



January 3, 2018

SamTrans Committee & Board Meetings

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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, JANUARY 3, 2018 – 2:00 p.m.

1. Call to Order
2. Pledge of Allegiance

ACTION

3. Approval of Minutes of Community Relations Committee Meeting of December 6, 2017

INFORMATIONAL

4. Accessibility Update – Tina Dubost
5. Paratransit Coordinating Council Update – Mike Levinson
6. Multimodal Ridership Report – November 2017
7. Adjourn

Committee Members: Zoe Kersteen-Tucker, Josh Powell, Peter Ratto

NOTE:

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

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE (CRC) MEETING
COMMITTEE OF THE WHOLE
DECEMBER 6, 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, K. Matsumoto, D. Pine, C. Stone

Staff Present: J. Cassman, A. Chan, T. Dubost, C. Gumpal, D. Hansel, J. Hartnett, M. Martinez, C. Mau, S. Murphy, D. Olmeda, M. Simon, S. Van Hoften

Committee Chair Zoe Kersteen-Tucker called the meeting to order at 2:01 p.m.

Approval of Minutes of November 1, 2017

Motion/Second: Stone/Pine

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

Accessibility Update

Tina Dubost, Manager, Accessible Services, reported:

Accessible Services staff will be attending on December 8 the Military Stand-down event that was originally scheduled for September. Staff will also be able to promote the Veterans Volunteer Program at this event. Ms. Dubost will also be attending the Coastside Transportation Committee meeting the following week.

Paratransit Coordinating Council (PCC) Update

Mike Levinson, PCC Chair, reported:

- Seniors on the Move was a success. There were a few recruitments to the Secret Shopper
- Mark Weinstein is now in charge of First Transit and he looks forward to working with him
- He attended the Get Us Moving Stakeholder Advisory Group meeting

Citizens Advisory Committee (CAC)

Written report was included in the Board's Reading File.

Mobility Management Report – ADA Paratransit

David Olmeda, Chief Operating Officer-Bus, provided an update that included metrics on ridership, registrants, on-time performance, passengers per hour, fleet reliability, and service complaints. There are 37,000 trips per year.

- Ridership is stable
- Number of registrants has leveled off
- Service quality is excellent
- Customer satisfaction is very high, complaint rate is very low
- Paratransit service is vital to the community

The Board requested information on where paratransit riders reside by zip code and how many paratransit registrants are actual users of the service.

Multimodal Ridership Report – October 2017

Mr. Olmeda reported:

Average Weekday Ridership – October 2017 compared to October 2016

- Grand Total – 165,020, a decrease of 0.6 percent
- Bus – 40,670, a decrease of 4.4 percent
- Paratransit – 1,250, a decrease of 3.1 percent
- Shuttles – 12,670 a decrease of 2.2 percent
- Caltrain – 61,830, an increase of 5.1 percent

Route ridership data will be emailed to the Board.

Dashboard Report: July – September 2017

- Improvement in Total Complaints and Did Not Operate categories
- Farebox Recovery Ratio is down from last quarter
- Continued loss of ridership
- Slight decline in On-Time Performance

Staff will continue to monitor and evaluate the metrics and goals. The Board commented that the goals should be realistic.

Adjourned at 2:34 PM

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **ACCESSIBILITY REPORT**

ACTION

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

SIGNIFICANCE

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

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

The minutes of the October 10 PCC biennial retreat 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)
BI-ANNUAL RETREAT**

**MEETING MINUTES
October 10, 2017**

ATTENDANCE: Members Present: Mike Levinson, Chair; Dinae Cruise, Vice-Chair; Sammi (Wilhelmina) Riley, Consumer; Barbara Kalt, Rosener House; Tina Dubost, SamTrans; Judy Garcia, Consumer; Sandra Lang, COA; Benjamin McMullan, Center for Independence of Individuals with Disabilities; Nancy Keegan; Sutter Health Senior Focus; Dale Edwards, Consumer, Marie Violet, Sequoia Hospital; Susan Capeloto, Department of Rehabilitation;

GUESTS: Richard Weiner, Nelson-Nygaard; Lorna Rodriguez-Wong, PCC Staff; John Sanderson, SamTrans; Ashish John, SamTrans; Jessica Epstein; SamTrans; Carmen Santoni; Catholic Charities

ABSENTEES: Aki Eejima, Consumer; Monica Colondres; Community Resident, Valerie Campos, Vista Center for the Blind (Member Attendance 12, Quorum—Yes)

WELCOME/INTRODUCTION:

Mike called the meeting to order at 11:15a.m.and welcomed all to the PCC Retreat.

APPROVAL OF THE SEPTEMBER PAL MINUTES:

Dinae Cruise motioned to approve the September meeting minutes and Mike Levinson seconded the motion.

APPROVAL OF THE SEPTEMBER PCC MINUTES:

Nancy Keegan motioned to approve the September meeting minutes and Barbara Kalt seconded the motion.

RETREAT REPORTS:

A. EXECUTIVE COMMITTEE

Mike Levinson mentioned that the Executive Committee met this month and will place the continuation of saying the Pledge of Allegiance on the agenda at the November 14th PCC meeting.

B. REVIEW OF THE REGIONAL CONFERENCE 2017

On Tuesday, February 21, 2017, the San Mateo County Paratransit Coordinating Council hosted a Regional Conference, "Beyond ADA." The conference was held at the SamTrans Headquarters building in San Carlos, CA. In attendance at the conference were Paratransit Coordinating Council (PCC) representatives, paratransit providers, paratransit customers, transit agency representatives, transit planners, and transit consultants from five of the nine Bay Area Counties. Representatives from the SamTrans

Board of Directors and San Mateo County Field Representatives for California State Legislature offices were also in attendance.

Richard Weiner reviewed the topics from the Regional Conference in February 2017. Conference attendees gathered into breakout groups, shared their experiences and opinions on the following topics: Other Same-Day Service Options (not taxis or Transportation Network Company (TNCs), Use of Taxis and TNCs in Service to People with Disabilities, Effectiveness of PCCs & Protocols Used for Inter-County Transfers, and other Best Practices in Paratransit Services. Some of the highlights of that conference follow:

- Taxi Companies are suffering with the use of TNC (Lyft and Uber types of competition). Participants said there were issues regarding the screening of TNC drivers. It was suggested that a surcharge be placed on the TNC drivers to contribute funding to the California Public Utilities Commission (CPUC) to regulate them. Fremont has tried working with the TNC due to lack of control and oversight of drivers' hours. It was noted that sometimes drivers are members of both Lyft and Uber. This can present a hazard to the community if drivers' focus is limited due to lack of sleep when drivers shift from one company to the other at the end of their work shift.
- There was a concern that there was insufficient availability of vehicles to accommodate people who use wheelchairs and that some TNC drivers have refused to allow service animals in their vehicles.
- Participants said there is a growing need for affordable paratransit fares for low income consumers (in other counties that do not have comparable program to San Mateo County).
- Participants stated that ongoing sensitivity training is needed for bus operators.
- East Bay Paratransit provides customers a booklet with emergency instructions which may be useful in other systems.

Action Item: Richard to Weiner will contact Annette Williams, San Francisco Municipal Transportation Agency (SFMTA) to get a copy of a report with recommendation on providing guidelines for the equity of TNC alternatives in San Francisco. Richard suggested contacting Drennen Shelton, MTC staff regarding hosting the next regional conference.

C. REVIEW OF THE 2015-2017 WORK PLAN

Retreat participants then reviewed the Work Plan that resulted from the previous retreat to determine which items had been accomplished and which ones required continued activity. These are described below.

**Final Work Plan for FY 2015/17 and Draft Plan 2017/2019
San Mateo County Paratransit Coordinating Council (PCC)**

2015/2017 OBJECTIVES	2015/17 TASKS	2015/17 ACCOMPLISHMENTS	2017/19 NEW TASKS
<p>Ensure full implementation of the IVR meets consumer needs and preferences</p>	<ol style="list-style-type: none"> 1. Continue to provide feedback on the first phase of the IVR 2. Participate and provide input in the testing and evaluation of the 2nd phase of the IVR 3. Monitor and evaluate implementation of Phase 2 4. Work with SamTrans to develop plan to accommodate taxis with IVR 	<p>Tina indicated that the IVR project was implemented.</p>	<ol style="list-style-type: none"> 1. Mike stated that same day IVR still needs improvement. 2. Sammie noted that based on present software, more accurate same day notification could not be addressed at this time. 3. We will continue advocating for real time estimate of arrival

2015/2017 OBJECTIVES	2015/17 TASKS	2015/17 ACCOMPLISHMENTS	2017/19 NEW TASKS
<ol style="list-style-type: none"> 1. Develop strategic partnerships with agencies/organizations that have similar issues and concerns 2. Enhance PCC membership <ol style="list-style-type: none"> a. Strategically recruit new members b. Educate existing members 	<ol style="list-style-type: none"> 1. Identify agencies to develop partnerships and assign PCC members to reach out to them. 1 2. Identify 2 -4 agencies to recruit new members 3. Reach out to consumers to join PCC 4. Develop list of guest speakers 2 	<ol style="list-style-type: none"> 1. Tina concluded that this objective has been successful. 2. PCC members agreed but pointed out that this will always be a function of the PCC. 	<p>This is an ongoing activity</p>
<p>1 Preliminary list of agencies include College of San Mateo Disability Services, Select college classes, Peninsula, JCC, SF Regional Center</p> <p>2 Preliminary list of guest speakers include representative from Office of Emergency Services, Legislative Analyst, New SamTrans General Manager, MTC representative for Mobility Management, expert on transit /paratransit funding</p>			

2015/2017 OBJECTIVES	2015/17 TASKS	2015/17 ACCOMPLISHMENTS	2017/19 NEW TASKS
Enhance Communication Within PCC and with SamTrans	<ol style="list-style-type: none"> 1. Develop Master Calendar of Events 2. Explore Regional PCC conference with MTC and other PCCs 3. Expand PCC membership 4. Provide new members with an orientation session 5. Review and provide input on all Redi-Wheels and RediCoast outreach materials 	<ol style="list-style-type: none"> 1. PCC has created a Calendar of Events. 2. Our PCC held a Regional Conference with MTC and other PCCs. 3. The PCC reviewed and provided input on all Redi-Wheels and Redi-Coast outreach materials. 	<ol style="list-style-type: none"> 1. We have ongoing tasks to expand the PCC membership and have provided new members with an orientation session. 2. We need to create new tasks for this objective.

2015/2017 OBJECTIVES	2015/17 TASKS	2015/17 ACCOMPLISHMENTS	2017/19 NEW TASKS
<p>Explore options and practicality of forming Policy Sub-Committee</p> <ul style="list-style-type: none"> • Provide forum for policy discussions • Consider integration with AI-COM 	<p>With newly formed committee, explore the following issues:</p> <ul style="list-style-type: none"> • Door-to-Door Service • Inter-county transfers (attended drop-off) • Eligibility renewal by mail • New rulings by Office of Civil Rights on reasonable modifications • Same-day reservations 		<p>The PAL meeting changes need to be addressed and the By-Laws updated</p>

2015/2017 OBJECTIVES	2015/17 TASKS	2015/17 ACCOMPLISHMENTS	2017/19 NEW TASKS
<p>In collaboration with partners explore and develop non-paratransit programs/mobility management</p>	<ul style="list-style-type: none"> • Identify partners to develop hospital discharge program (Home from hospital including ride and escort) • Work with SamTrans to explore same-day service • Review and provide comments to the update to the Senior Mobility Guide • Work with SamTrans on next phase of mobility management. Include veterans, and other “vulnerable groups” who need paratransit services • Explore options for a centralized telephone number for transportation options 	<p>SamTrans has created a Senior Mobility Guide.</p>	<ol style="list-style-type: none"> 1. SamTrans is exploring a centralized website for transportation resources and centralized telephone number. 2. Ongoing advocacy efforts are required to explore same day services. 3. PCC is still working with SamTrans to identify other “vulnerable” groups. 4. Further review is required for a hospital discharge program since Alameda County discontinued these services due to consumers not taking advantage of the service

2015/2017 OBJECTIVES	2015/17 TASKS	2015/17 ACCOMPLISHMENTS	2017/19 NEW TASKS
<p>Promote and maintain good relations between drivers, passengers, and agencies. Acknowledge and recognize high quality service.</p>	<ul style="list-style-type: none"> • Host annual appreciation party for all First Transit and Coastside paratransit staff • Ensure consumer appreciation cards are available for the Coastside • Follow through with recommendation for special event to be held once a year 	<ul style="list-style-type: none"> • PCC has hosted an Appreciation event for paratransit staff for Redi-Wheels and Redi-Coast • This is an annual on-going event. 	<ul style="list-style-type: none"> • One special event each year.

2015/2017 OBJECTIVES	2015/17 TASKS	2015/17 ACCOMPLISHMENTS	2017/19 NEW TASKS
Continue outreach presentations to educate and inform agencies & organizations about PCC and paratransit services	<ul style="list-style-type: none"> • Schedule between two and four outreach events per year • Evaluate outreach presentations and refine as needed • Follow through with organizations and agencies for feedback and to provide them with supplemental information 	PCC Education Committee has scheduled and attended many outreach events during the past two years.	This is an on-going effort spearheaded by the PCC Education Committee.

D. RETREAT BREAKOUT GROUPS

Retreat attendees gathered into breakout groups, shared their experiences and opinions on the following topics:

Group A: General Advocacy/Service Quality/Customer Service/Customer-Friendly Service in Eligibility Process, Dispatch etc.

Participants: Susan Capeloto, Tina Dubost, Carmen Santoni, Barbara Kalt, Lorna Rodriguez-Wong

- Help Redi-Wheels develop a more positive image in the community.
 - Educate the public on how the system works
 - Work with SamTrans Marketing on educational pieces such as phone message or a pocket handout
 - Address Customer Service Dispatch regarding improving hold time and improving the accuracy of arrival time estimates
- Review eligibility process and re-certification process.

Group B: Maintain Momentum/ Future Sustainability – Enhancing impact of PCC through connections with other organizations, PCC and Consumer Corps Recruitment

Participants: Nancy Keegan, Jessica Epstein, Dale Edwards, Marie Violet, Sammi Riley, Judy Garcia

1. Continue Outreach events to recruit new people
2. Review time of day of PAL or PCC meeting
3. Review PCC General meeting topics. Are they too overwhelming?
4. Review rotating reports or topics quarterly to shorten meeting
5. Develop a roundtable opportunity to make a contribution or announcement
6. Review other ways to get the word out on the PCC Meeting; i.e. Daily Journal Calendar (free space)
7. Post PCC on a Community Forum
8. Provide short Educational pieces so membership will walk away with new information
9. Post Public Service Announcements on Pen TV, Nextdoor, Facebook or other Social Media venues
10. Contact people on Comment Cards

Group C: On-Going Policy Issues/Emergency Preparedness/Emerging Mobility (e.g. ride hailing programs like Lyft, Uber)/ IVR/ Mobility Management

Participants: Dinae Cruise, Ashish John, Sandra Lang, Richard Weiner, Mike Levinson, John Sanderson, Benjamin McMullian

1. The PCC should stay informed about ride sharing programs and how transit agencies are using them.

2. Address accessibility advocacy
3. Address Emergency Preparedness issues with Office of Emergency Services taking confidentiality into account. How can we collaborate on the information?
4. Review 211. What happens when calling?
5. Review Mobility Management with MTC/ Can we accomplish a one call or one click service?
6. Request the next Regional Conference to be hosted by MTC or another county.

Group D: Advocacy for Funding / Education about Funding

Participants: Nancy Keegan, Jessica Epstein, Dale Edwards, Marie Violet, Sammie Riley, Judy Garcia

1. SamTrans is the Mobility Manager for San Mateo County. Jessica Epstein, SamTrans Government Affairs Officer, was introduced to the group and provided new information on the new Advisory groups.
2. Advisory groups which have been developed:
TAG – Technical Advisory Group: City Managers, Public Works directors, BART, CIGAG
SAG- Stakeholders Advisory Group: Employers, Advocacy, County Organization, A & AS, PCC, 80 groups on the list by invite only – Monthly Meeting on 3rd Tuesday of the month, next October 17th, November 21st. No meeting in December and January. Ends in June
3. Develop Funding priorities for San Mateo County
4. Define current funding gaps, priority and future projects
5. Transportation operates at a deficit every year.
6. The TAG and SAG will make recommendations on the priorities by the end of June and staff will present a plan to the Board. A Ballot measure will be developed from that information for the ¼ % sales tax.

Action Item: PCC will send a representative to the SAG meetings on the third Tuesday of the month located at the SamTrans building. Sandra Lang will attend on October 17th.

Following the report backs from the breakout groups Richard indicated that an updated Work Plan for 2017 through 2019 will be presented in draft form to the PCC via email in mid-November, and reviewed and approved at the December meeting.

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

MEETING ADJOURNED at 2:30 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: David Olmeda
Chief Operating Officer, Bus

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – NOVEMBER 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) 2016, FY2017, and FY2018. Chart "B" has figures for total ridership year-to-date for FY2016, FY2017, and FY2018.

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.

Table "D" provides additional information regarding SamTrans performance standards, including On-Time Performance, the number of Complaints received, and the number of schedules not operated due to unplanned circumstances (DNO).

