001	98.2	6,640,000	6,640,000	65.1
37 AB434 Funds & TA Funded Shuttle	9,084	398,217	72,667	63,584	114.3	109,000	109,000	66.7
38 Employer SamTrans Shuttle Funds	135,538	680,815	987,272	1,147,275	86.1	1,693,100	1,693,100	58.3
39 Sales Tax - SamTrans Shuttle Program	10,913	83,773	135,884	126,406	107.5	189,608	189,608	71.7
40 Sales Tax - Gen. Operating Asst.	17,697	96,630	110,576	113,333	97.6	170,000	170,000	65.0
41								
42 TOTAL MULTIMODAL	713,322	5,899,764	5,626,492	5,850,598	96.2	8,801,708	8,801,708	63.9
43								
44 TOTAL REVENUES	11,917,698	86,800,404	88,989,537	97,000,489	91.7	144,928,604	144,928,604	61.4

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

% OF YEAR ELAPSED: **66.7%**

EXPENSES	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	5,557,903	37,649,143	39,571,692	38,698,725	102.3	58,214,650	57,701,353	68.6
2								
3 Services:								
4 Board of Directors	2,850	26,434	32,849	63,813	51.5	86,000	86,000	38.2
5 Contracted Vehicle Maintenance	89,921	718,085	728,031	1,003,000	72.6	1,508,154	1,508,154	48.3
6 Property Maintenance	109,783	900,484	640,147	798,017	80.2	1,238,000	1,234,364	51.9
7 Professional Services	155,829	2,538,894	2,725,094	3,531,114	77.2	4,956,711	5,338,029	51.1
8 Technical Services	525,202	3,682,870	4,172,513	4,913,164	84.9	7,065,517	7,175,189	58.2
9 Other Services	166,912	1,716,447	1,697,906	2,272,557	74.7	3,206,540	3,460,039	49.1
10								
11 Materials & Supply:								
12 Fuel & Lubricants	219,931	1,859,324	1,823,630	3,587,351	50.8	5,525,612	5,415,612	33.7
13 Bus Parts & Materials	212,053	1,363,916	1,361,111	1,337,472	101.8	2,042,508	2,042,508	66.6
14 Uniforms & Driver Expense	37,304	188,801	205,708	374,471	54.9	479,129	479,829	42.9
15 Timetables & Tickets	32,198	82,657	70,238	111,220	63.2	263,645	263,645	26.6
16 Office Supplies / Printing	24,493	138,418	229,178	358,685	63.9	485,062	487,651	47.0
17 Other Materials & Supply	19,081	77,237	115,136	105,878	108.7	159,500	159,500	72.2
18								
19 Utilities:								
20 Telecommunications	18,107	229,056	282,576	487,994	57.9	731,991	731,991	38.6
21 Other Utilities	94,632	733,706	744,922	760,000	98.0	1,140,000	1,140,000	65.3
22 Insurance Costs	571,221	2,341,737	2,233,010	1,931,532	115.6	2,897,298	2,897,298	77.1
23 Workers' Compensation	257,310	2,294,972	2,223,142	2,445,440	90.9	3,668,160	3,668,160	60.6
24 Taxes & License Fees	44,746	331,012	346,949	490,091	70.8	735,136	735,136	47.2
25 Fixed Route Accessibility	75,826	630,731	630,998	755,478	83.5	1,133,217	1,133,217	55.7
26 Leases & Rentals	11,805	106,191	107,937	116,200	92.9	175,740	175,740	61.4
27 Promotional & Legal Advertising	28,406	75,039	158,318	323,467	48.9	484,700	484,700	32.7
28 Training & Business Travel	24,032	140,066	129,304	411,022	31.5	610,463	610,463	21.2
29 Dues & Membership	9,197	63,613	69,297	80,181	86.4	118,620	118,620	58.4
30 Postage & Other	2,115	48,549	36,739	83,407	44.0	103,000	63,338	58.0
31								
32 <b>Total District Operated Buses</b>	<b>8,290,856</b>	<b>57,937,382</b>	<b>60,336,423</b>	<b>65,040,279</b>	<b>92.8</b>	<b>97,029,352</b>	<b>97,110,536</b>	<b>62.1</b>
33								
34 <b>CONTRACTED BUS SERVICES</b>								
35 Contracted Urban Bus Service	1,294,728	9,888,419	10,557,181	11,457,533	92.1	17,246,300	17,166,300	61.5
36 Other Related Costs	30,814	310,987	294,694	256,211	115.0	392,150	392,966	75.0
37 Insurance Costs	(9,204)	889,480	(537,147)	491,062	(109.4)	736,593	736,593	-72.9
38 Coastside Services	121,763	1,169,641	1,000,814	1,312,000	76.3	1,968,000	1,968,000	50.9
39 Redi Coast Non-ADA	29,099	170,822	182,646	155,333	117.6	233,000	233,000	78.4
40 Other Related Costs	8,807	56,318	71,851	83,017	86.6	124,525	124,525	57.7
41 La Honda - Pescadero	4,988	35,700	36,488	36,753	99.3	55,130	55,130	66.2
42 SamCoast - Pescadero	7,681	113,767	75,455	118,067	63.9	177,100	177,100	42.6
43 Other Related Cost - SamCoast	468	9,217	10,099	4,557	221.6	6,836	6,836	147.7
44 <b>Total Contracted Bus Service</b>	<b>1,489,143</b>	<b>12,644,351</b>	<b>11,692,082</b>	<b>13,914,534</b>	<b>84.0</b>	<b>20,939,634</b>	<b>20,860,450</b>	<b>56.0</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>9,780,000</b>	<b>70,581,733</b>	<b>72,028,506</b>	<b>78,954,813</b>	<b>91.2</b>	<b>117,968,986</b>	<b>117,970,986</b>	<b>61.1</b>

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

% OF YEAR ELAPSED: **66.7%**

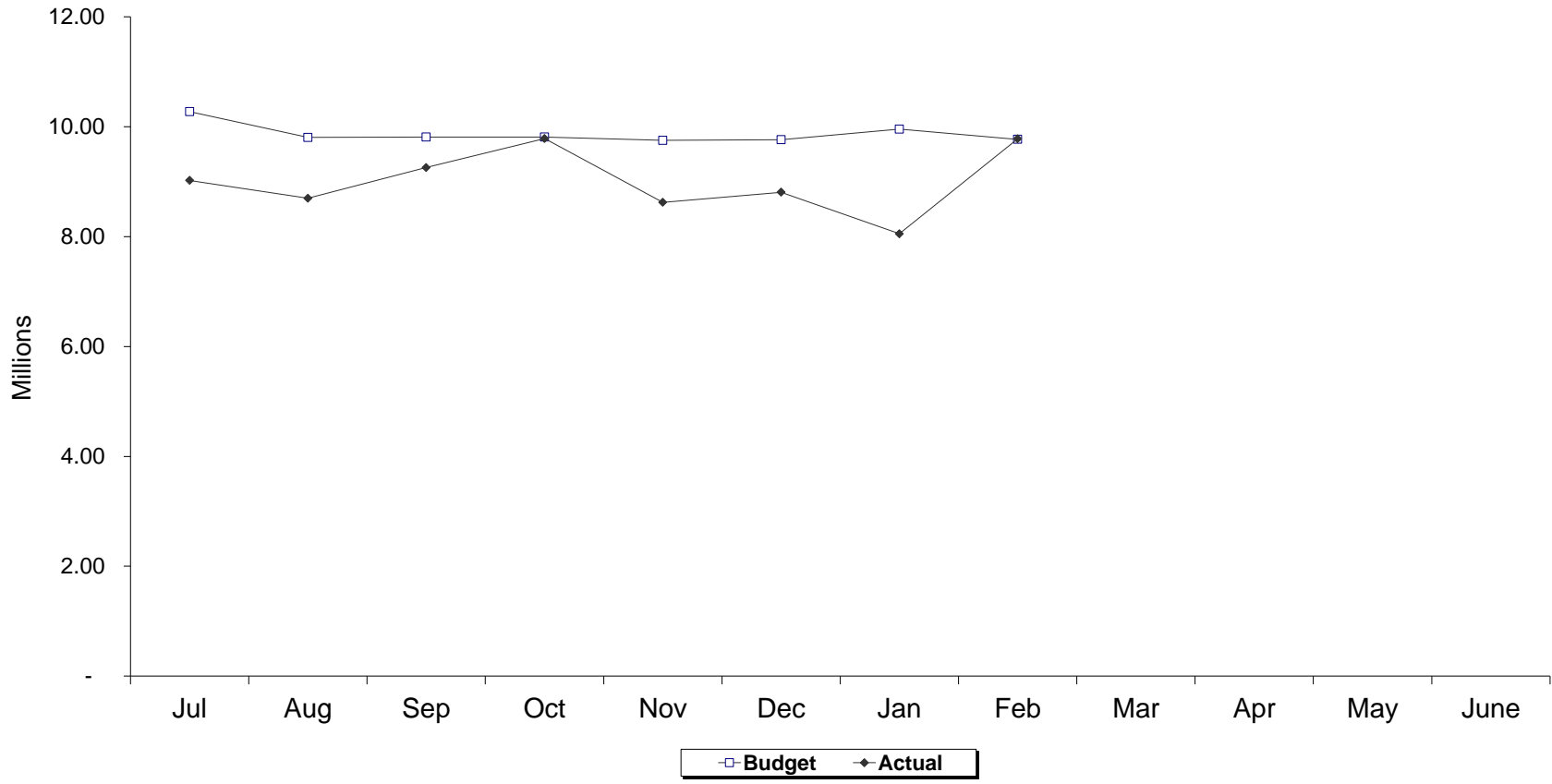
<u>EXPENSES</u>	MONTH	YEAR-TO-DATE				ANNUAL		
	CURRENT ACTUAL	PRIOR ACTUAL	CURRENT ACTUAL	REVISED BUDGET	% REV BUDGET	APPROVED BUDGET	REVISED BUDGET	% REV BUDGET
47 <b>AMERICAN DISABILITY ACT PROGRAMS</b>								
48								
49 Elderly & Disabled/Redi-Wheels	563,659	3,499,166	3,666,778	4,560,609	80.4	7,322,052	6,152,052	59.6
50 Other Related Costs	238,068	1,816,342	1,793,725	2,366,090	75.8	3,386,207	3,384,207	53.0
51 ADA Sedan/Taxi Service	394,101	2,954,556	3,367,325	2,652,886	126.9	3,628,328	4,798,328	70.2
52 ADA Accessibility Support	72,806	780,799	855,085	1,047,962	81.6	1,571,564	1,571,564	54.4
53 Coastside ADA Support	123,949	997,187	1,162,015	1,233,180	94.2	1,669,800	1,669,800	69.6
54 Insurance Costs	31,794	270,857	489,612	334,352	146.4	579,959	579,959	84.4
55 <b>TOTAL ADA PROGRAMS</b>	<b>1,424,377</b>	<b>10,318,907</b>	<b>11,334,539</b>	<b>12,195,078</b>	<b>92.9</b>	<b>18,157,910</b>	<b>18,155,910</b>	<b>62.4</b>
56								
57								
58 <b>MULTIMODAL TRANSIT PROGRAMS</b>								
59								
60 <b>CALTRAIN SERVICE</b>								
61 Peninsula Rail Service	540,090	4,640,330	4,320,093	4,400,001	98.2	6,640,000	6,640,000	65.1
62 <b>Total Caltrain Service</b>	<b>540,090</b>	<b>4,640,330</b>	<b>4,320,093</b>	<b>4,400,001</b>	<b>98.2</b>	<b>6,640,000</b>	<b>6,640,000</b>	<b>65.1</b>
63								
64 <b>OTHER SUPPORT</b>								
65 SamTrans Shuttle Service	155,534	1,162,805	1,195,823	1,337,264	89.4	1,991,708	1,991,708	60.0
66 Maintenance Multimodal Facilities	17,697	96,629	110,576	113,333	97.6	170,000	170,000	65.0
67 <b>Total Other Support</b>	<b>173,231</b>	<b>1,259,434</b>	<b>1,306,399</b>	<b>1,450,598</b>	<b>90.1</b>	<b>2,161,708</b>	<b>2,161,708</b>	<b>60.4</b>
68								
69 <b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>713,322</b>	<b>5,899,764</b>	<b>5,626,492</b>	<b>5,850,598</b>	<b>96.2</b>	<b>8,801,708</b>	<b>8,801,708</b>	<b>63.9</b>
70								
71 <b>TOTAL EXPENSES</b>	<b>11,917,698</b>	<b>86,800,404</b>	<b>88,989,537</b>	<b>97,000,489</b>	<b>91.7</b>	<b>144,928,604</b>	<b>144,928,604</b>	<b>61.4</b>

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## SAN MATEO COUNTY TRANSIT DISTRICT

