



March 7, 2018

## SamTrans Committee & Board Meetings

[COMMUNITY RELATIONS COMMITTEE LINK](#)

[FINANCE COMMITTEE LINK](#)

[STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE LINK](#)

[LEGISLATIVE COMMITTEE LINK](#)

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JIM HARTNETT  
GENERAL MANAGER/CEO

## AGENDA

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

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

WEDNESDAY, MARCH 7, 2018 – 2:00 p.m.

1. Call to Order
2. Pledge of Allegiance

#### ACTION

3. Approval of Minutes of Community Relations Committee Meeting of February 7, 2018

#### INFORMATIONAL

4. Accessibility Update – Tina Dubost
5. Paratransit Coordinating Council Update – Mike Levinson
6. Citizens Advisory Committee Liaison Report
7. Mobility Management Report- Mid-Year Performance Report
8. Quarterly Dashboard Report – October – December 2017
9. Multimodal Ridership Report – January 2018
10. Adjourn

Committee Members: Peter Ratto, Carole Groom, Rose Guilbault

#### NOTE:

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE (CRC) MEETING  
COMMITTEE OF THE WHOLE  
FEBRUARY 7, 2018**

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

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

Other Board Members Absent: C. Groom

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

Committee Chair Peter Ratto called the meeting to order at 2:03 p.m.

**Approval of Minutes of January 3, 2018**

Motion/Second: Stone/Guilbault

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

**Accessibility Update**

Tina Dubost, Manager, Accessible Transit Services, reported on an Accessibility Advisory meeting held recently related to the "Get Us Moving" project.

**Paratransit Coordinating Council Update**

Mike Levinson, Chair, Paratransit Coordinating Council, reported that the PCC had recently been expanding its educational presentations. Additionally, the PCC is planning its annual appreciation event and focusing Get Us Moving efforts.

**Citizens Advisory Committee Liaison Report**

Chair Ratto referred to the report contained in the agenda packet.

**Mobility Management Report – Bus Technology**

Chief Bus Operations Director, David Olmeda, provided a comprehensive presentation on the numerous bus technologies that are used on board in the normal course of operating a bus. He also discussed the trip planning and mobile ticket elements of the mobile app for Samtrans, ready to launch in late in 2018. He answered questions of committee members.

**Public Comment**

Andy Chow.

**Multimodal Ridership Report – December 2017**

Mr. Olmeda reviewed the multimodal ridership report for the month of December 2017:

Average Weekday Ridership – December 2017 compared to December 2016

- o Grand Total – 147,700, a decrease of 0.1 percent
- o Bus – 35,390, a decrease of 2.1 percent
- o Paratransit – 1,150, an increase of 4.5 percent
- o Shuttles – 9,730 a decrease of 1.7 percent
- o Caltrain – 55,750, an increase of 6 percent

He stated the rate of decline of ridership is flattening and was average down 2 percent overall. Staff would continue to monitor the performance of all systems.

He answered questions of the committee.

Adjourned at 2:45 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 January 9, 2018 PCC and PAL meetings are attached to this report.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

No Additional Information.

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

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

**MEETING MINUTES  
January 9, 2018**

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Dinae Cruise, Vice-Chair; Sammi (Wilhelmina) Riley, Consumer; Aki Eejima, Consumer; Nancy Keegan; Sutter Health Senior Focus; Tina Dubost, SamTrans; Judy Garcia, Consumer; Sandra Lang, COA; Benjamin McMullan, Center for Independence of Individuals with Disabilities; Dale Edwards, Consumer; Monica Colondres, Community Resident; Alex Madrid, Center for Independence of Individuals with Disabilities; Marie Violet, Dignity Health; Barbara Kalt, Rosener House; Carmen Santoni, Catholic Charities.

**GUESTS:** Richard Weiner, Nelson-Nygaard; Lorna Rodriguez-Wong, PCC Staff; Margo Ross; SamTrans; Mark Weinstein, First Transit; Henry Silvas; SamTrans; John Sanderson, SamTrans; Talib Salamin, Serra Yellow Cab; Bradley Cleveland, Guest; Larissa Vaserman, Consumer.

**ABSENTEES:** Susan Capeloto, Department of Rehabilitation; Valerie Campos, Vista Center for the Blind and Visually Impaired

(Member Attendance 15, Quorum—Yes)

**WELCOME/INTRODUCTION:**

Mike called the meeting to order at 1:37 p.m. and welcomed all to the PCC Meeting.

**APPROVAL OF THE DECEMBER MINUTES:**

Dinae Cruise motioned to approve the December meeting minutes and Sandra Lang seconded the motion. The minutes were approved without changes.

**COMMITTEE REPORTS**

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

Tina Dubost provided the legislative updates:

**FEDERAL:**

On December 21, 2017, the House and Senate reached agreement on a Tax Reform Bill that would cost \$1.5 trillion over 10 years. 15 Republicans voted against the bill.

Of importance to the transit industry are the following provisions:

Private Activity Bonds – they are not repealed and remain a viable financing mechanism (This could be helpful for implementation of projects such as the Dumbarton study).

Advance Repayment - it is repealed, which will affect the ability of local governments to refinance at lower interest rates.

Commuter Benefits - The bill suspends the \$20-a-month bicycle commuter benefit for 10 years but leaves the parking and transit benefits largely unchanged. A small percentage of employers, who give employees money for transportation rather than allow them to deduct it tax-free from their paychecks, will no longer be able to deduct that amount.

Electric Vehicles - eliminates the tax credit for plug-in electric cars that starts at a base level of \$2,500 and increases by \$417 for every kilowatt-hour beyond the first four.

#### STATE:

The State legislature reconvened last week. SamTrans is working with the state delegation to support the agency's grant applications for the Transit and Inner City Rail Program for express buses and Caltrain fleet expansion, as well as an application to the Congested Corridor Program for the 101 highway project.

Mike wanted to verify that this was not the same as the ½ cent sales tax that is associated with the Get US Moving SMC project. Tina clarified that it was not the same measure.

She also said that there is a proposal for a 1/8<sup>th</sup> cent tax in San Francisco, San Mateo and Santa Clara Counties that would provide funding for Caltrain. It would probably not appear on the ballot until 2020.

The next Stakeholders Advisory Group meeting for Get Us Moving SMC will be held on February 8, 2018

Marie Violet provided copies of a Power point presentation from a recent meeting held in Belmont on December 13, 2017, which addressed ADA Self-Evaluation for City of Belmont. This was a Public Outreach meeting for the City of Belmont. Marie noted that every city and county needs to address their own ADA requirements and updates. Please contact Lorna if you would like a scanned copy of the Power point presentation.

Marie pointed out that one of the attendees at the meeting arrived in a fairly robust wheelchair which could maneuver the challenging terrain in his Belmont neighborhood. But, he addressed how he had challenges boarding buses with

his updated wheelchair. The subject of wheelchair accessibility raised many questions and comments from the membership. Most comments questioned the current wheelchair standards for transportation, and whether they are adequate to keep up with new technology. Alex asked if there was a movement for lifts to carry specifically a 600 pound wheelchair. Tina said that all District vehicles comply with ADA requirements.

Tina commented that manufacturers are developing new technologies that may have been designed to improve home life, but the consumers have not been made aware that these devices may not be compatible with public transit. Eligible Redi-Wheels consumers cannot be denied paratransit eligibility, but they may be denied a trip if the mobility device cannot be safely boarded and secured on the vehicle.

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

Barbara reported no change

Tina did not have any further update on the three additional cut-away vehicles.

#### **C. EDUCATION COMMITTEE**

Sammi reported that the next meeting is on February 2, 2018 at 1:00pm.

#### **D. EXECUTIVE COMMITTEE**

Mike reported that the committee did not meet during the past month and there is nothing to report.

A draft PCC Work Plan from the October 2017 Retreat was discussed in great detail. The membership reviewed the Draft Work Plan by adding the responsible parties and timelines. The document will continue to be reviewed at the February 13<sup>th</sup> PCC Meeting.

The Driver's Appreciation Party is scheduled for April 10<sup>th</sup>.

#### **CONSUMER CORPS:**

##### **A. Quarterly Report for October 1, 2017 to December 31, 2017**

This will be provided at the next meeting

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

##### **A. Operational Report**

Tina provided an update on the Get Us Moving SMC project: About 10,000 survey responses have been received at this point. Most of the responses were from the hardcopy mailers which have been returned. The project is still encouraging people to submit their surveys via mailers or the website. The mailers are provided in multiple languages. Contact Tina if you know of areas that would benefit from these multilingual surveys



## **B. Performance Summary**

Total Trips served shows that in November, numbers were up year over year, although average weekday ridership has remained relatively the same. The percentage of trips provided by taxis has decreased compared to the same month the previous year. On-time performance was 89.8% which is close to the 90% target. Same day cancels have increased. Productivity is 1.88 passengers per hour which is good.

Dinae stated that she has experienced an increase in late pick-ups especially with taxis. Talib apologized and explained that Serra Cab recently went through a software upgrade and are in the middle of fixing the bugs encountered with the upgrade. Mike asked if they could revert to the previous software. Unfortunately, Talib said the previous software will no longer be supported and they will need to adapt to the new software.

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

Comments information is not available yet due to the comments software update. John said that the software upgrade has been disrupted and they are working out the bugs. Once resolved, John will ask that an ad hoc group be convened to discuss a new Comments report format.

## **D. Safety Report**

Mark Weinstein said that there were 3 preventable events. One event included driving over a curb. The second event included broad siding another vehicle and the third was a taxi that rear ended another vehicle.

There were questions regarding dispatcher training in dealing with customers with issues such as late pick-ups. Many in the membership stated they have experienced Customer Service calls handled quite rudely. Mark will review.

## **LIAISON REPORTS:**

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

The next CTC meeting is scheduled for March 8th from 9:30-11:00 a.m. at 925 Main Street in Half Moon Bay.

### **B. AGENCY**

Nancy said there was nothing to report.

### **C. ERC**

Mike said there is nothing to report

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

Sandra Lang reported that from the January 8th meeting, the COA appointed 4 new Commissioners. They are meeting for their retreat on February 20th in a

Silicon Valley location. They will have their General Meeting on February 20<sup>th</sup>. The Transportation meetings are usually held on the 3<sup>rd</sup> Wednesday of the month. The New Beginnings Coalition Meeting was scheduled to meet on January 16<sup>th</sup> but was subsequently cancelled.

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

Ben said that they did not meet the past month.

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

Ben is still working on Emergency Preparedness presentations specifically for San Bruno.

Alex distributed two flyers regarding:

Voter's Choice Act and Focus Group. The focus group is scheduled for Tuesday January 16<sup>th</sup> from 2- 3 p.m. at 2001 Winward Way Suite 102, San Mateo CA 94404. The Voter's Choice Act public meeting will be held on Thursday, January 18<sup>th</sup>.

Workshop on Better Choices, Better Health also located at CID on Wednesdays January 24<sup>th</sup> through February 28<sup>th</sup> from 2:00 p.m. to 4:30 p.m. Space is limited. Contact 408-961-9877 or e-mail [bcbh@healthtrust.org](mailto:bcbh@healthtrust.org).

#### **OTHER BUSINESS**

Dinae reported a January 3<sup>rd</sup> taxi ride where pick-up was very late. Tina will work with Dinae directly on this issue.

Judy mentioned a specific problem she experienced today with the SamTrans elevators providing limited time for her wheelchair to enter. Tina will address this with Judy.

Barbara provided flyers for an event, "The Power of Music" on January 24<sup>th</sup> from 4:00 to 5:30 p.m. It is an interactive Hands-On Presentation located at the Rosener House Adult Day Services, 500 Arbor Road, Menlo Park. Contact 650-322-0126 or e-mail [kminden@penvol.org](mailto:kminden@penvol.org)

Aki noted that the Center for Disease control encourages individuals to get their flu shots.

The next PAL and PCC meetings will be held on Tuesday, February 13, 2018. 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 3:35 p.m.

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

**MEETING MINUTES  
11:30 a.m.-12:30 p.m.  
January 9, 2018**

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Dinae Cruise, Vice-Chair; Sammi (Wilhelmina) Riley, Consumer; Tina Dubost, SamTrans; Sandra Lang, COA; Benjamin McMullan, Center for Independence of Individuals with Disabilities; Dale Edwards, Consumer; Alex Madrid, CID; Aki Eejima, Consumer; Nancy Keegan; Sutter Health Senior Focus.

**GUESTS:** Richard Weiner, Nelson-Nygaard; Lorna Rodriguez-Wong, PCC Staff; Mark Weinstein, First Transit; Ashish John, SamTrans; John Sanderson, SamTrans; Carmen Santoni, Catholic Charities; Larissa Vaserman, Consumer.

**ABSENTEES:** Marie Violet, Sequoia Hospital; Susan Capeloto, Department of Rehabilitation; Barbara Kalt; Rosener House, Consumer; Monica Colondres, Community Resident;

**WELCOME:**

Mike called the meeting to order at 11:35am and welcomed all to the PAL meeting.

**DECEMBER PAL MINUTES:**

Sammi Riley motioned to approve the December meeting minutes and Ben McMullan seconded the motion. The minutes were approved without changes.

**LEGISLATIVE UPDATES:**

Tina Dubost provided the legislative updates:

**FEDERAL:**

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She also said that there is a proposal for a 1/8<sup>th</sup> cent tax in San Francisco, San Mateo and Santa Clara Counties that would provide funding for Caltrain. It would probably not appear on the ballot until 2020.

Mike wanted to verify that this was not the same as the 1/2 cent sales tax that is associated with the Get US Moving SMC project. Tina clarified that it was not the same measure.

#### **LOCAL ADVOCACY ISSUES—OPEN DISCUSSION:**

Tina provided an update on the GetUsMovingSMC project:

About 10,000 survey responses have been received at this point. Most of the responses were from the hardcopy mailers which have been returned. The project is still encouraging people to submit their surveys via mailers or the website. The mailers are provided in multiple languages. Contact Tina if you know of areas that would benefit these multilingual surveys

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**OTHER BUSINESS:**

The PCC will meet today from 1:30-3:30 p.m.

The next PAL meeting is scheduled for Tuesday, February 13, 2018 from 11:30 a.m. to 12:30 p.m.

The meeting adjourned 12:32 p.m.

**CRC ITEM # 7  
MARCH 7, 2018**

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

**TO:** Community Relations Committee

**THROUGH:** Jim Hartnett  
General Manager/CEO

**FROM:** David Olmeda  
Chief Operating Officer, Bus

**SUBJECT: MOBILITY MANAGEMENT REPORT: MID-YEAR PERFORMANCE REPORT**

**ACTION**

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

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Staff will report on existing and new technologies being used on buses.

This month's presentation will be presented via PowerPoint.

Prepared by: Donald G. Esse, Senior Operations Financial Analyst 650-508-6329

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **DASHBOARD REPORT: OCTOBER – DECEMBER 2017**

**ACTION**

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

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

Staff will report on ridership, safety, quality of service, and comparative economic data for the quarter October-December 2017.

**STRATEGIC INITIATIVE**

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

This month's presentation will be presented via PDF.

Prepared by: Ryan Cruz, Scheduler Planner

650-508-6479

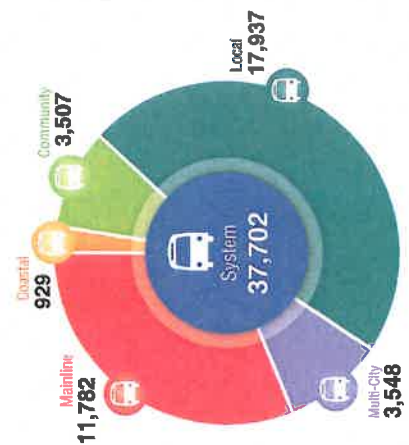
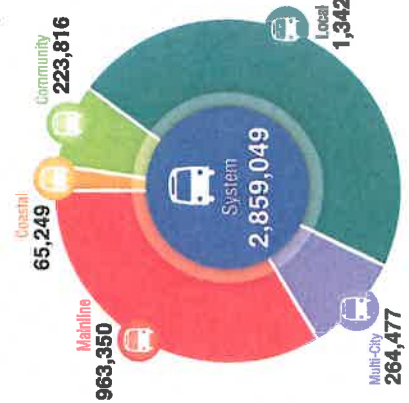


# 2017 SamTrans Service Statistics

## Quarterly Report (Oct-Dec)

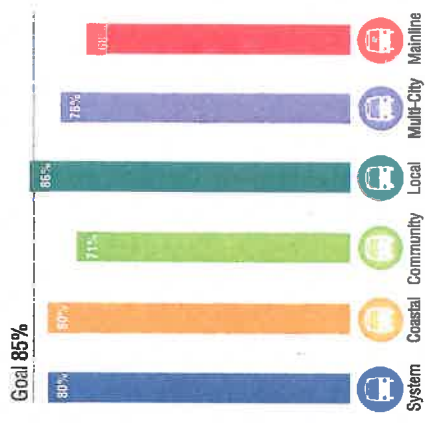


### TOTAL PASSENGERS

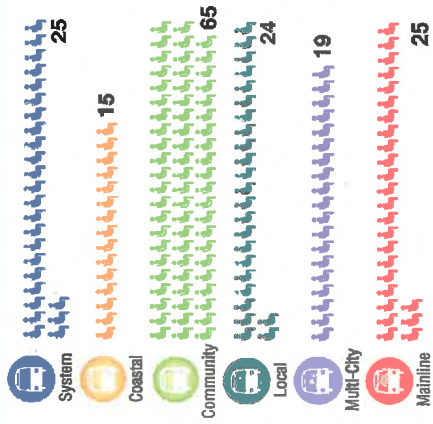


### AVERAGE WEEKDAY RIDERSHIP

### ON-TIME PERFORMANCE



### WEEKDAY PASSENGERS/VEHICLE REVENUE HOUR



**Coastal:** Routes serving the coast community - from Half Moon Bay to Pacifica (Routes 15, 17, FLXP...)  
**Community:** Infrequent, community-specific routes which do not operate during off-peak hours. (Routes 11, 43, 58 etc...)  
**Local:** Routes designed to carry passengers between major passenger hubs, employment centers, and residential neighborhoods. (Routes 110, 120, 250, 280, etc...)  
**Mainline:** Long-distance routes serving significant portions of the county, generally at higher frequency. (Routes 202 & ECR)
**Multi-City:** Routes serving multiple cities, including some offering express or late-night service. (Routes 295, 300, BX, etc...)

### TOTAL MILES TRAVELED



### PREVENTABLE ACCIDENTS



### MILES BETWEEN PREVENTABLE ACCIDENTS



### SERVICE CALLS



### MILES BETWEEN SERVICE CALLS



### DID NOT OPERATE



### DID NOT OPERATE/100,000 Trips



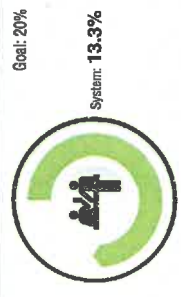
### TOP 3 COMPLAINTS



### Complaints/100,000 Boardings



### FAREBOX RECOVERY RATIO





**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **MULTIMODAL RIDERSHIP REPORT – JANUARY 2018**

**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" details total and average daily ridership by day type (i.e. Weekdays, Weekends, and Holidays).

Table "E" provides additional information regarding SamTrans performance standards, including Average Weekday Ridership, On-Time Performance, and Token Usage (adult and youth).

**AVERAGE WEEKDAY RIDERSHIP – JANUARY 2018 COMPARED TO JANUARY 2017**

**Grand Total** – 146,130, a decrease of 1.6 percent

**Bus** – 33,640, a decrease of 5.9 percent

**Paratransit** – 1,140, an increase of 3.6 percent

**Shuttles** – 10,900 a decrease of 7.9 percent

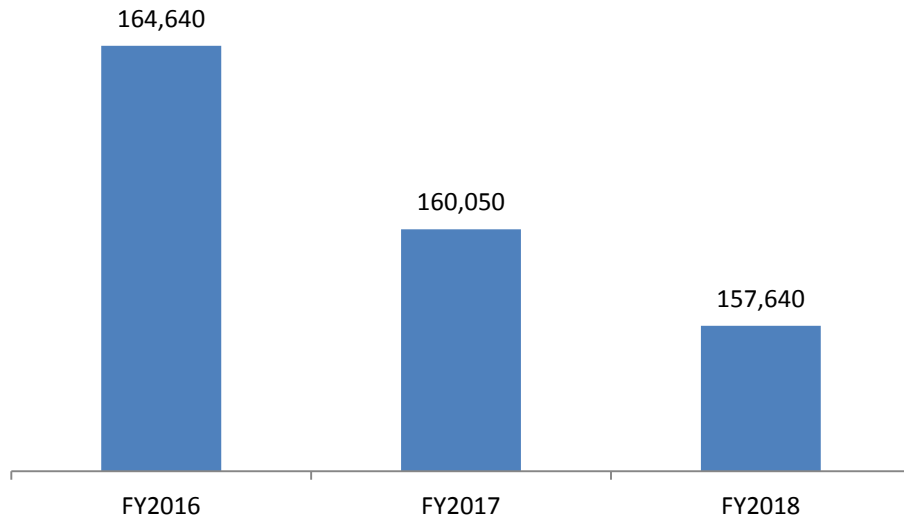
**Caltrain** – 57,020, an increase of 3.2 percent

**Table A  
Average Weekday Ridership**

January 2018 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	40,080	35,740	33,640	-5.9%
Paratransit	1,140	1,100	1,140	3.6%
Shuttles	12,620	11,840	10,900	-7.9%
Caltrain	56,010	55,270	57,020	3.2%
<b>Total</b>	109,860	103,950	102,700	-1.2%
BART Extension (No Daly City)	47,950	44,540	43,430	-2.5%
<b>Grand Total</b>	157,810	148,500	146,130	-1.6%
<b>Weekdays</b>	20	21	22	

January 2018 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	42,130	39,120	36,880	-5.7%
Paratransit	1,190	1,210	1,220	0.8%
Shuttles	11,260	12,060	11,540	-4.3%
Caltrain	59,290	58,250	60,360	3.6%
<b>Total</b>	113,880	110,640	109,990	-0.6%
BART Extension (No Daly City)	50,760	49,410	47,650	-3.6%
<b>Grand Total</b>	164,640	160,050	157,640	-1.5%

Chart A  
Grand Total Average Weekday Ridership (FYTD)



**MONTHLY TOTAL RIDERSHIP – JANUARY 2018 COMPARED TO JANUARY 2017**

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

**Grand Total** – 3,768,010 a decrease of 0.4 percent

**Bus** – 881,280, a decrease of 2.4 percent

**Paratransit** – 28,660, an increase of 2.8 percent

**Shuttles** – 241,240 a decrease of 4.6 percent

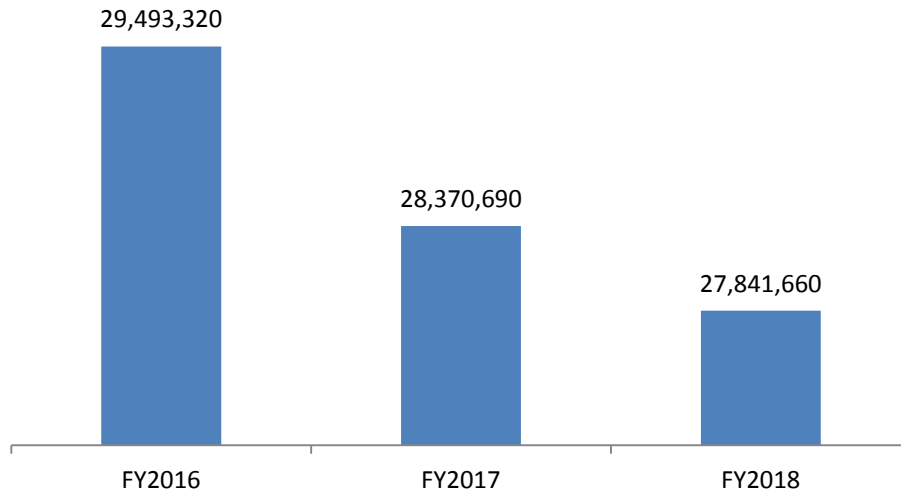
**Caltrain** – 1,525,550, an increase of 3.3 percent

**Table B  
Total Monthly Ridership**

January 2018 Total Monthly Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	998,200	902,570	881,280	-2.4%
Paratransit	26,930	27,890	28,660	2.8%
Shuttles	262,120	252,930	241,240	-4.6%
Caltrain	1,476,200	1,477,360	1,525,550	3.3%
<b>Total</b>	<b>2,763,450</b>	<b>2,660,750</b>	<b>2,676,730</b>	<b>0.6%</b>
BART Extension (No Daly City)	1,174,690	1,121,680	1,091,290	-2.7%
<b>Grand Total</b>	<b>3,938,140</b>	<b>3,782,430</b>	<b>3,768,010</b>	<b>-0.4%</b>
<b>Weekdays</b>	<b>20</b>	<b>21</b>	<b>22</b>	

January 2018 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	7,556,250	6,976,700	6,602,650	-5.4%
Paratransit	202,720	208,910	209,580	0.3%
Shuttles	1,681,420	1,787,730	1,720,740	-3.7%
Caltrain	11,071,660	10,817,920	11,001,880	1.7%
<b>Total</b>	<b>20,512,040</b>	<b>19,791,260</b>	<b>19,534,840</b>	<b>-1.3%</b>
BART Extension (No Daly City)	8,981,280	8,579,440	8,306,830	-3.2%
<b>Grand Total</b>	<b>29,493,320</b>	<b>28,370,690</b>	<b>27,841,660</b>	<b>-1.9%</b>

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



The following summaries illustrate the number of riders by fare category and by day type for the month of January 2018. 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**

Fare Category	Weekday	Saturday	Sunday	Holiday	Total
Adult Cash	113,407	14,117	11,364	2,277	141,165
Adult Pass	374,383	36,661	29,053	5,429	445,526
Youth Cash	109,325	6,251	4,534	963	121,073
Youth Pass	31,926	1,390	971	74	34,362
Eligible Discount	108,021	14,734	11,056	2,298	136,109
<b>Total</b>	<b>737,062</b>	<b>73,153</b>	<b>56,978</b>	<b>11,041</b>	<b>878,234</b>

	January 2016	January 2017	January 2018	2018 Calendar Year-to-Date
Adult Cash	206,431	159,785	141,165	141,165
Adult Pass	469,007	449,998	445,526	445,526
Youth Cash	132,727	122,634	121,073	121,073
Youth Pass	57,044	40,120	34,362	34,362
Eligible Discount	129,493	126,838	136,109	136,109
<b>Total</b>	<b>994,702</b>	<b>899,374</b>	<b>878,234</b>	<b>878,234</b>

**Table D  
SamTrans Bus Ridership Summary**

January 2018 SamTrans Ridership Summary		
By day type:	Total Riders	Average Daily Riders
Weekdays	737,062	34,180
Saturdays	73,153	18,288
Sundays	56,978	14,244
Holiday(s)	11,041	11,041
<b>Total</b>	<b>878,234</b>	<b>28,330</b>

**OTHER NOTES:**

Total Monthly Ridership’s factors:

- 22 weekdays in 2018, compared to 21 days in 2017 and 20 days in 2016
- Multiple routes were merged on January 21, 2018, possibly resulting in less trips per passenger per day
- 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 E  
Bus Performance Standards**

		AWR	OTP	Tokens	
				Adult	Youth
January	2017	35,720	83.81%	25,870	23,417
February	2017	37,150	83.22%	23,371	22,765
March	2017	40,500	82.21%	25,905	30,624
April	2017	36,672	82.83%	23,973	20,876
May	2017	40,439	81.94%	24,725	28,641
June	2017	34,596	81.07%	24,090	15,361
July	2017	32,293	83.50%	25,159	4,828
August	2017	36,201	80.36%	26,583	18,075
September	2017	44,590	81.48%	27,967	34,211
October	2017	40,861	81.71%	28,492	27,678
November	2017	37,807	79.72%	25,213	23,789
December	2017	35,258	79.78%	22,431	21,234
January	2018	34,180	83.47%	22,164	20,410

\*AWR: Does not include Dumbarton ridership

\* Performance standards reflect District Service only

**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

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

## SAMTRANS PROMOTIONS – JANUARY 2018

Marketing Communications was preparing for run book 125 effective on January 21, 2018 as part of the agency's regular scheduled service adjustments. These changes help SamTrans improve performance standards by combining routes and make the bus system run more efficiently. As part of the communication plan included, news release/blogs, heavy organic social media posts, take-one on buses and web button on SamTrans home page.

### SamTrans Digital Metrics - Jan. 2018



#### *New Followers*

**+103**

Jan. 18 - 8,460

Dec, 17 - 8,357

#### *Top Tagged Issues*

- 1. General Compliment**
- 2. Dumbarton**
- 3. General Complaint**

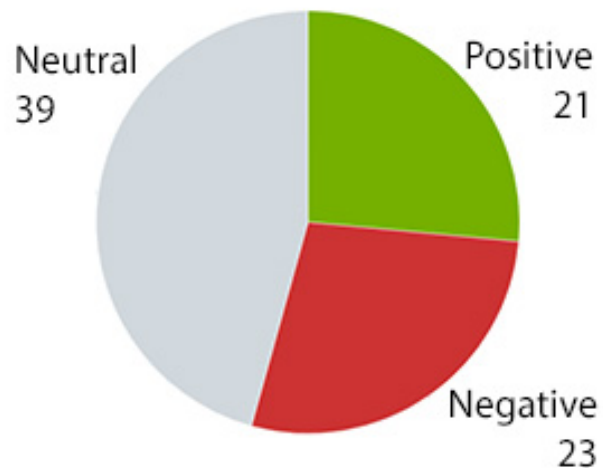
#### *SamTrans.com Pageviews*

**Jan, 18 - 148,698**

Dec, 17 - 131,295

Jan, 17 - 147,493

#### *Social Sentiment*



#### *Dec. Yelp & FB Rating*



*(2 January reviews)*





## AGENDA

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

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

**WEDNESDAY, MARCH 7, 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 February 7, 2018
3. Authorize Acceptance of Statement of Revenue and Expenses for January 2018
4. Authorize Amendment of Fiscal Year 2018 Operating Budget to Increase Total Operating Revenues and Expenses to Continue Get Us Moving San Mateo County Public Engagement Efforts
5. Authorize the Filing and Execution of a Funding Application for the US-101 Express Bus Pilot Project
6. Authorize the Application For and Receipt of San Mateo County Shuttle Program Funds
7. Approval of Compensation Changes for Administrative Employees and Adoption of Salary Ordinance No.101

#### **CONTRACT**

8. Authorize Award of Contract for the Purchase and Delivery of 10 Heavy-Duty Electric Buses and Charging Stations
9. Authorize Award of Contract for Industrial Waste Line Replacement Project
10. Authorize Award of Contract to Provide Industrial Waste Disposal Services
11. Adjourn

**Committee Members: Karyl Matsumoto, Rose Guilbault, Dave Pine**

#### 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  
FEBRUARY 7, 2018**

Committee Members Present: K. Matsumoto, (Committee Chair), R. Guilbault, D. Pine

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

Other Board Members Absent: C. Groom

Staff Present: R. Bolon, J. Cassman, A. Chan, C. Gumpal, J. Hartnett, D. Hansel, R. Lobo, C. Mau, D. Olmeda, S. Murphy, S. van Hoften

Committee Member Matsumoto called the meeting to order at 2:46 pm.

