



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

## AGENDA

### BOARD OF DIRECTORS MEETING

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, AUGUST 1, 2018 – 2:00 pm

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSENT CALENDAR

#### ACTION

- a. Approval of Minutes of the Board of Directors Meeting of July 11, 2018
- b. Acceptance of Quarterly Investment Report for the Period Ending June 30, 2018
- c. Acceptance of Contracts Issued Between \$100,000 and \$150,000 Quarterly Report

#### INFORMATIONAL

- d. Information on Statement of Revenues and Expenses for the Period Ending June 30, 2018

#### ORDINANCE NO. 105

- e. Approving Technical Corrections to Ordinance Imposing a One-half of One Percent Retail Transactions and Use Tax to Implement the San Mateo County Congestion Relief Plan

#### RESOLUTIONS

- f. Awarding a Contract to Constructicon Corp. dba CIC for the Submersible Turbine Pump Replacement Project
- g. Amending the SamTrans Codified Tariff
- h. Authorizing the Execution of Contracts over \$150,000 for IT License Renewals, Maintenance Services, and Professional Services for Fiscal Year 2019

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

- i. Authorizing the Execution of Contracts for Technology-related Products and Services to Vendors under Cooperative Purchasing Agreements for Fiscal Year 2019

**4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

*Comments by each individual speaker shall be limited to two (2) minutes. Items raised that require a response will be deferred for staff reply.*

**5. REPORT OF THE CHAIR**

**6. REPORT OF THE GENERAL MANAGER/CEO**

**7. BOARD MEMBER REQUESTS/COMMENTS**

**8. RECESS TO COMMITTEE MEETINGS**

**A. COMMUNITY RELATIONS COMMITTEE / COMMITTEE OF THE WHOLE\***  
(P. Ratto, Chair; C. Groom, R. Guilbault)

1. Call to Order

**ACTION**

2. Approval of Minutes of Community Relations Committee Meeting of July 11, 2018

**INFORMATIONAL**

3. Accessibility Update
4. Paratransit Coordinating Council Update
5. Citizens Advisory Committee Update
6. Market Segmentation Study Key Findings
7. Mobility Management Report – ADA Paratransit
8. Multimodal Ridership Report – June 2018
9. Adjourn

**B. FINANCE COMMITTEE / COMMITTEE OF THE WHOLE\***  
(K. Matsumoto, Chair; R. Guilbault, D. Pine)

1. Call to Order

**ACTION**

2. Approval of Minutes of Finance Committee Meeting of July 11, 2018

**MOTIONS**

3. Awarding a Contract for Linda Mar Park-n-Ride Repaving Project and Amendment to Fiscal Year 2019 Capital Budget
4. Awarding Contracts for On-call Temporary Staffing Services
5. Authorizing the Filing of Claims and Receipt of Funds for Lifeline Transportation Program Projects, the Entry into Agreements with Project Sponsors, and an Amendment to Increase the Fiscal Year 2019 Operating Budget by \$316,000
6. Authorizing the Filing of Annual Claim with Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds
7. Adopting an Ordinance Authorizing Reclassifications, Title Changes, Modification and Addition of Positions, and Effecting an Increase in the Table of Position Classifications for Administrative (Non-represented) Employees
8. Authorizing Amendment of the Existing Contract with MV Transportation
9. Adjourn

**C. STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE/  
COMMITTEE OF THE WHOLE\* (J. Powell, Chair; Z. Kersteen-Tucker, D. Pine)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of July 11, 2018

**MOTION**

3. Adopting the Coastside Transit Study

**INFORMATIONAL**

4. SamTrans Business Plan Update
5. Adjourn

**D. LEGISLATIVE COMMITTEE / COMMITTEE OF THE WHOLE\*  
(Z. Kersteen-Tucker, Chair; J. Gee, J. Powell)**

1. Call to Order

**ACTION**

2. Approval of Minutes of Legislative Committee Meeting of July 11, 2018

**MOTION**

3. Opposing Proposition 6

**INFORMATIONAL**

4. State and Federal Legislative Update and Report
5. Adjourn

**9. RECONVENE BOARD OF DIRECTORS MEETING**

**10. MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE**

**SUBJECTS DISCUSSED**

- a. Accessibility Update
- b. Paratransit Coordinating Council Update
- c. Citizens Advisory Committee Update
- d. Market Segmentation Study Key Findings
- e. Mobility Management Report – ADA Paratransit
- f. Multimodal Ridership Report – June 2018

**11. MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE**

**ORDINANCE NO. 102**

- a. Adopting an Ordinance Authorizing Reclassifications, Title Changes, Modification and Addition of Positions, and Effecting an Increase in the Table of Position Classifications for Administrative (Non-represented) Employees

**RESOLUTIONS**

- b. Awarding a Contract for Linda Mar Park-n-Ride Repaving Project and Amendment to Fiscal Year 2019 Capital Budget
- c. Awarding Contracts for On-call Temporary Staffing Services
- d. Authorizing the Filing of Claims and Receipt of Funds for Lifeline Transportation Program Projects, the Entry into Agreements with Project Sponsors, and an Amendment to Increase the Fiscal Year 2019 Operating Budget by \$316,000
- e. Authorizing the Filing of Annual Claim with Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds
- f. Authorizing Amendment of the Existing Contract with MV Transportation

**12. MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE**

**SUBJECT DISCUSSED**

- a. SamTrans Business Plan Update

**RESOLUTION**

- b. Adopting the SamTrans Coastside Transit Study

**13. MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE**

**SUBJECT DISCUSSED**

- a. State and Federal Legislative Update

**RESOLUTION**

- b. Opposing Proposition 6

**14. GENERAL COUNSEL REPORT**

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

- 16. DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – Wednesday,  
September 5, 2018 at 2:00 pm, San Mateo County Transit District, Bacciocco  
Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA

**17. ADJOURN**

## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the District Secretary at 650-508-6279. Agendas are available on the SamTrans Website at [www.samtrans.com](http://www.samtrans.com).

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

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm; SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the Website.

### **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 ([view map](#)). Additional transit information can be obtained by calling 1-800-660-4287 or 511, or by visiting [511.org](http://511.org).

### **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 to be 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.

### **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, a 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 made by phone at 650-508-6279 or TTY 650-508-6448.

### **Availability of Public Records**

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the California Public Records Act and 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.

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
JULY 11, 2018**

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, P. Skinner, M. Tolleson, J. Taylor, J. Barker, C. Kwok, M. Ross, D. Lieberman, T. Bartholomew, C. Cubba, J. Epstein, C. Wegener, D. Esse, Gumpal, J. Brook

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Charles Stone called the meeting to order at 2:01 pm and led the Pledge of Allegiance.

**ROLL CALL**

Acting District Secretary Gumpal called the roll. A quorum was present.

**CONSENT CALENDAR**

- Approval of Minutes of the Board of Directors Meeting of June 6, 2018
- Acceptance of Statement of Revenues and Expenses for April 2018

**RESOLUTIONS:**

- Authorizing Execution of Agreements for Funding of the US-101 Mobility Action Plan and Amending to Increase the Fiscal Year 2019 Capital Budget by \$200,000 for a Total of \$7,475,385 – Approved by Resolution No. 2018-26
- Authorizing Execution of a Funding Agreement with Caltrans for the SamTrans Adaptation and Resilience Plan and Amending the Fiscal Year 2019 Operating Budget to Increase Total Operating Revenues and Expenses – Approved by Resolution No. 2018-27
- Ratifying a Merchant Services Agreement with First Data Merchant Services LLC for the SamTrans Mobility App for an Estimated Total Amount of \$315,000 for a Three-year Term – Approved by Resolution No. 2018-28

Motion/Second: Ratto/Pine

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

Absent: None

**PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

None.

## REPORT OF THE CHAIR

Chair Stone appointed Directors Groom, Gee, and Pine to an ad hoc committee that will regularly meet with the Dumbarton Rail Corridor project team and report back to the Board.

## GET US MOVING FINAL INVESTMENT PLAN – AD HOC ADVISORY COMMITTEE

Seamus Murphy, Chief Communications Officer, summarized the recommendations of the ad hoc advisory committee leading the Get Us Moving (GUM) outreach effort.

Mr. Murphy extended thanks to all project participants and summarized the activities conducted during for the GUM outreach effort, then gave an update on the proposed investment plan that was an outgrowth of GUM. Mr. Murphy outlined feedback on the plan that was received and incorporated at and since the July 11 Board meeting. Finally, he outlined next steps for placing a potential sales tax measure on the ballot to implement the expenditure plan.

Chair Stone praised the leadership of staff, the Board, the Ad Hoc Advisory Committee, and the County Board of Supervisors.

### Public Comment:

1. Amy Buckmaster, President & CEO, Redwood City-San Mateo County Chamber of Commerce, GUM Stakeholder Advisory Group (SAG), thanked the project's leadership.
2. Emily Loper, Policy Director, Bay Area Council, said that relieving traffic congestion was their top priority.
3. Sandra Lang, TEAMC, expressed thanks for being able to participate on the SAG.
4. Michael Levinson, Paratransit Coordinating Council (PCC), said their top priority in the process was having community representation.
5. Ben McMullen, Center for Independence of Individuals with Disabilities and Chair, PCC, expressed his support of the program.
6. Don Cecil, SAMCEDA, noted that the GUM process was an example of fairness and cooperation that should be emulated by national and international organizations.
7. Rosanne Foust, SAMCEDA, Peninsula Mobility Group, thanked the staff and the Board for making the process so inclusive and transparent.
8. Adina Levin, Friends of Caltrain, expressed her thanks to all the program participants and encouraged the board to approve the plan.
9. Emma Shlaes, Silicon Valley Bicycle Coalition, TEAMC, thanked staff and the Board. She said they supported transit, bike/ped, and complete streets.
10. Diane Bailey, Menlo Spark, TEAMC, SAG, thanked staff and the SAG. She said the plan is crucial to sustainability and accountability.
11. Eduardo Gonzalez, Youth Leadership Institute, TEAMC, said he supported allotting 50 percent to transit, which would in turn support the County's youth.
12. Chris Lepe, Senior Community Planner, TransForm, TEAMC, said he supported the plan's core principles and accountability.
13. Fahad Qurashi, Bay Area Director of Programs, Youth Leadership Institute, TEAMC, thanked staff and the Board for considering the needs of the County's diverse communities.



14. Sandhya Laddha, TransForm, TEAMC, said they advocated 50 percent for public transit and complete streets.
15. Theresa Vallez-Kelly, San Mateo County Office of Education, GUM SAG, TEAMC, noted that the ballot measure would reduce traffic congestion, particularly school traffic.
16. Helen Wolter, Committee for Green Foothills, thanked staff and the Board, and said she supported complete streets, bike/ped infrastructure, and community shuttles.

Director Guilbault thanked all the participants and stressed how critical it is to approve the new tax measure.

Director Gee echoed Director Guilbault's comments.

Director Kersteen-Tucker thanked Chair Stone for his leadership of the ad hoc committee. She emphasized that the a concerted campaign to get out the vote would be critical to passing the measure in November.

Director Groom said that the Board and the County Board of Supervisors do not take tax increases lightly and emphasized that this measure is crucial for the future of transportation in the County.

Director Pine praised the collaboration between the County and SamTrans, as well as the level of public advocacy demonstrated in creating the measure.

Director Ratto thanked all the participants and said that everyone's requests have been addressed in whole or in part in the measure.

Director Powell thanked the boards and the public for the time the committed to the GUM process.

Chair Stone noted that securing two-thirds of the vote to pass the measure would be challenging.

### **ORDINANCE**

Imposing a One-half of One Percent Retail Transactions and Use Tax to Implement the San Mateo County Congestion Relief Plan – Approved by Ordinance No. 103

Motion/Second: Gee/Kersteen-Tucker

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone  
Absent: None

### **RESOLUTION**

Calling a Special District Election on November 6, 2018 on a Measure Authorizing the Ordinance for Traffic Congestion and Transportation Purposes; Requesting Consolidation with the November 6, 2018 Statewide General Election; and Requesting San Mateo County's Concurrence with the Included Investment Plan – Approved by Resolution No. 2018-29

Motion/Second: Pine/Kersteen-Tucker

Ayes: Gee, Groom, Guilbault, Kersteen-Tucker, Matsumoto, Pine, Powell, Ratto, Stone  
Absent: None

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

Jim Hartnett, General Manager/CEO, praised the Board and the Ad Hoc Committee, and staff and the legal team's nine-month effort to develop the investment plan adopted as part of the resolution and ordinance just approved by the Board.

Carl Cubba, IT Director, assisted by Max from vendor Bytemark, gave a live demonstration of the new SamTrans mobile app that is slated to be released in September.

### Public Comment:

Andy Chow, Redwood City, asked if the app would work in offline mode in areas with poor data connections. Chair Stone said a staff member would follow up with him.

## **BOARD MEMBER REQUESTS/COMMENTS**

Director Guilbault said that Carter Mau, Deputy General Manager/CEO, was selected as alumnus of the year at the recent annual dinner of the Mineta Transportation Institute at San Jose State University. She also said that SamTrans employees Alex Lam, Senior Planner, and Foday Tarah, Bus Operator, received their MS in transportation management degrees.

Mr. Mau said that he had received his master's degree through the program when he was a SamTrans employee previously.

Chair Stone stated that he and Directors Ratto and Gee attended the Dump the Pump event that was also a launch of the new SFO service at the Millbrae Caltrain station on June 21.

## **RECESS TO COMMITTEE MEETINGS**

The Board meeting recessed at 3:13 pm.

## **RECONVENE BOARD OF DIRECTORS MEETING**

The Board meeting reconvened at 4:21 pm.

## **MATTERS FOR BOARD CONSIDERATION: COMMUNITY RELATIONS COMMITTEE**

Director Ratto reported the following items:

### **SUBJECTS DISCUSSED:**

- Accessibility Update
- Paratransit Coordinating Council Update
- Citizens Advisory Committee Update
- Quarterly Dashboard Reports – January-March 2018 and Revised October-December 2017
- Multimodal Ridership Report – May 2018

**MATTERS FOR BOARD CONSIDERATION: FINANCE COMMITTEE**

Director Matsumoto asked Joan Cassman, Legal Counsel, about the protocol for approving the ordinance and resolutions. Ms. Cassman proposed adding the word “special” to precede the word “events” on Page 2 of the revised advertising policy to clarify that acceptable advertisements for not-for-profit agencies included those related to safety or special events.

Director Matsumoto led the Board in voting on the following items:

**ORDINANCE:**

- Relating to the Uniform Public Construction Cost Accounting Act to Provide Informal Bidding Procedures for District Public Projects – Approved by Ordinance No. 104

**RESOLUTIONS:**

- Adoption of Revised District Procurement Policy – Approved by Resolution No. 2018-30
- Adoption of Revisions to Disadvantaged Business Enterprise Program – Approved by Resolution No. 2018-31
- Adoption of Revised Advertising Policy (with proposed amendment) – Approved by Resolution No. 2018-32
- Authorization of Amendments to Contracts for Provision of On-Call Temporary Staffing Services – Approved by Resolution No. 2018-33

Motion/Second: Gee/Kersteen-Tucker

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

Absent: None

**MATTERS FOR BOARD CONSIDERATION: STRATEGIC PLANNING, DEVELOPMENT AND SUSTAINABILITY COMMITTEE/ COMMITTEE OF THE WHOLE\***

Director Powell reported the following item:

**SUBJECT DISCUSSED:**

- US-101 Express Bus Feasibility Study Update

**MATTERS FOR BOARD CONSIDERATION: LEGISLATIVE COMMITTEE**

Director Gee reported the following item:

**SUBJECT DISCUSSED:**

- State and Federal Legislative Update

**GENERAL COUNSEL REPORT**

None.

**WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Chair Stone said Board communications were in the reading file.

**DATE, TIME AND PLACE OF NEXT REGULAR MEETING** – Wednesday, August 1, 2018 at 2:00 p.m., San Mateo County Transit District, Bacciocco Auditorium, 2<sup>nd</sup> Floor, 1250 San Carlos Avenue, San Carlos, CA

**ADJOURN**

The meeting adjourned at 4:26 pm.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **QUARTERLY INVESTMENT REPORT AND FIXED INCOME MARKET REVIEW  
AND OUTLOOK**

**ACTION**

Staff proposes that the Board accept and enter into the record the Quarterly Investment Report and Fixed Income Market Review and Outlook for the quarter ended June 30, 2018.

**SIGNIFICANCE**

The San Mateo County Transit District (District) Investment Policy contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. This staff report was forwarded to the Board of Directors under separate cover in order to meet the 30-day requirement.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

The District is required by State law to submit quarterly reports within 30 days of the end of the quarter covered by the report. The report is required to include the following information:

1. Type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments, and money held by the local agency;
2. Description of any of the local agency's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. For all securities held by the local agency or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund (LAIF), a current market value as of the date of the report and the source of this information;
4. Statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and,
5. Statement that the local agency has the ability to meet its pool's

expenditure requirements(cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

A schedule, which addresses the requirements of 1, 2, and 3 above, is included in this report on pages 9, 10, 11, and 12. The schedule separates the investments into three groups: the Investments managed by PFM Asset Management LLC (PFM), liquidity funds which are managed by District staff, and trust funds which are managed by a third party trustee. The Investment Policy governs the management and reporting of the Investment Portfolio and Liquidity funds, while the bond covenants govern the management and reporting of the trust funds.

PFM provides the District a current market valuation of all the assets under its management for each quarter. Generally, PFM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par.

The liquidity funds managed by District staff are considered to be cash equivalents and therefore market value is considered to be equal to book value, (i.e. cost). The shares of beneficial interest generally establish a nominal value per share, because the Net Asset Value is fixed at a nominal value per share, book and market value are equal, and rate of income is recalculated on a daily basis.

The portfolio and this Quarterly Investment Report comply with the Investment Policy and the provisions of Senate Bill 564 (1995). The District has the ability to meet its expenditure requirements for the next six months.

## **DISCUSSION**

### **Economic Snapshot**

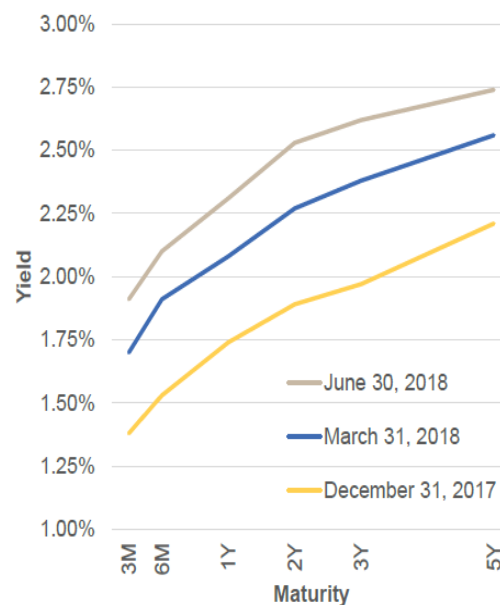
- U.S. Gross domestic product (GDP) grew at an annualized rate of 2.0% in the first quarter of 2018, slower than in the prior three quarters.
- GDP reflected positive contributions from business investment, consumer spending, exports, private inventory investment, and both federal and state and local government spending.
- The U.S. labor market added 213k jobs in June, capping a total of 632k jobs added in the quarter.
- The headline unemployment rate rose slightly to 4.0% in June after falling to 3.8%, the lowest level since 1970, as more people entered back into the workforce pushing the labor force participation rate higher.
- The broader measure of unemployment – the U-6 measure – stood at 7.8% in June. This is down from 8.5% a year ago.

## Interest Rates

- The core personal consumption expenditures (PCE) price index, the Fed's preferred measure of inflation, rose to 2.0% year-over-year in May.
- Forward-looking inflation expectations remain anchored around the 2% level.
- The second quarter marked the eighth straight quarterly rise in the 2-year yield as the U.S. economy remained strong and the Federal Reserve continued on its path of quantitative tightening, raising the federal funds target rate by 25 basis points at its June meeting.
- The 2-year Treasury increased by 26 basis points to 2.53% in the second quarter. However, the majority of the yield increase came in April, as market uncertainty dampened the pace of yield increase during the last two months of the quarter.

### U.S. Treasury Curve

	2Q2018 6/30/18	1Q2018 3/31/18	4Q2017 12/31/17
3 month	1.91%	1.70%	1.38%
6 month	2.10%	1.91%	1.53%
1 year	2.31%	2.08%	1.74%
2 year	2.53%	2.27%	1.89%
3 year	2.62%	2.38%	1.97%
5 year	2.74%	2.56%	2.21%



## Portfolio Recap

- We continued to strategically position portfolios with a modestly defensive duration bias relative to benchmarks in the well-choreographed interest rate environment. However, with rates at or near multi-year highs, there were also opportunities to capture higher yields selectively in some parts of the yield curve when rebalancing portfolios and participating in new issuances.
- Calmer bond market volatility and a U.S. Treasury curve on a continued ascent resulted in the majority of investment-grade sectors adding positive excess returns (returns in excess of similar duration Treasuries) to fixed income portfolios for the quarter.
  - Federal agency yield spreads remained very narrow throughout the quarter. Limited incremental yield in combination with light issuance and diminishing supply influenced our continued preference to reduce allocations in the sector.
  - Supranational allocations benefited from modest spread tightening.
  - Corporate Fundamentals once again drove performance with corporate allocations in the portfolio outperforming positively relative to benchmarks for Q2.
  - Asset-backed securities (ABS) generated attractive returns for the quarter, while simultaneously providing a level of downside protection in the face of potential corporate headwinds. During the quarter, we continued to build allocations as the structure and high-quality profile of specific ABS issues continued to serve as diversifier to credit allocations.
  - Short-term, high-quality negotiable certificates of deposit and commercial paper continued to offer considerable value relative to not only similar-maturity government alternatives, but also Treasury maturities 12 to 18 months or longer. The combination of incremental income and the interest rate risk protection offered by these sectors' shorter durations continue to benefit portfolios.
  - The mortgage-backed security (MBS) sector rebounded in Q2, following significant underperformance in Q1.

## Investment Strategy Outlook

- In light of continued economic growth, inflation near the Fed's symmetric target of 2%, and strong labor market conditions, the Fed appears poised to raise rates further. As a result of the expectation for one or two additional hikes in 2018 and three to four more in 2019, our view remains that the general trend of interest rates will be to increase gradually over the near-term. We therefore prefer to maintain a defensive duration posture to mitigate a portion of interest rate risk relative to benchmarks.
- Our outlook for each of the major investment-grade fixed income sectors are as follows:
  - Federal agency securities remain expensive as most maturities offer less than five basis points of incremental yield relative to U.S. Treasuries. We will



continue to reduce rich exposure, seeking better value in either Treasuries or other sectors. However, there may be opportunities to add to the sector via new issues in certain portions of the curve (2 to 3 years).

- We are expecting a lighter supply of supranationals over the coming months, new additions to portfolios may wane. We will maintain current allocations as portfolios benefit from decent incremental income relative to traditional agencies.
- While fundamentals remain generally healthy and incremental income is still modestly attractive, potential headwinds in the corporate sector are beginning to temper our overall constructive guidance. As a result, our view has shifted to a more neutral and selectively opportunistic stance. We feel a market-neutral allocation is warranted and prefer financials and industrial issuers with stronger fundamentals, which may help navigate looming leverage concerns, heightened merger and acquisition risks, and softer Eurozone corporate purchases.
- In conjunction with a generally more defensive tone, negotiable certificates of deposit (CD) and asset-backed securities (ABS) offer attractive incremental income compared to other government alternatives.
- As the Fed balance sheet is set to reduce mortgage-backed securities (MBS) exposure more significantly over the next six months, the sector may experience spread pressures through the second half of the year. As a result, we will maintain allocations to the sector with new additions focused on specific structures that limit interest rate sensitivity and are expected to outperform under potentially adverse conditions.
- Short-term money market investors continue to reap the rewards of current monetary policy tightening and higher overnight target rates. Further, the high-quality commercial paper and negotiable certificates of deposit (CP/CD) spread curve is quite steep and attractive, as the spread between 2-month CP/CD and 3-month CP/CD is nearly 20 basis points.

## Budget Impact

Total return is interest income plus capital gains (or minus losses) on an investment and is the most important measure of performance as it is the actual return on investment during a specific time interval. For the quarter ending June 30, the total return of the General Funds and Paratransit Fund portfolio was **0.36 percent**. This compares to the benchmark return of **0.20 percent**. The Performance graph on page 13 shows the relative performance of the District's portfolio over the last 12 months.

The yield at cost represents the yield on a fixed-income security at its current rate (at the time of purchase) of return until maturity equivalent to the annual percentage rate of interest an investor would receive for investing the purchase price of a given security in a bank account that paid interest semiannually. As of the end of the quarter, the yield to maturity at cost for both General Fund's and Paratransit Fund's portfolio was **2.03 percent**.

The yield at market is the yield that an investor can expect to receive in the current interest rate environment utilizing a buy-and-hold investment strategy. This calculation is based on the current market value of the portfolio including unrealized gains and losses. For the quarter ending June 30, the General Fund portfolio market yield to maturity was **2.73 percent**. The yield to market for Paratransit Fund's portfolio was **2.72 percent**.

Prepared by: Connie Mobley-Ritter, Director - Treasury

650-508-7765

## **INVESTMENT GLOSSARY**

**Asset Backed Securities** - An asset-backed security (ABS) is a financial security backed by a loan, lease or receivables against assets other than real estate and mortgage-backed securities. For investors, asset-backed securities are an alternative to investing in corporate debt.

**Certificate of Deposit** - A certificate of deposit (CD) is a savings certificate with a fixed maturity date, specified fixed interest rate and can be issued in any denomination aside from minimum investment requirements. A CD restricts access to the funds until the maturity date of the investment. CDs are generally issued by commercial banks and are insured by the FDIC up to \$250,000 per individual.

**Collateralized Mortgage Obligation** - Collateralized mortgage obligation (CMO) refers to a type of mortgage-backed security that contains a pool of mortgages bundled together and sold as an investment. Organized by maturity and level of risk, CMOs receive cash flows as borrowers repay the mortgages that act as collateral on these securities. In turn, CMOs distribute principal and interest payments to their investors based on predetermined rules and agreements.

**Commercial Paper** - Commercial paper is an unsecured, short-term debt instrument issued by a corporation, typically for the financing of accounts receivable, inventories and meeting short-term liabilities. Maturities on commercial paper rarely range any longer than 270 days. Commercial paper is usually issued at a discount from face value and reflects prevailing market interest rates.

**Credit Spreads** - The **spread** between Treasury securities and non-Treasury securities that are identical in all respects except for quality rating.

**Duration** - The term duration has a special meaning in the context of bonds. It is a measurement of how long, in years, it takes for the price of a bond to be repaid by its internal cash flows. It is an important measure for investors to consider, as bonds with higher durations carry more risk and have higher price volatility than bonds with lower durations.

**Net Asset Value** - Net asset value (NAV) is value per share of a mutual fund or an exchange-traded fund (ETF) on a specific date or time. With both security types, the per-share dollar amount of the fund is based on the total value of all the securities in its portfolio, any liabilities the fund has and the number of fund shares outstanding.

**Roll-down** - A roll-down return is a form of return that arises when the value of a bond converges to par as maturity is approached. The size of the roll-down return varies greatly between long and short-dated bonds. Roll-down is smaller for long-dated bonds that are trading away from par compared to bonds that are short-dated.

Roll-down return works two ways in respect to bonds. The direction depends on if

the bond is trading at a premium or at a discount. If the bond is trading at a discount the roll-down effect will be positive. This means the roll-down will pull the price up towards par. If the bond is trading at a premium the opposite will occur. The roll-down return will be negative and pull the price of the bond down back to par.

**Volatility** - Volatility is a statistical measure of the dispersion of returns for a given security or market index. Volatility can either be measured by using the standard deviation or variance between returns from that same security or market index. Commonly, the higher the volatility, the riskier the security.

**Yield Curve** - A yield curve is a line that plots the interest rates, at a set point in time, of bonds having equal credit quality but differing maturity dates. The most frequently reported yield curve compares the three-month, two-year, five-year and 30-year U.S. Treasury debt. This yield curve is used as a benchmark for other debt in the market, such as mortgage rates or bank lending rates, and it is also used to predict changes in economic output and growth.

**Yield to Maturity** - Yield to maturity (YTM) is the total return anticipated on a bond if the bond is held until the end of its lifetime. Yield to maturity is considered a long-term bond yield, but is expressed as an annual rate. In other words, it is the internal rate of return of an investment in a bond if the investor holds the bond until maturity and if all payments are made as scheduled.

Source: Investopedia.com

EXHIBIT 1

SAN MATEO COUNTY TRANSIT DISTRICT  
 REPORT OF INVESTMENTS  
 FOR QUARTER ENDED JUNE 30, 2018

TYPE OF SECURITY	CUSIP #	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
<b>FUNDS MANAGED BY PFM</b>							
<b>RESERVE FUND PORTFOLIO</b>							
<b>U.S. TREASURY NOTES AND BONDS</b>							
US TREASURY NOTE	912828ST8	04-30-19	65,000.00	64,987.30	64,428.72	136.89	64,565.61
US TREASURY NOTE	912828VF4	05-31-20	255,000.00	251,702.93	249,491.49	296.98	249,788.47
US TREASURY NOTE	912828VP2	07-31-20	750,000.00	775,283.20	741,591.75	6,256.91	747,848.66
US TREASURY NOTE	912828L32	08-31-20	410,000.00	417,495.32	399,813.96	1,904.98	401,718.94
US TREASURY NOTE	912828Q78	04-30-21	1,640,000.00	1,607,456.25	1,584,713.96	3,799.18	1,588,513.14
US TREASURY NOTE	912828R77	05-31-21	1,400,000.00	1,363,632.81	1,351,054.60	1,630.46	1,352,685.06
US TREASURY NOTE	912828D72	08-31-21	1,000,000.00	1,007,734.38	980,508.00	6,795.38	987,303.38
US TREASURY NOTE	912828D72	08-31-21	1,500,000.00	1,516,347.66	1,470,762.00	10,192.80	1,480,954.80
US TREASURY NOTE	912828D72	08-31-21	2,200,000.00	2,213,320.31	2,157,117.60	14,951.05	2,172,068.65
US TREASURY NOTE	912828T67	10-31-21	1,100,000.00	1,074,519.53	1,050,930.10	2,329.21	1,053,259.31
US TREASURY NOTE	912828T67	10-31-21	1,550,000.00	1,520,271.48	1,480,856.05	3,282.07	1,484,138.12
US TREASURY NOTE	912828T67	10-31-21	3,100,000.00	3,051,078.13	2,961,712.10	6,564.27	2,968,276.37
US TREASURY NOTE	912828X47	04-30-22	1,270,000.00	1,256,803.91	1,232,347.04	4,011.89	1,236,358.93
US TREASURY NOTE	912828X47	04-30-22	1,800,000.00	1,777,148.44	1,746,633.60	5,686.14	1,752,319.74
US TREASURY NOTE	912828X47	04-30-22	3,850,000.00	3,726,980.47	3,735,855.20	12,162.02	3,748,017.22
<b>GOVERNMENT BONDS</b>							
FHLB GLOBAL NOTE	3130A9EP2	09-26-19	2,700,000.00	2,697,651.00	2,653,252.20	7,125.00	2,660,377.20
FHMA NOTES	3135GOT29	02-28-20	850,000.00	849,456.00	835,635.00	4,356.25	839,991.25
FHLMC AGENCY	3137EAEF2	04-20-20	1,300,000.00	1,295,554.00	1,272,979.50	3,525.35	1,276,504.85
FHMA NOTES	3135GOT60	07-30-20	600,000.00	598,182.00	586,370.40	3,775.00	590,145.40
FHLB NOTES	3130ACE26	09-28-20	440,000.00	438,587.60	427,790.00	1,562.92	429,352.92
FHLB NOTES	3137EAEJ4	09-29-20	580,000.00	578,950.20	567,379.78	2,408.61	569,788.39
FHLB GLOBAL NOTE	3130A8QS5	07-14-21	2,700,000.00	2,683,581.30	2,583,678.60	14,090.63	2,597,769.23
FNMA NOTES	3135GON82	08-17-21	475,000.00	473,375.03	454,470.50	2,210.07	456,680.57
FNMA NOTES	3135GON82	08-17-21	1,525,000.00	1,518,823.75	1,459,089.50	7,095.49	1,466,184.99
<b>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</b>							
FANNIE MEA	3136AQDQ0	09-01-19	266,504.61	269,173.38	265,138.85	365.56	265,504.41
FNA 2014-M6 A2	3136AJ7G5	05-25-21	1,858,070.52	1,895,667.41	1,839,557.82	4,147.37	1,843,705.19
FNA 2018-MS A2	3136B1XP4	09-25-21	600,000.00	611,934.60	608,484.06	1,780.00	610,264.06
FHLMC MULTIFAMILY STRUCTURED P POOL	3137BM6P6	08-25-22	450,000.00	453,832.03	450,174.74	1,158.75	451,333.49
<b>CORPORATE NOTE</b>							
JOHN DEERE CAPITAL CORP	24422ETM1	10-15-18	800,000.00	799,480.00	798,151.20	2,786.67	800,937.87
TOYOTA MOTOR CREDIT CORP	89236TDM4	01-09-19	440,000.00	439,846.00	438,154.64	3,573.78	441,728.42
BERKSHIRE HATHWAY GLOBAL NOTE	084670BL1	08-14-19	1,800,000.00	1,810,188.00	1,789,849.80	14,385.00	1,804,234.80
AMERICAN HONDA FINANCE GLOBAL NOTES	02665WAH4	08-15-19	1,800,000.00	1,808,946.00	1,789,727.40	15,300.00	1,805,027.40
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-19	670,000.00	669,665.00	660,581.81	2,105.85	662,687.66
PEIZER INC CORP NOTE	717081EB5	12-15-19	1,185,000.00	1,184,146.80	1,167,843.57	895.33	1,168,738.90
CITIGROUP INC	172967LF6	01-10-20	900,000.00	899,640.00	889,892.10	10,473.75	900,365.85
MICROSOFT CORP	594918BV5	02-06-20	900,000.00	899,397.00	888,499.80	6,706.25	895,206.05
WALT DISNEY CO CORP NOTES	25468PDP8	03-04-20	380,000.00	379,901.20	373,703.78	2,408.25	376,112.03
APPLE INC BONDS	037833CS7	05-11-20	820,000.00	819,163.60	806,105.92	2,050.00	808,155.92
HOME DEPOT INC CORP NOTES	437076BQ4	06-05-20	450,000.00	449,739.00	441,905.85	585.00	442,490.85
MORGAN STANLEY CORP NOTE	6174467P8	07-24-20	1,800,000.00	2,009,250.00	1,880,353.80	43,175.00	1,923,528.80
CATERPILLAR FINL SERVICE NOTE	14913Q2A6	09-04-20	650,000.00	649,454.00	632,976.50	3,908.13	636,884.63
WAL-MART STORES INC CORP NOTE	931142EA7	12-15-20	900,000.00	898,695.00	881,762.40	760.00	882,522.40
BRANCH MANKING & TRUST CORP NOTES	05531FAZ6	02-01-21	450,000.00	449,793.00	437,625.45	4,031.25	441,656.70
IBM CORP CORP NOTES	44932HAG8	02-05-21	900,000.00	899,559.00	891,470.70	9,606.25	901,076.95
NATIONAL RURAL UTIL COOP	63743HER9	03-15-21	375,000.00	374,583.75	372,210.38	3,776.05	375,986.43
NATIONAL RURAL UTIL COOP	63743HER9	03-15-21	515,000.00	512,821.55	511,168.92	5,185.76	516,354.68
UNILEVER CAPITAL CORP NOTES	904764AZ0	03-22-21	725,000.00	721,295.25	719,296.43	5,482.81	724,779.24
TOYOTA MOTOR CREDIT CORP	89236TEU5	04-13-21	660,000.00	659,736.00	656,599.02	4,218.50	660,817.52
PEPSICO INC CORP NOTE	71344DX3	04-15-21	600,000.00	599,880.00	584,975.40	2,533.33	587,508.73
BANK OF AMERICA CORP	06051GFW4	04-19-21	100,000.00	100,776.00	98,237.70	525.00	98,762.70
HERSHEY COMPANY CORP NOTES	42786BA5	05-15-21	360,000.00	359,751.60	360,403.92	1,581.00	361,984.92
AMERICAN EXPRESS CO.	025816BU2	05-17-21	900,000.00	899,847.00	901,072.80	3,712.50	904,785.30
CHARLES SCHWAB CORP CORP NOTES	808513AW5	05-21-21	570,000.00	569,982.90	572,277.72	2,006.88	574,284.60
GOLDMAN SACHS GROUP CORP	3814GGQ1	07-27-21	1,600,000.00	1,765,872.00	1,681,488.00	35,933.33	1,717,421.33

**SAN MATEO COUNTY TRANSIT DISTRICT  
REPORT OF INVESTMENTS (Continued)  
FOR QUARTER ENDED JUNE 30, 2018**

TYPE OF SECURITY	CUSIP #	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.	
<b><u>CORPORATE NOTE</u></b>								
BANK OF AMERICA CORP	06051GGS2	10-01-21	550,000.00	550,000.00	537,683.85	3,201.00	540,884.85	
JOHN DEERE CAPITAL CORP	2442ETL3	01-06-22	450,000.00	448,015.50	440,311.05	5,796.88	446,107.93	
JPMORGAN CHASES & CO CORP NOTES	46625HJD3	01-24-22	900,000.00	973,638.00	930,970.80	17,662.50	948,633.30	
BANK OF AMERICA CORP	06051GHH5	05-17-22	250,000.00	250,000.00	249,914.25	1,069.14	250,983.39	
<b><u>COMMERCIAL PAPER</u></b>								
ING (US) FUNDING LLC COMM PAPER	4497W1G26	07-02-18	1,800,000.00	1,779,040.00	1,799,708.40	0.00	1,799,708.40	
BANK OF TOKYO MITS UFJ LTD COMM PAPER	06538CGL9	06-04-18	1,000,000.00	987,745.56	998,821.00	0.00	998,821.00	
BNP PARIBAS NY BRANCH COMM PAPER	09659CCK3	10-19-18	1,800,000.00	1,772,562.00	1,787,097.60	0.00	1,787,097.60	
BANK OF TOKYO MITS UFJ LTD COMM PAPER	06538CM40	12-04-18	800,000.00	785,780.00	791,632.80	0.00	791,632.80	
MUFG BANK LTD/NY COMM PAPER	62479MOB2	03-11-19	850,000.00	833,613.42	834,779.05	0.00	834,779.05	
DEXIA CREDIT LOCAL SA NY COMM PAPER	25214PJ80	03-11-19	1,800,000.00	1,766,875.00	1,766,803.86	0.00	1,766,803.86	
<b><u>CERTIFICATION OF DEPOSIT</u></b>								
CANADIAN IMPERIAL BANK NY CD	13606A5Z7	11-30-18	1,200,000.00	1,199,064.00	1,196,863.20	1,877.33	1,198,740.53	
SVENSKA HANDELSBANKEN NY LT CD	86958JH88	01-10-19	1,800,000.00	1,800,000.00	1,792,182.60	16,254.00	1,808,436.60	
BANK OF NOVA SCOTIA HOUSTON LT CD	06417GUE6	04-05-19	900,000.00	900,000.00	894,772.80	4,154.25	898,927.05	
SUMITOMO MITSUI BANK NY CD	86563VYV0	05-03-19	1,500,000.00	1,500,000.00	1,493,622.00	4,954.17	1,498,576.17	
BANK OF NOVA SCOTIA HOUSTON CD	06417GU22	06-05-20	900,000.00	899,658.00	904,994.10	1,848.00	906,842.10	
SWEDBANK (NEW YORK) CERT DEPOS	87019U6D6	11-16-20	1,800,000.00	1,800,000.00	1,762,412.40	5,221.00	1,767,633.40	
ROYAL BANK OF CANADA NY CD	78012UEE1	06-07-21	1,500,000.00	1,500,000.00	1,510,557.00	3,105.00	1,513,662.00	
<b><u>ASSET-BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</u></b>								
CITIBANK CREDIT CARD 2017-A2 A2	17305EGA7	01-17-21	1,550,000.00	1,549,703.18	1,543,473.73	12,286.33	1,555,760.06	
TOYOTA ABS 2017-A A3	89238MAD0	02-15-21	450,000.00	449,947.04	445,616.91	346.00	445,962.91	
ALLY ABS 2017-1 A3	0200PAC7	06-15-21	405,000.00	404,964.60	401,642.06	306.01	401,948.07	
FORD ABS 2017-A A3	34531EAD8	06-25-21	1,200,000.00	1,199,995.56	1,186,201.56	890.67	1,187,092.23	
TOYOTA ABS 2017-B A3	89190BAD0	07-15-21	1,800,000.00	1,799,861.94	1,777,521.78	1,408.00	1,778,929.78	
ALLY ABS 2017-2 A3	02007HAC5	08-15-21	1,445,000.00	1,444,829.63	1,432,111.18	1,143.16	1,433,254.34	
HONDA AUTO 2017-2 A3	43814PAC4	09-18-21	330,000.00	329,964.26	324,723.53	213.31	324,936.84	
JOHN DEERE ABS 2017-B A3	47788BAD6	10-15-21	600,000.00	599,956.08	591,282.90	485.33	591,768.23	
AMERICAN EXPRESS ABS 2017-4 A	02582JHG8	12-15-21	680,000.00	679,891.06	674,142.55	495.64	674,638.19	
CITIBANK ABS 2017-A3 A3	17305EG85	04-07-22	900,000.00	902,403.00	884,761.20	4,032.00	888,793.20	
JOHN DEERE OWNER	47788CAC6	04-15-22	285,000.00	284,979.51	283,534.73	336.93	283,871.66	
TAOT 2018-A A-3	89238BAD4	05-16-22	450,000.00	449,994.83	445,450.73	470.00	445,920.73	
AMXCA 2018-1 A	02582JHQ6	10-17-22	1,510,000.00	1,509,824.69	1,506,003.63	1,791.87	1,507,795.50	
ALLYA 2018-2-A3	02004VAC7	11-15-22	650,000.00	649,881.96	649,567.82	843.56	650,411.38	
CCCI 2018-A1 A1	17305EGK5	01-20-23	900,000.00	899,875.44	888,607.53	9,399.75	898,007.28	
<b><u>CASH AND CASH EQUIVALENTS</u></b>								
US TREASURY MM FUND	31846V534			551,191.64	551,191.64	2,741.36	553,933.00	
<b>TOTAL RESERVE PORTFOLIO MANAGED BY PFM</b>				<b>90,439,575.13</b>	<b>91,074,195.97</b>	<b>89,717,112.37</b>	<b>423,640.09</b>	<b>90,140,752.46</b>
<b><u>PARATRANSIT FUNDS PORTFOLIO:</u></b>								
<b><u>U.S. TREASURY NOTES AND BONDS</u></b>								
US TREASURY NOTE	912828VF4	05-31-20	200,000.00	197,414.06	195,679.60	232.92	195,912.52	
US TREASURY NOTE	912828VP2	07-31-20	540,000.00	558,203.91	533,946.06	4,504.97	538,451.03	
US TREASURY NOTE	912828L32	8-31-20	80,000.00	81,462.50	78,012.48	372.20	78,384.68	
US TREASURY NOTE	912828B90	02-28-21	175,000.00	181,323.24	172,272.45	1,169.84	173,442.29	
US TREASURY NOTE	912828Q78	04-30-21	485,000.00	475,375.78	468,650.17	1,123.54	469,773.71	
US TREASURY NOTE	912828D72	08-31-21	250,000.00	251,933.59	245,127.00	1,698.89	246,825.89	
US TREASURY NOTE	912828D72	08-31-21	450,000.00	454,904.30	441,228.60	3,058.02	444,286.62	
US TREASURY NOTE	912828D72	08-31-21	525,000.00	528,178.71	514,766.70	3,567.68	518,334.38	
US TREASURY NOTE	912828T67	10-31-21	500,000.00	488,417.97	477,695.50	1,058.76	478,754.26	
US TREASURY NOTE	912828T67	10-31-21	525,000.00	514,930.66	501,580.28	1,111.67	502,691.95	
US TREASURY NOTE	912828T67	10-31-21	700,000.00	688,953.13	668,773.70	1,482.24	670,255.94	
US TREASURY NOTE	912828X47	04-30-22	300,000.00	296,882.81	291,105.60	947.69	292,053.29	
US TREASURY NOTE	912828X47	04-30-22	550,000.00	543,017.58	533,693.60	1,737.43	535,431.03	
US TREASURY NOTE	912828X47	04-30-22	1,350,000.00	1,306,863.28	1,309,975.20	4,264.61	1,314,239.81	
<b><u>FEDERAL AGENCY COLLATERALIZED MORTGAGE OBLIGATION</u></b>								
FANIE MAE	3136AQDQ0	09-01-19	76,620.07	77,387.35	76,227.42	105.10	76,332.52	
FNA 2014-M6 A2	3136AJ7G5	05-25-21	510,969.39	521,308.53	505,878.40	1,140.53	507,018.93	
FN 2018-M5 A2	3136B1XP4	09-25-21	165,000.00	168,282.02	167,333.12	489.50	167,822.62	
FHLMC MULTIFAMILY STRUCTURED P POOL	3137BM6P6	08-25-22	130,000.00	131,107.03	130,050.48	334.75	130,385.23	