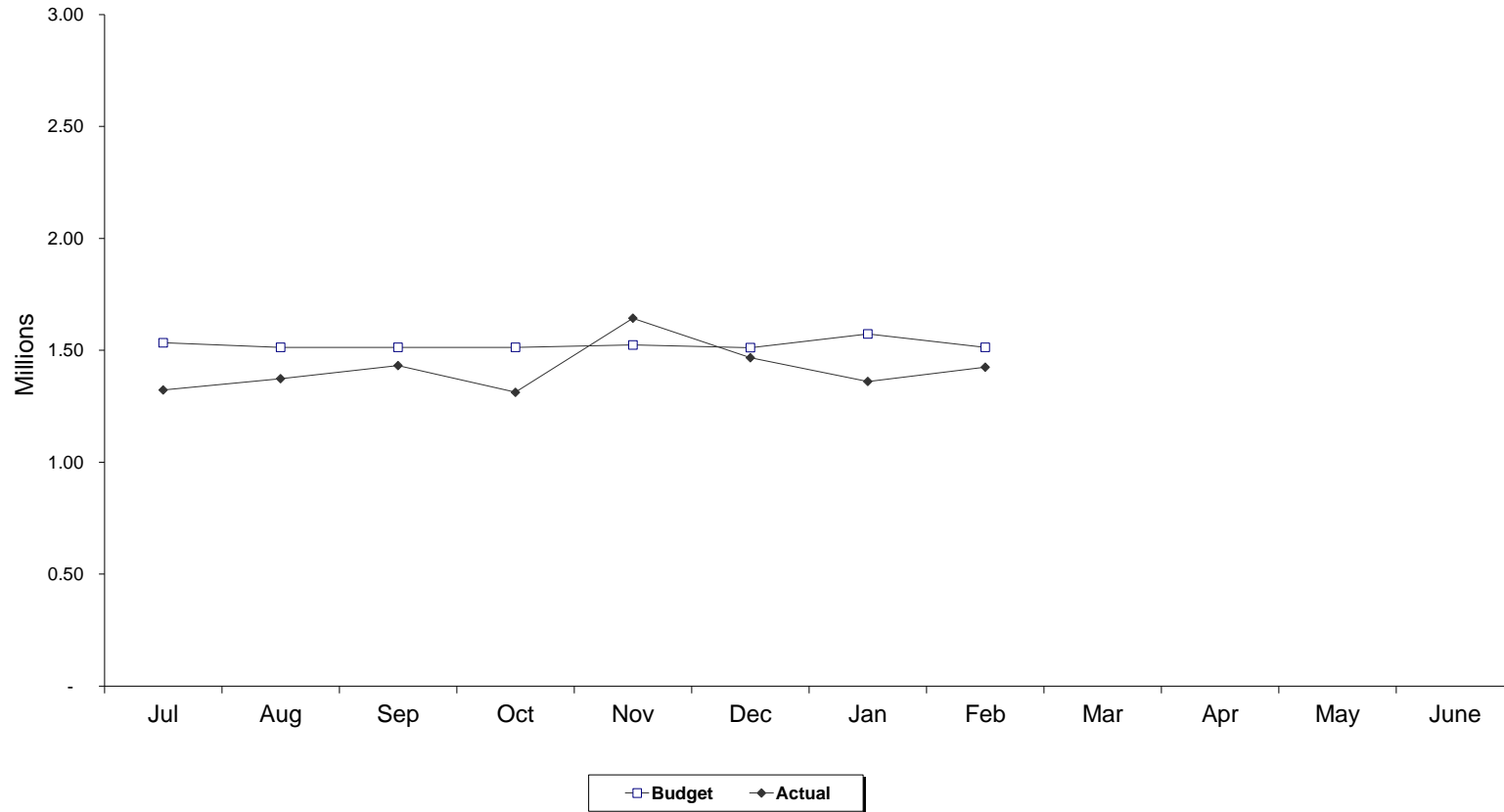
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

### FISCAL YEAR 2017



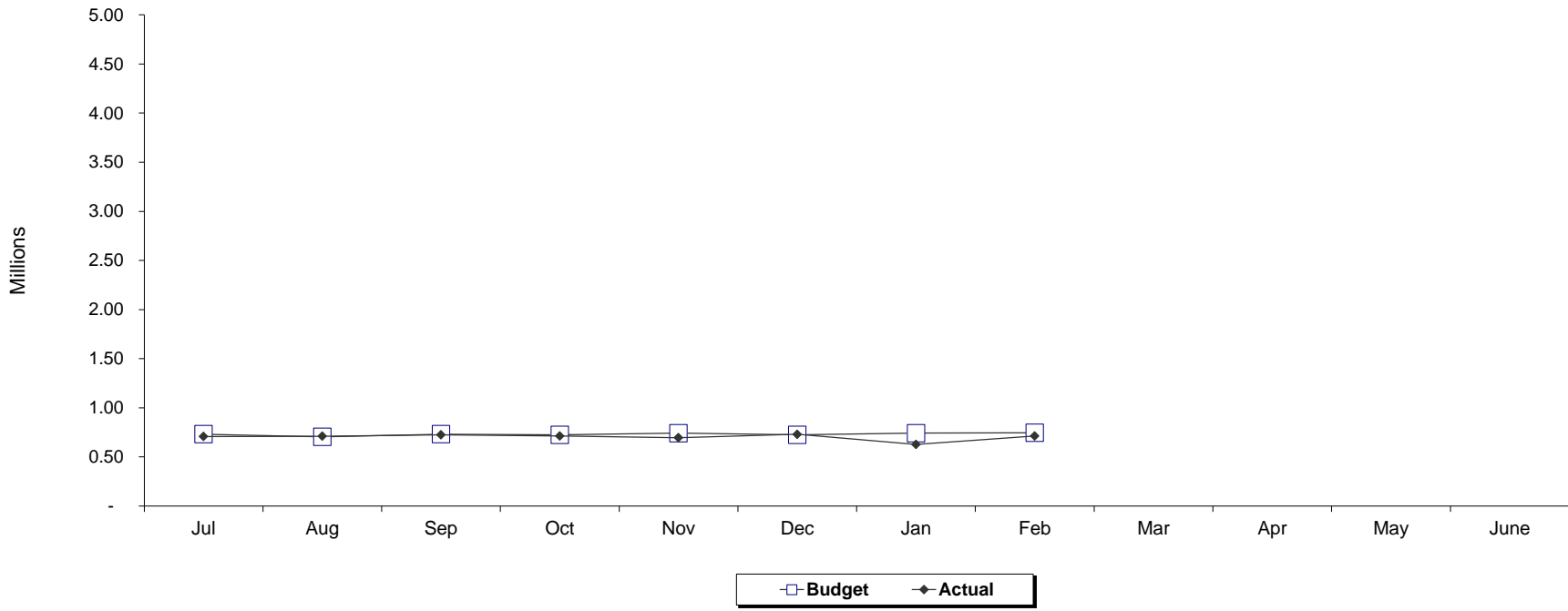
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
<b>Budget</b>	10,275,750	9,806,266	9,812,859	9,813,021	9,753,031	9,765,188	9,956,980	9,771,716				
<b>Actual</b>	9,023,605	8,698,427	9,255,952	9,784,949	8,625,265	8,808,317	8,051,991	9,780,000				
<b>CUMULATIVE EXPENSES</b>												
<b>Budget</b>	10,275,750	20,082,017	29,894,875	39,707,897	49,460,928	59,226,116	69,183,096	78,954,813				
<b>Actual</b>	9,023,605	17,722,032	26,977,984	36,762,933	45,388,198	54,196,515	62,248,506	72,028,506				
<b>Variance - F(U)</b>	1,252,146	2,359,985	2,916,892	2,944,964	4,072,730	5,029,601	6,934,590	6,926,307				
<b>Variance %</b>	12.19%	11.75%	9.76%	7.42%	8.23%	8.49%	10.02%	8.77%				

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



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
<b>Budget</b>	1,533,790	1,513,267	1,513,267	1,513,436	1,523,831	1,511,625	1,572,925	1,512,935				
<b>Actual</b>	1,322,352	1,373,403	1,431,552	1,312,368	1,643,108	1,466,845	1,360,535	1,424,377				
<b>CUMULATIVE EXPENSES</b>												
<b>Budget</b>	1,533,790	3,047,058	4,560,325	6,073,761	7,597,593	9,109,217	10,682,143	12,195,078				
<b>Actual</b>	1,322,352	2,695,754	4,127,306	5,439,674	7,082,782	8,549,626	9,910,162	11,334,539				
<b>Variance - F(U)</b>	211,439	351,303	433,019	634,087	514,811	559,591	771,981	860,539				
<b>Variance %</b>	13.79%	11.53%	9.50%	10.44%	6.78%	6.14%	7.23%	7.06%				

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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>MONTHLY EXPENSES</b>												
<b>Budget</b>	732,134	705,468	732,134	725,668	742,134	724,392	742,134	746,534				
<b>Actual</b>	708,677	711,565	725,582	713,657	697,021	729,906	626,763	713,322				
<b>CUMULATIVE EXPENSES</b>												
<b>Budget</b>	732,134	1,437,602	2,169,736	2,895,404	3,637,538	4,361,930	5,104,064	5,850,598				
<b>Actual</b>	708,677	1,420,242	2,145,825	2,859,481	3,556,502	4,286,408	4,913,170	5,626,492				
<b>Variance - F(U)</b>	23,456	17,360	23,911	35,923	81,036	75,522	190,894	224,106				
<b>Variance %</b>	3.20%	1.21%	1.10%	1.24%	2.23%	1.73%	3.74%	3.83%				

**SAN MATEO COUNTY TRANSIT DISTRICT**

**INTEREST ON INVESTMENTS**

**February 28, 2017**

DESCRIPTION	TOTAL INVESTMENT 2-28-17	INTEREST RECEIVABLE 1-31-17	PREPAID INT RECEIVABLE 1-31-17	INTEREST EARNED 2-28-17	INTEREST RECEIVED 2-28-17	ADJ.	INTEREST RECEIVABLE 2-28-17
RESERVE FOR CAPITAL PROJ	60,181.20	2,767.80	0.00	395.40	2,767.80	0.00	395.40
LAIF -- CAPITAL PROJ	77,431.25	180.95	0.00	46.15	0.00	0.00	227.10
REIMB SECURITIES -- L76R	88,718,402.36	257,830.94	0.00	110,900.47	113,277.26	(297.83)	255,156.32
LAIF -- REIMB FUNDS L76R	10,977.21	488.75	0.00	6.54	0.00	0.00	495.29
PARATRANSIT FUNDS	23,619,290.88	59,717.84	0.00	27,187.28	33,389.52	(92.39)	53,423.21
LAIF -- PARATRANSIT	1,037,255.57	3,371.51	0.00	618.26	0.00	0.00	3,989.77
BANK OF AMERICA	27,710,491.44	0.00	0.00	3,381.52	3,381.52	0.00	0.00
WELLS FARGO	1,937.13	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	10,116,359.78	375.59	0.00	638.25	388.87	0.00	624.97
Debt Service Reserves							
Held by Trustee:	11,242,129.87	0.00	0.00	0.00	0.00	0.00	0.00
	<u>162,594,456.69</u>	<u>324,733.38</u>	<u>0.00</u>	<u>143,173.87</u>	<u>153,204.97</u>	<u>(390.22)</u>	<u>314,312.06</u>

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

Interest Earned 2/28/17	142,783.65
<b>Add:</b>	
CEO Interest	0.00
<b>Less:</b>	
Trust Fees	(853.51)
Capital Gain(Loss)	<u>8,279.67</u>
Total Interest & Capital Gain(Loss)	<u>150,209.81</u>

**YEAR TO DATE -- SUMMARY**

Interest Earned	994,446.72
<b>Add:</b>	
CEO Interest	
<b>Less:</b>	
Trust Fees	(4,801.26)
Capital Gain(Loss)	<u>101,043.84</u>
Total Interest & Capital Gain(Loss)	<u>1,090,689.30</u>

**Balance Per Ledger as of 2/28/17**

Deferred Int Acct. 210852/3	28,335.89
Interest Acct. 409101	966,110.83
Less Trust Fees 530045	(4,801.26)
Gain(Loss) Acct. 405210	<u>101,043.84</u>
	<u>1,090,689.30</u>