**Approval of Minutes of January 3, 2018**

Motion/Second: Ratto/Pine

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

Absent: Groom

**Acceptance of Statement of Revenue and Expenses for December 2017**

Derek Hansel, Chief Finance Officer, reported that fare revenues are projected to be lower than forecast but sales tax is up as well as investment revenue. He noted the budget season is upon him and it will come forward in April.

CFO Hansel responded to questions regarding the pre-payment of the CalPERS obligation, volatility fuel pricing and its impact, forecasting the revenue from sales tax, Mr. Hansel discussed the current structural deficit.

Motion/Second: Gee/Kersteen-Tucker

Ayes: Gee, Guilbault, Kersteen-Tucker, Pine, Ratto, Stone

Absent: Groom, Matsumoto, Powell

**Authorize Acceptance of Quarterly Investment Review and Fixed Income Market for the Period Ending December 31, 2017**

Isaac Chew, Public Financial Management, provided a market update and portfolio review for the period ending December 31, 2017. He noted the strong credit rating of the portfolio and outperformance of projections. He discussed risk, the preservation of capital, liquidity and yield.

Motion/Second: Pine/Guilbault

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

Absent: Groom

**Authorize Declaration of an Emergency for the Replacement of a Ruptured Fuel Line of North Base and Ratification of an Emergency Purchase Order**

Motion/Second: Gee/Stone

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

Absent: Groom

Adjourned: 3:55 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  
JANUARY 31, 2018**

**ACTION**

Staff proposes the Committee recommend that the Board accept and enter into the record the Statement of Revenues and Expenses for the month of January 2018 and supplemental information.

This staff report provides a brief discussion of significant items and trends on the attached Statement of Revenues and Expenses through January 31, 2018. 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 \$5.1 million compared to a \$6.0 million projected deficit in the revised budget (page 1, line 35). This is an improvement of \$0.9 million. The variance is driven by savings in Motor Bus expenses (page 1, line 19) due primarily to lower Professional Services (page 3, line 7), Technical Services (page 3, line 8), Fuel and Lubricants (page 3, line 12) and Contracted Urban Bus Service (page 3, line 35). The lower Motor Bus expense of \$2.1 million is partially offset by lower Passenger Fares of \$1.2 million (page 1, line 1).

**Year to Date Revenues:** As of January year-to-date actuals, the Total Sources of Funds (page 1 of the Statement of Revenues and Expenses, line 15) are \$2.7 million higher than the prior year. This is driven by a higher District ½ cent Sales Tax (page 1, line 10) partially offset by 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).

**Year to Date Expenses:** As of January year-to-date actuals, the Total Uses of Funds (page 1, line 33) are \$8.5 million higher than the prior year-to-date actuals. This is primarily due to Total Motor Bus expenses which are higher by \$2.2 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 \$1.1 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 January 2018.

**STRATEGIC INITIATIVE**

This item does not achieve a strategic initiative.

Prepared By:

Melanie Hartanto, Accountant  
Jeannie Chen, Manager, General Ledger

650-508-6478  
650-508-6259

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

% OF YEAR ELAPSED: 58.3%

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
<b>SOURCES OF FUNDS</b>								
<b>Operating Revenues</b>								
1 Passenger Fares	\$ 9,891,674	\$ 9,290,199	\$ (601,476)	(6.1%)	\$ 16,977,116	\$ 15,818,453	\$ (1,158,663)	(6.8%)
2 Local TDA and STA Funds	23,850,037	24,507,857	657,819	2.8%	42,013,473	42,013,473	0	0.0%
3 Pass through to Other Agencies	112,752	488,058	375,305	332.9%	836,536	836,536	0	0.0%
4 Operating Grants	2,227,075	1,375,808	(851,267)	(38.2%)	5,382,754	5,382,754	0	0.0%
5 SMCTA Measure A	5,652,117	5,680,291	28,174	0.5%	9,577,753	9,577,753	0	0.0%
6 SM County Measure A & Other	2,916,667	2,187,500	(729,167)	(25.0%)	3,750,000	3,750,000	0	0.0%
7 AB434 Funds, TA Funded Shuttle & Other	63,583	178,408	114,825	180.6%	532,794	532,794	0	0.0%
8 <b>Subtotal - Operating Revenues</b>	<b>44,713,906</b>	<b>43,708,121</b>	<b>(1,005,785)</b>	<b>(2.2%)</b>	<b>79,070,426</b>	<b>77,911,763</b>	<b>(1,158,663)</b>	<b>(1.5%)</b>
<b>Other Revenue Sources</b>								
10 District 1/2 Cent Sales Tax	46,802,248	50,328,985	3,526,737	7.5%	84,660,000	84,660,000	0	0.0%
11 Investment Interest	916,869	1,172,685	255,816	27.9%	1,100,312	1,100,312	0	0.0%
12 Other Interest, Rent & Other Income	4,588,173	4,480,246	(107,928)	(2.4%)	7,832,588	7,832,588	0	0.0%
13 <b>Subtotal - Other Revenues</b>	<b>52,307,290</b>	<b>55,981,916</b>	<b>3,674,625</b>	<b>7.0%</b>	<b>93,592,900</b>	<b>93,592,900</b>	<b>0</b>	<b>0.0%</b>
14								
15 <b>Total Sources of Funds</b>	<b>97,021,196</b>	<b>99,690,037</b>	<b>2,668,840</b>	<b>2.8%</b>	<b>172,663,326</b>	<b>171,504,663</b>	<b>(1,158,663)</b>	<b>(0.7%)</b>
16								
<b>USES OF FUNDS</b>								
<b>Operating Expenses</b>								
19 Motor Bus	62,248,506	64,408,970	2,160,464	3.5%	120,329,771	118,217,242	(2,112,529)	(1.8%)
20 A. D. A. Programs	9,910,162	10,998,512	1,088,350	11.0%	18,432,288	18,502,501	70,213	0.4%
21 Caltrain	3,780,003	3,599,029	(180,974)	(4.8%)	6,191,353	6,191,353	0	0.0%
22 Other Multi-modal Programs	1,133,168	1,105,579	(27,589)	(2.4%)	2,320,546	2,320,546	0	0.0%
23 Pass through to Other Agencies	112,752	488,058	375,306	332.9%	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 <b>Total Operating Expense</b>	<b>77,184,591</b>	<b>80,600,147</b>	<b>3,415,557</b>	<b>4.4%</b>	<b>148,156,210</b>	<b>146,113,894</b>	<b>(2,042,316)</b>	<b>(1.4%)</b>
26								
27 <b>Total Operating Surplus/ (Deficit)</b>	<b>19,836,606</b>	<b>19,089,889</b>	<b>(746,716)</b>	<b>(3.8%)</b>	<b>24,507,116</b>	<b>25,390,770</b>	<b>883,654</b>	<b>3.6%</b>
28								
29 <b>Sales Tax Allocation - Capital Program **</b>	<b>0</b>	<b>5,127,158</b>	<b>5,127,158</b>	<b>0.0%</b>	<b>8,789,413</b>	<b>8,789,413</b>	<b>0</b>	<b>0.0%</b>
30								
31 <b>Total Debt Service</b>	<b>5,830,326</b>	<b>5,763,512</b>	<b>(66,814)</b>	<b>(1.1%)</b>	<b>21,684,044</b>	<b>21,684,044</b>	<b>0</b>	<b>0.0%</b>
32								
33 <b>Total Uses of Funds</b>	<b>\$ 83,014,917</b>	<b>\$ 91,490,817</b>	<b>\$ 8,475,900</b>	<b>10.2%</b>	<b>\$ 178,629,667</b>	<b>\$ 176,587,351</b>	<b>\$ (2,042,316)</b>	<b>(1.1%)</b>
34								
35 <b>PROJECTED SURPLUS/ (DEFICIT)</b>	<b>\$ 14,006,280</b>	<b>\$ 8,199,219</b>	<b>\$ (5,807,060)</b>	<b>(41.5%)</b>	<b>\$ (5,966,342)</b>	<b>\$ (5,082,688)</b>	<b>\$ 883,654</b>	<b>(14.8%)</b>

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  
JANUARY 2018**

% OF YEAR ELAPSED: **58.3%**

	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
<b>OPERATING REVENUES- MOTOR BUS</b>								
1 TOTAL MOTOR BUS FARES	\$ 9,478,192	\$ 8,770,720	\$ (707,473)	(7.5%)	\$ 16,235,675	\$ 15,077,012	\$ (1,158,663)	(7.1%)
2 LOCAL (TDA) TRANSIT FUND:								
3 General Operating Assistance	21,938,939	21,257,104	(681,834)	(3.1%)	36,440,750	36,440,750	0	0.0%
4 STATE TRANSIT ASSISTANCE:								
5 Local STA Operating Assistance	599,333	1,930,913	1,331,579	222.2%	3,310,138	3,310,138	0	0.0%
6 OPERATING GRANTS								
7 TOTAL OPERATING GRANTS	1,009,121	341,348	(667,773)	(66.2%)	1,481,020	1,481,020	0	0.0%
8 DISTRICT 1/2 CENT SALES TAX:								
9 General Operating Assistance	25,043,535	27,668,637	2,625,102	10.5%	55,974,633	55,020,767	(953,866)	(1.7%)
10 Accessibility Fixed Route	555,172	539,983	(15,189)	(2.7%)	1,108,056	1,108,056	0	0.0%
11 TOTAL 1/2 CENT SALES TAX	25,598,707	28,208,620	2,609,913	10.2%	57,082,689	56,128,823	(953,866)	(1.7%)
12 INVESTMENT INTEREST INCOME:								
13 Investment Interest Income	717,104	927,862	210,758	29.4%	861,312	861,312	0	0.0%
14 OTHER REVENUE SOURCES:								
15 Rental Income	902,563	877,290	(25,273)	(2.8%)	1,400,000	1,400,000	0	0.0%
16 Advertising Income	428,526	1,048,062	619,536	144.6%	1,210,700	1,210,700	0	0.0%
17 Other Income	1,576,020	1,047,051	(528,969)	(33.6%)	2,307,488	2,307,488	0	0.0%
18 TOTAL OTHER REVENUES	2,907,110	2,972,403	65,293	2.2%	4,918,188	4,918,188	0	0.0%
19								
20								
21								
22 TOTAL MOTOR BUS	62,248,506	64,408,970	2,160,463	3.5%	120,329,771	118,217,242	(2,112,529)	(1.8%)
23								
24 AMERICAN DISABILITIES ACT:								
25 Passenger Fares Redi-Wheels	413,482	519,479	105,997	25.6%	741,441	741,441	0	0.0%
26 Local TDA 4.5 Redi-Wheels	1,075,808	1,118,795	42,986	4.0%	1,917,934	1,917,934	0	0.0%
27 Local STA - Paratransit	235,957	201,045	(34,912)	(14.8%)	344,649	344,649	0	0.0%
28 Operating Grants	1,217,954	1,034,460	(183,494)	(15.1%)	3,828,953	3,828,953	0	0.0%
29 Sales Tax - District ADA Programs	111,019	1,848,040	1,737,021	1564.6%	981,809	1,052,021	70,213	7.2%
30 Sales Tax - Paratransit Suppl. Coastside	1,038,066	1,008,469	(29,597)	(2.9%)	1,842,100	1,842,100	0	0.0%
31 Interest Income - Paratransit Fund	199,765	244,823	45,059	22.6%	239,000	239,000	0	0.0%
32 SMCTA Measure A Redi-Wheels	1,872,114	2,081,262	209,148	11.2%	3,386,400	3,386,400	0	0.0%
33 SM County Measure A & Other	2,916,667	2,187,500	(729,167)	(25.0%)	3,750,000	3,750,000	0	0.0%
34 Measure M Paratransit	829,330	754,639	(74,692)	(9.0%)	1,400,000	1,400,000	0	0.0%
35 TOTAL ADA PROGRAMS	9,910,162	10,998,512	1,088,349	11.0%	18,432,288	18,502,501	70,213	0.4%
36								
37 MULTI-MODAL TRANSIT PROGRAMS:								
38 Transfer from SMCTA for Caltrain	3,780,003	3,599,029	(180,974)	(4.8%)	6,191,353	6,191,353	0	0.0%
39 AB434 Funds, TA Funded Shuttle & Other	63,583	178,408	114,825	180.6%	460,013	460,013	0	0.0%
40 Employer SamTrans Shuttle Funds	851,734	753,204	(98,530)	(11.6%)	1,514,400	1,514,400	0	0.0%
41 Sales Tax - SamTrans Shuttle Program	124,971	70,654	(54,318)	(43.5%)	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.	92,879	103,313	10,434	11.2%	170,000	170,000	0	0.0%
44								
45 TOTAL MULTIMODAL	4,913,171	4,704,608	(208,563)	(4.2%)	8,511,899	8,511,899	0	0.0%
46								
47 TOTAL REVENUES	\$ 77,071,838	\$ 80,112,090	\$ 3,040,252	3.9%	\$ 147,273,958	\$ 145,231,642	\$ (2,042,316)	(1.4%)

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

**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2018  
JANUARY 2018**

**% OF YEAR ELAPSED: 58.3%**

EXPENSES	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	% VARIANCE	BUDGET*	FORECAST	VARIANCE	% VARIANCE
<b>DISTRICT OPERATED BUSES</b>								
1 Wages & Benefits	\$ 34,013,789	\$ 34,960,290	\$ 946,501	2.8%	\$ 59,583,828	\$ 59,583,828	0	0.0%
2								
3 Services:								
4 Board of Directors	29,999	32,042	2,043	6.8%	86,000	86,000	0	0.0%
5 Contracted Vehicle Maintenance	638,111	697,400	59,290	9.3%	1,335,850	1,335,850	0	0.0%
6 Property Maintenance	530,364	640,033	109,669	20.7%	1,055,500	1,055,500	0	0.0%
7 Professional Services	2,569,265	1,993,172	(576,094)	(22.4%)	5,375,327	4,719,410	(655,917)	(12.2%)
8 Technical Services	3,647,311	3,398,049	(249,263)	(6.8%)	8,096,697	7,159,525	(937,172)	(11.6%)
9 Other Services	1,530,994	1,431,660	(99,333)	(6.5%)	3,160,668	3,160,668	0	0.0%
10								
11 Materials & Supply:								
12 Fuel and Lubricants	1,603,699	1,703,145	99,446	6.2%	3,719,600	3,502,230	(217,370)	(5.8%)
13 Bus Parts and Materials	1,149,058	1,121,751	(27,307)	(2.4%)	2,038,233	2,038,233	0	0.0%
14 Uniforms and Driver Expense	168,404	156,095	(12,310)	(7.3%)	537,231	537,231	0	0.0%
15 Timetables and Tickets	38,040	82,459	44,419	116.8%	326,500	326,500	0	0.0%
16 Office Supplies / Printing	204,685	172,881	(31,804)	(15.5%)	489,412	489,412	0	0.0%
17 Other Materials and Supply	96,055	92,233	(3,822)	(4.0%)	160,000	160,000	0	0.0%
18								
19 Utilities:								
20 Telecommunications	264,469	268,450	3,980	1.5%	745,491	745,491	0	0.0%
21 Other Utilities	650,290	730,500	80,211	12.3%	1,140,000	1,140,000	0	0.0%
22 Insurance Costs	1,661,789	1,749,829	88,040	5.3%	3,042,164	3,042,164	0	0.0%
23 Workers' Compensation	1,965,831	1,845,790	(120,042)	(6.1%)	3,666,068	3,666,068	0	0.0%
24 Taxes and License Fees	302,203	398,238	96,035	31.8%	843,823	843,823	0	0.0%
25 Fixed Route Accessibility	555,172	539,983	(15,188)	(2.7%)	1,108,056	1,108,056	0	0.0%
26 Leases and Rentals	96,132	103,483	7,351	7.6%	182,670	182,670	0	0.0%
27 Promotional and Legal Advertising	129,912	111,635	(18,278)	(14.1%)	869,000	869,000	(0)	0.0%
28 Training and Business Travel	105,272	138,978	33,706	32.0%	827,013	827,013	0	0.0%
29 Dues and Membership	60,100	52,587	(7,512)	(12.5%)	159,043	159,043	0	0.0%
30 Postage and Other	34,624	18,768	(15,856)	(45.8%)	137,359	137,359	0	0.0%
31								
32 <b>Total District Operated Buses</b>	<b>52,045,567</b>	<b>52,439,449</b>	<b>393,882</b>	<b>0.8%</b>	<b>98,685,533</b>	<b>96,875,074</b>	<b>(1,810,459)</b>	<b>(1.8%)</b>
33								
34 <b>CONTRACTED BUS SERVICES</b>								
35 Contracted Urban Bus Service	9,262,453	9,997,241	734,788	7.9%	17,987,300	17,685,230	(302,070)	(1.7%)
36 Other Related Costs	263,881	256,386	(7,495)	(2.8%)	358,914	358,914	0	0.0%
37 Insurance Costs	(527,943)	400,282	928,225	(175.8%)	773,422	773,422	0	0.0%
38 Coastside Services	879,051	998,498	119,447	13.6%	1,973,825	1,973,825	0	0.0%
39 Redi Coast Non-ADA	153,547	134,885	(18,662)	(12.2%)	233,775	233,775	0	0.0%
40 Other Related Costs	63,044	61,837	(1,207)	(1.9%)	116,884	116,884	0	0.0%
41 La Honda - Pescadero	31,500	31,763	263	0.8%	55,130	55,130	0	0.0%
42 SamCoast - Pescadero	67,773	84,249	16,476	24.3%	138,350	138,350	0	0.0%
43 Other Related Cost - SamCoast	9,632	4,379	(5,253)	(54.5%)	6,638	6,638	0	0.0%
44 <b>Total Contracted Bus Service</b>	<b>10,202,939</b>	<b>11,969,520</b>	<b>1,766,582</b>	<b>17.3%</b>	<b>21,644,238</b>	<b>21,342,168</b>	<b>(302,070)</b>	<b>(1.4%)</b>
45								
46 <b>TOTAL MOTOR BUS</b>	<b>\$ 62,248,506</b>	<b>\$ 64,408,970</b>	<b>\$ 2,160,464</b>	<b>3.5%</b>	<b>\$ 120,329,771</b>	<b>\$ 118,217,242</b>	<b>\$ (2,112,529)</b>	<b>(1.8%)</b>

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



**SAN MATEO COUNTY TRANSIT DISTRICT  
OPERATING EXPENSES  
FISCAL YEAR 2018  
JANUARY 2018**

% OF YEAR ELAPSED: **58.3%**

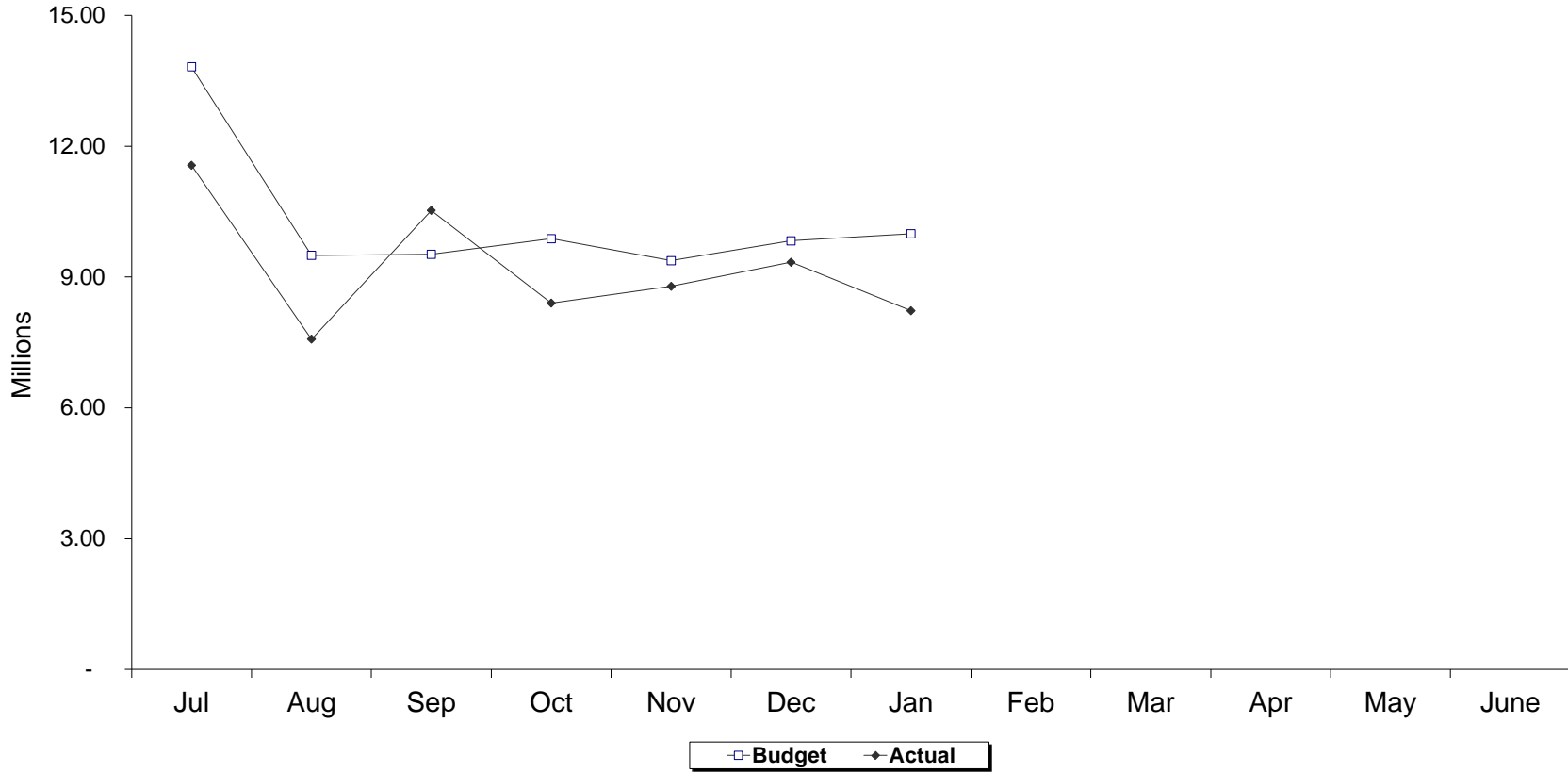
<u>EXPENSES</u>	YEAR-TO-DATE				ANNUAL			
	PRIOR ACTUAL	CURRENT ACTUAL	VARIANCE	%	BUDGET*	FORECAST	VARIANCE	%
<b>AMERICAN DISABILITY ACT PROGRAMS</b>								
Elderly & Disabled/Redi-Wheels	\$ 3,103,119	\$ 3,113,081	\$ 9,962	0.3%	\$ 7,716,600	\$ 5,991,021	\$ (1,725,579)	(22.4%)
Other Related Costs	1,555,656	1,597,909	42,253	2.7%	3,054,568	3,054,568	0	0.0%
ADA Sedans / Taxi Service	2,973,224	2,891,219	(82,005)	(2.8%)	3,704,208	5,500,000	1,795,792	48.5%
ADA Accessibility Support	782,279	802,194	19,916	2.5%	1,505,855	1,505,855	0	0.0%
Coastside ADA Support	1,038,066	1,008,469	(29,597)	(2.9%)	1,842,100	1,842,100	0	0.0%
Insurance Costs	457,817	1,585,639	1,127,822	246.3%	608,957	608,957	(0)	0.0%
<b>TOTAL ADA PROGRAMS</b>	<b>9,910,162</b>	<b>10,998,512</b>	<b>1,088,350</b>	<b>11.0%</b>	<b>18,432,288</b>	<b>18,502,501</b>	<b>70,213</b>	<b>0.4%</b>
<b>MULTI-MODAL TRANSIT PROGRAMS</b>								
<b>CALTRAIN SERVICE</b>								
Peninsula Rail Service	3,780,003	3,599,029	(180,974)	(4.8%)	6,191,353	6,191,353	0	0.0%
<b>Total Caltrain Service</b>	<b>3,780,003</b>	<b>3,599,029</b>	<b>(180,974)</b>	<b>(4.8%)</b>	<b>6,191,353</b>	<b>6,191,353</b>	<b>0</b>	<b>0.0%</b>
<b>OTHER SUPPORT</b>								
SamTrans Shuttle Service	1,040,289	1,002,266	(38,023)	(3.7%)	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	92,879	103,313	10,435	11.2%	170,000	170,000	0	0.0%
<b>Total Other Support</b>	<b>1,133,168</b>	<b>1,105,579</b>	<b>(27,588)</b>	<b>(2.4%)</b>	<b>2,320,546</b>	<b>2,320,546</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>4,913,171</b>	<b>4,704,608</b>	<b>(208,562)</b>	<b>(4.2%)</b>	<b>8,511,899</b>	<b>8,511,899</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 77,071,838</b>	<b>\$ 80,112,090</b>	<b>\$ 3,040,252</b>	<b>3.9%</b>	<b>\$ 147,273,958</b>	<b>\$ 145,231,642</b>	<b>\$ (2,042,316)</b>	<b>(1.4%)</b>

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

## SAN MATEO COUNTY TRANSIT DISTRICT

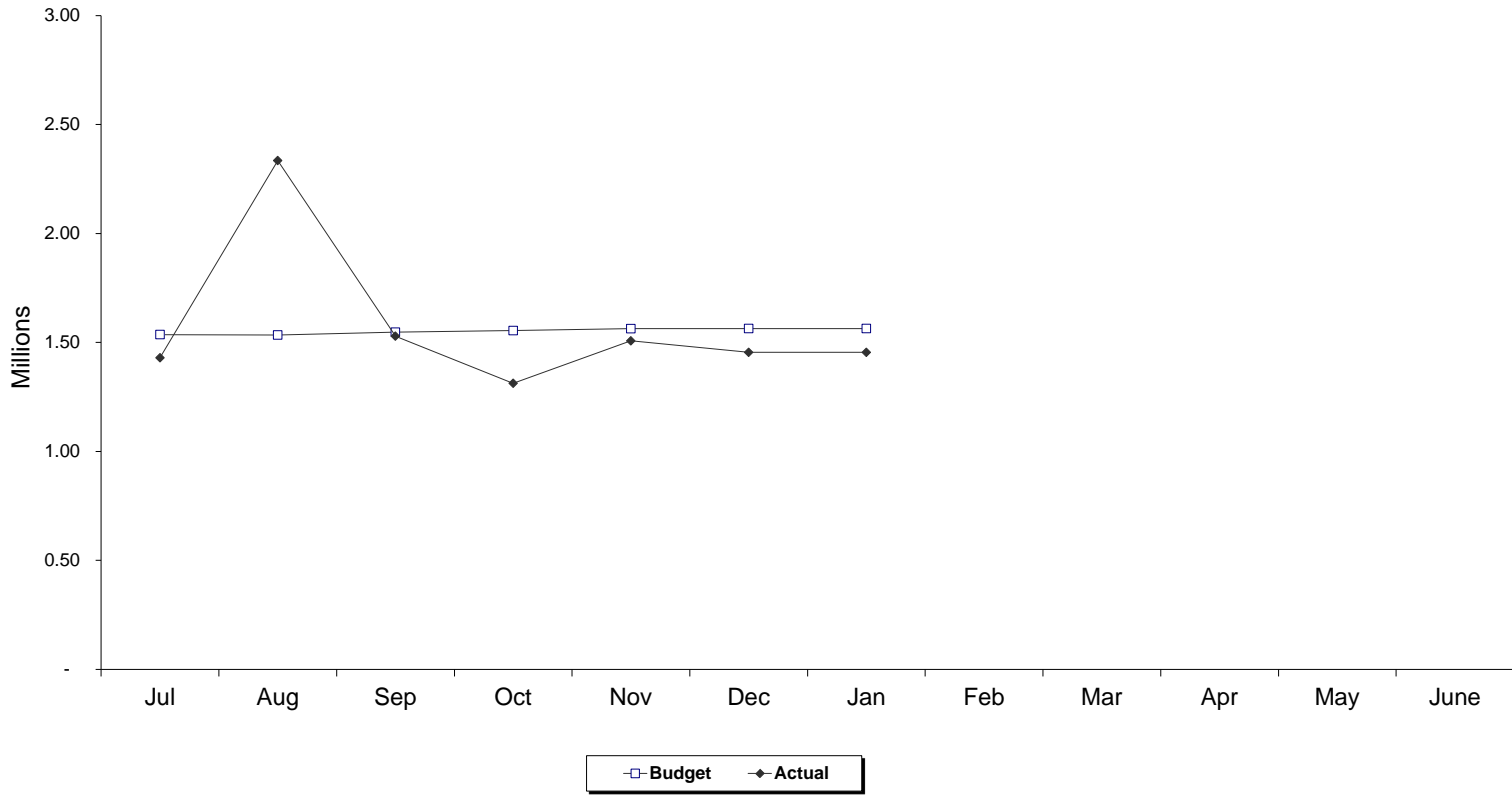
### MOTOR BUS MONTHLY EXPENSES - BUDGET VS ACTUAL