**SAN MATEO COUNTY TRANSIT DISTRICT  
REPORT OF INVESTMENTS (continued)  
FOR QUARTER ENDED JUNE 30, 2018**

TYPE OF SECURITY	CUSIP #	MATURITY/CALL DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.
<b><u>FEDERAL AGENCY BOND/NOTE</u></b>							
FNMA NOTES	3130A9EP2	09-26-19	800,000.00	799,304.00	786,148.80	2,111.11	788,259.91
FNMA NOTES	3135GOT29	02-28-20	215,000.00	214,862.40	211,366.50	1,101.87	212,468.37
FHLMC AGENCY	3137EAEF2	04-20-20	350,000.00	348,803.00	342,725.25	949.13	343,674.38
FNMA NOTES	3135GOT60	04-20-20	150,000.00	149,545.50	146,592.60	943.75	147,536.35
FHLB NOTES	3130ACE26	09-28-20	85,000.00	84,727.15	82,641.25	301.93	82,943.18
FHLMC NOTES	3137EAEJ4	09-29-20	165,000.00	164,701.35	161,409.77	685.21	162,094.98
FHLB GLOBAL NOTE	3130A8QS5	07-14-21	520,000.00	516,837.88	497,597.36	2,713.75	500,311.11
FNMA NOTES	3135GON82	08-17-21	600,000.00	597,658.06	574,068.00	2,791.67	576,859.67
<b><u>CORPORATE NOTE</u></b>							
JOHN DEERE CAPITALCORP	24422ETM1	10-15-18	200,000.00	199,870.00	199,537.80	696.67	200,234.47
TOYOTA MOTOR CREDIT CORP	89236TDM4	01-09-19	120,000.00	119,958.00	119,496.72	974.67	120,471.39
BERKSHIRE HATHAWY INC.	084670BL1	08-14-19	500,000.00	502,830.00	497,180.50	3,995.83	501,176.33
AMERICAN HONDA FINANCE GLOBAL NOTES	02665WAH4	08-15-19	500,000.00	502,485.00	497,146.50	4,250.00	501,396.50
TOYOTA MOTOR CORP NOTES	89236TDH5	10-18-19	200,000.00	199,900.00	197,188.60	628.61	197,817.21
PEIZER INC CORP NOTE	717081EB5	12-15-19	330,000.00	329,762.40	325,222.26	249.33	325,471.59
CITIGROUP INC	172967LF6	01-10-20	250,000.00	249,900.00	247,192.25	2,909.38	250,101.63
MICROSOFT CORP	594918BV5	02-06-20	250,000.00	249,832.50	246,805.50	1,862.85	248,668.35
WALT DISNEY CO CORP NOTES	25468DP8	03-04-20	100,000.00	99,974.00	98,343.10	633.75	98,976.85
APPLE INC BONDS	037833C57	05-11-20	225,000.00	224,770.50	221,187.60	562.50	221,750.10
HOME DEPOT INC CORP NOTES	43707BQ4	06-05-20	125,000.00	124,927.50	122,751.63	162.50	122,914.13
MORGAN STANLEY CORP NOTE	6174467P8	07-24-20	500,000.00	558,125.00	522,320.50	11,993.06	534,313.56
CATERPILLAR FINL SERIVE NOTE	1491302A6	09-04-20	185,000.00	184,844.60	180,154.85	1,112.31	181,267.16
WAL-MART STORES INC CORP NOTE	931142EA7	12-15-20	250,000.00	249,637.50	244,934.00	211.11	245,145.11
BRANCH MANKING & TRUST CORP NOTES	05531FAZ6	02-01-21	125,000.00	124,942.50	121,562.63	1,119.79	122,682.42
IBM CORP CORP NOTES	44932HAG8	02-05-21	250,000.00	249,877.50	247,630.75	2,668.40	250,299.15
NATIONAL RURAL UTIL COOP	63743HER9	03-15-21	100,000.00	99,889.00	99,256.10	1,006.94	100,263.04
NATIONAL RURAL UTIL COOP	63743HER9	03-15-21	150,000.00	149,365.50	148,884.15	1,510.42	150,394.57
UNILEVER CAPITAL CORP NOTES	904764A20	03-22-21	200,000.00	198,978.00	198,426.60	1,512.50	199,939.10
TOYOTA MOTOR CREDIT CORP NOTES	89236TEU5	04-13-21	180,000.00	179,928.00	179,072.46	1,150.50	180,222.96
PEPSICO INC CORP NOTE	71344DX3	04-15-21	165,000.00	164,967.00	160,868.24	696.67	161,564.91
BANK OF AMERICA CORP	06051GFW4	04-19-21	25,000.00	25,194.00	24,559.43	131.25	24,690.68
HERSHEY COMPANY CORP NOTES	427866BA5	05-15-21	100,000.00	99,931.00	100,112.20	439.17	100,551.37
AMERICAN EXPRESS CO.	025816BU2	05-17-21	250,000.00	249,957.50	250,298.00	1,031.25	251,329.25
CHARLES SCHWAB CORP CORP NOTES	808513AW5	05-21-21	160,000.00	159,995.20	160,639.36	563.33	161,202.69
GOLDMAN SACHS GROUP CORP	3814GGQ1	07-27-21	450,000.00	496,651.50	472,918.50	10,106.25	483,024.75
BANK OF AMERICA CORP	06051GGS2	10-01-21	160,000.00	160,000.00	156,417.12	931.20	157,348.32
JOHN DEERE CAPITALCORP	24422ETL3	01-06-22	115,000.00	114,492.85	112,523.94	1,481.42	114,005.36
JPMORGAN CHASE & CO CORP NOTES	46625HJD3	01-24-22	250,000.00	270,455.00	258,603.00	4,906.25	263,509.25
BANK OF AMERICA CORP	06051GHH5	05-17-22	75,000.00	75,000.00	74,974.28	320.74	75,295.02
<b><u>COMMERCIAL PAPER</u></b>							
ING (US) FUNDING LLC COMM PAPER	4497W1G2E	07-02-18	500,000.00	494,177.78	499,919.00	0.00	499,919.00
BNP PARIBAS NY BRANCH COMM PAPER	09659CHU5	08-28-18	500,000.00	493,475.00	498,250.00	0.00	498,250.00
BANK OF TOKYO MITSU UFJ LTD COMM PAPER	06538CM40	12-04-18	350,000.00	343,778.75	346,339.35	0.00	346,339.35
MUFG BANK LTD/NY COMM PAPER	62479MQB2	03-11-19	400,000.00	392,288.67	392,837.20	0.00	392,837.20
DEXIA CREDIT LOCAL SA NY COMM PAPER	25214PJ80	03-18-19	500,000.00	490,798.61	490,778.85	0.00	490,778.85
<b><u>CERTIFICATE OF DEPOSIT</u></b>							
CANADIAN IMPERIAL BANK NY CD	13606A5Z7	11-30-18	250,000.00	249,805.00	249,346.50	391.11	249,737.61
SVENSKA HANDELSBANKEN NY LT CD	86958JH88	01-10-19	500,000.00	500,000.00	497,828.50	4,515.00	502,343.50
BANK OF NOVA SCOTIA HOUSTON	06417GUE6	04-05-19	250,000.00	250,000.00	248,548.00	1,153.96	249,701.96
SUMITOMO MITSUI BANK NY CD	86563YVNO	05-03-19	500,000.00	500,000.00	497,874.00	1,651.39	499,525.39
BANK OF NOVA SCOTIA HOUSTON CD	06417GU22	06-05-20	250,000.00	249,905.00	251,387.25	513.33	251,900.58
SWEDBANK (NEW YORK) CERT DEPOS	87019U6D6	11-16-20	500,000.00	500,000.00	489,559.00	1,450.28	491,009.28
ROYAL BANK OF CANANDA NY CD	78012UEE1	06-07-21	425,000.00	425,000.00	427,991.15	879.75	428,870.90
<b><u>ASSET BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</u></b>							
CITIBANK ABS 2017-A2 A2	17305EGA7	01-17-21	450,000.00	449,913.83	448,105.28	3,567.00	451,672.28
TOYOTA ABS 2017-A A3	89238MADC	02-15-21	125,000.00	124,985.29	123,782.48	96.11	123,878.59
ALLY ABS 2017-1 A3	02007PAC7	06-15-21	115,000.00	114,989.95	114,046.51	86.89	114,133.40
FORD ABS 2017-A A3	34531EAD8	06-25-21	350,000.00	349,998.71	345,975.46	259.78	346,235.24
TOYOTA ABS 2017-B A3	89190BADO	07-15-21	500,000.00	499,961.65	493,756.05	391.11	494,147.16
ALLY ABS 2017-2 A3	02007HAC5	08-15-21	400,000.00	399,952.84	396,432.16	316.44	396,748.60
HAROT 2017-3 A3	43814PAC4	09-18-21	100,000.00	99,989.17	98,401.07	64.64	98,465.71
JOHN DEERE ABS 2017-B A3	47788BAD6	10-15-21	170,000.00	169,987.56	167,530.16	137.51	167,667.67
AMERICAN EXPRESS ABS 2017-4 A	02582JHG8	12-15-21	200,000.00	199,967.96	198,277.22	145.84	198,423.06
CITIBANK ABS 2017-A3 A3	170305EGB	04-07-22	250,000.00	250,667.50	245,767.00	1,120.00	246,887.00
JOHN DEERE OWNER	47788CAC6	04-15-22	80,000.00	79,994.25	79,588.70	94.58	79,683.28

SAN MATEO COUNTY TRANSIT DISTRICT  
 REPORT OF INVESTMENTS (continued)  
 FOR QUARTER ENDED JUNE 30, 2018

TYPE OF SECURITY	MATURITY/CALL CUSIP # DATE	PAR VALUE	CARRYING AMOUNT	MARKET VALUE	ACCRUED INTEREST	MARKET VALUE + ACCR. INT.	
<b><u>ASSET BACKED SECURITY/COLLATERALIZED MORTGAGE OBLIGATION</u></b>							
TAOT 2018-A A-3	89238BAD4 05-16-22	125,000.00	124,998.56	123,736.31	130.56	123,866.87	
AMXCA 2018-1 A	02582JHQ6 10-17-22	425,000.00	424,950.66	423,875.20	504.33	424,379.53	
ALLYA 2018-2 A3	02004VAC7 11-15-22	185,000.00	184,966.40	184,876.99	240.09	185,117.08	
CCCIT 2018-A1 A1	17305EGK5 01-20-23	250,000.00	249,965.40	246,835.43	2,611.04	249,446.47	
<b><u>CASH AND CASH EQUIVALENTS</u></b>							
US TREASURY MM FUND	31846V534		680,670.74	680,670.74	870.38	681,541.12	
<b>TOTAL PARATRANSIT PORTFOLIO MANAGED BY PFM</b>			<b>25,537,589.46</b>	<b>26,254,016.62</b>	<b>25,863,070.02</b>	<b>121,008.51</b>	<b>25,984,078.53</b>
<b>TOTAL DISTRICT PORTFOLIO MANAGED BY PFM</b>			<b>115,977,164.59</b>	<b>117,328,212.59</b>	<b>115,580,182.39</b>	<b>544,648.60</b>	<b>116,124,830.99</b>
<b><u>FUNDS NON MANAGED BY PFM</u></b>							
<b><u>CASH AND CASH EQUIVALENTS</u></b>							
US TREASURY MM	31846V534		8,197,479.53	8,197,479.53	9,105.19	8,206,584.72	
<b>TOTAL INVESTMENT FUNDS PORTFOLIO NON MANAGED BY PFM</b>		<b>0.00</b>	<b>8,197,479.53</b>	<b>8,197,479.53</b>	<b>9,105.19</b>	<b>8,206,584.72</b>	
<b><u>LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF:</u></b>							
BANK OF AMERICA CHECKING		34,552,755.45	34,552,755.45	34,552,755.45		34,552,755.45	
LAIF		49,671,869.19	49,671,869.19	49,671,869.19		49,671,869.19	
WELLS FARGO		-	-	-		0.00	
<b>TOTAL FUNDS MANAGED BY DISTRICT STAFF</b>		<b>84,224,624.64</b>	<b>84,224,624.64</b>	<b>84,224,624.64</b>		<b>84,224,624.64</b>	
<b><u>TRUST FUNDS MANAGED BY THIRD PARTY TRUSTEE:</u></b>							
First American Govt Obligation C/D Chesham Finance Ltd.		1,803,642.84	1,803,642.84	1,803,642.84		1,803,642.84	
<b>TOTAL AS OF JUNE 30, 2018</b>			<b>202,005,432.07</b>	<b>211,553,959.60</b>	<b>209,805,929.40</b>	<b>210,359,683.19</b>	



# EXHIBIT 2

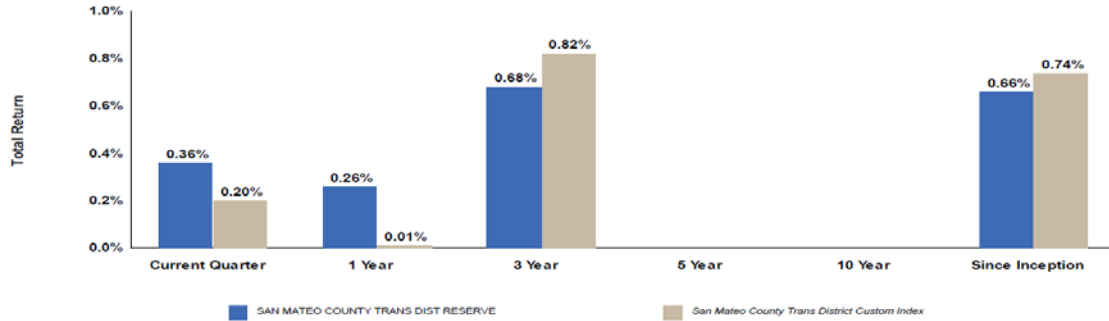
For the Quarter Ended June 30, 2018

SAN MATEO COUNTY TRANS DIST RESERVE

Portfolio Performance

## Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	1 Year	Annualized Return			
				3 Year	5 Year	10 Year	Since Inception (03/31/15) **
SAN MATEO COUNTY TRANS DIST RESERVE	2.01	0.36%	0.26%	0.68%	-	-	0.66%
San Mateo County Trans District Custom Index	2.10	0.20%	0.01%	0.82%	-	-	0.74%
Difference		0.16%	0.25%	-0.14%	-	-	-0.08%



Portfolio performance is gross of fees unless otherwise indicated. \*\*Since Inception performance is not shown for periods less than one year.

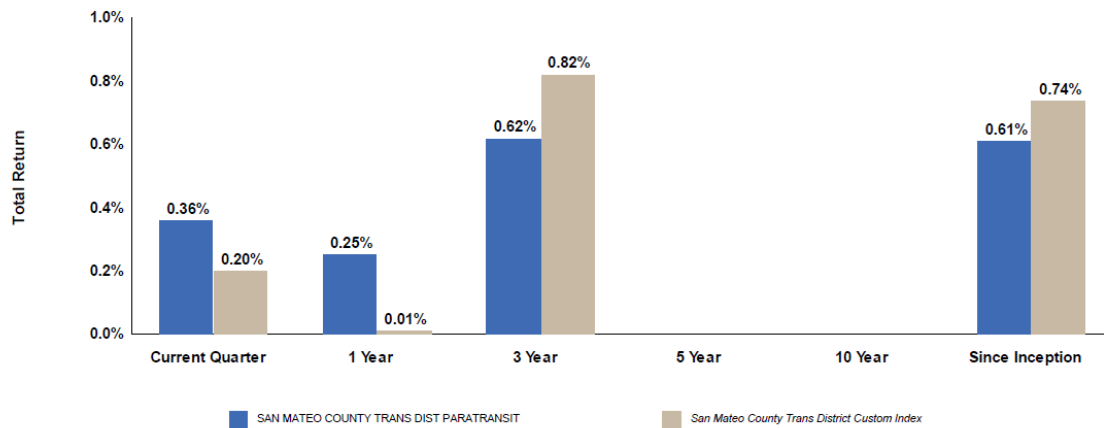
For the Quarter Ended June 30, 2018

SAN MATEO COUNTY TRANS DIST PARATRANSIT

Portfolio Performance

## Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	1 Year	Annualized Return			
				3 Year	5 Year	10 Year	Since Inception (03/31/15) **
SAN MATEO COUNTY TRANS DIST PARATRANSIT	2.02	0.36%	0.25%	0.62%	-	-	0.61%
San Mateo County Trans District Custom Index	2.10	0.20%	0.01%	0.82%	-	-	0.74%
Difference		0.16%	0.24%	-0.20%	-	-	-0.13%



Portfolio performance is gross of fees unless otherwise indicated. \*\*Since Inception performance is not shown for periods less than one year.

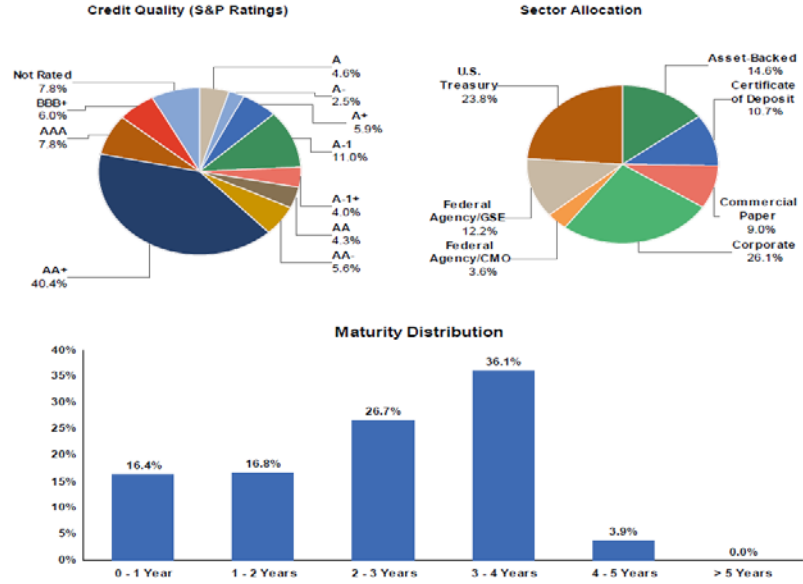
# EXHIBIT 3

SAN MATEO COUNTY TRANS DIST RESERVE

For the Quarter Ended June 30, 2018

Portfolio Snapshot

Portfolio Statistics	
As of June 30, 2018	
Par Value:	\$90,430,575
Total Market Value:	\$90,137,430
Security Market Value:	\$89,165,921
Accrued Interest:	\$420,318
Cash:	\$551,192
Amortized Cost:	\$90,425,409
Yield at Market:	2.73%
Yield at Cost:	2.03%
Effective Duration:	2.01 Years
Duration to Worst:	2.06 Years
Average Maturity:	2.41 Years
Average Credit: *	AA



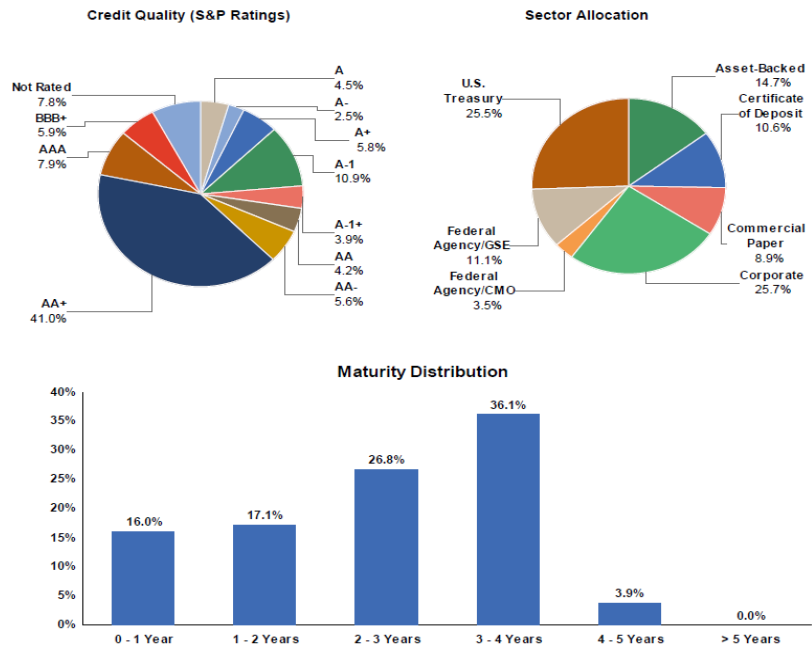
\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

SAN MATEO COUNTY TRANS DIST PARATRANSIT

For the Quarter Ended June 30, 2018

Portfolio Snapshot

Portfolio Statistics	
As of June 30, 2018	
Par Value:	\$25,537,589
Total Market Value:	\$25,498,306
Security Market Value:	\$25,162,399
Accrued Interest:	\$119,994
Cash:	\$195,913
Amortized Cost:	\$25,535,584
Yield at Market:	2.72%
Yield at Cost:	2.03%
Effective Duration:	2.02 Years
Duration to Worst:	2.07 Years
Average Maturity:	2.42 Years
Average Credit: *	AA



\* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

## EXHIBIT 4

SAN MATEO COUNTY TRANS DIST RESERVE

For the Quarter Ended June 30, 2018

Portfolio Review

### Sector Allocation and Compliance

- The Reserve portfolio is in compliance with the District's Investment Policy and the California Government Code.

Security Type	Market Value as of June 30, 2018	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasury	\$21,207,816	23.6%	100%	✓
Federal Agency/GSE	\$10,840,645	12.1%	100%	✓
Federal Agency/CMO	\$3,163,355	3.5%	20%	✓
Corporate Notes	\$23,385,215	26.1%	30%	✓
Negotiable CDs	\$9,555,404	10.7%	10%	✓
Asset-Backed Securities	\$13,034,642	14.5%	30%	✓
Commercial Paper	\$7,978,843	8.9%	15%	✓
<b>Securities Sub-Total</b>	<b>\$89,165,921</b>	<b>99.4%</b>		
Accrued Interest	\$420,318			
<b>Securities Total</b>	<b>\$89,586,239</b>			
Money Market Fund	\$551,192	0.6%	10%	✓
<b>Total Investments</b>	<b>\$90,137,430</b>	<b>100.0%</b>		

As of 6/30/18. Detail may not add to total due to rounding.

SAN MATEO COUNTY TRANS DIST PARATRANSIT

For the Quarter Ended June 30, 2018

Portfolio Review

### Sector Allocation and Compliance

- The Paratransit portfolio is in compliance with the District's Investment Policy and the California Government Code.

Security Type	Market Value as of June 30, 2018	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasury	\$6,432,507	25.3%	100%	✓
Federal Agency/GSE	\$2,802,550	11.0%	100%	✓
Federal Agency/CMO	\$879,489	3.5%	20%	✓
Corporate Notes	\$6,486,209	25.6%	30%	✓
Negotiable CDs	\$2,662,534	10.5%	10%	✓
Asset-Backed Securities	\$3,690,986	14.5%	30%	✓
Commercial Paper	\$2,228,124	8.8%	15%	✓
<b>Securities Sub-Total</b>	<b>\$25,182,399</b>	<b>99.2%</b>		
Accrued Interest	\$119,994			
<b>Securities Total</b>	<b>\$25,302,394</b>			
Money Market Fund	\$195,913	0.8%	10%	✓
<b>Total Investments</b>	<b>\$25,498,306</b>	<b>100.0%</b>		

As of 6/30/18. Detail may not add to total due to rounding.



# San Mateo County Transit District

## Investment Performance Review For the Quarter Ended June 30, 2018

August 1, 2018



# Compliance and Allocation



Security Type	Reserve Portfolio	Paratransit Portfolio	Total Funds*	% of Portfolio	Permitted by Policy	Average Credit Rating
U.S. Treasury	\$21,207,816	\$6,432,507	\$27,640,323	23.6%	100%	AA+
Federal Agency/GSE	\$10,840,645	\$2,802,550	\$13,643,195	12.1%	100%	AA+
Federal Agency/CMO	\$3,163,355	\$879,489	\$4,042,845	3.5%	20%	AA+
Corporate Notes	\$23,385,215	\$6,486,209	\$29,871,424	26.1%	30%	A+
Negotiable CDs	\$9,555,404	\$2,662,534	\$12,217,939	10.7%	10%	A
Asset-Backed Securities	\$13,034,642	\$3,690,986	\$16,725,628	14.5%	30%	A+
Commercial Paper	\$7,978,843	\$2,228,124	\$10,206,967	8.9%	15%	A-1
Money Market Fund	\$551,192	\$195,913	\$747,104	0.6%	10%	AAAm
<b>Total Investments*</b>	<b>\$89,717,113</b>	<b>\$25,378,312</b>	<b>\$115,635,737</b>	<b>100.0%</b>		

As of June 30, 2018.

\*Total market values exclude accrued interest.

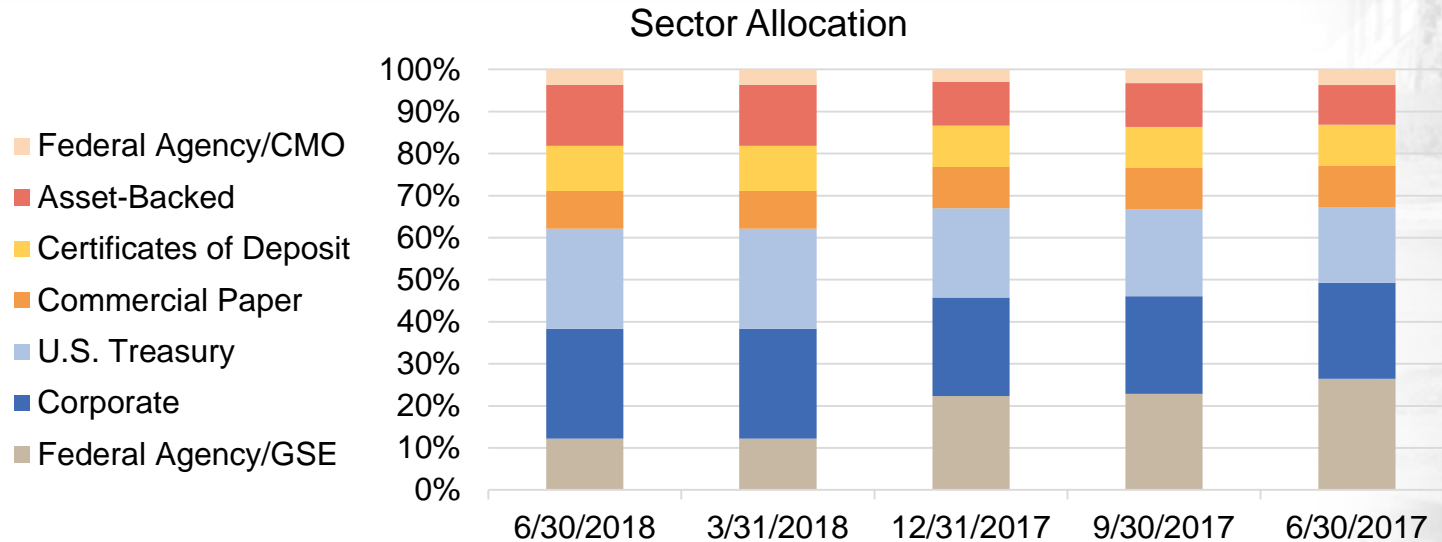
- **U.S. economy remained strong**
- **The Fed continued its path of raising rates**
- **Personal consumption expenditures (PCE), hit the target level of 2% for the first time in six years**
- **Labor force market remains strong**
- **Fed likely to continue to raise rates**

# Portfolio Recap

samTrans

- **Strategically positioned the portfolio with a modest defensive duration bias**
- **Maintained diversification, investing in high quality issuers**

# A Diversified Portfolio



- The diversified portfolio had total earnings of **\$1,620,526** for FY18, a **\$200,164** increase from the prior fiscal year
  - The portfolio yields have increased by **~50 bps** fiscal year over fiscal year to **2.03%**

1. Sector Allocation as of June 30, 2016.

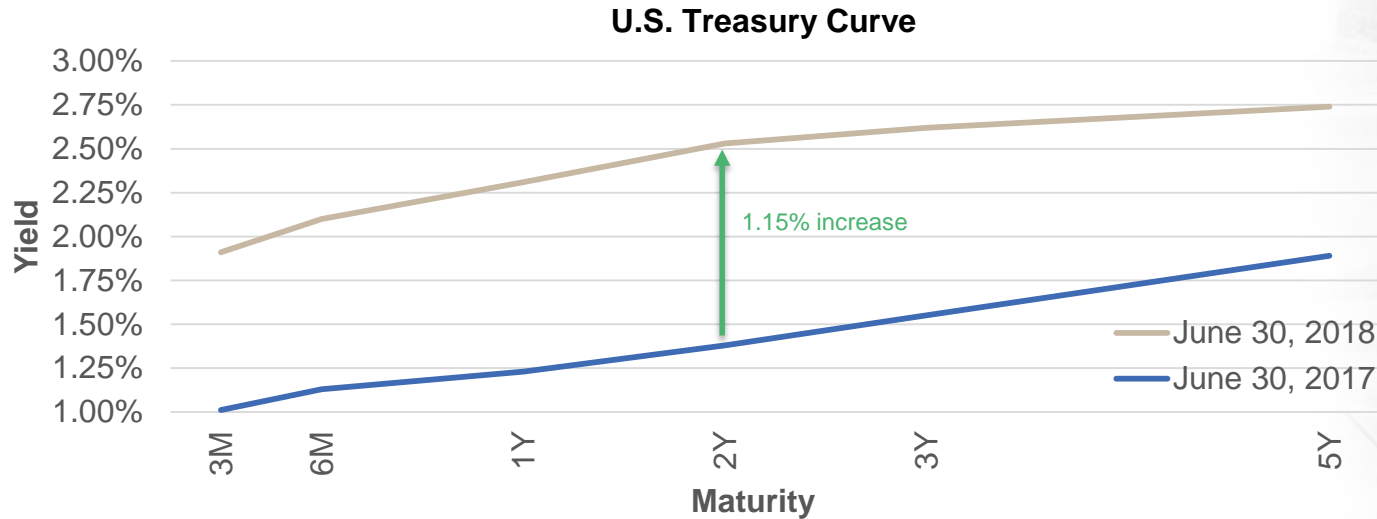
2. Second quarter earnings totaled \$364,461. \$290,690 for the Reserve Portfolio and \$73,771 for the Paratransit Portfolio. FY17 total earnings were \$1,420,361



# Portfolio Performance



- Positive fiscal year returns despite rising yields



	Duration	Total Return As of June 30, 2018		
	(Years)	2Q18	1 Yr	Since Inception <sup>1</sup>
<b>Reserve Portfolio</b>	<b>2.01</b>	<b>0.36%</b>	<b>0.26%</b>	<b>0.66%</b>
<b>Paratransit Portfolio</b>	<b>2.01</b>	<b>0.36%</b>	<b>0.25%</b>	<b>0.61%</b>
<b>Performance Benchmark<sup>2</sup></b>	<b>2.10</b>	<b>0.20%</b>	<b>0.01%</b>	<b>0.74%</b>

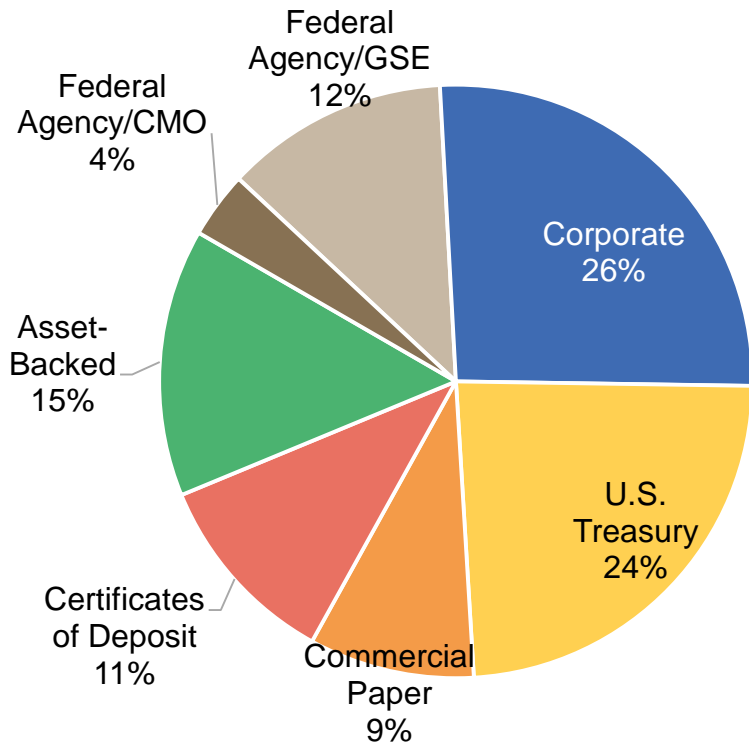
1. Inception date is March 31, 2015.

2. Composed of the 0-5 Year U.S. Treasury Index since 6/30/2016. Before 6/30/2016, composed of 40% 1-3 Year U.S. Treasury Index, 10% 1-3 Year High Grade Corporate Index, 40% 3-5 Year U.S. Treasury Index, and 10% 3-5 Year High Grade Corporate Index.

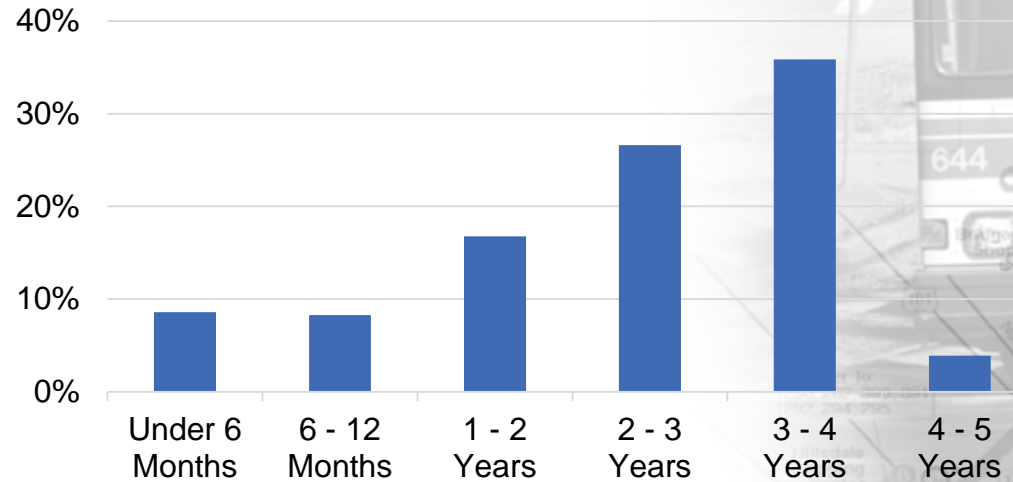
# Portfolio Characteristics



## Sector Allocation



## Maturity Distribution



\*Totals may not add due to rounding. As of June 30, 2018

# Outlook and Strategy

samTrans

- **Interest rate hikes are likely to continue...**
- **Preserve broad diversification and maintain high credit quality.**
- **Modest defensive portfolio duration bias**
- **Focus on Corporate issuers with strong fundamentals**
- **Will be reevaluating maturity structure in light of cash flow data and expectations**

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **CONTRACTS ISSUED BETWEEN \$100,000 AND \$150,000 QUARTERLY  
REPORT**

**ACTION**

Staff requests that the Board of Directors (Board) receive and file the Contracts Issued Between \$100,000 and \$150,000 Quarterly Report (attached).

**SIGNIFICANCE**

The report provides a quarterly update on contracts issued by the San Mateo County Transit District (District) in an amount greater than \$100,000 and up to \$150,000 pursuant to authority delegated by the Board to the General Manager/CEO or his designee. This delegation of authority applies to agreements, purchase orders, contract amendments, change orders and other contracts executed as exceptions to the competitive process. From April 1 to June 30, 2018, five contracts in an amount between \$100,000 and \$150,000 were approved.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

On March 1, 2017, per Resolution No. 2017-14, the District updated its Procurement Policy to reflect changes in State law enacted through Assembly Bill 2030. One of the revisions provides the District with the authority to utilize an informal procurement method obtaining, when practical, a minimum of three quotations, for the purchase of equipment, supplies or materials when the expenditure is between \$5,000 and \$150,000. The previous threshold was limited to expenditures between \$2,500 and \$100,000.

As a result of this change, the Board requested that staff prepare a report on a quarterly basis, to show what procurement contracts have been executed between the previous threshold of \$100,000 and the new threshold of \$150,000.

Prepared By: Julie Taylor, Director, Procurement

650-622-7860

**SAMTRANS**  
**Contracts Issued between \$100K and \$150K**  
**April 1 to June 30, 2018**

	Type	Contract Number	Solicitation Title	Vendor Name	Contract Term	Award Date	Award Amount
1	RFQ	17592	Smart Net Renewal	SHI INTERNATIONAL CORP.	1 year	6/8/2018	\$119,062.49
2	RFQ/GSA	17597	Hourly Labor for Principal Engineers - VOIP Upgrade	HEPTAGON INFORMATION TECHNOLOGY, LLC	90 days	6/8/2018	\$144,955.20
3	RFQ	17554A	E-Bus Charging Generator	VALLEY POWER SYSTEMS, INC.	1 year	6/4/2018	\$100,707.94
4	RFQ	18-S-M-015	2 New Service Truck Bodies	CLASSIC GRAPHICS	One-time Purchase	4/13/2018	\$144,000.00
5	RFQ	18-S-M-106	BENCHES & TRASH BINS	TOLAR MANUFACTURING COMPANY INC.	One-time Purchase	4/17/2018	\$125,123.00

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **INFORMATION ON STATEMENT OF REVENUES AND EXPENSES FOR THE PERIOD  
ENDING JUNE 30, 2018**

**ACTION**

This report is informational only.

**SIGNIFICANCE**

The Finance Division engages in many activities following the end of the June 30 fiscal year both to close out the old fiscal year and set up the new fiscal year. The demands of these activities require a longer time to produce a complete Statement of Revenues and Expenses than allowed by the normal board meeting cycle. Consequently, staff will present a Statement of Revenues and Expenses for June at the October 3rd meeting of the Board of Directors. The auditors, Vavrinek, Trine, Day & Co., expect to finish the audit in late October. We expect to have the Comprehensive Annual Financial Report finalized by November 2018.

**BUDGET IMPACT**

There is no budget impact associated with this update.

Prepared by: Jeannie Chen, Interim Manager, General Ledger

650-508-6259

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: San Mateo County Transit District

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Joan Cassman  
Legal Counsel

SUBJECT: **ADOPT ORDINANCE NO. 105 CONTAINING TWO MINOR TECHNICAL  
CLEAN-UP REVISIONS TO TRANSACTIONS AND USE TAX ORDINANCE  
PROPOSED FOR VOTER APPROVAL ON NOVEMBER 6, 2018**

**ACTION**

Staff recommends the Board of Directors adopt the attached Ordinance No. 105, which repeals and replaces Ordinance No. 103, Imposing a One-Half of One Percent Retail Transactions and Use Tax to Implement the San Mateo County Congestion Relief Plan (Ordinance), to make two minor technical clean-up revisions.

**SIGNIFICANCE**

The San Mateo County Transit District (District) has called for a special election on November 6, 2018 for voter approval of the Ordinance, which would authorize collection of a one-half of one percent sales tax, with revenues dedicated to transportation and transit improvements in San Mateo County (County).

The proposed action will make the following two minor technical clean-up revisions to the San Mateo County Congestion Relief Plan (Plan) set forth in Section 6 of the Ordinance:

1. Corrects an inconsistency in the stated number of investment categories established in the Plan (which is five rather than six); and
2. Adds a description of Attachment C to the Ordinance.

Repeal and replacement of District Ordinance No. 103 will ensure that the District's official record of action reflects technical revisions made to the Plan in advance of its approval by the San Mateo County Board of Supervisors on July 24, 2018.

**BUDGET IMPACT**

There is no budget impact associated with this action.

**BACKGROUND**

On July 11, 2018, the Board of Directors approved Ordinance No. 103, as well as Resolution 2018-29, which called a special election on the Ordinance and directed

staff to present the Plan to the Board of Supervisors for concurrence as required under California Public Utilities Code section 103350.

On July 24, 2018 the Board of Supervisors approved the Plan. The version of the Plan approved by the Board of Supervisors included the two technical revisions described above, which also are reflected in the attached proposed replacement ordinance. The District's approval of the replacement ordinance to reflect these technical revisions is the Board of Directors' last legally-required action in advance of the November 6, 2018 election.

The proposed new half-cent transactions and use tax, which is expected to provide \$80 million annually, would be invested in transportation and transit projects that will:

- Reduce traffic congestion on highways including 101, 280, and other highways and their related interchanges, potentially including bicycle and pedestrian components and facilities;
- Repair potholes, maintain streets and reduce local traffic;
- Plan and construct grade separations that eliminate hazards and bottle-necks where the Caltrain tracks intersect with local streets;
- Improve bicycle and pedestrian facilities;
- Provide new and better regional transit connections;
- Maintain and enhance transit services for seniors, youth, residents with lower incomes and people with disabilities; and
- Improve and expand transit services to reduce travel times and car trips.

If the measure is approved, the tax revenues will be allocated on a percentage basis over the 30-year life of the Plan as follows:

	<b>Highway / Interchange</b>	<b>Local Safety / Pothole</b>	<b>Bicycle / Pedestrian</b>	<b>Regional Connections</b>	<b>Public Transit</b>
<b>Percent</b>	22.5 %	12.5 %	5 %	10 %	50 %
<b>Projected Funding</b>	\$540M	\$300M	\$120M	\$240M	\$1,200M

**STRATEGIC INITIATIVES**

Priority 1: Expand Mobility Options

Priority 2: Strengthen Fiscal Health

Prepared By: Joan Cassman, Legal Counsel

415-995-5021



**ORDINANCE NO. 105**

**AN ORDINANCE OF THE SAN MATEO COUNTY TRANSIT DISTRICT IMPOSING A ONE-HALF OF ONE PERCENT RETAIL TRANSACTIONS AND USE TAX TO IMPLEMENT THE SAN MATEO COUNTY CONGESTION RELIEF PLAN**

**WHEREAS**, the San Mateo County Transit District (the "District") is a public transit district duly formed pursuant to Part 15 (commencing with Section 103000) of Division 10 of the Public Utilities Code of the State of California (hereinafter referred to as the "Transit District Act") and approved by the voters of the County of San Mateo in the general election held on November 5, 1974; and

**WHEREAS**, effective January 1, 2018, the Transit District Act was amended by California Assembly Bill No. 1613 to authorize a new retail transactions and use tax and to permit the District to administer the new tax in its entirety or to transfer the proceeds of such tax to the San Mateo County Transportation Authority (the "Authority"), a county transportation authority duly created pursuant to Division 12.5 (commencing with Section 131000) of the Public Utilities Code of the State of California (hereinafter referred to as the "Authority Act"), for administration by the Authority, with such administration to be consistent with the expenditure plan developed for such tax pursuant to Section 103350(c) of the Transit District Act; and

**WHEREAS**, the Authority Act also was amended effective January 1, 2018 by California Assembly Bill No. 1613 as set forth in Section 131507(b) of the Authority Act to authorize the Authority to administer funds transferred to it by the District pursuant to Section 103350(d) of the Transit District Act; and

**WHEREAS**, the District has proposed approval of this Ordinance that has as its special purpose to: 1) authorize the District to impose a one-half of one percent (0.5%) retail transactions and use tax for a period of thirty (30) years, and 2) authorize the District and the Authority to allocate the proceeds of the retail transactions and use tax to fund the transportation improvements included in the San Mateo County Congestion Relief Plan ("Congestion Relief Plan"); and

**WHEREAS**, implementation of the Congestion Relief Plan, which is set forth herein as Section 6, will be guided by a set of core principles established in Section 1, below;  
[and](#)

[\*\*WHEREAS\*\*, this Ordinance contains two minor technical clean-up revisions to Ordinance No. 103, and repeals and replaces Ordinance No. 103 in its entirety.](#)

**NOW, THEREFORE, BE IT ORDAINED** as follows:

**Section 1. Title; Summary**

- a. This ordinance shall be known as the "2018 San Mateo County Transit District Retail Transactions and Use Tax Ordinance" and may also be referred to herein as the "Ordinance."
  
- b. This Ordinance imposes a retail transactions and use tax at the rate of one-half of one percent (0.5%) within the County to be operative on the first day of the first calendar quarter commencing not less than 180 days after the adoption of this Ordinance by the voters, the authority to levy such tax to remain in effect for thirty (30) years, for the purpose of implementing the Congestion Relief Plan.
  
- c. Investment categories identified in the Congestion Relief Plan are to be implemented primarily with guidance from the Core Principles set forth below, as applicable:
  - Relieve traffic congestion countywide;
  - Invest in a financially-sustainable public transportation system that increases ridership, embraces innovation, creates more transportation choices, improves travel experience, and provides quality, affordable transit options for youth, seniors, people with disabilities, and people with lower incomes;
  - Implement environmentally-friendly transportation solutions and projects that incorporate green stormwater infrastructure and plan for climate change;

- Promote economic vitality, economic development, and the creation of quality jobs;
  - Maximize opportunities to leverage investment and services from public and private partners;
  - Enhance safety and public health;
  - Invest in repair and maintenance of existing and future infrastructure;
  - Facilitate the reduction of vehicle miles travelled, travel times and greenhouse gas emissions;
  - Incorporate the inclusion and implementation of complete street policies and other strategies that encourage safe accommodation of all people using the roads, regardless of mode of travel;
  - Incentivize transit, bicycle, pedestrian, carpooling and other shared-ride options over driving alone; and
  - Maximize potential traffic reduction associated with the creation of housing in high-quality transit corridors.
- d. The District will administer the retail transactions and use tax imposed by this Ordinance ("2018 Sales Tax") and, as authorized by Section 103350(d) of the Transit District Act, may transfer proceeds of the 2018 Sales Tax to the San Mateo County Transportation Authority for administration by the Authority consistent with the Congestion Relief Plan.
- e. The District and the Authority shall develop guidelines to administer the tax revenues received from the enactment of the retail transactions and use tax, and shall respectively allocate the tax revenues to the categories set forth in the Congestion Relief Plan. Administration of the Congestion Relief Plan will be subject to review by an independent citizens' oversight committee to ensure compliance with the Congestion Relief Plan.
- f. The provisions in this Ordinance shall apply solely to the retail transactions and use tax adopted pursuant to this Ordinance. Nothing in this Ordinance is

intended to modify, repeal or alter any ordinances previously adopted by the District.

## **Section 2. Definitions.**

- a. "Authority" means the San Mateo County Transportation Authority, a county transportation authority established pursuant to Division 12.5 of the Public Utilities Code of the State of California, commencing with Section 131000 thereof, as amended and supplemented from time to time pursuant to its terms.
- b. "Authority Act" means Division 12.5 (commencing with Section 131000) of the Public Utilities Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- c. "Board" means the Board of Directors of the District.
- d. "Board of Supervisors" means the Board of Supervisors of the County.
- e. "Caltrain" means the rail line operated by the Peninsula Corridor Joint Powers Board between Gilroy and San Francisco.
- f. "Category" means any one of the five transportation program categories listed in the Congestion Relief Plan.
- g. "City" or "Cities" means a city or a town, or cities and towns, located within the County.
- h. "Congestion Relief Plan" means the expenditure plan of projects, programs and services, developed by the Board, in concurrence with the County, authorized pursuant to Section 103350 of the Transit District Act, set forth herein in Section 6, as amended and supplemented from time to time pursuant to its terms.
- i. "Core Principles" means the principles listed in Section 1.c of this Ordinance.

- j. "County" means the County of San Mateo.
- k. "Department of Tax and Fee Administration" means the California Department of Tax and Fee Administration or any successor thereto.
- l. "District" or "SamTrans" means the San Mateo County Transit District, which is the mobility manager for the County.
- m. "Government Code" means the Government Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- n. "Operative Date" means the date determined as described in Section 5 herein, July 1, 2019.
- o. "Pavement Condition Index" means a numerical index which is used to indicate the general condition of a specific section of road pavement.
- p. "Public Utilities Code" means the Public Utilities Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- q. "Revenue and Taxation Code" means the Revenue and Taxation Code of the State of California, as amended and supplemented from time to time pursuant to its terms.
- r. "Sales and Use Tax Law" means Part I of Division 2 of the Revenue and Taxation Code of the State of California, commencing with Section 6000 thereof, as amended and supplemented from time to time pursuant to its terms.
- s. "SamTrans" means the fixed-route bus system owned and operated by the District.

- t. "Tax Proceeds" means amounts received by the District from the Department of Tax and Fee Administration from the imposition of the 2018 Sales Tax imposed pursuant to this Ordinance.
- u. "Tax" or "2018 Sales Tax" means the one-half of one percent (0.5%) retail transactions and use tax imposed by this Ordinance upon approval of two-thirds (2/3) of the electors voting on the ballot measure set forth in Section 17 hereof, to be used to fund the transportation improvements included in the Congestion Relief Plan.
- v. "Transactions and Use Tax Law" means Part 1.6 of Division 2 of the Revenue and Taxation Code of the State of California, commencing with Section 7251 thereof, as amended and supplemented from time to time pursuant to its terms.
- w. "Transit District Act" means Part 15 of Division 10 of the Public Utilities Code of the State of California, commencing with Section 103000 thereof, as amended and supplemented from time to time pursuant to its terms.
- x. "Vehicle Code" means the Vehicle Code of the State of California, as amended and supplemented from time to time pursuant to its terms.

### **Section 3. Findings.**

The Board hereby finds and determines that the recitals set forth above and incorporated herein by reference are true and correct. In addition, the Board hereby finds:

- a. The County is experiencing significant yearly growth in employment and population. This growth has rapidly outpaced investments in transportation solutions, resulting in unprecedented traffic congestion, and transit services that are not adequately resourced to support the County's evolving mobility demands.
- b. To address this issue, in 2017 the Governor signed Assembly Bill No. 1613, introduced by Assembly Member Kevin Mullin, authorizing the District to

implement a new retail transactions and use tax of up to 0.5 percent if (i) the Board of Directors of the San Mateo County Transit District adopts the ordinance approving the tax before January 1, 2026, (ii) the Board, in concurrence with the County, develops a related transportation expenditure plan setting forth projects, programs and service, and (iii) the tax is adopted by a two-thirds vote of San Mateo County voters.