AVERAGE WEEKDAY RIDERSHIP – NOVEMBER 2017 COMPARED TO NOVEMBER 2016

Grand Total – 160,940, a decrease of 0.9 percent

Bus – 37,830, a decrease of 9.0 percent

Paratransit – 1,230, a decrease of 0.8 percent

Shuttles – 11,780 a decrease of 7.8 percent

Caltrain – 61,740, an increase of 8.2 percent

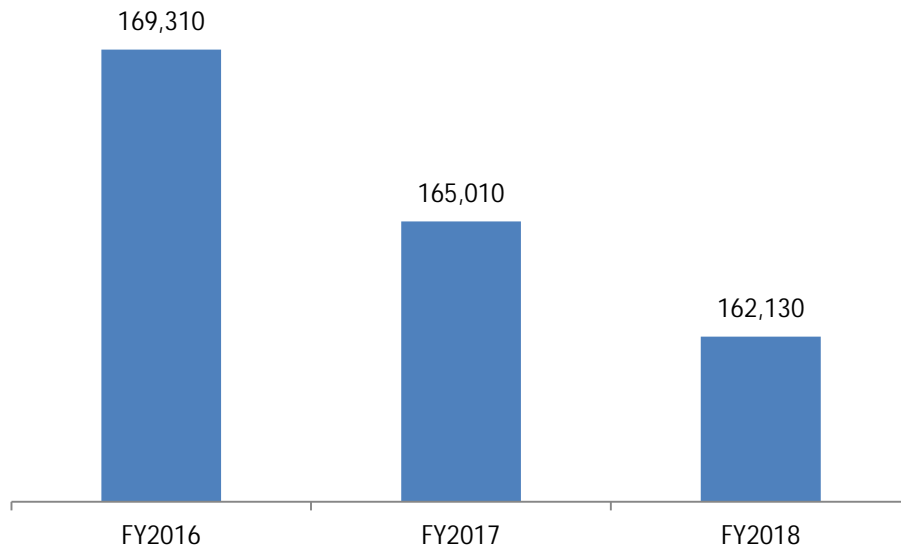
Table A
Average Weekday Ridership

November 2017 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus*	43,230	41,550	37,830	-9.0%
Paratransit*	1,220	1,240	1,230	-0.8%
Shuttles	11,600	12,770	11,780	-7.8%
Caltrain (preliminary)	58,120	57,050	61,740	8.2%
Total	114,170	112,610	112,580	0.0%
BART Extension (No Daly City)	50,880	49,720	48,360	-2.7%
Grand Total	165,050	162,330	160,940	-0.9%
Weekdays	20	21	21	

November 2017 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus*	43,330	40,380	37,830	-6.3%
Paratransit*	1,220	1,260	1,250	-0.8%
Shuttles	11,560	12,530	12,030	-4.0%
Caltrain (preliminary)	61,470	60,020	61,980	3.3%
Total	117,580	114,190	113,080	-1.0%
BART Extension (No Daly City)	51,730	50,820	49,050	-3.5%
Grand Total	169,310	165,010	162,130	-1.7%

* Demand-Response ridership is now reported in the Bus Ridership Category instead of Paratransit

Chart A
Grand Total Average Weekday Ridership (FYTD)



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

MONTHLY TOTAL RIDERSHIP – NOVEMBER 2017 COMPARED TO NOVEMBER 2016

Grand Total – 3,938,850 a decrease of 1.0 percent

Bus – 942,520, a decrease of 8.0 percent

Paratransit – 29,960, an increase of 1.1 percent

Shuttles – 249,140, a decrease of 3.6 percent

Caltrain – 1,555,380, an increase of 5.9 percent

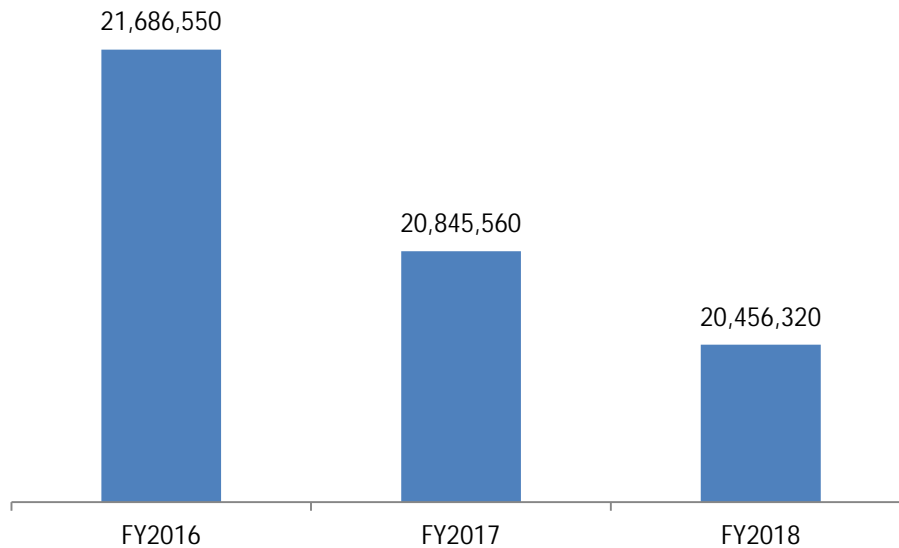
**Table B
Total Monthly Ridership**

November 2017 Total Monthly Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus*	1,054,560	1,024,690	942,520	-8.0%
Paratransit*	28,380	29,630	29,960	1.1%
Shuttles	224,090	258,400	249,140	-3.6%
Caltrain (preliminary)	1,477,390	1,468,820	1,555,380	5.9%
Total	2,784,420	2,781,550	2,777,000	-0.2%
BART Extension (No Daly City)	1,208,770	1,197,290	1,161,850	-3.0%
Grand Total	3,993,190	3,978,840	3,938,850	-1.0%
Weekdays	20	21	21	

November 2017 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus*	5,560,410	5,150,310	4,838,930	-6.0%
Paratransit*	147,510	152,710	152,970	0.2%
Shuttles	1,232,320	1,323,090	1,283,080	-3.0%
Caltrain (preliminary)	8,186,640	7,939,260	8,054,310	1.4%
Total	15,126,860	14,565,370	14,329,280	-1.6%
BART Extension (No Daly City)	6,559,690	6,280,190	6,127,050	-2.4%
Grand Total	21,686,550	20,845,560	20,456,320	-1.9%

* Demand-Response ridership is now reported in the Bus Ridership Category instead of Paratransit

**Chart B
Grand Total Ridership (FYTD)**



The following summary illustrates the number of riders by fare category for the month of November 2017. SamTrans carried 939,267 passengers on its fixed-route service in November, and 10,552,695 for the 2017 Calendar Year-to-Date. These numbers do not include Dumbarton ridership and rural On-Demand service previously reflected under the Paratransit ridership.

**Table C
Bus Riders by Fare Category**

	November 2015	November 2016	November 2017	2017 Calendar Year-to-Date
Adult Cash	233,534	175,833	149,646	1,780,292
Adult Pass	474,416	512,801	471,931	5,242,946
Youth Cash	124,407	136,316	130,519	1,429,374
Youth Pass	59,862	55,298	45,207	512,217
Eligible Discount	159,097	141,038	141,964	1,587,867
Total	1,051,315	1,021,286	939,267	10,552,695

Other Notes:

Total Monthly Ridership's factors:

- 21 weekdays, similar to the month of November in FY 2017
- Overall ridership trend in the San Francisco Bay Area is decreasing
- According to a recent presentation from APTA (the American Public Transportation Association), Telecommuting, Bike Sharing, TNCs, and Gas Prices are main contributors to the decline in bus transit ridership

**Table D
Bus Performance Standards****

		AWR	OTP	Complaints	MBSC	Tokens		DNO
						Adult	Youth	
November	2016	41,520	83.46%	92	28,635	26,417	27,266	12
December	2016	36,140	82.51%	110	23,093	23,246	22,004	13
January	2017	35,720	83.81%	132	31,245	25,870	23,417	6
February	2017	37,150	83.22%	129	26,104	23,371	22,765	27
March	2017	40,500	82.21%	132	32,971	25,905	30,624	11
April	2017	36,672	82.83%	77	37,905	23,973	20,876	6
May	2017	40,439	81.94%	112	26,141	24,725	28,641	32
June	2017	34,596	81.07%	100	24,617	24,090	15,361	13
July	2017	32,293	83.50%	95	24,050	25,159	4,828	2
August	2017	36,201	80.36%	151	24,068	26,583	18,075	5
September	2017	44,590	81.48%	185	26,633	27,967	34,211	7
October	2017	40,861	81.71%	175	33,933	28,492	27,678	1
November	2017	37,807	79.72%	N/a	N/a	25,213	23,789	N/a

*AWR: Does not include Dumbarton ridership

* Performance standards reflect District Service only

** Data for Complaints, MBSC, and DNO for November were not finalized as of December 2017

PERFORMANCE CATEGORY DESCRIPTION

AWR (Average Weekday Ridership) - measures average ridership on a weekday basis for the month

OTP (On Time Performance) - sampling thousands of schedules in the system for lates, earlies, and on-times

Complaints - total complaints received for the month on SamTrans services and facilities

MSBC (Miles Between Service Calls) - measures miles between roadcalls

Tokens - total of Adult and Youth token usage for the month

DNO (Did Not Operate) - number of schedules not operated due to unplanned circumstances, such as accidents, street construction or mechanical issues

SamTrans Promotions – November 2017

Veterans Day Observance – On November 11 in observance of Veterans Day, both SamTrans and Caltrain as an agency wanted to recognize and celebrate our Veteran's service and sacrifice by running "SamTrans Salutes America's Veterans" on all bus head signs and station Visual Message Signs.

Partnerships

San Mateo Harvest Festival – On November 10 – 12, the 45th Annual 2017 Harvest Fest was held at the San Mateo Event Center for Art & Craft enthusiasts and featured over 250 artisans, specializing in clothing, jewelry, specialty foods, toys, holiday décor and more. Customers received \$2 discount if you rode public transit to the event or resented a coupon that was available online go.samtrans.com and take one. Internal communications to promote the event included organic social media and events on transit news blog. The partnership included logos in printed/electronic collateral material produced by event organizers, social media and news release.

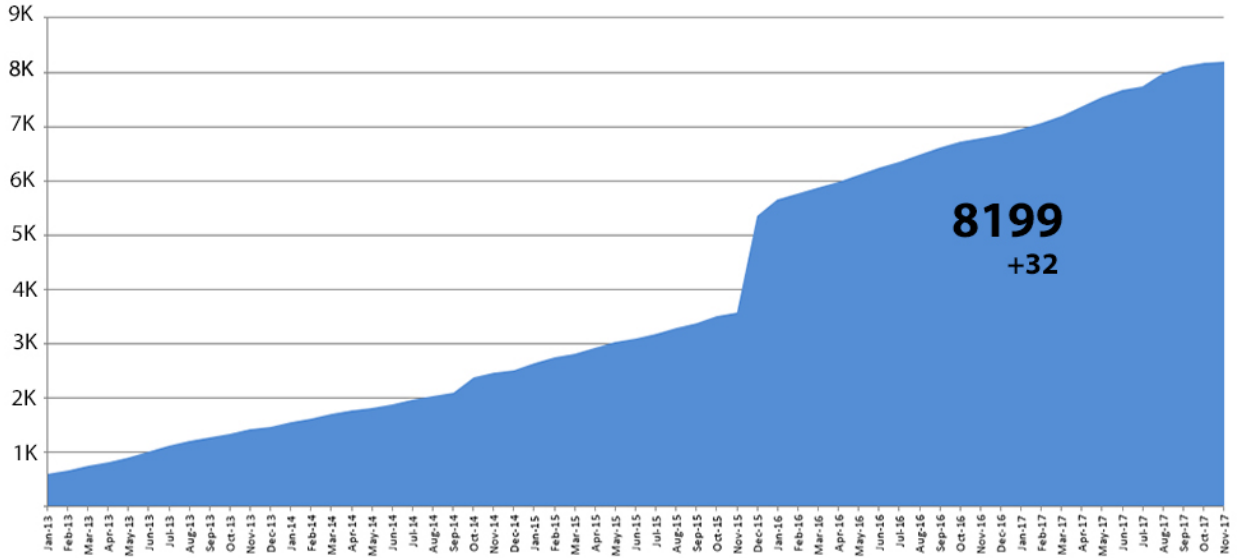
Senior Showcase in Foster City – On November 16, SamTrans Senior Mobility staff and a handful of volunteers hosted a sponsored table at the Senior Showcase held at the Recreation Center in Foster City. As the senior population continues to grow in San Mateo County, this was a great opportunity to showcase SamTrans bus service and promote the Senior and Veteran Mobility Program. These community events are well attended and provide access to information to an audience that can benefit from SamTrans bus service and stay independent. Internal communications to promote the event included organic social media and events on transit news blog. The partnership included logos in printed/electronic collateral material produced by event organizers, social media, news release and print ads running weeks leading up to the event.

Stuff a Bus – On November 18, SamTrans partnered with 96.5 KOIT radio for its annual "Stuff a Bus" food drive to benefit Second Harvest Food Bank of Santa Clara and San Mateo. People were asked to bring canned goods and non-perishable food items to help *Stuff a SamTrans Bus* at the Shops at Tanforan. KOIT personality Nick & Kristen, Teri & Freska were present to meet fans and collect food donations. Internal communications to promote the event included organic social media and on news blog. KOIT heavily promoted the event through social media, web articles and live radio call-ins.

SamTrans November 2017 Social Media Analytics – In November SamTrans promoted several Holiday-related events, including the Hometown Holidays Parade, two Stuff-a-Bus events (Serramonte and Tanforan) Thanksgiving Day and following day service. The District's biggest effort was a campaign for Operator Recruitment, which was both paid and organic. SamTrans also had its most "viral" tweet ever with a cheeky Thanksgiving Day dinner scene featuring all the Bay Area transit agencies enjoying dinner (400+ likes on Twitter). SamTrans also shut down the SamTrans Pinterest page, which is why growth seems minimal in November.



Total Followers - All Networks



Prepared by: Alex Lam, Acting Operations Planning Manager
Jeremy Lipps, Social Media Officer
James Namba, Marketing Specialist

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BOARD OF DIRECTORS 2018

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

FINANCE COMMITTEE COMMITTEE OF THE WHOLE

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

WEDNESDAY, JANUARY 3, 2018 – 2:30 p.m.

or immediately following previous Committee meeting

1. Call to Order

ACTION

2. Approval of Minutes of Finance Committee Meeting of December 3, 2017
3. Authorize Acceptance of Statement of Revenue and Expenses for November 2017
4. Authorize Acceptance of the San Mateo County Transit District's Fiscal Year 2017 Comprehensive Annual Financial Report

CONTRACTS

5. Authorize Award of Contract to New Flyer of America, Inc. for the Purchase and Delivery of 55-Heavy Duty Diesel Articulated Buses for a Total Estimated Amount of \$48,972,000
6. Authorize Amendment to the Fiscal Year (FY) 2018 Capital Budget by \$850,000 from \$16,373,081 to \$17,233,081 and Increase the General Manager's Contract Change Order Authority by \$450,000 for the Contract with Interstate Grading & Paving for the San Carlos Transit Center Project

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.

MINUTES OF FINANCE COMMITTEE MEETING
COMMITTEE OF THE WHOLE
DECEMBER 6, 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, Z. Kersteen-Tucker, D. Pine, J. Powell, C. Stone

Staff Present: J. Cassman, A. Chan, C. Gumpal, D. Hansel, J. Hartnett, M. Martinez,
C. Mau, J. Nogales-DeGuzman, D. Olmeda, S. Murphy, M. Simon, P. Skinner, S. van Hoften,
J. Taylor

Committee Chair Carole Groom called the meeting to order at 2:34 p.m.

Approval of Minutes of November 1, 2017

Motion/Second: Ratto/Pine

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

Acceptance of Statement of Revenue and Expenses for October 2017

Derek Hansel, Chief Financial Officer, said that sales tax performance is lower than projected. The good news is the first quarter is running about \$700,000 ahead of where we were this time last year. Staff will continue to analyze.

Motion/Second: Guilbault/Stone

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

Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook – 3rd Quarter ending September 30, 2017

Izak Chyou, Investment Advisor, Public Financial Management Asset Management LLC, said the Investment Portfolio is in compliance with District Policy and California Government Code. The Reserves and Paratransit portfolios outperformed their benchmark by 11 basis points during the quarter. The total realized earnings were \$397,344.

Motion/Second: Pine/Stone

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

Authorize to Receive State Transit Assistance State of Good Repair Program Funds for the Quarter ended September 30, 2017

Peter Skinner, Manager, Capital Grants and Programming, said this is a new program under Senate Bill 1 which provides formula funding for capital maintenance rehabilitation and modernization projects. The funds must be used on eligible adopted projects that are included in the annual capital budget.

Motion/Second: Stone/Matsumoto

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

Julie Taylor, Director of Procurement, presented the following items:

Authorize Rejection of Bid for Victor Stanley, Inc. for Bus Stop Benches and Trash Receptacles and Negotiation of a Contract on the Open Market

The Board emphasized that this could be an opportunity to standardize and “brand” the benches and trash receptacles. The Board also commented that awarding to a local supplier could provide benefits for repair and maintenance services as well as being able to rely on them since they will be close by.

Motion/Second: Stone/Pine

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

Authorize Award of Contract to Crossroads Facility Services for Janitorial and Bus Stop Cleaning Services for a Not-to-Exceed Amount of \$5,500,000 for a Five-Year Term

The Board requested that staff look at possible cost saving opportunities by contracting shared services with local cities where practical.

Motion/Second: Kersteen-Tucker/Stone

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

Authorize Award of Contract to Wells Fargo Insurance Services USA, Inc. to Provide Insurance Brokerage Services for a Total Estimated Cost of \$266,385 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 Conduent Transport Solutions for Software and Hardware Maintenance Support Services for a Not-to-Exceed Amount of \$2,000,000 for a Five-Year Term

Motion/Second: Kersteen-Tucker/Pine

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

Authorize Award of Contract to CH2M Hill Engineers, Inc. for Transit Asset Management Plan Services for a Not-to-Exceed Amount of \$347,794 for a Two-Year Term

Motion/Second: Stone/Gee

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

Authorize Award of Contract to U.S. HealthWorks Medical Group, Prof. Corp., to Provide DMV/DOT Certification and Medical Examination Services for a Five-Year Term Not to Exceed \$293,900

Motion/Second: Guilbault/Pine

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

Authorize a Three-Year Renewal of the Agreement with Delta Dental Plan of California for Furnishing Dental Insurance Coverage for an Estimated Annual Cost of \$1.197 Million

Juliet Nogales-Deguzman, Manager, Employee Services, said the renewal includes three enhancements. The first is the annual maximum has increased from \$2,000 to \$3,000; the second is diagnostic and preventive services increased from 80 percent to 100 percent; and the third is lifetime orthodontia coverage increased \$1,500 to \$2,000.

Motion/Second: Kersteen-Tucker/Stone

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

Adjourned: 3:14 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD ENDING
NOVEMBER 30, 2017**

ACTION

Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of November 2017 and supplemental information.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through November 30, 2017. The statement has been designed to follow the Agency wide line item rollup as included in the adopted budget. The columns have been designed to provide easy comparison of year to date prior to current actuals for the current fiscal year including dollar and percentage variances. In addition, the current forecast of Revenues and Expenses is compared to the Adopted Budget for Fiscal Year 2018.

SIGNIFICANCE

Annual Forecast: The Forecast reflects a deficit of \$3.4 million compared to a \$6.0 million projected deficit in the revised budget (page 1, line 35). This is an improvement of \$2.7 million. The variance is driven by savings in Motorbus expenses (page 1, line 19) do to lower Professional Services (page 3, line 7), Technical Services (page 3, line 8), Fuel and Lubricants (page 3, line 12), Contracted Urban Bus Service (page 3, line 35). There was additional savings in A.D.A Programs (page 1, line 20). The Motorbus and ADA savings of \$3.8 million is partially offset by a decline in Passenger Fares (page 1, line 1) of \$1.2 million.

Year to Date Revenues: As of November year-to-date actuals, the Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 15) are \$1.2 million lower than the prior year. This is driven by a decline in revenues from Passenger Fares (page 1, line 1), Operating Grants (page 1, line 4), SM County Measure A & Other (page 1, line 6) due to a reduction in paratransit funding for FY2018, and Other Interest, Rent, & Other Income (page 1, line 12), partially offset by higher District ½ cent Sales Tax (page 1, line 10).

Year to Date Expenses: As of November year-to-date actuals, the Total Uses of Funds (page 1, line 33) are \$6.4 million higher than the prior year-to-date actuals. This is primarily due to Total Motorbus expenses which are higher by \$1.5 million (page 1 line 19) due to inclusion of unfunded CalPERS and Other Post-Employment Benefits (OPEB) liability (this expense, which was incurred in July, will not recur throughout the year), ADA Programs are \$1.0 million higher than prior year (page 1, line 20) due to new insurance claims, and Sales Tax Allocation for Capital Programs (page 1, line 29) which was not broken out in prior years.

BUDGET IMPACT

There are no budget amendments for the month of November 2017.

STRATEGIC INITIATIVE

This item does not achieve a strategic initiative.