#### FISCAL YEAR 2018



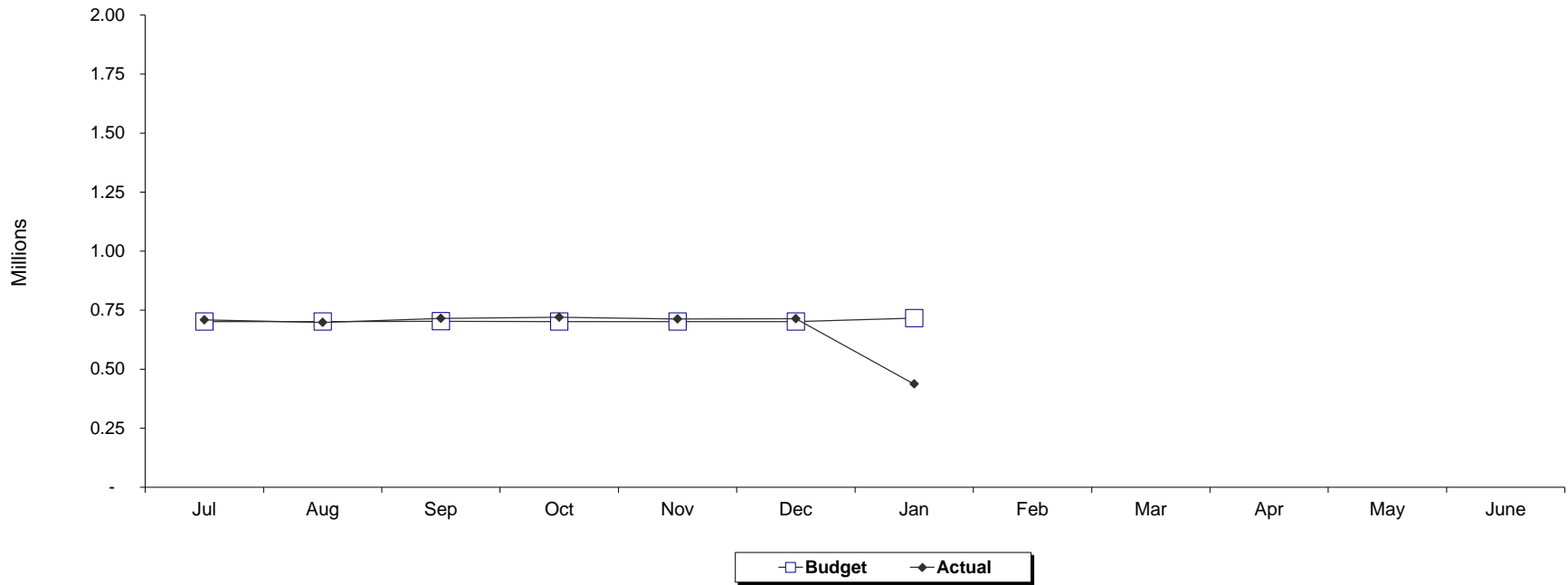
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
<b>MONTHLY EXPENSES</b>													
<b>Budget</b>	13,819,983	9,495,283	9,520,016	9,877,531	9,372,852	9,829,280	9,990,747						
<b>Actual</b>	11,560,304	7,573,200	10,525,864	8,399,907	8,785,098	9,338,288	8,226,309						
<b>CUMULATIVE EXPENSES</b>													
<b>Budget</b>	13,819,983	23,315,266	32,835,282	42,712,813	52,085,665	61,914,945	71,905,692						
<b>Actual</b>	11,560,304	19,133,503	29,659,368	38,059,274	46,844,372	56,182,660	64,408,970						
<b>Variance - F(U)</b>	2,259,679	4,181,762	3,175,915	4,653,539	5,241,293	5,732,285	7,496,722						
<b>Variance %</b>	16.35%	17.94%	9.67%	10.89%	10.06%	9.26%	10.43%						

**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
<b>MONTHLY EXPENSES</b>												
Budget	1,536,055	1,533,805	1,546,999	1,554,251	1,562,876	1,563,826	1,563,825					
Actual	1,429,022	2,334,351	1,528,316	1,312,675	1,507,037	1,454,073	1,454,073					
<b>CUMULATIVE EXPENSES</b>												
Budget	1,536,055	3,069,860	4,616,860	6,171,111	7,733,987	9,297,813	10,861,638					
Actual	1,429,022	3,763,373	5,291,689	6,604,363	8,111,400	9,565,473	11,019,547					
Variance - F(U)	107,033	(693,513)	(674,829)	(433,253)	(377,413)	(267,660)	(157,909)					
Variance %	6.97%	-22.59%	-14.62%	-7.02%	-4.88%	-2.88%	-1.45%					

**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
<b>MONTHLY EXPENSES</b>												
Budget	701,977	701,977	702,977	701,977	701,977	701,976	716,377					
Actual	708,355	697,901	714,972	719,974	712,527	713,760	437,118					
<b>CUMULATIVE EXPENSES</b>												
Budget	701,977	1,403,953	2,106,930	2,808,906	3,510,883	4,212,859	4,929,236					
Actual	708,355	1,406,257	2,121,229	2,841,203	3,553,730	4,267,490	4,704,608					
Variance - F(U)	(6,378)	(2,303)	(14,299)	(32,297)	(42,847)	(54,631)	224,627					
Variance %	-0.91%	-0.16%	-0.68%	-1.15%	-1.22%	-1.30%	4.56%					

**SAN MATEO COUNTY TRANSIT DISTRICT**

**INTEREST ON INVESTMENTS**

**January 31, 2018**

DESCRIPTION	TOTAL INVESTMENT 1-31-18	INTEREST RECEIVABLE 12-31-17	PREPAID INT RECEIVABLE 1-31-18	INTEREST EARNED 1-31-18	INTEREST RECEIVED 1-31-18	ADJ.	INTEREST RECEIVABLE 1-31-18
RESERVE FOR CAPITAL PROJ	0.00	(0.00)	0.00	0.00	0.00	0.00	(0.00)
LAIF -- CAPITAL PROJ	78,159.60	232.40	0.00	89.48	329.42	97.02	89.48
REIMB SECURITIES -- L76R	89,130,383.32	406,506.03	6,060.08	140,213.15	256,275.86	75.31	296,578.71
LAIF -- REIMB FUNDS L76R	3,031,234.92	13,708.66	0.00	3,470.34	12,775.93	(932.73)	3,470.34
PARATRANSIT FUNDS	25,215,032.69	118,675.76	1,851.69	35,758.94	71,279.14	18.30	85,025.55
LAIF -- PARATRANSIT	1,047,012.57	3,113.21	0.00	1,198.68	4,412.91	1,299.70	1,198.68
BANK OF AMERICA	36,618,236.27	0.00	0.00	4,132.24	4,132.24	0.00	0.00
WELLS FARGO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
US Bank - Custodian account	8,608,300.11	5,497.15	0.00	6,214.73	5,497.15	0.00	6,214.73
Debt Service Reserves							
Held by Trustee:	9,500,332.69	0.00	0.00	0.00	0.00	0.00	0.00
	<u>173,228,692.17</u>	<u>547,733.21</u>	<u>7,911.77</u>	<u>191,077.56</u>	<u>354,702.65</u>	<u>557.60</u>	<u>392,577.49</u>

**JANUARY 2018 -- SUMMARY OF INTEREST & CAPITAL GAIN**

Interest Earned 1/31/18	191,635.16
<b>Add:</b>	
CEO Interest	0.00
<b>Less:</b>	
Trust Fees	(633.35)
Capital Gain(Loss)	<u>(39,355.63)</u>
Total Interest & Capital Gain(Loss)	<u>151,646.18</u>

**YEAR TO DATE -- SUMMARY**

Interest Earned	1,286,947.24
<b>Add:</b>	
CEO Interest	
<b>Less:</b>	
Trust Fees	(4,670.91)
Capital Gain(Loss)	<u>(108,381.24)</u>
Total Interest & Capital Gain(Loss)	<u>1,173,895.09</u>

**Balance Per Ledger as of 1/31/18**

Deferred Int Acct. 210852/3	28,296.95
Interest Acct. 409101	1,258,650.29
Less Trust Fees 530045	(4,670.91)
Gain(Loss) Acct. 405210	<u>(108,381.24)</u>
	<u>1,173,895.09</u>

SAN MATEO COUNTY TRANSIT DISTRICT  
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R  
January 31, 2018

Table with columns: TYPE OF SECURITY, CUSIP #, SETTLE DATE, ORIGINAL PURCHASE PRICE, MARKET VALUE 1-31-18, MATURITY/CALL DATE, INT RATE, RATE/DAY, INTEREST REC'BLE 12-31-17, PREPAID INT REC'BLE 1-31-18, INTEREST EARNED 1-31-18, INTEREST RECEIVED 1-31-18, PP INTEREST RECEIVED DATE, ADJ., INTEREST REC'BLE 1-31-18, INT REC'BLE LESS PREPAID 1-31-18, PAR VALUE. Includes sections for U.S. TREASURY NOTES AND BONDS, GOVERNMENT BONDS, CORPORATE NOTE, and COMMERCIAL PAPER.

**SAN MATEO COUNTY TRANSIT DISTRICT  
BOND REIMBURSED FUNDS -- INTEREST ON SECURITIES -- L76R  
January 31, 2018**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 1-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'VBLE 12-31-17	PREPAID INT REC'VBLE 1-31-18	INTEREST EARNED 1-31-18	INTEREST RECEIVED 1-31-18	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 1-31-18	INT REC'VBLE LESS PREPAID 1-31-18	PAR VALUE
BANK OF TOKYO MITS UFJ LTD C 06538CGL9		10-24-17	987,745.56	990,966.00	06-04-18	0.000%		0.00		0.00				0.00	0.00	1,000,000.00
BNP PARIBAS NY BRANCH COMM 09659CCKK3		01-23-18	1,772,562.00	1,773,129.60	10-19-18	0.000%		0.00		0.00				0.00	0.00	1,800,000.00
9.99%																
<b>CERTIFICATION OF DEPOSIT</b>																
CANADIAN IMPERIAL BANK NY C 13606A5Z7		12-05-16	1,798,596.00	1,796,115.60	11-30-18	1.760%	88.0000	2,816.00		2,640.00			88.00	5,544.00	5,544.00	1,800,000.00
SVENSKA HANDELSBANKENY LT 86958JH88		01-12-17	1,800,000.00	1,791,666.00	01-10-19	1.890%	94.5000	16,537.50		2,835.00	17,388.00		94.50	2,079.00	2,079.00	1,800,000.00
BANK OF NOVA SCOTIA HOUSTC 06417GUE6		04-06-17	1,800,000.00	1,791,891.00	04-05-19	1.910%	95.5000	8,404.00		2,865.00			95.50	11,364.50	11,364.50	1,800,000.00
SUMITOMO MITSUI BANK NY CE 86563YVNO		05-04-17	1,500,000.00	1,497,139.50	05-03-19	2.050%	85.4167	4,954.17		2,562.50			(0.17)	7,516.50	7,516.50	1,500,000.00
SWEDBANK (NEW YORK) CERT D 87019U6D6		11-17-17	1,800,000.00	1,783,558.80	11-16-20	2.270%	113.5000	5,107.50		3,405.00			113.50	8,626.00	8,626.00	1,800,000.00
9.65%																
<b>ASSET-BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</b>																
CCCT 2017-A2 A2	17305EGA7	01-26-17	1,549,703.18	1,544,598.72	01-17-21	1.740%	74.9167	12,286.33		2,247.50	13,485.00			1,048.83	1,048.83	1,550,000.00
TOYOTA ABS 2017-A A3	89238MAD0	03-15-17	449,947.04	447,031.49	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	402,187.28	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	1,189,669.20	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	1,782,705.96	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	1,435,762.84	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	326,467.88	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	593,137.68	10-15-21	1.820%	30.3333	485.33		910.00	910.00			485.33	485.33	600,000.00
AMERICAN EXPRESS ABS 2017-4 02582JHG8		05-30-17	679,891.06	675,261.83	12-15-21	1.640%	30.9778	498.67		929.33	929.33			498.67	498.67	680,000.00
CITIBANK ABS 2017-A3 A3	17305EG85	05-22-17	902,403.00	890,148.78	04-07-22	1.920%	48.0000	4,032.00		1,440.00	1,440.00			5,472.00	5,472.00	900,000.00
TAOT 2018-A A-3	89238BAD4	01-31-18	449,994.83	449,018.10	05-16-22	2.350%	29.3750	0.00		29.38	29.38			29.38	29.38	450,000.00
CCCT 2018-A1 A1	17305EGK5	01-31-18	899,875.44	899,875.44	01-20-23	2.490%	62.2500	0.00		62.25	62.25			62.25	62.25	900,000.00
11.88%																
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>																
FNMA	3136ANJY4	4-30-15	164,533.20	162,700.90	04-01-18	1.550%	7.0140	287.86		210.42	287.86			210.42	210.42	162,904.74
FNMA	3136ANJY4	4-30-15	60,552.01	59,952.70	01-25-18	1.550%	2.5813	0.00		0.00	0.00			0.00	0.00	59,952.70
FANNIE MEA	3136AQDQ0	10-30-15	386,026.03	380,483.45	09-01-19	1.646%	17.4750	546.38		524.25	568.97	22.59		524.25	524.25	382,198.72
FANNIE MEA	3136AQDQ0	10-30-15	16,294.49	16,132.94	01-25-18	1.646%	0.7376	0.00		0.00	0.00			0.00	0.00	16,132.94
FNA 2014-M6 A2	3136AJ7G5	12-15-16	2,022,912.95	1,981,177.59	05-25-21	2.679%	147.5528	764.61		4,426.58	4,431.36		(0.81)	759.02	759.02	1,982,792.38
FNA 2014-M6 A2	3136AJ7G5	12-15-16	2,553.05	14,705.20	01-25-18	2.679%	0.1862	0.00		0.00	0.00			0.00	-	2,502.42
2.80%																
<b>CASH AND CASH EQUIVALENTS</b>																
MONEY MARKET FUND	31846V534		351,535.74	351,535.74				321.77		154.61	321.77			154.61	154.61	
LAIF			3,031,234.92	3,031,234.92				13,708.66		3,470.34	12,775.93		(932.73)	3,470.34	3,470.34	3,031,234.92
<b>MATURED/CALLED</b>																
FHLMC	3137EAE81	07-20-16	(997,580.00)	(984,000.00)	01-04-18											(1,000,000.00)
FHMA NOTES	3135GOT29	02-28-17	(449,712.00)	(444,573.00)	01-31-18											(450,000.00)
FHMA NOTES	3135GOT60	08-01-17	(897,273.00)	(885,582.00)	01-31-18											(900,000.00)
BNP PARIBAS NY BRANCH COMM 09659CCT1		07-07-17	(1,781,775.00)	(1,796,603.00)	01-23-18											(1,800,000.00)
FNMA	3136ANJY4	04-30-15	(60,552.01)	(59,952.70)	01-25-18											(59,952.70)
FANNIE MEA	3136AQDQ0	10-30-15	(16,294.49)	(16,132.94)	01-25-18											(16,132.94)
FNA 2014-M6 A2	3136AJ7G5	12-15-16	(2,553.05)	(14,705.20)	01-25-18											(2,502.42)
TOTAL LAIF			<u>3,031,234.92</u>	<u>3,031,234.92</u>												
TOTAL A/C 121100 & 112010			90,343,186.48	89,130,383.32												90,127,895.84
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u><u>90,343,186.48</u></u>	<u><u>89,130,383.32</u></u>				<u><u>406,506.03</u></u>	<u><u>6,060.08</u></u>	<u><u>140,213.15</u></u>	<u><u>256,275.86</u></u>		<u><u>75.31</u></u>	<u><u>296,578.71</u></u>	<u><u>290,518.63</u></u>	<u><u>90,127,895.84</u></u>

SAN MATEO COUNTY TRANSIT DISTRICT  
 RESERVE FOR CAPITAL PROJECTS -- INTEREST ON SECURITIES  
 January 31, 2018

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 1-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	APPL. DAYS	INTEREST REC'VBLE 12-31-17	PREPAID INT REC'VBLE 1-31-18	INTEREST EARNED 1-31-18	INTEREST RECEIVED 1-31-18	ADJ.	INTEREST REC'VBLE 1-31-18	INT REC'VBLE LESS PREPAID 1-31-18	PAR VALUE
<b>CASH AND CASH EQUIVALENTS</b>																
FIRST AMER US TREASURY MM	31846V534		8,160,602.81	8,160,602.81					5,144.31		6,029.32	5,144.31		6,029.32	6,029.32	
LAIF			78,159.60	78,159.60					232.40		89.48	329.42	97.02	89.48	89.48	78,160
<b>MATURED/CALLED</b>																
TOTAL LAIF			78,159.60	78,159.60												
TOTAL A/C 121100 & 112010			0.00	0.00												
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<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**  
**January 31, 2018**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL	MARKET	MATURITY/CALL DATE	INT RATE	RATE/ DAY	INTEREST REC'VBLE 12-31-17	PP INTEREST REC'VBLE 1-31-18	INTEREST EARNED 1-31-18	INTEREST RECEIVED 1-31-18	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 1-31-18	INT REC'VBLE LESS PREPAID 1-31-18	PAR VALUE	
			PURCHASE PRICE	VALUE 1-31-18													
<b>U.S. TREASURY NOTES AND BONDS</b>																	
US TREASURY NOTE	912828VF4	12-7-15	641,595.70	637,583.70	05-31-20	1.375%	24.8264	785.71		769.62				(8.45)	1,546.88	1,546.88	650,000.00
US TREASURY NOTE	912828VP2	5-18-16	816,631.64	785,340.58	07-31-20	2.000%	43.8889	6,611.96		1,360.56	7,900.00			(28.87)	43.65	43.65	790,000.00
US TREASURY NOTE	912828L32	6-29-16	81,462.50	78,253.12	8-31-20	1.375%	3.0556	374.69		94.72				(0.56)	468.85	468.85	80,000.00
US TREASURY NOTE	912828B90	10-5-16	181,323.24	173,311.60	02-28-21	2.000%	9.7222	1,189.23		301.39				(1.68)	1,488.95	1,488.95	175,000.00
US TREASURY NOTE	912828Q78	01-05-17	573,391.41	567,221.27	04-30-21	1.375%	22.3438	1,377.66		692.66				(3.83)	2,066.49	2,066.49	585,000.00
US TREASURY NOTE	912828D72	04-05-17	251,933.59	246,611.25	08-31-21	2.000%	13.8889	1,711.96		430.56				(9.35)	2,133.17	2,133.17	250,000.00
US TREASURY NOTE	912828D72	06-29-17	454,904.30	443,900.25	08-31-21	2.000%	25.0000	3,081.52		775.00				(16.85)	3,839.67	3,839.67	450,000.00
US TREASURY NOTE	912828D72	07-11-17	528,178.71	517,883.63	08-31-21	2.000%	29.1667	3,595.11		904.17				(19.67)	4,479.61	4,479.61	525,000.00
US TREASURY NOTE	912828T67	10-10-17	488,417.97	479,219.00	10-31-21	1.250%	17.3611	1,081.73		538.19				(5.91)	1,614.01	1,614.01	500,000.00
US TREASURY NOTE	912828T67	08-03-17	514,930.66	503,179.95	10-31-21	1.250%	18.2292	1,135.82		565.11				(6.21)	1,694.72	1,694.72	525,000.00
US TREASURY NOTE	912828T67	08-31-17	688,953.13	670,906.60	10-31-21	1.250%	24.3056	1,514.42		753.47				(8.28)	2,259.61	2,259.61	700,000.00
US TREASURY NOTE	912828X47	12-06-17	296,882.81	292,757.70	04-30-22	1.875%	15.6250	963.40		484.38				(2.68)	1,445.10	1,445.10	300,000.00
US TREASURY NOTE	912828X47	01-04-18	543,017.58	536,722.45	04-30-22	1.875%	28.6458	0.00	1,851.69	773.44				24.21	2,649.34	797.65	550,000.00
																	23.86%
<b>FEDERAL AGENCY COLLETERIALIZED MORTGAGE OBLIGATION</b>																	
FNMA	3136ANJY4	04-30-15	45,853.51	45,342.87	04-01-18	1.550%	1.9547	79.56		58.64	80.22				57.98	57.98	45,399.68
FNMA	3136ANJY4	04-30-15	3,840.17	3,840.17	01-25-18	1.550%	0.7194	0.00		0.00	0.00				0.00	0.00	16,708.13
FANIE MAE	3136AQDQ0	10-30-15	110,982.48	109,388.99	09-01-19	1.646%	5.0241	25.96		150.72	163.58				13.10	13.10	109,882.13
FANIE MAE	3136AQDQ0	10-30-15	4,684.67	4,638.22	01-25-18	1.646%	0.2121	0.00		0.00					0.00	0.00	4,638.22
FNA 2014-M6 A2	3136AJG5	12-15-16	556,301.06	544,823.83	05-25-21	2.679%	40.5770	1,218.62		1,217.31	1,218.62			(0.22)	1,217.09	1,217.09	545,267.90
FNA 2014-M6 A2	3136AJG5	12-15-16	702.09	688.17	01-25-18	2.679%	0.0512	0.00		0.00	0.00				0.00	0.00	688.17
																	2.75%
<b>CORPORATE NOTE</b>																	
JOHN DEERE CAPITALCORP	24422ETM1	01-06-17	199,870.00	199,445.20	10-15-18	1.650%	9.1667	696.67		275.00					971.67	971.67	200,000.00
TOYOTA MOTOR CREDIT CORP	89236TDM4	01-09-17	299,895.00	298,884.30	01-09-19	1.700%	14.1667	2,436.67		425.00	2,550.00				311.67	311.67	300,000.00
BERKSHIRE HATHAWY INC.	084670B1	12-23-16	502,830.00	498,391.50	08-14-19	2.100%	29.1667	3,995.83		875.00					4,870.83	4,870.83	500,000.00
AMERICAN HONDA FINANCE GLOBAL I	02665WAH4	12-20-16	502,485.00	499,079.00	08-15-19	2.250%	31.2500	4,250.00		937.50					5,187.50	5,187.50	500,000.00
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-16	199,900.00	197,637.40	10-18-19	1.550%	8.6111	628.61		258.33					886.94	886.94	200,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	149,821.50	148,083.00	10-30-19	1.700%	7.0833	432.09		212.50				(0.01)	644.58	644.58	150,000.00
AMERICAN EXP CREDIT CORP	0258MOEC9	10-31-16	350,066.50	345,527.00	10-30-19	1.700%	16.5278	1,008.19		495.83				0.01	1,504.03	1,504.03	350,000.00
PEIZER INC CORP NOTE	717081EB5	11-21-16	329,762.40	326,380.89	12-15-19	1.700%	15.5833	249.33		467.50					716.83	716.83	330,000.00
CITIGROUP INC	172967LF6	01-10-17	249,900.00	249,227.25	01-10-20	2.450%	17.0139	2,909.38		510.42	3,062.50			(0.01)	357.29	357.29	250,000.00
MICROSOFT CORP	594918BV5	02-06-17	249,832.50	247,711.75	02-06-20	1.850%	12.8472	1,862.85		385.42				(0.01)	2,248.26	2,248.26	250,000.00
WALT DISNEY CO CORP NOTES	25468DP8	03-06-17	99,974.00	99,217.50	03-04-20	1.950%	5.4167	633.75		162.50					796.25	796.25	100,000.00
APPLE INC BONDS	037833CS7	05-11-17	224,770.50	221,991.98	05-11-20	1.800%	11.2500	562.50		337.50					900.00	900.00	225,000.00
HOME DEPOT INC CORP NOTES	43707BQ4	06-05-17	124,927.50	123,375.38	06-05-20	1.800%	6.2500	162.50		187.50					350.00	350.00	125,000.00
MORGAN STANLEY CORP NOTE	6174467P8	11-10-16	558,125.00	532,930.00	07-24-20	5.500%	76.3889	11,993.06		2,291.67	13,750.00			(0.01)	534.72	534.72	500,000.00
CATERPILLAR FINL SERIVE NOTE	1491302A6	09-07-17	184,844.60	181,921.60	09-04-20	1.850%	9.5069	1,083.79		285.21					1,369.00	1,369.00	185,000.00
WAL-MART STORES INC CORP NOTE	931142EA7	10-20-17	249,637.50	246,920.00	12-15-20	1.900%	13.1944	936.81		395.83					1,332.64	1,332.64	250,000.00
BRANCH MANKING & TRUST CORP NO	05531FAZ6	10-26-17	124,942.50	122,840.75	02-01-21	2.150%	7.4653	485.24		223.96					709.20	709.20	125,000.00
PEPSICO INC CORP NOTE	71344DX3	10-10-17	164,967.00	162,086.10	04-15-21	2.000%	9.1667	742.50		275.00					1,017.50	1,017.50	165,000.00
BANK OF AMERICA CORP	06051GFV4	11-03-17	100,776.00	99,463.70	04-19-21	2.625%	7.2917	525.00		218.75					743.75	743.75	100,000.00
GOLDMAN SACHS GROUP CORP	3814GGQ1	11-28-16	496,651.50	483,410.25	07-27-21	5.250%	65.6250	10,106.25		1,968.75	11,812.50				262.50	262.50	450,000.00
BANK OF AMERICA CORP	06051GGS2	09-18-17	160,000.00	158,190.72	10-01-21	2.328%	10.3467	1,065.71		310.40					1,376.11	1,376.11	160,000.00
JOHN DEERE CAPITALCORP	24422ETL3	03-15-17	114,492.85	114,495.50	01-06-22	2.650%	8.4653	1,481.42		253.96	1,523.75				211.63	211.63	115,000.00
IPMORGAN CHASE & CO CORP NOTES	46625HJ3	05-26-17	270,455.00	264,868.75	01-24-22	4.500%	31.2500	4,906.25		937.50	5,625.00				218.75	218.75	250,000.00
																	22.68%
<b>COMMERCIAL PAPER</b>																	
BANK OF TOKYO MITTISHI UFI LTD	06538CBG5	05-23-17	247,253.96	249,830.75	02-16-18	0.000%		0.00		0.00					0.00	0.00	250,000.00
CREDIT AGRICOLE CIB NY COMM PAPE	22533UEV1	11-30-17	495,925.00	497,027.00	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	546,675.25	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	495,957.00	07-02-18	0.000%		0.00		0.00					0.00	0.00	500,000.00
BNP PARIBAS NY BRANCH COMM PAPI	09659CHUS	12-01-17	493,475.00	494,374.50	08-28-18	0.000%		0.00		0.00					0.00	0.00	500,000.00
																	9.02%

**SAN MATEO COUNTY TRANSIT DISTRICT  
PARATRANSIT FUNDS -- INTEREST ON SECURITIES  
January 31, 2018**

TYPE OF SECURITY	CUSIP #	SETTLE DATE	ORIGINAL PURCHASE PRICE	MARKET VALUE 1-31-18	MATURITY/CALL DATE	INT RATE	RATE/DAY	INTEREST REC'VBLE 12-31-17	PP INTEREST REC'VBLE 1-31-18	INTEREST EARNED 1-31-18	INTEREST RECEIVED 1-31-18	PP INTEREST RECEIVED DATE	ADJ.	INTEREST REC'VBLE 1-31-18	INT REC'VBLE LESS PREPAID 1-31-18	PAR VALUE
<b>CERTIFICATE OF DEPOSIT</b>																
CANADIAN IMPERIAL BANK NY CD	13606ASZ7	12-05-16	499,610.00	498,921.00	11-30-18	1.7600%	24.4444	782.22		733.33			24.45	1,540.00	1,540.00	500,000.00
SVENSKA HANDELSBANKEN NY LT CD	86958JHB8	01-12-17	500,000.00	497,685.00	01-10-19	1.8900%	26.2500	4,593.75		787.50	4,830.00		26.25	577.50	577.50	500,000.00
BANK OF NOVA SCOTIA HOUSTON	06417GUE6	04-06-17	500,000.00	497,747.50	04-05-19	1.9100%	26.5278	2,334.44		795.83			26.54	3,156.81	3,156.81	500,000.00
SUMITOMO MITSUI BANK NY CD	86563YVNO	05-04-17	500,000.00	499,046.50	05-03-19	2.0500%	28.4722	1,651.39		854.17				2,505.56	2,505.56	500,000.00
SWEDBANK (NEW YORK) CERT DEPOS	87019U6D6	11-17-17	500,000.00	495,433.00	11-16-20	2.2700%	31.5278	1,418.75		945.83			31.53	2,396.11	2,396.11	500,000.00
9.81%																
<b>FEDERAL AGENCY BOND/NOTE</b>																
FEDERAL HOME LOAN BANK AGENCY	3130AAXX1	03-10-17	498,840.00	497,050.00	01-04-18	1.3750%	19.0972	1,967.01		57.29	2,024.31		0.01	0.00	0.00	500,000.00
FHLMC	3137EAEB1	07-20-16	748,185.00	736,997.25	07-19-19	0.8750%	18.2292	2,953.13		546.88	3,281.25		(0.01)	218.75	218.75	750,000.00
FNMA	3135GON33	08-02-16	479,193.60	471,321.12	08-02-19	0.8750%	11.6667	1,738.33		350.00				2,088.33	2,088.33	480,000.00
FHLB GLOBAL NOTES	3130A8Y72	08-04-16	174,664.00	171,782.28	08-05-19	0.8750%	4.2535	621.01		127.61			(0.01)	748.61	748.61	175,000.00
FNMA NOTES	3135GOP49	09-02-16	798,752.00	786,495.20	08-28-19	1.0000%	22.2222	2,733.36		666.67				3,400.03	3,400.03	800,000.00
FNMA NOTES	3130A9EP2	09-09-16	799,304.00	785,508.00	09-26-19	1.0000%	22.2222	2,111.11		666.67				2,777.78	2,777.78	800,000.00
FNMA NOTES	3135GOT29	02-28-17	214,862.40	211,978.61	02-28-20	1.5000%	8.9583	1,086.27		268.75			15.60	1,370.62	1,370.62	215,000.00
FNMA NOTES	3135GOT29	02-28-17	124,920.00	123,492.50	01-31-18	1.5000%	5.2083	656.23		156.25	796.88		(15.60)	0.00	0.00	125,000.00
FHLMC AGENCY	3137EAEF2	04-20-17	348,803.00	343,714.00	04-20-20	1.3750%	13.3681	949.13		401.04				1,350.17	1,350.17	350,000.00
FNMA NOTES	3135GOT60	08-01-17	149,545.50	147,219.15	04-20-20	1.5000%	6.2500	937.50		187.50	1,118.75			6.25	6.25	150,000.00
FNMA NOTES	3135GOT60	08-01-17	249,242.50	245,995.00	01-31-18	1.5000%	10.4167	1,562.50		312.50	1,864.58		(10.42)	(0.00)	(0.00)	250,000.00
FHLB NOTES	3130ACE26	09-08-17	84,727.15	83,010.15	09-28-20	1.5000%	3.5417	301.93		106.25			(8.86)	399.32	399.32	85,000.00
FHLMC NOTES	3137EAEJ4	09-29-17	164,701.35	162,088.74	09-29-20	1.5000%	6.8750	685.21		206.25			17.19	908.65	908.65	165,000.00
FHLB GLOBAL NOTE	3130A8Q35	07-15-16	516,837.88	497,945.24	07-14-21	1.1250%	16.2500	2,713.75		487.50	2,925.00			276.25	276.25	520,000.00
FNMA NOTES	3135GON82	08-19-16	597,658.06	575,766.60	08-17-21	1.2500%	20.8333	2,791.67		625.00				3,416.67	3,416.67	600,000.00
19.97%																
<b>ASSET BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</b>																
CCIT 2017-A2 A2	17305EGA7	01-26-17	449,913.83	448,431.89	01-17-21	1.7400%	21.7500	3,567.00		652.50	3,915.00			304.50	304.50	450,000.00
TOYOTA ABS 2017-A A3	89238MADO	03-15-17	124,985.29	124,175.41	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	114,201.33	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	346,986.85	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	495,196.10	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	02007HACS	03-29-17	399,952.84	397,443.00	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	98,929.66	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	168,055.68	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	198,606.42	12-15-21	1.6400%	9.1111	145.84		273.33	273.33			145.84	145.84	200,000.00
CITIBAANK ABS 2017-A3 A3	170305EGB5	05-22-17	250,667.50	247,263.55	04-07-22	1.9200%	13.3333	1,120.00		400.00				1,520.00	1,520.00	250,000.00
TAOT 2018-A A-3	89238BAD4	01-31-18	124,998.56	124,727.25	05-16-22	2.350%	8.1597	0.00		8.16				8.16	8.16	125,000.00
CCIT 2018-A1 A1	17305EGK5	01-31-18	249,965.40	249,965.40	01-20-23	2.490%	17.2917	0.00		17.29				17.29	17.29	250,000.00
11.91%																
<b>CASH AND CASH EQUIVALENTS</b>																
MONEY MARKET FUND	31846V534		96,161.56	96,161.56					31.07	30.80	31.07			30.80	30.80	0
LAIF			1,047,012.57	1,047,012.57					3,113.21	1,198.68	4,412.91		1,299.70	1,198.68	1,198.68	1,047,013
<b>MATURED/CALLED</b>																
FNMA	3136ANJY4	04-30-15	(3,840.17)	(3,840.17)	01-25-18											(16,708.13)
FANIE MAE	3136AQDQ0	10-30-15	(4,684.67)	(4,638.22)	01-25-18											(4,638.22)
FNA 2014-M6 A2	3136AJG5	12-15-16	(702.09)	(688.17)	01-25-18											(688.17)
FEDERAL HOME LOAN BANK AGENCY	3130AAXX1	03-10-17	(498,840.00)	(497,050.00)	01-04-18											(500,000.00)
FNMA NOTES	3135GOT29	02-28-17	(124,920.00)	(123,492.50)	01-31-18											(125,000.00)
FNMA NOTES	3135GOT60	08-01-17	(249,242.50)	(245,995.00)	01-31-18											(250,000.00)
TOTAL LAIF			1,047,012.57	1,047,012.57												
TOTAL A/C 122010			25,570,685.18	25,215,032.69												25,485,549.71
<b>TOTAL (EXCLUDE LAIF AND CASH/CASH EQUIVALENTS)</b>			<u>25,570,685.18</u>	<u>25,215,032.69</u>				<u>118,675.76</u>	<u>1,851.69</u>	<u>35,758.94</u>	<u>71,279.14</u>	<u>0.00</u>	<u>18.29</u>	<u>85,025.56</u>	<u>83,173.87</u>	<u>25,485,549.71</u>