- c. Approval of this Ordinance and the Congestion Relief Plan is expected to provide the County with resources to implement transportation solutions that address countywide traffic congestion and improve travel times; repair, maintain and replace aging infrastructure; provide mobility solutions for seniors, people with disabilities and people with lower incomes; and improve overall quality of life for County residents.
- d. The Congestion Relief Plan is the product of extensive community engagement and public feedback. A public outreach process identified as "Get Us Moving San Mateo County" (the "Get Us Moving process") was launched by the District and the County Board of Supervisors in 2017 and was designed to develop a transportation investment plan based on San Mateo County residents' priorities.
- e. Tens of thousands of County residents, employers, community leaders, public officials and transportation experts participated in the Get Us Moving process. The Congestion Relief Plan is the result of the feedback provided through extensive surveys, community events, public meetings, town halls, and other venues.
- f. The categories, priorities, investment levels and policies included in the final Congestion Relief Plan were based on the feedback received during the Get Us Moving process and have been approved by the Board and the Board of Supervisors.

**Section 4. Imposition of Retail Transactions and Use Tax; Special Purpose; Use of Proceeds.**

Subject to the limits imposed by this Ordinance and the provisions of Section 103350 of the Transit District Act, including Section 103350(b) of the Transit District Act, which took effect January 1, 2018, the District hereby imposes, in the incorporated and unincorporated territory of San Mateo County, an additional retail transactions and use tax at the rate of one-half of one percent (0.5%), such tax (i) to be imposed beginning on the first day of the first calendar quarter commencing not less than 180 days after the approval of the retail transactions and use tax by the electors voting on the ballot measure set forth in Section 17 hereof, (ii) to remain in effect for a period of thirty (30) years, and (iii) to be applied to fund the transportation improvements included in the Congestion Relief Plan.

More specifically, this Ordinance, if adopted, should be interpreted so as to:

- a. impose a new one-half of one percent (0.5%) retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and consistent with Article XIII C of the California Constitution;
- b. set a maximum term of thirty (30) years during which time the retail transactions and use tax shall be imposed pursuant to the authority granted by Section 103350(a) of the Public Utilities Code;
- c. incorporate provisions identical to those of the Sales and Use Tax Law insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code;
- d. establish that the retail transactions and use tax be administered and collected by the Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the Department of



Tax and Fee Administration in administering and collecting state transactions and use taxes as such terms are defined in the Sales and Use Tax Law;

- e. authorize the administration of the retail transactions and use tax in a manner that will, to the degree possible, be consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the retail transactions and use taxes and at the same time minimize the burden of record keeping upon persons subject to taxation under the provisions of this Ordinance;
- f. adopt the Congestion Relief Plan, and require that proceeds of the tax imposed by this Ordinance be used in accordance with applicable law and solely for the projects and purposes set forth in the Congestion Relief Plan, including the improvement, construction, maintenance, and operation of certain transportation projects and facilities;
- g. establish implementation guidelines for the Congestion Relief Plan and an independent oversight committee with responsibility to review and report to the public on implementation the Congestion Relief Plan; and
- h. authorize the issuance, from time to time, of limited tax bonds to finance transportation improvements consistent with the Congestion Relief Plan, the Transit District Act and other applicable law.

**Section 5. Applicability; Effective Date; Operative Date and Period of Tax Imposition, Termination Date.**

- a. This Ordinance shall be applicable in the incorporated and unincorporated territory of the County.
- b. The Ordinance will become effective at the close of the polls on the day of election at which the ballot measure set forth in Section 17 of this Ordinance is

adopted by a two-thirds (2/3) vote of the electors voting on such ballot measure at such election.

- c. Pursuant to Section 103351 of the Public Utilities Code, this Ordinance shall be operative on the first day of the first calendar quarter commencing not less than 180 days after the adoption of the Ordinance, July 1, 2019.
- d. The maximum period during which the 2018 Sales Tax will be imposed is thirty (30) years, terminating June 30, 2049.

### **Section 6. San Mateo County Congestion Relief Plan**

The Congestion Relief Plan contains five transportation program categories.

Listed below are the ~~six~~five categories (each a "Category"). Also identified is the percentage distribution of funding for each Category.

a. Countywide Highway Congestion Improvements (22.5 percent)

A total of twenty two and one-half percent (22.5%) of Tax Proceeds will be invested in highway projects throughout the County designed to: provide congestion relief; reduce travel times; increase person throughput; improve highway and interchange operations, safety and access; and deploy advanced technologies and communications on the highways. Eligible candidate projects will be focused on highway and interchange facilities, including Highway 101, Highway 280, and other highways and their interchanges. Eligible candidate projects can include bicycle and pedestrian components or facilities that are incorporated into and enhance safety for a larger highway or interchange project.

Investment will be made on a discretionary basis according to criteria and award schedules established by the Authority. Sample candidate projects are set forth in Attachment A.

b. Local Safety, Pothole and Congestion Relief Improvements (12.5%)

A total of twelve and one-half percent (12.5%) of Tax Proceeds will be invested in major arterial and local roadway improvements in key congested areas throughout the County. These investments will be focused on improving safety, reducing congestion, and supporting all modes of travel on the County's roadway system. Eligible investments include, but are not limited to, the following: implement advanced technologies and communications on the roadway system; improve local streets and roads by paving streets and repairing potholes; promote alternative modes of transportation, which may include funding shuttles or sponsoring carpools, bicycling and pedestrian programs; plan and implement traffic operations and safety projects, including signal coordination, bicycle/pedestrian safety projects, and separation of roadways crossing the Caltrain rail corridor.

Each year, ten percent (10%) of the annual Tax Proceeds (out of the 12.5% total Tax Proceeds designated for this Category) will be allocated to each of the Cities and the County on a formula basis to be used for any of the purposes designated in the paragraph above. The annual distributions will be based 50 percent on population and 50 percent on road miles, and will be adjusted annually. Each of the Cities and the County will be required to demonstrate that Tax Proceeds would be used to enhance and not replace its current investments for transportation projects and programs. If a City or the County has a Pavement Condition Index score (a "PCI Score") of less than 70, it must use Tax Proceeds under this Category exclusively for projects that will increase their PCI score until such time as they reach a PCI of 70 or greater. Each of the Cities and the County will be required to transmit an annual report on projects funded, including how the funded projects reflect the Core Principles, subject to guidance established by the District and/or the Authority. Use of Tax Proceeds by Cities and the County under this Category shall be subject to audits. Estimated annual distribution percentages to each of the Cities and the County under this Category as of 2018 are set forth in Attachment B.

Two and a one-half percent (2.5%) of the Tax Proceeds (out of the 12.5% total Tax Proceeds designated for this Category) will be invested in grade separations on a discretionary basis in accordance with criteria and award schedules established by the Authority.

[Sample City/County projects for the Local Safety, Pothole and Congestion Relief Improvements Category are set forth in Attachment C.](#)

c. Bicycle and Pedestrian Improvements (5%)

A total of five percent (5%) of Tax Proceeds will be invested in bicycle, pedestrian, and active transportation projects. Programming of funds under this Category will give priority to those projects that are designed to help reduce traffic congestion by safely connecting communities and neighborhoods with schools, transit, and employment centers; fill gaps in the existing bicycle and pedestrian network; safely cross barriers such as major roads, rail corridors, and highways; improve existing facilities to make them safer and more accessible for cyclists and pedestrians; and make walking or biking a safer and more convenient means of transportation for all County residents and visitors. Bicycle, pedestrian, and other transportation programs that incentivize mode shift to active transportation options will be eligible for funding.

Investment will be made on a discretionary basis according to criteria and award schedules established by the Authority. Sample candidate projects are set forth in Attachment D.

d. Regional Transit Connections (10% percent)

A total of ten percent (10%) of Tax Proceeds will be invested in infrastructure and services that are designed to improve transit connectivity between the County and the region. Currently, the County is connected to neighboring counties and the broader region with a network of transit options including rail, water transit, heavy rail, and regional bus services. More and more County residents are traveling longer distances to get to their jobs. Today, over 60 percent of residents

commute to jobs in neighboring counties, and the vast majority of them drive alone, increasing congestion on already crowded highways.

Investments from this Category will be prioritized based on a project's ability to reduce congestion, a project's ability to enhance mobility options by connecting the County to the rest of the region, and a project's support through public-private partnerships.

Investment will be made on a discretionary basis according to criteria and award schedules established by the Authority. Sample candidate projects are set forth in Attachment E.

e. County Public Transportation Systems (50% percent)

A total of fifty percent (50%) of Tax Proceeds will be invested to support operations and capital needs of the County's primary public transit services comprised of SamTrans bus and paratransit service, Caltrain rail service, and other mobility services administered by the District.

Funding provided from this Category will provide additional funds to maintain and enhance bus, paratransit, and other mobility services to better serve vulnerable, underserved, youth, low-income, and transit-dependent populations throughout the County. Investments will be designed to increase ridership, improve efficiency, and reduce congestion within the County by facilitating the creation of new services that incentivize more riders to choose to use public transit.

Improvements to the County's bus network eligible for investment from this Category include, but are not limited to: increased frequencies on the SamTrans' core routes; expanded hours of service during mornings, evenings and weekends; changes and improvements that make service more accessible for youth, senior, disabled, and low-income populations; technology-based solutions that improve efficiency, convenience, access to information, and overall rider

experience; improved first- and last-mile connections between job centers and transit hubs; and implementation of services, programs and policies that better connect neighborhoods and communities with popular destinations to make transit the travel option of choice for more the County residents.

Investment in the Caltrain rail service will be designed to help fulfill plans to expand service levels through the operation of modern, high-performance electric trains and to fund annual operating and capital needs, including investment needed to maintain Caltrain's aging infrastructure and make capital improvements necessary to expand the system's ridership capacity.

Investment will be made on a discretionary basis by the District. Sample uses of funds are set forth in Attachment F.

### **Section 7. Administration of the San Mateo County Congestion Relief Plan**

- a. Responsibility for Administration and Implementation. As authorized pursuant to Section 103350 of the Transit District Act, the District (i) may administer the Congestion Relief Plan in its entirety or (ii) may transfer proceeds of the 2018 Sales Tax to the Authority for administration by the Authority consistent with the Congestion Relief Plan.
  
- b. Guidelines. The District and/or the Authority shall develop guidelines to administer the Tax Proceeds. The District and Authority will work closely and cooperatively with the California State Department of Transportation, the Metropolitan Transportation Commission, and the City/County Association of Governments of San Mateo County.
  
- c. San Mateo County Transportation Authority. Should the Authority cease to exist during the term of this Ordinance, any Tax Proceeds then under the administration of the Authority as authorized pursuant to Section 103350(d) of the Transit District Act and pursuant to Section 131057(b) of the Authority Act will

revert to the District for administration, with such Tax Proceeds to be administered in accordance with the Congestion Relief Plan.

Salaries and benefits of staff of the Authority, including staff of any agency appointed by the Authority to act as its administering agency, and other costs incurred in connection with administering the Congestion Relief Plan constitute costs of administering the Congestion Relief Plan, which may be paid from Tax Proceeds and which shall be allocated as Tax Proceeds spent on the applicable Category in the Congestion Relief Plan.

The Authority will identify funding prioritization criteria consistent with the Core Principles for inclusion in its Strategic Plan. Criteria primarily informed by these Core Principles will apply to implementation and investment of the revenues generated by this measure for the categories administered by the Authority. Development of the Strategic Plan will include broad-based community engagement and coordination with cities, the County, relevant public agencies, and key transportation stakeholders.

- d. Allocation of Tax Proceeds; Reallocation. Tax proceeds shall be allocated to projects associated with the Categories identified in the Congestion Relief Plan. The Congestion Relief Plan is based on percentage distributions. Actual Tax Proceeds will be allocated in accordance with the percentages over the life of the Congestion Relief Plan (as opposed to year-by-year).

Under certain circumstances, after funds have been programmed and allocated to a project, reallocation may become necessary to effect the specific purposes of the Congestion Relief Plan. Project funds that have been programmed and allocated may become available for reallocation due to reasons which may include, but are not limited to:

1. the project is completed under budget;
2. the project is partially or fully funded from funding sources other than Tax Proceeds;
3. the project may not be completed due to infeasible design, construction limitations, or substantial failure to meet implementation milestones or guidelines.

Project funds must be reallocated within the same Category.

e. Restrictions on the Use of Tax Proceeds

1. Tax Proceeds must be spent for the purposes of funding projects consistent with the Categories described in the Congestion Relief Plan.
2. Tax Proceeds must be expended within the County, except that (a) expenditures for the Countywide Highway Congestion Improvements Category may be made for projects that minimally extend into adjacent counties, (b) expenditures may be made under the County Public Transportations Systems Category for regional bus or similar services serving the County but traveling into or out of an adjacent county, and (c) expenditures may be made for the District's share of Caltrain systemwide improvements under the County Public Transportation Systems Category.
3. Receipt of Tax Proceeds may be subject to appropriate terms and conditions, as determined by the District or Authority, as applicable, as the administrator of funds being transferred. Such terms and conditions may include, but are not limited to, the right to require recipients to execute funding agreements and the right to audit recipients' use of the Tax Proceeds.
4. Tax Proceeds may only be used to supplement existing revenue being used for improvement and maintenance of local transportation, including streets and roads improvements and public transit purposes listed in the Congestion Relief Plan. Tax proceeds may not be used to replace funds previously provided by property tax or other revenues for public transportation purposes. Tax proceeds also may be advanced to facilitate implementation of the Congestion Relief Plan.



- f. Amendment of the Congestion Relief Plan. The District may supplement, revise or amend the Congestion Relief Plan to make administrative changes that are consistent with, and further the intent of, the Congestion Relief Plan. Such changes may include, but are not limited to, the adoption of policies and procedures for implementing the Congestion Relief Plan and clarifications to such policies and procedures.
- g. Environmental Review of Projects Funded Under the Congestion Relief Plan. Environmental reporting, review, and approval procedures as provided under the National Environmental Policy Act, the California Environmental Quality Act, or other applicable laws will be adhered to as a prerequisite to implementation of any project funded under the Congestion Relief Plan.
- h. Independent Citizens Oversight; Audits. Administration of the Congestion Relief Plan will be subject to review by a fifteen-member independent citizens' oversight committee to ensure Tax Proceeds are invested in a way that is consistent with the Congestion Relief Plan.

Members of the independent oversight committee will be appointed by the Board as follows:

- One member of the San Mateo County Transit District's Citizens Advisory Committee,
- One member of the San Mateo County Transportation Authority's Citizens Advisory Committee,
- One member of the Caltrain Citizen Advisory Committee representing San Mateo County,
- One Public Member of the City/County Association of Governments of San Mateo County's Bicycle and Pedestrian Advocacy Committee,
- One member representing private-sector employers,
- One member representing organized labor,
- One member representing an environmental or sustainability-related organization,

- One member representing people with disabilities
- One member representing youth transit riders
- One member representing the senior community
- One member from each of the County's five Supervisorial Districts.

Terms will be staggered. To provide for staggered terms, the length of the initial term of each appointee will vary, with no term exceeding three years. Subsequent terms will be three years.

Annually, the District shall have an audit conducted by an independent auditor. The auditor shall review the receipt of Tax Proceeds and expenditure of Tax Proceeds under the Congestion Relief Plan. The independent oversight committee shall receive the audit findings report, hold a public hearing and issue a report annually to provide County residents with information regarding how Tax Proceeds are being spent. The hearing will be held at a public meeting subject to the Ralph M. Brown Act.

### **Section 8. Contract with the State.**

Prior to the Operative Date, as provided in the Transit District Act, the District will contract with the Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this Ordinance and the 2018 Sales Tax; provided that, if the District shall not have contracted with the Department of Tax and Fee Administration prior to the Operative Date of this Ordinance, the District shall nevertheless so contract and in such case, the Operative Date of this Ordinance shall be the first day of the first calendar quarter following the execution of such a contract and references herein to June 30, 2049 shall be extended to permit collection of the 2018 Sales Tax for up to thirty (30) years.

### **Section 9. Transactions and Use Tax Rate of One-Half of One Percent; Excise Tax Rate of One-Half of One Percent**

- a. Transactions Tax Rate. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated and

unincorporated territory of San Mateo County at the rate of one-half of one percent (0.5%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in the County on and after July 1, 2019. This tax shall be imposed for a maximum period of thirty (30) years.

- b. Use Tax Rate. An excise tax is hereby imposed on the storage, use, or other consumption in San Mateo County of tangible personal property purchased from any retailer on and after July 1, 2019 for storage, use, or other consumption in the County at the rate of one-half of one percent (0.5%) of the sales price of the property. This tax shall be imposed for a maximum period of thirty (30) years.

### **Section 10. Place of Sale.**

For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the state or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the Department of Tax and Fee Administration.

### **Section 11. Adoption of Provisions of State Revenue and Taxation Code.**

Except as otherwise provided in this Ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made part of this Ordinance as though fully set forth herein.

### **Section 12. Limitations on Adoption of State Law and Collection of Use Taxes.**

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, wherever the State of California is named or referred to as the taxing agency,

the name of the District shall be substituted therefor. The substitution, however, shall not be made: (i) when the word "State" is used as part of the title of the State Controller, the State Treasurer, the State Board of Control, the Department of Tax and Fee Administration, State Treasury, or the Constitution of the State of California; (ii) when the result of that substitution would require action to be taken by or against the District or the Authority or any agent, officer, or employee thereof rather than by or against the Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance; (iii) in those sections, including but not necessarily limited to, sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to (a) provide an exemption from the 2018 Sales Tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from the 2018 Sales Tax while such sales, storage, use, or other consumption remains subject to tax by the State of California under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or (b) impose the 2018 Sales Tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the State of California under said provisions of the Revenue and Taxation Code; and (iv) in Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797, or 6828 of the Revenue and Taxation Code. The name of the "District" shall be substituted for the word "state" in the phrase "retailer engaged in business in this state" in Section 6203 and in the definition of that phrase in Section 6203.

### **Section 13. Permit Not Required.**

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Ordinance.

### **Section 14. Exemptions, Exclusions, and Credits.**

- a. There shall be excluded from the measure of the 2018 Sales Tax the amount of any transactions and use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions and use tax.

- b. There are exempted from the computation of the amount of transactions tax portion of the 2018 Sales Tax gross receipts derived from:
1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of the State of California, the United States, or any foreign government.
  2. Sales of property to be used outside the County which is shipped to a point outside the County, pursuant to the contract of sale, by delivery to such point by a retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this subsection, delivery to a point outside the County shall be satisfied;
    - i. with respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-County address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
    - ii. with respect to commercial vehicles, by registration to a place of business out-of-County, and a declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
  3. Sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this Ordinance; and
  4. A lease of tangible personal property which is a continuing sale of such property for any period of time for which the lessor is obligated to lease

the property for an amount fixed by the lease prior to the Operative Date of this Ordinance.

5. For the purposes of numbered sections 3 and 4 of this Section 14(b), the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract upon notice, whether or not such right is exercised.
- c. There are exempted from the use tax imposed by this Ordinance, the storage, use or other consumption in the County of tangible personal property:
1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance;
  2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of the State of California, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Section 6366 and 6366.1 of the Revenue and Taxation Code of the State of California;
  3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this ~~ordinance~~[Ordinance](#); and
  4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the Operative Date of this Ordinance.
  5. For the purposes of numbered sections 3 and 4 of this Section 14(c), above, storage, use, or other consumption, or possession, or exercise of

any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time during which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in numbered section 7 of this Section 14(c), below, a retailer engaged in business in the County shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the County or participates within the County in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the County or through any representative, agency, canvasser, solicitor, subsidiary or person in the County under the authority of the retailer.
  7. "A retailer engaged in business in the County" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the County.
- d. Any person subject to use tax under this Ordinance may credit against that tax any transactions or reimbursement for transaction tax paid to a district imposing, or retailer liable for a transaction tax pursuant to Chapter 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property, the storage, use or other consumption of which is subject to the use tax.

### **Section 15. Revenue and Taxation Code Amendments.**

All amendments to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, enacted subsequent to the effective date of this Ordinance as described in Section 5 hereof, shall automatically become part of this Ordinance; provided, however, that no such amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

### **Section 16. Issuance of Bonds.**

From time to time, pursuant to Section 103357, *et seq.* of the Transit District Act, the District is authorized to issue limited tax bonds payable from, and secured by a pledge of, Tax Proceeds to finance transportation improvements consistent with the Congestion Relief Plan. As authorized pursuant to Section 103358(b) of the Transit District Act, the pledge of the Tax Proceeds shall have priority over the use of any of the Tax Proceeds for "pay-as-you-go" financing.

Maximum bonded indebtedness which may be outstanding at any one time may not exceed the estimated proceeds of the 2018 Sales Tax as determined by the District.

Nothing herein shall limit or restrict in any way the power and authority of the District to issue bonds, notes or other obligations, to enter into loan agreements, leases, reimbursement agreements, standby bond purchase agreements, interest rate swap agreements or other derivative contracts or to engage in any other transaction under the Public Utilities Code, the Government Code or any other applicable law.

### **Section 17. Ballot Measure.**

There shall be proposed to the voters of San Mateo County, the following proposition:

"To reduce highway traffic congestion (including 101, 280, interchanges); repair potholes, maintain streets, reduce local traffic, improve pedestrian safety in every San Mateo County city; maintain affordable transit services



for seniors/people with disabilities; increase Caltrain/SamTrans capacity, reduce travel times/car trips; implement the San Mateo County Congestion Relief Plan, shall San Mateo County Transit District's Ordinance levying a 30-year half-cent sales tax with independent citizen oversight, providing approximately \$80 million annually that the State cannot take away, be adopted?"

**Section 18. Enjoining Collection Forbidden.**

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action, or proceeding against the State of California, the District, or the Authority, or against any officer of the State of California, the District, or the Authority, to prevent or enjoin the collection of any tax or any amount of tax required to be collected under this Ordinance or under Part 1.6 of Division 2 of the Revenue and Taxation Code.

**Section 19. Severability.**

If any provision of this Ordinance including, but not limited to, any provision of the Congestion Relief Plan, any action taken to implement the Congestion Relief Plan, or the application of this Ordinance or the Congestion Relief Plan to any person or circumstance is held invalid or unenforceable by a court of competent jurisdiction, all other provisions or actions taken to implement the Ordinance and/or the Congestion Relief Plan, which are otherwise lawful, shall remain in full force and effect.

**Section 20. Repeal and Replacement of Ordinance No. 103.**

This Ordinance contains two minor technical clean-up revisions to Ordinance No. 103, and repeals and replaces Ordinance No. 103 in its entirety. This Ordinance No. 105 shall be attached to Resolution 2018-29 that was approved by the District Board of Directors on July 11, 2018, and this Ordinance is hereby ordained to be the "Ordinance" referenced in said Resolution.

Regularly passed and adopted this 1st day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

Acting District Secretary

Attachment A: Countywide Highway Congestion Improvements Category Sample  
Candidate Projects

<i>Geographic Location</i>	<i>Title</i>
Countywide	Countywide Transportation Demand Management (TDM) / Commute Alternatives Program
Countywide	Intelligent Transportation System (ITS) / San Mateo County Smart Corridor
County of San Mateo (near Cities of Menlo Park, Portola Valley)	Interstate 280 and Alpine Road Reconfiguration
Cities of Foster City, San Mateo	State Route 92 / Highway 101 Interchange Improvements
Cities of Menlo Park, East Palo Alto	Dumbarton Corridor Highway Improvements (Enhanced Dumbarton Express bus service, supporting approach improvements, and Highway Bridge express lanes)
City of Brisbane	Reconstruct Highway 101/Candlestick Point Interchange
City of East Palo Alto	University Avenue/Highway 101 Interchange
City of Menlo Park	Roadway Grade Separations on Bayfront Expressway
Cities of East Palo Alto and Menlo Park	Bayfront Expressway Express Lanes
City of Millbrae	Interstate 280 Interchange Improvements Study at Hillcrest Boulevard and Larkspur Drive
City of Pacifica	Highway 1 Coastside Traffic Operation Improvement Project
City of Redwood City	Woodside Road/Highway 101 Interchange Improvements
City of San Mateo	Peninsula Avenue/Highway 101 Interchange
City of South San Francisco	Highway 101/Produce Avenue Interchange Project
Cities of South San Francisco, San Bruno	Littlefield Avenue / Interstate 380 Extension

This is a list of sample candidate projects. Other projects also may be submitted for consideration.

Attachment B: Local Safety, Pothole and Congestion Relief Improvements Category:  
City/County Formula Allocations

Estimated annual formula distribution percentages to each City and the County under the Local Safety, Pothole and Congestion Relief Improvement Category as of 2018 (based on 2017 population and road miles):

<i>Jurisdiction</i>	<i>Allocation Percentage</i>
Atherton	1.88 %
Belmont	3.55
Brisbane	1.02
Burlingame	4.32
Colma	0.28
Daly City	10.07
East Palo Alto	3.20
Foster City	3.39
Half Moon Bay	1.54
Hillsborough	3.03
Menlo Park	4.89
Millbrae	2.91
Pacifica	5.11
Portola Valley	1.49
Redwood City	9.62
San Bruno	5.02
San Carlos	4.35
San Mateo	12.15
South San Francisco	7.85
Woodside	1.79
County of San Mateo (unincorporated)	12.54
County Total	100.00 %

Attachment C: Local Safety, Pothole and Congestion Relief Improvements Category  
Sample City/County Projects

<i>Geographic Location</i>	<i>Title</i>
Countywide	Pavement preservation and rehabilitation
Countywide	Countywide Transportation Demand Management (TDM) / Commute Alternatives Program
Countywide	Intelligent Transportation System (ITS) / San Mateo County Smart Corridor
County of San Mateo (near Cities of Menlo Park, Portola Valley)	Alpine Road Corridor Improvements Project
County of San Mateo, City of Menlo Park	Alameda de las Pulgas/Santa Cruz Avenue Corridor Improvements
Cities of Belmont, San Carlos	Alameda de las Pulgas/San Carlos Corridor Improvements
City of Belmont	Ralston Avenue Corridor Improvements
Cities of Brisbane, Daly City	Geneva Avenue Extension
City of Burlingame	El Camino Real Pedestrian Safety Improvements and Roadway Infrastructure Improvements
City of Burlingame	Old Bayshore Highway Complete Streets Improvements
City of Daly City	State Route 35/Westridge Avenue Intersection Safety Improvement Project
City of East Palo Alto	University Avenue Resurfacing and Signal Upgrade
City of East Palo Alto	The Gardens Neighborhood Traffic and Transportation Plan
City of East Palo Alto	New Loop Road
City of East Palo Alto	Traffic & Transportation Mobility Master Plan
City of East Palo Alto	Runnymede at University Avenue Signal
City of Foster City	New Traffic Signals at Various Locations
City of Foster City	Traffic Signal System Upgrades

<i>Geographic Location</i>	<i>Title</i>
City of Menlo Park	Various Local Intersection Improvements
City of Millbrae	Active Transportation Streetscape Improvements
City of Millbrae	El Camino Real Corridor Study
City of Millbrae	Millbrae Rideshare Program
City of Millbrae	Millbrae Parking Guidance System
City of Pacifica	Manor Drive Overcrossing Improvement Project
City of Pacifica	Citywide Local Street and Road Maintenance
City of Redwood City	El Camino Real Corridor Plan Implementation
City of Redwood City	Broadway Transit Corridor Improvements
City of San Bruno	Cherry Avenue/San Bruno Avenue Intersection Improvements
City of San Carlos	Brittan Avenue and Alameda de las Pulgas Widening Project
City of San Mateo	Hillsdale Boulevard Corridor Improvements
City of San Mateo	19th Avenue/Fashion Island Boulevard Corridor Improvements
City of South San Francisco	Grand Boulevard Initiative
City of South San Francisco	Grand Avenue Complete Street Improvements
City of South San Francisco	Oak Avenue Extension
City of South San Francisco	Railroad Avenue Extension
Cities of: South San Francisco, San Bruno, Millbrae, Burlingame, San Mateo, Belmont, Redwood City, Atherton, Menlo Park	San Mateo County Grade Crossing and Grade Separation Program (South Linden Avenue, Scott Street, Center Street, Broadway Avenue, Oak Grove Avenue, North Lane, Howard Avenue, Bayswater Avenue, Peninsula Avenue, Villa Terrace, Bellevue Avenue, 1st Avenue, 2nd Avenue, 3rd Avenue, 4th Avenue, 5th Avenue, 9th Avenue, Whipple Avenue, Brewster Avenue, Broadway, Maple Street, Main Street, Chestnut Street, Fair Oaks Lane, Watkins Avenue, Encinal Avenue,

<i>Geographic Location</i>	<i>Title</i>
	Glenwood Avenue, Oak Grove Avenue, Ravenswood Avenue)
Town of Atherton	Selby Lane/El Camino Real/West Selby Lane Intersection Safety Improvements
Town of Colma	Hillside Boulevard Improvement Project
Town of Hillsborough	Traffic Safety Improvements

This is a list of sample projects. Other projects also may be considered for funding.

Attachment D: Bicycle and Pedestrian Improvements Category Sample Candidate Projects

<i>Geographic Location</i>	<i>Title</i>
Countywide	Safe Routes to School
City of Belmont	Belmont Village Specific Plan -- Mobility Implementation Measures
City of Belmont	Belmont Bike and Pedestrian Plan Implementation
City of Burlingame	California Drive Bicycle/Pedestrian Trail
City of Daly City	Daly City Citywide ADA Infrastructure and Pedestrian Improvement Project
City of East Palo Alto	Bicycle and Pedestrian Improvements Citywide
City of East Palo Alto	Scofield Avenue Sidewalk Improvements
City of East Palo Alto	Pedestrian Accessibility Improvements Citywide
City of Foster City	O'Neill Slough and Bay Trail Levee Bicycle Improvements
City of Half Moon Bay	East of Highway 1 Class I Multi-Use Path
City of Menlo Park	Enhance Pedestrian Crossings Citywide
City of Menlo Park	El Camino Real Pedestrian Crossing and Streetscape Improvements
City of Menlo Park	Build out City of Menlo Park Bicycle Network Citywide
City of Millbrae	Millbrae Avenue & Highway 101 Interchange Improvements
City of Millbrae	Millbrae Pedestrian Over Crossing at Highway 101
City of Millbrae	Citywide Bicycle and Pedestrian Improvements



<i>Geographic Location</i>	<i>Title</i>
City of Millbrae	Transit Shelter Program Citywide
City of Pacifica	State Route 1 Pedestrian and Bicycle Overcrossings at Reina Del Mar and Crespi Drive
City of Pacifica	ADA Infrastructure Improvement Projects Citywide
City of Redwood City	Bicycle Backbone Network Citywide
City of San Bruno	Cherry Avenue Bikeway Corridor
City of San Bruno	El Camino Real Pedestrian Crossing Improvements
City of San Carlos	Pedestrian Safety Improvement Plan for San Carlos Avenue
City of San Carlos	Holly Street Pedestrian Safety Improvement Plan
City of San Mateo	Pedestrian Overcrossing and Bike Bridge at Hillsdale Boulevard
City of South San Francisco	Hickey Boulevard / Junipero Serra Boulevard / Longford Drive Bike & Pedestrian Improvements
County of San Mateo (near City of Half Moon Bay)	Midcoast Multimodal/Parallel Trail
County of San Mateo (near Route 35 and Crystal Springs Dam)	Complete the Gap Trail Project
County of San Mateo (Countywide)	Bicycle and Pedestrian Master Plan for Unincorporated San Mateo County
County of San Mateo (marginally extends into City of Menlo Park)	Sand Hill Road Bicycle Lane Improvements/Additions Near Interstate 280
Town of Atherton	Bicycle/Pedestrian enhancements
Town of Colma	Hillside Boulevard Improvement Project Phase II & III Bike/Ped Improvements

<i>Geographic Location</i>	<i>Title</i>
Town of Hillsborough	ADA Ramp Installation and Improvements Citywide
Town of Portola Valley	Lighted Pedestrian Crossing Replacement/Additions
Town of Woodside	Town-wide Bicycle/Pedestrian/Equestrian Safety and Mobility Improvements

This is a list of sample candidate projects. Other projects also may be submitted for consideration.

## Attachment E: Regional Transit Connections Category Sample Candidate Projects

- BART Rail Car Expansion Project and station access improvements
- Dumbarton Corridor Improvements for enhanced express bus service, rail and bicycle/pedestrian multi-use
- Redwood and South San Francisco City Ferry Terminal and Vessels
- Caltrain Capital Improvements that provide key connections to regional projects at locations such as Millbrae and Redwood City intermodal Stations
- SamTrans Regional Express Bus Service

This is a list of sample candidate projects. Other projects also may be submitted for consideration.

Attachment F: County Public Transportation Systems Category County Bus Network  
Sample Candidate Projects

- Implementation of a SamTrans express bus network
- Conversion of SamTrans fleet to zero emission buses
- Increase service frequency of the core SamTrans bus network, possibly including expanded service hours
- Launch shared ride and technology driven models with the private sector to enhance service to riders
- Implementation of the SamTrans Older Adults and People with Disabilities Mobility Plan
- Implementation of the SamTrans Youth Mobility Plan
- Implementation of the Coastside Transit Study to better serve coastal residents
- Caltrain corridor capacity and service improvements in order to ease local and highway congestion in San Mateo County
- Upgrade of station amenities and improvement of multi-modal access to Caltrain stations in San Mateo County
- Projects to improve safety and reliability of Caltrain's infrastructure and equipment
- Improvements of first- and last-mile connections to the core transit services in San Mateo County
- Enhancements of the customer experience (for example: wi-fi) to promote ridership and long-term growth of the core transit services in San Mateo County

This is a list of sample projects. Other projects also may be considered for funding.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

David Olmeda  
Chief Operating Officer, Bus

SUBJECT: **AWARD OF CONTRACT FOR SUBMERSIBLE TURBINE PUMP REPLACEMENT PROJECT**

**ACTION**

Staff recommends that the Board:

1. Award a contract to Constructicon Corp dba CIC (CIC) of Mountain View, California, in the total amount of \$66,234.22 for the Submersible Turbine Pump 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 solicitation documents and in a form approved by legal counsel.

**SIGNIFICANCE**

Award of this Project will provide the San Mateo County Transit District (District) with a qualified and experienced contractor to replace critical fuel pump infrastructure at its South Base facility in San Carlos.

**BUDGET IMPACT**

Funding for the Facilities Smaller Projects, which includes this Project, in the amount of \$265,000 was approved in the Fiscal Year 2018 Capital Budget and approved through Resolution 2017-35, dated June 7, 2017. The Project is funded 100 percent by District sales tax revenues.

**BACKGROUND**

The fuel system at South Base, consisting of four underground fuel storage tanks and two submersible, in-tank, fuel pumps, is a critical system required for continuous and efficient operation of the bus fleet.

The submersible fuel pumps are original to the facility. Staff's preventive maintenance plan and maintenance contractor have ensured continuous operation of the pumps, performing minor repairs as necessary. In May 2017, staff was advised of the need to replace the pumps to avoid a catastrophic failure, and began the process of developing technical specifications.

An Invitation for Bids (IFB) was distributed throughout the construction industry, advertised in a newspaper of general circulation and on the District's procurement website, which includes 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 three percent SBE goal to this Project. Extensive outreach was conducted to potential bidders through direct email from industry websites and the State of California's DBE database.

A single bid was received as listed below:

Company Name	Total Bid Amount
<i>Engineer's Estimate</i>	\$58,900.00
Constructicon Corp dba CIC, Mountain View, California	\$66,234.22

CIC submitted all required bid documentation. Staff has determined, and legal counsel concurred, that the bid submitted by CIC is responsive. The bid from CIC is approximately 12 percent higher than the engineer's estimate. The independent cost estimate was prepared approximately one year earlier and the cost of CIC's bid is consistent with increases in construction costs in the Bay Area during that period. The ICE also did not contain costs associated with required bonds, the mark-up charged by the prime for using a subcontractor, and 2018 prevailing wage rates. Staff performed a price analysis using list price information and current prevailing wage determinations and has determined that CIC's bid and supporting documents are fair and reasonable.

Staff reviewed the bid and determined that CIC is a certified small business. As a small business performing at least 30 percent of the contract, CIC was eligible to receive a five percent SBE preference. Since CIC was the sole bidder, the SBE preference did not affect the evaluation or rankings of its bid.

CIC is an established Bay Area contractor, headquartered in Mountain View. Company reference checks confirmed its experience and competency. CIC has successfully completed projects for other local agencies, and in 2015 it successfully completed the removal and installation of an underground tank at North Base. Based upon these findings, staff concludes that CIC 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: John Seybert, Superintendent, Facilities

650-622-7892  
 650-622-7813

RESOLUTION NO. 2018 -

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

\* \* \*

AWARDING A CONTRACT TO CONSTRUCTICON CORP dba CIC  
FOR THE SUBMERSIBLE TURBINE PUMP REPLACEMENT PROJECT  
FOR A TOTAL AMOUNT OF \$66,234.22

**WHEREAS**, the San Mateo County Transit District (District) issued an invitation for bids (IFB) for the Submersible Turbine Pump Replacement Project (Project) to be performed at the District's South Base Facility; and

**WHEREAS**, in response to the IFB, the District received one bid; and

**WHEREAS**, staff and legal counsel have reviewed the bid and determined that Constructicon Corp. dba CIC (CIC) of Mountain View, California submitted the lowest, responsive and responsible bid; and

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

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors (Board) award a contract for \$66,234.22 to CIC for the Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District award a contract to Constructicon Corp. dba CIC for the Submersible Turbine Pump Replacement Project for a total amount of \$66,234.22; 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 CIC 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 1<sup>st</sup> day of August, 2018, by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:

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



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **AMENDMENT OF THE CODIFIED TARIFF**

**ACTION**

Staff proposes the Board amend the Codified Tariff to:

1. Reflect the extension of Route 398, and resulting merger of Routes KX and 398 into a single route (Route 398); and
2. Clarify how the Local and Premium fares will apply to the renamed service.
3. Update the references to the area where Routes 292, 397 and 398 start and end in San Francisco.

**SIGNIFICANCE**

As a part of the August Runbook, the San Mateo County Transit District (District) is improving and increasing its service from Redwood City to downtown San Francisco by merging the routes KX and 398. This service change will provide hourly service seven days a week between Redwood City and downtown San Francisco, including stops at San Francisco International Airport (SFO) and the San Bruno BART station. In addition, effective August 5, the District will change the location where SamTrans buses stop in the Transbay Terminal area in San Francisco. The routes serving the temporary Transbay Terminal will now stop nearby at Mission and 1<sup>st</sup> streets.

The current Codified Tariff states that Route KX riders pay the Local Fare going northbound into San Francisco. However, passengers going southbound on Route KX pay the Premium Fare if they board in San Francisco and pay the Local Fare if they board south of SFO. Passengers using the Eligible Discount and Youth Discount pay the discounted Local Fare on all Route KX trips.

The proposed amendment of the Codified Tariff reflects consolidation of Route KX service with Route 398, and clarifies that the Local Fare will apply on Route 398 for southbound passengers boarding south of San Francisco.

Finally, the proposed amendment of the Codified Tariff reflects an adjustment to the bus stop location for SamTrans buses serving the Transbay Terminal area.

No changes are proposed to the prices paid by passengers for the subject trips.

**BUDGET IMPACT**

No budget impact.

**BACKGROUND**

Per the Public Comment Process for Fare and Service Changes adopted by the District in 2004, any revision to the Codified Tariff requires review and approval by the Board of Directors. As this amendment is neither a fare or fee increase or decrease, nor a major service change, a public hearing is not required. Similarly, there are no equity implications to analyze under the District's Title VI program.

**STRATEGIC INITIATIVE**

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

Prepared By: Christiane Kwok, Manager, Market Research  
& Development

650-508-7926

Adopted – May 26, 1976  
Revised – August 1, 2018  
Effective – August 5, 2018

**SAN MATEO COUNTY TRANSIT DISTRICT  
STATE OF CALIFORNIA**

\* \* \*

**CODIFIED TARIFF**

**I. SERVICE CLASSIFICATIONS**

**A. Local Service**

Transit routes of an intra-community or inter-community nature that operate primarily on local and arterial streets shall be classified as Local service. Local routes provide service at each established bus stop.

**B. Express Service**

Express service includes specialized routes of an inter-community nature that operate for significant portions of the route length along freeways. Express service also includes those routes that operate on arterial streets and serve a limited number of bus stops.

**C. Special Fixed-route Service**

Special fixed-route service operates on a public timetable but only on special days and at special times.

**D. Paratransit Service**

Paratransit service operates for certified passengers with disabilities traveling in the San Mateo County Transit District service area. Advance reservations are required, and certain qualifying and service area restrictions, as published by the District, apply.

**E. 5311 Coastside On-demand Non-ADA Paratransit Service**

5311 Coastside on-demand non-ADA paratransit service operates for passengers living on the Coastside. Advanced reservations are required and service area restrictions, as published by the District, apply.

**F. Charter Service**

Charter services are provided only within the scope of the Federal Transit Administration rules and regulations as published in Title 49, Section 604 of the Code of Federal Regulations. Such trips shall be booked in advance and shall operate in accordance with the charter service policy resolution as adopted by the District and amended from time to time.

**II. FARE ZONES**

- Zone A
1. San Mateo County
  2. Service along Highway 1 to Waddell Creek in Santa Cruz County
  3. Routes along Highway 82 and University Avenue serving Stanford and the City of Palo Alto

4. Routes along Bayshore Boulevard between Sunnydale Avenue in San Francisco and San Mateo County line.

Zone B Service beginning or ending in San Francisco County with the exception of Routes 24, 120, 121, 122 and 130. For routes 292 and 397 south of Sunnydale Avenue/ Bayshore Boulevard, and 398 south of San Francisco, local service fares apply.

### III. RATES OF FARES

#### A. Local Service

##### 1. Adult Fare

Passengers aged nineteen through sixty-four must pay the adult base fare of \$2.25 for all trips within Zone A effective January 10, 2016 and \$2.50 effective January 20, 2019. Clipper customers will have an approximate 10 percent discount over cash fares.

##### Adult Fare Exceptions

Because of the mixed character of the service on Routes 292, 397 and 398\*, the following fares will apply:

	<u>Zone A</u>	<u>Zone B</u>	
	<u>Local Service</u>	<u>Fares for patrons with service ending in San Francisco</u>	<u>Fares for patrons with service beginning in San Francisco</u>
Effective 1/10/16			
Cash fare	\$2.25	\$2.25	\$4.00
Clipper fare	\$2.05	\$2.05	\$3.60
Effective 1/20/19			
Cash fare	\$2.50	\$2.50	\$4.00
Clipper fare	\$2.25	\$2.25	\$3.60

\* Out of San Francisco service includes Routes 292, 397 and 398 starting at the Transbay Terminal area. Local fare applies to southbound Routes 292 and 397 for boardings south of Sunnydale Avenue/Bayshore Boulevard, and Local fare also applies to southbound Route 398 for boardings south of San Francisco.

##### 2. Eligible Discount Fare

Passengers aged sixty-five or older, or who possess a Regional Transit Connection (RTC) Discount Card, a Medicare Card, a current Disabled Person Placard Identification Card issued by the Department of Motor Vehicles (DMV), or a valid transit discount card issued by another California transit agency which is equivalent to the RTC Discount Card, are permitted to pay a Eligible Discount fare. Passengers with disabilities carrying a Regional Transit Connection Discount Card marked with an attendant symbol may have an attendant travel

with them at the Eligible Discount fare. Clipper customers will have an approximate 10 percent discount over cash fares.

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending <u>in San Francisco</u>	beginning <u>in San Francisco</u>
Effective 1/10/16			
Cash fare	\$1.10	\$1.10	\$1.10
Clipper fare	\$1.00	\$1.00	\$1.00
Effective 1/20/19			
Cash fare	\$1.25	\$1.25	\$1.25
Clipper fare	\$1.15	\$1.15	\$1.15

3. Youth Fare

Passengers who are eighteen years old or younger are permitted to pay a Youth fare. Clipper customers will have an approximate 10 percent discount over cash fares.

	Zone A	Zone B	
	<u>Local Service</u>	Fares for patrons with service ending <u>in San Francisco</u>	beginning <u>in San Francisco</u>
Effective 1/10/16			
Cash fare	\$1.10	\$1.10	\$1.10
Clipper fare	\$1.00	\$1.00	\$1.00
Effective 1/20/19			
Cash fare	\$1.25	\$1.25	\$1.25
Clipper fare	\$1.15	\$1.15	\$1.15

4. Child Fare

Two children age four years or younger may travel free with each Adult, Eligible Discount fare-paying passenger. Additional children are subject to the Youth fare.

5. Redi-Wheels and RediCoast ADA Certified and their Personal Care Attendants

who possess a valid Redi-Wheels or RediCoast ADA identification card are allowed to ride all regular fixed-route SamTrans trips without paying a fare. Personal care attendants accompanying Redi-Wheels or RediCoast ADA customers also are allowed to ride all regular fixed-route SamTrans trips without paying a fare.

**B. Express Service [Section reserved for future use]**

C. **Special Fixed-route Service** [Section reserved for future use]

D. **Paratransit Service**

1. **Individuals**

Certified passengers with disabilities possessing a valid Redi-Wheels or RediCoast ADA card are eligible for paratransit service.

a. **Regular Fare**

The regular fare within the Redi-Wheels or RediCoast ADA service area is \$4.25 each per eligible passenger and passenger-designated companion effective January 1, 2016 and \$4.75 effective January 1, 2019. One personal care attendant per eligible passenger may ride free.

b. **Lifeline Fare**

Certified passengers with disabilities possessing a valid Redi-Wheels or RediCoast ADA card and receiving Supplemental Security Income, San Mateo County General Assistance, or Medi-Cal are eligible for the Lifeline fare. The Lifeline fare within the Redi-Wheels or RediCoast ADA service area is \$1.75 each per eligible passenger and passenger-designated companion. One personal care attendant per eligible passenger may ride free. Redi-Wheels and RediCoast ADA members must apply to qualify for the Lifeline fare.

2. **Service Area**

The Redi-Wheels service area includes the bayside of San Mateo County, portions of the City of Palo Alto north of Embarcadero Road, and the City of San Francisco in the Stonestown area and the Bayshore Corridor. A map of the service area is attached.

The RediCoast service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside, San Francisco and Palo Alto.

Redi-Wheels and RediCoast customers are able to transfer to other paratransit providers in San Mateo County (Redi-Wheels), San Francisco, Santa Clara County, and the East Bay at specified locations.

3. **Agency-sponsored Group Trips**

Certified persons with disabilities possessing valid Redi-Wheels or RediCoast ADA cards are eligible to participate in group trips sponsored by eligible agencies at Group Trip ADA Paratransit Fares. Eligible agencies are: Poplar Recare, Rosener House, San Carlos Adult Day Care, Senior Focus, Senior Day Care, South San Francisco Adult Day Care and Coastside Adult Day Health Care.

- a. Regular Group Trip ADA Paratransit Fare  
The Regular Group Trip ADA Paratransit Fare for certified persons with disabilities as described above is \$5.00 per one-way trip effective July 1, 2016 and \$5.50 per one-way trip effective January 1, 2019.
- b. Lifeline Group Trip ADA Paratransit Fare  
The Lifeline Group Trip ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$2.25, one-way.