Prepared By:	Melanie Hartanto, Accountant	650-508-6478
	Jeannie Chen, Manager, General Ledger	650-508-6259
	Dapri Hong, FP&A	650-622-8055
	Ryan Hinchman, FP&A Manager	650-508-7733

**SAN MATEO COUNTY TRANSIT DISTRICT
SUMMARY OF REVENUES AND EXPENSES
FISCAL YEAR 2018
NOVEMBER 2017**

% OF YEAR ELAPSED: 41.7%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
SOURCES OF FUNDS								
Operating Revenues								
1 Passenger Fares	\$ 7,347,174	\$ 6,749,371	\$ (597,803)	-8.1%	\$ 16,977,116	\$ 15,818,453	\$ (1,158,663)	-6.8%
2 Local TDA and STA Funds	17,650,599	17,505,612	(144,987)	-0.8%	42,013,473	42,013,473	0	0.0%
3 Pass through to Other Agencies	24,322	346,806	322,484	1325.9%	836,536	836,536	0	0.0%
4 Operating Grants	1,608,998	984,313	(624,685)	-38.8%	5,309,973	5,309,973	0	0.0%
5 SMCTA Measure A	3,975,502	3,916,704	(58,798)	-1.5%	9,577,753	9,577,753	0	0.0%
6 SM County Measure A & Other	2,083,333	1,562,500	(520,833)	-25.0%	3,750,000	3,750,000	0	0.0%
7 AB434 Funds, TA Funded Shuttle & Other	45,417	128,750	83,333	183.5%	532,794	532,794	0	0.0%
8 Subtotal - Operating Revenues	32,735,345	31,194,056	(1,541,289)	-4.7%	78,997,645	77,838,982	(1,158,663)	-1.5%
Other Revenue Sources								
10 District 1/2 Cent Sales Tax	31,437,490	31,967,441	529,951	1.7%	84,660,000	84,660,000	0	0.0%
11 Investment Interest	793,965	846,763	52,798	6.6%	1,100,920	1,100,920	0	0.0%
12 Other Interest, Rent & Other Income	3,476,924	3,222,463	(254,461)	-7.3%	7,832,588	7,832,588	0	0.0%
13 Subtotal - Other Revenues	35,708,379	36,036,667	328,288	0.9%	93,593,508	93,593,508	0	0.0%
14								
15 Total Sources of Funds	68,443,724	67,230,723	(1,213,001)	-1.8%	172,591,153	171,432,490	(1,158,663)	-0.7%
16								
USES OF FUNDS								
Operating Expenses								
19 Motor Bus	45,388,198	46,844,372	1,456,174	3.2%	120,354,148	118,241,619	(2,112,529)	-1.8%
20 A. D. A. Programs	7,082,782	8,111,400	1,028,618	14.5%	18,407,911	16,682,332	(1,725,579)	-9.4%
21 Caltrain	2,700,002	2,570,735	(129,267)	-4.8%	6,191,353	6,191,353	0	0.0%
22 Other Multi-modal Programs	856,500	982,995	126,495	14.8%	2,320,546	2,320,546	0	0.0%
23 Pass through to Other Agencies	24,322	346,806	322,484	1325.9%	836,536	836,536	0	0.0%
24 Land Transfer Interest Expense	0	0	0	0.0%	45,716	45,716	0	0.0%
25 Total Operating Expense	56,051,804	58,856,309	2,804,505	5.0%	148,156,210	144,318,102	(3,838,108)	-2.6%
26								
27 Total Operating Surplus/ (Deficit)	12,391,920	8,374,414	(4,017,506)	-32.4%	24,434,943	27,114,387	2,679,444	11.0%
28								
29 Sales Tax Allocation - Capital Program **	0	3,662,255	3,662,255	0.0%	8,789,413	8,789,413	0	0.0%
30								
31 Total Debt Service	4,161,685	4,116,794	(44,891)	-1.1%	21,684,044	21,684,044	0	0.0%
32								
33 Total Uses of Funds	\$ 60,213,489	\$ 66,635,358	\$ 6,421,869	10.7%	\$ 178,629,667	\$ 174,791,559	\$ (3,838,108)	-2.1%
34								
35 PROJECTED SURPLUS/ (DEFICIT)	\$ 8,230,235	\$ 595,364	\$ (7,634,871)	-92.8%	\$ (6,038,514)	\$ (3,359,070)	\$ 2,679,444	-44.4%

This report represents actuals and budgets on budgetary basis.

* Reflects Revised Budget approved by the BOD on Sept 6th, 2017 plus Budget Transfers

** In prior years, sales tax allocation for capital program was not reflected as a separate line on the financial statement.

**SAN MATEO COUNTY TRANSIT DISTRICT
STATEMENT OF REVENUES
FISCAL YEAR 2018
NOVEMBER 2017**

% OF YEAR ELAPSED: 41.7%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
OPERATING REVENUES- MOTOR BUS								
1 TOTAL MOTOR BUS FARES	\$ 7,035,374	\$ 6,379,318	\$ (656,056)	-9.3%	\$ 16,235,675	\$ 15,077,012	\$ (1,158,663)	-7.1%
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	15,641,920	15,183,646	(458,275)	-2.9%	36,440,750	36,440,750	0	0.0%
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	1,087,128	1,379,223	292,096	26.9%	3,310,138	3,310,138	0	0.0%
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	1,066,128	245,413	(820,715)	-77.0%	1,481,020	1,481,020	0	0.0%
9 DISTRICT 1/2 CENT SALES TAX:								
10 General Operating Assistance	17,354,965	20,556,294	3,201,329	18.4%	56,014,491	56,014,491	0	0.0%
11 Accessibility Fixed Route	385,031	377,508	(7,524)	-2.0%	1,092,576	1,092,576	0	0.0%
12 TOTAL 1/2 CENT SALES TAX	17,739,996	20,933,802	3,193,805	18.0%	57,107,067	57,107,067	0	0.0%
13 INVESTMENT INTEREST INCOME:								
14 Investment Interest Income	617,844	674,061	56,217	9.1%	861,312	861,312	0	0.0%
16 OTHER REVENUE SOURCES:								
17 Rental Income	650,319	626,636	(23,683)	-3.6%	1,400,000	1,400,000	0	0.0%
18 Advertising Income	311,967	692,667	380,700	122.0%	1,210,700	1,210,700	0	0.0%
19 Other Income	1,237,521	729,607	(507,915)	-41.0%	2,307,488	2,307,488	0	0.0%
20 TOTAL OTHER REVENUES	2,199,806	2,048,909	(150,897)	-6.9%	4,918,188	4,918,188	0	0.0%
22 TOTAL MOTOR BUS	45,388,198	46,844,372	1,456,174	3.2%	120,354,148	119,195,485	(1,158,663)	-1.0%
24 AMERICAN DISABILITIES ACT:								
25 Passenger Fares Redi-Wheels	311,800	370,053	58,253	18.7%	741,441	741,441	0	0.0%
26 Local TDA 4.5 Redi-Wheels	768,435	799,139	30,705	4.0%	1,917,934	1,917,934	0	0.0%
27 Local STA - Paratransit	153,117	143,604	(9,513)	-6.2%	344,649	344,649	0	0.0%
28 Operating Grants	542,869	738,900	196,030	36.1%	3,828,953	3,828,953	0	0.0%
29 Sales Tax - District ADA Programs	406,387	1,738,524	1,332,137	327.8%	956,824	956,824	0	0.0%
30 Sales Tax - Paratransit Suppl. Coastside	758,432	724,797	(33,635)	-4.4%	1,842,100	1,842,100	0	0.0%
31 Interest Income - Paratransit Fund	176,121	172,702	(3,419)	-1.9%	239,608	239,608	0	0.0%
32 SMCTA Measure A Redi-Wheels	1,275,500	1,345,969	70,469	5.5%	3,386,400	3,386,400	0	0.0%
33 SM County Measure A & Other	2,083,333	1,562,500	(520,833)	-25.0%	3,750,000	3,750,000	0	0.0%
34 Measure M Paratransit	606,789	515,213	(91,576)	-15.1%	1,400,000	1,400,000	0	0.0%
35 TOTAL ADA PROGRAMS	7,082,782	8,111,400	1,028,618	14.5%	18,407,911	18,407,911	0	0.0%
37 MULTI-MODAL TRANSIT PROGRAMS:								
38 Transfer from SMCTA for Caltrain	2,700,002	2,570,735	(129,267)	-4.8%	6,191,353	6,191,353	0	0.0%
39 AB434 Funds, TA Funded Shuttle & Other	45,417	128,750	83,333	183.5%	460,013	460,013	0	0.0%
40 Employer SamTrans Shuttle Funds	670,329	658,341	(11,988)	-1.8%	1,514,400	1,514,400	0	0.0%
41 Sales Tax - SamTrans Shuttle Program	75,109	119,353	44,245	58.9%	103,352	103,352	0	0.0%
42 Bay Area Bike Share Pilot Program	0	0	0	0.0%	72,781	72,781	0	0.0%
43 Sales Tax - Gen. Operating Asst.	65,646	76,551	10,905	16.6%	170,000	170,000	0	0.0%
44 TOTAL MULTIMODAL	3,556,502	3,553,730	(2,772)	-0.1%	8,511,899	8,511,899	0	0.0%
47 TOTAL REVENUES	\$ 56,027,482	\$ 58,509,502	\$ 2,482,020	4.4%	\$ 147,273,958	\$ 146,115,295	\$ (1,158,663)	-0.8%

* Reflects Revised Budget approved by the BOD on Sept 6th, 2017 plus Budget Transfers

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2018
NOVEMBER 2017**

% OF YEAR ELAPSED: **41.7%**

EXPENSES	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
DISTRICT OPERATED BUSES								
1 Wages & Benefits	\$ 25,517,288	\$ 25,815,421	\$ 298,133	1.2%	\$ 60,029,645	\$ 60,029,645	0	0.0%
2								
3 Services:								
4 Board of Directors	19,950	25,440	5,491	27.5%	86,000	86,000	0	0.0%
5 Contracted Vehicle Maintenance	426,606	472,071	45,465	10.7%	1,335,850	1,335,850	0	0.0%
6 Property Maintenance	351,030	443,545	92,514	26.4%	1,055,500	1,055,500	0	0.0%
7 Professional Services	1,665,412	1,528,658	(136,754)	-8.2%	5,322,204	4,666,287	(655,917)	-12.3%
8 Technical Services	2,375,270	2,309,806	(65,465)	-2.8%	7,646,080	6,708,908	(937,172)	-12.3%
9 Other Services	1,035,797	1,020,800	(14,997)	-1.4%	3,210,668	3,210,668	0	0.0%
10								
11 Materials & Supply:								
12 Fuel and Lubricants	1,161,404	1,175,091	13,686	1.2%	3,783,600	3,566,230	(217,370)	-5.7%
13 Bus Parts and Materials	777,928	817,176	39,249	5.0%	2,038,233	2,038,233	0	0.0%
14 Uniforms and Driver Expense	122,369	93,678	(28,691)	-23.4%	533,731	533,731	0	0.0%
15 Timetables and Tickets	27,538	30,996	3,458	12.6%	326,500	326,500	0	0.0%
16 Office Supplies / Printing	126,889	117,894	(8,995)	-7.1%	489,412	489,412	0	0.0%
17 Other Materials and Supply	70,732	68,955	(1,777)	-2.5%	160,000	160,000	0	0.0%
18								
19 Utilities:								
20 Telecommunications	175,347	181,514	6,167	3.5%	745,491	745,491	0	0.0%
21 Other Utilities	500,416	496,202	(4,213)	-0.8%	1,140,000	1,140,000	0	0.0%
22 Insurance Costs	1,017,701	1,445,531	427,830	42.0%	3,042,164	3,042,164	0	0.0%
23 Workers' Compensation	1,409,215	1,309,355	(99,861)	-7.1%	3,666,068	3,666,068	0	0.0%
24 Taxes and License Fees	212,378	268,563	56,186	26.5%	779,823	779,823	0	0.0%
25 Fixed Route Accessibility	385,031	377,508	(7,523)	-2.0%	1,092,576	1,092,576	0	0.0%
26 Leases and Rentals	64,096	73,932	9,836	15.3%	182,670	182,670	0	0.0%
27 Promotional and Legal Advertising	122,636	99,240	(23,396)	-19.1%	869,000	869,000	0	0.0%
28 Training and Business Travel	64,931	63,844	(1,087)	-1.7%	878,513	878,513	0	0.0%
29 Dues and Membership	42,777	35,865	(6,912)	-16.2%	159,043	159,043	0	0.0%
30 Postage and Other	18,311	13,921	(4,390)	-24.0%	137,359	137,359	0	0.0%
31								
32 Total District Operated Buses	37,691,051	38,285,003	593,952	1.6%	98,710,130	96,899,671	(1,810,459)	-1.8%
33								
34 CONTRACTED BUS SERVICES								
35 Contracted Urban Bus Service	6,532,787	7,162,525	629,738	9.6%	17,987,300	17,685,230	(302,070)	-1.7%
36 Other Related Costs	197,095	186,180	(10,915)	-5.5%	358,694	358,694	0	0.0%
37 Insurance Costs	86,569	267,008	180,439	208.4%	773,422	773,422	0	0.0%
38 Coastside Services	632,930	706,990	74,061	11.7%	1,954,500	1,954,500	0	0.0%
39 Redi Coast Non-ADA	112,406	100,790	(11,617)	-10.3%	253,100	253,100	0	0.0%
40 Other Related Costs	47,273	45,783	(1,491)	-3.2%	116,884	116,884	0	0.0%
41 La Honda - Pescadero	24,675	23,363	(1,313)	-5.3%	55,130	55,130	0	0.0%
42 SamCoast - Pescadero	54,194	63,958	9,764	18.0%	138,350	138,350	0	0.0%
43 Other Related Cost - SamCoast	9,217	2,772	(6,444)	-69.9%	6,638	6,638	0	0.0%
44 Total Contracted Bus Service	7,697,147	8,559,369	862,222	11.2%	21,644,018	21,341,948	(302,070)	-1.4%
45								
46 TOTAL MOTOR BUS	\$ 45,388,198	\$ 46,844,372	\$ 1,456,174	3.2%	\$ 120,354,148	\$ 118,241,619	\$ (2,112,529)	-1.8%

* Reflects Adopted Budget approved by the Board on June 7, 2017

**SAN MATEO COUNTY TRANSIT DISTRICT
OPERATING EXPENSES
FISCAL YEAR 2018
NOVEMBER 2017**

% OF YEAR ELAPSED: 41.7%

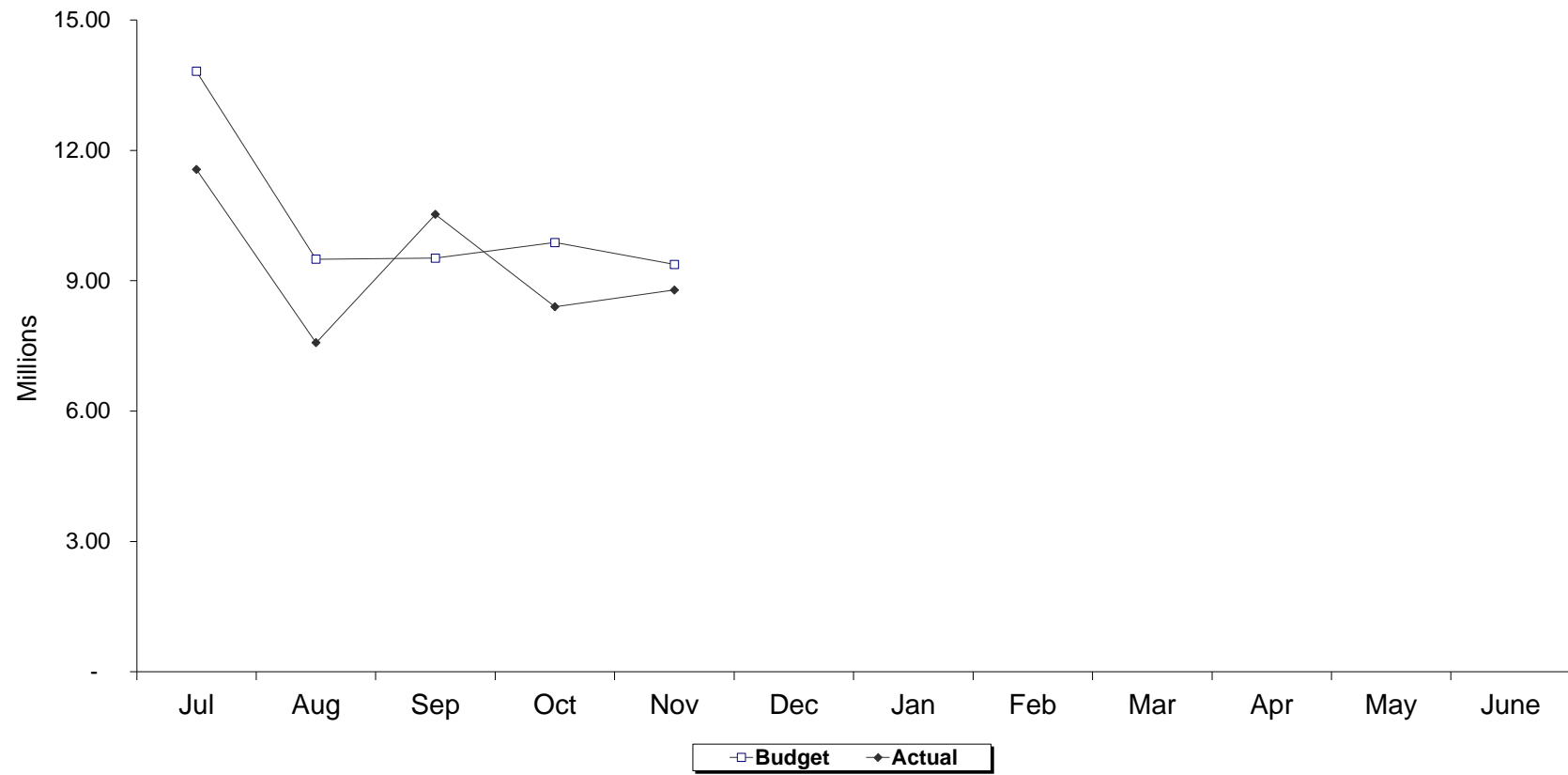
<u>EXPENSES</u>	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	%	BUDGET*	FORECAST	VARIANCE	%
AMERICAN DISABILITY ACT PROGRAMS								
Elderly & Disabled/Redi-Wheels	\$ 2,231,933	\$ 2,249,616	\$ 17,683	0.8%	\$ 7,716,600	\$ 5,991,021	\$ (1,725,579)	-22.4%
Other Related Costs	1,173,031	1,177,531	4,500	0.4%	3,030,191	3,030,191	0	0.0%
ADA Sedans/ Taxi Service	2,185,570	2,091,979	(93,591)	-4.3%	3,704,208	3,704,208	0	0.0%
ADA Accessibility Support	546,430	443,188	(103,241)	-18.9%	1,505,855	1,505,855	0	0.0%
Coastside ADA Support	758,432	724,797	(33,635)	-4.4%	1,842,100	1,842,100	0	0.0%
Insurance Costs	187,387	1,424,289	1,236,903	660.1%	608,957	608,957	0	0.0%
TOTAL ADA PROGRAMS	7,082,782	8,111,400	1,028,618	14.5%	18,407,911	16,682,332	(1,725,579)	-9.4%
MULTI-MODAL TRANSIT PROGRAMS								
CALTRAIN SERVICE								
Peninsula Rail Service	2,700,002	2,570,735	(129,267)	-4.8%	6,191,353	6,191,353	0	0.0%
Total Caltrain Service	2,700,002	2,570,735	(129,267)	-4.8%	6,191,353	6,191,353	0	0.0%
OTHER SUPPORT								
SamTrans Shuttle Service	790,855	906,445	115,590	14.6%	2,077,765	2,077,765	0	0.0%
Bicycle Coordinating Activities	0	0	0	0.0%	72,781	72,781	0	0.0%
Maintenance Multimodal Facilities	65,646	76,550	10,905	16.6%	170,000	170,000	0	0.0%
Total Other Support	856,500	982,995	126,495	14.8%	2,320,546	2,320,546	0	0.0%
TOTAL MULTI-MODAL PROGRAMS	3,556,502	3,553,730	(2,772)	-0.1%	8,511,899	8,511,899	0	0.0%
TOTAL OPERATING EXPENSES	\$ 56,027,482	\$ 58,509,502	\$ 2,482,020	4.4%	\$ 147,273,958	\$ 143,435,850	\$ (3,838,108)	-2.6%