SAN MATEO COUNTY TRANSIT DISTRICT  
SUMMARY OF BUDGET ACTIVITY FOR JANUARY 2018

BUDGET AMENDMENTS

	Amount	Line Item			Description
Jan-18					No Budget Revisions in January 2018.
	<u>\$ -</u>	Total	<u>\$ -</u>	Total	

BUDGET REVISIONS

	Amount	Line Item			Description
Jan-18	\$ 72,781	Increase Operating Grants for Bay Area Bike Share			Correction to FS Summary roll-up Page 1
	\$ (608)	Correct Summary roll-up for overnight deposits			Correction to FS Summary roll-up Page 1
	<u>\$ 72,173</u>	Total	<u>\$ -</u>	Total	

SAN MATEO COUNTY TRANSIT DISTRICT  
1/2 CENT SALES TAX RECEIPTS AND PROJECTIONS  
FY2018  
January 2018

2/28/18 9:15 AM

Approved Budget		Receipts		Over/(Under) Budget/Projection	Current Projection
Date	Amount	Date	Amount		
<b>FY2017:</b>					
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
<b>FY2017 Total</b>	<b>83,000,000</b>	<b>FY2017 Total</b>	<b>84,352,885</b>	<b>1,352,885</b>	<b>84,352,885</b>
<b>FY2018:</b>					
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	9,703,262	3,218,484	6,484,778
Nov. 17	6,279,663	Jan. 18	6,251,900	(27,763)	6,279,663
Dec. 17	9,645,126	Feb. 18			9,645,126
6 Months Total	43,905,030		35,158,162	898,258	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		35,158,162	898,258	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
<b>FY2018 Total</b>	<b>84,660,000</b>	<b>FY2018 Total</b>	<b>35,158,162</b>	<b>898,258</b>	<b>84,660,000</b>
	21,083,118	1st Quarter			
	23,747,933	2nd Quarter			
	5,497,934	3rd Quarter			
		4th Quarter			
	<u><b>50,328,985</b></u>	YTD Actual Per Statement of Revenue & Expenses			

**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

Derek Hansel  
Chief Financial Officer

SUBJECT: **AUTHORIZE AMENDMENT OF THE FISCAL YEAR 2018 OPERATING BUDGET TO INCREASE TOTAL OPERATING REVENUES BY \$300,000, FROM \$172,591,153 TO \$172,891,153 AND INCREASE EXPENSES BY \$600,000 FROM \$148,156,210 TO \$148,756,210, AND AUTHORIZE RECEIPT OF FUNDS FROM COUNTY OF SAN MATEO TO CONTINUE GET US MOVING SAN MATEO COUNTY PUBLIC ENGAGEMENT EFFORTS**

**ACTION**

Staff proposes the Finance Committee recommend that the Board amend the Fiscal Year (FY) 2018 Operating Budget to continue Get Us Moving San Mateo County public engagement efforts by:

- Increasing Operating Revenues by \$300,000 for a new total of \$172,891,153
- Increasing Operating Expenditures by \$600,000 for a new total of \$148,756,210
- The amendment will increase Use of Reserves for FY18 Operating Budget by \$300,000 from \$6,038,515 to \$6,338,515
- Condition the use of these funds on a corresponding commitment from the County of San Mateo for \$300,000

Staff also proposes that the Finance Committee recommend that the Board authorize the General Manager/CEO, or his designee, to execute any contracts or contract amendments, and take any other actions necessary, to receive up to \$300,000 from the County of San Mateo to support continuation of the Get Us Moving San Mateo County public engagement efforts.

**SIGNIFICANCE**

Get Us Moving San Mateo County (GUM) is a collaborative public education and engagement effort coordinated by the San Mateo County Transit District (District) and the County of San Mateo (County). GUM is designed to increase community awareness about current transportation conditions, programs, services, and solutions;

help identify and prioritize transportation funding needs in the county; develop an understanding of community opinions about transportation priorities; and inform decisions about future transportation revenue opportunities and expenditures.

GUM was initiated in 2017 in response to the results of a March 2017 public opinion poll commissioned by the County that demonstrated support for the creation of new revenues to fund countywide transportation and traffic congestion solutions.

Phase One of the GUM public education and engagement efforts lasted from September 2017 through February 2018 and was designed to collect feedback about residents' transportation investment priorities through stakeholder outreach, a needs identification process, and public survey efforts promoted using television, direct mail, community meetings, and digital advertisements.

### Stakeholder Involvement

The GUM effort included the organization of a Stakeholder Advisory Group (SAG) comprised of over 70 community partners and civic organizations, and a Technical Advisory Group (TAG) with representatives from San Mateo County cities and other agency partners.

The SAG and TAG worked collaboratively with GUM staff to:

- Develop a set of Goals that were ultimately adopted by the Board to guide the creation of an eventual Expenditure Plan for the Board's consideration;
- Coordinate a needs assessment process that identified over 120 transportation projects and programs representing over \$12 billion in unfunded needs throughout the County; and
- Develop a public survey to capture County residents' transportation investment priorities.

### Public Survey

The public survey was made available online at [www.getusmovingsmc.com](http://www.getusmovingsmc.com) and in hard copy. The hard copy was mailed to over 140,000 County residents. Printed copies were also translated into Spanish, Chinese and Tagalog, and were distributed throughout the County at libraries, city halls, community centers, senior centers, and other venues. As of March 5, 2018, over 14,000 surveys had been completed.

The survey asked residents to choose their top five priorities among options that included a focus on highway congestion, transit systems, local streets and roads, east-west mobility, bike and pedestrian enhancements, greenhouse gas reduction, safety, geographic equity, and technology and innovation.

Survey results are analyzed both by the "top score" and the "mean score." The "top score" is the total number of respondents who ranked a priority as their top priority. For the "mean score," each response is assigned a point value which is used to measure both frequency of rating and intensity of rating. The mean score is the closest indicator of priorities County-wide because it factors in the most data points.

Survey respondents' top scores (as of March 5, 2018) demonstrate a preference for:

- Relieving Congestion on Highways – 4,207 respondents
- Maintain and Enhance Transit Services – 2,278 (combined score) respondents
- Reduce Local Congestion and Repair Potholes – 2,219 (combined score)

The priorities receiving the five highest mean scores (as of March 5, 2018) were:

- Relieve Congestion on Highways – 2.729 points
- Reduce Congestion on Local Streets – 1.860 points
- Repair Potholes – 1.620 points
- Expand Transit to better connect homes with jobs, schools, etc. – 1.276 points
- Improve Transit Travel Times and Frequency – 1.090 points

### Public Meetings

GUM presentations were given at every city council in the County (except one, planned for later this month) and at many other meetings coordinated by community groups and stakeholders participating in the GUM efforts.

A total of four Town Hall meetings were organized in North County, Central County, South County and on the Coastside. The Town Halls were focused on audience participation and engagement and drew over 125 participants.

### Public Opinion Polling

A public opinion poll was conducted from February 2 to February 15 to track public opinion in San Mateo County about the creation of additional revenues and future investment in transportation and traffic congestion solutions. Over 1,000 likely voters participated in the poll. When compared to the County's initial poll, which was conducted in March 2017, the February 2018 poll demonstrates a significant increase in support, with over 74 percent of respondents indicating that they would support a new 1/2-cent sales tax to fund a variety of multi-modal transportation improvements.

### Next steps

Phase One of the GUM effort concluded at the end of February 2018. With strong evidence of increasing public support for the creating and investment of new revenues in transportation improvements, staff recommends proceeding with Phase Two, which would last from March 2018 to Summer 2018.

Phase Two efforts would continue to be guided by the GUM Ad Hoc Committee of the Board and would be funded by the recommended budget amendment and a corresponding investment of \$300,000 from the County. Phase Two GUM efforts will allow the District to build on the success of Phase One and utilize Phase One feedback to engage the community in continued efforts to develop and refine a Draft Expenditure Plan for the Board's consideration.

### **BUDGET IMPACT**

On September 6, 2018 the Board approved a Budget Amendment which included an increase to Professional Services in the amount of \$645,000 for costs associated with a collaborative public education and engagement effort between the District and the County of San Mateo. The scope of work was estimated to cost \$745,000 funded by San Mateo County in the amount of \$265,000 and District sales tax in the amount of

\$480,000. Approval of this amendment will increase the initiative total expense to \$1,345,000 funded by San Mateo County in the amount of \$565,000, and the balance by District Sales Tax previously included in the FY18 Adopted Budget. This will increase the Use of Reserves by \$300,000 from \$6,038,515 to \$6,338,515.

**BACKGROUND**

In 2017, the legislature passed and Governor Brown signed Assembly Bill (A.B.) 1613 (Mullin), which allows the District's Board of Directors, with concurrence of the County Board of Supervisors, to seek voter approval of a new ½ cent sales tax. If approved by 2/3 of the voters, this measure would generate an estimated \$80 million per year. A.B. 1613 provides that the new revenues must be used to fund an "expenditure plan of projects, programs, and services that may include, among other things, public transit, local streets and roads, state highways, bicycle and pedestrian facilities, intelligent transportation systems, and transportation planning."

The District annually adopts an Operating Budget. On June 7, 2017, the Board adopted the FY2018 Operating Budget in the amount of \$146,660,069 as per Board Resolution No. 2017-34, with Operating Revenues totaling \$171,733,706 and Operating Expenses totaling \$146,660,069.

In August 2017, the County approved a \$265,000 contribution to the GUM effort. On September 6, 2017, the District approved an amendment to the FY18 Operating Budget Revenues in the amount of \$172,591,153 and Expenditures in the amount of \$148,156,210 to fund Phase One of the GUM effort among other things.

Lines that have been changed in the revised budget are highlighted in bold, blue font as presented in Attachment A.

Prepared By:	Casey Fromson, Director, Government and Community Affairs	650-508-6495
	Jessica Epstein, Government and Community Affairs Officer	650-622-7863
	Virginia Baum, Acting Budget Manager	650-508-7963



SAN MATEO COUNTY TRANSIT DISTRICT  
FY2018 REVISED OPERATING BUDGET

Attachment A  
Amendment #2

	FY2018 <u>BUDGET</u> Adopted 9/6/17 A	FY2018 <u>REVISED</u> <u>BUDGET</u> B	FY18 REVISED BUDGET Compared to FY18 BUDGET Adopted 9/6/17 C = B-A	BUDGET PERCENT CHANGE D = C/A	
<b><u>SOURCES OF FUNDS:</u></b>					
<b>Operating Revenues</b>					
1 Passenger Fares	16,977,116	16,977,116	0	0.0%	1
2 Local TDA and STA Funds	42,013,473	42,013,473	0	0.0%	2
3 Pass through to Other Agencies	836,536	836,536	0	0.0%	3
4 Operating Grants	5,309,973	5,309,973	0	0.0%	4
5 SMCTA Measure A	9,577,753	9,577,753	0	0.0%	5
6 SM County Measure A & Other	3,750,000	3,750,000	0	0.0%	6
7 AB434, TA & Other	532,794	532,794	0	0.0%	7
8 <b>Subtotal - Operating Revenues</b>	<b>78,997,645</b>	<b>78,997,645</b>	<b>0</b>	<b>0.0%</b>	<b>8</b>
<b>Other Revenue Sources</b>					
10 District 1/2 Cent Sales Tax	84,660,000	84,660,000	0	0.0%	10
11 Investment Interest	1,100,312	1,100,312	0	0.0%	11
12 Other Interest, Rent & Other Income	7,833,196	8,133,196	300,000	3.8%	12
13 <b>Subtotal - Other Revenues</b>	<b>93,593,508</b>	<b>93,893,508</b>	<b>300,000</b>	<b>0.3%</b>	<b>13</b>
14					14
15 <b>Total Sources of Funds</b>	<b>172,591,153</b>	<b>172,891,153</b>	<b>300,000</b>	<b>0.2%</b>	<b>15</b>
16					16
<b><u>USES OF FUNDS:</u></b>					
18 Motor Bus	120,354,148	120,954,148	600,000	0.5%	18
19 A.D.A. Programs	18,407,911	18,407,911	0	0.0%	19
20 Caltrain	6,191,353	6,191,353	0	0.0%	20
21 Other Multi-Modal Programs	2,320,546	2,320,546	0	0.0%	21
22 Pass through to Other Agencies	836,536	836,536	0	0.0%	22
23 Land Transfer Interest Expense	45,716	45,716	0	0.0%	23
24 <b>Total Operating Expense</b>	<b>148,156,210</b>	<b>148,756,210</b>	<b>600,000</b>	<b>0.4%</b>	<b>24</b>
25					25
26 <b>Total Operating Surplus/(Deficit)</b>	<b>24,434,942</b>	<b>24,134,942</b>	<b>(300,000)</b>	<b>-1.2%</b>	<b>26</b>
27					27
28 <b>Sales Tax Allocation - Capital Programs</b>	<b>8,789,413</b>	<b>8,789,413</b>	<b>0</b>	<b>0.0%</b>	<b>28</b>
29					29
30 <b>Total Debt Service</b>	<b>21,684,044</b>	<b>21,684,044</b>	<b>0</b>	<b>0.0%</b>	<b>30</b>
31					31
32 <b>Total Uses of Funds</b>	<b>178,629,667</b>	<b>179,229,667</b>	<b>600,000</b>	<b>0.3%</b>	<b>32</b>
33					33
34 <b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>(6,038,515)</b>	<b>(6,338,515)</b>	<b>(300,000)</b>	<b>5.0%</b>	<b>34</b>
<b>UNRESTRICTED CASH</b>					
Projected Beginning Balance of Unrestricted Cash	154,251,855	154,251,855	-	0.0%	
Projected Surplus/(Deficit)	(6,038,515)	(6,338,515)	(300,000)	5.0%	
<b>Projected Ending Balance of Unrestricted Cash</b>	<b>148,213,340</b>	<b>147,913,340</b>	<b>(300,000)</b>	<b>-0.2%</b>	

SAN MATEO COUNTY TRANSIT DISTRICT  
FY2018 REVISED OPERATING BUDGET

Attachment A  
Amendment #2

	FY2018 BUDGET Adopted 9/6/17 A	FY2018 REVISED BUDGET B	FY18 REVISED BUDGET Compared to FY18 BUDGET Adopted 9/6/17 C = B-A	BUDGET PERCENT CHANGE D = C/A	
<b>OPERATING REVENUES - MOTOR BUS:</b>					
1					
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SAN MATEO COUNTY TRANSIT DISTRICT  
FY2018 REVISED OPERATING BUDGET

Attachment A  
Amendment #2

	FY2018 BUDGET <u>Adopted 9/6/17</u> A	FY2018 REVISED BUDGET B	FY18 REVISED BUDGET Compared to FY18 BUDGET <u>Adopted 9/6/17</u> C = B-A	BUDGET PERCENT CHANGE D = C/A	
<b>DISTRICT OPERATED BUSES</b>					
1	60,217,812	60,217,812	0	0.0%	1
2					2
3	86,000	86,000	0	0.0%	3
4	1,335,850	1,335,850	0	0.0%	4
5	1,055,500	1,055,500	0	0.0%	5
6	5,257,204	5,857,204	600,000	11.4%	6
7	7,565,480	7,565,480	0	0.0%	7
8	3,210,668	3,210,668	0	0.0%	8
9					9
10					10
11	3,783,600	3,783,600	0	0.0%	11
12	2,043,233	2,043,233	0	0.0%	12
13	533,731	533,731	0	0.0%	13
14	326,500	326,500	0	0.0%	14
15	484,412	484,412	0	0.0%	15
16	160,000	160,000	0	0.0%	16
17					17
18					18
19	745,491	745,491	0	0.0%	19
20	1,140,000	1,140,000	0	0.0%	20
21	3,042,164	3,042,164	0	0.0%	21
22	3,666,068	3,666,068	0	0.0%	22
23	779,823	779,823	0	0.0%	23
24	1,092,576	1,092,576	0	0.0%	24
25	182,670	182,670	0	0.0%	25
26	869,000	869,000	0	0.0%	26
27	878,513	878,513	0	0.0%	27
28	159,043	159,043	0	0.0%	28
29	94,792	94,792	0	0.0%	29
30					30
31	<b>98,710,130</b>	<b>99,310,130</b>	<b>600,000</b>	<b>0.6%</b>	31
32					32
33	<b>CONTRACTED BUS SERVICES</b>				
34	17,987,300	17,987,300	0	0.0%	34
35	358,694	358,694	0	0.0%	35
36	773,422	773,422	0	0.0%	36
37	1,954,500	1,954,500	0	0.0%	37
38	253,100	253,100	0	0.0%	38
39	116,884	116,884	0	0.0%	39
40	55,130	55,130	0	0.0%	40
41	138,350	138,350	0	0.0%	41
42	6,638	6,638	0	0.0%	42
43	<b>21,644,018</b>	<b>21,644,018</b>	<b>0</b>	<b>0.0%</b>	43
44					44
45	<b>120,354,148</b>	<b>120,954,148</b>	<b>600,000</b>	<b>0.5%</b>	45

SAN MATEO COUNTY TRANSIT DISTRICT  
FY2018 REVISED OPERATING BUDGET

Attachment A  
Amendment #2

	FY2018 BUDGET <u>Adopted 9/6/17</u> A	FY2018 REVISED BUDGET B	FY18 REVISED BUDGET Compared to FY18 BUDGET <u>Adopted 9/6/17</u> C = B-A	BUDGET PERCENT CHANGE D = C/A		
<b>AMERICAN DISABILITY ACT PROGRAMS</b>						
46	7,716,600	7,716,600	0	0.0%	46	
47	3,030,191	3,030,191	0	0.0%	47	
48	3,704,208	3,704,208	0	0.0%	48	
49	1,505,855	1,505,855	0	0.0%	49	
50	1,842,100	1,842,100	0	0.0%	50	
51	608,957	608,957	0	0.0%	51	
52	<b>TOTAL ADA PROGRAMS</b>	<b>18,407,911</b>	<b>18,407,911</b>	<b>0</b>	<b>0.0%</b>	52
53					53	
<b>MULTI-MODAL TRANSIT PROGRAMS</b>						
54					54	
55					55	
56					56	
57	6,191,353	6,191,353	0	0.0%	57	
58	<b>Total Caltrain Service</b>	<b>6,191,353</b>	<b>6,191,353</b>	<b>0</b>	<b>0.0%</b>	58
59					59	
60					60	
62	2,077,765	2,077,765	0	0.0%	62	
63	72,781	72,781	0	0.0%	63	
64	170,000	170,000	0	0.0%	64	
65	<b>Total Other Support</b>	<b>2,320,546</b>	<b>2,320,546</b>	<b>0</b>	<b>0.0%</b>	65
66					66	
67	<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>8,511,899</b>	<b>8,511,899</b>	<b>0</b>	<b>0.0%</b>	67
68					68	
69	<b>TOTAL OPERATING EXPENSES</b>	<b>147,273,958</b>	<b>147,873,958</b>	<b>600,000</b>	<b>0.4%</b>	69

**RESOLUTION NO. 2018-**

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

\* \* \*

**AMEND THE FISCAL YEAR 2018 OPERATING BUDGET TO INCREASE TOTAL OPERATING REVENUES BY \$300,000 FROM \$172,591,153 TO \$172,891,153, AND INCREASE TOTAL OPERATING EXPENSES BY \$600,000 FROM \$148,156,210 TO \$148,756,210, AND AUTHORIZE RECEIPT OF FUNDS FROM COUNTY OF SAN MATEO FOR CONTINUATION OF GET US MOVING SAN MATEO COUNTY PUBLIC ENGAGEMENT EFFORTS**

**WHEREAS**, Section 103141(b) of the California Public Utilities Code requires the Board of Directors (Board) to adopt an annual budget for the San Mateo County Transit District (District); and

**WHEREAS**, on June 7, 2017, and pursuant to Resolution No. 2017-34, the Board adopted the Fiscal Year (FY) 2018 Operating Budget in the amount of \$146,660,069, with Operating Revenues totaling \$171,733,706 and Operating Expenses totaling \$146,660,069; and

**WHEREAS**, on September 6, 2017, and pursuant to Resolution No. 2017-59, the Board approved an amendment to the Fiscal Year (FY) 2018 Operating Budget in the amount of \$148,156,210, with Operating Revenues totaling \$172,591,153 and Operating Expenses totaling \$148,156,210; and

**WHEREAS**, since amending the FY 2018 Operating Budget, a combination of increased in funding in the amount of \$300,000 and increased expense in the amount of \$600,000 in connection with the Get Us Moving San Mateo County public engagement efforts, has increased revenue from \$172,591,153 to \$172,891,153; and increased expense from \$148,156,210 to \$148,756,210; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the FY2018 Operating Budget be amended to increase Operating Revenues by \$300,000, increase Operating Expenditures by \$600,000 which will increase Use of Reserves by \$300,000 from \$6,038,515 to \$6,338,515; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs the Board authorize the General Manager/CEO, or his designee, to execute any contracts or contract amendments, and take any other actions necessary, to receive up to \$300,000 from the County of San Mateo to support continuation of the Get Us Moving San Mateo County public engagement efforts.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of the San Mateo County Transit District hereby amends the Fiscal Year 2018 Operating Budget to increase Operating Revenues by \$300,000, for total amended Operating Revenues of \$172,891,153, increase FY2018 Operating Expenditures by \$600,000 for total Operating Expenses of \$148,756,210; and increase Use of Reserves by \$300,000 from \$6,038,515 to \$6,338,515.

**BE IT FURTHER RESOLVED** that the General Manager/CEO, or his designee, is authorized to execute any contracts or contract amendments, and take any other actions necessary, to receive up to \$300,000 from the County of San Mateo to support continuation of the Get Us Moving San Mateo County public engagement efforts.

**BE IT FURTHER RESOLVED** that the General Manager/CEO, or his designee, shall submit this amended budget to the Metropolitan Transportation Commission, together with a copy of this resolution, at the earliest practicable date.

Regularly passed and adopted this 7th day of March, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

**TO:** Finance Committee

**THROUGH:** Jim Hartnett  
General Manager/CEO

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

**SUBJECT:** **AUTHORIZE THE APPLICATION FOR AND RECEIPT OF FUNDS FOR THE US-101 EXPRESS BUS PILOT PROJECT**

**ACTION**

Staff proposes the Finance Committee recommend the Board:

1. Authorize the General Manager/CEO, or his designee, to file and execute a funding application in the amount of \$1,132,567 with the California Department of Transportation (Caltrans) for the San Mateo County Transit District (District) to receive California Low Carbon Transportation Operations Program (LCTOP) funds for the US-101 Express Bus Pilot Project (Project); and
2. Authorize the filing and execution of annual cap-and-trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documentation that may be required to apply for and receive LCTOP funds.

**SIGNIFICANCE**

The LCTOP is one of several funding programs that are part of a broad-based State effort to invest cap-and-trade auction proceeds to reduce greenhouse gas emissions as required under California's climate action law, Assembly Bill 32. These funds are distributed annually on a formula basis to transit agencies and Metropolitan Planning Organizations, such as the Metropolitan Transportation Commission (MTC) for the Bay Area.

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



Staff is recommending the District's LCTOP funds be allocated to the Project. This Project would re-introduce express bus service on US-101 in conjunction with the opening of managed lanes on US-101, which is currently in the environmental review phase. The Project would procure all-electric buses to run four initial routes using the managed lanes, currently scheduled to be completed in mid-2021. In addition to the LCTOP funds, District staff recently applied for a \$15 million Transit Intercity Rail Capital Program (TIRCP) grant to help fund the Project.

District staff is currently studying the various potential route options and operating characteristics to help inform the initial routes that would utilize managed lanes. The start of express bus service is envisioned to coincide with the opening of the new managed lanes.

### **BUDGET IMPACT**

The District's Fiscal Year (FY) 2018 allocation of LCTOP funding is \$1,132,567. Funding from this allocation, along with any other grant funds received for the Project, will be recommended for inclusion in the FY19 budget. The total budget for the Project is estimated at \$36 million and is proposed to be funded through discretionary funding opportunities, such as TIRCP, future managed lanes toll revenues and other formula funding sources available to the District.

### **BACKGROUND**

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

### **STRATEGIC INITIATIVE**

**Priority 2:** Strengthen Fiscal Health

**Goal 3:** Implement existing and new best practices

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

650-622-7818

RESOLUTION NO. 2018 -

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

\* \* \*

**AUTHORIZING THE APPLICATION FOR AND RECEIPT OF \$1,132,567 IN LOW CARBON  
TRANSIT OPERATIONS PROGRAM FUNDS THE US-101 EXPRESS BUS PILOT PROJECT**

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

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

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

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

**WHEREAS**, the General Manager recommends, and the Finance Committee concurs, that the Board of Directors authorize the General Manager/CEO, or his designee, to apply for and receive \$1,132,567 in Fiscal Year (FY) 2017-18 LCTOP funds for the US-101 Express Bus Pilot Project; and

**WHEREAS**, the US-101 Express Bus Pilot Project will reduce greenhouse gas emissions in San Mateo County, benefiting disadvantaged communities, as identified by the State of California, in San Mateo County; and

**WHEREAS**, the General Manager recommends, and the Finance Committee concurs, that the Board of Directors authorize the General Manager/CEO, or his designee, to file and execute annual cap-and-trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documents required to apply for and receive LCTOP funding.

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

1. Agrees to comply with all conditions and requirements set forth in the annual certifications and assurances, authorized agent forms, and any applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and
2. Authorizes the General Manager/CEO, or his designee, to apply for and receive from Caltrans \$1,132,567 in FY 2017-18 LCTOP funds for the US-101 Express Bus Pilot Project that will be used to purchase all-electric transit vehicles and related infrastructure to reduce greenhouse gas emissions in San Mateo County; and
3. Authorizes the General Manager/CEO, or his designee, to take such actions as may be necessary to give effect to this resolution, including filing and executing annual cap-and-trade funding applications, certifications and assurances, authorized agent forms, agreements, related amendments, and any other documents required to apply for and receive LCTOP funds.

Regularly passed and adopted this 7th day of March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

**TO:** Finance Committee

**THROUGH:** Jim Hartnett  
General Manager/CEO

**FROM:** David Olmeda  
Chief Operating Officer, Bus

**SUBJECT:** **AUTHORIZE THE APPLICATION FOR AND RECEIPT OF SAN MATEO COUNTY SHUTTLE PROGRAM FUNDS**

**ACTION**

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

1. File an application for up to \$1,704,340 from the San Mateo County Transportation Authority (TA) and/or the San Mateo City/County Association of Governments (C/CAG) for San Mateo County Shuttle Program funds;
2. Commit up to \$1,023,000 in matching funds, if required, for the SamTrans shuttle program, with the funding sources to be identified during development of the annual San Mateo County Transit District (District) Operating Budget; and
3. Execute a two-year funding agreement and take any other actions necessary for the purpose of obtaining grant funding through the TA and/or C/CAG for the operation of SamTrans shuttles in San Mateo County.

**SIGNIFICANCE**

Every two years, the District applies for financial assistance from the TA and C/CAG, through the San Mateo County Shuttle Grant Program, to help support community and commuter shuttle operations in San Mateo County. Approval of this item will authorize the General Manager/CEO, or his designee, to apply for and enter into a two-year funding agreement with the TA and/or C/CAG to receive up to \$1.7 million in funding for Fiscal Year (FY) 2019 and FY 2020. A local match of 25% is required for these grant funds. The District's match is expected to be funded through a combination of State Transit Assistance (STA) funds, District sales taxes and employer contributions. A list of the six shuttles the District would propose for funding through the San Mateo County Shuttle Program is included as Attachment A.

**BUDGET IMPACT**

If the shuttle program funds are received, they, along with the required local match, will be included as part of the District's Operating Budget for FY 2019 and FY 2020. The total

estimated budget for the shuttles over the next two years is \$2.7 million, which is proposed to be funded as shown in the following table.