**E. 5311 Coastside On-demand Non-ADA Paratransit Service**

- 1. Individuals  
Individuals living in the 5311 Coastside Service Area (defined below) are eligible for 5311 Coastside On-demand Non-ADA Paratransit Service.
  - a. Regular 5311 Coastside Non-ADA Paratransit Service  
The Regular 5311 Coastside Non-ADA Paratransit Fare is \$4.25 per one-way trip effective January 1, 2016 and \$4.75 per one-way trip effective January 1, 2019.
  - b. Lifeline 5311 Coastside Non-ADA Paratransit Service  
The Lifeline 5311 Coastside Non-ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$1.75 per one-way trip.
- 2. Service Area  
The San Mateo County 5311 Coastside service area includes Montara, Moss Beach, El Granada, Princeton, Half Moon Bay, San Gregorio, La Honda, and Pescadero, with limited service to the bayside of San Mateo County, portions of San Francisco and Palo Alto.
- 3. Agency-sponsored Group Trips  
All participants in group trips sponsored by Senior Coastsiders are eligible for 5311 Coastside Group Trip Non-ADA Paratransit Service.
  - a. Regular 5311 Coastside Group Trip Non-ADA Paratransit Fare  
The Regular 5311 Coastside Group Trip Non-ADA Paratransit Fare is \$4.50 per one-way trip effective July 1, 2016 and \$4.75 per one-way trip effective January 1, 2019.
  - b. Lifeline 5311 Coastside Group Trip Non-ADA Paratransit Fare  
The Lifeline 5311 Coastside Group Trip Non-ADA Paratransit Fare, available only to passengers receiving Supplemental Security Income, San Mateo County General Assistance, Medi-Cal or San Mateo County “Core Services,” is \$1.75 per one-way trip.

**F. Charter Service**

When charter services are provided as described in Section I.F., Charter Service, charter rates established in the charter service policy resolution as adopted by the District and amended from time to time shall apply.

**G. Waived Fares**

1. Peace Officers

Uniformed and non-uniformed, sworn peace officers are allowed to ride any District or Contractor Operated fixed-route and Special Service route at any time without paying a fare. Proper identification must be shown.

2. Military Personnel

Active military personnel in uniform are allowed to ride any District or Contractor Operated fixed-route and Special Service route at any time without paying a fare. Proper identification must be shown.

3. Employees/Retirees

Employees, and qualified retirees, spouse, domestic partner and dependent children under the age of eighteen can ride any District or Contractor Operated fixed-route and Special Service route at any time using their employee identification or family transportation pass for fare.

4. Board of Directors and Citizens Advisory Committee Members

Board of Directors and Citizens Advisory Committee members ride any District or Contractor Operated fixed-route and Special Service route at any time using their identification pass as fare.

5. Waived Fares do not apply to Redi-Wheels, RediCoast ADA Paratransit or 5311 Coastside On-demand Non-ADA Paratransit services.

**H. Special Promotional Fares**

From time to time, the General Manager/CEO may authorize the establishment of special and promotional fares.

**IV. PASSES, TICKETS, TOKENS AND CHANGE CARDS**

**A. Rules Governing Use of Passes, Local-ride tickets, Tokens and Change cards**

1. Monthly passes shall be valid from 12:01 a.m. on the first day of the month for which they are issued until 2:00 a.m. on the first day of the following month. Local-ride tickets and tokens shall be valid at any time and shall not have an expiration date.
2. Day passes shall be valid from the time of activation at the farebox until 2:00 a.m. the next day
3. Passes, tickets, tokens and Change cards shall not be subject to refund or replacement.



4. The individual ride value of a pass shall be valid for any route that has a fare for the specified ride value or less.
5. A Local ride ticket covers the cost of a single local ride and is valid on all routes. A Local ride ticket can only be used by one patron (i.e., two youths cannot ride on one Local ride ticket).
6. The Adult and Youth tokens carry a one-ride value. The Eligible Discount paper token carries a one-ride value. Adult, Eligible Discount and Youth tokens are for single riders only. (No Change Card is given.)
7. The single-ride value of a pass, ticket or token may be applied to the fare for any route with a higher individual ride value by paying the difference in cash, tokens, Local ride tickets or Change cards.
8. Passes, tickets, and tokens shall be subject to District regulations as may be adopted from time to time.
9. Misuse of a pass, ticket or token or violation of the laws governing behavior on transit vehicles makes the pass, ticket or token subject to revocation.
10. Passes must be kept in the possession of the rider at all times.
11. Monthly passes are not valid on Special Service routes or Paratransit service.
12. The balance on Change cards may be used toward the cost of future bus rides. Change cards expire one year from date of issue.

**B. Local Service Day Passes**

The Day Pass is available in three denominations: Adult Local, Eligible Discount and Youth. The cost of the Day Pass is priced at 2.5 times the one-way fare.

**C. Local Service Monthly Passes**

1. Adult Pass

The Adult base fare pass, valid for all Local route service, costs \$65.60 per month effective January 10, 2016 and \$72.00 per month effective January 20, 2019.

Adult Pass Exceptions:

Because of the mixed character of the service on Routes 292, 397 and 398, the following fares will apply:

	ZONE A <sup>#</sup> <u>PASS</u>	ZONE B* <u>PASS</u>
Effective 1/10/16		
Adult Monthly Pass	\$65.60	\$96.00

Effective 1/20/19		
Adult Monthly Pass	\$72.00	\$96.00

# Zone A pass may be used for travel into San Francisco. Out of San Francisco service includes Routes 292, 397 and 398 starting at the Transbay Terminal area. Local fare applies to southbound Routes 292 and 397 for boardings south of Sunnydale Avenue/Bayshore Boulevard, and also to southbound Route 398 for boardings south of San Francisco.

\* Zone B pass may be used for travel in or out of San Francisco

2. Eligible Discount Pass

The Eligible Discount fare pass is valid for Local service and Out of San Francisco service at any time and costs \$27.00 per month effective January 10, 2016 and \$31.05 per month effective January 20, 2019.

3. Youth Pass

a. Regular Pass

The Youth fare pass is valid for Local service and Out of San Francisco service at any time and costs \$27.00 per month effective January 10, 2016 and \$31.05 per month effective January 20, 2019.

b. Discount Youth Pass

A reduced Youth fare pass costs \$22.00 per month and is valid for Local and Out of San Francisco service at any time. Effective January 20, 2019 the monthly pass will increase to \$23.30. The Discount Youth Pass program is administered by the public school district and is offered to qualified low-income students as identified through the school lunch program.

c. Summer Youth Pass

A special Summer Youth Pass costs \$40.00 and is valid for Local and Out of San Francisco service during the months of June, July and August. Effective January 20, 2019 the monthly pass will increase to \$45.00.

A Youth Pass is accepted as full fare on any route at any time, except Special Service routes or Paratransit service.

**D. Annual Way2Go Pass**

Valid for use within the calendar year for which issued. The Way2Go Pass is an annual transit pass sold to housing complexes for all residents aged 5 years and older, and businesses for employees working more than 20 hours per week. The price of the pass is \$125.00 and is honored for unlimited trips on all fixed-route services. Effective January, 20, 2019 the cost of the pass will increase to \$130.00. The minimum participation cost will be based on 100 participants.

**E. Tokens**

1. Adult Token

The Adult token is valid for all Local route service. Multiple tokens may be used on Routes 292, 397 and 398 out of San Francisco (no change card provided). Tokens are sold in packages of 10 priced at \$18.00 effective January 10, 2016 and \$20.00 effective January 20, 2019.

2. Youth Token

The Youth token is valid for all route service. Tokens are sold in packages of 10 priced at \$10.00.

3. Eligible Discount Paper Token

The Eligible Discount paper token is valid for all route service. Paper tokens are sold in packages of 10 priced at \$10.00.

**F. Group Travel Discount**

A 20 percent discount on regular cash fares will be provided to fare-paying groups of 25 or more that pre-purchase through the SamTrans Group Travel program.

**G. Clipper<sup>®</sup>**

Valid for use on SamTrans. Use of Clipper requires customers to “tag” the card at the Card Interface Device onboard buses. The Clipper card is a transit fare payment card issued and administered by the Metropolitan Transportation Commission (MTC) that is valid for use on all major public transit services throughout the San Francisco Bay Area. There may be fees associated with the use of a Clipper card. Such fees, if any, will be set by the MTC. Clipper customers will have an approximate 10 percent discount over one-way cash fares.

**V. PARKING**

**A. Fees**

The regular parking fees at the Colma Park and Ride lot are \$2.00 per day or \$42.00 per month per automobile or motorcycle. From time to time, the General Manager/CEO may authorize an adjustment to or suspension of the rates stated above, provided the fees do not exceed \$3.00 per day and \$63.00 per month. In addition, the General Manager/CEO may authorize the sale of “reserved” parking permits for a fee of up to \$105.00 per month.

**B. Restrictions**

The use of San Mateo County Transit District parking facilities shall be in accordance with District Vehicle Parking Regulations and other rules.

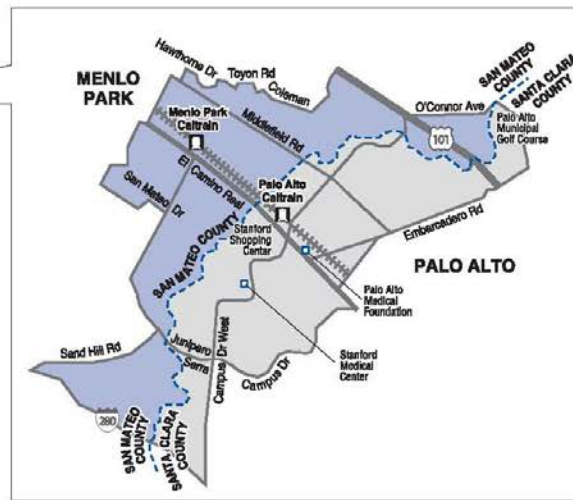
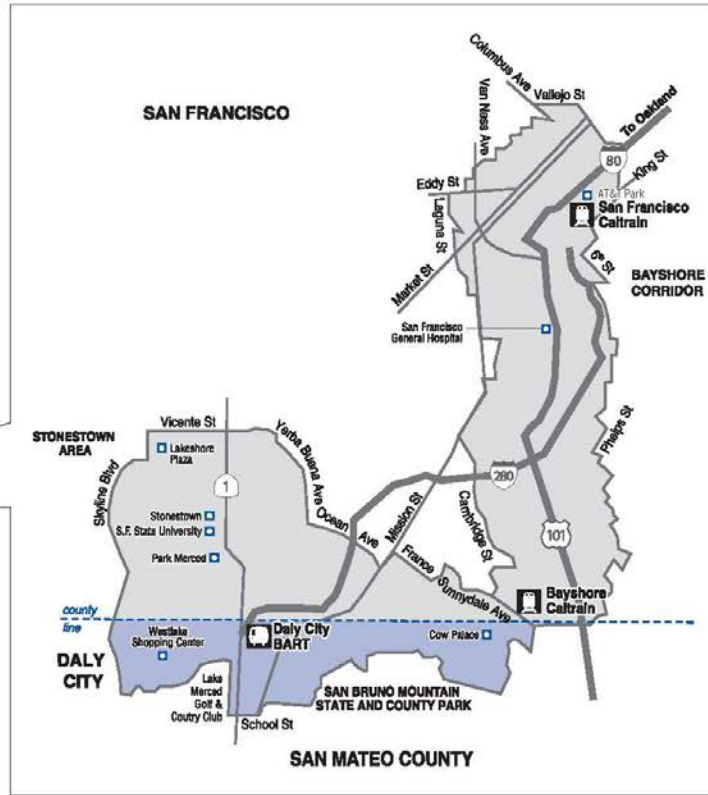
**VI. INTER-AGENCY AGREEMENTS**

San Mateo County Transit District, under SB602 revenue sharing agreements, will accept the following Bay Area public transit agencies’ valid fare documents on any SamTrans fixed-route service as indicated:

- Caltrain Monthly Pass, two or more zones = Local Fare Credit
- DB (Dumbarton Express) 31-day Ticket = Local Fare Credit for Clipper customers within two hours of tagging Clipper on home system
- Santa Clara Valley Transportation Authority Monthly Pass = Local Fare Credit for Clipper customers within two hours of tagging Clipper on home system
- AC Transit 31-day Ticket = Local Fare Credit for Clipper customers within two hours of tagging Clipper on home system

# Service Area

## Redi-Wheels and RediCoast Service Area Map



RESOLUTION NO. 2018 -

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

\* \* \*

ADOPTING AN AMENDED AND RESTATED CODIFIED TARIFF

**WHEREAS**, pursuant to Resolution No. 1982-27, dated April 28, 1982, the Board of Directors (Board) of the San Mateo County Transit District (District) adopted a Codified Tariff to outline the classifications, costs and regulations of SamTrans services and fare media; and

**WHEREAS**, from time to time, the District has amended the Codified Tariff to increase fares in order to implement policy and administrative changes to SamTrans service; and

**WHEREAS**, the District last increased fares for fixed-route buses and paratransit in 2015, with some changes having taken effect in 2016 and the remainder planned for implementation in 2019; and

**WHEREAS**, staff has planned and is preparing to implement a service improvement that will increase service between Redwood City and San Francisco by merging Routes KX and 398 into a single route (Route 398); and

**WHEREAS**, staff recommends that the Board of Directors amend the Codified Tariff, effective August 5, 2018, to:

1. Reflect the extension of Route 398, and merger of Route KX and 398 into a single route (Route 398);
2. Clarify how the Local and Premium fares will apply to the renamed service; and

3. Update references to the area where Routes 292, 397 and 398 start and end in San Francisco.

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

1. Finds that the amendments to the Codified Tariff serve the purposes of reflecting the changes in the fixed-route service, which extends Route 398 and merges Routes KX and 398; and
2. Also finds that the amendment to the Codified Tariff serve the purposes of reflecting bus stop location changes near the Transbay Terminal; and
3. Amends the Codified Tariff, as outlined in the recitals above and as shown in Attachment A, which is incorporated herein by this reference; and
4. Adopts the amended Codified Tariff, effective August 5, 2018.

Regularly passed and adopted this 1<sup>st</sup> day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

Acting District Secretary

SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT

TO: Board of Directors

THROUGH Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **AUTHORIZATION TO EXECUTE CONTRACTS OVER \$150,000 FOR INFORMATION TECHNOLOGY LICENSE RENEWALS, MAINTENANCE SERVICES AND PROFESSIONAL SERVICES FOR FISCAL YEAR 2019 FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$3,000,000**

**ACTION**

Staff proposes that the Board authorize the General Manager/CEO or his designee to enter into contracts for more than \$150,000 with original equipment manufacturers, product licensors and maintainers and their distributors or consultants, directly and without the utilization of cooperative purchasing agreements or competitive procurement, to procure recurring maintenance services and license renewals necessary to permit continued effective use and upkeep of computer and telecommunications hardware and software owned by the San Mateo County Transit District (District). Further, this authorization shall also include contracts for the provision of sole source professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services. Expenditures with manufacturers, vendors and consultants under this authority will not exceed the budgeted amount of \$3,000,000 throughout Fiscal Year (FY) 2019.

**SIGNIFICANCE**

Delegation of this contract approval authority will allow the District to pay for recurring maintenance services, additional licenses, license renewal fees and professional services for proprietary software in excess of \$150,000 without bringing actions individually before the Board for approval. This delegation would not eliminate the requirement that all other procurement policies and procedures be followed with respect to these actions.

Recurring support and license agreements are, by their nature, repetitive and routine, and are required to ensure continued and effective operation of information technology assets owned by the District. The sole source purchase of additional modules to existing software or professional services to modify existing proprietary software will allow the District's changing business needs to be met in a timely manner.



## **BUDGET IMPACT**

Funds for these purchases are programmed in FY2019 capital and operating budgets.

## **BACKGROUND**

Software and hardware are typically sold with licenses and maintenance agreements that require periodic renewal. Failing to renew maintenance support means loss of software updates, problems obtaining resolution assistance, and repair services typically needed to keep a product in good operating order. In some cases, the product may not be legally used if a maintenance and license renewal has not been made.

It is not always possible to find cooperative purchasing agreements with contracts for the necessary maintenance support and license renewals. This is particularly true for transit industry-specific information technology products. The types of licensing and maintenance agreements contemplated are generally unobtainable under any other method because they are proprietary in nature to the manufacturers of the software. Similarly, many manufacturers do not allow third parties access to source code or to provide services. As a result, professional services to upgrade, modify, or add to existing software must be performed by the original manufacturer.

District assets requiring payment of recurring annual or multi-year maintenance services support and license fees in excess of \$150,000 that may need to be accommodated in FY2019 outside of cooperative purchase agreements or other pre-existing contracts include, but are not necessarily limited to:

- Oracle PeopleSoft ERP (Fin, Budget, and HCM) and Database - \$500,000
- Microsoft applications - \$160,000
- AT&T - \$250,000
- Verizon - \$160,000
- WIPRO PeopleSoft Hosting and Support - \$1,680,000
- eBuilder - \$160,000

If the Board does not approve this action, issuance of contracts for maintenance and continued operation of assets like these would need to be brought individually before the Board for approval.

Prepared by: Carl Cubba, Director, Information Technology

650-508-6206

RESOLUTION NO. 2018-

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

\*\*\*

**AUTHORIZING EXECUTION OF CONTRACTS FOR INFORMATION TECHNOLOGY LICENSES,  
MAINTENANCE SERVICES AND PROFESSIONAL SERVICES FOR AN AGGREGATE NOT-TO-  
EXCEED AMOUNT OF \$3,000,000 FOR FISCAL YEAR 2019**

**WHEREAS**, the San Mateo County Transit District (District) will require continuing product support and licenses for computer and telecommunications hardware and software throughout Fiscal Year (FY) 2019 to permit the continued effective use and upkeep of information technology assets owned by the District; and

**WHEREAS**, maintenance support and software license agreements for the information technology assets in use are, by their nature, repetitive and routine; and

**WHEREAS**, the District will also require professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services; and

**WHEREAS**, the General Manager/CEO recommends that the General Manager/CEO or his designee be authorized to execute contracts that exceed \$150,000 with original equipment manufacturers, product licensors, and their authorized distributors and consultants pursuant to the District's statutory procurement authority and policy, up to an aggregate, not-to-exceed amount of \$3,000,000.

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

1. Authorizes the procurement of product support and annual or multi-year license renewal agreements for information technology assets owned by the District for FY2019, pursuant to the District's statutory procurement authority and policy, in an aggregate not-to-exceed amount of \$3,000,000 for FY2019; and

2. Authorizes the General Manager/CEO or his designee to enter into contracts exceeding \$150,000 with original equipment manufacturers, product licensors, or their authorized distributors for recurring product support, additional licenses, and license renewals necessary to permit continued effective use and upkeep of District-owned computer and telecommunications hardware and software; and

3. Authorizes the General Manager/CEO or his designee to enter into contracts orders exceeding \$150,000 with original equipment manufacturers, product licensors, or their authorized consultants for the provision of sole source professional services necessary to expand or modify previously competitively procured proprietary software when an original provider is the only source of such services; and

4. Authorizes the General Manager/CEO or his designee to execute all necessary purchase orders, contracts and other documents and to take such other actions as may be necessary to give effect to this resolution; and

5. Requests the General Manager/CEO to present a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this resolution.

Regularly passed and adopted this 1st day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

Acting District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Board of Directors

THROUGH Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **AUTHORIZATION TO EXECUTE CONTRACTS FOR TECHNOLOGY RELATED PRODUCTS AND SERVICES TO VENDORS UNDER COOPERATIVE PURCHASING AGREEMENTS FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$1.5 MILLION FOR FISCAL YEAR 2019**

**ACTION**

Staff proposes that the Board authorize the General Manager/CEO or his designee to enter into contracts over \$150,000 with vendors under cooperative purchasing agreements, as required, for the purchase, lease and/or rental of computer and telecommunications equipment and related services, digital reprographic equipment, hardware, software, licensing, installation and configuration of telecommunications equipment, maintenance agreements, and computer peripherals. Expenditures with vendors under these programs will not exceed the budgeted amount of \$1.5 million throughout Fiscal Year (FY) 2019. Cooperative agreements used may include, but are not limited to:

California Integrated Information Network 2/3 (CALNET 2/3)  
National Joint Powers Alliance (NJPA)  
California Multiple Award Schedule (CMAS)  
State of California Strategic Source Initiative (CSSI)  
National Association of State Procurement Officials (NASPO)  
Foundation for California Community Colleges (FCCC)  
Western States Contracting Alliance (WSCA)  
General Services Administration (GSA)  
National Inter-governmental Purchasing Alliance Company (National IPA)

## **SIGNIFICANCE**

Approval of this contracting authority will provide the San Mateo County Transit District (District) with a cost effective means to support its standardization policy and provide the latest technology and services through cooperative intergovernmental purchasing programs. Contracts issued under this authority will address the District's requirements for equipment, services, licensing, maintenance agreements, and programmed replacement of equipment that has reached the end of its useful life or has become unsuited for future needs.

## **BUDGET IMPACT**

Funds for these purchases are programmed in FY2019 capital and operating budgets.

## **BACKGROUND**

Given the rapidly changing technology of information system hardware, software and related services, various cooperative purchasing programs are available to provide products and services, such as CMAS, CSSI, WSCA, CALNET 2/3, FCCC, National IPA, NASPO, and NJPA, and GSA. Special Districts are given statutory permission to procure competitively priced goods and services arising out of these vendor agreements. The Federal Government's own General Services Administration Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) also can be utilized . By utilizing such cooperative purchasing programs, the District saves considerable time and expense associated with independent procurements which would be unlikely to yield more favorable pricing or service.

All vendors selected will hold valid agreements under the corresponding cooperative purchasing program. Contracts will be executed only with vendors whose contracts were awarded under a cooperative buying agreement on a basis that complies with the District's statutory procurement authority and policy and will include the District's terms and conditions, as appropriate. Other cooperative purchasing consortia may be added to this program for acquisition of technology items during FY2019 but only to the extent each fully complies with the District's statutory procurement authority and policy.

Prepared by: Carl Cubba, Director, Information Technology

650-508-6206

RESOLUTION NO. 2018-

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

\*\*\*

**AUTHORIZING EXECUTION OF CONTRACTS FOR TECHNOLOGY RELATED PRODUCTS AND SERVICES TO VENDORS UNDER COOPERATIVE PURCHASING PROGRAMS FOR AN AGGREGATE NOT-TO-EXCEED AMOUNT OF \$1.5 MILLION FOR FISCAL YEAR 2019**

**WHEREAS**, the San Mateo County Transit District (District) will require new personal computers, computer and telecommunications equipment and related services, digital reprographic equipment, software, hardware, licensing and maintenance agreements and computer peripherals throughout Fiscal Year (FY) 2019 to fulfill new technology requirements, to support the District's standardization policy and to replace technology equipment that has reached the end of its useful life; and

**WHEREAS**, in light of the need to standardize and purchase the latest technology in personal computers, telecommunications equipment, and other related equipment and services in the most cost-effective manner, the District has determined that a District-initiated solicitation process for the procurements described above is unlikely to be in the District's best interest; and

**WHEREAS**, the State of California and other cooperative purchasing consortiums including the California Multiple Award Schedule (CMAS), the State of California Strategic Source Initiative (CSSI), the Foundation for California Community Colleges (FCCC), the National Intergovernmental Purchasing Alliance Company (National IPA), the National Joint Powers Alliance (NJPA), the National Association of State Procurement Officials (NASPO), the Western States Contracting Alliance (WSCA), the California Integrated Information Network 2 (CALNET 2), and the General Services Administration (GSA) have established programs in which the District can participate in order to procure favorably priced technology systems equipment and related services; and

**WHEREAS**, the General Manager/CEO recommends that the District participate in the above mentioned programs as well as additional cooperative purchasing programs, to the extent that such programs fully comply with the District's statutory procurement authority and policy; and

**WHEREAS**, the General Manager/CEO also recommends that the General Manager/CEO or his designee be authorized to enter into contracts that exceed \$150,000 with vendors under District-approved cooperative purchasing programs to meet its personal computer, telecommunications, and other related equipment and services requirements for FY2019, pursuant to the terms and conditions of each program's vendor agreements, up to an aggregate, not-to-exceed amount of \$1.5 million.

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

1. Determines that a District-initiated solicitation for each purchase, lease and/or rental of new personal computers, computer and telecommunications equipment and services, digital reprographic equipment, hardware, software, licensing and maintenance agreements, and computer peripherals is unlikely to be in the District's best interest; and

2. Authorizes the procurement of technology systems equipment and related services through District-approved cooperative purchasing programs, including CMAS, CSSI, WSCA, CALNET 2/3, National IPA, NJPA, NASPO, FCCC, and GSA vendors to meet its technology equipment and services requirements for FY2019 pursuant to the terms and conditions of each vendor agreement and to the extent that each vendor agreement fully complies with the District's statutory procurement authority and policy; and

3. Authorizes the General Manager/CEO or his designee to utilize additional cooperative purchasing programs for FY2019 to the extent that each additional individual program fully complies with the District's statutory procurement authority and policy; and

4. Authorizes the General Manager/CEO or his designee to enter into contracts exceeding \$150,000 with vendors under the District-approved cooperative purchasing programs up to an aggregate, not-to-exceed, amount of \$1,500,000 for FY2019; and

5. Authorizes the General Manager/CEO or his designee to execute all necessary purchase orders and contracts to effectuate this resolution, including any

agreements with the State of California or other agencies' programs for administrative fees for processing these purchases; and

6. Requests the General Manager/CEO to present a report to the Board of Directors on a quarterly basis advising of actions taken pursuant to the authority conferred by this resolution.

Regularly passed and adopted this 1st day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

Acting District Secretary





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 #6
August 1, 2018

Date: July 25, 2018
To: SamTrans Board of Directors
From: Jim Hartnett, General Manager/CEO
Subject: General Manager/CEO Report

FY 2018 Year-end Summary

As part of the District's responsibilities for oversight and compliance with the Federal Transit Administration (FTA), the Bus Operations Training Department is conducting audits of training and Drug and Alcohol records on three service contracts: Redi-Wheels (First Transit); Shuttles (MV Transportation); and, Contracted Urban Bus (CUB) fixed route services (MV Transportation). The Redi-Wheels contract audit is complete, and obtained satisfactory results. Shuttles and CUB audits are scheduled to be completed August 9th and 24th, respectively.

Human Capital Investment

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

- The total training hours increased by 2,949 or 13.9 percent from FY 2017 to FY 2018. The rate of attrition for bus operators has increased above past trends, evidenced by the 11,270 hours of training which is 3,695 above the training hours required in FY 2017. SamTrans is adjusting and increasing training classes to accommodate these changes.
Five Bus Operator trainees graduated on July 27. Our next class of six bus operator trainees will start on August 3, and another class of 12-14 trainees is scheduled to start on August 24.

### **San Bruno Canal Bridge Closure**

The San Bruno Canal Bridge at South Airport Boulevard was closed May 21, 2018 due to structural repairs. The bridge is expected to be operational for traffic by the end of 2018. SamTrans Routes **292** and **397** will continue to be affected by the bridge closure until it reopens in late 2018. Although the ridership dipped during the first week of the closure, it has fully recovered in subsequent weeks.

### **Fixed-route Bus Service/Ridership**

	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>
• Trips that did not operate (DNO)	252	692
• On-time Performance, goal is 85%:		
➢ Directly operated service	83.4%	81.3%
➢ Contracted bus service	80.5%	74.9%
➢ Coastside service	82.0%	79.1%
➢ Combined service	82.7%	79.7%
• Vehicle Revenue Miles	6,348,640	6,456,897
• Complaints per million trips	134	175
• Ridership		
➢ AWR	38,720	36,470
➢ Total Trips	11,825,380	11,133,440
• YTD total ridership is down 691,940 or 5.9 percent from FY 2017.		
• DNOs in FY 2018 increased to a total of 692, as compared to 252 DNOs in FY 2017. Labor shortage (Bus Operators) for the District and for contracted services remains the root cause for the increased in DNOs in FY 2018. The contractor has aggressively recruited bus operators; consequently, DNOs were reduced to 6 DNOs in May and zero DNOs in June, as compared to above 100 in the previous two months.		
• The District's On Time Performance (OTP) for FY 2018 is 79.7 percent, which is below the 82.7 percent obtained the previous fiscal year. Schedule adjustments were implemented with the June Runbook to OTP performance as the result of traffic congestion and construction related delays.		

### **Bus Transportation**

- Preliminary ridership data indicates ECR-Rapid is averaging approximately 2,600 riders per week; however, ongoing analysis for ECR and ECR-Rapid will determine the net ridership effect.
- Preliminary ridership data indicates the SFO Connection is averaging approximately 700 riders per week. The new service continues to gain ridership after the two-week free promotion ended.

### **Runbook 127, August 5, 2018 Changes**

- San Francisco service - SamTrans will be moving from a temporary bus stop located inside the Transbay Terminal to a permanent bus stop located on Mission Street at First Street.
- Routes 398 and KX will be merged and rebranded as **Route 398**, which will run to San Francisco weekdays and weekends.
- Bus service will be adjusted to accommodate school bell times as they reopen after the summer break.

**SamTrans Social Media**

	<u>FY 2017</u>	<u>FY 2018</u>
Monthly Impressions:	3.25 million	5.39 million (Facebook, Twitter, Instagram, LinkedIn)
Monthly Interactions:	68,333	84,494
Monthly New Followers:	1,380	1,444

- SamTrans communicated service and policy changes throughout FY 2018 which included the following: Dumbarton Project, SB1 Funds, Battery Electric Bus (BEB) procurement, ECR-Rapid, SFO Connection, and Get Us Moving.
- SamTrans is implementing a video intense strategy while taking advantage of new social media tools such as Instagram Stories and Instagram TV.

**Paratransit Service/Ridership**

	<u>FY 2017</u>	<u>FY 2018</u>
• On-time Performance, goal is 90.0%		
➤ Redi-Wheels	92.1%	90.4%
➤ RediCoast	97.2%	97.3%
• Ridership		
➤ AWR	1,230	1,200
➤ Total Trips	361,380	354,680

- The Paratransit YTD total ridership is down 6,700 or 1.9 percent from FY 2017.
- FY 2018 ended with 8,302 registrants, which is slightly down from the 8,500 registrants Redi-Wheels had at the beginning of the year. The number of registrants peaked in January 2018 at 8,831. Despite the small decline in registrants, it is up 8.8 percent from July 2015.
- Paratransit services, Redi-Wheels and RediCoast, remains at “zero denials”.
- Redi-Wheels YTD OTP of 90.4 percent exceeds the goal of 90 percent, but is slightly down from the 92.1 percent obtained the previous year.
- RediCoast YTD OTP of 97.3 percent exceeds the 90 percent goal and the previous year’s OTP of 97.2 percent.

**Maintenance Department**

Fleet reliability remains strong. The goal of **25,000** miles average Between Service Calls (MBSC) was exceeded for both, motor bus and paratransit fleets (District maintained vehicles).

	<u>FY 2017</u>			<u>FY 2018</u>		
	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>	<u>Miles Driven</u>	<u># Calls</u>	<u>MBSC</u>
Motor Bus	5,961,779	204	29,224	5,875,691	227	25,884
Paratransit	1,680,541	31	54,211	1,600,614	35	45,732

- Motor Bus MBSC (FY 2018) meets and exceeds the 25,000 MBSC by an average of 884 MBSC despite a decrease of 3,340 miles or 11.4 percent compared to the previous fiscal year.
- Paratransit MBSC (FY 2018) meets and exceeds the 25,000 MBSC by an average of 20,732 MBSC despite a decrease of 8,479 miles or 15.6 percent compared to the previous fiscal year.
- MV Transportation, CUB service (FY 2018) meets and exceeds the District’s 25,000 MBSC goal.



## AGENDA

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

**San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA**

**WEDNESDAY, AUGUST 1, 2018 – 2:30 pm**

or immediately following Board meeting recess

1. Call to Order

### **ACTION**

2. Approval of Minutes of Community Relations Committee Meeting of July 11, 2018

### **INFORMATIONAL**

3. Accessibility Update
4. Paratransit Coordinating Council Update
5. Citizens Advisory Committee Update
6. Market Segmentation Study Key Findings
7. Mobility Management Report – ADA Paratransit
8. Multimodal Ridership Report – June 2018
9. Adjourn

Committee Members: Peter Ratto (Chair), 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.

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

**MINUTES OF COMMUNITY RELATIONS COMMITTEE MEETING /  
COMMITTEE OF THE WHOLE  
JULY 11, 2018**

Committee Members Present: P. Ratto (Committee Chair), C. Groom, R. Guilbault

Committee Members Absent: None

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

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, P. Skinner, M. Tolleson, J. Taylor, J. Barker, C. Kwok, M. Ross, D. Lieberman, T. Bartholomew, C. Cubba, J. Epstein, C. Wegener, D. Esse, Gumpal, J. Brook

## **CALL TO ORDER**

Committee Chair Peter Ratto called the meeting to order at 3:13 pm.

## **APPROVAL OF MINUTES OF COMMITTEE MEETING OF JUNE 6, 2018**

Motion/Second: Kersteen-Tucker/Gee

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

Absent: None

## **ACCESSIBILITY UPDATE**

Tina Dubost, Manager, Accessible Transit Services, gave a brief update on seniors using the bus service. There was no discussion on the item.

## **PARATRANSIT COORDINATING COUNCIL UPDATE**

Mike Levinson, outgoing Paratransit Coordinating Council Chair, announced they would have tables at the Transition to Independence event on October 20 and at Seniors on the Move in the fall. He introduced Ben McMullen, the incoming Paratransit Coordinating Council Chair.

## **CITIZENS ADVISORY COMMITTEE UPDATE**

Committee Chair Ratto referenced the written report provided in the packet. There was no discussion on the item.

## **QUARTERLY DASHBOARD REPORTS – JANUARY-MARCH 2018 AND REVISED OCTOBER-DECEMBER 2017**

David Olmeda, COO/Bus, summarized the improvements that had occurred over the last quarter and talked about how future operator training would address performance issues.

**MULTIMODAL RIDERSHIP REPORT – MAY 2018**

Mr. Olmeda referenced the written report provided in the packet, saying that ridership was down 2 percent.

Public Comment:

Andy Chow, Redwood City, said that the service reduction on the local ECR route since the inception of ECR Rapid was creating overcrowding on the local route.

**ADJOURN**

The meeting adjourned at 3:25 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**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 June 12 PCC and PAL meetings are attached to this report.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

No Additional Information.

Prepared By:	Jim Rusconi, Acting Accessibility Coordinator, Accessible Transit Services	650-508-6335
Project Manager:	Tina Dubost, Manager, Accessible Transit Services	650-508-6247

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

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

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Sammi (Wilhelmina) Riley, Consumer; Tina Dubost, SamTrans; Sandra Lang, Commission on Aging (COA); Benjamin McMullan, Center for Independence of Individuals with Disabilities (CID).

**GUESTS:** Richard Weiner, Nelson/Nygaard; Lorna Rodriguez-Wong, PCC Staff; Lynn Spicer, First Transit.

**ABSENT:** Dinae Cruise, Vice-Chair; Alex Madrid, CID; Aki Eejima, Consumer.

**WELCOME:**

Mike called the meeting to order at 11:45 a.m. and welcomed all to the PAL meeting.

**MAY PAL MINUTES:**

Mike motioned to approve the May Meeting Minutes and Sammi seconded the motion. The minutes were approved without changes.

**LEGISLATIVE UPDATE:**

Tina provided the legislative update:

Regional Measure 3 passed. The measure increases the bridge tolls, and money will be collected for transportation projects. Examples of potential projects in San Mateo County are: Highway 101 and 92 interchange improvements; Funding of new BART cars; Improvements to Redwood City ferry terminal; and Dumbarton Bridge improvements. According to Mike, gradual increase of bridge tolls of \$1.00 have been approved for the years of 2019, 2022 and 2025 on all bridges except the Golden Gate Bridge, reaching \$8. Richard commented that in New York to Staten Island, the bridge toll can be as much as \$14.00.

Tina continued with an update from the last SamTrans Board meeting regarding the draft expenditure plan which will place a sales tax on the November ballot. SamTrans has worked extensively with a technical and stakeholder advisory group, city councils, town hall meetings as well as working with outreach programs which included 14,500 public surveys reviewing what the public and private sector would like to focus on for transportation expenditures. Mike added that this plan estimates a timeframe of 30 years at a projected \$2.4 billion dollars.

The core principles for the draft investment plan are:



1. Dedicate 20-25% to Countywide highway improvement addressing traffic congestion; e.g. countywide improvements for demand management on Highway 101 and 92 interchange, Bayfront express lanes, and Highway 101 interchange improvements.
2. Dedicate 10-15% for local safety, pothole and congestion relief improvements; e.g. pavement preservation and rehabilitation, Geneva Avenue extension, new traffic signals in various locations and establishing a countywide transportation demand management or commuter program.
3. There is a proposal to spend 5% on bicycle and pedestrian improvements; e.g. bicycle trails, improve Safe Routes to Schools, improve specific pedestrian crossings, and pedestrian/bike overcrossings.
4. For 10% of the budget, SamTrans is also looking at regional transit connections, since not all trips begin and end in San Mateo County. They are considering enhancing mobility options by connecting the county with the rest of the region by looking at public and private partnerships; e.g. expanding improvements to the Dumbarton corridor, enhancing express bus service, bicycle/pedestrian use, or ferry terminals.
5. Proposals included 50% for County public transportation system; including SamTrans bus and paratransit system; Caltrain commuter rail and other mobility services. Examples of improvements would include express bus service, converting to zero emission buses, and increasing service frequency on existing routes.

It is important to note that the projects listed are examples.

In July, the SamTrans Board of Directors will take action whether to approve the final investment plan. The County Board of Supervisors will need to take action for the measure to be placed on the ballot. Sandra added, as part of Team C on the stakeholder group, concerned with #5, she thought that the County projects should be increased to 55%. Sandra added that their focus was not only for schools and children but for the disabled people and seniors that are vulnerable and need safe pedestrian passage. Mike thought that higher priority should be given to projects that have other financial subsidies and were therefore more likely to move forward. Mike added that the SamTrans Board will meet on July 11<sup>th</sup> due to the Fourth of July holiday

Tina said that Caltrain is preparing for their Annual Emergency Exercise. They would like people with disabilities to attend as observers. Tina had limited event information at this time. The Emergency Exercise event is scheduled for Thursday, July 19<sup>th</sup>, during the mid-morning in northern San Mateo County. Tina said that those who are interested will need to sign up ahead of time. More specific information will be forwarded at a later date.

Mike added that Prop 69 passed, which guaranteed that money raised for SB1 would be spent on transit related projects. Indirectly, Prop 70 failed, which might have required 2/3 vote of the legislature for cap and trade to be extended and might have prevented the high speed rail project from progressing forward.

**LOCAL ADVOCACY ISSUES—OPEN DISCUSSION:**

Richard mentioned that he was working on a project in Boston where they contacted various paratransit services to follow-up on various policies such as on-time performance and advanced reservations. SamTrans is one of the few organizations that use the 20 minute rather than the 30 minute window.

Mike mentioned a recent SamTrans letter which addressed the policy for Redi-Wheels suspension for riders who no-show frequently. Tina confirmed that SamTrans' policy is that if, within a rolling 30 day period, a rider has 3 valid no shows and late cancels and these constitute at least 6% of the rider's trips, the rider will be suspended. This policy is more lenient than previously established. Mike stated that it would be very difficult for any rider to reach that threshold within a 30 day period rather than three months, and questioned the validity of the policy.

Ben mentioned that legislation is being developed by Senator Hill's office which will address regulations for transportation network companies (TNCs) in order to make the service more accessible.

Sandra asked if someone might come in to discuss the use of disabled placards. Ben offered to reach out to Senator Hill's office to address the issue.

The New Beginnings Coalition meeting is scheduled for July 17<sup>th</sup>.

**OTHER BUSINESS:**

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

The next PAL meeting is scheduled for Tuesday, July 10, 2018 from 11:30 a.m. to 12:30 p.m.

The meeting adjourned at 12:35 p.m.

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

**MEETING MINUTES**

1:30 p.m. - 3:30 p.m.

June 12, 2018

**ATTENDANCE:** Members Present: Mike Levinson, Chair; Sammi (Wilhelmina) Riley, Consumer; Tina Dubost, SamTrans; Sandra Lang, COA; Benjamin McMullan, Center for Independence of Individuals with Disabilities; Aki Eejima; Consumer; Valerie Campos, Vista Center for the Blind and Visually Impaired; Marie Violet, Dignity Health.

**GUESTS:** Richard Weiner, Nelson-Nygaard; Lorna Rodriguez-Wong, PCC Staff; Mark Weinstein, First Transit; Henry Silva, SamTrans, Talib Salamin, Sierra Taxi Cab; Patty Smith, Consumer.

**ABSENTEES:** Barbara Kalt, Rosener House; Susan Capeloto, Department of Rehabilitation; Monica Colondres, Community Resident; Dinae Cruise, Vice-Chair; Judy Garcia, Consumer; Nancy Keegan; Sutter Health Senior Focus, Alex Madrid, Center for Independence of Individuals with Disabilities; Carmen Santoni, Catholic Charities (Member Attendance 8, Quorum-No)

**WELCOME/INTRODUCTION:**

Mike called the meeting to order at 1:40 p.m. and welcomed all to the PCC Meeting.

**APPROVAL OF THE MAY MINUTES:**

Mike provided changes to the May Meeting minutes. The PCC was not able to approve May Meeting Minutes without a quorum.

**COMMITTEE REPORTS:**

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

Tina provided the legislative update.

Regional Measure 3 passed. The measure increases the bridge tolls, and money will be collected for transportation projects. Examples of potential projects in San Mateo County are: Highway 101 and 92 interchange improvements; Funding of new BART cars; Improvements to Redwood City ferry terminal and Dumbarton Bridge improvements. According to Mike, gradual increase of bridge tolls of \$1.00 has been approved in the years of 2019, 2022 and 2025 on all bridges except the Golden Gate Bridge, reaching \$8. Richard commented that in New York to Staten Island, the bridge toll can be as much as \$14.00.

Mike added that Prop 69 passed, which guaranteed that money raised for SB1, would be spent on transit related projects. Indirectly, Prop 70 failed, which might have required

2/3 vote of the legislature for cap and trade to be extended and might have prevented the high speed rail project from progressing forward.

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

Richard mentioned that he was working on a project in Boston where they contacted paratransit services nation-wide to follow-up on various policies such as on-time performance and advanced reservations. SamTrans is one of the few organizations that use the 20 minute window rather than a 30 minute window.

Mike mentioned a recent SamTrans letter which addressed the policy for Redi-Wheels suspension of riders who no-show frequently. Tina confirmed that SamTrans' policy is that if, within a rolling 30 day period, a rider has 3 valid no shows and late cancels and these constitute at least 6% of the rider's trips, the rider will be suspended. This policy is more lenient than previously established. Mike stated that it would be very difficult for any rider to reach that threshold within a 30 day period rather than three months, and questioned the validity of the policy.

Ben mentioned that legislation is being developed by Senator Hill's office which will address regulations for transportation network companies (TNCs) in order to make the service more accessible.

Sandra asked if someone might come in to discuss the use of disabled placards. Ben offered to reach out to Senator Hill's office to address the issue.

The New Beginnings Coalition meeting is scheduled for July 17<sup>th</sup>.

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

Barbara Kalt was not in attendance.

Tina will send any budget document or projections to Barbara for review. Aki asked if electric minivans were being considered as part of upcoming additions to the fleet. Tina responded that she is not aware of any accessible electric minivans that could be considered an option. Aki asked Talib if that might be a consideration for Sierra Taxi Cab. Talib confirmed that also was not an option for Sierra Cab.

## **C. EDUCATION COMMITTEE**

Sammi said that the Education Committee met via conference call on Friday, June 1st. The committee discussed changes to the PCC website [www.sanmateoppcc.org](http://www.sanmateoppcc.org): 1.) the picture link of Dinae was missing and a request would be made to restore. 2.) The top tab would be moved around on the top bar by priority 3.) A new link on the side drop tab bar for "Earn Free Tickets" to the Consumer Corp location was to be added. 4.) Updated contact information to PCC staff. 5.) The bylaws were moved to a more accessible location under Policy and Legislation. Lorna added that the changes for the bylaws have also been updated on the website

Sammi and Lorna attended the Pacifica Senior Health and Information Fair on May 16<sup>th</sup>. There was a good turnout and local contacts were made.

Sammi, Lorna and Mike are planning to attend the CID Emergency Preparedness Event at Little House in Menlo Park on June 18<sup>th</sup> from 1:30-4:30pm. CID has added a link to their website to the PCC website for Consumer Corps.

The next meeting via conference call will be on Friday, August 3<sup>rd</sup> from 1:00-1:30pm

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

PCC was unable to vote for Chair and Vice Chair without a Quorum of at least 9 members.

Mike mentioned that he would like a discussion on the incidents brought up by Maureen Denmenjian last month. He was concerned with how much information should or should not be included in the final minutes. Mike agreed to get together with Tina and Richard Weiner to develop guidelines in early July (before July 10<sup>th</sup>) or August.

Tina continued with an update from the last SamTrans Board meeting regarding the draft expenditure plan which will place a sales tax on the November ballot. SamTrans has worked extensively with a technical and stakeholder advisory group, and participated at city council and town hall meetings. They also worked with outreach programs which included 14,500 public mail surveys and an on-line budget challenge reviewing what the public and private sector would like to focus on for transportation expenditures. Tina added that they received 7 million impressions on social media. Mike added that this plan estimates a timeframe of 30 years at a projected \$2.4 billion dollars.

The core principles are:

- 1.) Relieve traffic congestion countywide.
- 2.) Invest in a financially sustainable public transportation system that increases ridership.
- 3.) Provide quality transit options for everyone.
- 4.) Embrace innovation to create more transportation choices and improve the travel experience.
- 5.) Prioritize environmentally sustainable transportation solutions.
- 6.) Promote economic vitality and economic development.
- 7.) Maximize opportunities for leverage investments for public and private partners.
- 8.) Enhance safety and public health.
- 9.) Invest in repair and maintenance in existing and future infrastructure.
- 10.) Facilitate reduction of miles travelled, travel times and greenhouse gas emissions.
- 11.) Incorporate the inclusion of implementation of policies that encourage safe accommodation of all people that cross roads regardless of mode of travel.
- 12.) Incentivize transit bicycle, pedestrian car pool and other shared ride options rather than driving alone.
- 13.) Maximize traffic reduction potential associated with the creation of new housing opportunities and high quality transport.

Tina noted that SamTrans does not directly build housing.

The categories for the draft investment plan are:

1. Dedicate 20-25% to countywide highway improvement addressing traffic congestion; e.g. countywide improvements for demand management on Highway 101 and 92 interchange, Bayfront express lanes, and Highway 101 interchange improvements.

2. Dedicate 10-15% for local safety, pothole and congestion relief improvements; e.g. pavement preservation and rehabilitation, the Geneva Avenue extension, new traffic signals in various locations, and establishing a countywide transportation demand management or commuter program.
3. There is a proposal to spend 5% on bicycle and pedestrian improvements; e.g. bicycle trails, improve Safe Routes to Schools, improve specific pedestrian crossings, and pedestrian/bike overcrossings.
4. For 10% of the budget, SamTrans is also looking at regional transit connections since not all trips begin and end in San Mateo County. They are considering enhancing mobility options by connecting the county with the rest of the region by looking at public and private partnerships; e.g. expanding improvements to the Dumbarton corridor, enhancing express bus service, bicycle/pedestrian use, or ferry terminals.
5. Proposals included 50% for County public transportation system; including SamTrans bus and paratransit system; Caltrain commuter rail and other mobility services. Examples of improvements would include express bus service, converting to zero emission buses, and increasing service frequency on existing routes.

All projects listed are examples.

Mike thought that higher priority should be given to projects that have other financial subsidies and were therefore more likely to move forward.

In July, the SamTrans Board of Directors will take action whether to approve the final investment plan. Mike added that the SamTrans Board will be meeting on July 11<sup>th</sup> due to the Fourth of July holiday. The County Board of Directors will need to take action for the measure to be placed on the ballot. Mike asked Tina what the County Board of Supervisors options would be if they wanted to modify the numbers associated with the proposed expenditure plan submitted by the SamTrans Board of Directors. Tina said she will get back to the PCC after researching this question.