* Reflects Revised Budget approved by the BOD on Sept 6th, 2017 plus Budget Transfers

SAN MATEO COUNTY TRANSIT DISTRICT

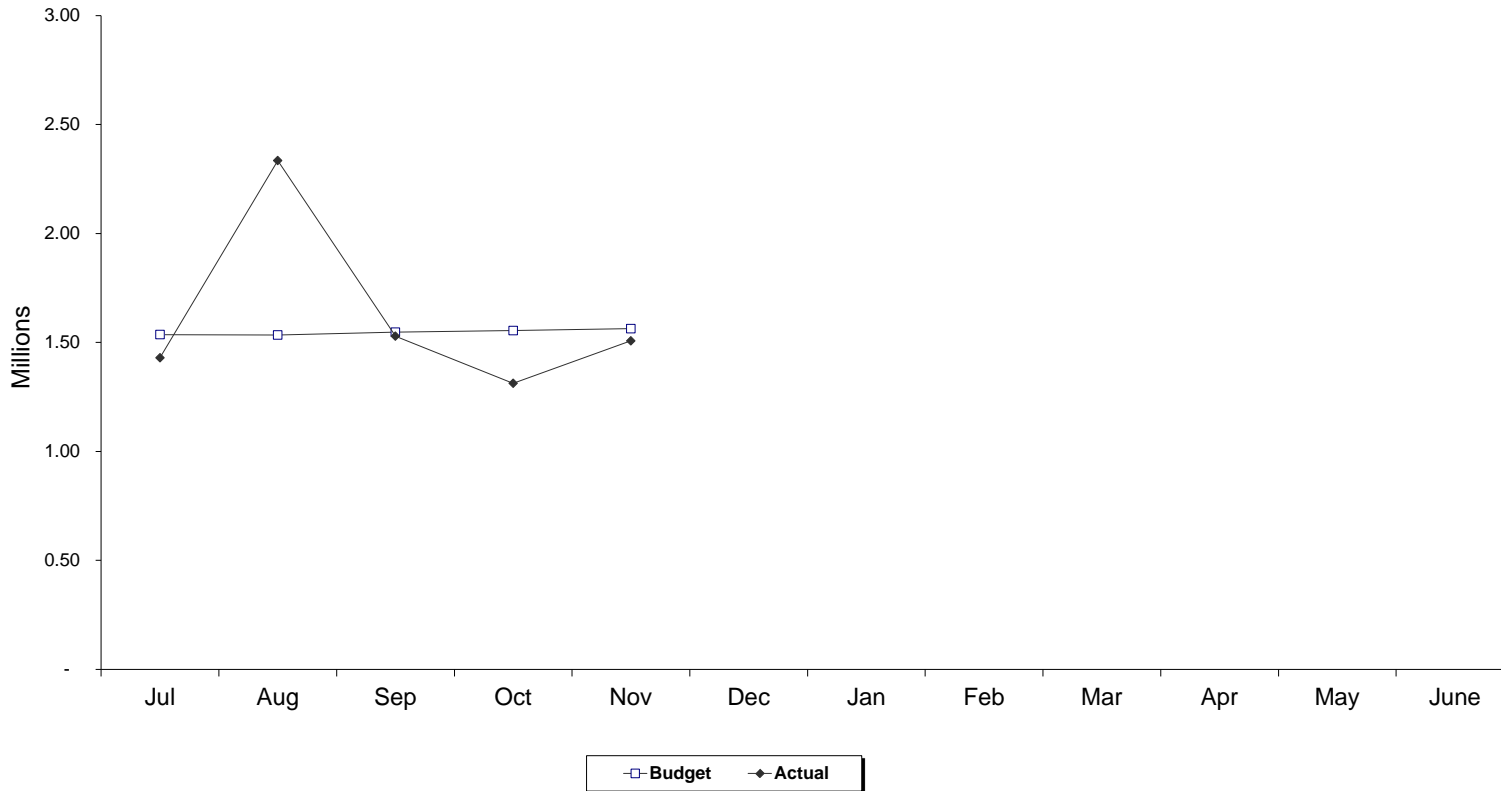
MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENSES													
Budget	13,819,983	9,495,283	9,520,016	9,877,531	9,372,852								
Actual	11,560,304	7,573,200	10,525,864	8,399,907	8,785,098								
CUMULATIVE EXPENSES													
Budget	13,819,983	23,315,266	32,835,282	42,712,813	52,085,665								
Actual	11,560,304	19,133,503	29,659,368	38,059,274	46,844,372								
Variance - F(U)	2,259,679	4,181,762	3,175,915	4,653,539	5,241,293								
Variance %	16.35%	17.94%	9.67%	10.89%	10.06%								

SAN MATEO COUNTY TRANSIT DISTRICT
ADA PROGRAM MONTHLY EXPENSES - BUDGET VS ACTUAL
FISCAL YEAR 2018

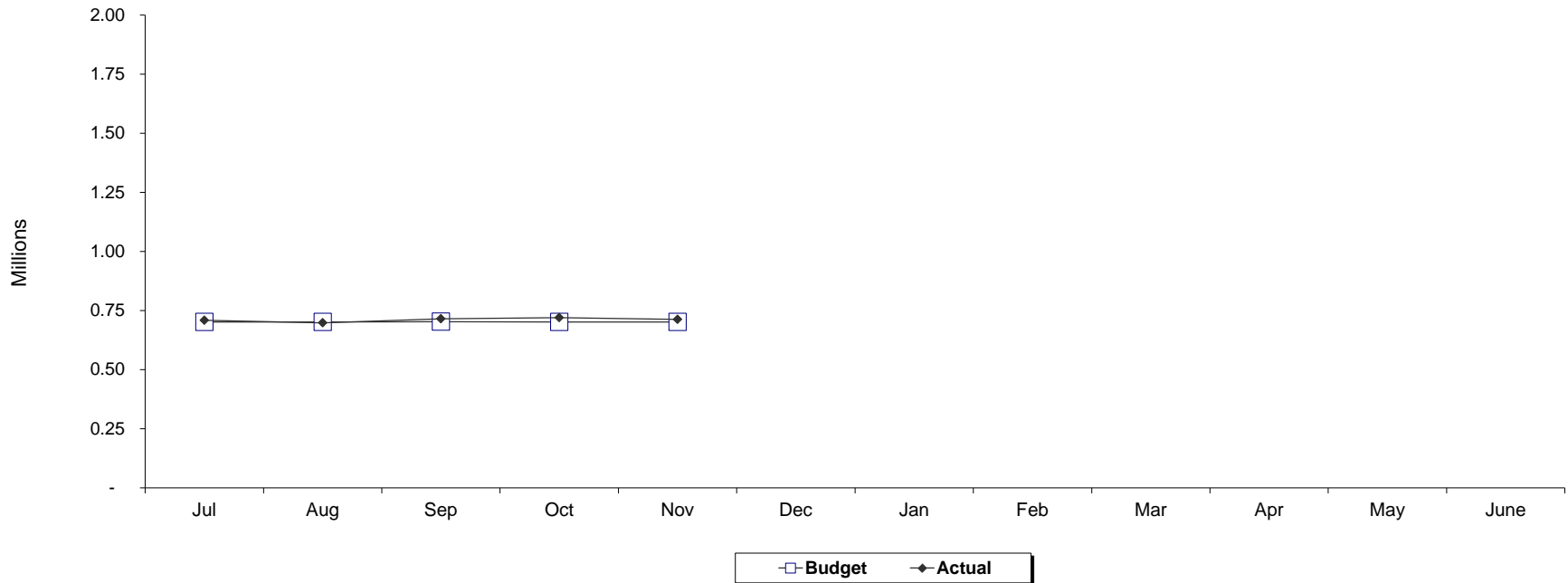


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	1,536,055	1,533,805	1,546,999	1,554,251	1,562,876							
Actual	1,429,022	2,334,351	1,528,316	1,312,675	1,507,037							
CUMULATIVE EXPENSES												
Budget	1,536,055	3,069,860	4,616,860	6,171,111	7,733,987							
Actual	1,429,022	3,763,373	5,291,689	6,604,363	8,111,400							
Variance - F(U)	107,033	(693,513)	(674,829)	(433,253)	(377,413)							
Variance %	6.97%	-22.59%	-14.62%	-7.02%	-4.88%							

SAN MATEO COUNTY TRANSIT DISTRICT

MULTIMODAL MONTHLY EXPENSES - BUDGET VS ACTUAL

FISCAL YEAR 2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
MONTHLY EXPENSES												
Budget	701,977	701,977	702,977	701,977	701,977							
Actual	708,355	697,901	714,972	719,974	712,527							
CUMULATIVE EXPENSES												
Budget	701,977	1,403,953	2,106,930	2,808,906	3,510,883							
Actual	708,355	1,406,257	2,121,229	2,841,203	3,553,730							
Variance - F(U)	(6,378)	(2,303)	(14,299)	(32,297)	(42,847)							
Variance %	-0.91%	-0.16%	-0.68%	-1.15%	-1.22%							

SAN MATEO COUNTY TRANSIT DISTRICT

INTEREST ON INVESTMENTS

November 30, 2017

DESCRIPTION	TOTAL INVESTMENT 11-30-17	INTEREST RECEIVABLE 10-31-17	PREPAID INT RECEIVABLE 11-30-17	INTEREST EARNED 11-30-17	INTEREST RECEIVED 11-30-17	ADJ.	INTEREST RECEIVABLE 11-30-17
RESERVE FOR CAPITAL PROJ	0.00	(0.00)	0.00	0.00	0.00	0.00	(0.00)
LAIF -- CAPITAL PROJ	0.00	75.53	0.00	74.97	0.00	0.00	150.50
REIMB SECURITIES -- L76R	87,555,620.56	294,233.75	357.29	134,322.43	103,911.67	(123.75)	324,878.05
LAIF -- REIMB FUNDS L76R	0.00	7,624.69	0.00	2,907.64	0.00	0.00	10,532.33
PARATRANSIT FUNDS	25,305,947.69	81,155.89	102.08	39,572.95	29,387.85	16.02	91,459.09
LAIF -- PARATRANSIT	0.00	1,011.76	0.00	1,004.32	0.00	0.00	2,016.08
BANK OF AMERICA	43,502,561.36	0.00	0.00	3,992.62	3,992.62	0.00	0.00
WELLS FARGO	750.00	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	10,418,547.90	4,733.95	0.00	5,043.89	4,733.95	0.00	5,043.89
Debt Service Reserves							
Held by Trustee:	10,831,045.04	0.00	0.00	0.00	0.00	0.00	0.00
	<u>177,614,472.55</u>	<u>388,835.57</u>	<u>459.37</u>	<u>186,918.82</u>	<u>142,026.09</u>	<u>(107.73)</u>	<u>434,079.94</u>

NOVEMBER 2017 -- SUMMARY OF INTEREST & CAPITAL GAIN

Interest Earned 11/30/17	186,811.09
Add:	
CEO Interest	0.00
Less:	
Trust Fees	(730.84)
Capital Gain(Loss)	<u>(1,048.15)</u>
Total Interest & Capital Gain(Loss)	<u>185,032.10</u>

YEAR TO DATE -- SUMMARY

Interest Earned	919,314.64
Add:	
CEO Interest	
Less:	
Trust Fees	(3,411.89)
Capital Gain(Loss)	<u>(67,962.12)</u>
Total Interest & Capital Gain(Loss)	<u>847,940.63</u>

Balance Per Ledger as of 11/30/17

Deferred Int Acct. 210852/3	20,033.17
Interest Acct. 409101	899,281.41
Less Trust Fees 530045	(3,411.89)
Gain(Loss) Acct. 405210	<u>(67,962.12)</u>
	<u>847,940.57</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R
November 30, 2017**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 11-30-17	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'BLE 10-31-17	PREPAID INT REC'BLE 11-30-17	INTEREST EARNED 11-30-17	INTEREST RECEIVED 11-30-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'BLE 11-30-17	INT REC'BLE LESS PREPAID 11-30-17	PAR VALUE
<u>CERTIFICATION OF DEPOSIT</u>																
CANADIAN IMPERIAL BANK NY C 13606A5Z7		12-05-16	1,798,596.00	1,803,121.20	11-30-18	1.760%	88.0000	13,640.00		2,640.00	15,840.00		(352.00)	88.00	88.00	1,800,000.00
NORDEA BANK FINLAND NY 65558LWA6		12-05-16	1,800,000.00	1,799,406.00	11-17-17	1.760%	88.0000	13,288.00		1,496.00	15,048.00		264.00	0.00	0.00	1,800,000.00
SVENSKA HANDELSBANKENY LT 86958JH88		01-12-17	1,800,000.00	1,794,045.60	01-10-19	1.890%	94.5000	10,773.00		2,835.00				13,608.00	13,608.00	1,800,000.00
BANK OF NOVA SCOTIA HOUSTON 06417GUE6		04-06-17	1,800,000.00	1,796,495.40	04-05-19	1.910%	95.5000	2,578.50		2,865.00				5,443.50	5,443.50	1,800,000.00
SUMITOMO MITSUI BANK NY CC 86563YVNO		05-04-17	1,500,000.00	1,499,070.00	05-03-19	2.050%	85.4167	15,118.75		2,562.50	15,631.25		341.67	2,391.67	2,391.67	1,500,000.00
SWEDBANK (NEW YORK) CERT D 87019U6D6		11-17-17	1,800,000.00	1,795,604.40	11-16-20	2.270%	113.5000	0.00		1,589.00				1,589.00	1,589.00	1,800,000.00
																11.93%
<u>ASSET-BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</u>																
CCCT 2017-A2 A2	17305EGA7	01-26-17	1,549,703.18	1,547,187.37	01-17-21	1.740%	74.9167	7,791.33		2,247.50				10,038.83	10,038.83	1,550,000.00
TOYOTA ABS 2017-A A3	89238MAD0	03-15-17	449,947.04	448,831.71	02-15-21	1.730%	21.6250	346.00		648.75	648.75			346.00	346.00	450,000.00
ALLY ABS 2017-1 A3	0200PAC7	01-31-17	404,964.60	403,512.31	06-15-21	1.700%	19.1250	306.01		573.75	573.75			306.01	306.01	405,000.00
FORD ABS 2017-A A3	34531EAD8	01-25-17	1,199,995.56	1,195,025.64	06-25-21	1.670%	55.6667	890.67		1,670.00	1,670.00			890.67	890.67	1,200,000.00
TOYOTA ABS 2017-B A3	89190BAD0	05-17-17	1,799,861.94	1,790,800.56	07-15-21	1.760%	88.0000	1,408.00		2,640.00	2,640.00			1,408.00	1,408.00	1,800,000.00
ALLY ABS 2017-2 A3	02007HAC5	03-29-17	1,444,829.63	1,441,387.50	08-15-21	1.780%	71.4472	1,143.16		2,143.42	2,143.42			1,143.16	1,143.16	1,445,000.00
HAROT 2017-2 A3	43814PAC4	09-29-17	329,964.26	328,162.79	09-18-21	1.790%	16.4083	213.31		492.25	492.25			213.31	213.31	330,000.00
JOHN DEERE ABS 2017-B A3	47788BAD6	07-18-17	599,956.08	596,443.68	10-15-21	1.820%	30.3333	485.33		910.00	910.00			485.33	485.33	600,000.00
AMXCA 2017-4 A	02582JH68	05-30-17	679,891.06	677,240.02	12-15-21	1.640%	30.9778	498.67		929.33	929.33			498.67	498.67	680,000.00
CCCT 2017-A3 A3	17305EG85	05-22-17	902,403.00	896,653.80	04-07-22	1.920%	48.0000	1,152.00		1,440.00				2,592.00	2,592.00	900,000.00
																10.64%
<u>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</u>																
FNMA	3136ANJY4	4-30-15	238,864.62	236,284.62	04-01-18	1.550%	10.1827	337.23		305.48	337.23			305.48	305.48	236,500.47
FNMA	3136ANJY4	4-30-15	24,828.01	24,582.28	11-25-17	1.550%	1.0584	0.00		0.00	0.00			0.00	0.00	24,582.28
FANNIE MEA	3136AQDQ0	10-30-15	464,705.97	458,852.82	09-01-19	1.646%	21.0367	535.62		631.10	866.76			299.96	299.96	460,098.58
FANNIE MEA	3136AQDQ0	10-30-15	94,777.23	93,837.55	11-25-17	1.646%	4.2905	0.00		0.00	0.00			0.00	0.00	93,837.55
FNA 2014-M6 A2	3136AJ765	12-15-16	2,040,468.75	2,022,359.00	05-25-21	2.679%	148.8333	4,464.18		4,464.18	4,464.18			4,464.18	4,464.18	2,000,000.00
																3.07%
<u>CASH AND CASH EQUIVALENTS</u>																
MONEY MARKET FUND	31846V534		2,188,899.33	2,188,899.33				450.21		516.31	450.21			516.31	516.31	0
LAIF			3,018,458.99	3,018,458.99				7,624.69		2,907.64				10,532.33	10,532.33	3,018,458.99
<u>MATURED/CALLED</u>																
CREDIT AGRICOLE CIB NY	22533TYL4	05-23-17	(1,788,144.50)	(1,800,000.00)	11-20-17											(1,800,000.00)
NORDEA BANK FINLAND NY	65558LWA6	12-05-16	(1,800,000.00)	(1,799,406.00)	11-17-17											(1,800,000.00)
FNMA	3136ANJY4	04-30-15	(24,828.01)	(24,582.28)	11-25-17											(24,582.28)
FANNIE MEA	3136AQDQ0	10-30-15	(94,777.23)	(93,837.55)	11-25-17											(93,837.55)
TOTAL LAIF			<u>3,018,458.99</u>	<u>3,018,458.99</u>												
TOTAL A/C 121100 & 112010			<u>88,256,113.52</u>	<u>87,555,620.56</u>												87,976,599.05
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			<u><u>88,256,113.52</u></u>	<u><u>87,555,620.56</u></u>				<u><u>294,233.74</u></u>	<u><u>357.29</u></u>	<u><u>134,322.43</u></u>	<u><u>103,911.67</u></u>		<u><u>(123.74)</u></u>	<u><u>324,878.05</u></u>	<u><u>324,520.76</u></u>	<u><u>87,976,599.05</u></u>

SAN MATEO COUNTY TRANSIT DISTRICT
RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES
November 30, 2017