<b>Fund Source</b>	<b>Amount</b>
San Mateo County Shuttle Program	\$1,704,000
Employer Contributions	\$566,000
STA	\$63,000
District Sales Taxes	\$394,000
<b>Total</b>	<b>\$2,727,000</b>

**BACKGROUND**

The San Mateo County Shuttle Grant Program is administered jointly by the TA and C/CAG. The program is funded through the TA's Measure A, a half-cent sales tax in San Mateo County, and the C/CAG Local Transportation Services Program under the Countywide Congestion Relief Plan.

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

**RESOLUTION NO. 2018 –**

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

**\*\*\***

**AUTHORIZING APPLICATION FOR AND RECEIPT OF SAN MATEO COUNTY SHUTTLE  
PROGRAM FUNDS**

**WHEREAS**, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent sales tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

**WHEREAS**, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent sales tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

**WHEREAS**, the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), at its February 14, 2002 meeting, approved the Congestion Relief Plan and subsequently reauthorized the Congestion Relief Plan in 2007, 2010, and 2015; and

**WHEREAS**, a component of the C/CAG Congestion Relief Plan is to support Local and Employer Based Shuttle Programs; and

**WHEREAS**, the TA and C/CAG issued a joint Call for Projects for the San Mateo County Shuttle Program on December 18, 2017; and

**WHEREAS**, the TA and C/CAG require a resolution from the San Mateo County Transit District (District) in support of the District's application for \$1,704,340 from the San Mateo County Shuttle Program for the District's shuttle program; and

**WHEREAS**, to support operation of SamTrans commuter and community shuttles in San Mateo County, the District seeks \$1,704,340 in San Mateo County Shuttle Program funds, which would require matching funds of \$1,023,000.

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

1. Authorizes the General Manager/CEO, or his designee, to file an application for up to \$1,704,340 with the San Mateo County Transportation Authority and the City/County Association of Governments of San Mateo County for San Mateo County Shuttle Program funds.
2. Commits up to \$1,023,000 in required matching funds toward the SamTrans commuter and community Shuttles.
3. Authorizes the General Manager/CEO, or his designee, to execute a two-year funding agreement with the TA and/or C/CAG, and to take any other actions necessary for the purpose of obtaining San Mateo County Shuttle Program grant funding for the operation of SamTrans shuttles in San Mateo County.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee  
THROUGH: Jim Hartnett  
General Manager/CEO  
FROM: Carter Mau Deputy GM/CEO David Olmeda Chief Operating Officer, Bus  
SUBJECT: **APPROVAL OF COMPENSATION CHANGES FOR ADMINISTRATIVE EMPLOYEES AND ADOPTION OF SALARY ORDINANCE NO. 101**

**ACTION**

Staff proposes the Committee recommend Board approval of the following:

- 1. Approve the new pay structure for administrative employees
- 2. Adopt Salary Ordinance No. 101

**SIGNIFICANCE**

Segal Waters (Segal), a nationally-recognized consulting firm, conducted a study of the District's classification structure, compensation practices, and benefits package. Segal has developed a series of recommendations to align the District's programs with the goal of being an employer of choice in the Bay Area.

Segal proposed a new pay structure to achieve overall market competitiveness, which has been adjusted in part as a result of a recommendation by the Executive Team; pay range widths and midpoints for pay grades 10-15 were adjusted to improve retention and maintain the earning potential of employees in these pay grades.

The new pay structure retains the existing 16 pay grades and is contained in Attachment A. The goal of the new pay structure is to improve the District's competitiveness in recruiting, hiring and retaining employees.

Salary Ordinance No. 101 incorporates changes to wages and position classifications as recommended by Segal and the Executive Team.

**BUDGET IMPACT**

There is no budget impact to the SamTrans and JPB FY18 operating budgets. Proposed equity adjustments to 23 employees in fiscal FY18 are absorbed by monies budgeted for anticipated vacancies.

## **BACKGROUND**

In October 2016, the Board approved Segal to perform a Classification, Compensation, and Benefits study for the District's Administrative employees. The purpose of the study was to provide recommendations to align the District's classification structure and pay practices with peer employers; the goal is for the District to be an employer of choice in the Bay Area.

Segal conducted a classification study and examined 190 existing District administrative job titles. A total of 34 jobs were collapsed, and 13 new job titles created resulting in a total of 169 job titles. New job descriptions were created for the 13 new job titles, 69 jobs were re-titled, and other sets of job titles were grouped to establish career ladders for career progression.

As part of the compensation study, Segal in consultation with staff, selected 100 benchmark job titles from the proposed classification structure and compared them to ten peer agencies for comparison. Overall, Segal found that the District's pay ranges are market competitive at the pay range midpoint and at the pay range maximum, but below the market average at the minimum of the range. Segal and District staff recommended guidelines on how to adjust employees pay based on market data and internal equity considerations as follows:

- Employees whose current salaries are below the new pay range minimums should be increased to the new proposed pay range minimum
- Employees with 5 years in their current position in FY18 should have their pay increased to the pay range midpoint of their proposed pay grade
- Offer employee equity adjustments over a three-year period to employees upon reaching 5 years in position and who have not reached the pay range midpoint in their classification.

Segal reviewed the District's performance management program as part of the study. Discussions with focus groups of District employees showed that the existing performance management system could be improved to be easier to use to drive organizational performance.

Segal recommended and the Executive Team concurred that the District address performance management as follows:

- Provide merit pay based on individual performance on an annual basis
- Adopt a four tier rating scale to include business and individual performance goals
- Link core leadership competencies and behavior to overall employee performance
- Move to a focal point review process
- Implement an online performance software solution for completing performance reviews
- Train managers on the new performance form and process by the end of June 2018

Segal found that the District's paid leave, health, and retirement benefits were competitive with the overall market and recommended no changes at this time.

**STRATEGIC INITIATIVE**

- Become a More Effective Organization
- Improve Organizational Performance

Prepared By:	Robert Greenleaf, Manager, Organizational Development and Talent Management	650-508-6440
	Juliet Nogales-DeGuzman, Manager, Employee Services	650-508-6236
Project Manager:	Bill Carson, Director, Human Resources	650-508-6234

ATTACHMENT A

SALARY PAY STRUCTURE

PAY STRUCTURE AS OF 03/04/2018:

Grade	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Range Width	% Interval between Pay Grade Midpoints
10	\$40,088	\$50,522	\$60,956	52.1%	--
11	\$44,349	\$57,519	\$70,690	59.4%	13.9%
12	\$49,063	\$65,885	\$82,707	68.6%	14.5%
13	\$54,279	\$71,723	\$89,167	64.3%	8.9%
14	\$60,049	\$76,772	\$93,495	55.7%	7.0%
15	\$66,432	\$83,937	\$101,441	52.7%	9.3%
16	\$73,494	\$91,867	\$110,241	50.0%	9.4%
17	\$81,306	\$101,633	\$121,960	50.0%	10.6%
18	\$89,949	\$112,437	\$134,924	50.0%	10.6%
19	\$99,511	\$124,389	\$149,267	50.0%	10.6%
20	\$110,089	\$137,612	\$165,134	50.0%	10.6%
21	\$121,792	\$152,240	\$182,688	50.0%	10.6%
22	\$134,739	\$168,423	\$202,108	50.0%	10.6%
23	\$149,062	\$186,327	\$223,592	50.0%	10.6%
24	\$164,907	\$206,134	\$247,361	50.0%	10.6%
25	\$182,437	\$228,046	\$273,655	50.0%	10.6%
26	\$201,830	\$252,288	\$302,745	50.0%	10.6%

**ORDINANCE NO. 101 –**

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

**\*\*\***

**ADOPTION OF COMPENSATION CHANGES FOR ADMINISTRATIVE EMPLOYEES AND  
ADOPTION OF SALARY ORDINANCE NO. 101**

**WHEREAS**, the District periodically engages in a comprehensive compensation study to ensure that compensation, including wages and benefits are established in a manner that maintains the District as a competitive employer in the Bay Area and to organize and manage effectively the transit needs of the public with the parameters of the District's Operating and Capital Budgets; and

**WHEREAS**, by Resolution 2016-52 enacted on October 5, 2016, the Board of Directors awarded a contract to The Segal Company, Inc. (Segal) to conduct a pay practices and compensation review study; and

**WHEREAS**, prior to completion of the compensation study and in conjunction with approval of the District's Fiscal Year 2018 Operating Budget, the General Manager/CEO recommended and the Board enacted Ordinance No. 100 on June 7, 2017, establishing the Table of Position Classifications based upon the compensation system then in effect; and

**WHEREAS**, based upon recommendations contained in the comprehensive compensation study, which now has been completed, the General Manager/CEO has recommended approval of (1) a new pay structure attached and incorporated herein as "Exhibit A" and (2) implementation of a new salary schedule with the understanding that the number of full-time and part-time employees remain at the same level as contained in Ordinance No. 100; and

**WHEREAS**, the proposed new Table of Position Classifications attached and incorporated herein as Exhibit "B", "C", "D", and "E."

**NOW, THEREFORE, BE IT ORDAINED** that this aforementioned recommendations of the General Manager/CEO and the revised Table of Position Classifications hereinabove identified hereby are approved with an effective date of March 4, 2018 and adopted.

Regularly passed and adopted this 7th day of March by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**EXHIBIT "A"**

**SALARY PAY STRUCTURE**

**EFFECTIVE MARCH 4, 2018**

Grade	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Range Width	% Interval Between Pay Grade Midpoints
10	\$40,088	\$50,522	\$60,956	52.1%	--
11	\$44,349	\$57,519	\$70,690	59.4%	13.9%
12	\$49,063	\$65,885	\$82,707	68.6%	14.5%
13	\$54,279	\$71,723	\$89,167	64.3%	8.9%
14	\$60,049	\$76,772	\$93,495	55.7%	7.0%
15	\$66,432	\$83,937	\$101,441	52.7%	9.3%
16	\$73,494	\$91,867	\$110,241	50.0%	9.4%
17	\$81,306	\$101,633	\$121,960	50.0%	10.6%
18	\$89,949	\$112,437	\$134,924	50.0%	10.6%
19	\$99,511	\$124,389	\$149,267	50.0%	10.6%
20	\$110,089	\$137,612	\$165,134	50.0%	10.6%
21	\$121,792	\$152,240	\$182,688	50.0%	10.6%
22	\$134,739	\$168,423	\$202,108	50.0%	10.6%
23	\$149,062	\$186,327	\$223,592	50.0%	10.6%
24	\$164,907	\$206,134	\$247,361	50.0%	10.6%
25	\$182,437	\$228,046	\$273,655	50.0%	10.6%
26	\$201,830	\$252,288	\$302,745	50.0%	10.6%

**Table of Position Classifications (Ord. 101 effective 03/04/2018)**

**Exhibit "B"**

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Accessibility Coordinator	1		15	66,432	101,441
Accessibility Specialist	1		13	54,279	89,167
Accountant II	17	5	16	73,494	110,241
Accountant III	6	3	18	89,949	134,924
Accounting Specialist	2		12	49,063	82,707
ADA Coordinator	1		16	73,494	110,241
Administrative Analyst II	1	1	16	73,494	110,241
Administrative Analyst III	1	1	18	89,949	134,924
Assistant District Secretary	2	2	15	66,432	101,441
Assistant Manager, Bus Maintenance	2		18	89,949	134,924
Assistant Manager, Bus Transportation	2		18	89,949	134,924
Assistant Manager, Employee Relations	1		18	89,949	134,924
Assistant Manager, Social Media	1	1	17	81,306	121,960
Assistant Manager, Transit Operations Training	1		18	89,949	134,924
Assistant Project Manager	1	1	17	81,306	121,960
Budget Analyst	6	3	18	89,949	134,924
Business Systems Analyst II	1		16	73,494	110,241
Business Systems Analyst III	2	1	19	99,511	149,267
CAD Technician	1	1	14	60,049	93,495
Capital Program Specialist	1	1	14	60,049	93,495
Chief Communications Officer	1		25	182,439	273,655
Chief Financial Officer	1		25	182,439	273,655
Chief Officer, Planning, Grants, and Transportation Authority	1	1	25	182,439	273,655
Chief Operating Officer, Bus	1		25	182,439	273,655
Chief Operating Officer, Rail	1	1	25	182,439	273,655
Claims Analyst	1	1	15	66,432	101,441
Contract Administrator	3	3	18	89,949	134,924
Cost Engineer	1	1	18	89,949	134,924
Customer Relations Specialist	2		12	49,063	82,707
Data Specialist	7	2	12	49,063	82,707
Database Administrator	2		18	89,949	134,924
DBE Administrator	1	1	18	89,949	134,924
Deputy Director, Facilities	1		21	121,792	182,688
Deputy Director, Intelligent Transportation Systems (ITS)	1		21	121,792	182,688
Deputy Director, Maintenance	1		21	121,792	182,688
Deputy Director, Quality Assurance & Standards	1	1	21	121,792	182,688
Deputy Director, Rail Vehicle Maintenance	1	1	21	121,792	182,688
Deputy Director, Railroad Infrastructure Maintenance	1	1	21	121,792	182,688
Deputy Director, Railroad Systems Engineering*	1	1	21	121,792	182,688
Deputy Director, Safety and Security	1	1	21	121,792	182,688
Deputy General Manager/CEO	1	1	26	201,830	302,745
Designer	1		15	66,432	101,441
Digital Marketing Administrator	1		18	89,949	134,924
Director, Accounting	1		22	134,739	202,108
Director, Budgets and Financial Analysis	1		22	134,739	202,108
Director, Bus Transportation	1		22	134,739	202,108
Director, Caltrain Planning	1	1	22	134,739	202,108
Director, Capital Program Delivery	1	1	22	134,739	202,108
Director, Contracts and Procurement	1		22	134,739	202,108



**Table of Position Classifications (Ord. 101 effective 03/04/2018)**

**Exhibit "B"**

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Director, Engineering and Maintenance*	1	1	23	149,062	223,592
Director, Government and Community Affairs	1	1	22	134,739	202,108
Director, Human Resources	1		23	149,062	223,592
Director, Information Technology and Telecommunications	1		23	149,062	223,592
Director, Marketing and Communications	1	1	22	134,739	202,108
Director, Planning	1		22	134,739	202,108
Director, Rail Contracts and Budget	1	1	22	134,739	202,108
Director, Rail Operations*	1	1	23	149,062	223,592
Director, Real Estate and Development	1	1	22	134,739	202,108
Director, Safety and Security	1	1	23	149,062	223,592
Director, Transportation Authority Program	1	1	22	134,739	202,108
Director, Treasury	1		22	134,739	202,108
Distribution Clerk	2	1	11	44,349	70,690
Distribution Coordinator	1		13	54,279	89,167
Engineer II	5	4	18	89,949	134,924
Engineer III	6	6	19	99,511	149,267
Executive Assistant II	4	2	14	60,049	93,495
Executive Assistant III	1		15	66,432	101,441
Executive Officer, District Secretary, Executive Administration	1		21	121,792	182,688
Facilities Technician	5		12	49,063	82,707
Financial Analyst III	2		18	89,949	134,924
Government and Community Relations Coordinator	3	2	17	81,306	121,960
Grants Analyst	1	1	18	89,949	134,924
Grants and Real Estate Analyst	1	1	15	66,432	101,441
Human Resources Analyst	4		15	66,432	101,441
Human Resources Assistant	1		11	44,349	70,690
Human Resources Specialist	5		12	49,063	82,707
Information Technology Analyst II	2		16	73,494	110,241
Information Technology Analyst III	2		17	81,306	121,960
Intelligent Transportation Systems (ITS) Administrator	1		17	81,306	121,960
Intelligent Transportation Systems (ITS) Analyst	1		17	81,306	121,960
Intelligent Transportation Systems (ITS) Senior Technician	1		16	73,494	110,241
Internal Communications Specialist	1		14	60,049	93,495
Inventory Specialist	1		14	60,049	93,495
IT Computer Support Representative	3		12	49,063	82,707
Labor Compliance Administrator	1	1	18	89,949	134,924
Maintenance Contract Administrator	2		18	89,949	134,924
Maintenance Instructor	2		16	73,494	110,241
Manager, Accessible Transit Services	1		19	99,511	149,267
Manager, Budgets	3	2	20	110,089	165,134
Manager, Bus Contracts	1		19	99,511	149,267
Manager, Bus Maintenance	2		19	99,511	149,267
Manager, Bus Transportation	2		19	99,511	149,267
Manager, Caltrain Planning	1	1	20	110,089	165,134
Manager, Capital Projects and Environmental Planning	1	1	20	110,089	165,134
Manager, Civil Rights Programs	1	1	19	99,511	149,267
Manager, Communications	1	1	19	99,511	149,267
Manager, Configuration Management	1	1	20	110,089	165,134
Manager, Construction Services	1	1	21	121,792	182,688

**Table of Position Classifications (Ord. 101 effective 03/04/2018)**

**Exhibit "B"**

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Manager, Customer Service	1		19	99,511	149,267
Manager, Employee Relations	1		21	121,792	182,688
Manager, Employee Services	1		20	110,089	165,134
Manager, Engineering	2	2	21	121,792	182,688
Manager, Engineering, Traction Power/OCS	1	1	20	110,089	165,134
Manager, Facilities Maintenance	1		19	99,511	149,267
Manager, Fare Revenue	1		19	99,511	149,267
Manager, Financial Planning and Analysis	1		20	110,089	165,134
Manager, Financial Reporting and General Ledger	1		21	121,792	182,688
Manager, Grants and Capital Accounting	1	1	20	110,089	165,134
Manager, Grants and Fund Programming	1	1	20	110,089	165,134
Manager, Information Technology and Telecommunications	2		20	110,089	165,134
Manager, Maintenance of Way	1	1	20	110,089	165,134
Manager, Market Research and Development	1	1	20	110,089	165,134
Manager, Marketing and Creative Services	1	1	20	110,089	165,134
Manager, Materials and Inventory Control	1		19	99,511	149,267
Manager, Organizational Development and Talent Management	1		21	121,792	182,688
Manager, Operations Planning, Bus	1		20	110,089	165,134
Manager, Operations Planning, Rail	1	1	20	110,089	165,134
Manager, Payroll	1		21	121,792	182,688
Manager, Procurement	1	1	20	110,089	165,134
Manager, Project Controls	1	1	20	110,089	165,134
Manager, Rail Compliance	1	1	20	110,089	165,134
Manager, Rail Contracts and Budget	1	1	20	110,089	165,134
Manager, Rail Operations	1	1	19	99,511	149,267
Manager, Rail Transportation Communications	1	1	20	110,089	165,134
Manager, Rail Vehicle Maintenance	1	1	19	99,511	149,267
Manager, Real Estate and Development	1	1	20	110,089	165,134
Manager, Right of Way (ROW)	1	1	19	99,511	149,267
Manager, Safety and Security	1	1	19	99,511	149,267
Manager, Standards and Procedures	1	1	20	110,089	165,134
Manager, Stations and Access	1	1	19	99,511	149,267
Manager, TA Fund Programming and Monitoring	1	1	20	110,089	165,134
Manager, Technology Research and Development	1	1	20	110,089	165,134
Manager, Transit Operations Training	1		19	99,511	149,267
Manager, Treasury Accounting	1		19	99,511	149,267
Market Research and Development Analyst	1		16	73,494	110,241
Marketing Development Assistant	1	1	11	44,349	70,690
Marketing Development Specialist	3	2	14	60,049	93,495
Marketing Outreach Coordinator	1		16	73,494	110,241
Mobility Project Coordinator** (part-time)	1		17	81,306	121,960
Network Administrator	2		18	89,949	134,924
Network Administrator, Rail	1	1	18	89,949	134,924
Network Specialist	1		14	60,049	93,495
Office Assistant (full-time/part-time**)	7	3	11	44,349	70,690
Operations Contract Analyst	4	2	16	73,494	110,241
Payroll Specialist	1		13	54,279	89,167
Planning Administrator	6	5	19	99,511	149,267

**Table of Position Classifications (Ord. 101 effective 03/04/2018)**

**Exhibit "B"**

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Planning Analyst II	2		16	73,494	110,241
Planning Analyst III	6	3	17	81,306	121,960
Procurement Coordinator	10	10	17	81,306	121,960
Procurement Specialist	2	1	14	60,049	93,495
Project Manager*	3	3	19	99,511	149,267
Public Affairs Specialist	3		14	60,049	93,495
Rail Safety Coordinator	2	2	18	89,949	134,924
RAMS Engineer*	1	1	20	110,089	165,134
Real Estate Administrator	1	1	19	99,511	149,267
Real Estate Specialist	1	1	14	60,049	93,495
Records Assistant	1	1	11	44,349	70,690
Safety and Security Specialist	1		12	49,063	82,707
Safety Coordinator	1		16	73,494	110,241
Scheduling Analyst II	3		16	73,494	110,241
Scheduling Analyst III	1		17	81,306	121,960
Scheduling Specialist	1		11	44,349	70,690
Senior Policy Advisor	1	1	20	110,089	165,134
Senior Procurement Administrator	5	4	19	99,511	149,267
Senior Project Manager	3	2	20	110,089	165,134
Social Media Specialist	1	1	14	60,049	93,495
Supervisor, Customer Service	1		15	66,432	101,441
Supervisor, Facilities Maintenance	1		16	73,494	110,241
Supervisor, Payroll	1		18	89,949	134,924
Supervisor, Staffing Services	1		18	89,949	134,924
Systems and Security Analyst	1		19	99,511	149,267
Systems Software Analyst	2		19	99,511	149,267
Telecommunications Specialist	1		17	81,306	121,960
Title VI Administrator	1	1	18	89,949	134,924
Warranty Analyst	1		14	60,049	93,495
Web Developer	1	1	15	66,432	101,441

**Table of Position Classifications (Ord. 101 effective 03/04/2018)****Exhibit "C"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range	
<b><u>Caltrain Modernization Program</u></b>					
Chief Officer, Caltrain Modernization Program	1	1	25	182,437	273,655
Deputy Chief Officer, CalMod Program Delivery	1	1	24	164,907	247,361
Deputy Director, Program Management and Environmental Compliance	1	1	21	121,792	182,688
Construction Liaison Manager	1	1	17	81,306	121,960
Deputy Director, Project Delivery	1	1	21	121,792	182,688
Director, Project Delivery*	1	1	22	134,739	202,108
Executive Assistant	1	1	12	49,063	82,707
Budget Analyst	1	1	18	89,949	134,924

**Table of Position Classifications (Ord. 101 effective 03/04/2018)**

**Exhibit "D"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
<b>Represented</b>				
Bus Contracts Inspector	3	1	IBT2	c
Bus Operator (full-time/part-time) (b)	308		ATU1	c
Bus Operator Trainee	as needed		ATU1	\$20.00 hour
Bus Transportation Supervisor	14		IBT1	c
Customer Service Representative 2	2	2	ATU2	c
Customer Service Representative 1 (extra-help)	8		ATU2	c
Customer Service Representative 1 (full-time)	10		ATU2	c
Customer Service Representative 1 (part-time)	4		ATU2	c
Dispatcher	4		IBT1	c
Maintenance Supervisor	8	1	IBT4	c
Mechanic "A"	30	1	ATU1	c
Mechanic "B"	23	5	ATU1	c
Mechanic "C"	11	1	ATU1	c
Radio Controller	3		IBT1	c
Receptionist	1		ATU2	c
Storeskeeper	7		ATU1	c
Transit Instructor	3		IBT3	c
Utility Maintenance Supervisor	2		IBT4	c
Utility Worker	29		ATU1	c

**Table of Position Classifications (Ord. 101 effective 03/04/2018)****Exhibit "E"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
General Manager/CEO	1		GM/CEO	281,051

\*Market conditions require that certain positions be regarded as highly competitive to attract employees and must be provided a level of compensation reflective of the competitiveness of the marketplace.

\*\* For part-time positions salary range reflects full-time wages; however, actual earnings are based on reduced hours worked.

(a) The expenses associated with 160 positions are 50% or more funded in the District's Capital Budget and/or JPB's and TA's Operating and Capital Budgets.

(b) Part-time operators shall not exceed 17 percent of the total number of operators, in accordance with the current Amalgamated Transit Union (ATU1) Collective Bargaining Agreement.

(c) Wages established in accordance with the Collective Bargaining Agreements with the Amalgamated Transit Union, Local 1574 (ATU1 - Bus Operators and Maintenance Employee Unit and ATU2 - Customer Service Unit) and the International Brotherhood of Teamsters, Local 856 (IBT1 - Bus Transportation Supervisory Unit, IBT2 - Bus Contracts Inspectors Unit, IBT3 - Transit Instructor Unit, and IBT4 - Maintenance Supervisor Unit).

**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: **AWARD OF CONTRACT FOR THE PURCHASE AND DELIVERY OF 10 HEAVY-DUTY ELECTRIC BUSES AND CHARGING STATIONS**

**ACTION**

Staff proposes the Committee recommend the Board:

1. Award a contract to Proterra, Inc. (Proterra) of Burlingame, California for 10 new heavy-duty, low-floor, 40-foot (ft) battery electric buses (BEB), and charging stations for a total estimated amount of \$9,227,000.
2. Authorize the General Manager/CEO, or designee, to execute a contract with terms and conditions substantially similar to those 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 ten 2003 diesel 40-ft low-floor buses manufactured by Gillig Corporation LLC. This small sub-fleet performed revenue service for over 14 years and has exceeded its useful life. The purchase will enable the District to evaluate BEBs by placing them in revenue service. This action allows for the early adoption of the California Air Resources Board (CARB) Innovative Clean Transit regulation and the opportunity to leverage funding for clean mobility options.

The acquisition of zero emission technology will complement and support reliable service for passengers and will meet the bus replacement schedules set forth by the Federal Transit Administration (FTA) and the Metropolitan Transportation Commission.

**BUDGET IMPACT**

Funding for the purchase was approved in the District's Fiscal Year (FY) 2017 Capital Budget, approved through Resolution 2016-31, dated June 1, 2016, in the amount of \$7,250,000 and in the FY 2018 Capital Budget, approved through Resolution 2017-35, dated June 7, 2017, in the amount of \$3,676,668 for a total Project budget of \$10,926,668. The purchase is funded by a combination of FTA funds, various state funds, Bay Area Air Quality Management District funds and District sales tax.

## **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.

On July 24, 2015, DES entered into a contract with Proterra pursuant to Solicitation 09214, a competitively bid solicitation, for the furnishing of heavy-duty, low-floor, 40-ft BEBs. 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, and will be configured to the District's specifications, at highly competitive prices.

The District elected not to replace ten 2003 diesel buses with bus using the same power source. The purchase of 10 zero emission BEBs provides the first steps to transition SamTrans fixed route buses into a zero emission fleet. A BEB is more expensive to purchase than an equivalent diesel bus. The price difference between a 40-ft diesel bus and a 40-ft BEB is approximately \$270,000 per bus.

The BEBs will use portable charging stations upon initial deployment, while modifications at the District's North Base facility are engineered and constructed to accommodate the installation of charging stations. The Operations and Engineering departments will evaluate the infrastructure requirements for a full fleet of BEBs. The data obtained from this effort will shape future bus procurements and the infrastructure improvements required to achieve a fully electrified fleet by 2033.

## **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, reduces waste, and controls 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

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**AWARDING A CONTRACT TO PROTERRA, INC. FOR THE PURCHASE AND DELIVERY OF  
10 HEAVY-DUTY BATTERY ELECTRIC BUSES AND CHARGING STATIONS  
FOR A TOTAL ESTIMATED AMOUNT OF \$9,227,000**

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

**WHEREAS**, staff has identified ten 2003 diesel 40-foot low-floor SamTrans buses (2003 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 2003 Buses by acquiring 10 new heavy-duty, low-floor, 40-foot battery electric buses (Electric Buses); and

**WHEREAS**, on July 24, 2015, the Washington State Department of Enterprise Services Master Contracts and Consulting Unit (DES) entered into a contract with Proterra, Inc. (Proterra) of Burlingame, California pursuant to Solicitation 09214, a competitively bid solicitation, for the furnishing of Electric Buses and charging stations; 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 DES contract with Proterra; and

**WHEREAS**, a combination of Federal, State, Bay Area Air Quality Management District and District sales tax funding sufficient for the purchase of the Electric 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 Proterra for the purchase of 10 Electric Buses and charging stations in a total estimated amount of \$9,227,000, including applicable charges for taxes, fees, and delivery.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors (Board) of the San Mateo County Transit District awards a contract to Proterra, Inc. through the Washington State Department of Enterprise Services Master Contracts and Consulting Unit's contract for the purchase and delivery of 10 heavy-duty, low-floor, 40-foot battery electric buses and charging stations, for a total estimated amount of \$9,227,000; and

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager/CEO, or his designee, to execute a cooperative purchasing contract on behalf of the District with Proterra with terms and conditions substantially similar to those of the DES competitively bid contract and in a form approved by legal counsel.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **AWARD OF CONTRACT FOR INDUSTRIAL WASTE LINE REPLACEMENT PROJECT**

**ACTION**

Staff proposes that the Committee recommend the Board:

1. Award a contract to the lowest responsive and responsible bidder, Innovative Construction Solutions, Inc. (ICS) of Santa Ana, California, in the total amount of \$359,000 for the Industrial Waste Line Replacement Project (Project).
2. Authorize the General Manager/CEO, or his designee, to execute a contract in full conformity with the terms and conditions of the contract documents and in a form approved by legal counsel.

**SIGNIFICANCE**

Award of this contract will provide the San Mateo County Transit District (District) with a qualified and experienced contractor to replace underground pipelines, which carry industrial waste (IW) drainage at the District's North and South Base facilities. At North Base, approximately 650 linear feet of pipeline carries IW drainage from the steam cleaning and shop floor areas of the maintenance building to a nearby oil-water separator. At South Base, approximately 100 linear feet of pipeline, which is currently non-operational, drains the steam cleaning area to an oil-water separator.

**BUDGET IMPACT**

Funding for the Project was approved in the Amended Fiscal Year (FY) 2016 Capital Budget, which was approved through Resolution 2016-18 on March 2, 2016, in the amount of \$75,000 and in the FY 2017 Capital Budget, which was approved through Resolution 2016-31 on June 1, 2016 in the amount of \$500,000 for a total Project budget of \$575,000. The Project is funded by District sales tax.

**BACKGROUND**

The IW pipelines provide drainage from the maintenance buildings to oil-water separators at both of the District's bases. The pipelines were originally installed when the bases were built more than 30 years ago and are now beyond the design life for such pipelines.

In 2015, the IW pipeline at North Base showed signs of failure and a camera inserted into it indicated that a 10-foot section was leaking. As a temporary measure, this 10-

foot section was replaced in order to keep the steam cleaning area in operation. Similar indications of pipe failure were detected in the IW line at South Base; consequently that pipeline is no longer in operation. Buses from South Base are currently driven to North Base to be steam cleaned. The most cost-effective approach to repairing these leaks is to replace the pipelines at both bases.