**SAN MATEO COUNTY TRANSIT DISTRICT  
 BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R  
 February 28, 2017**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 2-28-17	MATURITY/CALL DATE	INT RATE	APPL DAYS	INTEREST REC'BLE 1-31-17	PREPAID INT REC'BLE 2-28-17	INTEREST EARNED 2-28-17	INTEREST RECEIVED 2-28-17	PP INTEREST RECEIVED DATE	INTEREST REC'BLE ADJ. 2-28-17	INT REC'BLE LESS PREPAID 2-28-17	PAR VALUE	
<b>U.S. TREASURY NOTES AND BONDS</b>																	
US TREASURY NOTE	912828TG5	06-02-16	1,973,735.15	1,979,058.34	1,978,608.06	7-31-17	0.500%	28	27.35		770.00			(4.26)	793.09	1,980,000	
US TREASURY NOTE	912828UZ1	3-31-16	2,940,435.55	2,945,317.92	2,937,208.80	4-30-18	0.625%	28	4,736.71		1,434.03			(7.93)	6,162.81	2,950,000	
US TREASURY NOTE	912828ST8	03-25-15	64,987.30	66,450.79	64,959.38	04-30-19	1.250%	28	208.74		63.19			(0.35)	271.58	65,000	
US TREASURY NOTE	912828UQ1	11-09-15	1,282,886.72	1,319,400.63	1,291,062.50	02-29-20	1.250%	28	13,825.97		2,527.78	16,250.00		(59.59)	44.16	1,300,000	
US TREASURY NOTE	912828UQ1	11-09-15	1,282,886.72	1,319,400.63	1,293,144.53	02-28-17	1.250%	0	0.00		0.00				-	1,300,000	
US TREASURY NOTE	912828VF4	12-7-15	4,343,109.38	4,480,779.60	4,373,701.20	05-31-20	1.375%	28	10,471.15		4,705.56			(51.71)	15,125.00	4,400,000	
US TREASURY NOTE	912828VP2	05-18-16	3,824,730.47	3,861,575.26	3,748,273.90	07-31-20	2.000%	28	204.42		5,755.56			(31.80)	5,928.18	3,700,000	
US TREASURY NOTE	912828L32	6-29-16	1,527,421.88	1,527,480.00	1,487,226.00	08-31-20	1.375%	28	8,774.17		1,604.17	10,312.50		(9.79)	56.05	1,500,000	
US TREASURY NOTE	912828Q78	01-05-17	1,960,312.50	1,964,532.00	1,967,344.00	04-30-21	1.375%	28	7,064.92		2,138.89			(11.82)	9,191.99	2,000,000	
															21.35%		
<b>GOVERNMENT BONDS</b>																	
FHLMC NOTES	3137EADN6	08-30-16	1,697,994.00	1,698,204.80	1,697,920.90	01-12-18	0.750%	30	672.92		1,062.50				1,735.42	1,700,000	
FHMA GLOBAL NOTES	3137EADP1	08-08-16	5,006,450.00	5,000,005.00	4,995,395.00	03-07-18	0.875%	30	17,500.00		3,845.83				21,145.83	5,000,000	
FHLMC	3130A9AE1	08-26-16	4,097,212.00	4,095,112.80	4,080,471.70	10-01-18	0.875%	30	11,958.33		2,989.58			0.01	14,947.92	4,100,000	
FHLMC	3137EAD7	09-16-16	1,394,400.15	1,394,358.30	1,388,384.91	10-12-18	0.875%	30	4,577.34		1,017.19				5,594.53	1,395,000	
FHBL NOTES AGENCY	313376BR5	08-11-16	255,055.00	254,369.00	252,188.25	12-14-18	1.750%	30	571.18		364.58				935.76	250,000	
FHLMC	3137EAE17	07-20-16	2,693,466.00	2,696,919.30	2,668,680.00	07-19-19	0.875%	30	787.50		1,968.75				2,756.25	2,700,000	
FNMA	3135GON33	08-02-16	2,196,304.00	2,196,304.00	2,172,310.80	08-02-19	0.875%	30	9,571.53		1,604.17	9,625.00		(0.01)	1,550.69	2,200,000	
FHBL GLOBAL NOTE	3130AB772	08-04-16	898,272.00	895,966.20	887,858.10	08-05-19	0.875%	30	3,871.88		656.25	3,959.38			568.75	900,000	
FHMA NOTES	3135G0P49	09-02-16	2,695,788.00	2,695,631.40	2,671,444.80	08-28-19	1.000%	30	11,175.00		2,250.00	13,200.00		(150.00)	75.00	2,700,000	
FHBL GLOBAL NOTE	3130A9EP2	09-08-16	2,697,651.00	2,697,634.80	2,670,065.10	09-26-16	1.000%	30	9,375.00		2,250.00				11,625.00	2,700,000	
FHMA NOTES	3135G0T29	02-28-17	1,299,168.00	1,295,125.00	1,295,125.00	02-28-20	1.500%	1	0.00		54.17				54.17	1,300,000	
FHBL GLOBAL NOTE	3130ABQS5	07-15-16	2,683,581.30	2,690,155.80	2,618,956.80	07-14-21	1.125%	30	1,434.38		2,531.25				3,965.63	2,700,000	
FNMA NOTES	3135G0N82	08-19-16	473,375.03	472,785.08	461,541.35	08-17-21	1.250%	30	2,671.88		494.79	2,935.76		(0.01)	230.90	475,000	
FNMA NOTES	3135G0N82	08-19-16	1,518,823.75	1,517,888.93	1,481,790.65	08-17-21	1.250%	30	8,578.13		1,588.54	9,425.35			741.32	1,525,000	
															741.32	32.97%	
<b>CORPORATE NOTE</b>																	
BEAR STEARNS CO INC. NOTE	073902PR3	11-22-16	2,085,620.00	2,081,024.00	2,057,714.00	10-02-17	6.400%	30	42,311.11		10,666.67				52,977.78	2,000,000	
WALT DISNEY CORP NOTE	25468PC80	11-23-16	1,050,210.00	1,047,855.00	1,035,223.00	12-15-17	5.875%	30	7,506.94		4,895.83			0.01	12,402.78	1,000,000	
JOHN DEERE CAPITAL CORP	24422EF1	11-22-16	2,009,300.00	2,007,496.00	2,003,330.00	12-15-17	1.550%	30	3,961.11		2,583.33				6,544.44	2,000,000	
JOHN DEERE CAPITAL CORP	24422FTM1	01-06-17	799,480.00	799,948.00	800,992.80	10-15-18	1.650%	30	916.67		1,100.00				2,016.67	800,000	
TOYOTA MOTOR CORP	89236TDH4	01-09-17	1,099,615.00	1,102,627.90	1,102,627.90	01-09-19	1.700%	30	1,142.78		1,558.33				2,701.11	1,100,000	
BERKSHIRE HATHAWAY GLOBAL FUND	1810188L0	12-23-16	1,810,188.00	1,810,188.00	1,810,188.00	08-19-19	4.100%	30	1,525.00		1,525.00	18,900.00			1,785.00	1,800,000	
AMERICAN HONDA FINANCE GL	02665VHA4	12-20-16	1,808,946.00	1,817,526.60	1,820,133.00	08-15-19	2.250%	30	18,675.00		3,375.00	20,250.00			1,800.00	1,800,000	
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-16	669,665.00	670,047.57	666,042.31	10-18-19	1.550%	30	2,971.26		865.42			0.01	3,836.68	670,000	
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	499,405.00	500,321.50	496,493.00	10-30-19	1.700%	30	2,148.61		708.33				2,856.94	500,000	
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	1,100,209.00	1,100,707.30	1,092,284.60	10-30-19	1.700%	30	4,726.94		1,558.33			0.01	6,285.28	1,100,000	
PEIZER INC CORP NOTE	717081EB5	11-21-16	1,184,146.80	1,182,475.95	1,183,998.68	12-15-19	1.700%	30	3,917.08		1,678.75				5,595.83	1,185,000	
CITIGROUP INC	172967LF6	01-10-17	899,640.00	901,728.00	901,728.00	01-10-20	2.450%	30	1,286.25		1,837.50				3,123.75	900,000	
MICROSOFT CORP	594918BV5	02-06-17	899,397.00	900,183.60	903,758.40	02-06-20	1.850%	25	0.00		1,156.25				1,156.25	900,000	
MORGAN STANLEY CORP NOTE	6174467P8	11-10-16	2,009,250.00	1,972,855.80	1,974,661.20	07-24-20	5.500%	30	1,925.00		8,250.00				10,175.00	1,800,000	
GOLDMAN SACHS GROUP CORP	3814GGQ1	11-28-16	1,765,872.00	1,761,273.60	1,760,448.00	07-27-21	5.250%	30	933.33		7,000.00				7,933.33	1,600,000	
															7,933.33	21.31%	
<b>COMMERCIAL PAPER</b>																	
BANK OF TOKYO MITSUBISHI	065388R4	10-21-16	993,735.00	994,339.00	998,900.00	04-18-17	0.000%	0	0.00		0.00				0.00	1,000,000	
BANK OF TOKYO MITSUBISHI	065388SF1	11-16-16	993,750.00	994,448.00	998,035.00	05-15-17	0.000%	0	0.00		0.00				0.00	1,000,000	
CREDIT AGRICOLE CIB NY	22533TF4	11-16-16	1,988,800.00	1,990,722.00	1,996,314.00	05-15-17	0.000%	0	0.00		0.00				0.00	2,000,000	
BNP PARIBAS NY BRANCH COMI	09659BUH1	10-20-16	1,881,190.00	1,883,050.10	1,891,482.30	07-17-17	0.000%	0	0.00		0.00				0.00	1,900,000	
Bank of Montreal Chicago	0636WF2	12-22-16	1,781,763.65	1,782,064.80	1,788,636.60	09-15-17	0.000%	0	0.00		0.00				0.00	1,800,000	
CANADIAN IMPERIAL HLDING	13607EVD6	01-19-17	1,781,510.25	1,783,897.20	1,786,062.60	10-13-17	0.000%	0	0.00		0.00				0.00	1,800,000	
																10.57%	
<b>CERTIFICATION OF DEPOSIT</b>																	
Canadian Imperial Bank NY CD	13606A4Z7	12-5-16	1,798,596.00	1,814,526.00	1,814,308.20	11-30-18	1.760%	28	5,104.00		2,464.00				7,568.00	1,800,000	
Nordea Bank Finland NY	65558LWA6	12-5-16	1,800,000.00	1,814,526.00	1,814,308.20	11-30-18	1.760%	28	5,104.00		2,464.00				7,568.00	1,800,000	
SVENSKA HANDELSBANKEN NY I	86958JHB8	01-12-17	1,800,000.00	1,798,952.40	1,799,020.80	01-10-19	1.890%	28	1,890.00		2,646.00				4,536.00	1,800,000	
																6.01%	
<b>ASSET-BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</b>																	
CCIT 2017-A2 A2	17305EGA7	01-26-17	1,549,703.18	1,551,700.66	1,552,665.85	01-17-21	1.740%	30	374.58		2,247.50				2,622.08	1,550,000.00	
ALLYA 2017-1 A3	0200PA7	01-31-17	404,964.60	404,905.23	404,932.65	06-15-21	1.700%	30	19.13		573.75	286.88			306.00	405,000.00	
FORDO 2017-A A3	34531EAD8	01-25-17	1,199,995.56	1,200,163.32	1,199,619.00	06-25-21	1.670%	30	334.00		1,670.00	1,113.30		(0.03)	890.67	1,200,000.00	
																3.51%	
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>																	
FNMA	3136ANU4	4-30-15	616,097.80	614,944.23	609,713.30	04-01-18	1.550%	30	787.92		787.92	787.92			787.92	610,000	
FHLMC	3137BNM24	4-28-16	8,083.90	8,083.41	8,003.92	02-25-17	1.738%	30	0.00		0.00	0.00			0.00	8,004	
FHLMC	3137BNM24	4-28-16	445,096.42	445,069.77	440,763.79	03-01-19	1.738%	30	649.87		638.27	649.86		(0.01)	638.27	440,693	
FANNIE MEA	3136AQD00	10-30-15	800,910.65	2,476.26	2,449.40	02-25-17	1.646%	30	0.00		0.00	0.00			0.00	2,449	
FANNIE MEA	3136AQD00	10-30-15	798,436.72	799,025.49	790,919.58	09-01-19	1.646%	30	1,087.69		1,084.33	1,117.13	29.44		1,084.33	790,521	
FNA 2014-M6 A2	3136AJ7G5	12-15-16	2,040,468.75	2,024,029.40	2,021,821.40	05-25-21	2.679%	30	4,464.18		4,464.18	4,464.18			4,464.18	2,000,000	
																4.28%	

**SAN MATEO COUNTY TRANSIT DISTRICT  
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R  
February 28, 2017**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 2-28-17	MATURITY/CALL DATE	INT RATE	APPL. DAYS	INTEREST REC'VBLE 1-31-17	PREPAID INT REC'VBLE 2-28-17	INTEREST EARNED 2-28-17	INTEREST RECEIVED 2-28-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 2-28-17	INT REC'VBLE LESS PREPAID 2-28-17	PAR VALUE	
<b>CASH AND CASH EQUIVALENTS</b>																		
MONEY MARKET FUND	MONEY002		430,503.79		430,503.79				0.00		7.75	7.75			0.00	0.00	0	
LAIF			10,977.21	10,977.21	10,977.21				488.75		6.54				495.29	495.29	10,977.21	
<b>MATURED/CALLED</b>																		
US TREASURY NOTE	912828UQ1	11-09-15	(1,282,886.72)	(1,319,400.63)	(1,293,144.53)	02-28-17											(1,300,000)	
FHLMC	31378NMZ4	4-28-16	(8,083.90)	(8,083.41)	(8,003.92)	02-25-17											(8,003.92)	
FANNIE MEA	3136AQDQ0	10-30-15	(800,910.65)	(2,476.26)	(2,449.40)	02-25-17											(2,449.40)	
TOTAL LAIF			<u>10,977.21</u>	<u>10,977.21</u>	<u>10,977.21</u>													
TOTAL A/C 121100 & 112010			89,090,210.91	89,303,687.57	88,718,402.36												88,591,213.54	
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u>89,090,210.91</u>	<u>89,303,687.57</u>	<u>88,718,402.36</u>				<u>257,830.95</u>	<u>0.00</u>	<u>110,900.47</u>	<u>113,277.26</u>		<u>(297.83)</u>	<u>255,156.32</u>	<u>255,156.32</u>	<u>88,591,213.54</u>	



SAN MATEO COUNTY TRANSIT DISTRICT  
 RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES  
 February 28, 2017