Mike addressed the letter received from members of the stakeholder's advisory group (SAG) regarding support for the plan. Sandra then discussed the points of the letter that Team C of the SAG stakeholder's advisory group has offered. Mike clarified that the members associated with the letter were advocates for transit issues. Sandra went on to say that Team C was much in alignment with all the SamTrans outreach efforts. Sandra added Team C is concerned with #5 in the list above. They thought that the County transportation projects should be increased to 55%. Sandra added that their focus was not only for schools and children but for the disabled and seniors that are vulnerable and need safe pedestrian passage. Mike wondered if, due to the lack of time, the general PCC membership in attendance would be willing to let the Executive Committee decide whether to support the letter. The final option was to wait to discuss offline or wait for a quorum next month. At the next meeting the membership can discuss whether to support the SAG Team C letter, create a PCC letter or do nothing at this time.

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

### **A. Operational Report**

Tina said that Caltrain is preparing for their Annual Emergency Exercise. They would like people with disabilities to attend. Tina had limited event information at this time. The Emergency Exercise event is scheduled for Thursday, July 19<sup>th</sup>, during the mid-morning in northern San Mateo County. Tina said that those who are interested will need to sign up ahead of time. More specific information will be forwarded at a later date.

SamTrans is continuing to work on the Mobility Plan for Seniors and People with Disabilities. They are getting ready to release a draft of the plan. SamTrans is getting ready for the fare increase in January 2019. For standard fare, the increase will be from \$4.25 to \$4.75, and the assisted fare will remain the same. Tina asked for membership input by September for the information sent to the public. Mike asked that Tina provide a sample letter of the increase. Tina will provide a letter and membership will be ready to provide input by the September 11<sup>th</sup> PCC Meeting.

### **B. Performance Summary**

Tina compared data from April 2017 to April 2018. Ridership is down since April last year. The Total Trips Served and average weekly ridership are both down. Taxi ridership has increased to 33%, which is higher than usual. Same day and late cancels are relatively unchanged since last year. The number of individuals riding in April 2018 is down. The On-Time Performance is 92.4% which is very good. The productivity was 1.87 passengers per hour and is on target. Richard asked what the reason might be for ridership declines for the past several months. Tina speculated that for March, the reason was the rainy weather. Mike thought that since the ECR (El Camino Real) service was presenting a new transportation alternative. Aki thought since housing prices had increased so much, people are moving out of the state. Patty Smith said as a consumer, traveling from San Mateo to Redwood City or Menlo Park, traffic congestion during the mid-day was awful. So, she has cut down her activities during the mid-day and therefore rides less often.

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

Tina said that they are catching up in responding to the comments. They received 32 compliments in April. They received 26 complaints of which 14 were valid. The top complaints were late vehicles and driver conduct. There was no specific pattern for the complaints, which could be, for example, if the same driver was the subject of the complaint. Mike asked that Tina check on the Comment total numbers from April report. The total is incorrect. Mike asked how the numbers are calculated. Is it a program or manual? Tina would check.

Mike asked how SamTrans determines valid and invalid complaints for the comment report. In Tina's review of a complaint, she tries to substantiate the ride. If she cannot, it is viewed as invalid. Mike's point was to see if a consumer's complaint was just listed as invalid when it just was not confirmed.

## **D. Safety Report**

Mark Weinstein said that there were 8 noted incidents: 3 preventable and 5 non-preventable. All resulted in no injuries. Aki asked what vehicles were involved. Mark could not confirm but he thought the majority of the vehicles were buses. Tina explained that made sense since that is the majority of the fleet.

## **LIAISON REPORTS:**

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

The next CTC meeting is scheduled for June 14<sup>th</sup> from 9:30-11:00 a.m. at 925 Main Street in Half Moon Bay.

### **B. AGENCY**

Agencies have not met since the last PCC meeting.

### **C. ERC**

No meeting scheduled.

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

Sandra reported that the COA met on May 14<sup>th</sup>. The new standing committees have been approved: Resources Access Committee, Transportation Committee and Middle Income Seniors Committee. The Middle Income Senior Committee will be an important committee since middle income seniors are experiencing the high cost of living in this area and having a difficult time making ends meet. There are new resources available going to review middle income seniors rather than just the federal poverty level statistics. A new resource is called the Elder Index. This Elder index reviews housing and transportation. Patty asked if Sandra could share this resource with the group. Sandra would look into it. Sandra said the organization was trying to get the County to use this document as a resource. According to the Federal Poverty index, seniors in our area make too much money to be considered economically challenged, and we would want our County to use the Elder Index as a better guideline in this area. She will forward the link for the Elder index to Lorna.

The Transportation Committee met on May 16<sup>th</sup>. On June 1<sup>st</sup>, they had a speaker from the Pride Center come in since COA is celebrating LGBT month. Sandra received a Commendation from the Board of Supervisors for 12 years of service as a Commissioner. Although Sandra will leave this position at the end of June, she will still be very involved in the Middle Income Seniors committee. The next Transportation committee meeting is June 20<sup>th</sup>. Patty asked when the next Middle Income Senior Committee meeting would be. Sandra said that the meeting location had not been determined but was scheduled for June 25<sup>th</sup> at 8:30am. The next topic the COA will be addressing on July 9<sup>th</sup> is "Technology is a critical component of a connected life". This will be held at 225 37<sup>th</sup> Ave., San Mateo from 9-10:30am. In the fall, they will review brain health and depression. In October, COA will also address Emergency Preparedness. In November they will address Spirituality and Faith-based Initiatives.



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

Ben reported on the COD general meeting with a presentation on “Person to Person Language “. The COD had a Transportation Committee where Mike gave an overview of the PCC. The COD is working on organizing the In-home Support Services (IHSS) focus groups in the fall. They hope to develop into a town hall and further legislation.

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

Ben said the next event will be on June 18th at the Little House Activity Center at 800 Middle Ave in Menlo Park from 1:30 p.m.- 4:30 p.m. The CID attended the Disability Capital Action Day last week in Sacramento and “good issues” were discussed. The CID took almost the entire staff and 3 Board members. On Friday, CID is having a movie day. They will also have an Inclusion Festival on August 2<sup>nd</sup> at Burton Park in San Carlos.

## **OTHER BUSINESS**

Richard will be out of town from July 6-15th. David Koffman will be attending the meeting in Richard's place. David used to work in this position before Richard. For the September meeting, Richard mentioned that he will be presenting some interesting information on service policies at other systems based on a project he is working on for the program in Boston.

Aki asked why his eligibility card was highly scrutinized during one of his recent trips. Tina explained that as old cards were being renewed, they were being replaced with the new card with the magnetic stripe. Replacement cards will also have the magnetic striped card.

Patty asked if there was a possibility that same day rides were still being considered. Patty learned from the State of the City of San Mateo address about a pilot program with Lyft for a cost of \$5.00. It is very restrictive as to certain cities involved and went from March to June. Tina said they are exploring a subsidized taxi program. It is also very limited. SamTrans' program is probably projected for implementation in Spring 2019. Talib verified that the San Mateo program was with Serra Cab and not Lyft. Talib thought that this pilot program was extended from June through December.

Mike mentioned that there is a new ECR Rapid Express bus service available. It will run between Redwood City and Daly City/Colma BART. It will have only about 12 stops. It will run approximately every 20 minutes. Please check the website for details or the hardcopy schedule at the main lobby.

Sammi mentioned that we are meeting with a senior group at the Oceanview Senior Apartments on June 20<sup>th</sup>. They wanted to discuss issues with Redi-Wheels. Tina asked that they might get the meeting information.

The next PAL and PCC meetings will be held on Tuesday, July 10, 2018. The PAL Committee will meet from 11:30 a.m. to 12:30 p.m. and the PCC will meet from 1:30 p.m. to 3:30 p.m.

**MEETING ADJOURNED** at 3:30 p.m.

**SamTrans Citizens Advisory Committee (CAC) Update  
Meeting of July 25, 2018**

**PRESENTATIONS**

Brown Act and Advocacy on Ballot Measures

Catherine Groves, Legal Counsel, provided the fundamental points of the Brown Act and how it applies to communications among CAC members. She also gave a presentation clarifying the difference between advocating or opposing a ballot measure representing one's personal beliefs versus appearing to represent the position of your agency.

Market Segmentation Study Key Findings

Julian Jest, Market Research Specialist, presented an overview of his research on the composition of SamTrans bus ridership as well as the reasons that non-riders or former riders choose not to use transit.

Coastside Transit Study

Millie Tolleson, Principal Planner, summarized the study being considered for adoption by the SamTrans Board, which examines the current and future transit needs of Coastside residents.

**CAC RETREAT**

Ms. Ross announced that the CAC retreat will take place 4:00-6:00 pm on Wednesday, September 26, just followed by the September CAC Meeting beginning at 6:30 pm.

**SAMTRANS STAFF UPDATE**

Staff and members bid farewell and congratulations to member Frank Liu, who embarks on his college career at UC Berkeley in August.

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **MARKET SEGMENTATION STUDY KEY FINDINGS**

**ACTION**

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

**SIGNIFICANCE**

The District completed a Market Segmentation Study, to understand behaviors and attitudes towards public transit, and what steps the District could take to attract and retain ridership within each segment. The study comprised of four focus groups, conducted in December 2017, and 664 telephone interviews conducted between January and March 2018. Three segments were targeted in both the focus groups and telephone interviews: riders, those who had ridden SamTrans within the last six months; former riders, those who had ridden SamTrans, but not within the last six months; and non-riders, those who had never ridden SamTrans.

The focus groups provided qualitative survey data on a variety of topics relating to SamTrans and to public transit in general. Following on from the focus groups, the list of topics to be surveyed in the telephone interviews was narrowed, and a questionnaire was developed to capture the most pressing internal data needs.

The topics addressed in the telephone interviews were related to the respondent's trip from their home to their typical weekday destination, attitudes toward SamTrans and awareness of the service, barriers to riding SamTrans, interest in potential services and demographic questions. In addition, screening questions were used to determine not only whether respondents qualified to participate in the survey, but also the segment in which they belong.

Key survey results will be provided during the Board meeting presentation.

**BUDGET IMPACT**

There is no impact on the budget.

## **BACKGROUND**

The survey was conducted through the use of an on-call service contract with Corey, Canapary & Galanis (CC&G). CC&G conducted four focus groups in December 2017, and 664 telephone interviews, between January and March 2018. Respondents were able to take the telephone interview in English, Spanish, Mandarin, Cantonese and Tagalog. 625 surveys were conducted in English and 39 in Spanish. A random sample was selected from across San Mateo County.

The telephone survey has a system-wide margin of error of +/- 3.74 percent at the 95 percent confidence level.

The Survey findings were presented to the Citizens Advisory Committee on July 25, and the full report is available online at [www.samtrans.com/surveys](http://www.samtrans.com/surveys)

The information will be used to inform the SamTrans US-101 Express Bus Feasibility Study, the development of the SamTrans mobile app, and confirms customer interest in Wi-Fi onboard buses.

## **STRATEGIC INITIATIVE**

- Priority 1: Expand Mobility Options  
Goal 1: Increase Weekday Fixed-route Ridership by 15 percent
- Priority 2: Strengthen Fiscal Health  
Goal 1: Increase fixed-route farebox revenue by 20 percent

Prepared By:            Julian Jest, Market Research & Development            650-508-6245  
                                 Analyst



# Market Segmentation Study

Community Relations Committee  
August 1, 2018



- **Understand attitudes, behaviors and barriers to riding SamTrans**
  - Riders (ridden SamTrans within last 6 months)
  - Former riders (ridden but not within last 6 months)
  - Non-riders (never ridden SamTrans)
- **Increase ridership**
- **Improve customer experience**

- **Focus groups and telephone surveys**
  - Four focus groups (3 English, 1 Spanish)
  - 664 completed surveys (625 English, 39 Spanish)
- **San Mateo County residents**
- **Conducted by Corey, Canapary and Galanis**





- **Topics:**
  - **Amenities**
  - **Communications**
  - **Service**
  - **Fare Payment**



# Telephone Interview Results



# Demographics

	4+ years living in San Mateo County	Gender (Male)	Household Income	Ethnicity	Average age
Riders	92%	54%	\$96,192	White (44%) Hispanic (23%) Asian (17%)	46
Former Riders	96%	49%	\$112,428	White (58%) Hispanic (23%) Asian (12%)	48
Non-Riders	81%	46%	\$143,525	White (59%) Hispanic (13%) Asian (12%)	50

# Primary Trip

	Primary Destination (Work)	Travel time less than 30 minutes	Primary mode of transit (Car)	Access to a car
Riders	64%	56%	48%	86%
Former Riders	70%	66%	80%	99%
Non-Riders	67%	64%	71%	98%

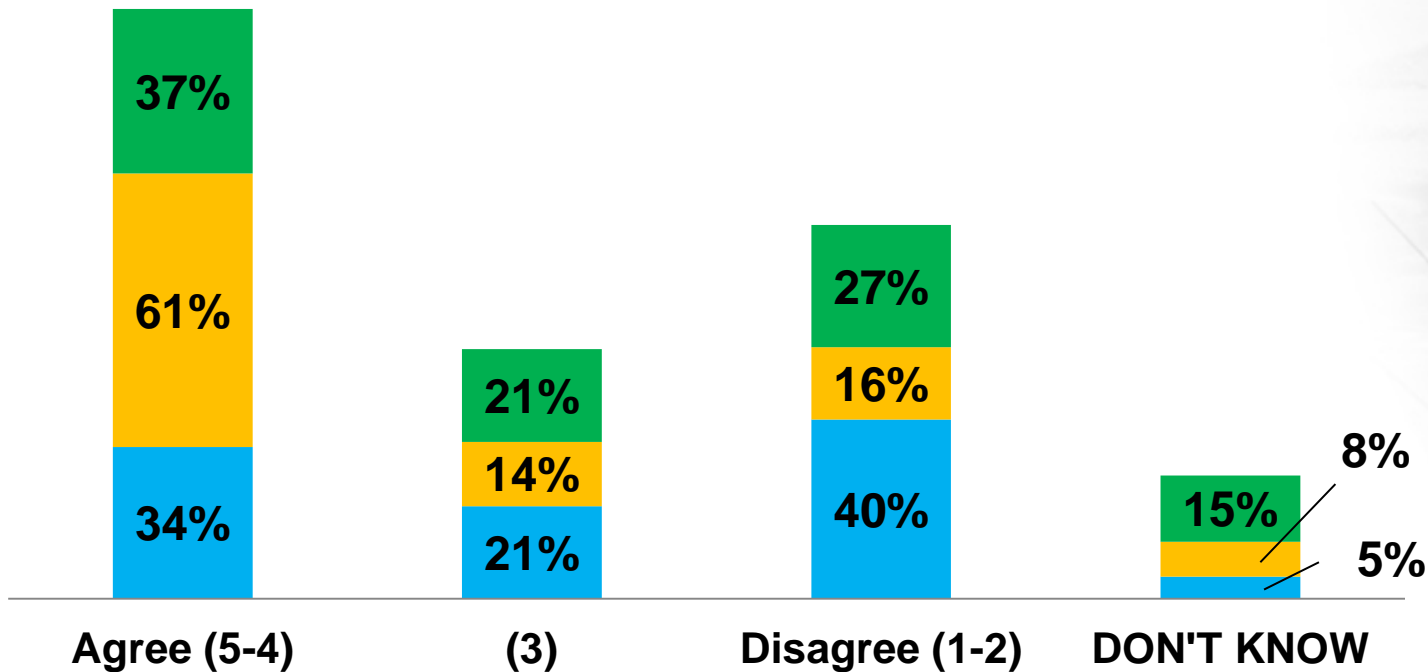
# Attitudes Towards SamTrans



- All Segments

Rate the following statements

■ Trip planning is confusing ■ Takes too long ■ Less expensive

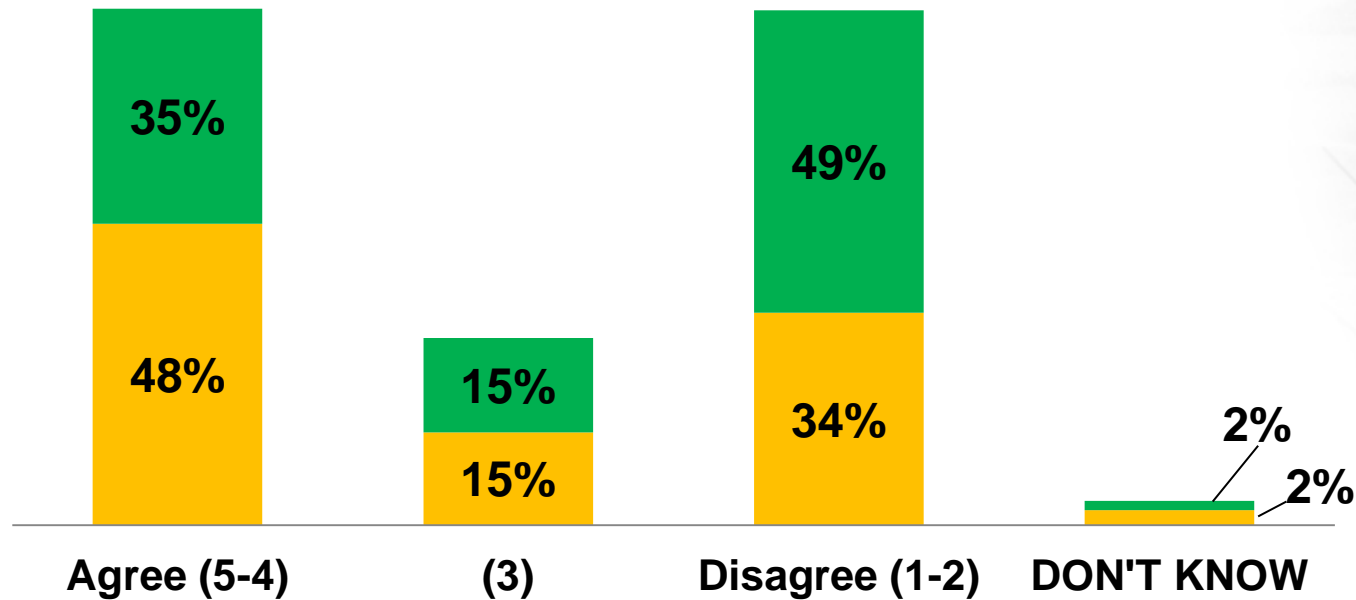


N=664

- All Segments

Would ride more if SamTrans added...

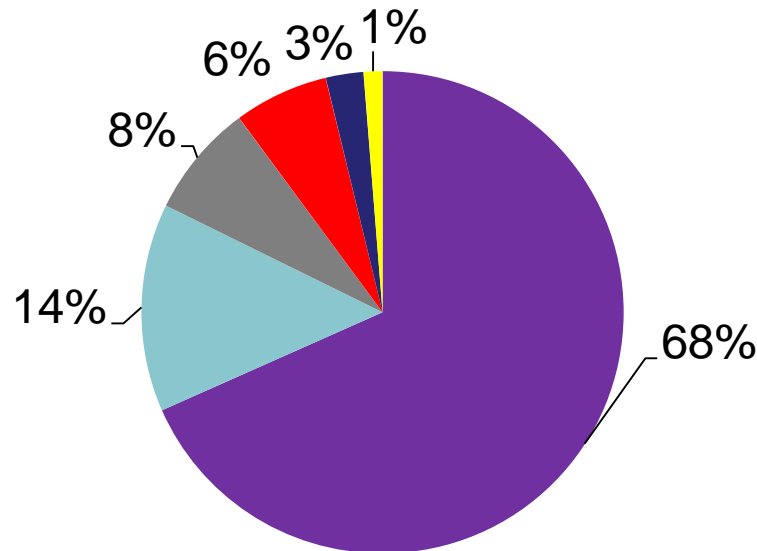
Express routes Free Wi-Fi



- Rider Segment**

## Preference for accessing real-time SamTrans bus information

- Mobile App
- Calling a Phone Number
- Text Message Sent to You
- Website
- Email Sent to You
- Don't Know



N=79



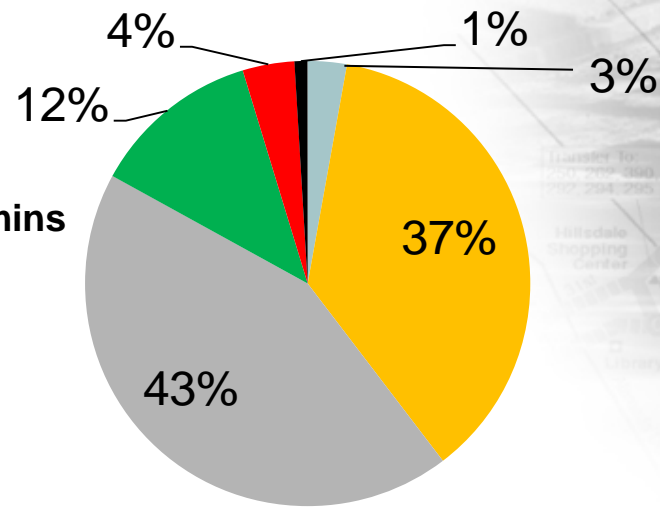
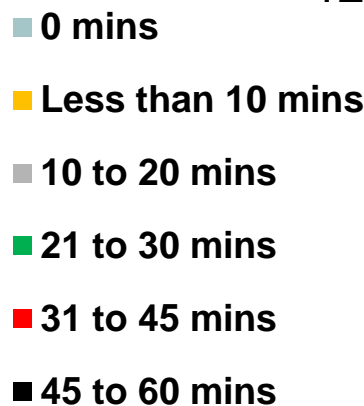
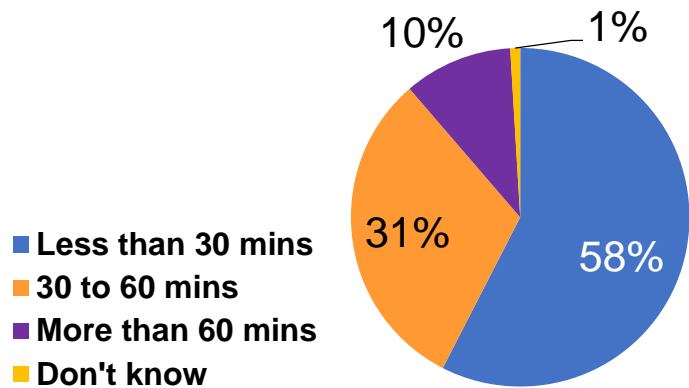
# Willingness to Ride SamTrans



- Former and non-rider segments
  - 28% would consider riding SamTrans
  - 70% of the above would ride even if trip duration increased

Willing to ride SamTrans if trip duration increased by...

Current trip duration



N=106



- Report available:  
[www.samtrans.com/surveys](http://www.samtrans.com/surveys)
- US-101 Express Bus Feasibility Study
- Mobile app
- Wi-Fi on buses



# Questions?

**samTrans**

**Thank you!**

**Julian Jest**

**Market Research Analyst**

**[jestj@samtrans.com](mailto:jestj@samtrans.com)**



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Community Relations Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: David Olmeda  
Chief Operating Officer, Bus

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

**ACTION**

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

**SIGNIFICANCE**

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

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

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

This month's presentation will be presented via PowerPoint.

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



# Mobility Management: Paratransit Service

Community Relations Committee  
August 1, 2018

San Mateo



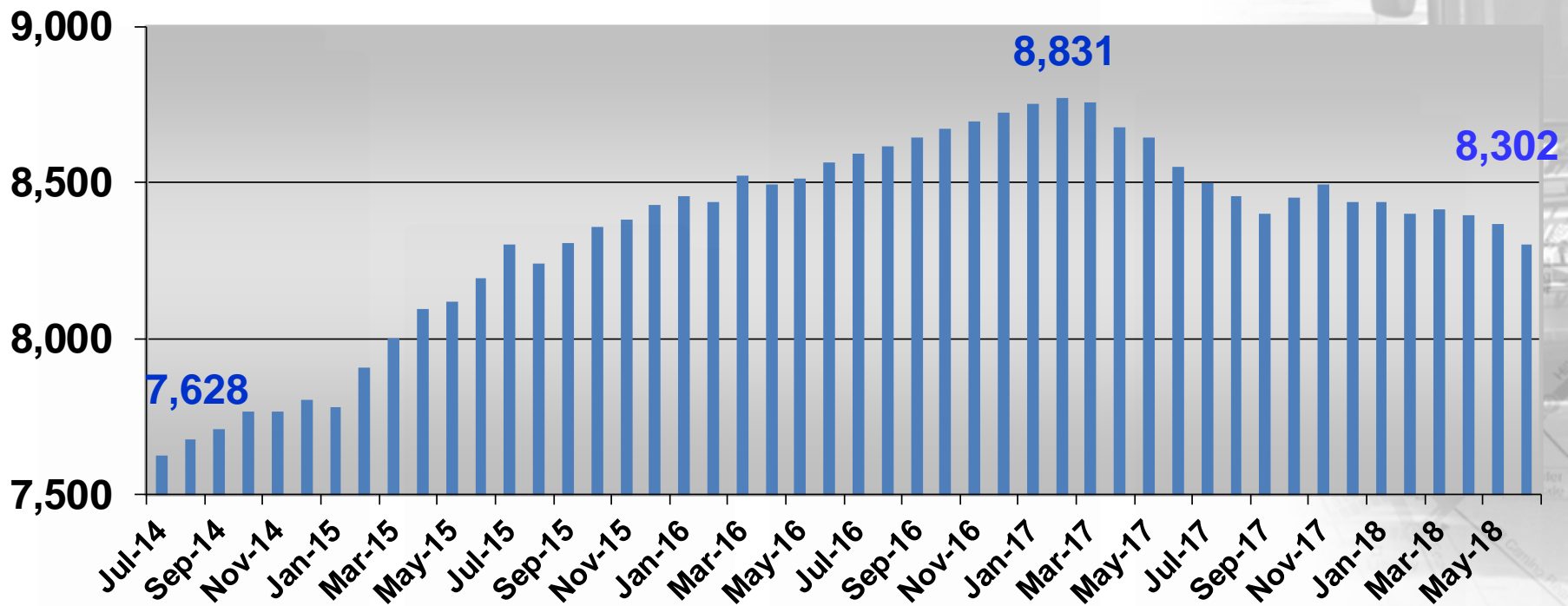
- ADA Act and SamTrans Paratransit
- Registrants
- Paratransit Customers
- Operating Performance Indicators and Service Statistics
- Added Capacity with New Cutaways
- Summary



## Americans with Disabilities Act is a Federal mandate, 1990

- SamTrans provided paratransit services in 1976 well before the ADA Act (1990)
- Comparable paratransit service for those unable to ride fixed-route transit
- Full accessibility on all fixed-route buses (lifts/ramps)
- ADA Paratransit characteristics/requirements:
  - Service must be provided at least 3/4 mile of fixed-route service
  - Service day/time must parallel fixed-route service
  - Shared ride
  - Advance reservation
  - Zero denial for service

# Registrants



# Paratransit Customers

samTrans

**60% are 70 years or older**  
**20% are non-ambulatory**  
**26% have cognitive disabilities**  
**14% have visual disabilities**  
**27% receive fare assistance**

**51% of paratransit customers use the service at least once a week**





# Purpose of Trips

The logo for samTrans, featuring the text "samTrans" in a sans-serif font. The "a" and "m" are lowercase, while "s", "T", and "r" are uppercase. Below the text is a horizontal bar divided into three segments: a red segment on the left, a white segment in the middle, and a blue segment on the right.

	<u>2015*</u>	<u>2017*</u>	<u>Trips 2017</u>
<b>Medical related</b>	<b>64%</b>	<b>58%</b>	<b>209,940</b>
<b>Errands (including drug store)</b>	<b>12%</b>	<b>17%</b>	<b>61,530</b>
<b>Recreational &amp; worship</b>	<b>11%</b>	<b>14%</b>	<b>50,670</b>
<b>Work &amp; School</b>	<b>4%</b>	<b>3%</b>	<b>10,860</b>
<b>Other</b>	<b>9%</b>	<b>8%</b>	<b><u>28,960</u></b>
<b>Total Trips</b>			<b><u>361,960</u></b>

\* Percentages based on SamTrans Paratransit Customer Surveys

# Monthly Ridership



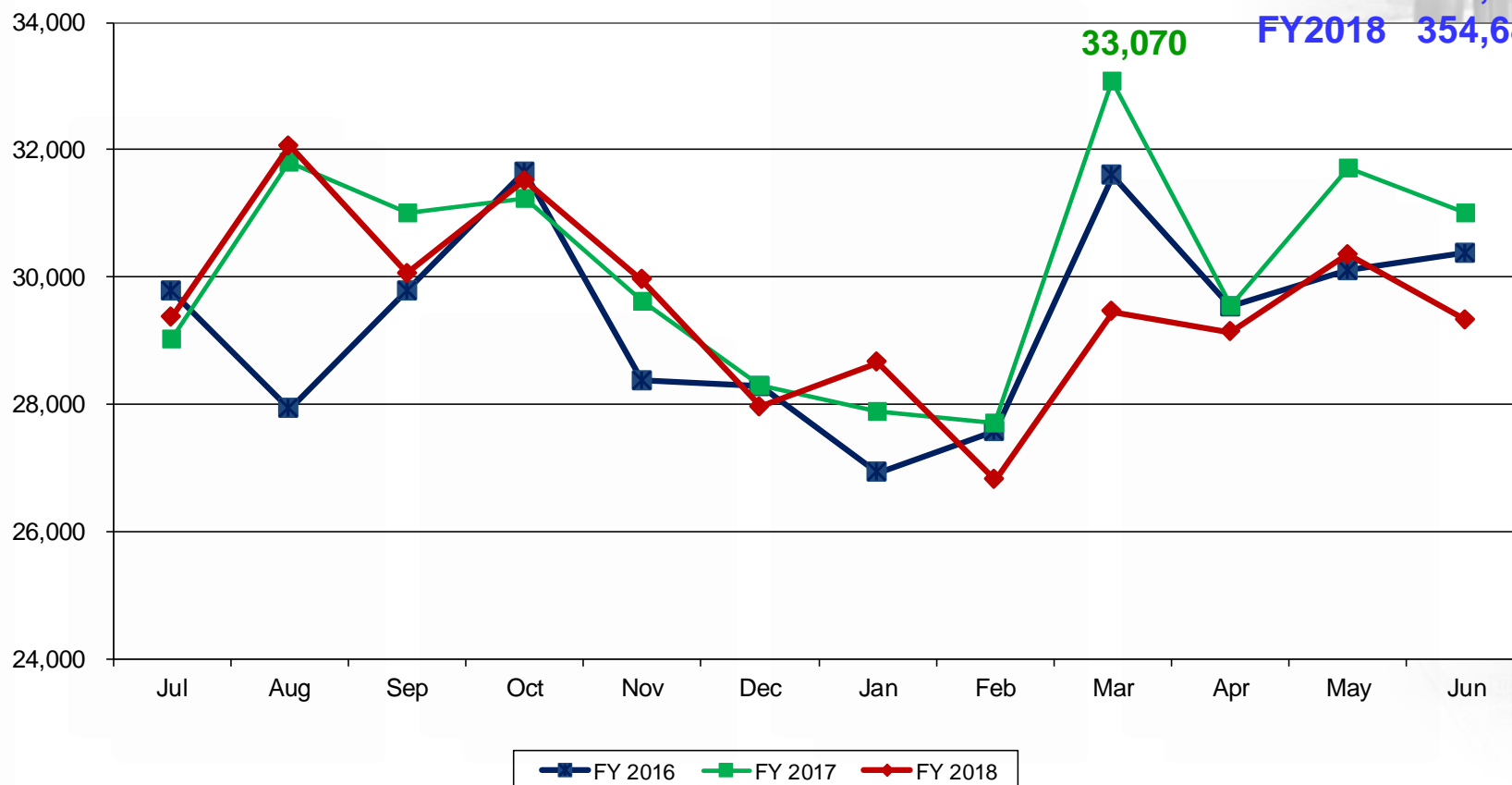
## Total Trips per Year

FY2015 329,040

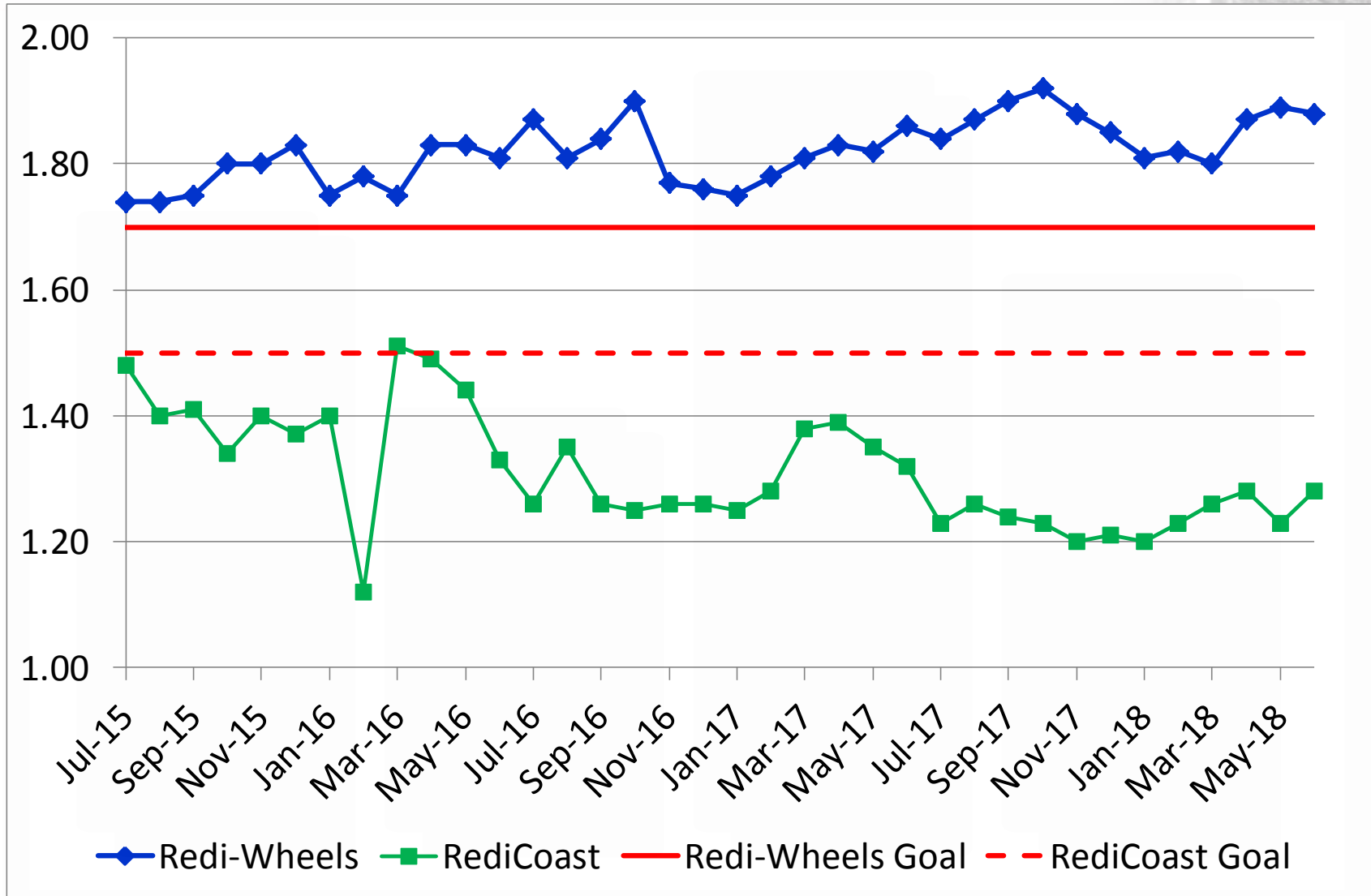
FY2016 351,910

FY2017 361,960

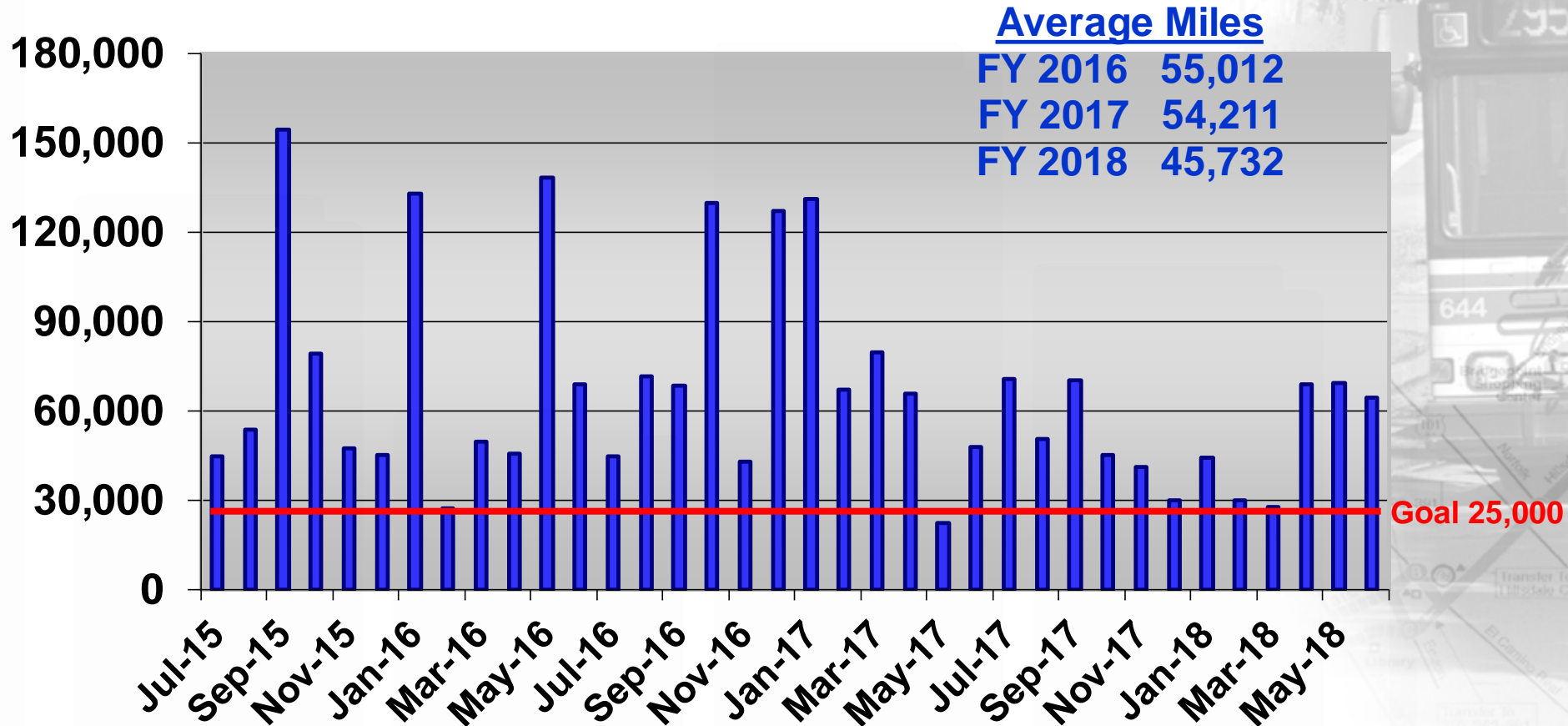
FY2018 354,680



# Passengers Per Hour

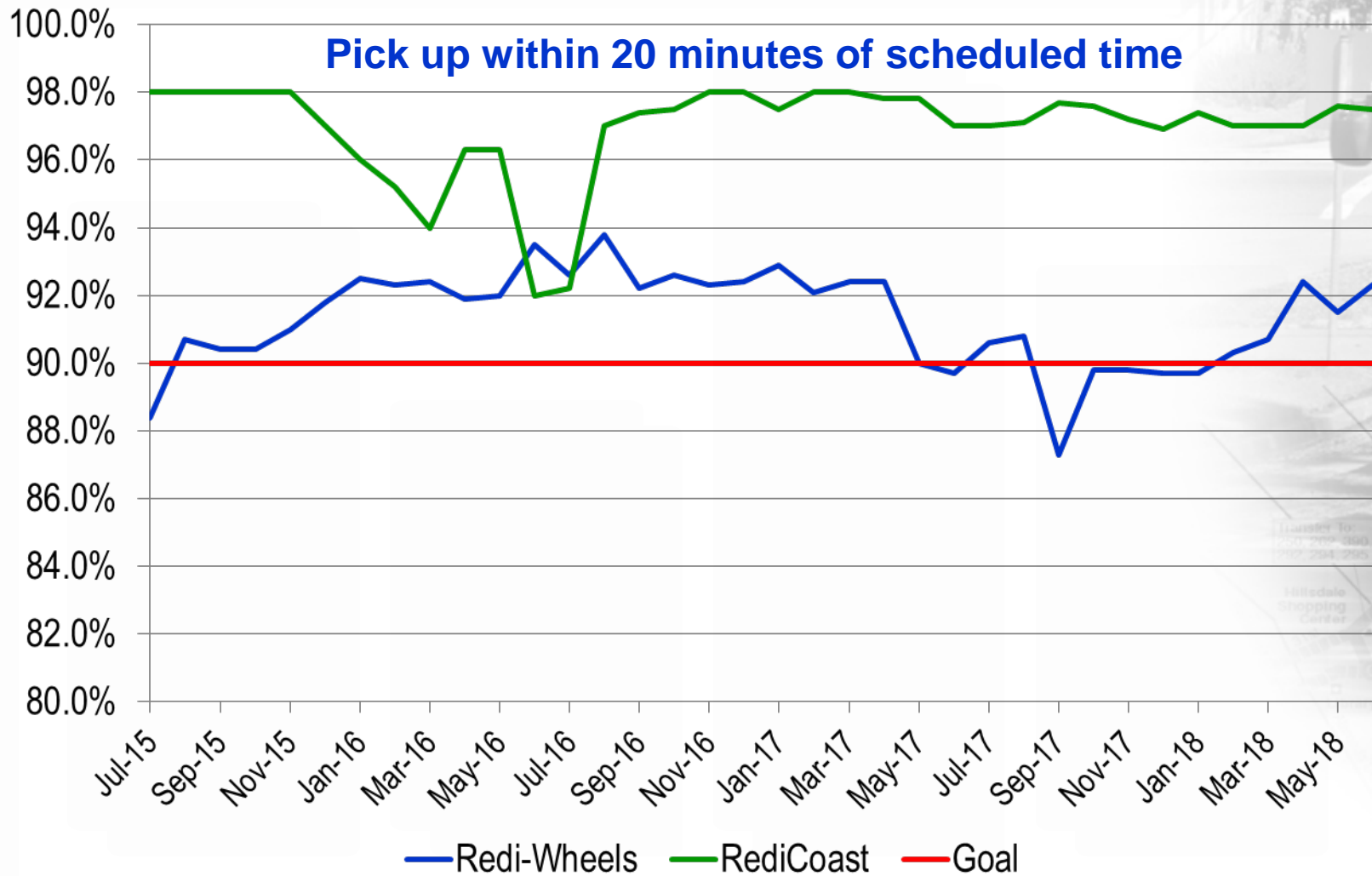


# Fleet Reliability



■ Average Miles Between Service Calls

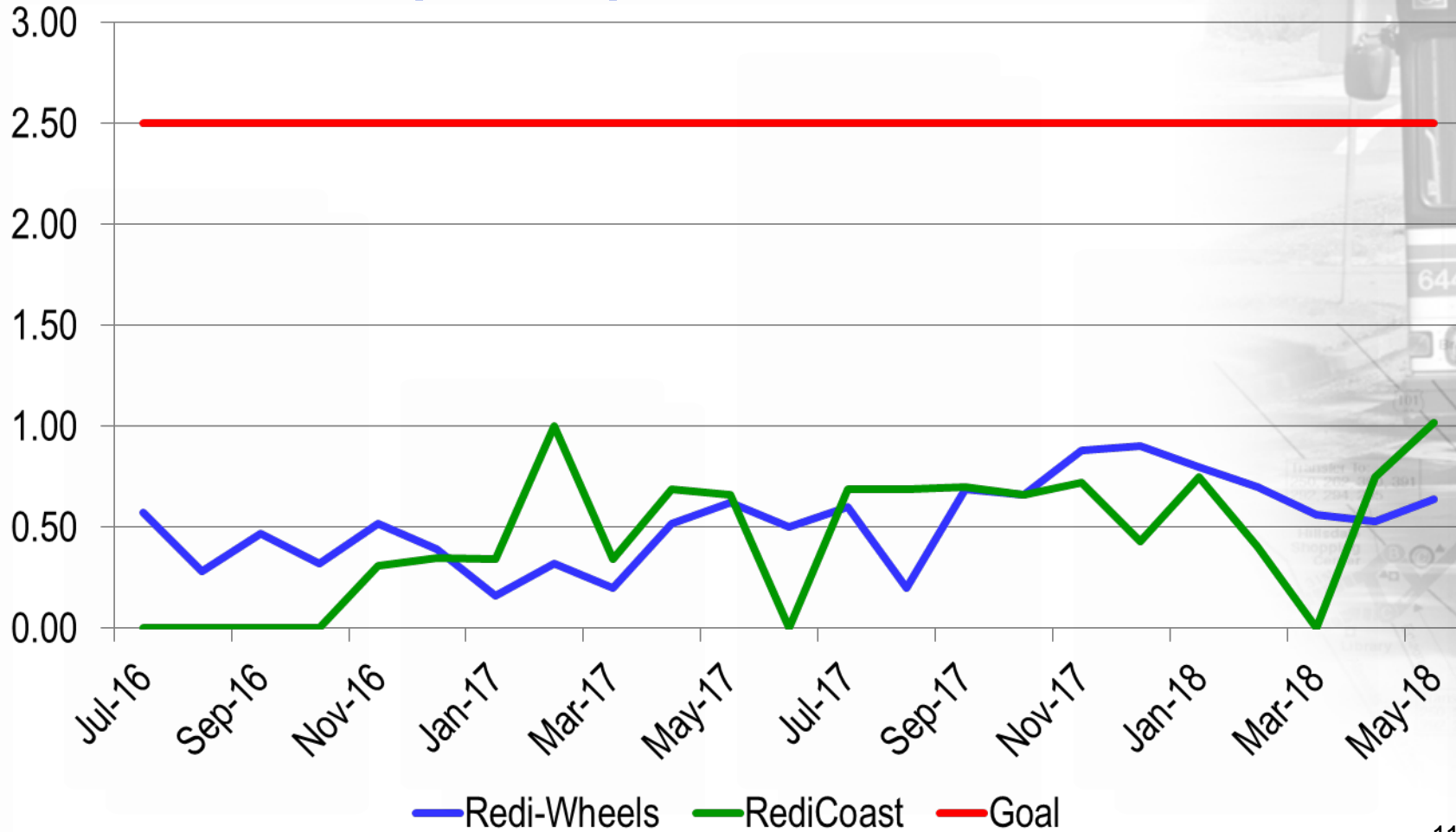
# On-time Performance (OTP)



# Service Complaints



## Complaints per thousand rides



## Three expansion Cutaway vehicles

- Delivered May 3, 2018
- In service mid-June
- Seat capacity 9 passengers
- Wheelchair capacity 3 passengers



- Paratransit service is vital to the community
- Number of registrants has leveled off and ridership is stable
- Service quality is excellent
  - OTP exceeds 90%
  - Vehicle reliability remains high
  - Zero denials
- Customer satisfaction is very high, complaints are low
- Capacity has been slightly increased





**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 – JUNE 2018**

**ACTION**

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

**SIGNIFICANCE**

Average weekday ridership across all modes experienced a small increase of 0.5 percent. Average weekday ridership for Bus (-4.1%), Paratransit (-3.2%), and BART (-2.4%) experienced ridership losses; however, Shuttles (+1.9%) and Caltrain (+5.3%) grew their average weekday ridership. Overall, the system monthly ridership decreased by -1.4 percent in June 2018 compared to June 2017. Service changes occurred in June 2018 with the introduction of the Route ECR-Rapid and Route SFO. Further service adjustments will occur in August 2018 with service improvements to schools and other scheduling enhancements.