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 11-30-17	MATURITY/CALL DATE	INT RATE	RATE/ DAY	APPL. DAYS	INTEREST REC'VBLE 10-31-17	PREPAID INT REC'VBLE 11-30-17	INTEREST EARNED 11-30-17	INTEREST RECEIVED 11-30-17	ADJ.	INTEREST REC'VBLE 11-30-17	INT REC'VBLE LESS PREPAID 11-30-17	PAR VALUE
CASH AND CASH EQUIVALENTS																
FIRST AMER US TREASURY MM	31846V534		8,150,978.72	8,150,978.72					4,237.87		4,479.78	4,237.87		4,479.78	4,479.78	
LAIF			77,830.18	77,830.18					75.53		74.97			150.50	150.50	77,830
MATURED/CALLED																
TOTAL LAIF			77,830.18	77,830.18												
TOTAL A/C 121100 & 112010			0.00	0.00												
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			<u>0.00</u>	<u>0.00</u>					<u># 0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
November 30, 2017**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 11-30-17	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'VBLE 10-31-17	PP INTEREST REC'VBLE 11-30-17	INTEREST EARNED 11-30-17	INTEREST RECEIVED 11-30-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 11-30-17	INT REC'VBLE LESS PREPAID 11-30-17	PAR VALUE
U.S. TREASURY NOTES AND BONDS																
US TREASURY NOTE	912828VF4	12-7-15	641,595.70	642,306.60	05-31-20	1.375%	24.8264	3,760.59		744.79	4,468.75		(12.08)	24.55	24.55	650,000.00
US TREASURY NOTE	912828VP2	5-18-16	816,631.64	792,468.75	07-31-20	2.000%	43.8889	3,992.93		1,316.67			(28.62)	5,280.98	5,280.98	790,000.00
US TREASURY NOTE	912828L32	6-29-16	81,462.50	78,912.48	8-31-20	1.375%	3.0556	192.35		91.67			(1.99)	282.03	282.03	80,000.00
US TREASURY NOTE	912828B90	10-5-16	181,323.24	175,205.10	02-28-21	2.000%	9.7222	599.45		291.67			(1.63)	889.50	889.50	175,000.00
US TREASURY NOTE	912828Q78	01-05-17	573,391.41	573,094.08	04-30-21	1.375%	22.3438	22.22		670.31			(3.70)	688.83	688.83	585,000.00
US TREASURY NOTE	912828D72	04-05-17	251,933.59	249,746.00	08-31-21	2.000%	13.8889	961.04		416.67			(86.95)	1,290.76	1,290.76	250,000.00
US TREASURY NOTE	912828D72	06-29-17	454,904.30	449,542.80	08-31-21	2.000%	25.0000	1,555.89		750.00			17.48	2,323.37	2,323.37	450,000.00
US TREASURY NOTE	912828D72	07-11-17	528,178.71	524,466.60	08-31-21	2.000%	29.1667	1,810.52		875.00			25.08	2,710.60	2,710.60	525,000.00
US TREASURY NOTE	912828T67	10-10-17	488,417.97	484,961.00	10-31-21	1.250%	17.3611	23.91		520.83			4.71	549.45	549.45	500,000.00
US TREASURY NOTE	912828T67	08-03-17	514,930.66	509,209.05	10-31-21	1.250%	18.2292	37.15		546.88			(7.12)	576.91	576.91	525,000.00
US TREASURY NOTE	912828T67	08-31-17	688,953.13	678,945.40	10-31-21	1.250%	24.3056	57.42		729.17			(17.35)	769.24	769.24	700,000.00
																20.58%
FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION																
FNMA	3136ANJY4	4-30-15	66,568.83	65,849.81	04-01-18	1.550%	2.8378	93.32		85.13	93.98			84.47	84.47	65,909.97
FNMA	3136ANJY4	4-30-15	6,919.28	6,850.80	11-25-17	1.550%	0.2950	0.00		0.00	0.00			0.00	0.00	6,850.80
FANIE MAE	3136AQDQ0	10-30-15	133,602.97	131,920.18	09-01-19	1.646%	6.0481	218.45		181.44	249.19		30.74	181.44	181.44	132,278.34
FANIE MAE	3136AQDQ0	10-30-15	27,248.46	26,978.30	11-25-17	1.646%	1.2335	0.00		0.00				0.00	0.00	26,978.30
FNA 2014-M6 A2	3136AJ7G5	12-15-16	561,128.91	556,148.73	05-25-21	2.679%	40.9292	1,227.65		1,227.88	1,227.65		(0.23)	1,227.65	1,227.65	550,000.00
																2.94%
CORPORATE NOTE																
JOHN DEERE CAPITALCORP	24422ETM1	01-06-17	199,870.00	199,539.60	10-15-18	1.650%	9.1667	146.67		275.00				421.67	421.67	200,000.00
TOYOTA MOTOR CREDIT CORP	89236TDM4	01-09-17	299,895.00	299,330.40	01-09-19	1.700%	14.1667	1,586.67		425.00				2,011.67	2,011.67	300,000.00
BERKSHIRE HATHAWAY INC.	084670BL1	12-23-16	502,830.00	500,485.00	08-14-19	2.100%	29.1667	2,245.83		875.00				3,120.83	3,120.83	500,000.00
AMERICAN HONDA FINANCE GLOBAL	N02665WAH4	12-20-16	502,485.00	501,067.00	08-15-19	2.250%	31.2500	2,375.00		937.50				3,312.50	3,312.50	500,000.00
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-16	199,900.00	198,389.20	10-18-19	1.550%	8.6111	111.94		258.33			0.01	370.28	370.28	200,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	149,821.50	148,860.30	10-30-19	1.700%	7.0833	7.08		212.50				219.58	219.58	150,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	350,066.50	347,340.70	10-30-19	1.700%	16.5278	16.53		495.83				512.36	512.36	350,000.00
PEIZER INC CORP NOTE	717081EB5	11-21-16	329,762.40	328,139.46	12-15-19	1.700%	15.5833	2,119.33		467.50				2,586.83	2,586.83	330,000.00
CITIGROUP INC	172967LF6	01-10-17	249,900.00	250,175.25	01-10-20	2.450%	17.0139	1,888.54		510.42				2,398.96	2,398.96	250,000.00
MICROSOFT CORP	594918BV5	02-06-17	249,832.50	248,994.25	02-06-20	1.850%	12.8472	1,092.01		385.42				1,477.43	1,477.43	250,000.00
WALT DISNEY CO CORP NOTES	25468DP8	03-06-17	99,974.00	99,798.20	03-04-20	1.950%	5.4167	308.75		162.50				471.25	471.25	100,000.00
APPLE INC BONDS	037833CS7	05-11-17	224,770.50	223,253.78	05-11-20	1.800%	11.2500	1,912.50		337.50	2,025.00			225.00	225.00	225,000.00
HOME DEPOT INC CORP NOTES	43707BQ4	06-05-17	124,927.50	124,232.50	06-05-20	1.800%	6.2500	912.50		187.50				1,100.00	1,100.00	125,000.00
MORGAN STANLEY CORP NOTE	6174467P8	11-10-16	558,125.00	537,456.50	07-24-20	5.500%	76.3889	7,409.72		2,291.67				9,701.39	9,701.39	500,000.00
CATERPILLAR FINL SERIVE NOTE	1491302A6	09-07-17	184,844.60	183,151.48	09-04-20	1.850%	9.5069	513.38		285.21			(0.01)	798.58	798.58	185,000.00
WAL-MART STORES INC CORP NOTE	931142EA7	10-20-17	249,637.50	248,359.25	12-15-20	1.900%	13.1944	145.14		395.83				540.97	540.97	250,000.00
BRANCH MANKING & TRUST CORP NO1	05531FAZ6	10-26-17	124,942.50	123,943.88	02-01-21	2.150%	7.4653	37.33		223.96			(0.01)	261.28	261.28	125,000.00
PEPSICO INC CORP NOTE	71344DX3	10-10-17	164,967.00	163,497.51	04-15-21	2.000%	9.1667	192.50		275.00				467.50	467.50	165,000.00
BANK OF AMERICA CORP	06051GFW4	11-03-17	100,776.00	100,254.80	04-19-21	2.625%	7.2917	0.00	102.08	204.17				306.25	204.17	100,000.00
GOLDMAN SACHS GROUP CORP	3814GGQ1	11-28-16	496,651.50	489,562.20	07-27-21	5.250%	65.6250	6,168.75		1,968.75				8,137.50	8,137.50	450,000.00
BANK OF AMERICA CORP	06051GG52	09-18-17	160,000.00	159,048.64	10-01-21	2.328%	10.3467	444.91		310.40				755.31	755.31	160,000.00
JOHN DEERE CAPITALCORP	24422ETL3	03-15-17	114,492.85	116,054.21	01-06-22	2.650%	8.4653	973.51		253.96				1,227.47	1,227.47	115,000.00
JPMORGAN CHASE & CO CORP NOTES	46625HUD3	05-26-17	270,455.00	267,175.25	01-24-22	4.500%	31.2500	3,031.25		937.50				3,968.75	3,968.75	250,000.00
																22.74%
COMMERCIAL PAPER																
COOPERATIVE RABOANK UA COMM P	21687AYT4	03-03-17	495,329.86	500,000.00	11-27-17	0.000%		0.00		4,670.14	4,670.14			0.00	0.00	500,000.00
BNP PARIBAS NY BRANCH COMM PAPE	09659BZ11	03-06-17	544,513.75	549,982.40	12-01-17	0.000%		0.00		0.00				0.00	0.00	550,000.00
BANK OF TOKYO MITTIBISHI UFI LTD	06538CBG5	05-23-17	247,253.96	249,214.50	02-16-18	0.000%		0.00		0.00				0.00	0.00	250,000.00
CREDIT AGRICOLE CIB NY COMM PAPER	22533UEV1	11-30-17	495,925.00	495,875.00	05-29-18	0.000%		0.00		0.00				0.00	0.00	500,000.00
BANK OF MONTREAL CHICAGO	06366HF44	09-08-17	543,943.94	545,277.15	06-04-18	0.000%		0.00		0.00				0.00	0.00	550,000.00
ING (US) FUNDING LLC COMM PAPER	4497W1G26	10-13-17	494,177.78	495,158.50	07-02-18	0.000%		0.00		0.00				0.00	0.00	500,000.00

**SAN MATEO COUNTY TRANSIT DISTRICT
PARATRANSIT FUNDS -- INTEREST ON SECURITIES
November 30, 2017**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 11-30-17	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'VBLE 10-31-17	PP INTEREST REC'VBLE 11-30-17	INTEREST EARNED 11-30-17	INTEREST RECEIVED 11-30-17	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 11-30-17	INT REC'VBLE LESS PREPAID 11-30-17	PAR VALUE
CERTIFICATE OF DEPOSIT																
CANADIAN IMPERIAL BANK NY CD	13606A5Z7	12-05-16	499,610.00	500,867.00	11-30-18	1.7600%	24.4444	3,788.89		733.33	4,400.00		(97.78)	24.44	24.44	500,000.00
NORDEA BANK FINLAND NY	65558LWA6	12-05-16	500,000.00	499,835.00	11-17-17	1.7600%	24.4444	3,691.11		415.55	4,180.00		73.34	(0.00)	(0.00)	500,000.00
SVENSKA HANDELSBANKEN NY LT CD	86958JHB8	01-12-17	500,000.00	498,346.00	01-10-19	1.8900%	26.2500	2,992.50		787.50				3,780.00	3,780.00	500,000.00
BANK OF NOVA SCOTIA HOUSTON	06417GUE6	04-06-17	500,000.00	499,026.50	04-05-19	1.9100%	26.5278	716.25		795.83				1,512.08	1,512.08	500,000.00
SUMITOMO MITSUI BANK NY CD	86563YVNO	05-04-17	500,000.00	499,690.00	05-03-19	2.0500%	28.4722	5,039.58		854.17	5,210.42		113.89	797.22	797.22	500,000.00
SWEDBANK (NEW YORK) CERT DEPOS	87019U6D6	11-17-17	500,000.00	498,779.00	11-16-20	2.2700%	31.5278	0.00		441.39				441.39	441.39	500,000.00
																9.84%
FEDERAL AGENCY BOND/NOTE																
FHLB GLOBAL NOTES	3137EAED7	09-16-16	84,963.45	84,428.46	10-12-18	0.8750%	2.0660	39.25		61.98				101.23	101.23	85,000.00
FHLB GLOBAL NOTES	3137EAED7	09-16-16	49,978.50	134,246.84	11-03-17	0.8750%	1.2153	23.09		2.43	25.52			(0.00)	(0.00)	50,000.00
FEDERAL HOME LOAN BANK AGENCY	3130AAXX1	03-10-17	598,608.00	596,922.60	03-18-19	1.3750%	22.9167	985.42		687.50				1,672.92	1,672.92	600,000.00
FHLMC	3137EAEB1	7-20-16	748,185.00	738,641.25	07-19-19	0.8750%	18.2292	1,859.38		546.88			(0.01)	2,406.25	2,406.25	750,000.00
FNMA	3135GON33	08-02-16	479,193.60	472,619.04	08-02-19	0.8750%	11.6667	1,038.33		350.00				1,388.33	1,388.33	480,000.00
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	174,664.00	172,268.25	08-05-19	0.8750%	4.2535	365.80		127.61			(0.01)	493.40	493.40	175,000.00
FNMA NOTES	3135GOP49	09-02-16	798,752.00	788,711.20	08-28-19	1.0000%	22.2222	1,400.02		666.67				2,066.69	2,066.69	800,000.00
FNMA NOTES	3130A9EP2	09-09-16	799,304.00	788,195.20	09-26-19	1.0000%	22.2222	777.78		666.67			(0.01)	1,444.44	1,444.44	800,000.00
FNMA NOTES	3135GOT29	02-28-17	339,782.40	336,996.44	02-28-20	1.5000%	14.1667	892.50		425.00				1,317.50	1,317.50	340,000.00
FHLMC AGENCY	3137EAEF2	04-20-17	348,803.00	345,828.00	04-20-20	1.3750%	13.3681	147.05		401.04				548.09	548.09	350,000.00
FNMA NOTES	3135GOT60	08-01-17	398,788.00	395,326.80	04-20-20	1.5000%	16.6667	1,500.00		500.00				2,000.00	2,000.00	400,000.00
FHLB NOTES	3130ACE26	09-08-17	84,727.15	83,636.09	09-28-20	1.5000%	3.5417	107.14		106.25			(8.86)	204.53	204.53	85,000.00
FHLMC NOTES	3137EAJ4	09-29-17	164,701.35	163,337.79	09-29-20	1.5000%	6.8750	238.33		206.25			17.19	461.77	461.77	165,000.00
FHLB GLOBAL NOTE	3130A8Q55	7-15-16	516,837.88	503,473.36	07-14-21	1.1250%	16.2500	1,738.75		487.50				2,226.25	2,226.25	620,000.00
FNMA NOTES	3135GON82	8-19-16	597,658.06	582,336.60	08-17-21	1.2500%	20.8333	1,541.67		625.00				2,166.67	2,166.67	500,000.00
																24.20%
ASSET BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION																
CCIT 2017-A2 A2	17305EGA7	01-26-17	449,913.83	449,183.43	01-17-21	1.7400%	21.7500	2,262.00		652.50				2,914.50	2,914.50	450,000.00
TOYOTA ABS 2017-A A3	89238MADO	03-15-17	124,985.29	124,675.48	02-15-21	1.7300%	6.0069	96.11		180.21	180.21			96.11	96.11	125,000.00
ALLY ABS 2017-1 A3	02007PAC7	01-31-17	114,989.95	114,577.57	06-15-21	1.7000%	5.4306	86.89		162.92	162.92			86.89	86.89	115,000.00
FORD ABS 2017-A A3	34531EAD8	01-25-17	349,998.71	348,549.15	06-25-21	1.6700%	16.2361	259.78		487.08	487.08			259.78	259.78	350,000.00
TOYOTA ABS 2017-B A3	89190BADO	05-17-17	499,961.65	497,444.60	07-15-21	1.7600%	24.4444	391.11		733.33	733.33			391.11	391.11	500,000.00
ALLY ABS 2017-2 A3	02007HAC5	03-29-17	399,952.84	399,000.00	08-15-21	1.7800%	19.7778	316.44		593.33	593.33			316.44	316.44	400,000.00
HAROT 2017-3 A3	43814PAC4	09-29-17	99,989.17	99,443.27	09-18-21	1.7900%	4.9722	64.64		149.17	149.17			64.64	64.64	100,000.00
JOHN DEERE ABS 2017-B A3	47788BAD6	07-18-17	169,987.56	168,992.38	10-15-21	1.8200%	8.5944	137.51		257.83	257.83			137.51	137.51	170,000.00
AMXCA 2017-4 A	02582JHG8	05-30-17	199,967.96	199,188.24	12-15-21	1.6400%	9.1111	145.84		273.33	273.33		(0.06)	145.78	145.78	200,000.00
CCIT 2017-A3 A3	170305EG85	05-22-17	250,667.50	249,070.50	04-07-22	1.9200%	13.3333	320.00		400.00				720.00	720.00	250,000.00
																10.46%
CASH AND CASH EQUIVALENTS																
MONEY MARKET FUND	31846V534		78,669.85	78,669.85				45.87		47.80	45.87			47.80	47.80	0
LAIF			1,042,599.66	1,042,599.66				1,011.76	0.00	1,004.32				2,016.08	2,016.08	1,042,600
MATURED/CALLED																
FNMA	3136ANJY4	4-30-15	(6,919.28)	(6,850.80)	11-25-17											(6,850.80)
FANIE MAE	3136AQD00	10-30-15	(27,248.46)	(26,978.30)	11-25-17											(26,978.30)
COOPERATIVE RABOANK UA COMM P 21687AYT4		03-03-17	(495,329.86)	(500,000.00)	11-27-17											(500,000.00)
NORDEA BANK FINLAND NY	65558LWA6	12-05-16	(500,000.00)	(499,835.00)	11-17-17											(500,000.00)
FHLB GLOBAL NOTES	3137EAED7	09-16-16	(49,978.50)	(134,246.84)	11-03-17											(50,000.00)
TOTAL LAIF			1,042,599.66	1,042,599.66												
TOTAL A/C 122010			25,512,757.19	25,305,947.69												25,418,188.31
TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)			25,512,757.19	25,305,947.69				81,155.88	102.08	39,572.95	29,387.85	0.00	16.02	91,459.10	91,357.02	25,418,188.31

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

BUDGET AMENDMENTS

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

BUDGET REVISIONS

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

SAN MATEO COUNTY TRANSIT DISTRICT
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS
FY2018
November 2017

12/19/17 10:25 AM

Approved Budget		Receipts		Over/(Under) Budget/Projection	Current Projection
Date	Amount	Date	Amount		
FY2017:					
1st Quarter	19,338,441	1st Quarter	18,526,400	(812,041)	18,526,400
2nd Quarter	20,753,590	2nd Quarter	22,306,576	1,552,986	22,306,576
3rd Quarter	21,051,276	3rd Quarter	19,175,737	(1,875,539)	19,175,737
4th Quarter	21,856,693	4th Quarter	24,344,172	2,487,479	24,344,172
FY2017 Total	83,000,000	FY2017 Total	84,352,885	1,352,885	84,352,885
FY2018:					
Jul. 17	6,173,245	Sep. 17	5,760,900	(412,345)	6,173,245
Aug. 17	6,173,245	Oct. 17	5,760,900	(412,345)	6,173,245
Sep. 17	9,148,973	Nov. 17	7,681,200	(1,467,773)	9,148,973
3 Months Total	21,495,463		19,203,000	(2,292,463)	21,495,463
Oct. 17	6,484,778	Dec. 17			6,484,778
Nov. 17	6,279,663	Jan. 18			6,279,663
Dec. 17	9,645,126	Feb. 18			9,645,126
6 Months Total	43,905,030		19,203,000	(2,292,463)	43,905,030
Jan. 18	5,525,697	Mar. 18			5,525,697
Feb. 18	5,504,678	Apr. 18			5,504,678
Mar. 18	7,882,317	May 18			7,882,317
9 Months Total	62,817,722		19,203,000	(2,292,463)	62,817,722
Apr. 18	6,117,920	Jun. 18			6,117,920
May 18	6,103,123	Jul. 18			6,103,123
Jun. 18	9,621,235	Aug. 18			9,621,235
FY2018 Total	84,660,000	FY2018 Total	19,203,000	(2,292,463)	84,660,000
	21,083,118	1st Quarter			
	10,884,323	2nd Quarter			
		3rd Quarter			
		4th Quarter			
	<u>31,967,441</u>	YTD Actual Per Statement of Revenue & Expenses			

SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

SUBJECT: **COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING
JUNE 30, 2017**

ACTION

Staff proposes the committee recommend the Board accept the San Mateo County Transit District's (District) Fiscal Year (FY) 2017 Comprehensive Annual Financial Report (CAFR).