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 2-28-17	MATURITY/CALL DATE	INT RATE	APPL. DAYS	INTEREST REC'VBLE 1-31-17	PREPAID INT REC'VBLE 2-28-17	INTEREST EARNED 2-28-17	INTEREST RECEIVED 2-28-17	ADJ.	INTEREST REC'VBLE 2-28-17	INT REC'VBLE LESS PREPAID 2-28-17	PAR VALUE
<b>GOVERNMENT BONDS</b>																
HOUSING URBAN DEVEL	911759EB0	12-23-08	10,367.53	10,006.50	10,000.00	02-01-17	7.908%	0	0.00		0.00			0.00	0.00	10,000
HOUSING URBAN DEVEL	911759EB0	12-23-08	62,205.20	60,039.00	60,181.20	08-01-17	7.908%	30	2,767.80		395.40	2,767.80		395.40	395.40	60,000
<b>CASH AND CASH EQUIVALENTS</b>																
FIRST AMER US TREASURY MM	31846V534		8,064,117.09	8,050,973.70	8,064,117.09				375.59		624.97	375.59		624.97	624.97	
LAIF			77,431.25	77,008.90	77,431.25				180.95		46.15			227.10	227.10	77,431
<b>MATURED/CALLED</b>																
HOUSING URBAN DEVEL	911759EB0	12-23-08	(10,367.53)	(10,006.50)	(10,000.00)											(10,000.00)
TOTAL LAIF			77,431.25	77,008.90	77,431.25											
TOTAL A/C 121100 & 112010			62,205.20	60,039.00	60,181.20											
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u>62,205.20</u>	<u>60,039.00</u>	<u>60,181.20</u>				<u>2,767.80</u>	<u>0.00</u>	<u>395.40</u>	<u>2,767.80</u>	<u>0.00</u>	<u>395.40</u>	<u>395.40</u>	<u>60,000</u>

SAN MATEO COUNTY TRANSIT DISTRICT  
 PARATRANSIT FUNDS -- INTEREST ON SECURITIES  
 February 28, 2017

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 2-28-17	MATURITY/CALL DATE	INT RATE	APPL DAYS	INTEREST REC'VBLE 1-31-17	PP INTEREST REC'VBLE 2-28-17	INTEREST EARNED 2-28-17	INTEREST RECEIVED 2-28-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 2-28-17	INT REC'VBLE LESS PREPAID 2-28-17	PAR VALUE
<b>U.S. TREASURY NOTES AND BONDS</b>																	
US TREASURY NOTE	912828TG5	06-2-16	1,993,671.87	1,999,376.00	1,998,594.00	07-31-17	0.500%	28	27.62		777.78			(4.30)	801.10	801.10	2,000,000
US TREASURY NOTE	912828U21	03-31-16	284,075.98	285,653.03	283,764.24	04-30-18	0.625%	28	457.61		138.54			(0.76)	595.39	595.39	285,000
US TREASURY NOTE	912828UQ1	11-09-15	330,590.04	339,998.87	332,696.88	02-29-20	1.250%	28	3,589.43		656.25	4,218.75		(15.55)	11.38	11.38	335,000
US TREASURY NOTE	912828UQ1	11-09-15	335,524.22	345,073.48	338,207.03	02-28-17	1.250%	0			0.00				0.00	0.00	340,000
US TREASURY NOTE	912828VF4	12-7-15	1,332,544.92	1,374,784.65	1,341,931.05	5-31-20	1.375%	28	3,212.74		1,443.75			(15.86)	4,640.63	4,640.63	1,350,000
US TREASURY NOTE	912828VP2	5-18-16	1,395,509.76	1,408,904.55	1,367,613.45	7-31-20	2.000%	28	74.59		2,100.00			(11.61)	2,162.98	2,162.98	1,350,000
US TREASURY NOTE	912828B90	10-5-16	181,323.24	180,373.03	176,777.30	02-28-12	2.000%	28	1,488.95		272.22	1,750.00		(1.67)	9.51	9.51	175,000
US TREASURY NOTE	912828L32	6-29-16	356,398.44	357,430.32	347,019.40	8-31-20	1.375%	28	2,047.31		374.31	2,406.25		(2.29)	13.08	13.08	350,000
US TREASURY NOTE	912828Q78	01-05-17	686,109.38	687,586.20	688,570.40	04-30-21	1.375%	28	2,472.72		748.61			(4.13)	3,217.20	3,217.20	700,000
<b>FEDERAL AGENCY COLLEATERIALIZED MORTGAGE OBLIGATION</b>																	
FNMA	3136ANJY4	4-30-15	171,699.39	171,377.90	169,920.10	04-01-18	1.550%	30	219.58		219.58	219.58			219.58	219.58	170,000
FHLMC	3137BNM24	4-28-16	124,626.99	126,643.38	123,413.86	03-01-19	1.738%	30	181.96		178.72	181.96			178.72	178.72	123,394
FHLMC	3137BNM24	4-28-16	2,263.49	2,300.12	2,241.10	02-25-17	1.738%	0	0.00		0.00	0.00			0.00	0.00	2,241
FANIE MAE	3136AQDQ0	10-30-15	229,550.56	229,720.05	227,389.38	09-01-19	1.646%	30	312.71	8.46	311.75	321.17			311.75	311.75	227,275
FANIE MAE	3136AQDQ0	10-30-15	711.25	711.78	704.20	02-25-17	1.646%	0	0.00		0.00	0.00			0.00	0.00	704
FNA 2014-M6 A2	3136AJ7G5	12-15-16	561,128.91	556,608.09	556,000.89	5-25-21	2.679%	30	1,227.65		1,227.65	1,227.65		(0.23)	1,227.65	1,227.65	550,000
<b>CORPORATE NOTE</b>																	
JOHN DEERE CAPITALCORP	24422ETM1	01-06-17	199,870.00	199,987.00	200,248.20	10-15-18	1.650%	30	229.17		275.00				504.17	504.17	200,000
TOYOTA MOTOR CREDIT CORP	89236TDM4	01-09-17	299,895.00	300,716.70	300,763.20	01-09-19	1.700%	30	311.67		425.00				736.67	736.67	300,000
BERKSHIRE HATHAWAY INC.	084670BL1	12-23-16	502,830.00	504,499.50	505,061.50	08-14-19	2.100%	30	4,870.83		875.00	5,250.00			495.83	495.83	500,000
AMERICAN HONDA FINANCE GLOBAL N 02665WAH4	12-20-16	502,485.00	504,868.50	505,592.50	08-15-19	2.250%	30	5,187.50		937.50	5,000.00	5,625.00			500.00	500.00	500,000
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-16	199,900.00	200,014.20	198,818.60	10-18-19	1.550%	30	886.94		258.33			0.01	1,145.28	1,145.28	200,000
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	149,821.50	150,096.45	148,947.90	10-30-19	1.700%	30	644.58		212.50				857.08	857.08	150,000
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	350,066.50	350,225.05	347,545.10	10-30-19	1.700%	30	1,504.03		495.83	1,999.86			1,999.86	1,999.86	350,000
PEIZER INC CORP NOTE	717081EB5	11-21-16	329,762.40	329,297.10	329,721.15	12-15-19	1.700%	30	1,090.83		467.50				1,558.33	1,558.33	330,000
CITIGROUP INC	172967LF6	01-10-17	249,900.00	250,480.00	251,189.75	01-10-20	2.450%	30	357.29		510.42				867.71	867.71	250,000
MICROSOFT CORP	594918BV5	02-06-17	249,832.50	250,051.00	251,044.00	02-06-20	1.850%	25	0.00		321.18				321.18	0.00	250,000
MORGAN STANLEY CORP NOTE	6174467P8	11-10-16	558,125.00	548,015.50	548,517.00	07-24-20	5.500%	30	534.73		2,291.67				2,826.40	2,826.40	500,000
GOLDMAN SACHS GROUP CORP	3814GGQ1	11-28-16	496,651.50	495,358.20	495,126.00	07-27-21	5.250%	30	262.50		1,968.75				2,231.25	2,231.25	450,000
<b>COMMERCIAL PAPER</b>																	
BANK OF TOKYO MITSUBISHI	065388SF1	11-16-16	298,125.00	298,334.40	299,410.50	05-15-17	0.000%		0.00		0.00				0.00	0.00	300,000
BANK OF MONTREAL CHICAGO	063666WF2	12-22-16	544,427.78	544,519.00	546,527.85	09-15-17	0.000%		0.00		0.00				0.00	0.00	550,000
CANADIAN IMPERIAL HLDING COMM P. 13607EXD6		01-19-17	494,863.96	495,527.00	496,128.50	10-13-17	0.000%		0.00		0.00				0.00	0.00	500,000
<b>CERTIFICATE OF DEPOSIT</b>																	
CANADIAN IMPERIAL BANK NY CD	13606ASZ7	12-5-16	499,610.00	504,035.00	503,974.50	11-30-18	1.7600%	28	1,417.78		684.44				2,102.22	2,102.22	500,000
NORDEA BANK FINLAND NY	65558LWA6	12-5-16	500,000.00	504,035.00	503,974.50	11-30-18	1.7600%	28	1,417.78		684.44				2,102.22	2,102.22	500,000
SVENSKA HANDELSBANKEN NY LT CD	86958JHB8	01-12-17	500,000.00	499,709.00	499,728.00	01-10-19	1.8900%	28	525.00		735.00				1,260.00	1,260.00	500,000
<b>FEDERAL AGENCY BOND/NOTE</b>																	
FNMA GLOBAL NOTES	3137EADP1	08-08-16	2,002,580.00	2,000,002.00	1,998,158.00	03-07-18	0.8750%	30	7,000.00		1,458.33				8,458.33	8,458.33	2,000,000
FHLB GLOBAL NOTES	3130A9AE1	08-26-16	849,422.00	848,986.80	845,951.45	10-01-18	0.8750%	30	2,479.17		619.79				3,098.96	3,098.96	850,000
FHLB GLOBAL NOTES	3137EAD07	09-16-16	384,834.45	384,822.90	383,174.33	10-12-18	0.8750%	30	1,263.28		280.73				1,544.01	1,544.01	385,000
FHLMC	3137EAE81	7-20-16	748,185.00	749,144.25	741,300.00	07-19-16	0.8750%	30	218.75		546.88				765.63	765.63	750,000
FNMA	3135GN33	7-29-16	648,908.00	648,908.00	641,819.10	08-02-19	0.8750%	30	2,827.95		473.96	2,843.75			458.16	458.16	650,000
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	299,424.00	298,655.25	295,952.70	08-05-19	0.8750%	30	1,290.63		218.75	1,319.79		(0.01)	189.58	189.58	300,000
FNMA MOTES	3135G0P49	09-02-16	798,752.00	798,705.60	791,539.20	08-28-19	1.0000%	30	3,311.11		666.67	3,911.11		(44.45)	22.22	22.22	800,000
FNMA MOTES	3130A9EP2	09-09-16	799,304.00	799,299.20	791,130.40	09-26-19	1.0000%	30	2,777.78		666.67			(0.01)	3,444.44	3,444.44	800,000
FNMA MOTES	3135G0T29	02-28-17	339,782.40	339,782.40	338,725.00	02-28-20	1.5000%	1	0.00		14.17				14.17	14.17	340,000
FHLB	3130A8Q55	7-15-16	765,317.63	767,192.58	746,887.68	07-14-21	1.1250%	30	409.06		721.88				1,130.94	1,130.94	770,000
FNMA NOTES	3135GN82	8-19-16	597,658.06	597,202.20	582,999.60	08-17-21	1.2500%	30	3,375.00		625.00	3,708.34		0.01	291.67	291.67	600,000
<b>ASSET BACKED SECURITY/COLLEATERIALIZED MORTGAGE OBLIGATION</b>																	
CCGIT 2017-A2 A2	17305EG47	01-26-17	449,913.83	450,493.74	450,773.96	01-17-21	1.7400%	30	108.75		652.50				761.25	761.25	450,000
ALLYA 2017-1 A3	02007PAC7	01-31-17	114,989.95	114,973.09	114,980.88	06-15-21	1.7000%	30	5.43		162.92	81.46			86.89	86.89	115,000
FORDO 2017-A A3	34531EAD8	01-25-17	349,998.71	350,047.64	349,888.88	06-25-21	1.6700%	30	97.42		487.08	324.71		(0.01)	259.78	259.78	350,000

SAN MATEO COUNTY TRANSIT DISTRICT  
 PARATRANSIT FUNDS -- INTEREST ON SECURITIES  
 February 28, 2017

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	GASB 31 ADJUSTED 06-30-16	MARKET VALUE 2-28-17	MATURITY/CALL DATE	INT RATE	APPL DAYS	INTEREST REC'VBLE 1-31-17	PP INTEREST REC'VBLE 2-28-17	INTEREST EARNED 2-28-17	INTEREST RECEIVED 2-28-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 2-28-17	INT REC'VBLE LESS PREPAID 2-28-17	PAR VALUE
<b><u>CASH AND CASH EQUIVALENTS</u></b>																	
MONEY MARKET FUND	MONEY002		1,621,738.90	1,621,738.90	1,621,738.90				0.00		5.53	5.53		0.00	0.00	0.00	0
LAIF			1,037,255.57	1,034,150.89	1,037,255.57				3,371.51	0.00	618.26				3,989.77	3,989.77	1,037,256
<b><u>MATURED/CALLED</u></b>																	
US TREASURY NOTE	912828UQ1	11-09-15	(335,524.22)	(345,073.48)	(338,207.03)	02-28-17											(340,000.00)
FHLMC	3137BNMZ4	4-28-16	(2,263.49)	(2,300.12)	(2,241.10)	02-25-17											(2,241.10)
FANIE MAE	3136AQDQ0	10-30-15	(711.25)	(711.78)	(704.20)	02-25-17											(704.20)
TOTAL LAIF			1,037,255.57	1,034,150.89	1,037,255.57												
TOTAL A/C 122010			23,722,465.65	23,456,657.92	23,619,290.88												23,605,668.98
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			23,722,465.65	23,456,657.92	23,619,290.88				59,717.84	0.00	27,187.28	33,389.52	0.00	(92.39)	53,423.21	51,994.11	23,605,668.69