Table "A" summarizes the average weekday ridership (AWR) statistics for all modes of transportation for which SamTrans is responsible. Chart "A" features year-to-date comparisons of AWR for Fiscal Year (FY) 2016, FY2017, and FY2018.

Table "B" summarizes the total monthly ridership figures for all SamTrans transportation modes. Chart "B" features 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 (BART) 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 – JUNE 2018 COMPARED TO JUNE 2017**

**Grand Total** – 160,070, an increase of 0.5 percent

**Bus** – 33,320, a decrease of 4.1 percent

**Paratransit** – 1,200, a decrease of 3.2 percent

**Shuttles** – 12,120, an increase of 1.9 percent

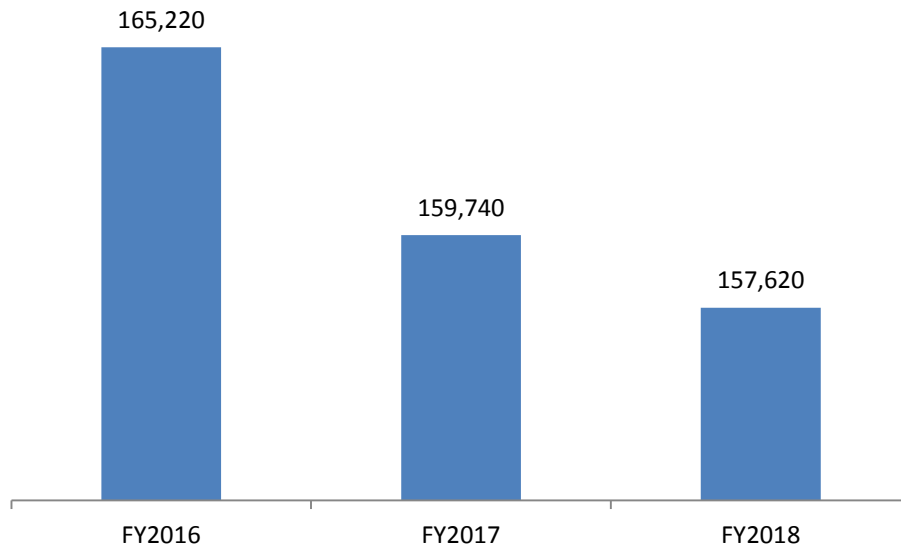
**Caltrain** – 65,320, an increase of 5.3 percent

**Table A  
Average Weekday Ridership**

June 2018 Average Weekday Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	36,550	34,760	33,320	-4.1%
Paratransit	1,230	1,240	1,200	-3.2%
Shuttles	12,460	11,890	12,120	1.9%
Caltrain	62,750	62,060	65,320	5.3%
<b>Total</b>	112,980	109,940	111,960	1.8%
BART Extension (No Daly City)	52,440	49,300	48,100	-2.4%
<b>Grand Total</b>	165,430	159,240	160,070	0.5%
<b>Weekdays</b>	22	22	21	

June 2018 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	41,690	38,720	36,470	-5.8%
Paratransit	1,200	1,230	1,200	-2.4%
Shuttles	11,860	12,200	11,800	-3.3%
Caltrain	59,580	58,970	60,990	3.4%
<b>Total</b>	114,330	111,120	110,460	-0.6%
BART Extension (No Daly City)	50,900	48,620	47,150	-3.0%
<b>Grand Total</b>	165,220	159,740	157,620	-1.3%

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



**MONTHLY TOTAL RIDERSHIP – JUNE 2018 COMPARED TO JUNE 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 June for the past three fiscal years.

**Grand Total** – 4,058,190 a decrease of 1.4 percent

**Bus** – 847,890, a decrease of 6.5 percent

**Paratransit** – 29,330, a decrease of 5.4 percent

**Shuttles** – 254,590, a decrease of 2.3 percent

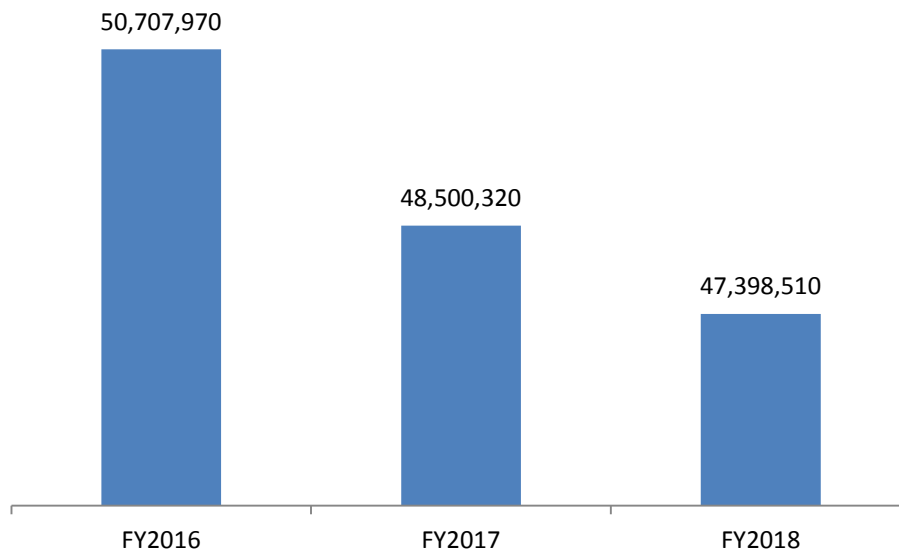
**Caltrain** – 1,669,900, an increase of 1.4 percent

**Table B  
Total Monthly Ridership**

June 2018 Total Monthly Ridership				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	958,730	906,430	847,890	-6.5%
Paratransit	30,380	31,010	29,330	-5.4%
Shuttles	276,920	260,610	254,590	-2.3%
Caltrain	1,665,480	1,646,350	1,669,900	1.4%
<b>Total</b>	<b>2,931,510</b>	<b>2,844,400</b>	<b>2,801,710</b>	<b>-1.5%</b>
BART Extension (No Daly City)	1,355,430	1,269,360	1,256,470	-1.0%
<b>Grand Total</b>	<b>4,286,940</b>	<b>4,113,760</b>	<b>4,058,190</b>	<b>-1.4%</b>
<b>Weekdays</b>	<b>22</b>	<b>22</b>	<b>21</b>	

June 2018 Year-to-date				Percent Change FY2016/2017
Mode	FY2016	FY2017	FY2018	
Bus	12,802,550	11,825,380	11,133,440	-5.9%
Paratransit	351,200	361,380	354,680	-1.9%
Shuttles	3,075,270	3,116,560	3,014,900	-3.3%
Caltrain	19,002,970	18,683,610	18,943,820	1.4%
<b>Total</b>	<b>35,231,990</b>	<b>33,986,920</b>	<b>33,446,840</b>	<b>-1.6%</b>
BART Extension (No Daly City)	15,475,990	14,513,390	13,951,670	-3.9%
<b>Grand Total</b>	<b>50,707,970</b>	<b>48,500,320</b>	<b>47,398,510</b>	<b>-2.3%</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 June 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	109,400	18,007	12,110	-	139,517
Adult Pass	350,300	48,210	31,027	-	429,537
Youth Cash	86,381	7,632	4,875	-	98,888
Youth Pass	27,693	2,126	1,257	-	31,077
Eligible Discount	113,933	18,695	12,438	-	145,066
<b>Total</b>	<b>687,707</b>	<b>94,671</b>	<b>61,706</b>	<b>-</b>	<b>844,084</b>

	June 2016	June 2017	June 2018	2018 Calendar Year-to-Date
Adult Cash	193,323	162,206	139,517	836,135
Adult Pass	469,825	441,577	429,537	2,756,407
Youth Cash	112,087	113,433	98,888	719,257
Youth Pass	37,130	36,129	31,077	242,748
Eligible Discount	142,852	149,330	145,066	837,933
<b>Total</b>	<b>955,217</b>	<b>902,676</b>	<b>844,084</b>	<b>5,392,477</b>

**Table D  
SamTrans Bus Ridership Summary**

June 2018 SamTrans Ridership Summary		
By day type:	Total Riders	Average Daily Riders
Weekdays	687,707	33,156
Saturdays	94,671	18,934
Sundays	61,706	15,426
Holiday(s)	-	-
<b>Total</b>	<b>844,084</b>	<b>28,136</b>

**Table E  
Bus Performance Standards\***

		AWR	OTP	Tokens	
				Adult	Youth
June	2017	34,596	81.07%	24,090	15,361
July	2017	32,293	82.20%	25,159	4,828
August	2017	36,201	79.33%	26,583	18,075
September	2017	44,590	78.38%	27,967	34,211
October	2017	40,861	80.14%	28,492	27,678
November	2017	37,807	79.72%	25,213	23,789
December	2017	35,258	78.90%	22,431	21,234
January	2018	34,180	81.47%	22,164	20,410
February	2018	36,263	78.69%	24,017	21,234
March	2018	35,985	79.55%	26,025	25,612
April	2018	35,513	80.57%	27,234	20,230
May	2018	37,829	78.47%	23,583	34,316
June	2018	33,156	78.58%	15,537	14,986

\*Does not include Dumbarton service

**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 late, early, and on-time arrival and departure

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

## **SAMTRANS PROMOTIONS – JUNE 2018**

**ECR Rapid Launch** – On June 24, SamTrans launched Route ECR Rapid. The route provides a great option for customers that travel along the El Camino corridor for farther distances. Making only 12 stops from Daly City BART and Redwood City Transit Center, ECR Rapid is faster at a great value. As part of the new route, special bus stop signs were installed at all Rapid stops and temp signs at all ECR stops to inform customers of the ECR Rapid. Communications to promote the route includes paid SEM campaign for minimum of 3 months, Gmail ads, display digital ads across all platforms, two e-mail blasts and sponsored social media. A printed direct mail postcard was also mailed out a week leading up to the launch to 79,000 residents that live within a ¼-mile radius of El Camino Real. Internal communications includes news release/Peninsula Moves blog and organic social media. Staff was also dispatched to all stops the first week to intercept customers to educate and hand out route information.

**Route SFO** – Also on June 24, SamTrans launched new Route SFO. The route gives Caltrain customers coming from South Bay, SFO employees and North County residents a great direct connection to SFO. Route SFO has a designated fleet of buses that are wrapped with eye grabbing graphics and equipped with luggage racks for a better customer experience for travelers coming and going out of SFO. Directional signage was placed throughout the station concourse and platforms. Marketing staff is working closely with SFO Communications staff to improve internal way finding signage and at stop maps to help people navigate. A large comprehensive advertising campaign was executed the week leading up to the launch and will continue through September, which included multiple outdoor billboards along Highway 101 from Palo Alto to Millbrae. Internal digital displays located at baggage claim area and inside United Airlines Terminal 3 walkway. To enhance messaging, paid advertising also included e-mail blast targeting SFO travelers, residents and Caltrain riders living South of Millbrae, search campaign, Gmail ads, sponsored FB ads geo-targeting Santa Clara and San Mateo County with geo-fenced ads surrounding SFO targeting employees and travelers. Customer Service provided an agent to staff the Millbrae station information booth to help direct people to Route SFO for two weeks after launch.

**San Mateo County Fair** – As part of an ongoing sponsored in-kind partnership with the San Mateo County Fair, SamTrans hosted a booth to celebrate Kid's Day on June 12 and Senior's Day on June 13. At the booth, staff handed out SamTrans and Caltrain information, played games and gave out prizes for kids and adults to win. The SamTrans mini bus made another appearance and was on display for kids to take pictures with and post on social media. Also included as part of the partnership, the SamTrans logo appeared on the fair entrance gates, electronic billboard announcements and printed collateral material. Interior ad cards we placed on SamTrans buses to help spread the word. We also used boosted organic social media, web button on main page, print ads in the SF Examiner, large homepage web button, showcased on the *go.samtrans.com* page and news release/Peninsula Moves blog.

**Dump the Pump Event** – On Thursday, June 21, SamTrans participated in a Dump the Pump event at the Millbrae station in conjunction with the launch of the new SamTrans Route SFO. As part of the celebration, SamTrans staff and the public were invited to come out and support the effort to try transit. Entertainment included giveaways and raffle prizes and music provided by Wild 94.9 radio station. Radio personality Julian Lee from Wild 94.9 was on location to get the crowd pumped up about dumping the pump. The event was promoted heavily by boosted organic social media, radio spots on Wild 94.9, and new release/Peninsula Moves blog. Event was also promoted on partnering web and social platforms.

## **Youth Marketing Outreach Highlights – June 2018**

**6-06-18** Send out Youth Mobility Newsletter #3

**6-09-18** Facebook Festivals Bayou on the Bayfront - Caltrain and SamTrans have been invited to participate at Facebook Festivals Bayou on the Bayfront. This is the second of a total of five community festivals which will be hosted on the Facebook campus (parking lot) to showcase quality farmers, artisans, locally-sourced food & beverages, music, educational expos, family-friendly entertainment and much more. Each event will help fundraise & support a variety of nonprofits who service the neighborhoods surrounding Facebook Menlo Park campus. The target audience is families in East Palo Alto, Belle Haven, Redwood City and surrounding areas.

Resource Table - We provided a resource table and a rep from CSC, along with volunteers, were available to answer any service related questions. We provided both Caltrain and SamTrans route info, system maps and clipper take ones. **10,000 attendees, ~2,400 interactions**

Social Media Engagement - Checked in at event, posted photos, and handed out prizes to those following us on social media.

Express Bus Study Outreach – Planning was onsite to conduct outreach and ask for feedback; they received over **1,000 responses** from the community.

**6-12-18** San Mateo County Fair Kids Day

**6-12-18** San Mateo County Fair Senior Day

**6-21-18** Dump the Pump Event **164 interactions** – promoted Dump the Pump as well as Route SFO. Hosted a resource table, gave out prizes to those attending the event and worked with social media team on FB, Twitter and Instagram. We also hired Wild 94.9, who provided on air host, Julian Lee to attend the event and interact with the crowd.

**6-27-18** Meeting with YMCA East Palo Alto to discuss trip planning work shop for 25 teens 13-17 years old in July. Teens will participate in our trip planning workshop in exchange for Summer youth Passes, which will be used for upcoming field trips.



# SamTrans Digital Metrics - JUNE 2018



## New Followers

**+304**

June 18 - 9190

May 18 - 8886

## Top Tagged Issues

- 1. Dumbarton**
- 2. Agency Compliment**
- 3. Delay/Colma Parking**

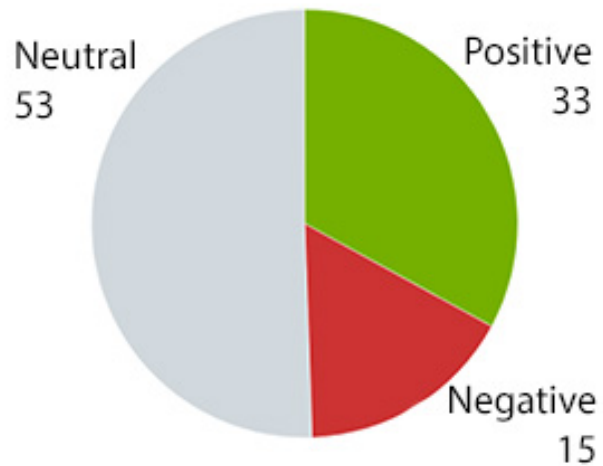
## SamTrans.com Pageviews

**June 18 - 163,919**

May 18 - 146,572

June 17 - 157,508

## Social Sentiment



## June Yelp & FB Rating



(3 June reviews)

Prepared by: Alex Lam, Senior Planner  
Jeremy Lipps, Social Media Officer  
James Namba, Marketing Specialist  
Christina Contreras, Marketing Outreach Coordinator

650-508-6227  
650-508-7845  
650-508-7924  
650-508-7763



**AGENDA**

**FINANCE COMMITTEE  
COMMITTEE OF THE WHOLE**

**San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA**

**WEDNESDAY, AUGUST 1, 2018 – 2:45 pm**

or immediately following Community Relations Committee meeting

1. Call to Order

**ACTION**

2. Approval of Minutes of Finance Committee Meeting of July 11, 2018

**MOTIONS**

3. Awarding a Contract for Linda Mar Park-n-Ride Repaving Project and Amendment to Fiscal Year 2019 Capital Budget
4. Awarding Contracts for On-call Temporary Staffing Services
5. Authorizing the Filing of Claims and Receipt of Funds for Lifeline Transportation Program Projects, the Entry into Agreements with Project Sponsors, and an Amendment to Increase the Fiscal Year 2019 Operating Budget by \$316,000
6. Authorizing the Filing of Annual Claim with Metropolitan Transportation Commission for Transportation Development Act, State Transit Assistance, and Regional Measure 2 Funds
7. Adopting an Ordinance Authorizing Reclassifications, Title Changes, Modification and Addition of Positions, and Effecting an Increase in the Table of Position Classifications for Administrative (Non-represented) Employees
8. Authorizing Amendment of the Existing Contract with MV Transportation
9. Adjourn

Committee Members: Karyl Matsumoto (Chair), 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.

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

MINUTES OF FINANCE COMMITTEE MEETING /  
COMMITTEE OF THE WHOLE  
JULY 11, 2018

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

Committee Members Absent: None

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

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, P. Skinner, M. Tolleson, J. Taylor, J. Barker, C. Kwok, M. Ross, D. Lieberman, T. Bartholomew, C. Cubba, J. Epstein, C. Wegener, D. Esse, Gumpal, J. Brook

## CALL TO ORDER

Committee Chair Matsumoto called the meeting to order at 3:25 pm.

## APPROVAL OF MINUTES OF COMMITTEE MEETING OF JUNE 6, 2018

Motion/Second: Stone/Guilbault

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

Absent: None

## Adoption of Revised District Procurement Policy and an Ordinance Setting Forth Informal Bidding Procedures for District Public Works Projects

Julie Taylor, Director of Contracts and Procurement, gave a presentation of the District's decision to opt in to the California Uniform Public Construction Cost Accounting Act (CUPCCAA) program, and summarized how CUPCCAA raises the bidding threshold limits for public works only. John Barker, Manager of Civil Rights Programs, summarized the simplification of the bidding process that the revisions would provide, and explained how the bidding process changes would also be reflected in proposed revisions to the District's Disadvantaged Business Enterprise Program.

Motion/Second: Stone/Groom

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

Absent: None

## Adoption of Revisions to Disadvantaged Business Enterprise Program

Motion/Second: Gee/Kersteen-Tucker

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

Absent: None

### **Adoption of Revised Advertising Policy**

Christiane Kwok, Manager, Market Research and Development, reviewed the existing policy and the proposed revisions.

Director Groom asked if not-for-profit advertising would be accepted under the revised policy. Joan Cassman, Legal Counsel, said the revised policy would clarify that additional advertising would be open to not-for-profits under the proposed policy revisions. Director Groom said that in the past, exterior advertisements for fundraisers for not-for-profit agencies were rejected. She requested assurance that the language make that intent more explicit and certain.

Motion/Second: Stone/Ratto

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

Noes: Groom

Absent: None

### **Authorization of Amendments to Contracts for Provision of On-Call Temporary Staffing Services**

Carter Mau, Deputy CEO and Chief Human Resources Officer, referred to his staff report, saying that the contracts were primarily for provision of financial and IT services.

Motion/Second: Kersteen-Tucker/Pine

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

Absent: None

### **ADJOURN**

The meeting adjourned at 3:48 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**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 LINDA MAR PARK-N-RIDE REPAVING PROJECT  
AND AMENDMENT TO FISCAL YEAR 2019 CAPITAL BUDGET**

**ACTION**

Staff proposes that the Committee recommend that the Board:

1. Award a contract to Interstate Grading and Paving, Inc. of South San Francisco, California, in the total amount of \$586,500 for the Linda Mar Park-n-Ride Repaving 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.
3. Amend the Fiscal Year (FY) 2019 Capital Budget by \$200,000 from \$7,475,385 to \$7,675,385 to include additional revenue and expenses for the Project.

**SIGNIFICANCE**

Award of this contract will provide the San Mateo County Transit District (District) with a qualified and experienced contractor to repave the Linda Mar Park-n-Ride lot in Pacifica.

**BUDGET IMPACT**

On June 7, 2017 the District's Board of Directors (Board) approved Resolution 2017-35 to adopt the Fiscal Year 2018 Capital Budget, which included \$700,000 for the Linda Mar Park-n-Ride Project, funded 100 percent by revenue from District Sales Tax. The total Project cost has increased by \$200,000 to \$900,000 due to higher than anticipated expenses. Additional funding is available from Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) funds in the amount of \$282,615. This will decrease the use of District Sales Tax funds for the FY19 Budget by \$82,615. Attachment A reflects the revised FY19 Capital Budget, increased by \$200,000 to \$7,675,385.

**BACKGROUND**

The District is obligated to maintain the Linda Mar Park-n-Ride parking lot in good condition, in compliance with its 1994 lease agreement with Caltrans. Deterioration of

the pavement is causing damage to District buses, which use the site as a layover location and transit hub. This Project is needed to return the parking lot to a state of good repair.

An Invitation for Bids (IFB) was distributed throughout the construction sector, advertised in a newspaper of general circulation and posted on the District’s procurement website, which includes 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 35 percent SBE goal to this Project. Additionally, extensive outreach for SBEs was conducted using various resources, including the State of California’s database.

Two bids were received as listed below:

Company Name	Total Bid Amount
<i>Engineer’s Estimate</i>	\$440,000
Interstate Grading & Paving, Inc., South San Francisco, CA	\$586,500
Silicon Valley Paving, Inc., San Jose, CA	\$665,511

Interstate Grading & Paving, Inc., (Interstate), submitted all required bid documentation. Staff has determined, and legal counsel concurred, that the bid submitted by Interstate is responsive. The bid from Interstate is approximately 33 percent higher than the engineer’s estimate. Current market conditions in the construction sector and higher material costs are the probable cause for this higher-than-estimated price. Staff reviewed the bid and has determined that Interstate’s bid is fair and reasonable. Neither bidder applied for the SBE preference; therefore, none was applied.

Interstate is an established contractor. Company reference checks confirmed its experience and competency. In November 2015, Interstate was awarded a contract for the relocation and construction of the parking lot for the San Carlos Transit Center project. This work will successfully conclude in 2018. Additionally, Interstate has completed or is currently engaged in projects for other local agencies. Based upon these findings, staff concludes that Interstate 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

## San Mateo County Transit District Fiscal Year 2019 Capital Budget - Amendment # 2

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2019 Budget Request	Funding			
					Federal	State	Other	District Sales Tax
<b>i. REVENUE VEHICLE SUPPORT</b>								
1.1 Major Bus Components FY19 Capital Budget	Purchase of new parts, rebuilt parts and major bus components not accounted for in operating budget	\$ 6,014,636	\$ 4,841,436	\$ 1,173,200		\$ 1,173,200		
1.2 MB-2000 Bus Simulator System	Purchase of an up-to-date Bus Simulator to replace current model which can no longer be upgraded.	\$ 816,272	\$ 506,272	\$ 310,000				\$ 310,000
1.3 ADA Self Evaluation Plan for SamTrans and Caltrain	ADA requires public agencies to have a self-evaluation plan. Project will pay consultant to develop self-evaluation plan and ADA transition plan.	\$ 200,000		\$ 200,000				\$ 200,000
1.4 FY19 Maintenance Support Equipment	Equipment used to support day-to-day shop activities.	\$ 94,185		\$ 94,185	\$ -	\$ -		\$ 94,185
<b>Subtotal</b>				<b>\$ 1,777,385</b>				
<b>ii. NON-REVENUE VEHICLE SUPPORT</b>								
2.1 Purchase 4 Non-Rev Srv Support Vehicles	Procurement of Non-Revenue Service Support Vehicles. The vehicles are to be used in place of personally owned vehicles (POV) to improve efficiency. They are designated for use by various departments.	\$ 118,000		\$ 118,000				\$ 118,000
<b>Subtotal</b>				<b>\$ 118,000</b>				
<b>iii INFORMATION TECHNOLOGY</b>								
3.1 Tech Refresh Project	Technology refreshment with periodic replacement of District system's servers and storage, copiers/printers, network equipment to avoid obsolescence of existing technology	\$ 4,803,476	\$ 2,303,476	\$ 2,500,000	\$ -	\$ -		\$ 2,500,000

## San Mateo County Transit District Fiscal Year 2019 Capital Budget - Amendment # 2

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2019 Budget Request	Funding			
					Federal	State	Other	District Sales Tax
3.2 Upgrade current District Website	Procurement of a Content Management System, Dedicated Server, Technical Support, User Testing & research and support for staff migration. The current websites are 10 years old and pose many limitations. This project serves all three agencies	\$ 600,000	\$ -	\$ 600,000	\$ -	\$ -		\$ 600,000
<b>Subtotal</b>				<b>\$ 3,100,000</b>				
<b>iv. PLANNING / DEVELOPMENT</b>								
4.1 Capital Program and Project Development	Activities include but not limited to: capital budget and programming process, grant development, and development of capital program management systems	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -		\$ 250,000
4.2 Capital Program Management	Capitalized funds for programs and project controls support, including monitoring project performance and delivery	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -		\$ 250,000
4.3 US-101 Mobility Action Plan	Plan for strategies to increase person throughput and reduce travel by single-occupancy vehicles (SOVs) in the US-101 corridor between San Francisco, San Mateo, and Santa Clara counties.	\$ 250,000	\$ -	\$ 250,000	\$ -		\$ 200,000	\$ 50,000
<b>Subtotal</b>				<b>\$ 750,000</b>				
<b>v. FACILITIES / CONSTRUCTION</b>								
5.1 Facilities Smaller Projects	Projects to maintain continuity of services and sustainability of a pleasant work environment, inclusive of routine maintenance or replacement.	\$ 1,113,530	\$ 543,530	\$ 570,000	\$ -	\$ -		\$ 570,000
5.2 Facilities Engineering Smaller Projects	Maintain a state of good repair for District properties and common repairs and replacement through the facilities.	\$ 530,000	\$ -	\$ 530,000	\$ -	\$ -		\$ 530,000



## San Mateo County Transit District Fiscal Year 2019 Capital Budget - Amendment # 2

PROJECT TITLE	PROJECT DESCRIPTION	Current Total Estimated Project Cost	Previously Budgeted	FY2019 Budget Request	Funding			
					Federal	State	Other	District Sales Tax
5.3 Central Office Sanitary Sewer Pumps Replacement	Replacement of 2 original sewer pumps (1979) located at the basement of the Central Office.	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -		\$ 350,000
5.4 Central Boiler Replacement	Current boiler, installed in 1993 has surpassed the 20 year expected lifespan. Replacement of current boiler will eliminate current signs of failures in the main flue.	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -		\$ 80,000
5.5 <u>Linda Mar Park-n-Ride Repaving</u>	<u>Linda Mar Park-n-Ride Lot Repaving - Presented in FY18 Capital Budget</u>	\$ 900,000	\$ 700,000	\$ 200,000			\$ 282,615	\$ (82,615)
<b>Subtotal</b>				<b>\$ 1,730,000</b>				
<b>vi. Other</b>								
6.1 Contingency	Unforeseen capital expenditures	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
<b>Subtotal</b>				<b>\$ 200,000</b>				
<b>GRAND TOTAL</b>		<b>\$ 16,570,099</b>	<b>\$ 8,894,714</b>	<b>\$ 7,675,385</b>	<b>\$ -</b>	<b>\$ 1,173,200</b>	<b>\$ 482,615</b>	<b>\$ 6,019,570</b>

RESOLUTION NO. 2018 -

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

\* \* \*

**AWARDING A CONTRACT TO INTERSTATE GRADING & PAVING, INC. FOR THE  
LINDA MAR PARK-N-RIDE REPAVING PROJECT FOR A TOTAL AMOUNT OF \$586,500  
AND INCREASING THE FISCAL YEAR 2019 CAPITAL BUDGET  
BY \$200,000 FROM \$7,475,385 TO \$7,675,385.**

**WHEREAS**, the San Mateo County Transit District (District) issued an Invitation For Bids (IFB) for the Linda Mar Park-n-Ride Repaving Project (Project) to be performed at the Park-n-Ride lot located at Highway 1 and Linda Mar Blvd, in Pacifica; and

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

**WHEREAS**, staff and Legal Counsel have reviewed the bids and determined that Interstate Grading & Paving, Inc. of South San Francisco, California (Interstate) submitted the lowest, responsive and responsible bid; and

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

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors (Board) award a contract for \$586,500 to Interstate for the Project; and

**WHEREAS**, the contract cost is approximately \$200,000 higher than the budgeted amount; and

**WHEREAS**, additional funding is available from Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) funds in the amount of \$282,615; and

**WHEREAS**, staff recommends and the Committee concurs that the Board

amend the Fiscal Year (FY) 2019 Capital Budget to increase the Project budget by \$200,000 for a total FY2019 Capital Budget of \$7,675,385.

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

1) Awards a contract to Interstate Grading & Paving, Inc. for the Linda Mar Park-n-Ride Repaving Project for a total amount of \$586,500; and

2) Amends to increase the Fiscal Year 2019 Capital Budget by \$200,000 from \$7,475,385 to \$7,675,385 to include the additional revenue and expenses for the Project; 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 Interstate 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 1<sup>st</sup> day of August, 2018, by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:

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

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

Carter Mau  
Deputy General Manager/CEO

SUBJECT: **AWARD OF CONTRACTS FOR ON-CALL TEMPORARY STAFFING SERVICES**

**ACTION**

Staff proposes that the Committee recommend the Board:

1. Award contracts for on-call temporary staffing services for the aggregate not-to-exceed total amount of \$4,550,000 for a five-year term to:
  - 22<sup>nd</sup> Century Technologies, Inc., Somerset, New Jersey
  - Accounting Principals, Inc., San Francisco, California
  - AppleOne Employment Services, San Mateo, California
  - HR Management, Inc., Oakland, California
  - Josephine's Professional Staffing, Inc., San Jose, California
  - MGO Strategic Staffing, Sacramento, California
  - SearchPros Staffing, Citrus Heights, California
  - Silverlinc Inc., San Diego, California
  - Tellus Solutions, Inc., Santa Clara, California
  - West Valley Staffing Group, Sunnyvale, California
  - Wollborg-Michelson Personnel Services, Inc., San Francisco, California
2. Authorize the General Manager/CEO, or designee, to execute contracts with the above firms in a form reviewed and approved by legal counsel.

**SIGNIFICANCE**

Approval of the above actions will benefit the San Mateo County Transit District (District) by securing multiple, qualified firms to provide on-call temporary personnel to meet a variety of administrative, financial, information technology, and light industrial business needs on a timely basis across all business units. It also will address the District's needs for (1) a large number of temporary staffing firms to select from; (2) temporary staffing services that were not previously anticipated the last time these services were solicited; and (3) sufficient contract capacity to accommodate the projected level of temporary staffing support required.

## **BUDGET IMPACT**

Funds to support the provision of temporary staffing services are included in the adopted Fiscal Year 2019 Operating Budget and will be included in future operating budgets.

## **BACKGROUND**

The District has an on-going business need for qualified temporary staffing agencies to provide experienced, trained and competent temporary professional and administrative personnel. In addition to general temporary staffing support services, newly identified position descriptions have been developed by the Finance, Customer Service, and Information Technology departments to better serve their needs. The aggregate contract capacity for the five-year term was based on previous usage and anticipated future needs. The proposed contract capacity amount is less than the current contract amount because the Board of Directors of the Peninsula Corridor Joint Powers Board (JPB) will consider the award of its own contracts on August 2. Previously the District and the JPB had used the same pool of consultants, under a single set of contracts, to obtain on-call temporary staffing services.

A Request for Proposals was jointly issued with the JPB through advertisement in a newspaper of general circulation and notification via email from the agencies' procurement website. Solicitation notices also were sent to small business enterprises (SBEs) and disadvantaged business enterprises (DBEs) in the temporary staffing industry. Seventeen proposers submitted proposals. Staff reviewed the proposals and determined that six firms were eligible for the SBE preference.

An Evaluation Committee (Committee) composed of qualified staff from Human Resources, Bus Maintenance, and Finance reviewed and scored the proposals in accordance with the following weighted criteria:

- |  |             |
|--|-------------|
| • Approach to Scope of Services                                      | 0-20 Points |
| • Qualifications and Experience of Firm                              | 0-30 Points |
| • Qualifications and Experience of Management Team and Key Personnel | 0-30 Points |
| • Cost Proposal  | 0-20 Points |
| • Small Business Enterprise Preference                               | 0-05 Points |

After review, evaluation, and initial scoring of proposals, 11 firms were determined to be in the competitive range and were invited for interviews. A request for Best and Final Offers was issued before the Committee conducted a final evaluation and consensus ranking. The Committee determined that all 11 firms are qualified to be selected for contract award.

Negotiations were conducted successfully with these firms who possess the requisite depth of experience, have the required qualifications to successfully perform the scope of services, and are capable of providing the specified services at fair and reasonable prices. There is no guarantee of the amount of work that will be awarded to any of the selected firms.

Temporary staffing services are currently provided by SearchPros Staffing, AppleOne Employment Services, Wollborg/Michelson Personnel Services, Inc., Premier Staffing Sources, and IntelliBridge Partners under a five-year term that expired on May 31, 2018. The District also previously had a temporary staffing services on-call contract with Manpower, Inc., which is no longer in business. Due to a higher-than-expected need for temporary staff during the contract term, the contracts were amended by Board Resolution 2018-33 on July 11, 2018 to extend the term until September 30, 2018. The contract amendments also increased the original aggregate not-to-exceed amount of \$6,215,000 (including contingency) by \$900,000 for a new aggregate not-to-exceed amount of \$7,115,000.

Procurement Administrator II: Kevin Kelley  
Contract Administrator: Penny Ha, Supervisor, Staffing Services

650-622-7892  
650-508-6424

RESOLUTION NO. 2018- \_\_\_\_

BOARD OF DIRECTORS SAN MATEO COUNTY TRANSIT DISTRICT  
STATE OF CALIFORNIA

\* \* \*

**AWARDING CONTRACTS TO 22<sup>nd</sup> CENTURY TECHNOLOGIES, INC., ACCOUNTING PRINCIPALS, INC., APPLEONE EMPLOYMENT SERVICES, HR MANAGEMENT, INC., JOSEPHINE'S PROFESSIONAL STAFFING, INC., MGO STRATEGIC STAFFING, SEARCHPROS STAFFING, SILVERLINC, INC., TELLUS SOLUTIONS, INC., WEST VALLEY STAFFING GROUP AND WOLLBORG-MICHELSON PERSONNEL SERVICES, INC. FOR PROVISION OF ON-CALL TEMPORARY STAFFING SERVICES AT AN AGGREGATE TOTAL NOT-TO-EXCEED AMOUNT OF \$4,550,000 FOR A FIVE-YEAR TERM**

**WHEREAS**, the San Mateo County Transit District (District) issued a Request for Proposals (RFP) for on-call temporary staffing services; and

**WHEREAS**, in response to the RFP, the District received a total of 17 proposals; and

**WHEREAS**, an Evaluation Committee (Committee) reviewed, evaluated, scored, and ranked the proposals according to the evaluation criteria set forth in the RFP, and determined that 11 firms were in the competitive range; and

**WHEREAS**, the Committee completed its evaluation process and determined that 22<sup>nd</sup> Century Technologies, Inc., Somerset, New Jersey; Accounting Principals, Inc., San Francisco, California; AppleOne Employment Services, San Mateo, California; HR Management, Inc., Oakland, California; Josephine's Professional Staffing, Inc., San Jose, California; MGO Strategic Staffing, Sacramento, California; SearchPros Staffing, Citrus Heights, California; Silverlinc Inc., San Diego, California; Tellus Solutions, Inc., Santa Clara California; West Valley Staffing Group, Sunnyvale, California; and Wollborg-Michelson Personnel Services, Inc., San Francisco, California, possess the necessary qualifications and requisite experience to successfully perform the scope of services defined in the solicitation documents, and are capable of providing the specified services at fair and reasonable prices; and

**WHEREAS**, staff and legal counsel have reviewed the proposals and have determined that the proposals comply 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 contracts for on-call temporary staffing services to the aforementioned firms for an aggregate total not-to-exceed amount of \$4,550,000 for a five-year term.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District hereby awards contracts for on-call temporary staffing services to 22<sup>nd</sup> Century Technologies, Inc.; Accounting Principals, Inc.; AppleOne Employment Services; HR Management, Inc.; Josephine’s Professional Staffing, Inc.; MGO Strategic Staffing; SearchPros Staffing; Silverlinc, Inc.; Tellus Solutions, Inc.; West Valley Staffing Group; and Wollborg-Michelson Personnel Services, Inc. for a five-year term at an aggregate total not-to-exceed amount of \$4,550,000; and

**BE IT FURTHER RESOLVED** the General Manager/CEO, or his designee, is authorized to execute contracts with the aforementioned firms in full conformity with all of the terms and conditions of the RFP and negotiated agreements, and in a form approved by legal counsel.

Regularly passed and adopted this 1<sup>st</sup> day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:

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



**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: April Chan Derek Hansel  
Chief Officer, Planning, Grants and Chief Financial Officer  
the Transportation Authority

SUBJECT: **AUTHORIZATION TO FILE CLAIMS AND RECEIVE FUNDS FOR LIFELINE  
TRANSPORTATION PROGRAM PROJECTS, AUTHORIZATION TO ENTER INTO  
AGREEMENTS WITH PROJECT SPONSORS , AND AMENDMENT TO INCREASE  
THE FISCAL YEAR 2019 OPERATING BUDGET BY \$316,000**

**ACTION**

Staff proposes the Committee recommend the Board:

1. Authorize the General Manager/CEO, or his designee, to file claims to receive a total of \$1,467,843 in Lifeline Transportation Program (LTP) grant funds and authorize the filing of claims to receive the funds from the Metropolitan Transportation Commission (MTC), which include the following amounts:
  - a) \$541,532 in State Transit Assistance (STA) funds for operating support of the expanded portion of Route 17 and for SamCoast; and
  - b) \$276,311 in Federal Transit Administration (FTA) Section 5307 funds to help fund Route 280; and
  - c) \$650,000 in STA funds for the three LTP pass-through projects; and
2. Authorize the General Manager/CEO, or his designee, to enter into Memoranda of Understanding with the San Mateo County Human Services Agency, the City of Menlo Park, and the City of Daly City for the District to pass through funding to implement three Lifeline Transportation Program (LTP) projects in San Mateo County; and
3. Amend the Fiscal Year (FY) 2019 Operating Budget to increase Operating Revenues by \$325,000 for a new total of \$178,497,249, and increase Operating Expenditures by \$316,000 for a new total of \$159,741,933, resulting in a decrease in the use of reserves by \$9,000 from \$8,968,227 to \$8,959,227; and
4. Authorize the General Manager/CEO, or his designee, to take such further actions as may be necessary to give effect to the resolution.

**SIGNIFICANCE**

City/County Association of Governments of San Mateo County (C/CAG) has recommended LTP funds be awarded to the San Mateo County Transit District (District) for the continuation of the expanded fixed-route service on Route 17, SamCoast

demand-responsive service, and service on Route 280. C/CAG is also requesting the District file claims and pass through STA funds that have been programmed for three LTP project sponsors that cannot apply for STA funds directly.

The following is a list of the LTP projects and the total amount of funding C/CAG is allocating to support each project:

**SamTrans Projects**

<b>Agency</b>	<b>Project</b>	<b>FTA 5307 Funds</b>	<b>STA Funds</b>	<b>Total Lifeline Funds</b>
SamTrans	Operating Support for Expanded Portion of Route 17		338,312	338,312
SamTrans	Operating Support for SamCoast		203,220	203,220
SamTrans	Operating Support for Route 280	276,311		276,311
<b>Total SamTrans Projects</b>		<b>276,311</b>	<b>\$541,532</b>	<b>\$817,843</b>

**Pass-Through Projects**

<b>Agency</b>	<b>Project</b>	<b>FTA 5307 Funds</b>	<b>STA Funds</b>	<b>Total Lifeline Funds</b>
San Mateo County Human Services Agency	Bus Pass/Ticket Program		200,000	200,000
City of Menlo Park	Menlo Park Crosstown Shuttle		150,000	150,000
City of Daly City	Daly City Bayshore Shuttle		300,000	300,000
<b>Total Pass-Through Projects</b>		<b>\$0</b>	<b>\$650,000</b>	<b>\$650,000</b>
<b>Total Lifeline Funds</b>		<b>\$276,311</b>	<b>\$1,191,532</b>	<b>\$1,467,843</b>

**BUDGET IMPACT**

This cycle of LTP is a two-year program, so funds are being allocated to the FY2019 and FY2020 Operating Budgets. The FY2019 portion of LTP funds for the District's projects is already included in the 2019 Operating Budget. One year of funding (\$325,000) for LTP pass through grants would need to be amended into the FY2019 Operating Budget.

The proposed amendment to the FY2019 Operating Budget will increase Total Revenues by \$325,000, from \$178,172,249 to \$178,497,249, and increase Total Expenses

by \$316,000, from \$159,425,933 to \$159,741,933. Because the administrative costs for FY2019 and FY2020 of \$9,000 per year (\$3,000 for each of the three projects) will be funded through the LTP, the Use of Reserves for the FY2019 Operating Budget will decrease by \$9,000, from \$8,968,227 to \$8,959,227. The proposed changes to the FY2019 Operating Budget are reflected in blue in Attachment A.

## **BACKGROUND**

MTC established the LTP to fund both operating and capital projects that result in improved mobility for low-income residents in the San Francisco Bay Area. The program is administered by the congestion management agencies in each county. In San Mateo County, the program is administered by C/CAG. The District has previously received LTP funding for service on Route 17, Route 281, Route 122, and SamCoast, and for bus stop improvements, three 30-foot buses for Route 17, and the replacement of the articulated bus fleet.

The expanded service on Route 17 provides an extension to Montara, additional service in the peak commute period, additional Sunday service with the Montara extension, extended evening operating hours seven days a week, and peak hour trips to Pescadero. SamCoast is a demand-responsive service open to the general public on the Coastside of San Mateo County around Pescadero. Route 280 provides residents of East Palo Alto access to many public transit options for completing work trips without the use of an automobile. Residents can ride Route 280 to connect with Caltrain, the Dumbarton Express, Santa Clara Valley Transportation Authority bus routes and SamTrans bus routes 281 and ECR (along El Camino Real). These connections provide access to jobs throughout the Bay Area.

The pass-through agencies will use their LTP funds to purchase bus passes and tickets for low income residents (San Mateo County Human Services), and free bus service on the Menlo Park Crosstown Shuttle and the Daly City Bayshore Shuttle, which provides free bus service between Bayshore neighborhoods and the Daly City BART station.

The District previously has filed funding applications to disburse funding for San Mateo County LTP project sponsors and entered into Memoranda of Understanding with the project sponsors in prior LTP funding cycles. The District will deduct \$6,000 from each project's STA funds (\$18,000 total for two years) to cover the District's administrative costs.