Prior to releasing the Invitation for Bids (IFB), staff conducted extensive outreach. An announcement was published on the District's procurement website to gauge potential bidder interest. Staff contacted potential bidders through direct email after searching industry websites including The Blue Book and ThomasNet. A search was also performed on the State of California's DBE database. The IFB was advertised in a newspaper of general circulation and on the District's procurement website, which provides notifications to Small Business Enterprises (SBE) and Disadvantaged Business Enterprises (DBE) registered in the District's vendor database. The Office of Small and Disadvantaged Business Enterprises assigned a 23 percent SBE goal to this Project. Five potential bidders attended the pre-bid meeting and site walk.

Two bids were received as listed below:

Company Name	Total Bid Amount
<i>Engineer's Estimate</i>	\$385,000
Innovative Construction Solutions, Santa Ana, CA	\$359,000
CIC, Mountain View, CA	\$876,775

ICS submitted all required bid documentation. Staff has determined, and legal counsel concurred, that the bid submitted by ICS is responsive. The bid from ICS is approximately seven percent lower than the engineer's estimate. Staff reviewed the bid documents and has determined that ICS' bid is fair and reasonable.

The DBE Officer reviewed the bids and both bidders met the requirements to receive a SBE preference. The apparent low bidder, ICS, has committed to 26 percent small business utilization and meets the SBE requirements.

ICS is an established contractor, headquartered in Santa Ana, California with a Northern California office located in Dublin. Company reference checks confirmed ICS' experience and competency. ICS has successfully completed and is currently engaged in projects for other local agencies. Based upon these findings, staff concludes that ICS is appropriately qualified and capable of meeting the requirements of the contract and is therefore the lowest, responsive and responsible bidder.

**STRATEGIC INITIATIVE**

- Priority 2: Strengthen Fiscal Health
  - Goal 3: Implement existing and new best practices
    - Control operating costs:
      - 2-13: Invest in improvements to our facilities and fleets that conserve natural resources, reducing waste, and controlling costs.

Contract Officer: Kevin Kelley  
 Project Manager: Jim Kellner

650-622-7892  
 650-508-6333

RESOLUTION NO. 2018 -

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

\*\*\*

**AWARDING A CONTRACT TO INNOVATIVE CONSTRUCTION SOLUTIONS, INC. FOR THE INDUSTRIAL WASTE LINE REPLACEMENT PROJECT FOR A TOTAL AMOUNT OF \$359,000**

**WHEREAS**, the San Mateo County Transit District (District) issued an invitation for bids (IFB) for the Industrial Waste Line Replacement Project (Project) to be performed at the District's North and South Base facilities; and

**WHEREAS**, in response to the IFB, the District received two bids; and

**WHEREAS**, staff and Legal Counsel have reviewed the two bids received and determined that Innovative Construction Solutions, Inc. of Santa Ana, California (ICS) submitted the lowest, responsive and responsible bid; and

**WHEREAS**, staff has conducted a cost analysis of the bid and determined that the bid is reasonable; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors (Board) award a contract for \$359,000 to ICS for the Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District awards a contract to Innovative Construction Solutions, Inc. of Santa Ana, California for the Industrial Waste Line Replacement Project for a total amount of \$359,000; and

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager/CEO or designee to execute a contract on behalf of the District with ICS in full conformity with the terms and conditions of the solicitation documents and in a form approved

by legal counsel.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2018, by the following  
vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Chair, San Mateo County Transit District

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District Secretary

**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

W

SUBJECT: **AWARD OF A CONTRACT FOR INDUSTRIAL WASTE DISPOSAL SERVICES**

**ACTION**

Staff proposes that the Committee recommend the Board:

1. Award a contract to Clean Harbors Environmental Service, Inc., (Clean Harbors) of Norwell, Massachusetts, to provide industrial waste disposal services for a total estimated amount of \$795,000, composed of \$574,000 for regularly scheduled services and \$221,000 for on-call emergency pick-up services and for supplies and equipment, in accordance with fixed unit rates set forth in the proposal. The contract is for a five-year term.
2. Authorize the General Manager/CEO, or his designee, to execute a contract with Clean Harbors in full conformity with the terms and conditions of the solicitation documents and negotiated agreement.

**SIGNIFICANCE**

Award of the contract will allow the San Mateo County Transit District (District) to obtain services from a qualified contractor, with a local office in San Jose, California, for industrial waste disposal services. The services include packaging, removal, transportation and disposal of industrial waste, including emergency response services requested by the District.

**BUDGET IMPACT**

Funds to support the award of this contract are included in the adopted Fiscal Year 2018 operating budget and will be included in future years' operating budgets.

**BACKGROUND**

The District issued a Request for Proposals and advertised the business opportunity in a newspaper of general circulation and on the District's procurement website. Staff conducted extensive outreach by contacting disposal service contractors to inform them of the solicitation; their attendance was mandatory for the pre-proposal meeting

in order to submit a proposal. A total of three firms attended the pre-proposal meeting. Staff received one proposal from Clean Harbors, which was found to be responsive to the solicitation requirements.

An Evaluation Committee (Committee) comprised of qualified District staff reviewed and scored the proposal in accordance with the following weighted criteria:

- Approach to Scope of Services/Project Methodology 0 – 35 points
- Company Qualifications, Experience, and References 0 – 20 points
- Qualifications & Experience of Management Team & Key Personnel 0 – 20 points
- Cost Proposal 0 – 25 points
- Small Business Enterprise (SBE) Preference 0 - 5 points

Standard language setting forth the District's policy regarding Small Business Enterprises (SBEs) was included in the solicitation documents. The DBE Officer reviewed the proposal submitted and determined that Clean Harbors did not claim the Small Business Enterprises (SBE) preference; therefore no SBE preference points were given.

After initial scoring, the proposal was found to be in the competitive range. Interviews were not conducted as Clean Harbors is the District's incumbent service provider and the firm's performance has been satisfactory to date. Upon completion of reference checks, financial review, and final scoring of the proposal, the Committee determined that Clean Harbors is qualified to be selected for contract award as the proposal is responsive to the solicitation requirements. Clean Harbors has a strong record of providing industrial waste disposal services to both large and small firms in a variety of industries, including transit. Its background demonstrates that it possesses the expertise and required qualifications to successfully perform the scope of services.

Staff determined the lack of proposal submittals was due to the small pool of qualified contractors with the ability to perform the services, and that other potential proposers had limited capacity to provide the services.

Staff polled three public agencies with similar waste streams that are clients of Clean Harbors (Santa Clara Valley Transportation Authority, City of Covina, and AC Transit) to compare their costs for services against the proposed costs. Staff also researched catalog pricing for the costs of supplies. This research was helpful in providing a benchmark from which to negotiate. Staff successfully negotiated lower unit prices than those initially proposed by the contractor. During the first year, the contract amount will increase by 14 percent from the previous contract. This increase is attributable to several factors:

- The last contract was entered into during the economic downturn when pricing was very competitive as compared to the current marketplace, which has a limited number of suppliers;
- The minimum prevailing wage rates increased during 2009-2017 by 30 - 39 percent. Predetermined wage rate increases in 2018 and 2019 have been factored into the new contract amount;
- The District's industrial waste was processed at an East Palo Alto facility until it



- closed in 2009. Transportation costs increased because waste is now taken to San Jose to be processed prior to shipment to an authorized disposal facility; and
- The scope of work expanded and the additional services will cost approximately \$116,700.

Staff determined the negotiated costs to be fair, reasonable and consistent with those paid for similar services by other public agencies.

The existing contract with Clean Harbors is for an estimated amount of \$430,000 for a five-year term, which expired in March 2015. The contractor agreed to extend the contract, with no increase in prices, during the last two years, until the solicitation process was completed.

### **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: Theresa Tril

650-622-8013

Project Manager: Natalie Chi, Bus Maintenance-North Base

650-508-6418

RESOLUTION NO. 2018 –

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

\* \* \*

**AWARDING A CONTRACT TO CLEAN HARBORS ENVIRONMENTAL SERVICES, INC. FOR  
INDUSTRIAL WASTE DISPOSAL SERVICES FOR A TOTAL ESTIMATED  
AMOUNT OF \$795,000 FOR A FIVE-YEAR TERM**

**WHEREAS**, the San Mateo County Transit District (District) has issued a Request for Proposals (RFP) for the provision of Industrial Waste Disposal Services for a five-year term, in accordance with various District and State requirements; and

**WHEREAS**, in response to the RFP, the District received one proposal, from Clean Harbors Environmental Services, Inc. (Clean Harbors) of Norwell, Massachusetts; and

**WHEREAS**, an Evaluation Committee (Committee) composed of District staff reviewed, evaluated, and scored the single proposal according to the evaluation criteria set forth in the RFP; and

**WHEREAS**, the Committee determined that Clean Harbors has a strong record of providing industrial waste disposal services to both large and small firms in a variety of industries, including transit; and

**WHEREAS**, Clean Harbor's experience demonstrates that it possesses the expertise and required qualifications to successfully perform the scope of services defined in the solicitation documents; and

**WHEREAS**, staff and legal counsel reviewed Clean Harbor's proposal and determined it complies with the requirements of the solicitation documents; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors award a contract to Clean Harbors to

provide industrial waste disposal services for a total estimated amount of \$795,000, composed of \$574,000 for regularly scheduled services and \$221,000 for on-call emergency pick-up services and for supplies and equipment, in accordance with fixed unit rates set forth in the proposal, for a five-year term.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors (Board) of the San Mateo County Transit District hereby awards a contract for industrial waste disposal services to Clean Harbors Environmental Service, Inc., of Norwell, Massachusetts, for a five-year term for a total estimated amount of \$795,000; and

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager/CEO, or designee, to execute a contract with Clean Harbors in full conformity with the terms and conditions of the RFP and negotiated agreement and in a form approved by legal counsel.

Regularly passed and adopted this 7<sup>th</sup> day of March, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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Chair, San Mateo County Transit District

ATTEST:

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District Secretary



BOARD OF DIRECTORS 2018

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

JIM HARTNETT  
GENERAL MANAGER/CEO

## AGENDA

### **STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE COMMITTEE OF THE WHOLE**

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

**WEDNESDAY, MARCH 7, 2018 – 2:45 p.m.**  
or immediately following previous Committee meeting

1. Call to Order

#### **ACTION**

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of December 6, 2017
3. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of February 7, 2018

#### **INFORMATIONAL**

4. SamTrans Fare Study Update
5. Capital Projects Quarterly Status Report – 2<sup>nd</sup> Quarter Fiscal year 2018
6. Adjourn

**Committee Members: Dave Pine, Jeff Gee, Charles Stone**

#### **NOTE:**

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

Draft

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

**MINUTES OF STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY  
COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
DECEMBER 6, 2017**

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

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

Staff Present: M. Regarrio

Committee Chair Dave Pine called the meeting to order at 3:34 p.m.

**Approval of Minutes of Strategic Planning, Development and Sustainability Committee  
Meeting of September 6, 2017**

Motion/Second: Stone/Ratto

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

**Authorize Adoption of the Dumbarton Transportation Corridor Study**

Melissa Regardio, Project Manager, presented the results from the most recent stakeholder and public outreach efforts and final study recommendations. The final plan will be used as a framework for all future Dumbarton corridor work.

Powell

**Public Comment**

Jim Bourgart, Office of Supervisor Warren Slocum commended staff for bringing this very important project to this level of where it is and they would like to see an approval of the recommendations. They've been working with officials at all levels, including both sides of the Bay, as well as civic association such as SAMCEDA. The State Rail Plan contains a series of recommendations regarding the Dumbarton Rail Corridor. Last week Supervisor Slocum visited Chad Edison, deputy director for the rail program, and they were very pleased to see the Dumbarton was included as an important and essential link across the bay that they support in the for improvements in the future in particular he would like to see a much more extensive rail network study be done regarding the Dumbarton Corridor and how it will connect with the rest of the region particularly in the East Bay and Beyond he indicated a willingness to include spark sponsorship and funding for such a study in flight to work on SamTrans another local agencies

Andy Chow,

Rachel Lopes, Peninsula Open Space Trust (POST), thanked staff for including the trial in further technical analysis. Post recently hired Alta

Capital Projects Quarterly Status Report – 1st Quarter Fiscal Year 2018

5. Adjourn

Adjourned: 5:12 p.m.

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

**MINUTES OF STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY  
COMMITTEE MEETING  
COMMITTEE OF THE WHOLE  
FEBRUARY 7, 2018**

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

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

Other Board Members C. Groom

Staff Present: M. Beveridge, J. Cassman, A. Chan, C. Gumpal, J. Hartnett, D. Olmeda

1. Call to Order Committee Chair Dave Pine called the meeting to order at 3:56 p.m.
2. Dumbarton Transportation Corridor Study – Update on Next Steps

April Chan provided a brief update on the Dumbarton Transportation Corridor study. Utilizing overhead visuals, Ms. Chan recapped the recommendations, the path forward, assuming standard capital project delivery process and timeline. She also provided an update on a potential SamTrans and Facebook partnership.

Ms. Chan reviewed the short, medium and long-term capital improvements that are necessary for moving forward with the timeline. Funding, including grants and possible financing was discussed, along with public outreach, permits and regulatory requirements. Finally, Ms. Chan reviewed the advantages of the project, the risks, and challenges.

Ms. General Manager/CEO Hartnett commented on the collaborative nature of the project and answered questions of the Board.

Adjourned: 4:33 p.m.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Planning, Development, and Sustainability Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: April Chan  
Chief Officer, Planning/Grants/TA

SUBJECT: **SAMTRANS FARE STUDY UPDATE**

**ACTION**

This report is for information only; no Board action is required at this time.

**SIGNIFICANCE**

At the March 2018 meeting, staff will make a presentation to provide an overview of the SamTrans Fare Study, including the study scope and schedule.

**BUDGET IMPACT**

There is no budget impact associated with receiving this report. The study budget is included in past fiscal year budget allocations. Budget implications of any recommendations resulting from the Fare Study will be included in the final report.

**BACKGROUND**

SamTrans is continually identifying ways to make improvements to daily operations and developing long-term service plans to develop the network. Fare Policy is important, as it affects every aspect of the transit system, from the customer experience to financial policy. In the past, SamTrans has made decisions about what fares should be in an ad-hoc manner, and predicted outcomes of fare policy changes have not materialized.

District staff determined that there is a need for a comprehensive study of the current fare structure, how riders use fare products, passenger sensitivity to fare changes, and how riders make their decisions, in order to address the following critical issues:

- The current fare structure and the wide variety of fare products can be confusing and seen as a possible deterrent to attracting more riders;
- In the past, SamTrans staff have made decisions about what fares should



be in response to budget shortfalls, decreases in revenue, and/or increases in operational costs;

- SamTrans has not recently conducted a full evaluation of its fare structure, nor has it evaluated the elasticities of ridership and revenues to fare changes.

The overall goal for the SamTrans Fare Study is to provide recommendations for a fare policy that is justifiable, transparent, simple to understand and administer, optimizes the inverse relationship between ridership and revenue, and does not disproportionately burden low-income people who comprise a majority of daily ridership.

A majority of the work will be the development of an elasticity model based on survey data which will be able to predict the ridership and revenue implications for various fare policy alternatives. This model will also be a tool for SamTrans staff to analyze any future fare changes.

The Fare Study was initiated late last year and is expected to conclude by Summer 2018.

#### **STRATEGIC INITIATIVE**

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

Project  
Manager:

Daniel Shockley, Planner

650-508-6382

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Strategic Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **CAPITAL PROJECTS QUARTERLY STATUS REPORT –  
2<sup>nd</sup> QUARTER FISCAL YEAR 2017**

**ACTION**

No action required. The Capital Project Quarterly Status Summary Report submitted to the Board for information only.

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

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

Prepared by: Gordon Hail, Senior Project Controls Engineer

650-508-7795



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

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

**WEDNESDAY, MARCH 7, 2018 – 3:00 p.m.**  
or immediately following previous Committee meeting

1. Call to Order

**ACTION**

2. Approval of Minutes of Legislative Committee Meeting of February 7, 2018

**INFORMATIONAL**

3. State and Federal Legislative Update
4. Adjourn

Committee Members: Zoe Kersteen-Tucker, Jeff Gee, Josh Powell

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  
FEBRUARY 7, 2018**

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

Other Board Members Present, Constituting Committee of the Whole  
R. Guilbault, D. Pine, P. Ratto, K. Matsumoto, C. Stone

Other Board Member Absent: C. Groom

Staff Present: J. Cassman, C. Fromson, C. Gumpal, J. Hartnett, C. Mau, S. Murphy,  
D. Olmeda, S. VanHofen

Committee Chair Z. Kersteen-Tucker called the meeting to order at 4:33 p.m.

**Approval of Minutes of January 3, 2018**

Motion/Second: Stone/Guilbault

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

Absent: Powell

**3. State and Federal Legislative Update**

Casey Fromson, Director, Government and Community Affairs reported:

Federal Update

Ms. Fromson announced that Congress is still working on a funding deal for FY 18, noting that the Senate has a two-year deal on the table but it will fail unless it addresses Deferred Action for Childhood Arrivals (DACA.) She stated staff will be watching closely if the White House releases its infrastructure package.

State Update

Ms. Fromson referred to the committee packet regarding information in the Governor's Budget for 2018-19, specifically the revenues expected to flow from SB 1. She noted there have been conversations regarding electric buses and she would be reporting back on anything substantive regarding those conversations. Ms. Fromson highlighted support for Senator Weiner's bill to reduce the voting threshold from 66.6% to 55% for any transportation-related bills.

Committee member Gee asked Ms. Fromson to look ahead for any legislation that may outlaw gasoline-powered vehicles and what effect it would have on the world of charging stations as it relates to SamTrans.

Adjourned: 4:38 p.m.

**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 2018 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

February 20, 2018

TO: Board of Directors, San Mateo County Transit District

FM: Joshua W. Shaw and Matt Robinson, Shaw / Yoder / Antwih, Inc.  
Mike Robson and Trent Smith, Edelstein Gilbert Robson & Smith LLC

RE: **STATE LEGISLATIVE UPDATE – March 2018**

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### ***Legislative Update***

The final year of the 2017-2018 Legislative Session is underway with Committee hearings ramping up in mid-March. Legislators had until Friday, February 16 to introduce new bills for consideration in 2018. Approximately 2300 bills were introduced in the second half of the current session. The Legislature is scheduled to go on Spring Recess on March 22. In this report we highlight the most relevant bills this year affecting SamTrans; those are discussed under ***Bills of Interest***, below.

### ***SB 1 Repeal***

As we continue to report, a referendum initiative was filed on September 14 that would require statewide voter approval of any increase or extension of gasoline or diesel fuel taxes after January 1, 2017. The initiative effort is now being led by John Cox, a wealthy Republican businessman and candidate for Governor. The initiative is also supported by several of California's Congressional Republicans. To qualify the initiative for the ballot, the proponents will need to gather approximately 585,000 signatures. Proponents have raised close to \$900,000 and claim they have collected more than 400,000 valid signatures, pending verification by the Secretary of State. The campaign has until about mid-April to collect the required number of valid signatures.

Recently, supporters of SB 1 formed a ballot committee – the Coalition to Protect Local Transportation Improvements – to oppose the repeal effort and promote the benefits of SB 1 throughout California. The Committee is led by the California Alliance for Jobs, the California State Association of Counties, the League of California Cities, and the California Transit Association, as well as several other transportation, labor, business, and local government agencies, formally known as the Fix Our Roads Coalition. The Committee will also support passage of Proposition 69 – put on the ballot by ACA 5 (Frazier) – the constitutional amendment passed by the legislature to protect new SB 1 revenues; the measure will be before the voters this June.

In his State of the State Address, Governor Brown committed his full support to defending SB 1 and opposing any potential repeal.

**We encourage SamTrans to formally commit its support for the “Yes on Proposition 69” and the “No on SB 1 Repeal” campaigns.** The ballot committee will accept a formal Board resolution, a letter from the SamTrans Board Chair, or, a completed endorsement [form](#) that can be found by visiting the Fix Our Roads website.

### Cap and Trade

On January 26, Governor Brown issued an executive order to boost the supply of zero-emission vehicles and charging & refueling stations in California. The Governor also detailed his plan for investing \$1.25 billion in Cap and Trade auction proceeds to reduce carbon pollution and improve public health and the environment.

The details of the Cap and Trade plan can be found in the following table:

**2018-19 Cap and Trade Expenditure Plan**  
(Dollars in Millions)

<i>Investment Category</i>	<i>Department</i>	<i>Program</i>	<i>Amount</i>
Air Toxic and Criteria Air Pollutants	Air Resources Board	AB 617 - Community Air Protection	\$250
		Technical Assistance to Community Groups	\$5
Low Carbon Transportation	Air Resources Board	Clean Vehicle Rebate Project	\$175
		Clean Trucks, Buses, & Off-Road Freight Equipment	\$160
		Enhanced Fleet Modernization Program, School Buses & Transportation Equity Projects	\$100
	Energy Commission	Low Carbon Fuel Production	\$25
Climate Smart Agriculture	Air Resources Board	Agricultural Diesel Engine Replacement & Upgrades	\$102
	Energy Commission	Energy Efficiency	\$34
	Department of Food and Agriculture	Healthy Soils	\$5
	Energy Commission	Renewable Energy	\$4
Healthy Forests	CAL FIRE	Healthy & Resilient Forests	\$160
	CalOES	Local Fire Response	\$25
Short-Lived Climate Pollutants	Department of Food and Agriculture	Methane Reduction	\$99
	CalRecycle	Waste Diversion	\$20
Integrated Climate Action: Mitigation & Resilience	Strategic Growth Council	Transformative Climate Communities	\$25
	IBank	California Integrated Climate Investment Program	\$20
	California Conservation Corps	Energy Corps	\$6
Climate and Clean Energy Research	Strategic Growth Council	California Climate Change Technology and Solutions Initiative	\$35
<b>Total</b>			<b>\$1,250</b>

### ***Bills of Interest***

#### **SCA 6 (Wiener) – Lower Vote Threshold for Local Transportation Taxes (Two-Year Bill)**

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for transportation purposes. ***We recommend SamTrans SUPPORT this bill.***

#### **SB 827 (Wiener) – Planning and Zoning Near Transit**

The Planning and Zoning Law requires, when a housing development is proposed within the jurisdiction of a local government, that the city, county, or city and county provide the developer with a density bonus to produce low income housing. This bill would authorize a transit-rich housing project to receive a transit-rich housing bonus. The bill would define a transit-rich housing project as a residential development project within a half-mile of a major transit stop or a quarter-mile of a high-quality transit corridor. The bill would exempt a project from various requirements, including maximum controls on residential density or floor area ratio, minimum automobile parking requirements, design standards that restrict the applicant's ability to construct the maximum number of units consistent with any applicable building code, and maximum height limitations.

#### **AB 1405 (Mullin) – Digital Billboards**

This bill would authorize a comprehensive development lease agreement between the Department of Transportation (Caltrans) and the private sector for a new digital sign network to provide real-time information for enhanced statewide emergency and traveler communications and provide revenues to the State Highway Account by allowing paid advertisements to appear on the digital signs.

#### **AB 1759 (McCarty) – Road Maintenance and Rehabilitation Account Funding**

The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes a housing element and report on the progress of the established goals. This bill would require HCD to review the reports annually and beginning in the 2022–23 fiscal year and require cities and counties to be certified in the prior fiscal year by HCD to remain eligible for an apportionment of SB 1 RMRA funds.

#### **ACA 4 (Aguiar-Curry) – Lower Vote Threshold for Local Infrastructure Taxes (Two-Year Bill)**

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent for taxes for purposes of funding the construction, rehabilitation or replacement of public infrastructure or affordable housing, which specifically includes improvements to transit and streets & highways, as well as protection from impacts of sea-level rise.

#### **ACA 5 (Frazier and Newman) – Protecting Transportation Revenues, Revising Appropriations Limit**

This measure would add to the list of transportation-related revenues protected from legislative diversion by Article XIX those taxes and fees raised in SB 1 (Beall & Frazier). The measure also protects certain transit funds that were increased in the Gas Tax Swap of 2010-11. Article XIII B of the California Constitution prohibits the total annual appropriations subject to limitation of the state and each local government from exceeding the appropriations limit of the entity of the government for the prior year, as adjusted; this measure would also exclude appropriations of certain revenues associated with the Road Repair and Accountability Act of 2017 from the appropriations subject to constitutional limitation. ***This constitutional amendment was passed by the Legislature on April 6 and will be on the statewide ballot in June 2018.***



# Holland & Knight

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Holland & Knight LLP | [www.hklaw.com](http://www.hklaw.com)

## SamTrans Federal Update February 2018

### Congress Passes Two-Year Budget Deal and Short Term Spending Measure

On February 9, the Senate (71-28) and the House (240-186) passed—in one package—a budget deal and a short-term FY 2018 continuing resolution (CR) to fund the government through March 23. Shortly thereafter, the President signed the bill into law.

The budget deal will set topline spending numbers for FY 2018 and 2019, with offsets and bipartisan reforms to minimize the deficit impact of increasing spending caps. The deal raises the spending caps by approximately \$300 billion over two years; increases the limit on military spending by \$80 billion in FY 2018 and \$85 billion in FY 2019; and increases the limit on nondefense spending by \$63 billion this year and \$68 billion next year.

The short-term CR will fund the government through March 23, giving the House and Senate Appropriations Committees time to craft a FY 2018 omnibus spending bill under the new budget cap guidelines. The bill directs specific amounts of money to the House and Senate Appropriations Committees to be used for different spending “buckets” – such as infrastructure – and directs the committees to distribute funds to each subcommittee to craft its appropriations bill to distribute the money, prior to the CR deadline. If an omnibus is completed before March 21, then appropriators will begin work on FY 2019 bills and aim to complete them before the fiscal year ends on September 30.

The budget deal also includes the following over two years, FY 2018 and 2019:

- \$89.3 billion in emergency supplemental appropriations for natural disasters – mostly hurricanes affecting Texas, Louisiana, Florida, Puerto Rico and the Virgin Islands, but also wildfires in the West.
- Extends the debt ceiling through March 1, 2019, past the November midterm elections.
- A one-year extension of expired tax breaks that were not included in the December 2017 tax reform bill.
- \$6 billion over two years for anti-opioid and mental health efforts and extend authorization of the Children's Health Insurance Program (CHIP) for the next 10 years
- Authorizes \$7 billion in total funding for community health centers for two years and closes the Medicare Part D prescription drug benefit "donut hole" for seniors in 2019.
- \$20 billion for infrastructure including surface transportation, rural water and wastewater, clean and safe drinking water, rural broadband, and energy infrastructure;

- \$5.8 billion for Child Care Development Block Grants; \$4 billion to rebuild veterans hospitals and clinics.
- \$4 billion for college affordability programs, including those for police officers, firefighters and teachers.

While Minority Leader Schumer (D-NY) and Majority Leader McConnell (R-KY) were optimistic about the deal, calling it a “breakthrough” and the “first real sprout of bipartisanship,” a brief shutdown occurred because of Sen. Rand Paul’s (R-KY) objection to the new budget agreement driving up federal deficits. House Democrats were also skeptical. House Minority Leader Nancy Pelosi (D-CA) said she could not agree to a budget deal unaccompanied by immigration and DACA legislation. On the House floor, Pelosi said that without a DACA commitment from House Speaker Paul Ryan (R-WI) comparable to that made by McConnell the package would not have her support, or that of a large number of House Democrats. However, enough House Democrats voted for the bill to advance funding, which led to final passage.

### **Administration Introduces FY 2019 Budget Request**

On February 12, President Donald Trump submitted his budget request to Congress for fiscal year (FY) 2019. The President's budget request calls for approximately \$4.4 trillion in total spending. Much of the budget seeks to scale back nondefense programs, and streamline permitting and review processes for projects. The administration projected an annualized economic growth of 3.1 percent over the next three years. It would add \$984 billion to the federal deficit over the next year, despite seeking cuts to welfare programs such as Medicare and food stamps. Over the next 10 years, the plan would add \$7 trillion to the deficit. The administration's request seeks \$540 billion in nondefense spending for 2019, a \$57 billion decrease from Congress' spending cap.

Below is a summary of the Department of Transportation (DOT) budget summary. The budget does recommend \$100 million for the Peninsula Corridor Electrification project.

The President’s FY 2019 budget requests \$76.8 billion for the Department of Transportation, which would be a reduction of \$248.9 million decrease over FY 2017 enacted levels and \$1.7 billion from the FY 2018 appropriations, averaging the House and Senate FY 2018 Transportation-HUD (THUD) Appropriations bills which Congress has not yet completed.

- This reflects the recent two-year budget deal. From that additional funding DOT is providing an additional \$300 million for the Maritime Administration (MARAD) to fund the replacement of two of the Maritime Academies aging schoolships.

Highways: Provides \$45,268,596,000, the FAST Act funding level for FY 2019 and a \$2 billion increase over FY 2017 enacted levels and \$1,034,384,000 increase over FY 2018 (both the House and Senate THUD Appropriations bills provided the FAST Act’s FY 2018 authorized level of \$44,234,212,000)

- Includes a rescission of \$216,951,000 of unspent allocated programs: \$46 million from Appalachian Highways, \$112 million in miscellaneous general fund appropriations for

highways, and \$59 million in miscellaneous earmarks of Highway Trust Fund (HTF) money.

- Similar to FY 2018 budget, this budget request does not recommend anything to fix the Highway Trust Fund solvency after it runs out of money in FY 2021. The budget appendix does recommend adjusting the baseline which could delay funding to the states in the future: "...beginning in 2022, the Budget presents an adjusted baseline to account for the mismatch between baseline rules that require assuming that spending continues at current levels and the law limiting the spending from the HTF to the level of available balances in the HTF. Under current law, DOT is unable to reimburse States and grantees when the balances in the HTF, largely reflecting the level of incoming receipts, are insufficient to meet their requests. Relative to the BBEDCA baseline levels, reducing outlays from the HTF to the level of receipts in the adjusted baseline presentation results in a reduction in HTF outlays of \$122.4 billion over the 2022-2028 window."

TIGER: The budget proposes eliminating funding for TIGER grants, similar to last year's budget request. Congress will ignore this request as the Senate included \$550 million in the FY 2018 THUD Appropriations bill and TIGER has been funded in every final enacted appropriations bill since it was created including \$500 million in FY 2017.

Federal Transit Administration (FTA): \$11,118,562,000, \$1.29 billion decrease over FY 2017 enacted levels and \$1,121,721,000 below House/Senate averaged FY 2018 THUD appropriations bills.