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

BUDGET AMENDMENTS

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

BUDGET REVISIONS

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

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

3/27/17 5:22 PM

Approved Budget			Receipts		Over/(Under)	Current
Date	Amount	Revised	Date	Amount	Budget/Projection	Projection
<b>FY2016:</b>						
1st Quarter	17,607,333	17,607,333	1st Quarter	19,520,600	1,913,267	19,520,600
2nd Quarter	18,895,801	18,895,801	2nd Quarter	20,786,477	1,890,676	20,786,477
3rd Quarter	19,166,840	23,166,840	3rd Quarter	18,179,711	(4,987,129)	18,179,711
4th Quarter	21,330,026	21,330,026	4th Quarter	21,218,285	(111,741)	21,218,285
<b>FY2016 Total</b>	<b>77,000,000</b>	<b>81,000,000</b>	<b>FY2016 Total</b>	<b>79,705,073</b>	<b>(1,294,927)</b>	<b>79,705,073</b>
<b>FY2017:</b>						
Jul. 16	5,919,931		Sep. 16	5,557,900	(362,031)	5,919,931
Aug. 16	5,919,931		Oct. 16	5,557,900	(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	7,962,300	119,800	7,842,500
6 Months Total	40,092,031	-		40,832,976	740,945	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	-		40,832,976	740,945	61,143,307
Apr. 17	7,054,822		Jun. 17			7,054,822
May 17	7,170,544		Jul. 17			7,170,544
Jun. 17	7,631,327		Aug. 17			7,631,327
<b>FY2017 Total</b>	<b>83,000,000</b>	<b>-</b>	<b>FY2017 Total</b>	<b>40,832,976</b>	<b>740,945</b>	<b>83,000,000</b>
	18,976,410		1st Quarter			
	22,220,611		2nd Quarter			
	12,402,710		3rd Quarter			
			4th Quarter			
	<b>53,599,731</b>		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: **AUTHORIZATION TO FILE APPLICATIONS FOR STATE PROPOSITION 1B TRANSIT  
SECURITY GRANT PROGRAM FUNDS**

**ACTION**

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

1. Submit grant applications, with concurrent Letter of No Prejudice (LONP) requests, to the California Governor's Office of Emergency Services (Cal OES); and
2. File and execute certifications, assurances and other documentation as required to receive \$885,124 in Fiscal Year (FY) 2017 Proposition 1B California Transit Security Grant Program (CTSGP) funds from the State for transportation security projects.

**SIGNIFICANCE**

Cal OES requires eligible recipients of Proposition 1B CTSGP funds to submit resolutions approved by their governing bodies that authorize the designated agency officer(s) to execute any action necessary for the processing of applications associated with the programming and receipt of funds. Approval of this item will meet Cal OES's CTSGP funding requirement

In the event the State Controller is unable to sell a sufficient amount of bonds to fund all Proposition 1B capital projects around the State, including San Mateo County Transit District (District) projects, the District will request a LONP to enable work to proceed, using District funds, which would then be reimbursed by the State once bond proceeds become available.

**BUDGET IMPACT**

There is no budget impact related to this action. These funds are included in the FY2017 Capital Budget for the Dumbarton Corridor Fencing Project.

## **BACKGROUND**

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, otherwise known as Proposition 1B, was approved by California voters on November 7, 2006. Proposition 1B includes a funding program specifically for transit safety and security projects, known as the CTSGP. The State Controller develops a list of eligible transit operators and the amount of funds that each operator is eligible to receive on an annual basis. Funding allocations are contingent on bond sales and it has historically taken over one year to receive funds once an allocation request has been submitted to the State.

Board authorization for the filing of applications by the agency's appointed agent is a Cal OES requirement. To allow greater flexibility, Cal OES does not require applicants to list each project in their governing body resolutions. The District's certified resolution will be filed with Cal OES after adoption by the Board. Cal OES informed all transit agencies this is the last year of funding as the Proposition 1B program is coming to an end.

## **STRATEGIC INITIATIVE**

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

Prepared by: Rebecca Arthur, Senior Grants Analyst

650-508-6368

**RESOLUTION NO. 2017 -**

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

\* \* \*

**AUTHORIZING THE FILING OF APPLICATIONS FOR STATE PROPOSITION 1B  
TRANSIT SECURITY GRANT PROGRAM FUNDS**

**WHEREAS**, the California Transit Security Grant Program (CTSGP) is a program for capital security and safety projects that is part of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, otherwise known as Proposition 1B, which was approved by California voters on November 7, 2006; and

**WHEREAS**, the CTSGP is administered by the California Governor's Office of Emergency Services (Cal OES); and

**WHEREAS**, the State Controller develops an annual list with the amounts that each eligible project sponsor is programmed to receive; and

**WHEREAS**, Cal OES requires all eligible recipients of CTSGP funds to submit resolutions approved by their governing bodies that authorize appointed agents to take any actions necessary for the processing of applications; and

**WHEREAS**, due to a lack of available bond funding for new projects, the State Controller's Office may be unable to allocate CTSGP funds in a timely manner; and

**WHEREAS**, Assembly Bill 672, signed by the governor on October 11, 2009, authorizes approval of a Letter of No Prejudice (LONP), which allows an eligible applicant to expend its own funds to proceed with work on CTSGP-eligible projects and be reimbursed by the State once CTSGP funds are available; and

**WHEREAS**, the San Mateo County Transit District (District) is on a list of eligible applicants for CTSGP funds; and



**WHEREAS**, staff recommends the Board authorize the General Manager/CEO, or his designee, to submit applications for Fiscal Year (FY) 2017 CTSGP funds, with concurrent LONP requests, and to file and execute certifications and assurances and any other documentation required by Cal OES.

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

1. Authorizes the General Manager/CEO, or his designee, to file applications and concurrent LONP requests, with Cal OES for FY2017 Proposition 1B CTSGP funds; and
2. Authorizes the General Manager/CEO, or his designee, to take such actions as may be necessary to give effect to this resolution, including executing any agreements, certifications and assurances or other documentation that may be required to receive the funds.

Regularly passed and adopted this 5<sup>th</sup> day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

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

SUBJECT: **AUTHORIZATION TO EXECUTE AND FILE AN APPLICATION WITH THE CALIFORNIA STATE DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5310**

**ACTION**

Staff proposes that the Committee recommends the Board authorize the General Manager, or his designee, to:

1. File and execute applications on behalf of the San Mateo County Transit District (District) with the California State Department of Transportation (Caltrans) to aid in the financing of a project, described below, with Federal Transit Administration (FTA) Section 5310 funds; and
2. Execute and file all certification of assurances, contracts or agreements, or any other document required by Caltrans; and
3. Provide additional information as Caltrans may require in connection with the application for the Section 5310 project; and
4. Submit and approve requests for reimbursement of funds from Caltrans for the Section 5310 project; and
5. Take such further actions as may be necessary to give effect to the resolution.

**SIGNIFICANCE**

Staff has submitted a FTA Section 5310 grant application for \$315,000 to develop a taxi voucher/subsidy program to provide same-day trips for people over 65 years of age and people with disabilities. This is a pilot program that would operate in Redwood City, San Carlos, and North Fair Oaks (unincorporated San Mateo County). This service would be an additional component of the District's mobility management services. Eligible customers would pay a flat rate of \$6 per trip with the District subsidizing the remaining cost. The pilot program would operate for three years with start-up activities beginning in July 2018.

**BUDGET IMPACT**

If successful in securing Federal Section 5310 funds, staff will include funds for this project in the upcoming operating budget.

**BACKGROUND**

The Section 5310 Program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Eligible projects include both “traditional” capital investments and “nontraditional” investments that provide services beyond the Americans with Disabilities Act requirements for complementary paratransit services. The FTA allocates Section 5310 funds to the States, so the District would be a sub-recipient to Caltrans. The governor of California has designated the Metropolitan Transportation Commission to select projects in the San Francisco/San Jose urbanized area. The project selection process is expected to be complete by late spring 2017; access to funds is not expected until at least late Fall.

**STRATEGIC INITIATIVE**

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

Prepared By: Rebecca Arthur, Senior Grants Analyst  
Project Manager: Melissa Reggiardo, Principal Planner

650-508-6368  
650-508-6283

**RESOLUTION NO. 2017 –**

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

**\* \* \***

**AUTHORIZING FILING AND EXECUTION OF AN APPLICATION WITH THE CALIFORNIA  
STATE DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSIT ADMINISTRATION  
SECTION 5310 GRANT FUNDS**

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration (FTA) to support capital projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1G); and

**WHEREAS**, the California State Department of Transportation (Caltrans) has been designated by the governor of the State of California to administer Section 5310 grants for transportation projects for seniors and individuals with disabilities; and

**WHEREAS**, the Metropolitan Transportation Commission has been designated by the governor of California to selection projects for Section 5310 grants in this area; and

**WHEREAS**, the San Mateo County Transit District (District) desires to apply for said financial assistance to aid in financing a taxi voucher/subsidy pilot program for seniors and people disabilities in portions of the District's service area; and

**WHEREAS**, the District has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**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:

1. File and execute applications on behalf of the District with Caltrans to aid in the financing of the project described above with FTA Section 5310 funds; and
2. Execute and file all certification of assurances, contracts or agreements, or any other document required by the Caltrans; and
3. Provide additional information as Caltrans may require in connection with the application for the Section 5310 project; and
4. Submit and approve requests for reimbursement of funds from Caltrans for the Section 5310 project; and
5. Take such further actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 5<sup>th</sup> day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

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

SUBJECT: **AUTHORIZE AWARD OF A CONTRACT TO FURNISH AND DELIVER NEW 8D BUS BATTERIES**

**ACTION**

Staff proposes the Committee recommend that the Board:

1. Award a contract to the lowest, responsive and responsible bidder, Parts Warehouse Distributors, dba City Auto Supply (City Auto Supply), in the total estimated amount of \$218,965 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**

This action is being brought back to the Board of Directors (Board) at its direction from the March 1, 2017 Board meeting following testimony and discussion that raised questions requiring further analysis and consideration. Approval of the above actions will provide the San Mateo County Transit District (District) with a qualified and experienced contractor to furnish and deliver new 8D bus batteries for the heavy-duty buses located at North Base and South Base.

**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 procurement website, Public Purchase, for interested bidders. Standard language setting forth the District's policy regarding Disadvantaged Business Enterprises (DBEs) was included in the solicitation documents.

Five bids were received, (none from DBEs), as listed below:

<b>Company</b>	<b>Bid Amount</b>
City Auto Supply, South San Francisco, CA	\$218,965
IBS of San Francisco, Burlingame, CA	\$262,712
O'Reilly Auto Parts, Springfield, MO	\$310,910
Pape Material handling, Fremont, CA	\$380,187
Battery Systems, Inc., Garden Grove, CA	\$385,440

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

As part of the District's outreach with regard to this contract opportunity, staff individually contacted 10 battery vendors. Individual outreach to a vendor list is a standard practice in which the District engages to maximize competition. Of those 10 vendors notified by staff, only three vendors submitted bids. Of the five bidders listed above, two, including the lowest responsive and responsible bidder, learned of the solicitation through the District's standard advertising efforts and not through an individualized notification from staff.

The District has been purchasing these batteries on the open market, as needed, at a current price of \$185.50 per battery. Prior to the March 1 Board meeting, staff learned that the vendor from which the District has been purchasing 8D bus batteries for the past 18 years was not individually notified of the solicitation and did not learn of it through the District's standard advertising efforts. Although the current vendor was not personally notified of the solicitation, it did have the same opportunity as any other business to learn of this solicitation through the District's advertising efforts, as the low bidder did.

The vendor did not submit a bid for this work and submitted a letter to the District complaining about the procurement process. Although legal counsel determined that the vendor does not have a legal basis to lodge a protest challenging the award of contract, staff concluded that the District's best interest would be served by rejecting all bids and reissuing the solicitation to allow for the potential of more competition and participation by the existing vendor.

At the March 1 Board meeting, the Board decided to continue this item to the subsequent Board meeting in order obtain a fuller understanding of the bidding circumstances and to give consideration to awarding the contract to the lowest bidder, City Auto Supply, which followed all bidding requirements, provided a very competitive bid to the District, and came to the March Board meeting to question the basis for the staff recommendation to reject all bids. City Auto Supply will provide the batteries at a cost of \$124.98 per battery for a savings of \$60.52 per battery over the

prices the District is currently paying. The District estimates that it will purchase 1,600 batteries over the five year term of the contract for a total estimated savings of \$96,832.

Following the Board discussion, public comment provided at the March 1 Board meeting, and further consideration of the procurement record, staff has revised its recommendation and proposes that the Board award to City Auto Supply, the lowest responsible and responsive bidder.

The Board has the discretion to reject all bids, which is allowed pursuant to the terms of the procurement documents. Should the Board elect to reject all bids and reissue this solicitation, there is no guarantee that the District will receive lower bids or more competition. In doing so, the District will forgo the benefit of the current solicitation without certainty as to the outcome of a future solicitation.