## **STRATEGIC INITIATIVE**

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

Prepared By: Rebecca Arthur, Senior Grants Analyst

650-508-6368

	SAN MATEO COUNTY TRANSIT DISTRICT				Attachment A	
	FY2019 REVISED OPERATING BUDGET					
					FY19 ADOPTED	BUDGET
	FY2017	FY2018	FY2019	FY2019	Compared to	PERCENT
	<u>ACTUAL</u>	<u>REVISED</u>	<u>ADOPTED</u>	<u>REVISED</u>	FY19 REVISED	<u>CHANGE</u>
		<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>		
	A	B	C	D	E = D-C	F = E/C
<b>SOURCES OF FUNDS:</b>						
<b>Operating Revenues</b>						
Passenger Fares	17,040,333	16,977,116	16,457,750	16,457,750	0	0.0%
Local TDA and STA Funds	41,352,423	42,013,473	47,485,688	47,485,688	0	0.0%
Pass through to Other Agencies	9,072	836,536	418,268	743,268	325,000	77.7%
Operating Grants	4,034,344	5,309,973	3,533,624	3,533,624	0	0.0%
SMCTA Measure A	9,786,891	9,577,753	11,088,532	11,088,532	0	0.0%
SM County Measure A & Other	5,000,000	3,750,000	2,500,000	2,500,000	0	0.0%
AB434, TA & Other	109,000	532,794	414,000	414,000	0	0.0%
<b>Subtotal - Operating Revenues</b>	<b>77,332,064</b>	<b>78,997,645</b>	<b>81,897,862</b>	<b>82,222,862</b>	<b>325,000</b>	<b>0.4%</b>
<b>Other Revenue Sources</b>						
District 1/2 Cent Sales Tax	84,352,885	84,660,000	86,353,200	86,353,200	0	0.0%
Investment Interest	1,539,693	1,100,312	2,030,312	2,030,312	0	0.0%
Other Interest, Rent & Other Income	7,919,787	7,833,196	7,890,875	7,890,875	0	0.0%
<b>Subtotal - Other Revenues</b>	<b>93,812,364</b>	<b>93,593,508</b>	<b>96,274,387</b>	<b>96,274,387</b>	<b>0</b>	<b>0.0%</b>
<b>Total Sources of Funds</b>	<b>171,144,428</b>	<b>172,591,153</b>	<b>178,172,249</b>	<b>178,497,249</b>	<b>325,000</b>	<b>0.2%</b>
<b>USES OF FUNDS:</b>						
Motor Bus	104,953,411	120,354,148	130,041,551	130,041,551	0	0.0%
A.D.A. Programs	18,905,159	18,407,911	18,960,686	18,960,686	0	0.0%
Caltrain	6,480,000	6,191,353	7,634,404	7,634,404	0	0.0%
Other Multi-Modal Programs	1,954,439	2,320,546	2,325,306	2,325,306	0	0.0%
Pass through to Other Agencies	9,072	836,536	418,268	734,268	316,000	75.5%
Land Transfer Interest Expense	41,074	45,716	45,716	45,716	0	0.0%
<b>Total Operating Expense</b>	<b>132,343,155</b>	<b>148,156,210</b>	<b>159,425,933</b>	<b>159,741,933</b>	<b>316,000</b>	<b>0.2%</b>
<b>Total Operating Surplus/(Deficit)</b>	<b>38,801,273</b>	<b>24,434,942</b>	<b>18,746,316</b>	<b>18,755,316</b>	<b>9,000</b>	<b>0.0%</b>
<b>Sales Tax Allocation - Capital Programs</b>	<b>6,429,968</b>	<b>8,789,413</b>	<b>6,102,185</b>	<b>6,102,185</b>	<b>0</b>	<b>0.0%</b>
<b>Total Debt Service</b>	<b>21,664,365</b>	<b>21,684,044</b>	<b>21,612,357</b>	<b>21,612,357</b>	<b>0</b>	<b>0.0%</b>
<b>Total Uses of Funds</b>	<b>160,437,489</b>	<b>178,629,667</b>	<b>187,140,475</b>	<b>187,456,475</b>	<b>316,000</b>	<b>0.2%</b>
<b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>10,706,939</b>	<b>(6,038,515)</b>	<b>(8,968,227)</b>	<b>(8,959,227)</b>	<b>9,000</b>	<b>-0.1%</b>

	SAN MATEO COUNTY TRANSIT DISTRICT				Attachment A	
	FY2019 REVISED OPERATING BUDGET					
					FY19 ADOPTED	BUDGET
	FY2017	FY2018	FY2019	FY2019	Compared to	PERCENT
	ACTUAL	REVISED	ADOPTED	REVISED	FY19 REVISED	CHANGE
	A	B	C	D	E = D-C	F = E/C
<b>OPERATING REVENUES - MOTOR BUS:</b>						
TOTAL MOTOR BUS FARES	16,146,080	16,235,675	15,501,882	15,501,882	0	0.0%
<b>LOCAL (TDA) TRANSIT FUND:</b>						
General Operating Assistance	37,609,609	36,440,749	39,725,672	39,725,672	0	0.0%
<b>STATE TRANSIT ASSISTANCE:</b>						
STA Base	1,556,283	3,310,138	5,669,191	5,669,191	0	0.0%
<b>STA TOTAL</b>	<b>1,556,283</b>	<b>3,310,138</b>	<b>5,669,191</b>	<b>5,669,191</b>	<b>0</b>	<b>0.0%</b>
<b>OPERATING GRANTS:</b>						
Operating Grants	1,610,372	1,481,020	1,448,667	1,448,667	0	0.0%
<b>DISTRICT 1/2 CENT SALES TAX:</b>						
General Operating Assistance	40,763,638	56,013,883	59,869,551	59,869,551	0	0.0%
Accessibility Fixed Route	1,025,846	1,092,576	1,192,913	1,192,913	0	0.0%
<b>TOTAL 1/2 CENT SALES TAX</b>	<b>41,789,484</b>	<b>57,106,459</b>	<b>61,062,464</b>	<b>61,062,464</b>	<b>0</b>	<b>0.0%</b>
<b>INVESTMENT INTEREST INCOME</b>						
Investment Interest Income	1,199,909	861,312	1,630,000	1,630,000	0	0.0%
<b>OTHER REVENUE SOURCES:</b>						
Rental Income	1,529,199	1,400,000	1,600,000	1,600,000	0	0.0%
Advertising Income	902,223	1,210,700	1,205,307	1,205,307	0	0.0%
Other Income	2,610,252	2,308,096	2,198,368	2,198,368	0	0.0%
<b>TOTAL OTHER REVENUES</b>	<b>5,041,674</b>	<b>4,918,796</b>	<b>5,003,675</b>	<b>5,003,675</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL MOTOR BUS</b>	<b>104,953,411</b>	<b>120,354,148</b>	<b>130,041,551</b>	<b>130,041,551</b>	<b>0</b>	<b>0.0%</b>
<b>AMERICAN DISABILITIES ACT:</b>						
Passenger Fares-Redi Wheels	894,254	741,441	955,868	955,868	0	0.0%
Local TDA 4.5 Redi Wheels	1,844,243	1,917,935	2,090,825	2,090,825	0	0.0%
Local STA - Paratransit	342,288	344,651	0	0	0	n/a
Operating Grants	2,423,972	3,828,953	2,084,957	2,084,957	0	0.0%
Sales Tax - Paratransit District	1,630,598	957,431	4,244,308	4,244,308	0	0.0%
Sales Tax - Paratransit Suppl. Coastside	1,723,128	1,842,100	1,830,600	1,830,600	0	0.0%
Interest Income-Paratransit Fund	339,784	239,000	400,000	400,000	0	0.0%
SMCTA Measure A Redi-Wheels	3,306,891	3,386,400	3,454,128	3,454,128	0	0.0%
SM County Measure K & Other	5,000,000	3,750,000	2,500,000	2,500,000	0	0.0%
Measure M Paratransit	1,400,000	1,400,000	1,400,000	1,400,000	0	0.0%
<b>TOTAL ADA PROGRAMS</b>	<b>18,905,158</b>	<b>18,407,911</b>	<b>18,960,686</b>	<b>18,960,686</b>	<b>0</b>	<b>0.0%</b>
<b>MULTI-MODAL TRANSIT PROGRAMS:</b>						
Transfer from SMCTA for Caltrain	6,480,000	6,191,353	6,908,256	6,908,256	0	0.0%
Other Sources - Caltrain	-	-	726,148.00	726,148	0	n/a
AB434, TA & Other	109,000	460,013	414,000	414,000	0	0.0%
Employer SamTrans Shuttle Funds	1,478,112	1,514,400	1,487,200	1,487,200	0	0.0%
Sales Tax - SamTrans Shuttle Program	195,709	103,352	249,306	249,306	0	0.0%
Bay Area Bike Share Pilot Program	0	72,781	0	0	0	n/a
Sales Tax - Gen. Operating Asst.	171,618	170,000	174,800	174,800	0	0.0%
<b>TOTAL MULTI-MODAL</b>	<b>8,434,439</b>	<b>8,511,899</b>	<b>9,959,710</b>	<b>9,959,710</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>132,293,008</b>	<b>147,273,958</b>	<b>158,961,947</b>	<b>158,961,947</b>	<b>0</b>	<b>0.0%</b>

SAN MATEO COUNTY TRANSIT DISTRICT					Attachment A	
FY2019 REVISED OPERATING BUDGET						
	FY2017	FY2018	FY2019	FY2019	FY19	BUDGET
	<u>ACTUAL</u>	<u>REVISED</u>	<u>ADOPTED</u>	<u>REVISED</u>	Compared to	PERCENT
	A	BUDGET	BUDGET	BUDGET	<u>FY19 REVISED</u>	CHANGE
		B	C	D	E = D-C	F = E/C
<b>DISTRICT OPERATED BUSES</b>						
Wages and Benefits	55,776,528	60,217,812	68,772,807	68,772,807	0	0.0%
Services:						
Board of Directors	51,085	86,000	86,000	86,000	0	0.0%
Contracted Vehicle Maintenance	1,316,320	1,335,850	1,302,319	1,302,319	0	0.0%
Property Maintenance	1,064,923	1,055,500	1,589,000	1,589,000	0	0.0%
Professional Services	4,202,329	5,257,204	4,297,520	4,297,520	0	0.0%
Technical Services	6,786,459	7,565,480	8,750,264	8,750,264	0	0.0%
Other Services	2,947,989	3,210,668	3,721,376	3,721,376	0	0.0%
Materials & Supply:						
Fuel and Lubricants	2,836,351	3,783,600	3,950,821	3,950,821	0	0.0%
Bus Parts and Materials	1,972,525	2,043,233	2,036,780	2,036,780	0	0.0%
Uniform and Drivers Expense	369,113	533,731	564,226	564,226	0	0.0%
Timetables and Tickets	153,973	326,500	283,500	283,500	0	0.0%
Office Supplies/Printing	368,427	484,412	454,234	454,234	0	0.0%
Other Materials and Supply	158,974	160,000	150,300	150,300	0	0.0%
Utilities:						
Telecommunications	417,852	745,491	712,296	712,296	0	0.0%
Other Utilities	1,125,857	1,140,000	1,058,000	1,058,000	0	0.0%
Insurance Costs	2,535,353	3,042,164	3,057,336	3,057,336	0	0.0%
Workers' Compensation	2,189,580	3,666,068	3,666,068	3,666,068	0	0.0%
Taxes and License Fees	552,214	779,823	795,415	795,415	0	0.0%
Fixed Route Accessibility	1,025,846	1,092,576	1,192,913	1,192,913	0	0.0%
Leases and Rentals	167,307	182,670	185,292	185,292	0	0.0%
Prmtnl and Legal Advertising	296,509	869,000	1,392,750	1,392,750	0	0.0%
Training & Business Travel	247,995	878,513	783,555	783,555	0	0.0%
Dues and Membership	112,467	159,043	150,483	150,483	0	0.0%
Postage and other	47,164	94,792	237,780	237,780	0	0.0%
<b>Total District Operated Buses</b>	<b>86,723,139</b>	<b>98,710,130</b>	<b>109,191,035</b>	<b>109,191,035</b>	<b>0</b>	<b>0.0%</b>
<b>CONTRACTED BUS SERVICES</b>						
Contracted Urban Bus Service	16,103,608	17,987,300	17,265,600	17,265,600	0	0.0%
Other Related Costs	441,762	358,694	456,047	456,047	0	0.0%
Insurance Costs	-372,192	773,422	785,990	785,990	0	0.0%
Coastside Services	1,513,211	1,954,500	1,742,000	1,742,000	0	0.0%
Redi Coast Non-ADA	254,800	253,100	266,200	266,200	0	0.0%
Other Related Costs	114,557	116,884	131,293	131,293	0	0.0%
La Honda Pescadero	55,125	55,130	55,130	55,130	0	0.0%
SamCoast - Pescadero	112,455	138,350	140,800	140,800	0	0.0%
Other Related Costs-SamCoast	6,946	6,638	7,456	7,456	0	0.0%
<b>Total Contracted Bus Service</b>	<b>18,230,272</b>	<b>21,644,018</b>	<b>20,850,516</b>	<b>20,850,516</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL MOTOR BUS</b>	<b>104,953,412</b>	<b>120,354,148</b>	<b>130,041,551</b>	<b>130,041,551</b>	<b>0</b>	<b>0.0%</b>

SAN MATEO COUNTY TRANSIT DISTRICT					Attachment A	
FY2019 REVISED OPERATING BUDGET						
					FY19	BUDGET
	FY2017	FY2018	FY2019	FY2019	ADOPTED	BUDGET
	ACTUAL	REVISED	ADOPTED	REVISED	Compared to	PERCENT
	A	BUDGET	BUDGET	BUDGET	FY19 REVISED	CHANGE
	A	B	C	D	E = D-C	F = E/C
<b>AMERICAN DISABILITY ACT PROGRAMS</b>						
Elderly & Disabled/Redi-Wheels	5,348,190	7,716,600	8,012,000	8,012,000	0	0.0%
Other Related Cost	2,969,804	3,030,191	3,042,705	3,042,705	0	0.0%
ADA Sedan/Taxi Service	5,065,697	3,704,208	3,810,900	3,810,900	0	0.0%
ADA Accessibility Support	1,500,096	1,505,855	1,644,784	1,644,784	0	0.0%
Coastside ADA Support	1,723,128	1,842,100	1,830,600	1,830,600	0	0.0%
Insurance Costs	2,298,243	608,957	619,697	619,697	0	0.0%
<b>TOTAL ADA PROGRAMS</b>	<b>18,905,159</b>	<b>18,407,911</b>	<b>18,960,686</b>	<b>18,960,686</b>	<b>0</b>	<b>0.0%</b>
<b>MULTI-MODAL TRANSIT PROGRAMS</b>						
CALTRAIN SERVICE						
Peninsula Rail Service	6,480,000	6,191,353	7,634,404	7,634,404	0	0.0%
<b>Total Caltrain Service</b>	<b>6,480,000</b>	<b>6,191,353</b>	<b>7,634,404</b>	<b>7,634,404</b>	<b>0</b>	<b>0.0%</b>
OTHER SUPPORT						
Dumbarton Express Service						
SamTrans Shuttle	1,782,821	2,077,765	2,150,506	2,150,506	0	0.0%
Bicycle Coordinating Activities	0	72,781	0	0	0	0.0%
Maintenance Multimodal Fac	171,618	170,000	174,800	174,800	0	0.0%
<b>Total Other Support</b>	<b>1,954,439</b>	<b>2,320,546</b>	<b>2,325,306</b>	<b>2,325,306</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>8,434,439</b>	<b>8,511,899</b>	<b>9,959,710</b>	<b>9,959,710</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>132,293,009</b>	<b>147,273,958</b>	<b>158,961,947</b>	<b>158,961,947</b>	<b>0</b>	<b>0.0%</b>

**RESOLUTION NO. 2018 –**

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

**\* \* \***

**AUTHORIZING FILING OF CLAIMS AND RECEIPT OF FUNDS FOR LIFELINE TRANSPORTATION PROGRAM PROJECTS, AUTHORIZING AGREEMENTS WITH PROJECT SPONSORS, AND AMENDING TO INCREASE THE FISCAL YEAR 2019 OPERATING BUDGET BY \$316,000**

**WHEREAS**, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program (LTP) to assist in funding projects that 1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, 2) are developed through a collaborative and inclusive planning process and 3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

**WHEREAS**, MTC has adopted principles, pursuant to MTC Resolution No. 4309, to guide implementation of the LTP for two-year periods, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine bay area counties to help with recommending project selections and project administration; and

**WHEREAS**, the City/County Association of Governments of San Mateo County (C/CAG) has been designated by MTC to assist with the LTP in San Mateo County (County); and

**WHEREAS**, C/CAG conducted a competitive call for projects for LTP in the County; and



**WHEREAS**, the San Mateo County Transit District (District) submitted three projects in response to the competitive call for projects; and

**WHEREAS**, the San Mateo Human Resources Agency (HSA), the City of Menlo Park (Menlo Park), and the City of Daly City (Daly City) each submitted projects in response to the competitive call for projects; and

**WHEREAS**, C/CAG has confirmed that the District's, HSA's, Menlo Park's, and Daly City's proposed projects, described more fully on Attachment A to this Resolution, attached to and incorporated herein as though set forth at length, are consistent with the LTP goals as set out in MTC Resolution No. 4309, and recommends that they are funded in part under the LTP; and

**WHEREAS**, the District agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the LTP, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4309; and

**WHEREAS**, the District has been informed that HAS, Menlo Park and Daly City (together, the "pass-through agencies") also agree to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the LTP, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4309; and

**WHEREAS**, the District and pass-through agencies certify that the projects and purposes for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of

Regulations Section 1500 et seq.) and, if relevant, the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

**WHEREAS**, there is no legal impediment to the District and pass-through agencies making the funding request; and

**WHEREAS**, there is no pending or threatened litigation which might in any way adversely affect the ability of the District to deliver the proposed projects for which funds are being requested.

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

1. Authorizes the General Manager/CEO, or his designee, to file claims to receive a total of \$1,467,843 in Lifeline Transportation Program grant funds from the Metropolitan Transportation Commission (MTC), which include the following amounts:
  - a) \$541,532 in State Transit Assistance (STA) funds for operating support of the expanded portion of Route 17 and for SamCoast; and
  - b) \$276,311 in Federal Transit Administration (FTA) Section 5307 funds to help fund Route 280; and
  - c) \$650,000 of STA funds for the three LTP pass-through projects described above and on Attachment A; and
2. Authorizes the General Manager/CEO, or his designee to enter into Memoranda of Understanding with the San Mateo County Human Services Agency, the City of Menlo Park, and the City of Daly City for the District to pass through funding to implement three Lifeline Transportation Program projects in San Mateo County, and to disburse the pass-through funding minus administrative costs of \$6,000 per project; and

3. Amends the Fiscal Year 2019 Operating Budget to increase Operating Revenues by \$325,000, from \$178,172,249 to \$178,497,249, and increase Operating Expenditures by \$316,000, from \$159,425,933 to \$159,741,933, resulting in a decrease in the use reserves by \$9,000, from \$8,968,227 to \$8,959,227 (Attachment B); and

4. Authorizes the General Manager/CEO to take such further actions as may be necessary to give effect to this resolution.

Regularly passed and adopted this 1<sup>st</sup> day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

Acting District Secretary

**ATTACHMENT A**  
**Lifeline Transportation Program Cycle 5 Projects**

**District Projects**

<b>Agency</b>	<b>Project</b>	<b>FTA 5307 Funds</b>	<b>STA Funds</b>	<b>Total Lifeline Funds</b>
SamTrans	Operating Support for Expanded Portion of Route 17		338,312	338,312
SamTrans	Operating Support for SamCoast		203,220	203,220
SamTrans	Operating Support for Route 280	276,311		276,311
<b>Total SamTrans Projects</b>		<b>276,311</b>	<b>\$541,532</b>	<b>\$817,843</b>

**Pass-Through Projects**

<b>Agency</b>	<b>Project</b>	<b>FTA 5307 Funds</b>	<b>STA Funds</b>	<b>Total Lifeline Funds</b>
San Mateo County Human Services Agency	Bus Pass/Ticket Program		200,000	200,000
City of Menlo Park	Menlo Park Crosstown Shuttle		150,000	150,000
City of Daly City	Daly City Bayshore Shuttle		300,000	300,000
<b>TOTAL PASS-THROUGH PROJECTS</b>		<b>\$0</b>	<b>\$650,000</b>	<b>\$650,000</b>
<b>TOTAL LIFELINE FUNDS</b>		<b>\$276,311</b>	<b>\$1,191,532</b>	<b>\$1,467,843</b>

SAN MATEO COUNTY TRANSIT DISTRICT					Attachment B	
FY2019 REVISED OPERATING BUDGET						
					FY19 ADOPTED	BUDGET
	FY2017	FY2018	FY2019	FY2019	Compared to	PERCENT
	<u>ACTUAL</u>	<u>REVISED</u>	<u>ADOPTED</u>	<u>REVISED</u>	FY19 REVISED	<u>CHANGE</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>		
	A	B	C	D	E = D-C	F = E/C
<b>SOURCES OF FUNDS:</b>						
<b>Operating Revenues</b>						
Passenger Fares	17,040,333	16,977,116	16,457,750	16,457,750	0	0.0%
Local TDA and STA Funds	41,352,423	42,013,473	47,485,688	47,485,688	0	0.0%
Pass through to Other Agencies	9,072	836,536	418,268	743,268	325,000	77.7%
Operating Grants	4,034,344	5,309,973	3,533,624	3,533,624	0	0.0%
SMCTA Measure A	9,786,891	9,577,753	11,088,532	11,088,532	0	0.0%
SM County Measure A & Other	5,000,000	3,750,000	2,500,000	2,500,000	0	0.0%
AB434, TA & Other	109,000	532,794	414,000	414,000	0	0.0%
<b>Subtotal - Operating Revenues</b>	<b>77,332,064</b>	<b>78,997,645</b>	<b>81,897,862</b>	<b>82,222,862</b>	<b>325,000</b>	<b>0.4%</b>
<b>Other Revenue Sources</b>						
District 1/2 Cent Sales Tax	84,352,885	84,660,000	86,353,200	86,353,200	0	0.0%
Investment Interest	1,539,693	1,100,312	2,030,312	2,030,312	0	0.0%
Other Interest, Rent & Other Income	7,919,787	7,833,196	7,890,875	7,890,875	0	0.0%
<b>Subtotal - Other Revenues</b>	<b>93,812,364</b>	<b>93,593,508</b>	<b>96,274,387</b>	<b>96,274,387</b>	<b>0</b>	<b>0.0%</b>
<b>Total Sources of Funds</b>	<b>171,144,428</b>	<b>172,591,153</b>	<b>178,172,249</b>	<b>178,497,249</b>	<b>325,000</b>	<b>0.2%</b>
<b>USES OF FUNDS:</b>						
Motor Bus	104,953,411	120,354,148	130,041,551	130,041,551	0	0.0%
A.D.A. Programs	18,905,159	18,407,911	18,960,686	18,960,686	0	0.0%
Caltrain	6,480,000	6,191,353	7,634,404	7,634,404	0	0.0%
Other Multi-Modal Programs	1,954,439	2,320,546	2,325,306	2,325,306	0	0.0%
Pass through to Other Agencies	9,072	836,536	418,268	734,268	316,000	75.5%
Land Transfer Interest Expense	41,074	45,716	45,716	45,716	0	0.0%
<b>Total Operating Expense</b>	<b>132,343,155</b>	<b>148,156,210</b>	<b>159,425,933</b>	<b>159,741,933</b>	<b>316,000</b>	<b>0.2%</b>
<b>Total Operating Surplus/(Deficit)</b>	<b>38,801,273</b>	<b>24,434,942</b>	<b>18,746,316</b>	<b>18,755,316</b>	<b>9,000</b>	<b>0.0%</b>
<b>Sales Tax Allocation - Capital Programs</b>	<b>6,429,968</b>	<b>8,789,413</b>	<b>6,102,185</b>	<b>6,102,185</b>	<b>0</b>	<b>0.0%</b>
<b>Total Debt Service</b>	<b>21,664,365</b>	<b>21,684,044</b>	<b>21,612,357</b>	<b>21,612,357</b>	<b>0</b>	<b>0.0%</b>
<b>Total Uses of Funds</b>	<b>160,437,489</b>	<b>178,629,667</b>	<b>187,140,475</b>	<b>187,456,475</b>	<b>316,000</b>	<b>0.2%</b>
<b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>10,706,939</b>	<b>(6,038,515)</b>	<b>(8,968,227)</b>	<b>(8,959,227)</b>	<b>9,000</b>	<b>-0.1%</b>

SAN MATEO COUNTY TRANSIT DISTRICT					Attachment B	
FY2019 REVISED OPERATING BUDGET						
	FY2017	FY2018	FY2019	FY2019	FY19	
	<u>ACTUAL</u>	<u>REVISED</u>	<u>ADOPTED</u>	<u>REVISED</u>	ADOPTED	BUDGET
	A	B	C	D	Compared to	PERCENT
		BUDGET	BUDGET	BUDGET	FY19 REVISED	CHANGE
					E = D-C	F = E/C
<b>OPERATING REVENUES - MOTOR BUS:</b>						
<b>TOTAL MOTOR BUS FARES</b>	16,146,080	16,235,675	15,501,882	15,501,882	0	0.0%
<b>LOCAL (TDA) TRANSIT FUND:</b>						
General Operating Assistance	37,609,609	36,440,749	39,725,672	39,725,672	0	0.0%
<b>STATE TRANSIT ASSISTANCE:</b>						
STA Base	1,556,283	3,310,138	5,669,191	5,669,191	0	0.0%
<b>STA TOTAL</b>	<b>1,556,283</b>	<b>3,310,138</b>	<b>5,669,191</b>	<b>5,669,191</b>	<b>0</b>	<b>0.0%</b>
<b>OPERATING GRANTS:</b>						
Operating Grants	1,610,372	1,481,020	1,448,667	1,448,667	0	0.0%
<b>DISTRICT 1/2 CENT SALES TAX:</b>						
General Operating Assistance	40,763,638	56,013,883	59,869,551	59,869,551	0	0.0%
Accessibility Fixed Route	1,025,846	1,092,576	1,192,913	1,192,913	0	0.0%
<b>TOTAL 1/2 CENT SALES TAX</b>	<b>41,789,484</b>	<b>57,106,459</b>	<b>61,062,464</b>	<b>61,062,464</b>	<b>0</b>	<b>0.0%</b>
<b>INVESTMENT INTEREST INCOME</b>						
Investment Interest Income	1,199,909	861,312	1,630,000	1,630,000	0	0.0%
<b>OTHER REVENUE SOURCES:</b>						
Rental Income	1,529,199	1,400,000	1,600,000	1,600,000	0	0.0%
Advertising Income	902,223	1,210,700	1,205,307	1,205,307	0	0.0%
Other Income	2,610,252	2,308,096	2,198,368	2,198,368	0	0.0%
<b>TOTAL OTHER REVENUES</b>	<b>5,041,674</b>	<b>4,918,796</b>	<b>5,003,675</b>	<b>5,003,675</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL MOTOR BUS</b>	<b>104,953,411</b>	<b>120,354,148</b>	<b>130,041,551</b>	<b>130,041,551</b>	<b>0</b>	<b>0.0%</b>
<b>AMERICAN DISABILITIES ACT:</b>						
Passenger Fares-Redi Wheels	894,254	741,441	955,868	955,868	0	0.0%
Local TDA 4.5 Redi Wheels	1,844,243	1,917,935	2,090,825	2,090,825	0	0.0%
Local STA - Paratransit	342,288	344,651	0	0	0	n/a
Operating Grants	2,423,972	3,828,953	2,084,957	2,084,957	0	0.0%
Sales Tax - Paratransit District	1,630,598	957,431	4,244,308	4,244,308	0	0.0%
Sales Tax - Paratransit Suppl. Coastside	1,723,128	1,842,100	1,830,600	1,830,600	0	0.0%
Interest Income-Paratransit Fund	339,784	239,000	400,000	400,000	0	0.0%
SMCTA Measure A Redi-Wheels	3,306,891	3,386,400	3,454,128	3,454,128	0	0.0%
SM County Measure K & Other	5,000,000	3,750,000	2,500,000	2,500,000	0	0.0%
Measure M Paratransit	1,400,000	1,400,000	1,400,000	1,400,000	0	0.0%
<b>TOTAL ADA PROGRAMS</b>	<b>18,905,158</b>	<b>18,407,911</b>	<b>18,960,686</b>	<b>18,960,686</b>	<b>0</b>	<b>0.0%</b>
<b>MULTI-MODAL TRANSIT PROGRAMS:</b>						
Transfer from SMCTA for Caltrain	6,480,000	6,191,353	6,908,256	6,908,256	0	0.0%
Other Sources - Caltrain	-	-	726,148.00	726,148	0	n/a
AB434, TA & Other	109,000	460,013	414,000	414,000	0	0.0%
Employer Sam Trans Shuttle Funds	1,478,112	1,514,400	1,487,200	1,487,200	0	0.0%
Sales Tax - Sam Trans Shuttle Program	195,709	103,352	249,306	249,306	0	0.0%
Bay Area Bike Share Pilot Program	0	72,781	0	0	0	n/a
Sales Tax - Gen. Operating Asst.	171,618	170,000	174,800	174,800	0	0.0%
<b>TOTAL MULTI-MODAL</b>	<b>8,434,439</b>	<b>8,511,899</b>	<b>9,959,710</b>	<b>9,959,710</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>132,293,008</b>	<b>147,273,958</b>	<b>158,961,947</b>	<b>158,961,947</b>	<b>0</b>	<b>0.0%</b>

SAN MATEO COUNTY TRANSIT DISTRICT					Attachment A	
FY2019 REVISED OPERATING BUDGET						
					FY19	BUDGET
	FY2017	FY2018	FY2019	FY2019	ADOPTED	PERCENT
	<u>ACTUAL</u>	<u>REVISED</u>	<u>ADOPTED</u>	<u>REVISED</u>	Compared to	CHANGE
		BUDGET	BUDGET	BUDGET	FY19 REVISED	
	A	B	C	D	E = D-C	F = E/C
<b>DISTRICT OPERATED BUSES</b>						
Wages and Benefits	55,776,528	60,217,812	68,772,807	68,772,807	0	0.0%
Services:						
Board of Directors	51,085	86,000	86,000	86,000	0	0.0%
Contracted Vehicle Maintenance	1,316,320	1,335,850	1,302,319	1,302,319	0	0.0%
Property Maintenance	1,064,923	1,055,500	1,589,000	1,589,000	0	0.0%
Professional Services	4,202,329	5,257,204	4,297,520	4,297,520	0	0.0%
Technical Services	6,786,459	7,565,480	8,750,264	8,750,264	0	0.0%
Other Services	2,947,989	3,210,668	3,721,376	3,721,376	0	0.0%
Materials & Supply:						
Fuel and Lubricants	2,836,351	3,783,600	3,950,821	3,950,821	0	0.0%
Bus Parts and Materials	1,972,525	2,043,233	2,036,780	2,036,780	0	0.0%
Uniform and Drivers Expense	369,113	533,731	564,226	564,226	0	0.0%
Timetables and Tickets	153,973	326,500	283,500	283,500	0	0.0%
Office Supplies/Printing	368,427	484,412	454,234	454,234	0	0.0%
Other Materials and Supply	158,974	160,000	150,300	150,300	0	0.0%
Utilities:						
Telecommunications	417,852	745,491	712,296	712,296	0	0.0%
Other Utilities	1,125,857	1,140,000	1,058,000	1,058,000	0	0.0%
Insurance Costs	2,535,353	3,042,164	3,057,336	3,057,336	0	0.0%
Workers' Compensation	2,189,580	3,666,068	3,666,068	3,666,068	0	0.0%
Taxes and License Fees	552,214	779,823	795,415	795,415	0	0.0%
Fixed Route Accessibility	1,025,846	1,092,576	1,192,913	1,192,913	0	0.0%
Leases and Rentals	167,307	182,670	185,292	185,292	0	0.0%
Prmtnl and Legal Advertising	296,509	869,000	1,392,750	1,392,750	0	0.0%
Training & Business Travel	247,995	878,513	783,555	783,555	0	0.0%
Dues and Membership	112,467	159,043	150,483	150,483	0	0.0%
Postage and other	47,164	94,792	237,780	237,780	0	0.0%
<b>Total District Operated Buses</b>	<b>86,723,139</b>	<b>98,710,130</b>	<b>109,191,035</b>	<b>109,191,035</b>	<b>0</b>	<b>0.0%</b>
<b>CONTRACTED BUS SERVICES</b>						
Contracted Urban Bus Service	16,103,608	17,987,300	17,265,600	17,265,600	0	0.0%
Other Related Costs	441,762	358,694	456,047	456,047	0	0.0%
Insurance Costs	-372,192	773,422	785,990	785,990	0	0.0%
Coastside Services	1,513,211	1,954,500	1,742,000	1,742,000	0	0.0%
Redi Coast Non-ADA	254,800	253,100	266,200	266,200	0	0.0%
Other Related Costs	114,557	116,884	131,293	131,293	0	0.0%
La Honda Pescadero	55,125	55,130	55,130	55,130	0	0.0%
SamCoast - Pescadero	112,455	138,350	140,800	140,800	0	0.0%
Other Related Costs-SamCoast	6,946	6,638	7,456	7,456	0	0.0%
<b>Total Contracted Bus Service</b>	<b>18,230,272</b>	<b>21,644,018</b>	<b>20,850,516</b>	<b>20,850,516</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL MOTOR BUS</b>	<b>104,953,412</b>	<b>120,354,148</b>	<b>130,041,551</b>	<b>130,041,551</b>	<b>0</b>	<b>0.0%</b>

SAN MATEO COUNTY TRANSIT DISTRICT					Attachment A	
FY2019 REVISED OPERATING BUDGET						
					FY19	BUDGET
	FY2017	FY2018	FY2019	FY2019	ADOPTED	BUDGET
	ACTUAL	REVISED	ADOPTED	REVISED	Compared to	PERCENT
	A	BUDGET	BUDGET	BUDGET	FY19 REVISED	CHANGE
	A	B	C	D	E = D-C	F = E/C
<b>AMERICAN DISABILITY ACT PROGRAMS</b>						
Elderly & Disabled/Redi-Wheels	5,348,190	7,716,600	8,012,000	8,012,000	0	0.0%
Other Related Cost	2,969,804	3,030,191	3,042,705	3,042,705	0	0.0%
ADA Sedan/Taxi Service	5,065,697	3,704,208	3,810,900	3,810,900	0	0.0%
ADA Accessibility Support	1,500,096	1,505,855	1,644,784	1,644,784	0	0.0%
Coastside ADA Support	1,723,128	1,842,100	1,830,600	1,830,600	0	0.0%
Insurance Costs	2,298,243	608,957	619,697	619,697	0	0.0%
<b>TOTAL ADA PROGRAMS</b>	<b>18,905,159</b>	<b>18,407,911</b>	<b>18,960,686</b>	<b>18,960,686</b>	<b>0</b>	<b>0.0%</b>
<b>MULTI-MODAL TRANSIT PROGRAMS</b>						
CALTRAIN SERVICE						
Peninsula Rail Service	6,480,000	6,191,353	7,634,404	7,634,404	0	0.0%
<b>Total Caltrain Service</b>	<b>6,480,000</b>	<b>6,191,353</b>	<b>7,634,404</b>	<b>7,634,404</b>	<b>0</b>	<b>0.0%</b>
OTHER SUPPORT						
Dumbarton Express Service						
SamTrans Shuttle	1,782,821	2,077,765	2,150,506	2,150,506	0	0.0%
Bicycle Coordinating Activities	0	72,781	0	0	0	0.0%
Maintenance Multimodal Fac	171,618	170,000	174,800	174,800	0	0.0%
<b>Total Other Support</b>	<b>1,954,439</b>	<b>2,320,546</b>	<b>2,325,306</b>	<b>2,325,306</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL MULTI-MODAL PROGRAMS</b>	<b>8,434,439</b>	<b>8,511,899</b>	<b>9,959,710</b>	<b>9,959,710</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>132,293,009</b>	<b>147,273,958</b>	<b>158,961,947</b>	<b>158,961,947</b>	<b>0</b>	<b>0.0%</b>



SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Derek Hansel  
Chief Financial Officer

SUBJECT: **AUTHORIZE FILING ANNUAL CLAIM WITH THE METROPOLITAN  
TRANSPORTATION COMMISSION FOR TRANSPORTATION  
DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE, AND REGIONAL  
MEASURE 2 FUNDS**

**ACTION**

Staff proposes the Committee recommend the Board authorize filing a claim for Transportation Development Act (TDA) Article 4.0 and 4.5 funds, State Transit Assistance (STA) funds, the State of Good Repair Program, and Regional Measure 2 (RM2) funds for Fiscal Year (FY) 2019.

Based on the Metropolitan Transportation Commission's (MTC) latest estimates, the San Mateo County Transit District (District) is allowed to claim the following amounts for FY2019 (FY2018 is informational):

<u>Funding Source</u>	<u>FY2018 MTC Claim</u>	<u>FY2019 MTC Claim</u>	<u>Increase/ (Decrease)</u>
<b><u>TRANSPORTATION DEVELOPMENT ACT (TDA)</u></b>			
TDA Article 4.0 (SamTrans bus)	\$ 36,440,750	\$ 39,656,672	\$ 3,215,922
TDA Article 4.5 (Paratransit)	1,917,934	2,090,825	172,891
<b>TDA Total</b>	<b>\$ 38,358,684</b>	<b>\$ 41,747,497</b>	<b>\$ 3,388,813</b>
<b><u>STATE TRANSIT ASSISTANCE</u></b>			
<b>Revenue Based:</b>	3,310,138	5,669,191	2,359,053
<b>Population Based:</b>			
Regional Paratransit	344,649	-	(344,649)
<b>STA Total</b>	<b>\$ 3,654,787</b>	<b>\$ 5,669,191</b>	<b>\$ 2,014,404</b>
<b>Total Samtrans Operating TDA &amp; STA</b>	<b>\$ 42,013,471</b>	<b>\$ 47,416,688</b>	<b>\$ 5,403,217</b>

Funding Source	FY2018 MTC Claim	FY2019 MTC Claim	Increase/ (Decrease)
TDA Passthrough- Paratransit Coordinating Council	\$ 69,000	69,000	\$ -
RM2 (SamTrans Owl Service)	\$ 305,876	\$ 305,876	\$ -
Samtrans State of Good Repair Capital Funding	\$ 937,326	\$ 1,226,249	\$ 288,923
<b>Peninsula Corridor Joint Powers Board (JPB)</b>			
STA Revenue Based	\$ 4,265,650	\$ 6,570,607	\$ 2,304,957
State of Good Repair Capital Funding	3,943,373	1,245,276	\$ (2,698,097)

### **SIGNIFICANCE**

TDA and STA funding allocated by the MTC supports the District's fixed-route bus and paratransit services for San Mateo County residents. For FY2019, there has been a change in appropriations for Regional Paratransit STA, which are now at the county level; therefore, it is uncertain as to how much funding, if any, the District will receive for FY2019. The District claims STA capital funds related to the State of Good Repair Program established through Senate Bill 1 in April 2017. In addition, the District claims STA funds on behalf of the Peninsula Corridor Joint Powers Board (JPB), which funds will be used to support the JPB operating and capital budgets.

In addition to TDA and STA funds, the MTC allocates RM2 bridge toll revenues. The District's RM2 claim will offset operating costs for Route 397, which provides late-night Owl Service from the Palo Alto Caltrain Station to the San Francisco International Airport and then to the Transbay Terminal in San Francisco. The District must submit an application to the MTC each year to receive the allocations outlined above.

### **BUDGET IMPACT**

The District's FY2019 Operating Budget includes TDA funding in the amount of \$41.8 million, STA funding in the amount of \$5.7 million, and RM2 funding in the amount of \$0.3 million. The District's FY2019 Capital Budget includes State of Good Repair funding in the amount of \$1.2 million. Additionally, the JPB's FY2019 Operating Budget includes STA funding in the amount of \$6.6 million and STA State of Good Repair Capital funding in the amount of \$1.2 million.

### **BACKGROUND**

TDA funding provides a significant share of the District's operating revenues. TDA and STA dollar amounts cited are estimates from the MTC and are subject to adjustment if actual receipts differ from projections over the course of the fiscal year.

Prepared By: Virginia Baum, Senior Budget Analyst  
Jeannie Chen, Manager, Budgets

650-508-7963  
650-508-6259

<u>Funding Source</u>	<u>FY2018 MTC Claim</u>	<u>FY2019 MTC Claim</u>	<u>Increase/ (Decrease)</u>
<b><u>TRANSPORTATION DEVELOPMENT ACT (TDA)</u></b>			
TDA Article 4.0 (SamTrans bus)	\$ 36,440,750	\$ 39,725,672	\$ 3,284,922
TDA Article 4.5 (Paratransit)	1,917,934	2,090,825	172,891
<b>TDA Total</b>	<b>\$ 38,358,684</b>	<b>\$ 41,816,497</b>	<b>\$ 3,457,813</b>
<b><u>STATE TRANSIT ASSISTANCE</u></b>			
<b>Revenue Based:</b>	3,310,138	5,669,191	2,359,053
<b>Population Based:</b>			
Regional Paratransit	344,649	-	(344,649)
<b>STA Total</b>	<b>\$ 3,654,787</b>	<b>\$ 5,669,191</b>	<b>\$ 2,014,404</b>
<b>Total Samtrans Operating TDA &amp; STA</b>	<b>\$ 42,013,471</b>	<b>\$ 47,485,688</b>	<b>\$ 5,472,217</b>

<u>Funding Source</u>	<u>FY2018 MTC Claim</u>	<u>FY2019 MTC Claim</u>	<u>Increase/ (Decrease)</u>
<b><u>Lifeline Transportation Funds Pass through</u></b>			
San Mateo County Human Services Agency	233,333	216,667	\$ (16,667)
City of Menlo Park	236,067	193,033	\$ (43,033)
City of Daily City	373,136	336,568	\$ (36,568)
<b>Total LTP Pass-Through to Other Agencies</b>	<b>\$ 842,536</b>	<b>\$ 746,268</b>	<b>\$ (96,268)</b>
<b>TDA Passthrough- Paratransit Coordinating Council</b>	<b>\$ 69,000</b>	<b>69,000</b>	<b>\$ -</b>
<b>RM2 (SamTrans Owl Service)</b>	<b>\$ 305,876</b>	<b>\$ 305,876</b>	<b>\$ -</b>
<b>Samtrans State of Good Repair Capital Funding</b>	<b>\$ 937,326</b>	<b>\$ 1,226,249</b>	<b>\$ 288,923</b>
<b><u>Peninsula Corridor Joint Powers Board (JPB)</u></b>			
STA Revenue Based	\$ 4,265,650	\$ 6,570,607	\$ 2,304,957
State of Good Repair Capital Funding	3,943,373	1,245,276	(2,698,097)

MTC claim is total amount allowed based upon 2.22.17 Resolution No 4268 Fund Estimate (attachment A).  
MTC Claim is from approved budget.

Derived amount.

2,623,342	MTC Claim is from approved budget.
(801,024)	Took into account \$801,024 payment
1,822,318	due to BART from this source.

<u>FY18</u>	<u>Fy19 (last yr)</u>	<u>New from RA</u>	<u>Total FY19</u>
\$	233,333	116,667	100000
	236,067	118,033	75000
	373,136	186,568	150000
<b>\$</b>	<b>842,536</b>	<b>421,268</b>	<b>325,000</b>
		325,000	
			<b>746,268</b>

RESOLUTION NO. 2018 -

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

\*\*\*

**AUTHORIZING THE FILING OF AN APPLICATION WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR TRANSPORTATION DEVELOPMENT ACT, STATE TRANSIT ASSISTANCE, AND REGIONAL MEASURE 2 FUNDS FOR FISCAL YEAR 2019**

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is the transportation planning agency for the nine county San Francisco Bay Area and, as such, distributes assorted federal and state transit and transportation planning funds to cities, counties and other entities to spend, including funds authorized by the Transportation Development Act of 1971 (TDA) and Regional Measure 2 (RM2), as set forth below; and

**WHEREAS**, the TDA (Public Utilities Code §§ 99200 et seq.) provides for the disbursement of TDA Article 4.0 and 4.5 Funds, and State Transit Assistance (STA) Funds; and

**WHEREAS**, RM2 (Streets and Highway Code §§ 30921, 30914 and 30914.5) was adopted by the voters of seven Bay Area counties in 2004 to provide funding for new transit options in the Bay Area's toll bridge corridors, to relieve traffic congestion and bottlenecks, and to build secondary transit connections, with funds available to specific recipients subject to application to the MTC; and

**WHEREAS**, the San Mateo County Transit District (District) acts as managing agency for the Peninsula Corridor Joint Powers Board (JPB); and

**WHEREAS**, for technical reasons, the JPB is not eligible to apply for funds under these three sources, but the District can apply for funds on behalf of the JPB; and

**WHEREAS**, the District is an eligible claimant for funds under the sources described above to support transit operations and planning, and to pass through funds to other entities including the JPB, San Mateo County, the City/County Association of Governments of San Mateo County, cities in San Mateo County, and the entity responsible for administering the Paratransit Coordinating Council (Public Utilities. Code §§ 99260(a), 99260.2, 99260.6 and 99275; Resolution Nos. 2012-26 and 2012-28, dated June 13, 2012, and District's Opinion of Counsel dated May 9, 2013); and

**WHEREAS**, the MTC has provided the District with estimates of its share of TDA and STA funds for Fiscal Year (FY) 2019, subject to adjustment if actual receipts differ from projections over the course of the fiscal year; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board of Directors authorize the General Manager/CEO, or his designee, to apply to the MTC for funds for FY 2019 from the specified sources and for the purposes set forth below:

1. TDA Article 4.0 (SamTrans Bus): \$39,656,672
2. TDA Article 4.5 (Paratransit): \$2,090,825
3. STA Revenue Based (SamTrans Bus General Operating Expense): \$5,669,191
4. TDA Pass-through to Paratransit Coordinating Council: \$69,000
5. RM2 (SamTrans Owl Service): \$305,876.
6. State of Good Repair SamTrans Capital: \$1,226,249
7. STA JPB Operating: \$6,570,607
8. Senate Bill 1 JPB Capital: \$1,245,276

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Mateo County Transit District that the General Manager/CEO or his designee hereby is authorized and directed to file appropriate claims for Transportation Development Act Article 4.0 and 4.5 Funds, State Transit Assistance Funds, and Regional Measure 2 Funds, together with all necessary supporting documents, with the Metropolitan Transportation Commission for Fiscal Year 2019 as follows:

1. TDA Article 4.0 (SamTrans Bus): \$39,656,672
2. TDA Article 4.5 (Paratransit): \$2,090,825
3. STA Revenue Based (SamTrans Bus General Operating Expenses): \$5,669,191
4. TDA Pass-through to Paratransit Coordinating Council: \$69,000
5. RM2 (SamTrans Owl Service): \$305,876.
6. State of Good Repair SamTrans Capital: \$1,226,249
7. STA JPB Operating: \$6,570,607
8. State of Good Repair JPB Capital: \$1,245,276

**BE IT FURTHER RESOLVED**, that the General Manager/CEO or his designee is authorized and directed to file appropriate amendments to these claims, together with all necessary supporting documents, with the MTC to carry out the policies of the District Board and attendant funding requirements during Fiscal Year 2019, as may be adopted from time to time by the District Board; and

**BE IT FURTHER RESOLVED**, that the District indemnifies and holds harmless the MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of the District, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under the allocation of RM2 funds. In addition to any other remedy authorized by law, the MTC may retain as much of the funding due under the allocation of RM2 funds as shall reasonably be considered necessary by the MTC until disposition has been made of any claim for damages; and

**BE IT FURTHER RESOLVED**, that the General Manager/CEO, or his designee, is authorized and directed to transmit an executed copy of this Resolution to the MTC in conjunction with the filing of the claims authorized pursuant to this Resolution, and to request that the MTC concur in these findings and grant the allocation of funds as specified.

Regularly passed and adopted this 1st day of August, 2018, by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, Board of Directors

ATTEST:

---

Acting District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Carter Mau  
Deputy GM/CEO

SUBJECT: **ADOPTION OF SALARY ORDINANCE NO. 102**

**ACTION**

Staff proposes the Committee recommend Board approval of Salary Ordinance (Ordinance No. 102) to reflect the addition of 17 new positions and the cost-neutral conversion of nine positions.

**SIGNIFICANCE**

Throughout the fiscal year, the General Manager/CEO (GM/CEO), utilizing authority previously delegated to him by the Board in June 2000 (Salary Ordinance No. 80), authorized certain changes to the Table of Position Classifications (Exhibits A, B, C, and D). Minor adjustments were required so that the San Mateo County Transit District (District) could effectively and efficiently carry out the missions of the District, the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA). The Table of Position Classifications has been amended to reflect the changes. In addition, new positions were requested by staff for Fiscal Year (FY) 2019.

In support of the District's 2015-19 Strategic Plan, specifically the Improve Organizational Performance and the Manage Workforce Change goals, the GM/CEO is asking that the Board approve and add 17 new positions and convert nine (9) positions in the Table of Position Classifications. The position conversions would be cost-neutral.

The 17 new positions were requested in the District, JPB, and TA FY 2019 budgets. The nine (9) converted positions would replace positions currently occupied full-time by consultants. These new and converted positions will increase the number of full-time and part-time positions from 784 to 810 in the Table of Position Classifications.

The proposed Salary Ordinance No. 102 also reflects changes made as a result of a Classification Appeals process appealing the results of the classification, compensation, benefits, and pay structure study conducted by the Segal Group. The following positions were reevaluated and reclassified to a higher level classification:



- All Director Level positions have been moved from Level 22 to Level 23
- Capital Programs Specialist Level 14 has been reclassified to Operations Contract Analyst Level 16
- Claims Analyst Level 15 has been reclassified to Insurance and Claims Administrator Level 18
- Distribution Coordinator Level 13 has been reclassified to Level 15
- Manager, Accessible Transit Services Level 19 has been reclassified to Level 20

### **BUDGET IMPACT**

The proposed FY 2019 Operating and Capital budgets contain the necessary funds to underwrite all proposed changes and wage increases for administrative (non-represented) employees. The JPB and the TA are required to reimburse the District for all expenses associated with the positions necessary to carry out the missions of the JPB and the TA.

### **BACKGROUND**

The District's Strategic Plan includes a goal to continue to attract and retain a highly skilled and motivated workforce to carry out critical programs of the District, the JPB and the TA. The District's vision as defined by the GM/CEO states: "We are a place where people want to come to work, feel engaged and valued." The District must be adequately staffed to face internal and external challenges and must be diligent in identifying and addressing them on a regular basis to remain effective and adaptive to change.