- *Transit Formula Grants*: The budget requests \$9.939 billion, as enacted under the FAST Act, \$205 million increase over FY 2017 enacted levels and \$238 million increase over House/Senate averaged FY 2018 THUD appropriations bills.
- *Capital Investment Grants (New Starts/Small Starts/Core Capacity)*: As in the FY 2018 budget, this budget proposes to stop funding new Capital Investment Grant projects. Requests \$1 billion to fund the projects already under construction. This is \$1.4 billion decrease over FY 2017 enacted levels and \$942.95 million decrease over House/Senate averaged FY 2018 THUD appropriations bills.
  - However, Congress will most likely ignore this request as the FY 2018 project proposed to cut the Capital Investment Grants program to \$1.2 billion, and the House provided \$1.8 billion and the Senate provided \$2.1 billion. Since the new two-year budget deal provides additional money, there is no longer pressure to cut this account.

**The FY 2019 Budget Request for the FTA Capital  
Investment Program, By Project/Activity**

<u>New Start Projects With Signed FFGAs</u>	<u>Million \$</u>
Los Angeles Regional Connector	\$100.0
Los Angeles Westside MOS-1	\$100.0
Los Angeles Westside MOS-2	\$100.0
San Diego Mid-Coast Corridor	\$100.0
Boston Green Line Extension	\$150.0
Portland-Milwaukie (OR) Light Rail	\$65.7
Fort Worth TEX Rail	\$100.0
National Capital Area Purple Line (MD)	\$120.0
<b>Subtotal, New Starts w/ Signed FFGAs</b>	<b>\$835.7</b>
<u>Core Capacity Projects With Signed FFGAs</u>	
Caltrain Peninsula Corridor Electrification	\$100.0
Chicago Red/Purple Line Mod. Phase 1	\$100.0
<b>Subtotal, Core Capacity w/ Signed FFGAs</b>	<b>\$200.0</b>
"New" New Start Projects	\$0.0
New Core Capacity Projects	\$0.0
Small Starts	\$0.0
\$5309(q) Joint Amtrak-Transit Projects	\$0.0
Oversight Activities	\$10.5
<b>TOTAL FUNDING PROVIDED, FY 2019</b>	<b>\$1,046.2</b>
<u>Funding Source:</u>	
New FY19 Appropriation	\$1,000.0
Reprogramming of Prior Year Funding	\$46.2

Federal Railroad Administration (FRA): \$854 million in funding, \$997 million decrease over FY 2017 enacted levels and \$1.238 billion less than the House/Senate FY 2018 THUD averaged current funding levels.

- Amtrak: \$737.897 million, \$839 million below FY 2017 enacted levels and \$776 million below the House/Senate FY 2018 THUD averaged funding levels.
  - Proposes that states pay half of the operating subsidy cost of long-distance routes going through their state.
  - Proposes that railroads pay \$50 million per year in new rail safety user fees to defray FRA overhead costs.
  
- *FAST Act Authorized Grant Programs*: Does not provide any funding for the Federal-State Partnership for State of Good Repair (funded at \$25 million in FY 2017), Consolidated Rail Infrastructure and Safety Improvement (funded at \$68 million in FY 2017), or Restoration and Enhance Grants program (funded at \$5 million in FY 2017).

Federal Aviation Administration (FAA): The budget requests \$16,122,290,000 for the FAA, a \$285 million increase over FY 2017 enacted levels and \$642.951 million below the House/Senate FY 2018 THUD averaged current funding levels.

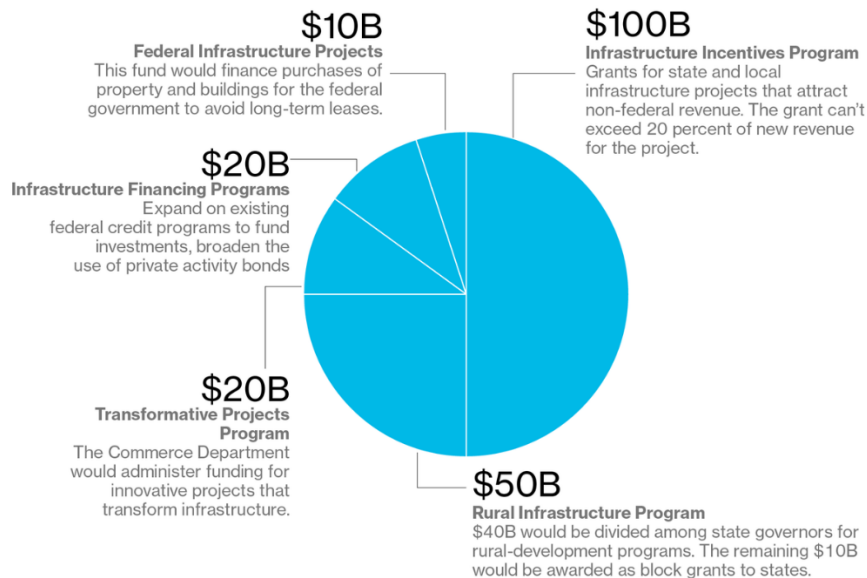
- Airport Improvement Program (AIP): \$3.35 billion, same as FY 2017 enacted levels. The program has been at this level since FY 2014 pending reauthorization.

## White House Introduces Infrastructure Proposal:

On February 12, 2018 the White House unveiled its a 55-page proposal for infrastructure investment, the *Legislative Outline for Rebuilding Infrastructure*. The sweeping proposal seeks to inject funding into several key areas and priorities. Broadly, the proposal outlines \$200 billion in overall funding, as depicted below in Figure 1.

Figure 1

### Trump's \$200 Billion Infrastructure Fund



Source: White House

Bloomberg

As Figure 1 depicts, the Administration will seek to target Federal money to projects with significant funding contributions from States, local governments, private entities, and other non-Federal sources and offers recommendations for project streamlining. It does not, however, include any new revenue to pay for the \$200 billion of new Federal spending.

Without identification of funding sources, doubtful that Congress will be able to pass infrastructure legislation. Congressional committees have started to hold hearings on infrastructure including several on water infrastructure and the Water Resources Development Act, the legislation that authorizes Army Corps of Engineers policy and projects. There is possibility that several of the water related policy provisions could be included in WRDA legislation that the House Transportation and Infrastructure and Senate Environment and Public Works Committees are hopeful to pass this year.

## INFRASTRUCTURE INCENTIVES PROGRAM FUNDING

### Funding:

**\$100 billion** for a new incentive (competitive) grants program. This money would be distributed primarily between Department of Transportation (DOT), Army Corps of Engineers (Corps) and

the Environmental Protection Agency (EPA)—and then other Federal agencies could ask DOT, the Corps, and EPA for funding.

The amount of an incentive grant would be capped at 20 percent of the new revenue that the entity is raising, and could be combined with a Federal loan or a private activity bond (PAB). Each State cannot receive more than 10 percent of the total amount available under the Incentives Program.

**Applicability:**

The proposal says the program “would provide support to wide-ranging classes of assets, including the following governmental infrastructure: surface transportation and airports, passenger rail, ports and waterways, flood control, water supply, hydropower, water resources, drinking water facilities, wastewater facilities, stormwater facilities, and Brownfield and Superfund sites.”

**Program:**

Each lead Federal agency would solicit applications after the enactment of the Incentives Program and every six months thereafter, and each agency will determine the content, format and timing of the applications. Potential project sponsors could apply to its lead Federal agency for a grant, which will be judged primarily on how much new non-Federal revenue can be brought to the table. State/local sponsors who enacted a tax increase for infrastructure in the three years before February 2018 would get some credit for those revenues on a sliding scale, which was not described, in the proposal. The agencies “would calculate each application score by multiplying the weighted score from the evaluation criteria by the percentage of non-Federal revenues (out of total revenues) that would be used to fund the project or program of projects.”

**Evaluation Criteria:**

- The dollar value of the project or program of projects (*weighted at 10 percent*);
- Evidence supporting how the applicant will secure and commit new, non-Federal revenue to create sustainable, long-term funding for infrastructure investments (*weighted at 50 percent*);
- Evidence supporting how the applicant will secure and commit new, non-Federal revenue for operations, maintenance and rehabilitation (*weighted at 20 percent*);
- Updates to procurement policies and project delivery approaches to improve efficiency in project delivery and operations (*weighted at 10 percent*);
- Plans to incorporate new and evolving technologies (*weighted at 5 percent*); and
- Evidence supporting how the project will spur economic and social returns on investment (*weighted at 5 percent*).

**RURAL INFRASTRUCTURE PROGRAM**

**Funding:**

**\$50 billion** for grants to rural areas that lack the tax base or the passenger/freight throughput to utilize much financial leveraging. 80 percent of that money (\$40 billion) would be given out as block grants to governors via some kind of rural population/rural road-miles formula that is not spelled out in the plan. The goal is that this block grant money would have very few Federal

strings attached. The other 20 percent would go for “performance grants” selected by the Federal government.

These grants are intended for rural areas with populations of less than 50,000 and there would also be a set aside for Tribal infrastructure and territorial infrastructure.

**Applicability:**

The proposal says the program would support traditional transportation infrastructure as well as broadband, water and waste, power and electric and water resources. Further, the program only would apply to the specified asset classes and to other infrastructure that is essential to the operation of those assets.

**Evaluation Criteria:**

In addition to receiving formula funds, States could apply for rural performance grants.

- Qualification for rural performance grants will require States to:
  - Publish a comprehensive rural infrastructure investment plan
  - Demonstrate the quality of any investments planned with rural performance funds
  - Demonstrate how they will leverage formula funds with Federal credit programs and rewarding rural interstate projects through the infrastructure incentives program

**TRANSFORMATIVE PROJECTS PROGRAM**

**Funding:**

\$20 billion, led by the Department of Commerce, for projects that are likely to be commercially viable, but have characteristics that otherwise deter private sector investment. The goal is fund riskier projects that could have transformational effects if successful. Infrastructure sectors covered by this program could include, but would not be limited to transportation, clean water, drinking water, energy, commercial space, and broadband.

Eligible funding could be used for—

- Up to 30 percent of eligible costs under the demonstration track;
- Up to 50 percent of eligible costs under the project planning track; and
- Up to 80 percent of eligible costs under the capital construction track.

**Evaluation Criteria:**

To be determined by a Department of Commerce led committee that would be comprised by other relevant cabinet agencies.

**Other important factors**

This program is intentionally vague in details on how this would be implement. The point is to create a program that is flexible enough so the decision makers could be as creative as possible in funding innovative but risky projects.

**INFRASTRUCTURE FINANCING PROGRAMS**

## **Funding:**

\$20 billion to advance major, complex infrastructure projects by increasing the capacity of existing Federal credit programs and by broadening the use of private activity bonds (PABs).

- \$14 billion to be given to existing Federal credit programs to pay for credit subsidy authority to make new loans and loan guarantees to sponsors of infrastructure projects.
  - Expand DOT Transportation Infrastructure Finance and Innovation Act (TIFIA) Funding and Broaden Program Eligibility
    - Additional budget authority
    - Support airport and non-Federal waterways and port financing options
  - Expand Federal Railroad Administration (FRA) Railroad Rehabilitation and Improvement Financing (RRIF) and Broaden Program Eligibility
    - Additional budget authority for RRIF subsidy costs for 10 years
    - Provide funding for RRIF credit risk premium
  - Expand Environmental Protection Agency (EPA) Water Infrastructure Finance and Innovation Act (WIFIA) Funding and Broaden Program Eligibility
    - Eliminating lending limit of \$3.2 billion and provide additional budget authority to EPA for subsidy costs
    - Broadens the eligibility of the program
      - Includes non-Federal flood mitigation navigation and water supply.
      - Eliminate requirements under WIFIA for borrowers to be community water systems.
      - Authorizes Brownfield rehabilitation and cleanup of Superfund sites under WIFIA.
      - Reduces rating agency opinions from two to one for all borrowers
      - Provides EPA authority to waive the springing lien in certain lending situations.
      - Increases the base level of administrative funding authorized to ensure EPA has sufficient funding to operate the WIFIA program.
      - Removes the restriction on the ability to reimburse costs incurred prior to loan closing under WIFIA.
      - Expands the WIFIA program to authorize eligibility for credit assistance for water system acquisitions and restructurings.
      - Expands WIFIA authorization to include Federal deauthorized water resource projects.
  - Expands Department of Agriculture Rural Utilities Service (RUS) lending programs funding.
- \$6 billion to represent the estimated cost to the Treasury over ten years of the lost tax revenue because of the increased issuance of PABs paying tax-exempt interest that will be issued under the more expansive PAB rules proposed in the plan.

## **CHANGES TO EXISTING PROGRAMS**

### Highways

- Allow States to toll existing Interstates, as long as the toll proceeds are used for infrastructure.
- Provides flexibility for the States to commercialize Interstate rest areas.



- Increases the threshold for Federal Highways Administration (FHWA) “major project oversight” rules from \$500 million to \$1 billion per project. Amending the law to raise the threshold for major projects from \$500 million to \$1 billion would remove unnecessary oversight requirements from smaller, less complex projects that are routinely managed by FHWA and State departments of transportation.
- States would be allowed to pay the Federal government back for the Federal contribution for already-completed highway projects to be relieved of Federal compliance that is attached to that project. These Federal requirements typically include “restrictions on tolling; requirements pertaining to the location of a commercial plaza within the right-of-way of an Interstate highway; restrictions on Interstate access; and compliance with size and weight standards, highway beautification standards, and high occupancy vehicle lane operation standards.”
- Allows States to do utility relocation before the NEPA process is completed.

### Mass Transit

- Mandate “value capture” as a component of all new subway and light rail projects and would eliminate existing legal constraints on the use of public-private partnerships in mass transit.
  - The American Public Transportation Association (APTA) defines value capture as “instruments allow jurisdictions to collect revenue in specific areas and direct that revenue towards specific improvements.” Mechanisms include: special assessment districts, tax increment financing (TIF), impact fees, joint development, and split-rate property taxes
- The Expedited Project Delivery for Capital Investment Grants (CIG) Pilot Program, which was created in the FAST Act, would be permanently codified and its Federal share is increased from 25 percent to 50 percent.
  - In this pilot program, the Federal Transit Administration (FTA) can select up to eight New Starts, Small Starts, or Core Capacity projects that are supported through public-private partnerships during the FAST Act authorization (FY 2016-2020).

### Airports

- The proposal would allow small hub airports to apply for permission to levy passenger facility charges (PFCs) and relieves the paperwork that now currently only applies to non-hub airports.
- Expands the existing Federal Aviation Administration (FAA) Airport Privatization Pilot Program. The proposal removes the current cap that only allows 10 airports, including only one large hub airport. Also changes the existing requirement that 65 percent of carriers at an airport must approve privatization to a simple majority.
- Allows airports to offer incentive payments for early completion of Airport Improvement Program (AIP) projects.
- Limits FAA approval and oversight of non-aviation development activities at airports

### Rail

- Lowers the statute of limitations for challenges to the permitting of rail projects from two years to 150 days (allowed for highway and transit project in the FAST Act).

## Water

- Allows “privately owned public-purpose treatment works” to utilize the Clean Water State Revolving Fund (SRF), similar to the Safe Drinking SRF.
- Provides the EPA with similar statutory authority to the former FHWA SEP-15 authority to experiment with new project delivery provisions. This will allow the EPA Administrator “to explore alternative and innovative approaches” to the overall project delivery process (contracting, compliance with environmental requirements, right-of-way acquisition, and project finance) and to develop more effective approaches to project planning, project development, finance, design, construction, maintenance, and operations.” State departments of transportation and local transportation agencies have been able to utilize SEP-15 to expedite project delivery.
- Provides “flexibility to the application of Federal requirements where the project funding is primarily non-Federal and the Federal share is minimal.”

## Army Corps of Engineers

- Authorizes the Corps to execute agreements with non-Federal entities to use Federal dollars for construction, repair, rehab, maintenance and operation of inland waterways.
- Establishes a pilot program that would authorize the issuance of user fees to carry out Corps projects at up to 10 sites to enable public-private partnerships under the Water Resources Reform and Development Act (WRRDA) of 2014 Water Infrastructure Public-Private Partnership Pilot Program.
- Extends the duration of a contract that the Corps can sign from 5 years to 50 years. This will allow the Corps “to enter into long term contracts that encompass the full life-cycle management of infrastructure assets in the program.”
- Would allow the Corps to determine whether operation and maintenance functions at hydropower facilities on Corps projects are commercial activities and appropriate for non-Federal entities.
- Creates a streamlined deauthorization process for old Water Resources Development Act (WRDA) projects that allows for Corps projects approaching the end of their service life and for those projects operated and maintained by non-Federal interests that do not require Federal oversight. This would relieve the Federal regulatory and statutory compliance including Section 408 review.
- Currently, a local sponsor can provide local funds to the Corps through contributed and advanced funds to—hopefully—expedite Corps projects. However, under current law, the Corps process to accept the contributed and advanced funds is limited and often takes a long time, and the Corps is unable to take the benefit of a willing sponsor to provide local funds to expedite a project. The proposal would expand the authority for the acceptance of contributed funds even if no Federal funds have been appropriated for the authorized project. And, expands the applicability of advanced funds authority to all authorized water resources studies and projects that “would increase non-Federal spending and expedite project execution.”

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WarBill ID/Topic	Location	Summary	Position
<a href="#">AB 87</a> <a href="#">Ting D</a>  Autonomous vehicles.	1/29/2018-S. DESK 1/29/2018-Read third time. Passed. Ordered to the Senate. In Senate. Read first time. To Com. on RLS. for assignment.	This bill would require the Department of Motor Vehicles to include in regulations it adopts relating to application requirements for the testing of autonomous vehicles on public roads without the presence of a driver inside the vehicle, a requirement that the manufacturer certify that the local authorities within the jurisdiction where the autonomous vehicle will be tested have been provided with a written notification, as specified, and a requirement that the manufacturer provide certain law enforcement agencies with a copy of a law enforcement interaction plan. The bill would require the law enforcement interaction plan, which instructs the law enforcement agencies on how to interact with the autonomous vehicle in emergency and traffic enforcement situations, to include, at a minimum, information on how to communicate with a remote operator of the vehicle, where in the vehicle to obtain owner information, vehicle registration, and proof of insurance, and how to recognize whether the vehicle is operating in autonomous mode.	Watch
<a href="#">AB 382</a> <a href="#">Voepel R</a>  Fuel taxes: State Parks and Recreation Fund: Off-Highway Vehicle Trust Fund.	7/21/2017-S. 2 YEAR 7/21/2017-Failed Deadline pursuant to Rule 61(a)(11). (Last location was T. & H. on 6/14/2017)(May be acted upon Jan 2018)	Existing law imposes an excise tax on motor vehicle fuel (gasoline). Existing law requires a portion of the moneys attributable to the excise tax on gasoline related to specified off-highway motor vehicles and off-highway vehicle activities to be transferred monthly from the Motor Vehicle Fuel Account to the Off-Highway Vehicle Trust Fund, and, commencing November 1, 2017, requires the portion of those moneys from a \$0.12 per gallon increase, and future inflation adjustments from that increase, to be transferred to the State Parks and Recreation Fund, to be used for state parks, off-highway vehicle programs, or boating programs. This bill would provide that in the 2017–18 fiscal year up to \$1,000,000 of the revenues transferred to the State Parks and Recreation Fund may be transferred to the Off-Highway Vehicle Trust Fund to be available for specified purposes and would express the intent of the Legislature to make this transfer in the Budget Act of 2017.	Watch

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WarBill ID/Topic	Location	Summary	Position
<a href="#">AB 1041</a> <a href="#">Levine D</a>  Bay Area Toll Authority and oversight committee: conflict of interest.	1/16/2018-S. DESK 1/16/2018-Read third time. Passed. Ordered to the Senate. In Senate. Read first time. To Com. on RLS. for assignment.	Existing law requires the Bay Area Toll Authority (BATA) to, among other things, establish an independent oversight committee within 6 months of the effective date of the Regional Measure 3 toll increase with a specified membership, to ensure the toll revenues generated by the toll increase are expended consistent with a specified expenditure plan and requires the BATA to submit an annual report to the Legislature on the status of the projects and programs funded by the toll increase. This bill would prohibit a representative appointed to the oversight committee from being a member, former member, staff, or former staff of the commission or the authority, a current employee of any organization or person that has received or is receiving funding from the commission or the authority, or a former employee or person who has contracted with any organization or person that has received or is receiving funding from the commission or the authority within one year of having worked for or contracted with that organization or person.	Watch
<a href="#">AB 1160</a> <a href="#">Bonta D</a>  Autonomous vehicles.	7/21/2017-S. 2 YEAR 7/21/2017-Failed Deadline pursuant to Rule 61(a)(11). (Last location was T. & H. on 6/8/2017)(May be acted upon Jan 2018)	Existing law authorizes the operation of an autonomous vehicle on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle being operated if specified requirements are met. Existing law defines an autonomous vehicle as any vehicle equipped with autonomous technology that has been integrated into that vehicle. This bill would change the definition of autonomous vehicle to mean any vehicle equipped with autonomous technology that has been integrated into that vehicle or a vehicle that meets specified levels of driving automation, as defined.	Watch

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WarBill ID/Topic	Location	Summary	Position
<a href="#">AB 1405</a> <a href="#">Mullin D</a> Advanced Digital Network Act.	2/14/2018-S. T. & H. 2/14/2018-Re-referred to Coms. on T. & H. and JUD.	<p>The bill would authorize the Department of Transportation, subject to federal approval, to enter into a specified comprehensive development lease agreement pursuant to a best value competitive procurement process for a project with a public or private entity, or a consortia thereof, to install and operate a network of new digital signs within the rights-of-way of the state highway system that would display commercial advertising and public service messages. The bill would authorize the use of the digital signs for emergency messages, as needed, and require dedicated time to be provided to the department to use the advanced digital network for traveler information and motorist safety and awareness campaigns and any other public messaging desired by the state, without providing additional compensation to the contracting entity. The bill would provide for the contracting entity with which the department has entered into the agreement to contract and receive funds for the placement of commercial advertisements that meet certain standards established by the department. The bill would require revenues derived from the project to be allocated between the department and the contracting entity with which the department has entered into the agreement and would require those revenues received by the department to be deposited in the State Highway Account. The bill would authorize the department to exercise any power possessed by it with respect to transportation projects to facilitate the project and to adopt guidelines and procedures relative to advertising on the network. The bill would require the department, within one year following the implementation of the project, to submit a specified report to the fiscal and policy committees of the Legislature having jurisdiction over transportation matters.</p>	Watch

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State Legislative Matrix 2/23/18**

WarBill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1756</a> <a href="#">Brough R</a></p> <p>Transportation funding.</p>	<p>1/16/2018-A. TRANS. 1/16/2018-Referred to Com. on TRANS.</p>	<p>Existing law, the Road Repair and Accountability Act of 2017, establishes a comprehensive transportation funding program by increasing the motor vehicle fuel (gasoline) tax by \$0.12 per gallon with an inflation adjustment, increasing the diesel excise tax by \$0.20 per gallon with an inflation adjustment, creating a new transportation improvement fee imposed under the Vehicle License Fee Law with a varying fee between \$25 and \$175 based on vehicle value and with an inflation adjustment, creating a new \$100 annual vehicle registration fee applicable only to zero-emission vehicles model year 2020 and later and with an inflation adjustment, and increasing the additional sales and use tax rate on diesel fuel by an additional 4%. The act provides that the fuel excise tax increases take effect on November 1, 2017, the transportation improvement fee takes effect on January 1, 2018, the zero-emission vehicle registration fee takes effect on July 1, 2020, and the additional sales and use tax rate increases take effect on November 1, 2017. The act provides for the expenditure of the revenues generated from these charges pursuant to specified to programs and other requirements. This bill would repeal the Road Repair and Accountability Act of 2017. This bill contains other related provisions.</p>	<p>Watch</p>

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WarBill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1759</a> <a href="#">McCarty</a> D</p> <p>General plans: housing element: production report: withholding of transportation funds.</p>	<p>2/12/2018-A. TRANS. 2/12/2018-Referred to Coms. on TRANS. and H. &amp; C.D.</p>	<p>The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes, among other things, a housing element. The Planning and Zoning Law requires a planning agency, after a legislative body has adopted all or part of a general plan, to provide an annual report to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development on the status of the general plan and progress in meeting the community’s share of regional housing needs. Existing law requires a planning agency to include in its annual report specified information, known as a production report, regarding units of net new housing, including rental housing and for-sale housing that have been issued a completed entitlement, building permit, or certificate of occupancy. This bill would require the department, on or before June 30, 2022, and on or before June 30 every year thereafter and until June 30, 2051, to review each production report submitted by a city or county in accordance with the provisions described above to determine whether that city or county has met the applicable minimum production goal for that reporting period. The bill would provide that, if the department determines that a city or county has met its applicable minimum production goal for that reporting period, the department shall, no later than June 30 of that year, submit a certification of that result to the Controller. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

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WarBill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1866</a> <a href="#">Fong R</a></p> <p>Transportation funding.</p>	<p>1/29/2018-A. TRANS. 1/29/2018-Referred to Com. on TRANS.</p>	<p>(1)Existing law provides various sources of funding for transportation purposes, including funding for the state highway system and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds. Existing law imposes certain registration fees on vehicles, with revenues from these fees deposited in the Motor Vehicle Account and used to fund the Department of Motor Vehicles and the Department of the California Highway Patrol. Existing law provides for the monthly transfer of excess balances in the Motor Vehicle Account to the State Highway Account. This bill would create the Traffic Relief and Road Improvement Program to address traffic congestion and deferred maintenance on the state highway system and the local street and road system. The bill would provide for the deposit of various existing sources of revenue in the Traffic Relief and Road Improvement Account, which the bill would create in the State Transportation Fund, including revenues attributable to the sales and use tax on motor vehicles, revenues attributable to automobile and motor vehicle insurance policies from the insurer gross premiums tax, revenues from certain diesel fuel sales and use taxes, revenues from certain vehicle registration fees, and certain miscellaneous State Highway Account revenues. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>



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WarBill ID/Topic	Location	Summary	Position
<a href="#">AB 1874</a> <a href="#">Voepel R</a>  Fuel taxes: Off-Highway Vehicle Trust Fund.	1/29/2018-A. TRANS. 1/29/2018-Referred to Com. on TRANS.	<p>Existing law imposes an excise tax on motor vehicle fuel (gasoline) and requires these taxes to be deposited in the Motor Vehicle Fuel Account. Existing law requires the moneys attributable to the excise tax on gasoline related to specified off-highway motor vehicles and off-highway vehicle activities to be transferred monthly from the Motor Vehicle Fuel Account to the Off-Highway Vehicle Trust Fund. With respect to the portion of those moneys attributable to an increase in the excise tax as a result of the elimination of the sales tax on gasoline effective July 1, 2010, existing law instead requires those moneys to be transferred to the General Fund. With respect to the portion of those moneys from a \$0.12 per gallon increase in the excise tax commencing November 1, 2017, and future inflation adjustments from that increase, existing law instead requires those funds to be transferred to the State Parks and Recreation Fund, to be used for state parks, off-highway vehicle programs, or boating programs. Existing law also requires the Controller to withhold \$833,000 from the monthly transfer to the Off Highway Vehicle Trust Fund, and transfer that amount to the General Fund. This bill would, on June 30, 2019, eliminate the requirement that the Controller withhold \$833,000 from the monthly transfer to the Off-Highway Vehicle Trust Fund and transfer that amount to the General Fund. The bill would thereby transfer this amount monthly to the Off-Highway Vehicle Trust Fund.</p>	Watch

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WarBill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1905</a> <a href="#">Grayson D</a></p> <p>Environmental quality: judicial review: transportation projects.</p>	<p>2/5/2018-A. NAT. RES. 2/5/2018-Referred to Coms. on NAT. RES. and TRANS.</p>	<p>The California Environmental Quality Act requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. The act establishes a procedure by which a person may seek judicial review of the decision of the lead agency made pursuant to the act. This bill would, in an action or proceeding seeking judicial review under the California Environmental Quality Act, prohibit a court from staying or enjoining a transportation project that is included in a sustainable communities strategy and for which an environmental impact report has been certified, unless the court makes specified findings.</p>	<p>Watch</p>
<p><a href="#">AB 1945</a> <a href="#">Garcia, Eduardo D</a></p> <p>California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund: investment plan.</p>	<p>1/29/2018-A. PRINT 1/30/2018-From printer. May be heard in committee March 1.</p>	<p>The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation by the Legislature. Existing law requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund. This bill would make a nonsubstantive change to that provision.</p>	<p>Watch</p>

## San Mateo County Transit District State Legislative Matrix 2/23/18

WarBill ID/Topic	Location	Summary	Position
<a href="#">AB 1969</a> <a href="#">Salas D</a>  Transportation funds: transit operators: fare revenues.	1/31/2018-A. PRINT 2/1/2018-From printer. May be heard in committee March 3.	Existing law provides various sources of funding to public transit operators. Under the Mills-Alquist-Deddeh Act, also known as the Transportation Development Act, certain revenues are available, among other things, for allocation by the transportation planning agency to transit operators, subject to certain financial requirements for an operator to meet in order to be eligible to receive the moneys. Existing law sets forth alternative ways an operator may qualify for funding, including a standard under which the allocated moneys do not exceed 50% of the operator's total operating costs, as specified, or the maintenance by the operator of a specified ratio of fare revenues to operating costs. Existing law generally establishes the required fare revenues to operating cost ratio as 20% in urbanized areas and 10% in nonurbanized areas. This bill would provide that it is the intent of the Legislature to enact legislation relating to the ratio of fare revenues to operating costs under the Transportation Development Act.	Watch
<a href="#">AB 2127</a> <a href="#">Ting D</a>  electric vehicle infrastructure: assessment and roadmap.	2/8/2018-A. PRINT 2/9/2018-From printer. May be heard in committee March 11.	Existing law requires the State Energy Resources Conservation and Development Commission (Energy Commission), on a biennial basis, to adopt an integrated energy policy report containing an overview of major energy trends and issues facing the state. Existing requires the Energy Commission, as a part of the report, to conduct transportation forecasting and assessment activities that include, among other things, an assessment of trends in transportation fuels, technologies, and infrastructure supply and demand. This bill would require the Energy Commission, in consultation with the State Air Resources Board and the PUC, to create a statewide assessment of electric vehicle charging infrastructure needed to support the levels of electric vehicle adoption needed for the state to reduce emissions of greenhouse gases to 40% below 1990 levels by 2030. This bill contains other existing laws.	Watch