Contract Officer: Mario Giacobbe	650-822-8077
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**

\* \* \*

**AWARD A CONTRACT TO  
PARTS WAREHOUSE DISTRIBUTORS DBA CITY AUTO SUPPLY TO FURNISH  
AND DELIVER NEW 8D BUS BATTERIES  
FOR A FIVE-YEAR ESTIMATED COST OF \$218,965**

**WHEREAS**, the San Mateo County Transit District (District) solicited competitive bids to furnish and deliver new 8D bus batteries for a five-year term; and

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

**WHEREAS**, staff and legal counsel have reviewed the bid results and determined that Parts Warehouse Distributors dba City Auto Supply (City Auto Supply) of South San Francisco, California, is the lowest responsive and responsible bidder; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to City Auto Supply, whose bid meets all requirements of the solicitation documents.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District awards a contract to City Auto Supply to furnish and deliver new 8D bus batteries for a five-year term at an estimated cost of \$218,965 based upon the estimated requirements of the District during this term and at the unit prices submitted; and

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

Regularly passed and adopted this 5<sup>th</sup> day of April, 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 AN INCREASE IN THE CONTRACT AMOUNT BY \$165,365 AND AMENDMENT TO THE CONTRACT WITH UNIVERSAL BUILDING SERVICES FOR THE PROVISION OF BUS STOP CLEANING SERVICES**

**ACTION**

Staff proposes the Committee recommend that the Board:

1. Increase the amount of the contract with Universal Building Services for the provision of bus stop cleaning services (Contract) by \$163,365;
2. Authorize an amendment to the Contract to expand the services to include one additional transit-hub bus stop, and to extend the contract on a month-to-month basis through December 31, 2017;
3. Authorize the General Manager/CEO, or his designee, to execute a contract amendment reflecting the above actions.

**SIGNIFICANCE**

Approval of the above actions will provide the San Mateo County Transit District (District) with a qualified contractor to provide continuous routine and emergency cleaning services to District-owned bus shelters, benches, and trash receptacles. This amendment will bridge a gap in service until a single solicitation can be executed for both Bus Stop Cleaning and Janitorial Services at the District's facilities. The amendment will also provide additional cleaning services for the transit-hub bus stop located near Sequoia Station.

**BUDGET IMPACT**

Funding for this project is included in the Fiscal Year (FY) 2017 and FY2018 operating budgets.

**BACKGROUND**

On February 10, 2010, pursuant to Resolution No. 2010-13, the Board authorized the General Manager/CEO or his designee to enter into a contract with Universal Building Services for Bus Stop Cleaning Services for a three-year base term for an estimated price of \$938,694 with up to two additional one-year option terms. The District has exercised both option years and further extended the contract through March 31, 2017 on a month-to-month basis.

Universal Building Services currently provides continuous routine and emergency cleaning services to 273 District-owned bus shelters, benches, and trash receptacles. Under this amendment, Universal Building Services will provide routine and emergency cleaning services at 274 bus stop locations on a month-to-month basis through December 31, 2017 at a cost not-to-exceed \$163,365 to allow for a single solicitation for both Bus Stop Cleaning and Janitorial Services at the District's facilities. This amendment will increase the total contract value to \$1,102,059.

The District's other 125 bus stop locations have ad/media shelters that are furnished and maintained by another vendor under a separate contract.

Prepared By:	Giang Ngo, Contract Officer	650-622-7857
Project Manager:	Theresa Ostello, Contract Administrator	650-508-7993

**RESOLUTION NO. 2017 –**

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

**\* \* \***

**INCREASING THE CONTRACT AMOUNT BY \$165,365 AND AMENDING THE CONTRACT WITH  
UNIVERSAL BUILDING SERVICES FOR THE PROVISION OF BUS STOP CLEANING SERVICES**

**WHEREAS**, pursuant to Resolution No. 2010-13, the Board of Directors (Board) of the San Mateo County Transit District (District) authorized the General Manager/CEO or his designee to enter into contract with Universal Building Services for Bus Stop Cleaning Services for a three-year base term and two one-year options; and

**WHEREAS**, the District exercised option years one and two, and extended the term of the contract for one additional year to March 31, 2016; and

**WHEREAS**, the District further extended the contract on a month-to month basis for up to twelve months, during which Universal Building Services would provide services on an as-needed basis through March 31, 2017; and

**WHEREAS**, the District now seeks to extend the term of contract on a month-to-month through no later than December 31, 2017, and to add bus stop cleaning services at one additional bus stop location, at a cost not to exceed \$163,365; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the General Manager/CEO, or his designee, be authorized to execute an amendment the Bus Stop Cleaning Services contract as set forth above in a form approved by legal counsel.

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

1. Increases the amount of the contract with Universal Building Services for the provision of bus stop cleaning services by \$163,365, increasing the contract value to \$1,102,059;
2. Authorizes an amendment to the Contract to expand the services to include one additional transit-hub bus stop, and to extend the contract on a month-to-month basis through December 31, 2017;
3. Authorizes the General Manager/CEO, or his designee, to execute a contract amendment reflecting the above actions, in a form approved by legal counsel.

Regularly passed and adopted this 5<sup>th</sup> day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary



## **BACKGROUND**

The District participates in a cooperative effort to convert existing HID and fluorescent lighting to LED lighting systems. This is a joint effort initiated in 2011 by the District along with the California Public Utilities Commission, the City/County Association of Governments of San Mateo County and PG&E. The cooperative plan was developed under State/PG&E guidelines to meet the stated requirements for an existing utility incentive rebate program. Currently, rebates for this project are expected to be \$69,500.

Within the lighting industry, LED lighting systems have evolved at a fast pace; there are frequent changes to the manufacturers and their product lines. The State/PG&E rebate program is linked to existing qualified materials listed on the DGS/CMAS contracts in effect at the time of order placement. The District's lighting requirements as reviewed by the cooperative agencies are from two manufacturers and their respective units are available from only one distributor, Gonneville, Inc., currently listed in the DGS/CMAS contracts.

The District uses DGS/CMAS contracts for the purchase of equipment, commodities and vehicles. The California Public Contract Code allows the District to purchase vehicles, equipment, and other commodities through the State of California's competitively bid contracts. With access to the DGS list of suppliers, the District benefits by purchasing, at highly competitive prices, items of proven design and manufacturing standards that meet District specifications. Staff obtained a Buy America Certificate to assure that all the LEDs being purchased meet the Federal Transit Administration's Buy America requirements.

## **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

Contract Officer: Brian Geiger

650-508-7973

Project Manager: Greg Moyer, Deputy Director, Facilities

650-508-7987



**RESOLUTION NO. 2017-**

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

**AWARDING A CONTRACT TO GONNEVILLE, INC. FOR THE PURCHASE AND DELIVERY OF  
NEW LED LIGHTING THROUGH THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL  
SERVICES FOR A TOTAL COST OF \$334,313.39**

**WHEREAS**, the San Mateo County Transit District's (District) Strategic Plan includes a strategic initiative to invest in improvements to District facilities and fleets that conserve natural resources, reduce waste, and control costs; and

**WHEREAS**, the District's Strategic Plan also includes a strategic initiative to incorporate safety, security, and sustainability considerations into financial decision-making; and

**WHEREAS**, implementing light-emitting diode (LED) lighting upgrades is a cost effective way to reduce facility energy consumption and associated operational and maintenance costs; and

**WHEREAS**, LED lights are approximately eighty percent more energy-efficient than the existing high-intensity discharge (HID) lights used at District facilities and provide equivalent illumination levels to ensure workplace safety; and

**WHEREAS**, pursuant to California Public Contract Code Sections 10298 and 10299, the State makes Department of General Services' (DGS) California Multiple Awards Schedule (CMAS) supplier contract agreements and pricing available to local public agencies; and

**WHEREAS**, the District has routinely used the State procurement system to purchase equipment, commodities and vehicles; and

**WHEREAS**, the District has identified a DGS/CMAS contract with distributor Gonneville, Inc. of San Clemente, California for the purchase and delivery of new LED

lights that meet the operational and safety needs of District facilities while conserving energy; and

**WHEREAS**, funding for the purchase of LEDs has been included in the Fiscal Year (FY) 2017 and FY 2018 Capital Budgets; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that a contract be awarded to Gonnevill, Inc. of San Clemente, California for a total cost of \$334,313.39, including applicable taxes and delivery.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors (Board) of the San Mateo County Transit District awards a contract through the DGS/CMAS to Gonnevill, Inc. for the purchase and delivery of LEDs at a total cost of \$334,313.39; 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 Gonnevill, Inc. in accordance with the terms and conditions of DGS/CMAS competitively bid contract and in a form approved by legal counsel.

Regularly passed and adopted this 5<sup>th</sup> day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

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

SUBJECT: **AUTHORIZE REJECTION OF SINGLE BID FOR RENTAL, PURCHASE AND LAUNDERING OF WORK CLOTHING, SHOP TOWELS AND RELATED ITEMS AND NEGOTIATION OF A CONTRACT ON THE OPEN MARKET**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Reject the single bid received from G&K Services, Inc., of Hayward, California for the provision of rental, purchase and laundering of work clothing, shop towels and related items, which staff and legal counsel determined to be non-responsive; and
2. Authorize the General Manager/CEO or his designee to negotiate terms, conditions, and service rates for a contract with a five year term with one or more qualified firms for these services, following staff's solicitation of firms on the open market.

**SIGNIFICANCE**

Approval of the above action will allow for rejection of the single bid received and will provide staff with the requisite authority to research the marketplace to identify contractors with which to negotiate fair and reasonable prices for the required services.

The subject solicitation, as well as the prior solicitation for these services, resulted in a single non-responsive bid for each solicitation. The San Mateo County Transit District (District) has historically experienced difficulties obtaining fully-responsive bids from this service industry, and a re-solicitation is unlikely to yield different results, staff requests authorization to negotiate appropriate contractual arrangements in the open market with qualified suppliers of these services.

Neither State law nor the District's Procurement Policy and procedures prevent the District from rejecting the sole bid, soliciting qualified firms on the open market and entering into negotiations with one or more qualified firms. Any recommendation for a contract award resulting from those negotiations will be presented to the Board at a subsequent meeting.

**BUDGET IMPACT**

Rejection of the bid will have no budget impact.

**BACKGROUND**

In November 2016, an Invitation for Bids (IFB) was issued on the Public Purchase website and in a local newspaper of general circulation to obtain bids for the Rental, Purchase and Laundering of Work Clothing, Shop Towels and Related Items. Solicitation notifications also were sent to interested bidders. The District received one bid from Aramark Uniform and Career Apparel, LLC (Aramark).

On January 4, 2017, the Board rejected the single bid received from Aramark as non-responsive. Staff advertised a new IFB on the Public Purchase website in accordance with the IFB process described above. The District received one bid as listed below:

<b>Company</b>	<b>Bid Amount</b>
G&K Services, Inc., Hayward, California	\$394,791.46

Upon review by staff and legal counsel, the single bid was found to be non-responsive because the bid contained a contractor's percentage mark-up that exceeded the 20 percent limit imposed by the District. This irregularity cannot be waived and, therefore, the bid must be rejected.

The District's incumbent vendor is Aramark Uniform Services, a Division of Aramark Uniform and Career Apparel, LLC, which was awarded a five-year contract for a total estimated cost of \$269,186. Aramark agreed to an extension of their contract on a month-to-month basis in accordance with their current pricing until December 31, 2017.

Contract Officer: Mario Giacobbe 650-622-8077  
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

**AGENDA**  
**LEGISLATIVE COMMITTEE**  
**COMMITTEE OF THE WHOLE**

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

**WEDNESDAY, APRIL 5, 2017 – 2:45 p.m.**  
or immediately following previous Committee meeting

1. Call to Order

**ACTION**

2. Approval of Minutes of Legislative Committee Meeting of March 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.

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

**MINUTES OF LEGISLATIVE COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
MARCH 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, R. Guilbault (Chair), Z. Kersteen-Tucker, Pine, P. Ratto

Staff Present: J. Averill, J. Cassman, A. Chan, C. Fromson, 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 4:18 p.m.

**Approval of Minutes of February 1, 2017**

Motion/Second: Gee/Ratto

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

Abstain: Guilbault, Kersteen-Tucker

**Update on the State and Federal Legislative Program**

Casey Fromson, Director, Government and Community Affairs, said staff will continue to follow President Donald Trump's comments to the joint session of Congress on February 28. The president suggested having a \$1 trillion infrastructure package, but didn't speak to how that would be funded.

Adjourned: 4:20 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Legislative Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

**ACTION**

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

**SIGNIFICANCE**

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

**STATE ISSUES**

AS OF 3/20/2017:

Governor Jerry Brown and legislative leaders are working to complete a transportation funding package by April 6, when lawmakers leave for spring recess and before the annual budget process dominates the Capitol.

The governor's plan would generate an average of \$4.2 billion annually over 10 years, while Assemblymember Jim Frazier and Senator Jim Beall's transportation funding bills would provide almost \$6 billion a year (Assembly Bill 1 and Senate Bill 1). The Republican funding proposal introduced by Assemblymember Paul Fong generates \$5.6 billion in multi-year funding and \$2.2 billion in one-time revenues.

The governor's office, leadership in the Assembly and Senate, as well as key transportation chairs are meeting on a regular basis to discuss and negotiate a package that would garner the needed support to pass both chambers.

**Leadership Change**

On March 14, 2017, Senator Patricia Bates (R-Laguna Niguel) was elected leader of the Senate Republican Caucus.

## **FEDERAL ISSUES**

As of 3/20/2017:

On March 16, the Office of Management and Budget published the Administration's Fiscal Year (FY) 2018 "skinny" budget. The budget increases military spending and cuts many other programs, including those at Department of Transportation (DOT). The "full" budget that will include more details about department and program budgets is expected to be released in May.

Information from the skinny budget:

- Limits funding for the Federal Transit Administration's Capital Investment Program (includes the Core Capacity Program) to projects with existing full funding grant agreements only.
- Terminates Federal support for Amtrak's long distance train services, which have long been inefficient and incur the vast majority of Amtrak's operating losses.
- Eliminates funding for the TIGER Discretionary Grant Program.

A copy of the budget document can be viewed here:

[https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/budget/fy2018/2018\\_blue\\_print.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/budget/fy2018/2018_blue_print.pdf)

Although Congress will take this budget proposal under advisement, the House and Senate will ultimately develop their own FY2018 budget and spending bills to be signed into law.