The Fiscal Year 2017 Comprehensive Annual Financial Report is available online at http://www.samtrans.com/about/Finance/Comprehensive_Annual_Financial_Reports.html

SIGNIFICANCE

The CAFR is prepared in accordance with the guidelines set forth by the Government Accounting Standards Board and is organized into four sections – Introductory, Financial, Statistical and Single Audit.

- The **Introductory** Section includes a Transmittal Letter and provides general information on the District's structure, personnel, economic outlook and finances.
- The **Financial** Section includes audited financial statements which provide detailed financial information as well as comparative financial data. The Management Discussion & Analysis (MD&A) is also found in the Financial Section. Along with the Transmittal Letter, the MD&A is of most interest to those looking for a narrative annual review of the District's finances.
- The **Statistical** Section provides a broad range of data covering key financial trends including revenue and debt capacity, economic and demographic data and operating information.
- The **Single Audit** Section provides the Independent Auditor's Report on Internal controls and compliance, and the Schedule of Expenditures of Federal Awards and Findings and Recommendations from the Auditors.

Together, all sections of the CAFR provide the detail as well as the perspective with which to assess the District's financial condition.

BUDGET IMPACT

There is no impact on the Budget.

BACKGROUND

The District contracts with an independent auditor, Vavrinek, Trine, Day & Co. LLP (VTD) to conduct yearly audits of the Financial Statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. The introductory section and the statistical section presented in the CAFR are not required by California Government Code to be reported as part of the audited financial statements of the District. These sections are required when producing a CAFR which the District chooses to do in order to provide detailed information about the financial condition of the District in a form that is understandable to our customers and constituents.

The CAFR is prepared and presented to the Government Finance Officers Association (GFOA) for their review, evaluation and to apply for the certificate of Achievement for Excellence in Financial Reporting. The District has received an award for every year that the report was submitted.

Prepared by: Jeannie Chen, Interim Manager, General Ledger 650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Derek Hansel
Chief Financial Officer

David Olmeda
Chief Operating Officer, Bus

SUBJECT: **AUTHORIZE AWARD OF CONTRACT FOR THE PURCHASE AND DELIVERY OF
55 HEAVY-DUTY DIESEL ARTICULATED BUSES**

ACTION

Staff proposes the Committee recommend the Board:

1. Award a contract to New Flyer of America, Inc. (New Flyer) of Winnipeg, Manitoba, Canada for 55 new heavy-duty, low-floor, 60-foot diesel articulated buses, for a total estimated amount of \$48,972,000.
2. Authorize the General Manager/CEO to execute a contract in full conformity with the terms and conditions of the Washington State Department of Enterprise Services Master Contracts and Consulting Unit's (DES) competitively bid contract and in a form approved by legal counsel.

SIGNIFICANCE

Award of the contract will allow the San Mateo County Transit District (District) to replace fifty-five 2002 diesel articulated buses manufactured by North American Bus Industries. This fleet has reached the end of its useful life and is programmed for replacement, which will ensure continued reliable service for passengers and is in accordance with the replacement schedules of the Federal Transit Administration (FTA) and Metropolitan Transportation Commission.

BUDGET IMPACT

Funding for the purchase was approved in the District's Fiscal Year (FY) 2015 Capital Budget (approved through Resolution 2014-28, dated June 4, 2014) in the amount of \$24,096,385 and in the FY 2016 Capital Budget (approved through Resolution 2015-32, dated June 3, 2015) in the amount of \$24,875,615 for a total approved Capital project budget of \$48,972,000. The purchase is fully funded with FTA funds in the amount of \$44,875,615 and State funding for the remaining balance.

BACKGROUND

On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act into law, which provides long-term funding certainty for

surface transportation infrastructure planning and investment. Section 3019 of the FAST Act allows grantees to purchase rolling stock and related equipment from a state's cooperative procurement contract or schedule. The DES cooperative contract provides public agencies with the ability to purchase transit buses of various configurations from approved vendors that have been selected through a competitive sealed bid process. The DES has granted authorization to the District to use this contract, thereby enabling the purchase of vehicles that meet proven design and construction standards which will be configured to the District's specifications, at highly competitive prices.

STRATEGIC INITIATIVE

Priority 2 – Strengthen Fiscal Health

- Goal 3 – Implement existing and new best practices
 - Action 2-13: Invest in improvements to our facilities and fleets that conserve natural resources, reducing waste, and controlling costs.

Contract Officer: Mario Giacobbe

650-622-8077

Project Manager: David Harbour, Deputy Director, Bus Maintenance

650-508-7954

RESOLUTION NO. 2018 –

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

**AWARDING A CONTRACT TO NEW FLYER OF AMERICA, INC. FOR THE PURCHASE AND
DELIVERY OF 55 HEAVY-DUTY DIESEL ARTICULATED BUSES
FOR A TOTAL ESTIMATED AMOUNT OF \$48,972,000**

WHEREAS, the San Mateo County Transit District (District) provides public transportation services to San Mateo County residents; and

WHEREAS, staff has identified fifty-five 2002 diesel articulated buses (2002 buses) that have reached the end of their useful lives and are due for replacement in accordance with replacement schedules established by the Federal Transit Administration and Metropolitan Transportation Commission; and

WHEREAS, staff proposes to replace the 2002 buses by acquiring 55 new heavy-duty, low-floor, 60-foot diesel articulated buses (55 diesel buses); and

WHEREAS, pursuant to Section 3019 of the Fixing America's Surface Transportation (FAST) Act, the District is permitted to procure vehicles and related equipment through the Washington State Department of Enterprise Services Master Contracts and Consulting Unit's (DES) contract, which makes available to public agencies numerous transit buses from approved vendors who have been selected by DES through a competitive sealed bid process; and

WHEREAS, a combination of Federal funds and State funding sufficient for the purchase of the 55 diesel buses was budgeted in prior years' approved District capital budgets; and

WHEREAS, the General Manager/CEO recommends and the Committee concurs, that a contract be awarded to New Flyer of America, Inc. (New Flyer) of Winnipeg, Manitoba, Canada for a total estimated amount of \$48,972,000, including applicable charges for taxes, fees, and delivery.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District awards a contract to New Flyer of America, Inc. through the Washington State Department of Enterprise Services Master Contracts and Consulting Unit's contract for the purchase and delivery of 55 heavy-duty low-floor 60-foot diesel buses for a total estimated amount of \$48,972,000; 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 New Flyer in accordance with the terms and conditions of the DES competitively bid contract and in a form approved by legal counsel.

Regularly passed and adopted this 3rd day of January, 2018 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: Derek Hansel
Chief Financial Officer

Michelle Bouchard
Chief Operating Officer, Rail

SUBJECT: **AUTHORIZE AN INCREASE TO THE FISCAL YEAR 2018 CAPITAL BUDGET BY \$850,000 FROM \$16,373,081 to \$17,223,081 AND AN INCREASE TO THE CONTRACT CHANGE ORDER AUTHORITY BY \$450,000 FOR THE SAN CARLOS TRANSIT CENTER PROJECT**

ACTION

Staff proposes the Committee recommend that the Board:

1. Amend the Fiscal Year (FY) 2018 Capital Budget by \$850,000 from \$16,373,081 to \$17,223,081 to provide the requisite budget authority to fully implement the San Carlos Transit Center Project (Project); and
2. Increase the General Manager/CEO's contract change order authority by \$450,000 for the Project contract with Interstate Grading & Paving (Contract).

SIGNIFICANCE

An increase in Contract change order authority and Project budget will enable the completion of the construction of a relocated San Carlos Transit Center parking lot between San Carlos Avenue and Arroyo Street in San Carlos and will allow for the development of the San Carlos Transit Village on the site of the existing San Carlos Caltrain station parking lot. The value of additional change order authority required to close out the Contract is \$450,000, primarily due to a significant delay by Caltrans in issuing an encroachment permit required to complete the work. Authorizing this increase would bring the General Manager/CEO's total change order authority for the Contract to \$829,100.

BUDGET IMPACT

To fund the remaining construction and project management costs, a budget amendment of \$850,000 is required. This amendment reflects the expenditure of the original \$379,100 contingency for the Project, and the requested additional \$450,000 in Contract change order authority.

The cost increase will be funded by Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) funds that are available for allocation. This amendment would increase the Project cost from \$6,230,214 to \$7,080,214 and increase the total FY2018 Capital Budget from \$16,373,081 to \$17,223,081.

BACKGROUND

Per Board Resolution No. 2015-61, the original Contract award amount was \$3,791,000. The General Manager/CEO's Contract change order authority for the Project is 10 percent of the total original Contract amount, or \$379,100. The Board approved Resolution No. 2017-12 on March 1, 2017, which increased the Project's budget to \$6,230,214.

An amendment to the Capital Budget to increase the Project budget by \$850,000 will fund additional Contract change orders and remaining project support. An increase of \$450,000 in the General Manager/CEO's Contract change order authority will enable execution of the outstanding change orders.

Project Manager: Rafael Bolon

650-622-7805

San Mateo County Transit District Fiscal Year 2018 Capital Budget - Amendment 1

ATTACHMENT A

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2018 Budget Request	Remaining	Funding Sources				notes	
						Federal	State	Other	District Sales Tax		
i. REVENUE VEHICLE SUPPORT											
1.1	Purchase of 10 Electric Buses and Installation of 10 Charging Stations	Purchase of 10 electric buses and installation of 10 charging stations	\$ 10,926,668	\$ 7,250,000	\$ 3,676,668	\$ -	\$ 2,528,880	\$ 1,147,788	\$ -	\$ -	(1)
1.2	50 Flip Seats and Modesty Panels	The purchase of 50 American Seating Single Flip Seats and 50 Modesty Panels to retrofit District's 25 Hybrid buses to support District's safety initiative	\$ 144,613	\$ -	\$ 144,613	\$ -	\$ -	\$ -	\$ -	\$ 144,613	
1.3	Major Bus Components	Purchases of major bus components	\$ 4,841,436	\$ 3,341,436	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	
Subtotal				\$ 5,321,281							
ii. INFORMATION TECHNOLOGY											
2.1	Tech Refresh Project	Technology refreshment with periodic replacement of District system's servers and storage, copiers/printers, network equipment to avoid obsolescence of existing technology	\$ 2,377,800	\$ -	\$ 2,377,800	\$ -	\$ -	\$ -	\$ -	\$ 2,377,800	
2.2	EPM Replacement	PeopleSoft EPM 9.1 extended support ends 12/31/17, no longer providing product updates. Full budget support is necessary and therefore, the procurement and implementation of a replacement for EPM is required.	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Subtotal				\$ 2,877,800							

San Mateo County Transit District Fiscal Year 2018 Capital Budget - Amendment 1

ATTACHMENT A

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2018 Budget Request	Remaining	Funding Sources				notes	
						Federal	State	Other	District Sales Tax		
iii. PLANNING / DEVELOPMENT											
3.1	Ridership Reporting and Analytics Software	Purchase of software capable of storing, cleaning, and analyzing the vast amount of APC/AVL data recorded on District buses	\$ 222,000	\$ -	\$ 222,000	\$ -	\$ -	\$ -	\$ 222,000		
3.2	SamTrans Strategic Business Plan	A comprehensive strategy to define a business plan that averts financial failure, reinvents the District vision for delivering public transit, and tackling District internal and external organizational challenges	\$ 1,138,000	\$ 358,000	\$ 780,000	\$ -	\$ -	\$ -	\$ 780,000		
3.3	Capital Program and Project Development	Capitalized funds for annual program development including but not limited to plans, budgets, programs, funding strategies, and preliminary engineering	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000		
3.4	Capital Program Management	Capitalized funds for programs and project controls support, including monitoring project performance and delivery	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000		
Subtotal				\$ 1,502,000							
iv. FACILITIES / CONSTRUCTION											
4.1	Traffic Signal Priority	Implementation of Traffic Signal Priority (TSP) technology for SamTrans buses traveling on El Camino Real in San Mateo County (State Highway 82).	\$ 3,907,000	\$ -	\$ 3,907,000	\$ -	\$ 3,459,000	\$ 369,000	\$ 79,000	\$ -	(2)
4.2	Facilities Smaller Projects	Projects to maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacment.	\$ 547,000	\$ 282,000	\$ 265,000	\$ -	\$ -	\$ -	\$ 265,000		

San Mateo County Transit District Fiscal Year 2018 Capital Budget - Amendment 1

ATTACHMENT A

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2018 Budget Request	Remaining	Funding Sources				notes
						Federal	State	Other	District Sales Tax	
4.3	Time Clock Replacement	Replacement of current time clock systems	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	
4.4	Transit Asset Mgmt Plan	Implementation of new Federal mandated requirement for conditioned based assessments for a broad range of assets	\$ 975,000	\$ -	\$ 975,000	\$ -	\$ -	\$ -	\$ 975,000	(3)
4.5	Roof Replacement	Repair of Central building roof	\$ 475,000	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ 475,000	
4.6	Linda Mar Park-n-Ride Repaving	Linda Mar Park-n-Ride Lot Repaving	\$ 700,000	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000	
4.7	San Carlos Transit Center	Enhance the existing San Carlos Station by Improving safer and connections between SamTrans fixed route bus service, Caltrain commuter rail, Local shuttles and pedestrians and bicyclist	\$ 7,080,214	\$ 6,230,214	\$ 850,000	\$ -	\$ 850,000	\$ -		(4)
Subtotal				\$ 7,272,000						
v. Other										
6.1	Contingency	Annual set-aside for unforeseen and emergency capital expenditures	\$ 250,000	\$ -	\$ 250,000	\$ -			\$ 250,000	
Subtotal				\$ 250,000						
GRAND TOTAL			\$ 27,604,517	\$ 11,231,436	\$ 17,223,081	\$ 5,987,880	\$ 2,366,788	\$ 79,000	\$ 8,789,413	

NOTES:

- (1) State funds include \$568,328 of SB1 Funding
- (2) FTA TPI Grant, State Funds include \$369,000 of SB1 Funding; Other Funding from TFCA Program Management in the amount of \$79,000
- (3) Project Request for \$1 million (\$25,000 funding from prior year savings)
- (4) **Additional funding for San Carlos Transit Center includes increased STA funds based on the October 20,2017 revised fund estimate from the State Controller.**

RESOLUTION NO. 2018 –

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

* * *

**INCREASING THE FISCAL YEAR 2018 CAPITAL BUDGET BY \$850,000 FOR A
TOTAL CAPITAL BUDGET OF \$17,223,081 AND INCREASING THE GENERAL
MANAGER/CEO'S CONTRACT CHANGE ORDER AUTHORITY BY \$450,000 FOR
THE SAN CARLOS TRANSIT CENTER PROJECT**

WHEREAS, on November 4, 2015, pursuant to Resolution No. 2015-61, the San Mateo County Transit District (District) Board of Directors (Board) awarded a contract to Interstate Grading & Paving to perform construction for the San Carlos Transit Center Project (Project), in an amount not to exceed \$3,791,000 (Contract) out of a total Project budget of \$4,984,465; and

WHEREAS, the General Manager/CEO's original Contract change order authority was established at 10 percent of the total Contract amount, or \$379,100; and

WHEREAS, as a result of delays by Caltrans in issuing an encroachment permit to perform the work, the combined total of executed and known outstanding change orders will exceed the existing General Manager/CEO's Contract change order authority by \$450,000; and

WHEREAS, the Board approved Resolution No. 2017-12 on March 1, 2017, increasing the Fiscal Year (FY) 2017 Capital Budget to \$16,373,081, which included an increase of \$1,245,749 to the Project budget for a total Project budget of \$6,230,214; and

WHEREAS, staff recommends, and the Committee concurs, the General Manager/CEO's Contract change order authority be increased by \$450,000, resulting in

total Contract change order authority of \$829,100, which will permit execution of essential change orders and bring the Project to its completion; and

WHEREAS, because of the need to completely fund the outstanding change orders, staff recommends, and the Committee Concur that the FY2018 Capital Budget be amended by increasing the Project budget by \$850,000 for a total FY2018 Capital Budget of \$17,223,081.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Mateo County Transit District hereby authorizes an increase in the General Manager/CEO's Contract change order authority in an amount not to exceed \$450,000 for the San Carlos Transit Center Project; and

BE IT FURTHER RESOLVED that the Board amend the FY 2018 Capital Budget to increase the Project budget by \$850,000 to \$7,080,214, for a total FY 2018 Capital Budget of \$17,223,081.

Regularly passed and adopted this 3rd day of January, 2018 by the following vote:

AYES:

NOES:

ABSENT:

Chair, San Mateo County Transit District

ATTEST:

District Secretary



BOARD OF DIRECTORS 2018

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

JIM HARTNETT
GENERAL MANAGER/CEO

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

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

WEDNESDAY, JANUARY 3, 2018 – 2:40 p.m.
or immediately following previous Committee meeting

1. Call to Order

ACTION

2. Approval of Minutes of Legislative Committee Meeting December 6, 2017
3. Authorize Adoption of 2018 Legislative Program

INFORMATIONAL

4. State and Federal Legislative Update
5. 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
DECEMBER 6, 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, D. Pine, P. Ratto

Committee Member Absent:

Staff Present: J. Cassman, C. Fromson, C. Gumpal, D. Hansel, J. Hartnett, M. Martinez, C. Mau, S. Murphy, D. Olmeda, M. Simon, Shayna VanHofen

Committee Chair Karyl Matsumoto called the meeting to order at 3:14 p.m.

Approval of Minutes of November 1, 2017

Motion/Second: Ratto/ Gee

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

Update on the State and Federal Legislative Program

Casey Fromson, Director, Government and Community Affairs reported:

Federal Update

The Fiscal Year 2018 Appropriations process on funding expires December 8 and there's an active discussion on a continuing resolution. President Trump tweeted this week that there may be a government shutdown.

Tax Reform - There are two bills that have passed; one through the House and one through the Senate. Of note is that there were several Republicans that voted against the bills because of the provisions that affect California, New York and New Jersey. The Bills would go back to both Chambers for a final vote. Right now they're scheduled to try and wrap this up by Christmas.

State Update

They are in recess right now but they're going to reconvene on January 3. Staff is keeping a close watch on Senate Bill 1 repeal. The California Transit Association has been active on educating its members on this.

2018 Legislative Program - Draft

The 2018 Legislative Program (Program) is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the Agency to respond swiftly and effectively to unanticipated developments.

Objectives

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

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

Issues

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

- Budget and Transportation Funding Opportunities
- Transportation Projects Funding Requests and Needs
- Regulatory and Administrative Issues

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

Staff will indicate on each monthly legislative update recommended positions for pending bills. Once the board has an opportunity to review the recommended position, staff will communicate the position to the relevant entity (such as the bill author, agency, or coalition). In rare circumstances, should a position on a bill be needed in advance of a board meeting, staff will confer with the Board Chair. If legislation falls outside of the scope of the Board's adopted Legislative Program, Board approval will be required prior to the agency taking a position.