## San Mateo County Transit District State Legislative Matrix 2/23/18

WarBill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2249</a> <a href="#">Cooley</a> D</p> <p>Public contracts: local agencies: alternative procedure.</p>	<p>2/13/2018-A. PRINT 2/14/2018-From printer. May be heard in committee March 16.</p>	<p>The Uniform Public Construction Cost Accounting Act authorizes a public agency, whose governing board has by resolution elected, to become subject to uniform construction cost accounting procedures. Existing law declares that these procedures promote statewide uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities. The act defines “public agency” as a city, county, city and county, including chartered cities and chartered counties, any special district, and any other agency of the state for the local performance of governmental or proprietary functions within limited boundaries, and also includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency. The act authorizes public projects of \$45,000 or less to be performed by the employees of a public agency, authorizes public projects of \$175,000 or less to be let to contract by informal procedures, and requires public projects of more than \$175,000 to be let to contract by formal bidding procedures. This bill would instead authorize public projects of \$60,000 or less to be performed by the employees of a public agency, authorize public projects of \$200,000 or less to be let to contract by informal procedures, and require public projects of more than \$200,000 to be let to contract by formal bidding procedures.</p>	<p>Watch</p>
<p><a href="#">AB 2304</a> <a href="#">Holden</a> D</p> <p>Transit pass programs: status report.</p>	<p>2/13/2018-A. PRINT 2/14/2018-From printer. May be heard in committee March 16.</p>	<p>Existing law declares that the fostering, continuance, and development of public transportation systems are a matter of statewide concern. Existing law authorizes the Department of Transportation to administer various programs and allocates moneys for various public transportation purposes. This bill would require the department to submit a report to specified committees of the Legislature on or before January 1, 2022, on the status of transit pass programs statewide, as specified.</p>	<p>Watch</p>

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State Legislative Matrix 2/23/18**

WarBill ID/Topic	Location	Summary	Position
<a href="#">AB 2650</a> <a href="#">Lackey</a> R  Public transit buses: illuminated signs.	2/15/2018-A. PRINT 2/16/2018-From printer. May be heard in committee March 18.	Existing law authorizes buses operated by a publicly owned transit system, on regularly scheduled service, to be equipped with certain illuminated signs, as specified. Existing law requires the illuminated signs to adhere to certain specifications, including, among others, being limited in size to a display of not greater than 720 square inches, and requiring the illuminated signs to display information directly related to public transit service, including, but not limited to, route number, destination description, run number, and public service announcements. This bill would revise those conditions, to increase the maximum display area of an illuminated sign to 4,320 inches and to allow paid advertising to be displayed on the illuminated sign.	Watch
<a href="#">AB 2951</a> <a href="#">Gloria</a> D  Commute benefit policies.	2/16/2018-A. PRINT 2/17/2018-From printer. May be heard in committee March 19.	Existing law establishes a program that authorizes the Metropolitan Transportation Commission and the Bay Area Air Quality Management District to jointly adopt a commute benefit ordinance that requires covered employers operating within the common area of the 2 agencies with a specified number of covered employees to offer those employees certain commute benefits. Existing law requires that the ordinance specify certain matters, including any consequences for noncompliance. This bill would make nonsubstantive changes to this program.	Watch

## San Mateo County Transit District State Legislative Matrix 2/23/18

WarBill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2996</a> <a href="#">Fong R</a></p> <p>Department of Transportation: Job order contracting.</p>	<p>2/16/2018-A. PRINT 2/17/2018-From printer. May be heard in committee March 19.</p>	<p>The State Contract Act generally provides for a contracting process by state agencies for public works of improvement pursuant to a competitive bidding process, under which bids are awarded to the lowest responsible bidder, with specified alternative procurement procedures authorized in certain cases. This bill, until July 1, 2022, would authorize the Department of Transportation to use job order contracting, an alternative procurement procedure, for certain types of highway maintenance work. The bill would require the department to establish a procedure to prequalify job order contractors, and to award work for renewable 12-month contract terms based on competitive sealed bids pursuant to a unit price book of tasks and job order contract specifications. The bill would also require the department to report annually to the Legislature on specified matters relating to job order contracts.</p>	<p>Watch</p>
<p><a href="#">AB 3059</a> <a href="#">Bloom D</a></p> <p>Congestion pricing demonstration pilot projects.</p>	<p>2/16/2018-A. PRINT 2/17/2018-From printer. May be heard in committee March 19.</p>	<p>Existing law authorizes the Metropolitan Transportation Commission and the Bay Area Air Quality Management District to jointly adopt a commute benefit ordinance that requires covered employers operating within the common area of the 2 agencies with a specified number of covered employees to offer those employees certain commute benefits. This bill would authorize 2 congestion pricing demonstration projects in northern California and 2 in southern California. The bill would define "congestion pricing" to mean the assessment of a charge on motor vehicles using local streets and roads in a participating jurisdiction, which charge could vary based on the time of day or the day of the week. The bill would require the governing body of an eligible participating jurisdiction, as defined, to adopt a congestion pricing ordinance containing various elements, and would require the proposed ordinance to be approved by the applicable congestion management agency subject to a finding that the proposed demonstration project is likely to be successful. The bill would require a charge by a congestion pricing ordinance to be imposed consistent with the California Constitution and federal law.</p>	<p>Watch</p>

## San Mateo County Transit District State Legislative Matrix 2/23/18

WarBill ID/Topic	Location	Summary	Position
<a href="#">AB 3124</a> <a href="#">Bloom D</a>  Vehicles: length limitations: buses: bicycle transportation devices.	2/16/2018-A. PRINT 2/17/2018-From printer. May be heard in committee March 19.	Existing law imposes a 40-foot limitation on the length of vehicles that may be operated on the highways, with specified exemptions. Existing law exempts from this limitation an articulated bus or articulated trolley coach that does not exceed a length of 60 feet, and authorizes the bus or trolley to be equipped with a folding device attached to the front of the bus or trolley if the device is designed and used exclusively for transporting bicycles. Existing law prohibits the above-described device from extending more than 36 inches from the front body of the bus when fully deployed, and prohibits a bicycle that is transported on that device from having the bicycle handlebars extend more than 42 inches from the front of the bus. This bill would increase the lengths described in the exemption above from 36 to 40 inches, and from 42 to 46 inches. The bill would also make a conforming change in a related provision.	Watch
<a href="#">AB 3132</a> <a href="#">Chau D</a>  Autonomous vehicles.	2/16/2018-A. PRINT 2/17/2018-From printer. May be heard in committee March 19.	Existing law authorizes an autonomous vehicle to be operated on public roads for testing purposes by a driver who possesses the proper class of license for the type of vehicle being operated if specified requirements are met, including that the autonomous vehicle is being operated on roads in the state solely by employees, contractors, or other persons designated by the manufacturer of the autonomous technology. Existing law defines "autonomous technology" and "autonomous vehicle" for those purposes. This bill would make technical, nonsubstantive changes to those provisions	Watch
<a href="#">ACA 4</a> <a href="#">Aguiar-Curry D</a>  Local government financing: affordable housing and public infrastructure: voter approval.	4/24/2017-A. L. GOV. 4/24/2017-Referred to Coms. on L. GOV. and APPR.	Local government financing: affordable housing and public infrastructure: voter approval.	Watch

**San Mateo County Transit District  
State Legislative Matrix 2/23/18**

WarBill ID/Topic	Location	Summary	Position
<p><a href="#">ACA 21</a> <a href="#">Mayes</a> R</p> <p>State infrastructure: funding: California Infrastructure Investment Fund.</p>	<p>1/3/2018-A. PRINT 1/4/2018-From printer. May be heard in committee February 3.</p>	<p>Existing provisions of the California Constitution establish the Budget Stabilization Account in the General Fund and require the Controller, on or before October 1 of the 2015–16 fiscal year and each fiscal year thereafter, to transfer from the General Fund to the Budget Stabilization Account amounts that include a sum equal to 1.5% of the estimated amount of General Fund revenues for that fiscal year. This measure would amend the California Constitution to create the California Infrastructure Investment Fund in the State Treasury. The measure would require the Controller, beginning in the 2019–20 fiscal year, to transfer from the General Fund to the California Infrastructure Investment Fund in each fiscal year an amount equal to up to 2.5% of the estimated General Fund revenues for that fiscal year, as provided. The measure would require, for the 2019–20 fiscal year and each fiscal year thereafter, the amounts in the fund to be allocated, upon appropriation by the Legislature, for specified infrastructure investments, including the funding of deferred maintenance projects.</p>	<p>Watch</p>



**San Mateo County Transit District  
State Legislative Matrix 2/23/18**

WarBill ID/Topic	Location	Summary	Position
<a href="#">SB 760</a> <a href="#">Wiener D</a>  Bikeways: design guides.	1/29/2018-A. DESK 1/30/2018-In Assembly. Read first time. Held at Desk.	Existing law requires the Department of Transportation to establish minimum safety design criteria for the planning and construction of bikeways and uniform specifications and symbols for associated signs, markers, and traffic control devices. Existing law requires all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted to utilize all minimum safety design criteria and uniform specifications and symbols for signs, markers, and traffic control devices established under these provisions, except that alternative minimum safety design criteria may be used under certain conditions. This bill would authorize a city, county, regional, or other local agency, when using the alternative minimum safety design criteria, to consider additional design guides, including the Urban Street Design Guide of the National Association of City Transportation Officials. The bill would authorize a state entity that is responsible for the planning and construction of roadways to consider additional design guides, including the Urban Street Design Guide of the National Association of City Transportation Officials.	Watch
<a href="#">SB 827</a> <a href="#">Wiener D</a>  Planning and zoning: transit-rich housing bonus.	1/16/2018-S. T. & H. 1/16/2018-Referred to Coms. on T. & H. and GOV. & F.	This bill would authorize a transit-rich housing project to receive a transit-rich housing bonus. The bill would define a transit-rich housing project as a residential development project the parcels of which are all within a 1/2 mile radius of a major transit stop or a 1/4 mile radius of a high-quality transit corridor, as those terms are further defined. The bill would exempt a project awarded a housing opportunity bonus from various requirements, including maximum controls on residential density or floor area ratio, minimum automobile parking requirements, design standards that restrict the applicant's ability to construct the maximum number of units consistent with any applicable building code, and maximum height limitations, as provided. This bill contains other related provisions and other existing laws.	Watch

**San Mateo County Transit District  
State Legislative Matrix 2/23/18**

WarBill ID/Topic	Location	Summary	Position
<a href="#">SB 1014</a> <a href="#">Skinner D</a>  Zero-emission vehicles.	2/14/2018-S. E. U., & C. 2/14/2018-Referred to Coms. on E., U. & C., EQ., and T. & H.	This bill would require the Public Utilities Commission in consultation with the State Air Resources Board (state board), to establish the California Clean Miles Standard and Incentive Program for zero-emission vehicles, as defined, used by participating drivers to provide prearranged transportation services for compensation for a transportation network company with the goal to increase the percentage of passenger miles provided by zero-emission vehicles used on behalf of transportation network companies so that 100% of the passenger miles are provided by zero-emission vehicles by December 31, 2028. The bill would require the commission, in consultation with the state board, to establish quarterly targets for the portion of vehicle miles traveled by zero-emission vehicles on behalf of a transportation network company. Because the violation of a commission order or direction implementing the bill's provisions would be a crime, the bill would impose a state-mandated local program.	Watch
<a href="#">SB 1119</a> <a href="#">Newman D</a>  Low Carbon Transit Operations Program.	2/22/2018-S. T. & H. 2/22/2018-Referred to Coms. on T. & H. and EQ.	Existing law requires all moneys, except for fines and penalties, collected by the State Air Resources Board as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. Existing law continuously appropriates specified portions of the annual proceeds in the fund to various programs, including 5% for the Low Carbon Transit Operations Program, administered by the Department of Transportation, which provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility. This bill would authorize a recipient transit agency to satisfy the above-stated requirement by expending at least 50% of program funds received on transit fare subsidies, specified transit connections, or technology improvements that reduce emissions of greenhouse gases. This bill contains other existing laws.	Watch

## San Mateo County Transit District State Legislative Matrix 2/23/18

WarBill ID/Topic	Location	Summary	Position
<p><a href="#">SCA 6</a> <a href="#">Wiener D</a></p> <p>Local transportation measures: special taxes: voter approval.</p>	<p>5/25/2017-S. APPR. SUSPENSE FILE 5/25/2017-May 25 hearing: Held in committee and under submission.</p>	<p>The California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of 2/3 of the voters of the city, county, or special district voting on that tax, except that certain school entities may levy an ad valorem property tax for specified purposes with the approval of 55% of the voters within the jurisdiction of these entities. This measure would require that the imposition, extension, or increase by a local government of a special tax as may otherwise be authorized by law, whether a sales or transactions and use tax, parcel tax, or other tax for the purpose of providing funding for transportation purposes be submitted to the electorate by ordinance and approved by 55% of the voters voting on the proposition. The measure would authorize an ordinance submitted to the voters for approval under these provisions to provide, as otherwise authorized by law, for the issuance of bonds payable from the revenues from the special tax. The measure would require an ordinance submitted to the voters under these provisions to include an expenditure plan specifying the transportation programs and projects to be funded by the revenues from the special tax and a requirement for an annual independent audit to ensure that the revenues are expended only for authorized purposes. The measure would also make conforming and technical, nonsubstantive changes. This bill contains other related provisions and other existing laws.</p>	<p>Recommend Support</p>



**AGENDA**

**BOARD OF DIRECTORS**

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

**WEDNESDAY, MARCH 7, 2018 – 3:15 p.m.**

or immediately following previous Committee meeting

- 1. CALL TO ORDER/ROLL CALL**
- 2. CONSENT CALENDAR**  
MOTION
  - a. Approval of Minutes of the Board of Directors Meeting of February 7, 2018
  - b. Acceptance of Statement of Revenue and Expenses for January 2018
- 3. PUBLIC COMMENT**  
Public comment by each individual speaker shall be limited to one minute
- 4. REPORT OF THE CHAIR**
  - a. Get Us Moving San Mateo County – Ad Hoc Committee
- 5. REPORT OF THE GENERAL MANAGER/CEO**
  - a. District Action Update
  - b. Get Us Moving San Mateo County Update
- 6. COMMUNITY RELATIONS COMMITTEE –**  
SUBJECTS DISCUSSED
  - a. Accessibility Update
  - b. Paratransit Coordinating Council Update
  - c. Citizens Advisory Committee Liaison Report
  - d. Mobility Management Report – Mid-Year Performance Report
  - e. Quarterly Dashboard Report – October – December 2017
  - f. Multimodal Ridership Report – January 2018

**7. FINANCE COMMITTEE –  
RESOLUTIONS**

- a. Authorize Amendment of Fiscal Year 2018 Operating Budget to Increase Total Operating Revenues and Expenses to Continue Get Us Moving San Mateo County Public Engagement Efforts
- b. Authorize the Filing and Execution of a Funding Application for the US-101 Express Bus Pilot Project
- c. Authorize the Application For and Receipt of San Mateo County Shuttle Program Funds
- d. Approval of Compensation Changes for Administrative Employees and Adoption of Salary Ordinance No.101
- e. Authorize Award of Contract for the Purchase and Delivery of 10 Heavy-Duty Electric Buses and Charging Stations
- f. Authorize Award of Contract for Industrial Waste Line Replacement Project
- g. Authorize Award of Contract to Provide Industrial Waste Disposal Services

**8. STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE –  
SUBJECTS DISCUSSED**

- a. SamTrans Fare Study Update
- b. Capital Projects Quarterly Status Report – 2<sup>nd</sup> Quarter Fiscal Year 2018

**9. LEGISLATIVE COMMITTEE –  
SUBJECT DISCUSSED**

- a. State and Federal Legislative Update

**10. GENERAL COUNSEL REPORT**

a. Closed Session:

Real Estate Negotiations – Pursuant to Government Code 54956.8:

Agency Negotiators (Joan L. Cassman, General Counsel and April Chan and Gary Cardona, Real Estate Staff)

Under Negotiation: Price and Terms of Purchase

Property and Negotiating Parties:

Peninsula Corridor Joint Powers Board

Owner Address/Location APN: 053-378-010

Property at Junction of Caltrain Line and  
Dumbarton Right-of-Way

Near Woodside Road overpass

Redwood City, CA

b. Closed Session: Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Section 54956.9(d)(1):

Audrey Stout v. San Mateo County Transit District

CIV 529993

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

**12. BOARD MEMBER REQUESTS/COMMENTS**

**13. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – April 4, 2018 at 2:00 p.m.,  
San Mateo County Transit District, Administrative Building, Bacciocco Auditorium,  
2<sup>nd</sup> Floor, 1250 Carlos Ave., San Carlos 94070

**14. ADJOURN**

## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

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

### **Date and Time of Board and Advisory Committee Meetings**

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

### **Location of Meeting**

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

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

### **Public Comment**

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

### **Accessibility for Individuals with Disabilities**

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

### **Availability of Public Records**

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

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

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

**Draft**

**MINUTES OF BOARD OF DIRECTORS MEETING  
FEBRUARY 7, 2018**

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

Board Member Absent: C. Groom

Staff Present: J. Cassman, A. Chan, C. Gumpal, J. Hartnett, R. Lobo, C. Mau, S. Murphy, D. Olmeda

**CALL TO ORDER/ROLL CALL**

Chair Stone called the meeting to order at 4:38 p.m.

**CONSENT CALENDAR**

- a. Approval of Minutes of the Board of Directors Meeting of January 3, 2018.
- b. Acceptance of Statement of Revenue and Expenses for December 2017.
- c. Acceptance of Quarterly Investment Review and Fixed Income Market for the Period Ending December 31, 2017.
- d. Receive and File Executed Contracts Up to \$100,000 (Non-C&P) Quarterly Report.
- e. Receive and File Executed Contracts Greater than \$100,000 - \$150,000 Quarterly Report.

Motion/Second: Pine/Guilbault

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

Absent: Groom

**PUBLIC COMMENT**

Michelle Boseby, Chair of the Citizen Advisory Committee, discussed her goals for the year.

**REPORT OF CHAIR**

- a. Resolution of Appreciation for Outgoing Chair Rose Guilbault

Chair Stone read and presented outgoing Chair Rose Guilbault with a Resolution of Appreciation for her service and superb leadership throughout 2017.

Motion/Second: Ratto/Pine

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

Absent: Groom



b. Get Us Moving San Mateo County – Ad Hoc Committee

Director Pine reviewed the ad hoc committees' progress on the Get Us Moving San Mateo County work to date, including the outreach schedule, town hall, and survey results.

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

a. Update on 2017 Employee Survey District Actions

Deputy CEO Carter Mau noted that he will be seeking an update to the District's salary structure at a future meeting. The item was deferred to the next meeting.

b. SamTrans Business Plan Update

Deputy CEO Carter Mau provided a brief update on the SamTrans Business Plan, which would be focusing on the core principles: Sustain & Enhance service, Expand and Innovate Mobility Services, Programs and Projects, Relieve Traffic Congestion Programs, Performance metrics.

He noted that detailed worksheets are being prepared to determine if current funding can be utilized with the current budget. Mr. Mau noted that the plan will be a clear and concise plan to move projects along.

Board members provided comment and Mr. Mau answered questions of the Board members.

**COMMUNITY RELATIONS COMMITTEE – P. Ratto**

SUBJECTS DISCUSSED

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Liaison Report
- d. Mobility Management Report – Bus Technology
- e. Multimodal Ridership Report – December 2017

**FINANCE COMMITTEE – K. Matsumoto**

RESOLUTIONS

- a. Authorize Execution of a Grant Agreement with Silicon Valley Community Foundation for the US 101 Express Bus Feasibility Study and Amendment to Increase the Fiscal Year 2018 Capital Budget by \$50,000
- b. Award of Contract to Vanden Bos Electric, Inc. for the LED Installation Project in a Total Amount of \$393,000
- c. Award of Contract to New Flyer of America, Inc. for 55 New Heavy-duty, Low-floor, 60-foot Diesel Articulated Buses for a Total Estimated Amount of \$48,972,000
- d. Authorize Amendment of County Law Enforcement Services Agreement and Approve Communications Services Agreement with County of San Mateo

- e. Declare an Emergency for the Replacement of a Ruptured Fuel Line at North Base and Ratify an Emergency Purchase Order

The motion included Consent Calendar items a-e:

Motion/Second: Matsumoto/Kersteen-Tucker

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

Absent: Groom

**STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE – J. Powell**  
SUBJECTS DISCUSSED

- a. Dumbarton Transportation Corridor Study – Update on Next Steps

**LEGISLATIVE COMMITTEE – Z. Kersteen-Tucker**

SUBJECT DISCUSSED

- a. State and Federal Legislative Update

**GENERAL COUNSEL REPORT**

Legal Counsel Cassman provided an extensive background on the purchase of the rail right of way in 1991, with SamTrans advancing the funding from reserves and explained the necessity of adopting the Resolution granting of easement interests, which would release funding to the agency and authorize high speed rail usage.

General Manager/CEO Hartnett and Ms. Cassman answered questions of the Board.

- a. Authorization to Grant Easement to Accommodate Blended Use by California High Speed Rail Authority of Caltrain Right-of-Way Conditioned on Parallel Action by Peninsula Corridor Joint Powers Board

Motion/Second: Kersteen-Tucker/Pine

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

Absent: Groom

**WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

In reading file

**BOARD MEMBER REQUESTS/COMMENTS**

Director Gee invited board members to a “Year of the Dog” celebration in Redwood City.

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

**ADJOURN**

Meeting adjourned at 5:10 p.m.



MEMORANDUM

BOARD OF DIRECTORS 2018

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

JIM HARTNETT
GENERAL MANAGER/CEO

BOD ITEM # 5
MARCH 7, 2018

Date: February 28, 2018
To: SamTrans Board of Directors
From: Jim Hartnett, General Manager/CEO
Subject: General Manager/CEO Report

January 2018 Summary

For the month of January, the Training Department issued a Safety Campaign named "Tools in De-escalating Passenger Conflicts". This training was aimed at providing the Bus Operators with tools to identify and de-escalate potential tensions that could lead to passenger aggression and significant conflict. This training was provided in response to District employee concerns and as part of a national training campaign to address escalating bus operator assaults.

Human Capital Investment

Table with 3 columns: Activity, Jan 2018, YTD FY2018. 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.

Fixed-route Bus Service/Ridership

Table with 3 columns: Activity, Jan 2018, YTD FY2018. Rows include Trips that did not operate, On-time Performance (Directly operated, Contracted, Coastside, Combined), Complaints per million trips, and Ridership (AWR, Total Trips).

- There were a total of 435 DNO for the first seven months of FY 2018 (July-Jan), 131 DNOs recorded in January 2018. SamTrans Bus Operators covered 24 DNOs for the CUB Contractor, otherwise; there would have been 155 DNOs in January. This is an increase from the 252 DNOs recorded in the entire FY 2017. On average, about 1 in every 800 trips has been missed in FY 2018, compared to 1 in every 2,300 bus trips delivered in the previous fiscal years. Dispatchers have been instructed to protect schools service. Labor shortage specifically Bus Operators in our contracted services are the root cause for the increased DNOs. The District is aggressively monitoring and addressing this issue.

**Bus Transportation:**

- During the implementation of Runbook 125 (January), “sliding seats” was initiated on select routes and locations. A cost saving process that allows street release for the bus operators ensuring timely rest and meal breaks while allowing the bus to remain in revenue service.
- The Transit Operations Training Department will host the James V. Castagno Memorial Bus Rodeo at SamTrans’ North Base facility on Sunday, April 8, 2018. The SamTrans Board is welcome to enjoy the competition and festivities beginning at 8:00 a.m. Staff can provide times and dates for practices should a Board member choose to drive the course.

<b><u>Paratransit Service/Ridership</u></b>	<b><u>Jan 2018</u></b>	<b><u>YTD FY2018</u></b>
• On-time Performance, goal is 90.0%		
➢ Redi-Wheels	89.7%	89.7%
➢ RediCoast	97.4%	97.3%
• Ridership		
➢ AWR	1,140	1,220
➢ Total Trips	28,660	238,240

In January 2018 there were 8,437 registrants; conversely the number of registered Paratransit customers has been very steady this fiscal year, ranging from 8,400 to 8,500 per month. Despite the labor challenges paratransit services (Redi-Wheels and Redi-Coast) remains at “zero denials” with the assistance from a subcontracted Taxi company.

**Maintenance Department**

The Maintenance goal for average Miles Between Service Calls (MBSC) is **25,000** miles.

	<b><u>Jan 2018</u></b>			<b><u>YTD FY2018</u></b>		
	<b><u>Miles Driven</u></b>	<b><u># Calls</u></b>	<b><u>MBSC</u></b>	<b><u>Miles Driven</u></b>	<b><u># Calls</u></b>	<b><u>MBSC</u></b>
Motor Bus	503,620	20	25,181	3,407,932	129	26,418
Paratransit	132,829	3	44,276	945,205	20	47,260

**SamTrans Social Media**

	<b><u>Jan 2018</u></b>	<b><u>YTD FY2018</u></b>
Monthly Impressions:	443k	3.8 million (Facebook, Twitter, Instagram, LinkedIn)
Monthly Interactions:	3,362	46,013
Monthly New Followers:	103	783

SamTrans social media began to promote the “Get Us Moving” campaign, and the Coastside Study public meetings.

*San Mateo County*  
**TRANSIT DISTRICT**



# District Actions

## Update of Activities



# District Action #1 - Classification, Compensation & Benefits Study

## Action:

- Obtain feedback on current compensation & classification policies
- Conduct market study of the classification structure, pay practices, performance management program, and benefits package as compared to 10 peer employers.
- Create a classification matrix based upon market study of 100 benchmark jobs
- Evaluate & recommend to the Executive Team (ET) classification matrix, pay practices, compensation philosophy, performance management program and benefits package.



## Accomplishments/Results

- Developed, compiled, and analyzed results of customized market study.
- Met with Focus Groups to get feedback and recommendations about the District's performance management program.
- Reviewed preliminary results of classification matrix, pay practices policies, proposed salary structure, and benefits with the ET
- Conducted follow-up meetings with each Chief.



## District Action #1- Next Steps

- District Project Team to present proposed changes to the performance management program to ET in February.
- Present results and recommendations to the Board of Directors at March/April Board meeting.
- Present PowerPoint presentation to administrative employees in mid March.
- Individual meetings with administrative employees in March.
- Review employee appeals filed in the month of April.
- Schedule performance management training for raters April-June



## **District Action #2 - Develop and implement a new rewards and recognition program**

### **Action:**

- Develop and implement a new rewards and recognition program for all District employees.
- Develop a culture of recognition by leaders and employees for their performance and contributions;
- Learn how to link rewards/recognition to higher productivity, higher retention and higher employee engagement and morale.

## Accomplishments/Results

1. Focus Groups met in Q4 2016 and Q1 2017
2. Conducted survey of recognition and reward programs offered by other public agencies in July 2017
3. Met with management consulting firm in September 2017 to develop a training program for managers to create a “culture of appreciation”
4. “Appreciation Essentials Workshop for Leaders” conducted on January 31, 2018
5. Developing programs for recognizing years of service and recognition by peers.



## District Action #2 - Next Steps

1. Implement a new and improved Service Recognition Award program based on years of service (1, 3, 5, 10, 15, and 20 years) by the end of Q1 2018.
2. Establish Peer to Peer Recognition Program and finalize recognition options by end of Q1 2018.
3. Implement Peer to Peer Recognition Pilot Program by end of Q2 2018.



## District Action #3 – Improve Interdepartmental Collaboration

Action – Improve collaboration across departments through interactive information sharing

- Development of departmental level organizational charts detailing roles and responsibilities of departments and individuals
- Regular brown bag “lunch and learn” presentations on topics of interest by various departments
- Pilot interdepartmental resource teams for groups of people who share common work functions to facilitate regular collaboration/coordination.



## Accomplishments/Results/Next Steps

- Initiative to develop Departmental level organizational charts outlining roles and responsibilities
- Organizing series of “brown bag” sessions for employees to share/discuss topics of interest
  - send suggestions for “Brown Bag” Topics to [Employee-comm@samtrans.com](mailto:Employee-comm@samtrans.com)
- Regularly scheduled coordination meeting to discuss areas of overlap and opportunities for collaboration (e.g. monthly director meetings).



## **District Action #4 - Increase Employee Development Opportunities**

Action: Improve employee development opportunities through formal/informal training and career development.

Four major initiatives for the coming year:

1. Training Needs Assessment
2. Employee Development Policy
3. Learning, Talent and Leadership Development Council
4. Next Generation Leadership Program



# Accomplishments/Results

## Hosted External Workshops

- University of Pacific's Transit and Paratransit Management Certificate Program (16 employees; 9 sessions)
- Vistelar Conflict Management (16 employees @ 16 hours; Certification – 9 employees @16 hours)

## Hosted SM County Regional Training Consortium

- Introduction to Supervision (9 employees @7 hour)
- Summer Supervision Academy (6 employees @ 45 hours)
- Training Consortium Workshops
  - 2016 - 345 hours total
  - 2017 - 895 hours total (160% increase)
- LearnIT – Microsoft Suite Training (total of 768 hours)



# Accomplishments/Results

## Established Next Generation Leadership Program Pilot 2017

### 6 Core Foundational Pilot Workshops

- Emotional Intelligence – 13 employees @ 7 hours
- Extraordinary Leadership – 17 employees @ 7 hours
- Accountability Builder – 17 employees @ 7 hours
- Crucial Conversation – 16 employees @ 7 hours
- Communications for Leaders – 20 employees @ 4 hours
- Conflict Management – 20 employees @ 4 hours





## 2018 Scheduled Programs

### Hosting 2018 for SM County Regional Training Consortium

- Business Writing for Results – 3/27 (8 hours)
- How to Talk Finance – 4/24 (3 hours)

### LearnIT – Microsoft Suite Training 2018

- 2018 – MS Excel, MS Word, MS One Note, MS PPT, MS Outlook, MS Outlook-Time Management



## **Perform Training Needs Assessment**

- Draft organizational wide training needs assessment in January; Launch survey in February; Focus groups February - March; Presentation of data to Learning Council March – April

**Employee Development Policy** - establishes district commitment to develop employee talent. Outlines roles & responsibilities of employee, supervisors and managers.

- Legal Review in February; Present to Learning Council in March; Present to ET for approval - April

## **Establish Learning, Talent and Leadership Council**

- Develop selection criteria for employee development – external programs
- Determine framework for District/Departmental budgets for FY 19 planning

## District Action #5 – Improve Employee Communications

Actions: Improve employee/leader communication and engagement

- Improve Communications between Executive Team and District employees
- Redesign the Depot
- Create opportunities for employees engagement (Town Halls, pulse surveys, Talks with Jim, other tools)
- Conduct regular Employees surveys

## Accomplishments/Results/Next Steps

1. Designed improved process for ET communications starting in 2018
2. Three Town Halls in 2017. Quarterly Town Halls calendared for 2018. Talks with Jim scheduled regularly.
3. Hired Internal Communications Specialist and Web Developer
4. Depot redesign options explored. Need for third-party approach identified. Will be proposed for FY19 budget.
5. Survey planned for 2019