### Nominations

On March 7, President Donald Trump announced his intent to nominate Jeffrey Rosen as deputy secretary of the Department of Transportation. Mr. Rosen previously served as general counsel at DOT from 2003 to 2006, and then as general counsel and senior policy adviser at the Office of Management and Budget during the Bush 43 administration. Mr. Rosen is currently a senior partner at Kirkland & Ellis LLP, and his clients have included General Motors and Hyundai. If the Senate confirms Mr. Rosen, he will be responsible for the day-to-day operations of the DOT.

Prepared By:	Lori Low, Government and Community Relations Specialist	650-508-6391
	Casey Fromson, Director, Government and Community Affairs	650-508-6493



## San Mateo County Transit District State Legislative Matrix 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1</a> <a href="#">Frazier</a> 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 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 17</a> <a href="#">Holder</a> 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><a href="#">AB 28</a> <a href="#">Frazier</a> D</p> <p>Department of Transportation: environmental review process: federal pilot program.</p>	<p>3/14/2017-S. THIRD READING 3/14/2017-Read second time. Ordered to third reading.</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. The bill would repeal that provision on January 1, 2020. This bill contains other related provisions.</p>	<p>Support</p>

## San Mateo County Transit District State Legislative Matrix 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 378</a> <a href="#">Garcia, Cristina</a> D</p> <p>California Global Warming Solutions Act of 2006: regulations.</p>	<p>2/21/2017-A. NAT. RES. 2/21/2017-Referred to Com. on NAT. RES.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. The act requires the state board 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 additionally require the state board to consider and account for the social costs of the emissions and greenhouse gases when adopting those rules and regulations. The bill would authorize the state board to adopt or subsequently revise new regulations that establish a market-based compliance mechanism, applicable from January 1, 2021, to December 31, 2030, to complement direct emissions reduction measures in ensuring that statewide greenhouse gas emissions are reduced to at least 40% below the 1990 level by 2030. This bill contains other related provisions and other existing laws.</p>	
<p><a href="#">AB 467</a> <a href="#">Mullin</a> D</p> <p>Local transportation authorities: transactions and use taxes.</p>	<p>2/27/2017-A. L. GOV. 2/27/2017-Referred to Coms. on L. GOV. and E. &amp; R.</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><a href="#">AB 468</a> <a href="#">Santiago</a> 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 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 496</a> <a href="#">Fong</a> R</p> <p>Transportation funding.</p>	<p>2/27/2017-A. TRANS. 3/1/2017-Re-referred to Com. on TRANS.</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>	
<p><a href="#">AB 673</a> <a href="#">Chu</a> D</p> <p>Public transit operators: vehicle safety requirements.</p>	<p>3/2/2017-A. TRANS. 3/2/2017-Referred to Com. on TRANS.</p>	<p>Existing law imposes various requirements on transit operators and provides funding for transit services and capital improvements.</p> <p>This bill would require a public transit operator, before placing a new bus into revenue operations, to take into consideration recommendations of, and best practices standards developed by, the exclusive representative of the recognized organization representing bus operators of the transit operator for the purpose of protecting bus operators from the risk of assault from persons and by removing blind spots. By creating new duties for public transit operators, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.</p>	

## San Mateo County Transit District State Legislative Matrix 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1113</a> <a href="#">Bloom</a> D</p> <p>State Transit Assistance program.</p>	<p>3/9/2017-A. TRANS. 3/9/2017-Referred to Com. on TRANS.</p>	<p>Existing law requires the transfer of a specified portion of the sales tax on diesel fuel, in addition to various other revenues, to the Public Transportation Account, a trust fund in the State Transportation Fund. Existing law requires funds in the account to be allocated to various public transportation and transportation planning purposes, with specified revenues in the account to be allocated by the Controller to specified local transportation agencies for public transportation purposes, pursuant to the State Transit Assistance (STA) program. Existing law requires STA funds to be allocated by formulas based 50% on population and 50% on transit operator revenues.</p> <p>This bill would revise and recast the provisions governing the STA program. The bill would provide that only STA-eligible operators, as defined, are eligible to receive an allocation from the portion of program funds based on transit operator revenues. The bill would provide for each STA-eligible operator within the jurisdiction of the allocating local transportation agency to receive a proportional share of the revenue-based program funds based on the qualifying revenues of that operator, as defined. The bill would revise the duties of the Controller and the Department of Transportation in administering the program. The bill would make various other conforming changes and would delete obsolete provisions.</p>	
<p><a href="#">AB 1324</a> <a href="#">Gloria</a> D</p> <p>Metropolitan planning organizations: transactions and use taxes.</p>	<p>3/13/2017-A. L. GOV. 3/13/2017-Referred to Com. on L. GOV.</p>	<p>Existing law authorizes various local governmental entities, subject to certain limitations and approval requirements, to levy a transactions and use tax in accordance with the procedures and requirements set forth in the Transactions and Use Tax Law. Existing federal law provides for the designation of some of these entities as metropolitan planning organizations.</p> <p>This bill would authorize a metropolitan planning organization authorized by law to levy, expand, increase, or extend a transactions and use tax to levy, expand, increase, or extend that tax in only a portion of the jurisdiction, as an alternative to the entire jurisdiction, in which the organization is authorized to levy, expand, increase, or extend the tax, if approved by the required percentage of the voters in that portion of the jurisdiction. The bill would require the revenues derived from the levy, expansion, increase, or extension to be used only within the area for which the levy, expansion, increase, or extension was approved by the voters.</p>	

## San Mateo County Transit District State Legislative Matrix 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1363</a> <a href="#">Baker</a> R</p> <p>Transportation revenues.</p>	<p>3/13/2017-A. TRANS. 3/13/2017-Referred to Com. on TRANS.</p>	<p>Article XIX of the California Constitution restricts the expenditure of revenues from taxes imposed by the state on fuels used in motor vehicles upon public streets and highways to street and highway and certain mass transit purposes. Existing law requires certain miscellaneous revenues deposited in the State Highway Account that are not restricted as to expenditure by Article XIX of the California Constitution to be transferred to the Transportation Debt Service Fund in the State Transportation Fund, as specified, and requires the Controller to transfer from the fund to the General Fund an amount of those revenues necessary to offset the current year debt service made from the General Fund on general obligation transportation bonds issued pursuant to Proposition 116 of 1990.</p> <p>This bill would, on July 1, 2018, delete the transfer of these miscellaneous revenues to the Transportation Debt Service Fund, thereby eliminating the offsetting transfer to the General Fund for debt service on general obligation transportation bonds issued pursuant to Proposition 116 of 1990. The bill, subject to a specified exception, would, on July 1, 2018, instead require the miscellaneous revenues to be retained in the State Highway Account and to be used solely for transportation expenditures consistent with the restrictions for expenditure of fuel tax revenues in Article XIX of the California Constitution.</p>	
<p><a href="#">AB 1613</a> <a href="#">Mullin</a> D</p> <p>San Mateo County Transit District: retail transactions and use tax.</p>	<p>2/17/2017-A. PRINT 2/19/2017-From printer. May be heard in committee March 21.</p>	<p>Existing law authorizes the board of the San Mateo County Transit District to adopt a retail transactions and use tax ordinance in accordance with specified provisions of law, including a requirement that the combined rate of all such taxes that may be imposed in the county not exceed 2%.</p> <p>This bill would authorize the board to exceed that 2% limit to impose a retail transactions and use tax set at a rate of no more than 0.5%, if approved by the board before January 1, 2021.</p>	<p>Sponsor</p>

## San Mateo County Transit District State Legislative Matrix 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1</a> <a href="#">Beall</a> D</p> <p>Transportation funding.</p>	<p>3/8/2017-S. APPR. 3/8/2017-From committee: Do pass and re-refer to Com. on APPR. (Ayes 5. Noes 1.) (March 8). Re-referred to Com. on APPR.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account.</p> <p>This bill would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program. The bill would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues attributable to a \$0.12 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>Support</p>
<p><a href="#">SB 337</a> <a href="#">Bates</a> R</p> <p>Repatriation Infrastructure Fund.</p>	<p>2/23/2017-S. GOV. &amp; F. 3/8/2017-Set for hearing April 5.</p>	<p>Existing law provides various sources of funding for transportation purposes, including funding for the state highway system, the local street and road system, and public transportation.</p> <p>This bill, until July 1, 2025, would require the Department of Finance, in consultation with the Franchise Tax Board, to estimate, on an annual basis by November 1 of each year, the amount of revenue to be received from state taxes in the next fiscal year as a consequence of enactment of a federal corporate repatriation statute pursuant to which foreign earnings of United States-based corporations that are currently invested abroad are moved to the United States. This bill contains other related provisions.</p>	

## San Mateo County Transit District State Legislative Matrix 3/15/17

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 614</a> <a href="#">Hertzberg</a> D</p> <p>Public transportation agencies: administrative penalties.</p>	<p>3/2/2017-S. T. &amp; H. 3/2/2017-Referred to Com. on T. &amp; H.</p>	<p>Existing law authorizes a public transportation agency to adopt and enforce an ordinance to impose and enforce civil administrative penalties for certain passenger misconduct on or in a transit facility or vehicle. Existing law requires these penalties to be deposited in the general fund of the county in which the citation is administered.</p> <p>This bill would instead require the penalties to be deposited with the public transportation agency that issued the citation.</p>	
<p><a href="#">SCA 6</a> <a href="#">Wiener</a> D</p> <p>Local transportation measures: special taxes: voter approval.</p>	<p>2/23/2017-S. GOV. &amp; F. 3/8/2017-Set for hearing April 5.</p>	<p>The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities.</p> <p>This measure would require that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for transportation purposes, as specified, be submitted to the electorate and approved by 55% of the voters voting on the proposition. The measure would also make conforming and technical, nonsubstantive changes.</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, APRIL 5, 2017 – 3:00 p.m.**

or immediately following previous Committee meeting

1. Call to Order

#### **ACTION**

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of March 1, 2017
3. Authorize Adoption of San Mateo County Transit District Fiscal Years 2017-2026 Short Range Transit Plan
4. 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.

Draft

**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  
MARCH 1, 2017**

Committee Members Present: D. Pine (Committee Chair), J. Gee, C. Stone

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

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

Committee Chair Dave Pine called the meeting to order at 4:20 p.m.

**Approval of Minutes of Planning, Development and Sustainability Committee Meeting of  
February 1, 2017**

Motion/Second: Ratto/Gee

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

Abstain: Guilbault, Kersteen-Tucker

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

Michelle Senatore, Principal Planner, said staff presented this as an informational item at the February meeting on the results of the technical evaluation of the District's electricity service options. She said staff is recommending the Board approve enrolling in the 100 percent renewable electricity service option.

Motion/Second: Gee/Guilbault

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone

**Capital Projects Quarterly Status Report – 2<sup>nd</sup> Quarter Fiscal Year 2017**

No discussion.

Adjourned: 4:21 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  
FISCAL YEARS 2017-2026 SHORT RANGE TRANSIT PLAN**

**ACTION**

Staff proposes that the Committee recommend the Board approve the attached SamTrans Fiscal Year (FY) 2017 – FY 2026 [Short Range Transit Plan](#) (SRTP).

**SIGNIFICANCE**

Staff has prepared the Final SRTP that describes its transit capital and operating plans from FY2017 through FY2026. Major components of a SRTP include:

- Vision, guiding principles, and performance measures
- General system overview of fixed-route and paratransit services
- Service and system evaluation for FY2014 – FY2016
- Operations Plan and Budget for FY2017 – FY2026
- Capital Improvement Program (CIP) for FY2017 – FY2026

At the December 7, 2016 meeting, staff presented to the Board the Draft SRTP, and discussed the above elements of the plan. Since the meeting, staff submitted the Draft SRTP to the Metropolitan Transportation Commission (MTC) for review. The Final SRTP incorporates the Board-approved FY2016 audited actuals and comments received from the MTC, as appropriate.

The SRTP's operating plan reflects service changes made in 2014 to implement the SamTrans Service Plan and focuses on ongoing cost efficiency measures without additional growth in service levels over the next 10 years. The CIP addresses improvements needed to maintain the system in a state of good repair and to provide quality service to customers through smart investments.

**BUDGET IMPACT**

This project is currently funded through the FY2016 Capital Budget. No additional funding is needed for adoption of the SRTP and submission to MTC.

## **BACKGROUND**

The SRTP fulfills Federal Transit Administration and MTC regulatory requirements to implement and inform the development of MTC's Regional Transportation Plan and the Transportation Improvement Program so that the San Mateo County Transit District can qualify for State and Federal funding. The goals, objectives, and standards in the SRTP will serve as a basis for the assessment of SamTrans' performance in the MTC's Triennial Performance Audits.

MTC requires that each Bay Area transit operator that receives Federal funding prepare and submit an updated SRTP every two years. The last SRTP update was adopted by the Board in January 2015 (Resolution No. 2015-06) and covered FY2014 – 2023.