The Board provided the following feedback:

- Include a wider variety of ways to reduce vehicle miles, emphasis on Transit Demand Management (TDM) under Transit Oriented Development and First and Last Mile programs.
- Broader community engagement to include the general public to make them more aware.
- Look for opportunities to seek revenue sources outside of what we have been accustomed to.
- Continue to follow California Environmental Quality Act guidelines and avoid any organized efforts to rewrite or revise environmental guidelines.

Adina Levin, Friends of Caltrain addressed the board.

Adjourned: 3:32 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: **2018 LEGISLATIVE PROGRAM**

ACTION

Staff proposes the Committee recommend the Board adopt the attached Legislative Program to guide the San Mateo County Transit District's (District) policy advocacy efforts over the course of the 2018 calendar year.

SIGNIFICANCE

The 2018 Legislative Program (Program) establishes the principles that will guide the District legislative and regulatory advocacy efforts through the 2018 calendar year, including the second half of the State legislative session and the second session of the 115th Congress. The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the District to respond swiftly and effectively to unanticipated developments. Adoption of the Program provides our legislative delegation and our transportation partners with a clear statement of the District's priorities.

The 2018 Program is organized to guide the District's actions and positions in support of three primary objectives:

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

The Program is structured to apply these core objectives to a series of issues detailed in the 2018 Legislative Program.

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

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

Advocacy Process

Staff will indicate on each monthly legislative update recommended positions for pending bills. Once the board has an opportunity to review the recommended position, staff will communicate the position to the relevant entity (such as the bill author, agency, or coalition). In rare circumstances, should a position on a bill be needed in advance of a board meeting, staff will confer with the Board Chair. If legislation falls outside of the scope of the Board's adopted Legislative Program, Board approval will be required prior to the agency taking a position.

The District and its legislative consultants will employ a variety of engagement tools to support the 2018 Legislative Program, including:

1. Direct Engagement

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

2. Coalition-based Engagement

Engage local and regional stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the 2018 Program.

3. Media Engagement

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

BUDGET IMPACT

There is no impact on the budget.

BACKGROUND

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

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

SamTrans

2018 Legislative Program

Purpose

Legislative and regulatory actions have the potential to significantly benefit SamTrans programs and services. They also have potential to present serious challenges that threaten the Agency's ability to meet the county's most critical transportation demands.

The 2018 Legislative Program establishes the principles that will guide the Agency's legislative and regulatory advocacy efforts through the 2018 calendar year, including the second half of the 2017-18 State legislative session and 115th Congress. The program is intended to be broad enough to cover the wide variety of issues that are likely to be considered during that time and flexible enough to allow the Agency to respond swiftly and effectively to unanticipated developments.

Objectives

The 2018 Legislative Program is organized to guide the Agency's actions and positions in support of three primary objectives:

- Maintain and enhance funding opportunities to support the Agency's programs and services.
- Seek a regulatory environment that streamlines project delivery and maximizes the Agency's ability to meet transportation service demands.
- Reinforce and expand programs that build and incentivize public transportation ridership and improve quality transportation choices.

Issues

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

- Budget and Transportation Funding Opportunities
- Transportation Projects Funding Requests and Needs
- Regulatory and Administrative Issues

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

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

Advocacy Process

Staff will indicate on each monthly legislative update recommended positions for pending bills. Once the board has an opportunity to review the recommended position, staff will communicate the position to the relevant entity (such as the bill author, agency, or coalition). In rare circumstances, should a position on a bill be needed in advance of a board meeting, staff will confer with the Board Chair. If legislation falls outside of the scope of the Board's adopted Legislative Program, Board approval will be required prior to the agency taking a position.

Public Engagement Strategies

Staff, led by the Communications Division and its legislative consultants, will employ a variety of public engagement strategies to support the 2018 Legislative Program, including:

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

- Coalition-based Engagement
Engage local and regional stakeholders to build awareness about specific issues and participate in local, regional, statewide and national coalitions organized to advance positions that are consistent with the 2018 Legislative Program.

- Media Engagement
Build public awareness and communicate the Agency's legislative priorities by issuing press releases, organizing media events, and through the use of social media.

State and Regional

Funding Opportunities and Challenges

<i>Issue / Background</i>	<i>Strategy</i>
<p>General Funding The State recently enacted SB 1, which provides \$5.2 billion to maintain local streets and roads and highways, ease traffic congestion, and provide mobility options through investments in public transportation and bicycle and pedestrian programs.</p> <p>Complimentary to SB 1 is ACA 5 which, if passed by voters in June 2018, will protect new and existing sources of transit funding from future diversions by the Legislature.</p> <p>In 2014, the Legislature called for, via SB 1077, a pilot program to study a road charge model as an alternative to the gas tax. The nine-month pilot began in July 2016, with over 5,000 participating vehicles statewide. The California State Transportation Agency (CalSTA) will report findings from the Legislature to the CTC and the Legislature by June 30, 2018.</p>	<ul style="list-style-type: none"> • Protect against the elimination or diversion of any State or regional funds that support the agency’s transportation needs. • Support State funding allocation requests for investments that benefit the agency’s transportation programs and services. • Work with statewide transit coalitions to identify and advance opportunities for funding that would support the agency’s transportation priorities. • Monitor recommendations of the Road Usage Charge (RUC) Technical advisory Committee and implementation of a RUC program by the California State Transportation Agency (CalSTA). • Monitor efforts to implement a mileage-based user fee as a potential revenue source.
<p>Formula Funding After years of diversion to support the State’s General Fund, funding for the State Transit Assistance (STA) program has remained stable over the last few budget cycles thanks to successful legal, legislative and political efforts on behalf of the transportation community. Still, more revenue is needed in</p>	<ul style="list-style-type: none"> • Support the full funding of the STA program at levels called for in the 2011 reenactment of the 2010 gas-tax swap legislation. • Advocate for the regularly scheduled issuance of State infrastructure bonds that support the Agency’s services and programs. • Support full and timely allocation of the Agency’s STIP share. • Support legislation clarifying elements of the STA program recently changed in AB 1113 (Bloom).

<p>order to meet the demand of increased ridership, reduce highway congestion – especially on Highway 101 – and adhere to the State’s mandate of reducing greenhouse gas emissions, and creating livable communities.</p>	
<p>Cap-and-Trade Revenues In 2012, the State began implementing the cap-and-trade market-based compliance system approved as a part of the California Global Warming Solutions Act of 2006 (AB 32). Since the program began selling allowances, the program has generated billions of dollars. In 2014, legislation was enacted creating a long-term funding plan for cap-and-trade which dedicates 60 percent of cap-and-trade revenues to transportation. The remaining 40 percent is subject to annual appropriation through the state budget process. In 2017, the legislature extended the program from 2020 to 2030.</p> <p>The programs require a certain percentage of funds be expended in state defined “disadvantaged communities” (as defined by CalEnviroScreen). This can prove difficult in jurisdictions with a small number of disadvantaged communities.</p>	<ul style="list-style-type: none"> • Work with the Administration and like-minded coalitions to secure the appropriation of additional cap-and-trade revenues to support the Agency’s transportation needs. • Support legislation and regional action that makes a broad array of the Agency’s emissions-reducing transportation projects, programs and services eligible for investment. • Protect existing cap-and-trade appropriations for transit operations, capital projects and sustainable communities strategy implementation. • Work to direct additional revenues to transit-eligible programs, including efforts to secure funding from the remaining discretionary funds and revenues dedicated to the high-speed-rail project. • Support efforts to revise the State’s definition on “disadvantaged communities” to encompass a larger proportion of disadvantaged communities on the Peninsula.
<p>Voter Threshold Legislation has been considered in recent years that provide a framework for lowering the thresholds for the State or a city, county, special JPB or regional public agency to impose a special tax.</p>	<ul style="list-style-type: none"> • Support efforts to amend the State Constitution to reduce the voter threshold required for the State or a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs.

<p>Other State or Local Funding Options Local and regional governments continue to seek methods for funding new infrastructure, facility needs, sustainability initiatives, and projects that will support ridership growth through a variety of methods such as managed lanes and local ballot measures.</p>	<ul style="list-style-type: none"> • Advocate for legislation that would create new local funding tools to support transportation infrastructure and services. • Support innovative local and regional funding options that will provide financial support for the agency. • Support legislation that works to ensure revenues generated through managed lane projects remain in the County of origin. • Advocate for funding sources that would assist transit agencies in obtaining funds for sustainability initiatives including water conservation, waste reduction, long-term resource efficiency of facilities and equipment, and greenhouse gas reductions. • Support funding for workforce housing to attract and retain quality personnel. • Support efforts that allow for public private partnerships that benefit the implementation of capital projects, efficient operation of transit services, or enhanced access to a broad range of mobility options that reduce traffic congestion.
<p>Transportation Projects</p>	
<p>General As the Bay Area’s population continues to grow, the region’s transportation infrastructure is being negatively impacted. Highways, local streets and roads are becoming heavily congested, Caltrain is nearing its capacity limits, and the demand for housing with easy access to public transit is increasing.</p>	<ul style="list-style-type: none"> • Work with partners in the region to bring business, community, and transportation stakeholders together to enhance, support and advocate for transportation and mobility in the Bay Area.
<p>Dumbarton Transportation Corridor Study The study is looking at short- and long-term strategies that reduce traffic congestion and improve mobility between Alameda, San Mateo and Santa Clara counties. The study will examine potential solutions to address both congestion on the Dumbarton Bridge (Highway 84) and connecting roadways, as well as the rehabilitation and</p>	<ul style="list-style-type: none"> • Support funding opportunities that will help the project move through the different stages of planning, environmental, and construction phases • Support policies that will allow for effective public private partnerships

<p>repurposing of the Dumbarton rail bridge.</p>	
<p>The Grand Boulevard Initiative (GBI) The GBI is a collaboration of 19 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at Daly City and ending near the Diridon Caltrain Station in central San Jose, the initiative brings together for the first time all of the agencies having responsibility for the condition, use and performance of the street.</p>	<ul style="list-style-type: none"> • Support funding for GBI projects like complete streets, bike and pedestrian projects, parking improvements, signal improvements, sustainability features like storm water capture, and transportation demand management features.
<p>Transit Oriented Development / First and Last Mile First and last mile projects, as well as transit oriented development projects are an important part of the broad transit ecosystem that will help support robust ridership in the corridor.</p>	<ul style="list-style-type: none"> • Support efforts to provide commuters with easy and convenient options to travel to and from major transit centers to their final destination. • Support the development of new and innovative first and last mile options. • Support increased funding opportunities for first and last mile projects. • Advocate for policies that promote transit-oriented developments in ways that with compliment transit services. • Support the State’s GHG reduction goals by supporting transit oriented developments. • Support state funding incentives and streamlining processes for transit oriented development.
<p>Transportation Demand Management (TDM) TDM is the application of strategies and policies to reduce travel demand of single-occupancy vehicles or to redistribute this demand in space or time.</p>	<ul style="list-style-type: none"> • Support efforts that provide more TDM tools and funding opportunities • Support policies that encourage use of TDM
<p>Caltrain Modernization (CalMod) Program In 2012, the State Legislature appropriated \$705m in Prop 1A high-speed rail funds to modernize the Caltrain corridor and lay the foundation for future</p>	<ul style="list-style-type: none"> • Advocate for the sale and allocation of Proposition 1A bonds to meet the commitments specified in SB 1029 with respect to the Caltrain corridor. • Support the allocation of cap-and-trade funding to advance implementation of the CalMod Program.

<p>high-speed rail service. Under a multi-party regional funding agreement, this investment will be used to match a variety of local, regional, state and federal funding sources to electrify the corridor, install an advanced signaling system and replace Caltrain's aging diesel trains with electric trains that will dramatically improve service between San Francisco and San Jose.</p> <p>Other Projects Beyond the CalMod Program, Caltrain has identified capital projects such as a fully electrified 8-car EMU fleet with longer platforms that will provide additional capacity and service benefits to Caltrain commuters. The capital needs also include but are not limited to grade separations and station upgrades.</p> <p>In 2016, a new round of HSR Blended System planning, outreach and environmental clearance work kicked-off in the corridor. While this project is not being led by the JPB, the agency owns the right-of-way and has a significant interest in the process and success of the project that will "blended" with Caltrain service.</p>	<ul style="list-style-type: none"> • Work with state, local and regional partners to advance policies and actions that will help secure funding needed to fulfill local and regional commitments to the CalMod Program. • Work to address regulatory challenges that limit the implementation of solutions that will maximize Caltrain capacity and service benefits. • Support the allocation of cap-and-trade or other state / regional funding to advance implementation of Caltrain projects. • Work to address regulatory actions or policies that negatively impact future capacity or service improvements. • Consistent with existing agreements between JPB and CHSRA, support efforts to plan, engage stakeholders, and implement the Blended System project on the Caltrain corridor.
Regulatory and Administrative Issues	
<p>General Every year a variety of legislation or regulatory action is pursued that would affect regulations governing transportation-related service operations, administration, planning and project delivery. In addition, opportunities exist</p>	<ul style="list-style-type: none"> • Support opportunities to remove barriers to, and improve the ability to conduct, safe, efficient transportation operations, administration, planning and project delivery efforts, including alternative project delivery methods that provide flexibility to the agency. • Oppose efforts to impose unjustified and burdensome regulations or restrictions on

<p>to reform or update existing regulations that are outdated, or can be improved to address potential burdens on transportation agencies without affecting regulatory goals.</p>	<p>the Agency's ability to conduct efficient transportation operations, administration, planning and project delivery efforts.</p>
<p>California Environmental Quality Act (CEQA) Several regional and statewide transportation organizations continue working to modernize CEQA and minimize unnecessary delays during the environmental review process.</p>	<ul style="list-style-type: none"> • Closely monitor efforts to modernize CEQA. Without compromising CEQA's effectiveness as an environmental protection policy, support proposals that advantage transportation projects, including bicycle, pedestrian and transit-oriented development projects.
<p>Sustainable Communities Strategies Implementation In conjunction with AB 32 and SB 32 implementation, the Sustainable Communities and Climate Protection Act (SB 375) requires regions to develop Sustainable Communities Strategies (SCS) with integrated housing, land-use and transportation policies that will accommodate population growth and reduce regional greenhouse gas emissions by specific amounts. In 2013, regional authorities in the Bay Area approved Plan Bay Area, which includes the region's SCS.</p>	<ul style="list-style-type: none"> • Advocate for policies that provide adequate and equitable funding to support increased demand and dependence on JPB's transportation services associated with the implementation of SB 375 and Plan Bay Area.

Federal

Funding Opportunities and Challenges

Issue / Background

Strategy

Federal Appropriations Every year, Congress adopts several appropriations bills that cover 12 major issue areas, including the Transportation, Housing and Urban Development bill. These measures provide the authority for federal agencies to spend money during the upcoming fiscal year for the programs they administer.

In September 2017, Congress passed a continuing resolution (CR) to keep federal agencies funded at the same level as the previous fiscal year, through December 8, 2017. Congress will have to pass a CR or omnibus appropriations bill to fund the government for the fiscal year 2018.

- Partner with local, regional, State and national coalitions to advocate appropriation of the maximum authorized amount for programs that benefit the agency's transportation services and needs.
- Work with local and regional coalitions to support requests for funding from discretionary programs.
- Communicate frequently with the agency's federal delegation and key appropriators on the needs or concerns of pending appropriation bills.

Tax and Finance Congress also considers legislation that governs tax and finance issues that impact transit agencies. In 2018, Congress is expected to take action on a significant tax overhaul measure.

- Support efforts to ensure tax provisions that benefit the agency's priorities are included in any tax or finance proposal.
- Protect against the elimination or diversion of any tax policies that support the agency's transportation needs.

Transportation Projects

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

- Work with federal delegation members, as well as local, regional, and state coalitions to support the federal funding requests for our partner transit agencies on projects that provide complimentary services for the agency.

<p>Caltrain Modernization Program The current Peninsula Corridor Electrification Project (PCEP) funding plan includes funding from several federal funding sources including the Federal Transit Administration (FTA) Core Capacity Program.</p> <p>Other Projects Beyond the CalMod Program, Caltrain has identified capital projects such as a fully electrified 8-car EMU fleet with longer platforms that will provide additional capacity and service benefits to Caltrain commuters. The capital needs also include but are not limited to grade separations, station upgrades, and supporting regional projects that will increase Caltrain ridership.</p>	<ul style="list-style-type: none"> • Advocate for the PCEP Core Capacity funding to be included in the Fiscal Year (FY)18 THUD Appropriations Conference Report. Advocate for the PCEP to be included in the FY19 President’s budget request and in the FY19 THUD Appropriations bills. • Work with federal delegation members, as well as local, regional, and state coalitions to support the PCEP requests for funding. • Support the allocation of federal funding to advance implementation of Caltrain projects.
<p>101 Managed Lanes The project may include removing or replacing existing auxiliary lanes between interchanges; reconstructing ramp connections to US 101; and installing electronic toll collection infrastructure on US 101 between Whipple Road to the I-380 interchange in San Mateo County</p>	<ul style="list-style-type: none"> • Support funding opportunities that will help the project move through the different stages of planning, environmental, and construction phases. • Support policies that will allow for effective public private partnerships.
<p>Regulatory and Administrative Issues</p>	
<p>FAST Act and other Regulations Under FAST Act, the United States Department of Transportation (USDOT) will issue guidance and conduct rulemaking to implement various regulatory changes.</p> <p>USDOT will also issue guidance, new rulemaking, and take action in response to Executive Orders</p>	<ul style="list-style-type: none"> • Monitor and review guidance and rulemaking proposals affecting FAST Act implementation and other transportation issues. • Collaborate with local, regional, state and national transportation advocacy groups to coordinate comments and advocacy efforts that support regulations that maximize benefits for transportation programs, services and users.

on a variety of issues outside the scope of the FAST Act.	
Infrastructure Proposal President Trump and USDOT have been working to draft an infrastructure proposal to fund transportation projects.	<ul style="list-style-type: none">• Monitor closely and take action as needed on new Administration policies that may have a significant impact on transit / transportation projects and programs.• Advocate for funding for the agency's projects and needs in the President's and congressional infrastructure proposals.

**SAN MATEO COUNTY TRANSIT DISTRICT
STAFF REPORT**

TO: San Mateo County Transit District

THROUGH: Jim Hartnett
General Manager/CEO

FROM: Seamus Murphy
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

ACTION

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

SIGNIFICANCE

The 2017 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our Federal and State advocates on a wide variety of issues that are considered in Congress and the State legislature. The attached reports highlight the recent issues and actions that are relevant to the Board.

Prepared By: Casey Fromson, Government and
Community Affairs Director

650-508-6493

Holland & Knight

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Holland & Knight LLP | www.hklaw.com

SamTrans Federal Update December 2017

CONGRESS

Congress Anticipated to Move on Final Tax Bill: House and Senate Republicans have reached consensus on the tax reform legislation, *The Tax Cuts and Jobs Act*, H.R. 1. On December 15, the tax conferees filed [the conference report in the House](#). The Senate passed the bill early on December 20 in a 51-48 party line vote, after a procedural hurdle that delayed the vote by a day. The House had originally passed the bill in the evening of December 19, but several provisions in the plan violated Senate budget reconciliation rules. Senate Democrats stripped the problematic provisions, removing an excise tax on endowments of the smallest private universities; 529 savings accounts for home-schooling expenses; and the bill's shorthand title. After the House votes on the bill again (sometime on December 20), it will be sent to the White House for the President's signature.

The final agreement has retained more provisions from the Senate's version of the bill, though House Ways and Means Committee Chairman Kevin Brady (R-TX) said the final bill marked a mix between House and Senate plans. Democrats argue that the bill would be a break for corporations and wealthy individuals.