## **STRATEGIC INITIATIVE**

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

- Priority 1: Expand Mobility Options
  - Goal 1: Increase weekday fixed-route ridership by 15 percent
  
- Priority 2: Strengthen Fiscal Health
  - Goal 1: Increase fixed-route farebox revenue by 20 percent
  - Goal 2: Reduce debt service by \$1.5 million annually
  - Goal 3: Implement existing and new best practices
  
- Priority 3: Become a More Effective Organization
  - Goal 1: Improve organizational performance
  - Goal 2: Manage workforce change

Prepared By: Lindsey Kiner, Senior Planner

650-508-7912

**RESOLUTION NO. 2017-**

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

\* \* \*

**APPROVING THE SAN MATEO COUNTY TRANSIT DISTRICT  
FISCAL YEARS 2017-2026 SHORT RANGE TRANSIT PLAN**

**WHEREAS**, the Metropolitan Transportation Commission (MTC) requires Bay Area transit agencies to prepare and submit a Short Range Transit Plan (SRTP) at least every two years; and

**WHEREAS**, the MTC requires that an SRTP serve as a management and policy document for transit operators that describes an agency's capital and operating budgets, capacity, and plans for the subsequent 10 years; and

**WHEREAS**, key components of each SRTP include the agency's vision, guiding principles, and performance measures; general system overview of fixed-route and paratransit services; service and system evaluation; operating plan and budget, and capital improvement program; and

**WHEREAS**, the goals, objectives, and standards in an SRTP serve as a basis for the assessment of an agency's performance in the MTC's Triennial Performance Audits; and

**WHEREAS**, the SRTP fulfills Federal Transit Administration and MTC regulatory requirements to implement and inform the Regional Transportation Plan and the Transportation Improvement Program to qualify the San Mateo County Transit District for Federal and State funding.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District adopts the SamTrans Fiscal Years 2017- 2026 Short Range Transit Plan, attached hereto and incorporated herein by this reference.

Regularly passed and adopted this 5th day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:

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



## AGENDA

### BOARD OF DIRECTORS

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

**WEDNESDAY, APRIL 5, 2017 – 3:15 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

#### **1. CALL TO ORDER/ROLL CALL**

#### **2. CONSENT CALENDAR**

##### MOTION

- a. Approval of Minutes of Board of Directors Meeting of March 1, 2017
- b. Acceptance of Statement of Revenues and Expenses for February 2017
- c. Receive and File Executed Contracts Up to \$100,000 (Non-Contracts and Procurement) Quarterly Report

#### **3. PUBLIC COMMENT**

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

#### **4. REPORT OF THE CHAIR**

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

- a. Update on 2016 Employee Survey District Actions

#### **6. COMMUNITY RELATIONS COMMITTEE – Z. KERSTEEN-TUCKER**

##### MOTION

- a. Appointment of Citizens Advisory Committee Members
  - John Baker, Representing Bus Riders (Incumbent)
  - Andrew Barnes, Representing Community Riders
  - Jason Galisatus, Representing Multimodal Riders, to a Partial Term Ending April 23, 2018
  - Alexandra Juarez, Representing Bus Riders
  - Sonny Koya, Representing Bus Riders (Incumbent)
  - Frank Liu, Representing Multimodal Riders (Incumbent), to a Partial Term Ending April 23, 2019

#### SUBJECTS DISCUSSED

- b. Accessibility Update
- c. Paratransit Coordinating Council Update
- d. Citizens Advisory Committee Update

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

- e. Mobility Management Report – Caltrain
- f. Multimodal Ridership Report – February 2017

**7. FINANCE COMMITTEE – C. GROOM**

RESOLUTIONS

- a. Authorize Filing of Applications to the California Governor's Office of Emergency Services to Receive \$885,124 in State Proposition 1B Transit Security Grant Program Funds for Transportation Security Projects
- b. Authorize Federal Funding Under Federal Transit Administration Section 5310 with California State Department of Transportation
- c. Award of Contract to Parts Warehouse Distributors, DBA City Auto Supply to Furnish and Deliver New 8D Bus Batteries in the Total Estimated Amount of \$218,965 for a Five-Year Term
- d. Authorize Execution of an Amendment to the Contract with Universal Building Services for the Provisions of Bus Stop Cleaning Services for a Contract Amount Not-to-Exceed \$1,102, 059
- e. Amendment to the Contract to Increase Contract Authority by \$163,365 with Universal Building Services for the Provision of Bus Stop Cleaning Services
- f. Authorize the Purchase and Delivery of new Light-Emitting Diode Lighting from Gonville, Inc. Through the State of California Department of General Services for a Total Cost of \$334,313

MOTION

- g. Rejection of Single Bid from G&K Services, Inc. for Rental, Purchase, and Laundering of Work Clothing and Related Items and Negotiation of a Contract on the Open Market

**8. LEGISLATIVE COMMITTEE – K. MATSUMOTO**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**9. STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – D. PINE**

RESOLUTION

- a. Adoption of San Mateo County Transit District Fiscal Years 2017-2026 Short Range Transit Plan

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

**11. BOARD MEMBER REQUESTS/COMMENTS**

**12. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – May 3, 2017 at 2 p.m.,  
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,  
2<sup>nd</sup> Floor, 1250 Carlos Ave., San Carlos 94070

### **13. 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)
  
- b. Closed Session: Conference with Legal Counsel – Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): one case
  
- c. Closed Session: Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1), Conference with Labor Negotiator Pursuant to Government Code Section 54957.6:  
Agency designated representative: Board Chair  
Title/Unrepresented Employee: General Manager/CEO Jim Hartnett

Following the closed sessions, the Board may consider potential actions to amend the Employment Agreement of the GM/CEO.

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

### **Availability of Public Records**

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
MARCH 1, 2017**

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

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

Chair Rose Guilbault called the meeting to order at 2:01p.m.

**PUBLIC HEARINGS/CONSIDERATION OF RESOLUTIONS OF NECESSITY (RON)**

- 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

Joan Cassman, Legal Counsel, said the District is a member agency/partner with the Peninsula Corridor Joint Powers Board (JPB) and is the arm by which the JPB seeks acquisitions for properties needed for projects.

Director Jeff Gee arrived at 2:02 p.m.

The JPB is a separate entity created by contract between San Francisco, San Mateo and Santa Clara counties, but the contract didn't give the JPB the power of eminent domain. There was a decision made by the Board that if property acquisitions ever required the use of eminent domain each member agency would use their powers to obtain the property.

Ms. Cassman said last year the Board approved a cooperative agreement between the District and the JPB, which outlines the projects coming forward. The Board used its powers of eminent domain back in 2010. The 25<sup>th</sup> Avenue Grade Separation Project has been in the works for a long time and is a partnership with the JPB and the city of

San Mateo. Ms. Cassman said staff hopes to move this project forward and have certain work done to not interfere in the electrification infrastructure. There is a bid out for the 25<sup>th</sup> Avenue Grade Separation Project and the JPB will consider award of this contract in May. These RONs are being done now so the property is acquired prior to construction.

Raphael Bolon, Project Manager, presented:

- Purpose and Scope:
  - Improve safety by constructing a grade separation at 25<sup>th</sup> Avenue along with elevated rail between Hillsdale Boulevard and Highway 92
  - Relocate Hillsdale Caltrain Station and provide station access and parking
  - Construct new east/west connections at 28<sup>th</sup> and 31<sup>st</sup> avenues

Director Dave Pine arrived at 10:08 a.m.

- Photos of the project were shown.
- Schedule
  - Environmental clearance last year
  - Construction completed next year
- Project estimate is \$180 million
- Project is building the foundations, but not poles and wires for the Electrification Overhead Contact System (OCS)
- Construction of grade separation needs to start by summer 2017 to be completed before the installation of the OCS

Director Gee asked when this project started. Mr. Bolon said 2002.

Director Charles Stone asked if this project is beneficial to the city of San Mateo putting aside electrification. Mr. Bolon said yes.

Ms. Cassman said a fair market value appraisal was done on the properties and was shared with the property owners back in September.

- 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**

Ms. Cassman said this property interest of 16,331 square feet and two temporary construction easements totaling 7,788 square feet. An offer was made on September 12, 2016.

Motion/Second: Stone/Gee

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

- 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**

Ms. Cassman said this property interest is a 2,118 square foot temporary construction easement. An offer and fair market appraisal was made to the property owners on October 10, 2016.

Motion/Second: Kersteen-Tucker/Powell

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

- 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**

Ms. Cassman said this property is for a temporary construction easement of 1,004 square feet. An offer was presented on September 13, 2016 along with the required appraisal.

Motion/Second: Gee/Stone

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

Recessed to committee meetings at 2:25 p.m.

Reconvened from committee meetings at 4:21 p.m.

#### **CONSENT CALENDAR**

- a. Approval of Minutes of Board of Directors Meeting of February 1, 2017

Motion/Second: Stone/Gee

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

Abstain: Guilbault, Kersteen-Tucker

#### **ACCEPTANCE OF STATEMENT OF REVENUES AND EXPENSES FOR JANUARY 2017**

Motion/Second: Stone/Gee

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

#### **PUBLIC COMMENT**

None

## REPORT OF CHAIR

### Resolution of Appreciation to Past Chair Zoe Kersteen-Tucker

Director Carole Groom said Director Kersteen-Tucker ran very efficient meetings and is always attentive to the public needs.

Director Kersteen-Tucker said a tremendous amount of work was done in 2016 and was a year of accelerated change within the District, around the county and profound changes on the national and international levels. She said the biggest challenge the District faces is transforming into a public agency that is nimbly and effectively evolved to meet this changing world head-on, not to just keep up, but to lead the way. Director Kersteen-Tucker said this transformation requires new sources of revenue, a redefinition of the ways service is delivered and the types of services offered. She said this is a tall order, but one the District is capable of and confident the Board is willing to work on. Director Kersteen-Tucker said after the presidential election in November Governor Jerry Brown stated that it is more clear than ever that California has a mandate to continue to serve as this country's pioneer in forging innovation, not just technology, but the way communities are envisioned. California's mandate is to keep building on the steadfast commitment to environmental protection and sustainability and to continue demonstrating that the State's sturdy embrace of diversity and equity leads to both a better quality of life and a vibrant economy. Director Kersteen-Tucker thanked Jim Hartnett, General Manager/CEO, for his decisive leadership over the past year on a whole host of critically important issues. She thanked the men and women who offer themselves every day for the mission of the District, especially during this time of rapid change.

Motion/Second: Gee/Matsumoto

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

## REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

Mr. Hartnett reported:

- Recognized Rene Ebro as Bus Operator of the Year.
- Recognized as Daniel Jimenez as Maintenance Employee of the Year.
- Staff is still in the process of obtaining approval of a Full Funding Grant Agreement (FFGA) for the Caltrain electrification project. Caltrain is the only agency in the country that has met and exceeded all requirements for the grant. No grant has ever been rejected ranked as high the electrification grant has been. Staff hopes to have a clear indication when the president's budget comes out in June if the funds will be allocated. The executive director of the Federal Transit Administration has told staff that if this project is in the budget the FFGA will be signed. As of March 1 the Limited Notice to Proceed for the two contractors has expired. Staff has negotiated an extension with both contractors to June 30, but it will cost \$20 million for the extension. No more money will be allocated by the JPB to this project. This amount is to keep the contractors on board at their current price. Staff is going to Washington, D.C. on March 6 to speak to members of Congress and the Senate who have responsibility for allocation of funds. A meeting has been requested with Department of

Transportation Secretary Elaine Chao along with an invitation to come out and look at the project.

- Maintenance department continues to exceed their benchmark goals.
- Investment in human capital continued in February with 1,200 hours of training.
- Bus contracts staff has had to relocate a temporary bus stop to Folsom and Beale streets. This is all part of the Transbay Terminal Project construction.
- The customer experience survey was launched online and will be live until March 19. The survey is for riders to rate and rank service and future improvements.

Chair Guilbault said it is always great to recognize the men and women of the District.

### **COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker**

#### SUBJECTS DISCUSSED

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

### **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
- 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/Second: Groom/Gee

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

MOTION

- j. Rejection of All Bids to Furnish and Deliver New 8D Bus Batteries was moved to the April meeting

Motion/Second: Groom/Stone

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

INFORMATIONAL

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

**LEGISLATIVE COMMITTEE – K. Matsumoto**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**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

Motion/Second: Pine/Kersteen-Tucker

Ayes: Gee, Groom, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone, Guilbault

SUBJECT DISCUSSED

- b. Capital Projects Quarterly Status Report – 2<sup>nd</sup> Quarter Fiscal Year 2017

**WRITTEN COMMUNICATIONS**

No discussion.

**BOARD MEMBER REQUESTS/COMMENTS**

Director Gee said he serves on the Transbay Joint Powers Board said the Terminal will be bus ready by December 2017. Alameda-Contra Costa Transit will be the largest tenant.

**DATE AND TIME OF NEXT REGULAR MEETING** – April 5, 2017, at 2 p.m., San Mateo County Transit District, Administrative Building, 1250 San Carlos Avenue, San Carlos, CA 94070.

**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)

Recessed to closed session at 4:52 p.m.

Reconvened to open session at 5:01 p.m.

Ms. Cassman said the Board received a report from legal counsel on labor negotiations with 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/Storeskeepers/Utility Workers; Customer Service Representatives).

Adjourned at 5:02 p.m.



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett  
General Manager/CEO

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

**EXECUTED CONTRACTS UP TO \$100,000 (NON-C&P) FIRST QUARTER REPORT**

**ACTION**

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

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no impact to the budget.

**BACKGROUND**

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

Prepared By: Martha Martinez

650-508-6242

San Mateo County Transit District

2017

Executed Contracts by General Manager/CEO

DATE ENTERED INTO	CONTRACT NAME/DESCRIPTION	PARTIES TO CONTRACT	AMOUNT
<hr/> 1st Quarter January - March 2017			
01/05/17	Funding Agreement for the Grand Boulevard Initiative: Creating Safe and Healthy Corridor Communities Project	City of Palo Alto (funded by)	Up to \$22,613