The transportation provisions in the conference report include:

- Retention of private activity bonds;
- Preserving the electric vehicle tax credit;
- Elimination of the bicycle commuter credit;
- Repealing the ability of employers to deduct the costs of parking and mass transit benefits provided to employees as a business expense;
- Repealing new advance refunding tax exempt municipal bonds; and
- Clarification that aircraft management services are not subject to the 7.5 percent commercial ticket tax.

FY 2018 Appropriations and Disaster Relief Update: On December 7, the House and Senate passed a two-week continuing resolution (CR), funding the government until Friday, December 22. The House passed the CR by a vote of 235 to 193, and the Senate passed it by a vote of 81 to 14.

Before Congress can pass a fiscal year 2018 appropriations bill for an entire year, they need to agree to change the dollar amounts of the caps on discretionary spending. If the caps are not adjusted, any enacted full-year appropriations will be automatically reduced via another round of budget sequestration to get back down to the cap levels.

Republicans want to significantly increase defense spending (a \$70 billion increase), but to garner Democrats' support (needed in the Senate as 60 votes are required for passage), an increase in non-defense spending is necessary as well.

On December 13, House Republicans introduced a third [CR](#), to extend current government funding – which is set to expire on Friday, December 22. The CR includes \$663 billion for the Department of Defense for fiscal year 2018 and would fund the rest of the federal agencies (including the Department of Transportation) at current funding levels. until January 19, 2018; a five-year extension of the expired Children's Health Insurance Program (CHIP); and \$2.1 billion for the Veterans Choice program. Democrats have criticized the CHIP reauthorization provision, as it is offset by increasing Medicare premiums for higher-income beneficiaries, and shortens the grace period for individuals to pay their premiums through a tax credit.

The Senate is unlikely to pass the House bill given that it does not address increasing non-defense spending and the offsets for CHIP. The Senate is expected to amend the House CR through a substitute amendment and send it back to the House before they adjourn for the session. The Senate may also add an extension of the Foreign Intelligence Surveillance Act (FISA), which is set to expire this year.

On December 18,, the House Appropriations Committee [introduced a \\$81 billion disaster aid package](#) to fund hurricane and wildfire recovery, which may be combined with the third CR. The funding is split among Texas, Florida, Puerto Rico, the U.S. Virgin Islands, and states impacted by wildfires. The bill includes money for the Federal Emergency Management Agency (FEMA) and Community Development Block Grant (CDBG) programs, reconstruction projects from the Army Corps of Engineers, education programs, highway rebuilding, small business loans, and military construction projects. House Appropriations Committee Chairman Rodney Frelinghuysen (R-NJ) said the bill represents the largest ever disaster aid funding effort, and was a crucial part of the government's response to the several natural disasters that impacted the country over the year. The bill is also nearly double the Administration's \$44 billion aid request. The funding is broken down as follows:

- **Community Development Block Grants:** \$26.1 billion
- **FEMA:** \$27.6 billion
 - Includes Disaster Relief Fund (DRF) funding
 - A provision allowing transfer of up to \$4 billion to the Disaster Assistance Direct Loan Program Account for Community Disaster Loans
 - A provision providing up to 90% federal cost share for disasters declared in 2017 for wildfires
 - \$60 million for FEMA's readiness for future disasters
- **Army Corps of Engineers:** \$12.1 billion
- **Department of Agriculture:** \$3.8 billion
- **Hurricane Education Recovery:** \$2.9 billion
- **Reparations for Army, Navy, Marine Corps, Air Force, Reserve, National Guard, Coast Guard, and medical military facilities:** \$1.5 billion
- **Current damages to federal highways from designated disasters:** \$1.4 billion
 - Funds are provided directly to states and localities for repairs

- Includes \$269 million to help communities restore hurricane-damaged mass transit systems
- **Economic Development Grants:** \$600 million
 - Projects may include technical assistance, planning, and infrastructure projects to aid economic recovery in hurricane and wildfire disaster areas.

Senate AV Bill Stalled: The Senate bill on autonomous vehicles (AV), [S. 1885 The AV START Act](#), lacks the necessary support to advance under unanimous consent. On December 1, Sens. Richard Blumenthal (D-CT) and Ed Markey (D-MA), said that they would hold up the bill to urge inclusion of measures on consumer protections and safety. During markup of the bill in October, Sen. Blumenthal had introduced an amendment—which was later withdrawn—that sought to establish a provision requiring autonomous vehicles (AVs) to allow human drivers to take control. Sen. Gary Peters (D-MI), a bill sponsor who opposed Blumenthal’s amendment, said requiring human control would “undercut the entire purpose” of driverless cars. However, Sens. Blumenthal and Markey have said they will continue discussions with bill sponsors, Sens. Peters and Senate Commerce Committee Chairman John Thune (R-SD). The Senate Commerce Committee and leadership are expected to work through the holds next year to pass the bill and conference it with the House legislation.

ADMINISTRATION

White House May Release Infrastructure Principles in January: The White House indicated on December 7th that President Trump intends to send Congress detailed infrastructure principles in January, potentially around the State of the Union address scheduled for January 30. The document would outline a \$1 trillion plan, in which a \$200 billion federal share would be split into four themes: funding for states and localities that take on a greater amount of financial burden for infrastructure building and upkeep; block grants for rural areas; existing federal loan programs; and money for projects deemed “transformational.” It is anticipated that the plan will incentivize state and local governments to take on a greater share of costs for infrastructure projects, both through their own funding and through private-sector financing.

FHWA Nominee Withdraws from Consideration: On December 11, Paul Trombino, previously nominated by the President to head the Federal Highway Administration (FHWA), removed himself from consideration due to family concerns. Senate Environment and Public Works (EPW) Committee had approved Trombino’s nomination, and he was predicted to easily move through full Senate confirmation. A new nominee has not been named.



BOARD OF DIRECTORS 2018
ROSE GUILBAULT, CHAIR
CHARLES STONE, VICE CHAIR
JEFF GEE
CAROLE GROOM
ZOE KERSTEEN-TUCKER
KARYL MATSUMOTO
DAVE PINE
JOSH POWELL
PETER RATIO

JIM HARTNETT
GENERAL MANAGER/CEO

A G E N D A

BOARD OF DIRECTORS

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

WEDNESDAY, JANUARY 3, 2018 – 3:00 p.m
or immediately following Committee meetings

1. **CALL TO ORDER/ROLL CALL**
2. **REPORT OF THE NOMINATING COMMITTEE (Matsumoto, Powell, Ratto)**
 - a. Election of Officers for 2018
3. **CONSENT CALENDAR**
MOTION
 - a. Approval of Minutes of the Board of Directors Meeting of December 6, 2017
 - b. Acceptance of Statement of Revenue and Expenses for November 2017
4. **PUBLIC COMMENT**
Public comment by each individual speaker shall be limited to one minute
5. **REPORT OF THE CHAIR**
6. **REPORT OF THE GENERAL MANAGER/CEO**
7. **GET US MOVING SAN MATEO COUNTY UPDATE**
8. **COMMUNITY RELATIONS COMMITTEE – Z. KERSTEEN-TUCKER**
SUBJECTS DISCUSSED
 - a. Accessibility Update
 - b. Paratransit Coordinating Council Update
 - c. Multimodal Ridership Report – November 2017
9. **FINANCE COMMITTEE – C. GROOM**
MOTION
 - a. Acceptance of the San Mateo County Transit District's Fiscal Year 2017 Comprehensive Annual Financial Report

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

RESOLUTIONS

- b. Award of Contract to New Flyer of America, Inc. for the Purchase and Delivery of 55-Heavy Duty Diesel Articulated Buses for a Total Estimated Amount of \$48,972,000
- c. Authorize Amendment to the Fiscal Year (FY) 2018 Capital Budget by \$850,000 from \$16,373,081 to \$17,233,081 and Increase the General Manager's Contract Change Order Authority by \$450,000 for the Contract with Interstate Grading & Paving for the San Carlos Transit Center Project

10. LEGISLATIVE COMMITTEE – K. MATSUMOTO

MOTION

- a. Adoption of 2018 Legislative Program

SUBJECT DISCUSSED

- b. State and Federal Legislative Update

11. GENERAL COUNSEL REPORT

12. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

13. BOARD MEMBER REQUESTS/COMMENTS

- 14. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – February 7, 2018 at 2 p.m.,
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,
2nd Floor, 1250 Carlos Ave., San Carlos 94070

15. ADJOURN

INFORMATION FOR THE PUBLIC

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

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

Date and Time of Board and Advisory Committee Meetings

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

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, FLX, 260, 295 and 398.

[Map link](#) Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

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

Accessibility for Individuals with Disabilities

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

Availability of Public Records

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

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

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

**MINUTES OF BOARD OF DIRECTORS MEETING
DECEMBER 6, 2017**

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

Board Member Absent:

Staff Present: J. Cassman, A. Chan, C. Gumpal, D. Hansel, J. Hartnett, M. Martinez, C. Mau, S. Murphy, D. Olmeda, M. Simon

Chair Rose Guilbault called the meeting to order at 5:12 p.m.

CONSENT CALENDAR

- a. Approval of Minutes of Board of Directors Meeting of November 1, 2017
- b. Approval of Special Meeting Minutes of October 23, 2017
- c. Acceptance of Statement of Revenues and Expenses for October 2017
- d. Acceptance of Quarterly Investment Report and Fixed Income Market Review Outlook for the Quarter Ended September 30, 2017

Motion/Second: Stone/Gee

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

PUBLIC COMMENT

Adam Cozzette, San Bruno, opposes the widening of 101. The Environmental Impact Report plan is to widen the northern portion of 101 instead of converting an existing lane. We are dealing with a broader problem and we cannot make it go away by just throwing lots of money at an expansion project. The issue is a broader problem of land use, housing and parking policies. If SamTrans continues to push for a widening of 101 or similar highway expansion, he intends to vigorously oppose the upcoming sales tax and make sure the voters reject it.

REPORT OF CHAIR

Appointment of Nominating Committee for 2018 Chair and Vice Chair

Directors Karyl Matsumoto, Josh Powell, and Peter Ratto were appointed to the committee.

Appointment of the San Mateo County Transit District Representative to the Peninsula Corridor Joint Powers Board (JPB)

Chair Guilbault appointed a nominating committee consisting of Directors Jeff Gee, Dave Pine and she. The committee recommended Director Charles Stone as the new representative.

Motion/Second: Pine/Gee

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

REPORT OF THE GENERAL MANAGER/CEO – J. Hartnett

The written report is included in the agenda packet.

The Safe Driver Awards will be presented at a future board meeting.

Resolution of Appreciation to Mark Simon

Resolution No. 2017-80

Motion/Second: Groom/Gee

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

ADOPTION OF POLICY GOALS FOR GET US MOVING SAN MATEO COUNTY PROGRAM

The following goals were approved:

- Relieve Traffic Congestion Countywide
- Invest in a Financially Sustainable Public Transportation System that:
 - Increases Ridership
 - Provides Quality Transit Options for Everyone
 - Embraces Innovation to Create More Transportation Choices and Improved Travel Experience
 - Aligns with the SamTrans Business Plan
- Prioritize Environmentally Sustainable Transportation Solutions
- Promote Economic Vitality and Economic Development
- Maximize Opportunities to Leverage Investment from Public and Private Partners
- Enhance Safety and Public Health
- Invest in Repair and Maintenance of Existing and Future Infrastructure

The following individuals addressed the Board:

Jeffrey Tong, San Bruno

Andrew Boone, E. Palo Alto, Sierra Club Sustainable Land Use and Transportation Chapter

Adina Levin, Friends of Caltrain

Monzerrat Garcia Bedolla, Youth Leadership Institute

Mark Roest, San Mateo, Seawave Battery, Power Design International

Chris Lepe, Transform

Adam Cozzette, San Bruno

Motion/Second: Gee/Ratto

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

COMMUNITY RELATIONS COMMITTEE – Z. Kersteen-Tucker

SUBJECTS DISCUSSED

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

FINANCE COMMITTEE – C. Groom

MOTION

- a. Authorize Rejection of Victor Stanley, Inc. Bid for Bus Stop Benches and Trash Receptacles and Negotiation of a Contract on the Open Market

Motion/Second: Groom/Gee

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

RESOLUTIONS

- b. Authorization to Receive State Transit Assistance State of Good Repair Program Funds by Resolution No. 2017-81
- c. Authorize Award of Contract to Crossroads Facility Services for Janitorial and Bus Stop Cleaning Services for a Not-to-Exceed Amount of \$5,500,000 for a Five-Year Term by Resolution No. 2017-82
- d. Authorize Award of Contract to Wells Fargo Insurance Services USA, Inc. to Provide Insurance Brokerage Services for a Firm-Fixed Cost of \$191,385 and for Additional On-Call Insurance Brokerage Services for a Not-to-Exceed Amount of \$75,000 by Resolution No. 2017-83
- e. Authorize Award of Contract to Conduent Transport Solutions for Software and Hardware Maintenance Support Services for a Not-to-Exceed Amount of \$2,000,000 for a Five-year Term by Resolution No. 2017-84
- f. Authorize Award of Contract to CH2M Hill Engineers, Inc. for Transit Asset Management Plan Services Not-to-Exceed Amount of \$347,794 for a Two-Year Term by Resolution No. 2017-85
- g. Authorize Award of Contract to U.S. HealthWorks Medical Group, Prof. Corp., to Provide DMV/DOT Certification and Medical Examination Services for a Five-Year Term at an Estimated Price of \$293,900 by Resolution No. 2017-86
- h. Authorize a Three-Year Renewal of the Agreement with Delta Dental Plan of California for Furnishing Dental Insurance Coverage for an Estimated Annual Cost of \$1.197 Million by Resolution No. 2017-87

Motion/Second: Gee/Stone

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

LEGISLATIVE COMMITTEE – K. Matsumoto

SUBJECT DISCUSSED

- a. State and Federal Legislative Update
- b. 2018 Legislative Program

STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – D. PINE

RESOLUTION

- a. Authorize Adoption of the Final Dumbarton Transportation Corridor Study by Resolution 2017-88

Motion/Second: Stone/Guilbault

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

SUBJECT DISCUSSED

- b. Capital Projects Quarterly Status Report – 1ST Quarter Fiscal Year 2018

REPORT OF LEGAL COUNSEL

Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(d)(1): Salem, et al. v. San Mateo County Transit District, et al.; San Mateo County Superior Court Case No. 17-CIV-03670

Joan Cassman, Legal Counsel, said the Board does not need to meet. The status of this matter is unclear at this time and will be brought back to the board at the appropriate time.

DATE, TIME AND PLACE OF NEXT REGULAR MEETING – January 3, 2018 at 2 p.m., San Mateo County Transit District, Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 Carlos Ave., San Carlos 94070

Adjourned at 5:55 PM



MEMORANDUM

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

BOD ITEM # 6
JANUARY 3, 2018

Date: December 27, 2017
To: SamTrans Board of Directors
From: Jim Hartnett, General Manager/CEO
Subject: General Manager/CEO Report

November 2017 Summary

The Training Department issued a Safety Campaign for the month of November - "Clearance Around Buses". The campaign provided situational awareness and focus to the minimum clearances a bus must have while making turns.

Human Capital Investment

Table with 3 columns: Activity, November 2017, FY 2018 YTD. Rows include New Bus Operator Trainees, Part to Full-time Bus Operator, DMV mandated training, Bus Operator retraining, Maintenance training, Professional Development, and Total Hours.

- SamTrans Maintenance Instructors assisted two deputies of the San Mateo County Sherriff's Office Transportation in obtaining their Class B License.

Bus Operator Shortage:

The public transportation industry has a Bus Operator shortage. Recruiting and background checks for newly hired Bus Operator Trainees takes approximately two months. SamTrans provides eight weeks of training before a Bus Operator Trainee is allowed to operate independently in revenue service. SamTrans has 308 authorized bus operator positions; it also has an attrition rate of two to three, and as high as four, Bus Operators per month. SamTrans conducts three to four trainee classes per year in order to manage service needs and attritions. Small classes provide individual attention to each trainee and operational flexibility.

- Class #150 graduated eight Bus Operator Trainees in November 2017
Class #151 started with eight trainees but is projected to graduate five Bus Operator Trainees in January 2018

<u>Fixed-route Bus Service/Ridership</u>	<u>November 2017</u>	<u>FY2018 YTD</u>
· Trips that did not operate	66	160
· On-time Performance, goal is 85%:		
Ø Directly operated service	80.8%	81.3%
Ø Contracted bus service	76.4%	76.1%
Ø Coastside service	79.6%	77.8%
Ø Combined service	79.7%	79.9%
· Complaints per million trips	164	154
· Ridership		
Ø AWR	37,830	37,830
Ø Total Trips	942,520	4,838,930
· No school trips were lost. The 66 DNOs in November are higher than SamTrans' monthly average, but it is still very low with approximately 0.014% of 48,000 total trips during the month of November. Bus Operator availability and shortage is a contributing factor to the higher DNO performance.		

Runbook 125 effective January 21, 2018:

- "Sliding Seats" for SamTrans' directly operated routes will be implemented with RunBook 125 starting in January 2018. The "Sliding Seats" program is an industry best practice to provide Bus Operators relief along the service route while maintaining the revenue vehicle in service. "Sliding Seats" were implemented in August 2017 with select contractor operated routes. The program is deployed on a small scale to work out any service issues while accustoming the employees.
- A few routes will be combined to simplify service and make it more user-friendly.
- Route 118 from Linda Mar to Colma BART, will be extended to serve Daly City BART.

Redwood City Holiday Parade

SamTrans Maintenance Department in collaboration with Bus Transportation decorated a SamTrans bus featuring Christmas lights, assorted holiday decorations, gifts on the top of the bus and with an active snow making machine. Staff members along with their families, participated in the handing out Santa hats and interacting with exuberant Redwood City attendees.

<u>Paratransit Service/Ridership</u>	<u>November 2018</u>	<u>FY2018 YTD</u>
· On-time Performance, goal is 90.0%		
Ø Redi-Wheels	89.8%	89.7%
Ø RediCoast	97.2%	97.3%
· Ridership		
Ø AWR	1,230	1,250
Ø Total Trips	39,960	152,970

The number of registered Paratransit customers is up from 8,400 in September to 8,497 in November.

Maintenance Department

The Maintenance goal for average Miles Between Service Calls (MBSC) is **20,000** miles with a stretch goal of **25,000** MBSC.

	<u>November 2017</u>			<u>FY2018 YTD</u>		
	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>
Motor Bus	485,088	20	24,254	2,428,916	91	26,691
Paratransit	123,561	3	41,187	692,890	13	53,299

SamTrans Social Media

	<u>November 2017</u>	<u>January thru November</u>
Monthly Impressions:	473,055	5.2 million (Facebook, Twitter, Instagram, LinkedIn)
Monthly Interactions:	6,628	76,452
Monthly New Followers:	32	1,352

- SamTrans promoted three holiday-themed events, including two Stuff-a-Bus events and the Hometown Holidays Bus
- SamTrans sent its most successful tweet ever; a Thanksgiving Dinner scene featuring all Bay Area transit vehicles.

SamTrans Fare Study

Staff kicked-off the SamTrans Fare Study in November 2017. While fares in the past have been adjusted periodically, new fares will go into effect in 2019. The fare study takes a fresh look at the universe of fare policies and recommends a framework to establish a new fare policy for the District. The fare study will create an elasticity model which will inform the District of how fare changes can affect ridership and revenue. The internal project team is comprised of interdisciplinary subject matter experts from Planning, Operations, Finance, and Marketing Departments. The study is scheduled to be completed by the summer of 2018.