### **STRATEGIC INITIATIVE**

- Become a More Effective Organization
- Improve Organizational Performance

Project Manager: Juliet Nogales-DeGuzman, Manager,  
Employee Services

650-508-6236

**Table of Position Classifications (Ord. 102 effective 08/01/2018)**

**Exhibit "A"**

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Accessibility Coordinator	1		17	81,306	121,960
Accessibility Specialist	1		13	54,279	89,167
Accountant II	19	9	16	73,494	110,241
Accountant III	6	3	18	89,949	134,924
Accounting Specialist	4	2	12	49,063	82,707
ADA Coordinator	1		17	81,306	121,960
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	5	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
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
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	4	12	49,063	82,707
Database Administrator	2		18	89,949	134,924
DBE Admininstrator	1	1	18	89,949	134,924
Deputy Chief, Rail Operations	1	1	24	164,907	247,361
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
Director, Accounting	1		23	149,062	223,592
Director, Budgets and Financial Analysis	1		23	149,062	223,592
Director, Bus Transportation	1		23	149,062	223,592
Director, Caltrain Planning	1	1	23	149,062	223,592
Director, Caltrain Systems Integration	1	1	23	149,062	223,592
Director, Capital Program Delivery	1	1	23	149,062	223,592
Director, Contracts and Procurement	1		23	149,062	223,592
Director, Engineering and Maintenance*	1	1	23	149,062	223,592

**Table of Position Classifications (Ord. 102 effective 08/01/2018)**

**Exhibit "A"**

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Director, Government and Community Affairs	1	0	23	149,062	223,592
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	0	23	149,062	223,592
Director, Planning	1		23	149,062	223,592
Director, Rail Contracts and Budget	1	1	23	149,062	223,592
Director, Rail Operations*	1	1	23	149,062	223,592
Director, Real Estate and Development	1	1	23	149,062	223,592
Director, Safety and Security	1	1	23	149,062	223,592
Director, Transportation Authority Program	1	1	23	149,062	223,592
Director, Treasury	1		23	149,062	223,592
Distribution Clerk	2	1	11	44,349	70,690
Distribution Coordinator	1		15	66,432	101,441
Engineer II	6	6	18	89,949	134,924
Engineer III	8	8	19	99,511	149,267
Estimator	1	1	18	89,949	134,924
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	1		18	89,949	134,924
Government and Community Relations Coordinator	3	0	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
Insurance and Claims Administrator	1	1	18	89,949	134,924
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
Invoice Administrator	1	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		20	110,089	165,134
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

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "A"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Manager, Configuration Management	1	1	20	110,089	165,134
Manager, Construction Services	1	1	21	121,792	182,688
Manager, Customer Service	1		19	99,511	149,267
Manager, Digital Communications	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	2	2	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, Records Management	1	1	19	99,511	149,267
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 Operations	1		19	99,511	149,267
Market Research and Development Analyst	1	1	16	73,494	110,241
Marketing Development Assistant	1	1	11	44,349	70,690
Marketing Development Specialist	3	1	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	1		18	89,949	134,924
Network Administrator III	1		19	99,511	149,267
Network Administrator, Rail	1	1	18	89,949	134,924

Table of Position Classifications (Ord. 102 effective 08/01/2018)

Exhibit "A"

Job Title	Authorized Positions	FTE Offloads (a)	Pay Grade	Salary Range	
Network Specialist	1		14	60,049	93,495
Office Assistant(full-time/part-time**)	7	1	11	44,349	70,690
Operations Contract Analyst	5	3	16	73,494	110,241
Payroll Specialist	1		13	54,279	89,167
Planning Administrator	7	5	19	99,511	149,267
Planning Analyst II	1		16	73,494	110,241
Planning Analyst III	6	2	17	81,306	121,960
Procurement Administrator II	11	6	17	81,306	121,960
Procurement Administrator III	5	2	19	99,511	149,267
Procurement Specialist	1	1	14	60,049	93,495
Program Management Support	1	1	19	99,511	149,267
Program Manager, Fare Revenue Operations	1		20	110,089	165,134
Project Control Specialist	1	1	18	89,949	134,924
Project Manager*	4	4	19	99,511	149,267
Project Specialist III	1	1	18	89,949	134,924
Public Affairs Specialist	3		14	60,049	93,495
Rail Liaison	1	2	18	89,949	134,924
Rail Safety Coordinator	2	2	18	89,949	134,924
Rail Vehicle Maintenance Program Administrator	1	1	19	99,511	149,267
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 Assistant	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 Operations Financial Analyst	1		19	99,511	149,267
Senior Policy Advisor	1	1	20	110,089	165,134
Senior Project Manager	6	4	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
Surveyor	1	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
Utility Coordinator	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. 102 effective 08/01/2018)****Exhibit "B"**

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
Deputy Director, Project Delivery	1	1	21	121,792	182,688
Manager, Budgets	1	1	20	110,089	165,134
Senior Project Manager	1	1	20	110,089	165,134
Budget Analyst	1	1	18	89,949	134,924
Program Management Administrator, CalMod	1	1	18	89,949	134,924
Construction Liaison Manager	1	1	17	81,306	121,960

**Table of Position Classifications (Ord. 102 effective 08/01/2018)**

**Exhibit "C"**

Job Title	Authorized Positions	FTE(a) Offloads	Class	Salary Range
<b><u>Represented</u></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"	36	1	ATU1	c
Mechanic "B"	21	5	ATU1	c
Mechanic "C"	8	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. 102 effective 08/01/2018)****Exhibit "D"**

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 179 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).



**ORDINANCE NO. 102  
BOARD OF DIRECTORS, SAN MATEO COUNTY TRANSIT DISTRICT  
STATE OF CALIFORNIA**

\*\*\*\*

**AUTHORIZING RECLASSIFICATIONS,  
TITLE CHANGES, MODIFICATION AND ADDITION OF POSITIONS,  
AND EFFECTING AN INCREASE IN THE TABLE OF POSITION CLASSIFICATIONS  
FOR ADMINISTRATIVE (NON-REPRESENTED) EMPLOYEES**

**WHEREAS**, the General Manager/CEO, pursuant to Ordinance No. 101 enacted by the San Mateo County Transit District (District) Board of Directors (Board) on March 7, 2018, has implemented position reclassifications, changed titles and changed positions in the District's Table of Position Classifications, which he deemed necessary to organize and manage effectively the transit needs of the public within the parameters of the District's Operating and Capital Budgets and for the District to remain competitive as an employer in the Bay Area; and

**WHEREAS**, in accordance with the compensation and benefits philosophy recommended by the Segal Group upon completion of a comprehensive compensation study, staff proposes adoption of a new pay structure as shown in the revised Table of Position Classifications attached hereto and incorporated herein as Exhibits "A" Administrative Positions, "B" Caltrain Modernization Positions, "C" Bargaining Unit Positions, and "D" General Manager/CEO; and

**WHEREAS**, to prepare for future staffing needs of the District, the General Manager/CEO recommends that the Board authorize the addition of 17 new positions and the cost-neutral conversion of nine (9) positions into the District's Table of Position, thereby increasing the number of Full-time and Part-time positions from to 784 to 810 ; and

**WHEREAS**, the Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA) are obligated to reimburse the District for all expenses associated with positions required to carry out the missions of the JPB and TA; and

**WHEREAS**, the aforementioned General Manager/CEO's recommendations and actions are reflected in the revised District's Table of Position Classifications attached hereto and incorporated herein as Exhibits "A", "B", "C", and "D."

**NOW, THEREFORE, BE IT ORDAINED** that the Board of Directors of the San Mateo County Transit District adopts the revised Table of Position Classifications, attached as Exhibits "A," "B," "C," and "D," effective on August 1, 2018.

Regularly passed and adopted this 1<sup>st</sup> of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

Acting District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Finance Committee

THROUGH: Jim Harnett  
General Manager/CEO

FROM: David A. Olmeda                      Derek Hansel  
Chief Operating Officer                      Chief Financial Officer

SUBJECT: **AMENDMENT OF CONTRACT WITH MV TRANSPORTATION FOR  
CONTRACTED URBAN BUS SERVICES AND AMENDMENT TO INCREASE THE  
FISCAL YEAR 2019 OPERATING BUDGET BY \$2,713,372**

**ACTION**

Staff proposes the Committee recommend the Board:

1. Approve an amendment (Third Amendment) to the agreement between the San Mateo County Transit District (District) and MV Transportation (MV) for Contracted Urban Bus (CUB) Services (Agreement);
2. Authorize the General Manager/CEO to execute the Third Amendment; and
3. Approve an amendment to the Fiscal Year 2019 operating budget to increase expenditures by \$2,713,372 and to increase the anticipated use of reserves by \$2,713,372.

**SIGNIFICANCE**

Amendment of the Agreement will better align MV's compensation with its performance on the contract and will provide MV with the financial stability necessary to continue its operations for the District until January, 2020. District staff will develop a plan to provide the existing MV services, or recommend an alternative service delivery method, to be effective no later than the January 2020 run book.

**BUDGET IMPACT**

Execution of the amendment will increase motor bus operating expenditures by \$2,713,372, and will increase the anticipated draw on reserves by \$2,713,372.

**BACKGROUND**

The District and MV entered into the Agreement on January 1, 2013. With the strength of the local economy, the increase in State and local minimum wages, and the tremendous growth in private bus services in the region, MV has had significant difficulty in recruiting and retaining staff for its contracted bus operations. As a result of these changed conditions, and in accordance with the procedures set forth in the

Agreement, MV has requested that the District reconsider the pricing terms of the Agreement. The issue developed great importance over this past winter when MV's inability to retain employees led to a dramatic increase in the number of "Did Not Operate/Did Not Complete" (DNOs/DNCs) trips on the District's schedule. The increase in DNOs/DNCs decreases the quality of service provided to SamTrans customers.

In order to evaluate MV's request, in conjunction with MV, the District developed a scope of work for a financial review performed by Vavrinek, Tine, Day & Co., LLP (VTD), the District's auditor. This review demonstrated that MV is losing a substantial amount on the Agreement, even without significant wage increases that it believes are necessary in order to ensure its competitiveness in the labor marketplace.

Subsequent to the review, District and MV staff engaged in a series of negotiations to develop a set of amendments to the Agreement that would accomplish the following objectives: (1) provide a set of incentives and assessments that better align the performance and quality of services, (2) provide an equitable and justifiable adjustment to the vehicle mileage rate paid for revenue service miles, and (3) revise the option language to allow contract options after the implementation of the January 2020 run book, as agreed by both parties.

The Third Amendment accomplishes these objectives. The increased compensation is split roughly equally between increases to the fixed fee per vehicle revenue mile and the package of earnable contract incentives. The incentives have been designed to provide additional compensation to MV for service accomplishments that lead to better and more cost-effective service for SamTrans and its customers. The revisions to the option language provide MV with a new level of date certainty with respect to contractual losses while providing sufficient time for the District to develop an alternative service delivery method for the service currently provided by MV, which represents approximately 30 percent of the District's Urban Bus Services (non-Coastside service).

Prepared By: Derek Hansel  
David A. Olmeda

650-508-6466  
650-508-6252

**AMENDMENT NO. 3**  
**TO**  
**CONTRACT NO. 12-SAMTR-S-033**  
**PROVIDE CONTRACTED URBAN BUS SERVICE**  
**CONTRACTOR: MV TRANSPORTATION, INC.**

This Third Amendment, which is effective July 1, 2018, modifies the Agreement for provision of Contracted Urban Bus Service (Agreement), which was effective January 1, 2013, between the SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT) and MV TRANSPORTATION, INC. (CONTRACTOR).

**WHEREAS**, the Agreement has been previously modified as follows:

AMENDMENT No. 1 – On July 8, 2014, the Agreement was amended to compensate the CONTRACTOR a one-time payment of \$200,000 for excess deadhead miles.

AMENDMENT No. 2 – On September 23, 2014, the DISTRICT exercised the Option Year One and Two of the Agreement; and

**WHEREAS**, DISTRICT and CONTRACTOR desire to further amend the Agreement to exercise Option Year 3, grant an increase to the Vehicle Revenue Mile (VRM) rate applicable during option year periods, and make certain other revisions.

**NOW, THEREFORE**, in consideration of the foregoing, the Parties agree to amend the Agreement as follows:

**1. Agreement for Services, Section 2, Term of Contract.**

The following language is hereby added to the end of Section 2 of the Agreement:

"Notwithstanding the foregoing, pursuant to the Third Amendment, the DISTRICT exercises Option Year Three, with the understanding that said option term will extend to the implementation of the January 2020 run book (approximately mid-January 2020), and any option for work to be performed after the implementation of the January 2020 run book will be exercised at the mutual agreement of the DISTRICT and CONTRACTOR."

**2. Agreement for Services, Section 3, Compensation.** The following is hereby added to the end of Section 3 of the Agreement:

"Pursuant to the Third Amendment, as compensation for the faithful performance by the CONTRACTOR of each and every service called for under the Agreement, the DISTRICT will pay CONTRACTOR as follows:

July 1, 2018 through December 31, 2019: \$9.715 per Vehicle Revenue Mile

January 1, 2019 through June 30, 2019: \$9.965 per Vehicle Revenue Mile

July 1, 2019 through December 31, 2019: \$10.265 per Vehicle Revenue Mile."

**3. Exhibit A, Part 2, Section 2.2.A.1 .. CUB Service Average Revenue Hours and Revenue Miles Per Day.**

The following language is hereby added after the last paragraph in the section:

"Effective July 1, 2018, the Parties agree to maintain weekday revenue (compensable) miles at no less than 70% of total assigned miles."

**4. Exhibit A, Part 2, Section 2.2.T, Liquidated Damages.**

The following language is hereby added to the end of Section 2.2.T. of the Agreement:

"Notwithstanding the foregoing, pursuant to the Third Amendment, the DISTRICT has previously agreed to waive \$450,000 of previously incurred liquidated damages."

**5. Exhibit A, Part 2, Section 2.2.S, Performance Standards and Assessments.**

The following language is hereby added to the end of Section 2.2.S. of the Agreement:

"Notwithstanding the foregoing, pursuant to the Third Amendment, the DISTRICT and CONTRACTOR agree that Exhibit A to the Third Amendment sets forth contract incentives and assessments applicable during the period of July 1, 2018 through the end of the Agreement term. In the event of any conflict between any incentives or assessments set forth in the Agreement and those set forth in Exhibit A to the Third Amendment, the incentives or assessments set forth in Exhibit A to the Third Amendment shall take precedence."

Except for those changes expressly specified in this Third Amendment all other provisions, requirements, conditions, and sections of the underlying Agreement, as previously amended, shall remain in full force and effect.

**SAN MATEO COUNTY TRANSIT DISTRICT:**

**MV TRANSPORTATION, INC.\***

By: \_\_\_\_\_  
General Manager/CEO

By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

By: \_\_\_\_\_

Title: \_\_\_\_\_

Note: This Amendment must be executed by two Corporate Officers, consisting of:

(1) the President, Vice President or Chair of the Board, and

(2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant CFO, Treasurer, or Assistant Treasurer.

In the alternative, this Amendment may be executed by a single Officer or a person other than an Officer provided that evidence satisfactory to the District is provided demonstrating that such individual is authorized to bind the Corporation (e.g. a copy of a certified resolution from the Corporation's Board or a copy of the Corporation's bylaws)

## Exhibit A

### ➤ **Incentives: (\$118,000/mo. or \$1.42M/yr.)**

1. OTP (85% or better)	\$6,000/ mo.
2. Preventable Accidents	
○ 0 – 3	\$16,000/ mo.
3. Did Not Operate/ Did Not Operated DNOs/DNCs	
○ 0 – 7	\$16,000/ mo.
4. Validated ADA violations	
○ Zero	\$16,000/ mo.
5. Operator Headcount/Staffing (105 Bus Operators)	
○ 95% or better	\$21,000/ mo.
6. B.O. complaints/100,000 rides	
○ 12 or less	\$11,000/ mo.
7. Field Supervisor Presence (3 FTE minimum)	
○ 24 hours weekdays and 16 hours weekends	\$13,000/ mo.
8. PMI Adherence (on time) +/- 10% sch. interval mileage	
○ 95% or better	\$19,000/ mo.

### ➤ **Assessments:**

1. Did Not Operate/ Did Not Operated DNOs/DNCs	
○ 13 or more	\$10,000/ mo.
○ @15 and above	\$500/ea.
2. Unsatisfactory CHP Inspection*	\$15,000/ ea.
3. Preventable Accidents	
○ 7 or more	\$10,000/ mo.
4. Incident Report of Non-Compliance	
○ 1 – 5 incidents	\$150/ ea.
○ 6 or more	\$500/ ea.
5. Fail to respond to a road call or report an accident	\$5,000/ ea.
6. Each schedule running hot (GPS/BRIO verified)	
○ 1+	\$1,000/ ea.
7. Operator Headcount/Staffing (105 Bus Operators)	
○ Below 85%	\$10,000/ mo.
8. B.O. Complaints/100,000 rides	
○ 15 or more B.O.	\$5,000/ mo.
9. PMI Adherence (on time) +/- 10% sch. interval mileage	
○ 85% or less	\$15,000/ mo.

RESOLUTION NO. 2018 –

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

\* \* \*

APPROVING THE THIRD AMENDMENT TO THE CONTRACT WITH MV TRANSPORTATION FOR  
CONTRACTED URBAN BUS SERVICES AND AMENDMENT TO INCREASE THE  
FISCAL YEAR 2019 OPERATING BUDGET BY \$2,713,372

**WHEREAS**, the San Mateo County Transit District (District) and MV Transportation (MV) entered into an agreement for Contracted Urban Bus (CUB) Services (Agreement) on January 1, 2013; and

**WHEREAS**, with the strength of the local economy, the increase in State and local minimum wages, and the tremendous growth in private bus services in the region, MV has had significant difficulty in recruiting and retaining staff for its contracted bus operations, and as a result of these changed conditions, MV has requested that the District reconsider the pricing terms of the Agreement; and

**WHEREAS**, the issue developed great importance over this past winter when MV's inability to retain employees led to a dramatic increase in the number of "Did Not Operate/Did Not Complete" (DNOs/DNCs) trips on the District's schedule, which in turn negatively impacts the quality of service provided to SamTrans customers; and

**WHEREAS**, in order to evaluate MV's request, the District engaged its auditor, Vavrinek, Trine, Day & Co., to perform a review of MV's financial records, which demonstrated that MV is losing a substantial amount on the Agreement, even without significant wage increases that it believes are necessary to ensure its competitiveness in the labor marketplace; and

**WHEREAS**, subsequent to the financial review, staff and MV engaged in negotiations and arrived at terms, which are to be memorialized in an amendment



(Third Amendment) to the Agreement, and which are intended to accomplish the following objectives: (1) provide a set of incentives and assessments that better align the performance and quality of services; (2) provide an equitable and justifiable adjustment to the vehicle mileage rate paid for revenue service miles, and (3) revise the option language to provide that any contract options after the implementation of the January 2020 run book will be agreed to by both parties; and

**WHEREAS**, the General Manager/CEO recommends, and the Finance Committee concurs, that the Board approve and authorize the General Manager/CEO to execute the Third Amendment to the Agreement with MV Transportation, and that the Board amend the Fiscal Year 2019 operating budget to provide capacity for resulting costs by increasing expenditures by \$2,713,372 and increasing the anticipated use of reserves by \$2,713,372.

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

1. Approves the Third Amendment to the Agreement between the San Mateo County Transit District and MV Transportation for Contracted Urban Bus Services; and
2. Authorizes the General Manager/CEO to execute the Third Amendment; and
3. Amends the Fiscal Year 2019 operating budget to provide capacity for resulting costs by increasing expenditures by \$2,713,372 and increasing the anticipated use of reserves by \$2,713,372.

Regularly passed and adopted this 1<sup>st</sup> day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

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 RATTO

JIM HARTNETT  
GENERAL MANAGER/CEO

## AGENDA

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

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, AUGUST 1, 2018 – 3:00 pm

or immediately following the Finance Committee meeting

1. Call to Order

#### ACTION

2. Approval of Minutes of Strategic Planning, Development and Sustainability Committee Meeting of July 11, 2018

#### MOTION

3. Adopting the Coastside Transit Study

#### INFORMATIONAL

4. SamTrans Business Plan Update
5. Adjourn

Committee Members: Josh Powell (Chair), Zoe Kersteen-Tucker, 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.

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

**MINUTES OF STRATEGIC PLANNING, DEVELOPMENT, AND SUSTAINABILITY COMMITTEE /  
COMMITTEE OF THE WHOLE  
JULY 11, 2018**

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

Committee Members Absent: None

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

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, P. Skinner, M. Tolleson, J. Taylor, J. Barker, C. Kwok, M. Ross, D. Lieberman, T. Bartholomew, C. Cubba, J. Epstein, C. Wegener, D. Esse, Gumpal, J. Brook

## **CALL TO ORDER**

Committee Chair Powell called the meeting to order at 3:49 pm.

## **APPROVAL OF MINUTES OF COMMITTEE MEETING OF JUNE 6, 2018**

Motion/Second: Ratto/Guilbault

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

Absent: None

## **US-101 EXPRESS BUS FEASIBILITY STUDY UPDATE**

Millie Tolleson, Principal Planner, gave a presentation on the US-101 Express Bus Feasibility Study.

### Public Comment:

Andy Chow, Redwood City, said he thought some of the routes such as Lines 2 and 8 should be extended to run all day. He also suggested that the bus/train transfer be simplified to work as a single system.

Adina Levin, Friends of Caltrain and TEAMC, said she advocated for a streamlined customer experience, such as incorporating Clipper and FasTrak for part-time transit riders.

## **ADJOURN**

The meeting adjourned at 4:13 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**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 and Transportation Authority

SUBJECT: **ADOPTION OF THE COASTSIDE TRANSIT STUDY**

**ACTION**

Staff proposes that the Committee recommend the Board of Directors (Board) adopt the SamTrans Coastside Transit Study (Study).

**SIGNIFICANCE**

The San Mateo County Transit District (District) conducted the Study of existing SamTrans bus service on the Coastside area of San Mateo County (Coastside) between April 2017 and February 2018. The Study evaluated current SamTrans service in Pacifica, Half Moon Bay, and other Coastside communities in San Mateo County, as well as the potential market for additional or modified transit service.

The Study included in-person and online community engagement efforts and analysis of external data sources tracking commute trips, population density, and employment density. Following this analysis and community outreach, staff identified a set of near-term and longer-term improvement initiatives for transit on the Coastside. Some of the near-term initiatives have already been implemented.

At the May 2, 2018 Board meeting, staff presented the key findings and recommendations of the draft Coastside Transit Study. At the August 1, 2018 Board meeting, staff will present the draft final Study, which incorporates comments received from the Board, including recommendations for future study beyond the Coastside Transit Study such as the creation of goals for Coastside bus service and exploration of bike share and other potential non-traditional transportation options on the Coastside.

The draft final Study report is available for download on the Study webpage:  
[http://www.samtrans.com/Planning/Planning\\_and\\_Research/Coastside\\_Transit\\_Study](http://www.samtrans.com/Planning/Planning_and_Research/Coastside_Transit_Study)

**BUDGET IMPACT**

There is no budget impact associated with the adoption of the Study.

## **BACKGROUND**

The District most recently conducted a systemwide evaluation of bus service as part of the 2013 SamTrans Service Plan (SSP) process. Additionally, in 2015, the Pacifica Climate Committee, a group of Coastside residents dedicated to environmental sustainability, wrote to the District seeking an analysis of transit service on the Coastside.

Through this Study, the District aimed to reconnect with the Coastside community four years after SSP changes were implemented to identify whether additional changes are warranted.

## **STRATEGIC INITIATIVE**

**Priority 1:** Expand Mobility Options

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

Prepared By: Millie Tolleson, Principal Planner

650-622-7815



# Coastside Transit Study Draft Final

San Mateo

**SamTrans Board of Directors**

**August 1, 2018**



**This study aimed to:**

- **Engage in conversation with residents of the Coastside regarding SamTrans service**
- **Identify near-term and longer-term improvements to SamTrans fixed route service on the coast**



## Near-Term Improvements

- Route 118 additional evening trip
- Route 118 extension to Daly City BART
- FLX Pacifica education campaign
- Timed transfer evaluation

## Longer-Term Improvements

- Route 118 increased frequency and potential extension to Half Moon Bay
- Multimodal improvements at Linda Mar Park-and-Ride, explore potential new PNR in mid-Coast
- Continued assessment of non-traditional transportation options, including microtransit

# Recent Comments



Comment Received	Action
Extend maps to include Pescadero, incorporate LCP, build out Community Profile section, etc.	Completed.
Develop Coastside service goals.	Consider as part of the upcoming Short Range Transit Plan process.
Explore multimodal and nontraditional transportation options for the coast, such as bike share.	Ensure the Coastside is incorporated in upcoming microtransit and emerging mobility studies.
Explore weekend trip patterns.	Consider analysis of weekend trip data as part of future study.
A set of extensive comments related to school-related routes and fixed route service in North County.	Shared with Bus Operations department for evaluation.

- **Adoption of the Coastside Transit Study**
- **Implementation and monitoring of near-term improvements**
- **Ongoing planning and evaluation for longer-term improvements**



# Comments & Questions



RESOLUTION NO. 2018-

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

\* \* \*

**ADOPTING THE SAMTRANS COASTSIDE TRANSIT STUDY**

**WHEREAS**, in response to requests for a targeted analysis of bus routes serving the Coastside area of San Mateo County, the District undertook the Coastside Transit Study to engage with Coastside residents about their transit needs and opportunities to improve and optimize transit in Pacifica, Half Moon Bay, and other coastal communities; and

**WHEREAS**, the Coastside Transit Study (Study) includes a set of near-term recommended initiatives to improve transit service and expand education of how to use the existing SamTrans service on the Coastside; and

**WHEREAS**, the Study also includes a set of long-term initiatives which will require additional planning and resources to potentially implement in the coming years; and

**WHEREAS**, when the Draft Coastside Transit Study was presented at the May 2, 2018 Board of Directors (Board) meeting, the Board requested that staff consider additional efforts to develop specific Coastside service goals and explore non-traditional transportation solutions; and

**WHEREAS**, staff has incorporated the comments from the Board, including recommendations for future study of potential non-traditional transportation options; and

**WHEREAS**, the General Manager/CEO recommends, and the Committee concurs, that the Board adopt the final SamTrans Coastside Transit Study, attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Mateo County Transit District adopts the final SamTrans Coastside Transit Study, attached hereto and incorporated herein by this reference.

Regularly passed and adopted this 1<sup>st</sup> day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

ATTEST:

---

District Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Planning, Development and Sustainability Committee

THROUGH: Jim Hartnett  
General Manager/CEO

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

SUBJECT: **SAMTRANS BUSINESS PLAN UPDATE**

**ACTION**

This report is informational only.

**SIGNIFICANCE**

San Mateo County Transit District (District) staff has completed a strategic planning document entitled the SamTrans Business Plan, which identifies immediate, near-term and long-term actions to affirm the District's position as a mobility leader and ensure the organization meets current and future transportation needs. The Plan identifies three core principles of focus over the next five to ten years: 1) sustaining and enhancing services for the transit-dependent; 2) expanding and innovating mobility services; and 3) promoting programs that relieve traffic congestion. Within the three core principles, the Plan identifies 16 initiatives that are in various stages of implementation or planning.

At the May 2, 2018 Board of Directors (Board) meeting, staff presented an update on the Plan initiatives, which included a status and funding update for each of the initiatives, as well as potential performance metrics.

The draft final SamTrans Business Plan can be downloaded from the SamTrans webpage at: [www.samtrans.com/draftfinalbusinessplan](http://www.samtrans.com/draftfinalbusinessplan)

Following the Board's receipt of the Plan at the August 1, 2018 meeting, staff will bring a final version for adoption at the September 5, 2018 meeting. Following adoption of the Plan, staff intends to provide semi-annual updates to the Board on the progress of the included projects and initiatives.

**BUDGET IMPACT**

There is no budget impact associated with this update.

## **BACKGROUND**

Development of the Plan began in mid-2016. The Plan was created as an extension of the SamTrans Strategic Plan (2015-2019) and is also aligned with the Short Range Transit Plan (2017-2027) and the ten-year financial outlook for the District.

The Plan was designed to accomplish three goals: 1) to identify and guide current and future mobility initiatives; 2) to establish timeframes and performance metrics; and 3) to identify initiatives which require additional funding. The Plan incorporates input from internal stakeholders on the core principles and the development of initiatives.

## **STRATEGIC INITIATIVE**

Overall, the Business Plan is aligned with the vision and goals as set forth by the Strategic Plan.

### **Priority 1: Expand Mobility Options**

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

### **Priority 2: Strengthen Fiscal Health**

**Goal 1:** Increase fixed-route farebox revenue by 20 percent

**Goal 2:** Reduce debt service by \$1.5 million annually

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

### **Priority 3: Become a more Effective Organization**

**Goal 1:** Improve organization performance

**Goal 2:** Manage workforce change

Prepared By: Christy Wegener, Director, Planning

650-508-6278





# SamTrans Business Plan



**SamTrans Planning and  
Development Committee  
August 1, 2018**

- **Overview of Final SamTrans Business Plan**
- **Status of Initiatives**
- **Implementation Schedule**
- **Funding**
- **Next Steps**



# Business Plan Outline

samTrans

- **Background**
- **District History**
- **Current Services**
- **Financial Profile**
- **Revenue Opportunities**
- **Core Principles and Initiatives**
- **Implementation Plan**



## Core Principles/Priorities:

- 1. Sustain and enhance services for the transit-dependent**
- 2. Expand and innovate mobility services**
- 3. Promote programs that relieve traffic congestion**

# 16 Initiatives

- Youth Mobility Plan
- Senior Mobility Plan
- Way2Go Pass Expansion
- Mobile App
- Wi-Fi
- Microtransit
- TNC Partnership
- Express Bus Service
- Bus Stop Improvements
- Shuttle Study
- UC Davis Partnership
- Website Update
- Dumbarton Corridor
- Rapid ECR Service
- Coastside Study
- Fleet Electrification

# Implementation Schedule Priority 1



Priority 1: Sustain and Enhance Services for the Transit Dependent	FY19	FY20	FY21	FY22	FY23
Completion and Implementation of Mobility Plan for Older Adults and People with Disabilities*					
Implementation of Youth Mobility Plan					
Bus Stop Improvements*					
Pilot Way2Go for Colleges*					

\*Final schedule to be determined based on pilot/study recommendations and funding

# Implementation Schedule

## Priority 2

Priority 2: Expand and Innovate Mobility Services	FY19	FY20	FY21	FY22	FY23
UC Davis ITS Partnership					
Mobile Ticketing and Trip Planning Smartphone Application					
Modernize SamTrans Website					
Matching Funds to Electrify Fleet and Upgrade Infrastructure					
Wi-Fi on Buses					
TNC Pilot*					
Microtransit Pilot*					

\*Final schedule to be determined based on pilot recommendations and funding

# Implementation Schedule

## Priority 3

Priority 3: Promote Programs that Relieve Traffic Congestion	FY19	FY20	FY21	FY22	FY23
Express Bus Service Pilot*					
Complete and Implement the Coastside Study*					
El Camino Real (ECR) Rapid Pilot and Expansion*					
Matching/Seed Money for Near-Term Improvements from Dumbarton Corridor Study*					
Countywide Shuttle Study*					

\*Final schedule to be determined based on pilot/study recommendations and funding



**5-Year initial estimates, subject to further study:**

**Priority 1: Up to \$5.7M**

**Priority 2: Up to \$24.2M**

**Priority 3: Up to \$123.2M**

***Estimated 5-Year Total: \$153M***

**Potential Funding Sources: State SB1, RM3, Federal/State/Local Grants, other revenue sources**

# Next Steps

- **August 1, 2018 – Present final draft Plan, receive Board feedback**
- **August 2018 – Incorporate feedback and finalize Plan**
- **September 5, 2018 – Board adopts Plan**
- **Spring 2019 – Semi-annual report to Board on progress on implementation of initiatives**

**Thank you**

**Christy Wegener**

**wegenerc@samtrans.com**





## AGENDA

### LEGISLATIVE COMMITTEE COMMITTEE OF THE WHOLE

San Mateo County Transit District Administrative Building  
Bacciocco Auditorium – 2<sup>nd</sup> Floor  
1250 San Carlos Avenue, San Carlos, CA

WEDNESDAY, AUGUST 1, 2018 – 3:15 pm

or immediately following the Strategic Planning, Development, and Sustainability  
Committee meeting

1. Call to Order

#### ACTION

2. Approval of Minutes of Legislative Committee Meeting of July 11, 2018

#### MOTION

3. Opposing Proposition 6

#### INFORMATIONAL

4. State and Federal Legislative Update
5. Adjourn

Committee Members: Zoe Kersteen-Tucker (Chair), 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 /  
COMMITTEE OF THE WHOLE  
JULY 11, 2018**

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

Committee Members Absent: None

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

Staff Present: J. Hartnett, C. Mau, J. Cassman, S. van Hoften, A. Chan, S. Murphy, D. Olmeda, D. Hansel, C. Fromson, T. Dubost, P. Skinner, M. Tolleson, J. Taylor, J. Barker, C. Kwok, M. Ross, D. Lieberman, T. Bartholomew, C. Cubba, J. Epstein, C. Wegener, D. Esse, Gumpal, J. Brook

## **CALL TO ORDER**

Committee Chair Kersteen-Tucker called the meeting to order at 4:13 pm.

## **APPROVAL OF MINUTES OF COMMITTEE MEETING OF JUNE 6, 2018**

Motion/Second: Gee/Powell

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

Absent: None

## **STATE AND FEDERAL LEGISLATIVE UPDATE**

Casey Fromson, Director of Government and Community Affairs, gave a brief summary of bills and measures of interest to the District and Caltrain. She noted that the SB-1 repeal effort will be on the November ballot as Proposition 6.

Committee Chair Kersteen-Tucker asked how SamTrans would partner with other agencies upon repeal of SB-1. Ms. Fromson said she would provide responsive information at the next Board meeting.

## **ADJOURN**

The meeting adjourned at 4:21 pm.

An audio/video recording of this meeting is available online at [www.samtrans.com](http://www.samtrans.com). Questions may be referred to the District Secretary's office by phone at 650-508-6279 or by email to [board@samtrans.com](mailto:board@samtrans.com).

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Legislative Committee

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **RESOLUTION EXPRESSING ITS STRENUOUS OPPOSITION TO PROPOSITION 6,  
WHICH WOULD REPEAL SENATE BILL 1, ALSO KNOWN AS THE "ROAD REPAIR  
AND ACCOUNTABILITY ACT"**

**ACTION**

Staff recommends Board adoption of the attached resolution that expresses its strenuous opposition to Proposition 6, which would repeal Senate Bill 1 (SB 1), also known as the "Road Repair and Accountability Act"

**SIGNIFICANCE**

Opposition to Proposition 6 is consistent with the Board approved Legislative Program.

**BUDGET IMPACT**

There is no impact on the budget.

**BACKGROUND**

The passage of Proposition 6 would jeopardize the funding needed for execution of SamTrans projects and deprive Californians of resources now available from SB 1 for much needed improvements in transportation infrastructure and transit systems statewide.

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

July 13, 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: Report on Proposition 6 / Repeal of SB 1 Efforts**

---

To provide the Board timely updates on the prospects for repeal of the state's landmark transportation funding measure, Senate Bill 1 (Beall and Frazier) – the Road Repair and Accountability Act of 2017 – we have prepared this report.

### **SB 1 Repeal Measure Qualifies for November Ballot**

California's Secretary of State announced on June 25 that the statewide initiative to repeal SB 1 had qualified for the November ballot, as **Proposition 6**. Voters will now determine the fate of more than \$5 billion in annual funding to repair and upgrade the state's transportation infrastructure, including more than \$1 billion a year available to public transit systems. The initiative is one of 12 on this year's general election ballot.

As we have noted in the past, many observers believe the repeal is a scheme to boost Republican voter turnout in November and is funded by Republican members of California's Congressional delegation, their Washington, D.C. leadership, and Republican candidate for California Governor John Cox.

In response to the news of the measure's qualification, Governor Jerry Brown took to social media, stating, "This flawed and dangerous measure pushed by Trump's Washington allies jeopardizes the safety of millions of Californians by stopping local communities from fixing their crumbling roads and bridges. Just say no."

In a press release issued following the announcement of the measure's qualification, the Coalition to Protect Local Transportation Investments noted, "there are more than 5,000 state and local transportation improvement projects currently underway or planned in every community throughout California," all of which are now at risk.

### **Coalition Opposed to Proposition 6 Grows**

Originally formed to support Proposition 69 (the measure to protect SB 1 revenues from legislative diversion, overwhelmingly passed by California voters on the June ballot), the *Coalition to Protect Local Transportation Investments* has pivoted, to become the *No on Prop 6: Stop the Attack on Bridge & Road Safety* campaign committee; sponsored by business, labor, local governments and transportation advocates, the committee's major funding so far comes from the California Alliance for Jobs, Southern California Partnership for Jobs, and, the State Building and Construction Trades Council of California.

The broad coalition of organizations opposed to Proposition 6 – numbering close to 250 so far (see the full list, attached) –is comprised of organizations representing business, environmental, transportation, local government, senior citizen, labor, public safety, public interest, social justice, and taxpayer interests.

The coalition’s leadership includes the California Transit Association and many local public transit agencies. (The California Transit Association has contributed \$250,000 to the campaign. Association staff are working with private sector vendors supplying goods and services to the transit industry, educating those companies as to the threats to enhanced transit service posed by Proposition 6; many of those companies have and will be contributing to the campaign.)

**We encourage SamTrans to formally commit its support for the “No on Proposition 6” campaign.**

Please visit [noprop6.com](http://noprop6.com) to register your agency with the campaign. (Public agency officials and staff should not spend agency time or public resources using the website for other purposes.)

### **Agencies Educate Citizens**

While by law no public agency official may advocate that citizens vote one way or another on a state or local ballot measure, it is a well-established principle that public agency staff may educate their governing boards, the press, and local citizens as to the impact of a ballot measure’s passage or failure.

In this case, organizations such as the California Transit Association have for months been urging local public transit agencies to make clear to the public the projects and services at risk should Proposition 6 pass. SB 1 provides annually more than \$1 billion in potential transit investments, through a mix of transit-dedicated and transit-eligible funding programs:

<b>Transit-Dedicated Funding Programs</b>		<b>Transit-Eligible Funding Programs</b>	
State Transit Assistance Program	+\$300M/yr	Solutions for Congested Corridors	+\$250M/yr
STA Program State of Good Repair	+\$105M/yr	Local Partnership Program	+\$100M/yr
Transit and Intercity Capital Rail Program	+\$245M/yr	<b>Total</b>	<b>+\$350M/yr</b>
Intercity Passenger Rail	+\$ 22M/yr		
Commuter Rail	+\$ 22M/yr		
<b>Total</b>	<b>+\$694M/yr</b>		

The bottom line, as summarized in a recent report by the Legislative Analyst’s Office, is this: if SB 1 is repealed, \$5 billion in transportation revenue is wiped off the books and voters will have to approve any future increases on fees and taxes involving a motor vehicle (e.g. fuel taxes, vehicle registration fees, license fees, a vehicle miles travelled fee, and, possibly, Cap and Trade auction allowances).

In response to the risk Proposition 6 poses to vital transit investments all over the state, California’s transit agencies are taking many steps to make clear the negative impact on their projects and services. Transit governing boards have asked, and transit agency staff are letting the public know, the dire answers to these questions:

- What happens to your service and capital improvements if SB 1 funding is repealed?
- What routes will be scaled back?
- What new vehicle purchases will you cancel?
- What rail extensions must be sacrificed?
- How high will fares likely rise if you lose operating funding?
- How much older and less safe will your fleet and facilities grow if you lose vital state of good repair dollars?





# We Reject the Attack on Safe Roads and Local Transportation Improvements

Updated: 7/11/18

## **Public Safety**

California Professional Firefighters  
American Traffic Safety Services Association  
– California Chapter  
California Association of Highway Patrolmen

## **Senior**

Congress of California Seniors  
California Alliance for Retired Americans

## **Environment**

California League of Conservation Voters  
Climate Resolve  
Environmental Defense Fund  
Natural Resources Defense Council (NRDC)  
Planning and Conservation League  
Sierra Club California  
TransForm

## **Social Justice**

California League of United Latin American  
Citizens (LULAC)  
California State Conference NAACP

## **Public Interest**

League of Women Voters of California  
Breathe California Sacramento Region  
Sonoma County Alliance

## **Business**

California Chamber of Commerce  
Regional Economic Association Leaders of  
California (R.E.A.L. Coalition)  
Bay Area Council  
Business Council of San Joaquin County  
CalAsian Chamber of Commerce  
California Building Industry Association

## **Business (cont.)**

California Hispanic Chamber of Commerce  
California Trucking Association  
Camarillo Chamber of Commerce  
Chamber of Commerce Alliance of Ventura  
and Santa Barbara Counties  
Chamber of Commerce of the Santa Barbara  
Region  
East Bay Economic Development Alliance  
East Bay Leadership Council  
Fairfield-Suisun Chamber of Commerce  
Flasher Barricade Association  
Fremont Chamber of Commerce  
Greater Los Angeles African American  
Chamber of Commerce (GLAAACC)  
Greater Merced Chamber of Commerce  
Greater San Fernando Valley Chamber of  
Commerce  
Lake Tahoe South Shore Chamber of  
Commerce  
Latin Business Association  
Los Angeles Area Chamber of Commerce  
Los Angeles County Business Federation (LA  
BizFed)  
Northern California Engineering Contractors  
Association  
Orange County Business Council  
Oxnard Chamber of Commerce  
Ripon Chamber of Commerce  
Sacramento Asian-Pacific Chamber of  
Commerce  
Sacramento Metro Chamber of Commerce  
San Gabriel Valley Economic Partnership  
San Rafael Chamber of Commerce  
Santa Clara Chamber of Commerce  
Santa Cruz Area Chamber of Commerce  
Santa Cruz County Business Council

### **Business (cont.)**

Silicon Valley Leadership Group  
South Gate Chamber of Commerce  
Traffic Management, Inc.  
Vacaville Chamber of Commerce

### **Labor**

State Building & Construction Trades Council  
of California  
AFSCME California PEOPLE  
AFSCME District Council 36  
California Legislative Board – Sheet Metal,  
Airline, Railroad and Transportation Workers  
Union (SMART – TD)  
California Nevada Conference of Operating  
Engineers  
California State Association of Electrical  
Workers (CSAEW)  
California State Council of Laborers  
Heat and Frost Insulators, Local 16  
International Brotherhood of Electrical  
Workers Local 6  
International Brotherhood of Electrical  
Workers Local 47  
International Brotherhood of Electrical  
Workers Local 100  
International Brotherhood of Electrical  
Workers Local 234  
International Brotherhood of Electrical  
Workers Local 302  
International Brotherhood of Electrical  
Workers Local 340  
International Brotherhood of Electrical  
Workers Local 441  
International Brotherhood of Electrical  
Workers Local 551  
International Brotherhood of Electrical  
Workers Local 569  
International Brotherhood of Electrical  
Workers Local 617  
International Brotherhood of Electrical  
Workers Local 639

### **Labor (cont.)**

Laborers International Union of North America  
Local 1184  
Northern California Carpenters Regional  
Council  
Operating Engineers Local Union #3  
Professional Engineers in California  
Government  
Sailors' Union of the Pacific

### **Local Government**

California State Association of Counties  
(CSAC)  
League of California Cities  
California Association of Councils of  
Governments (CALCOG)  
California Contract Cities Association  
City/County Association of Governments of  
San Mateo County  
City of Alameda  
City of Albany  
City of Arcata  
City of Artesia  
City of Bell  
City of Blue Lake  
City of Brisbane  
City of Burlingame  
City of Carson  
City of Cathedral City  
City of Clayton  
City of Cloverdale  
City of Compton  
City of Concord  
City of Delano  
City of Downey  
City of Duarte  
City of East Palo Alto  
City of El Centro  
City of El Cerrito  
City of Fortuna  
City of Hawaiian Gardens  
City of Indian Wells  
City of Lone  
City of King City

### **Local Government (cont.)**

City of Lathrop  
City of Malibu  
City of Manteca  
City of Martinez  
City of Modesto  
City of Morgan Hill  
City of National City  
City of Norwalk  
City of Pacifica  
City of Palos Verdes Estates  
City of Piedmont  
City of Placerville  
City of Pleasant Hill  
City of Salinas  
City of San Pablo  
City of San Rafael  
City of Santa Cruz  
City of Santa Maria  
City of Santa Monica  
City of Scotts Valley  
City of Soledad  
City of Sonoma  
City of South Gate  
City of Stockton  
City of Suisun City  
City of Union City  
City of Waterford  
City of Willits  
Contra Costa County Board of Supervisors  
Gateway Cities Council of Governments  
Humboldt County Association of Governments  
Imperial County Board of Supervisors  
Lake County Board of Supervisors  
League of California Cities Latino Caucus  
Los Angeles County Division, League of California Cities  
Marin County Council of Mayors and Councilmembers  
Mendocino Council of Governments  
Mono County Board of Supervisors  
Monterey County Board of Supervisors

### **Local Government (cont.)**

Peninsula Division, League of California Cities  
Rural County Representatives of California  
Sacramento Area Council of Governments  
San Benito County Board of Supervisors  
San Joaquin Council of Governments  
Sonoma County Mayors' and Councilmembers' Association  
Southern California Association of Governments  
Stanislaus Council of Governments  
Town of Fairfax  
Town of Portola Valley  
Town of Yountville  
Urban Counties of California  
Ventura Council of Governments

### **Infrastructure/Transportation**

California Alliance for Jobs  
Alameda Corridor – East Construction Authority (ACE)  
American Council of Engineering Companies – California  
American Public Works Association – Southern California Chapter  
American Society of Civil Engineers – California  
Associated General Contractors – California  
Associated General Contractors – San Diego  
California Asphalt Pavement Association (CalAPA)  
The California Chapters of the American Public Works Association (APWA)  
California Construction & Industrial Materials Association (CalCIMA)  
Alameda-Contra Costa Transit District (AC Transit)  
California Nevada Cement Association  
California PATH  
California Transit Association  
Coastal Rail Santa Cruz  
El Dorado County Transportation Commission  
Foothill Transit

**Infrastructure/Transportation (cont.)**

Fresno County Transportation Authority  
Golden Gate Bridge, Highway and  
Transportation District  
Golden State Gateway Coalition  
Intelligent Transportation Society of California  
Lake Area Planning Council  
Los Angeles County Metropolitan  
Transportation Authority  
Mendocino Transit Authority  
Monterey-Salinas Transit District  
Move LA  
Napa Valley Transportation Authority  
Northern California Chapter, National  
Electrical Contractors Association (NECA)  
Peninsula Corridor Joint Powers Board  
(Caltrain)  
Placer County Transportation Planning  
Agency  
Riverside Transit Agency  
San Diego Metropolitan Transit System  
(MTS)  
San Joaquin Joint Powers Authority  
San Joaquin Regional Rail Commission  
San Joaquin Regional Transit District  
San Mateo County Transit District  
(SamTrans)  
San Mateo County Transportation Authority  
(TA)  
Santa Cruz County Regional Transportation  
Commission  
Santa Cruz Metropolitan Transit District  
Solano Transportation Authority  
Sonoma County Transportation Authority  
Sonoma-Marín Area Rail Transit District  
(SMART)  
Southern California Contractors Association  
Southern California Partnership for Jobs  
Southwest Concrete Pavement Association

**Infrastructure/Transportation (cont.)**

Transportation Authority for Monterey County  
Transportation California  
United Contractors

**Individual Businesses**

AnchorCM  
Brosamer & Wall, Inc.  
BYD America  
Chaudhary & Associates, Inc.  
Compass Engineering Contractors, Inc.  
Ghilotti Bros., Inc.  
GILLIG LLC  
Granite Construction Inc.  
Griffith Company  
Harris & Associates, Inc.  
HSG Safety Supplies, Inc.  
HNTB Corporation  
Joseph J. Albanese, Inc.  
Knife River Construction  
MNS Engineers, Inc.  
MuniServices, an Avenu company  
NCE  
Nossaman LLP  
Pavement Recycling Systems, Inc.  
Reliance Business Park  
Rick Engineering Company  
Riley's Compliance Consulting  
Royal Electric Company  
Safety Striping Service, Inc.  
Steelhead Constructors, Inc.  
Surfa Slick, LLC  
Teichert Construction  
Teichert Materials  
Tolar Manufacturing Company, Inc.  
Towill, Inc.  
Vintage Paving Company  
Vulcan Materials Company  
Way Sine LLC  
Western Emulsions, Inc.  
WKE, Inc.

**Political**

Contra Costa Young Democrats  
West Hollywood-Beverly Hills Democratic  
Club

Paid for by No on Prop 6: Stop the Attack on Bridge & Road Safety, sponsored by business, labor,  
local governments and transportation advocates  
Committee Major Funding from  
California Alliance for Jobs  
Southern California Partnership for Jobs  
State Building and Construction Trades Council of California  
Funding details at [www.fppc.ca.gov](http://www.fppc.ca.gov)

RESOLUTION NO. 2018 –

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

**EXPRESSING ITS STRENUOUS OPPOSITION TO PROPOSITION 6, WHICH WOULD  
REPEAL SENATE BILL 1, ALSO KNOWN AS THE "ROAD REPAIR AND ACCOUNTABILITY ACT**

\* \* \*

**WHEREAS**, San Mateo County Transit District (SamTrans) was formed to provide reliable and efficient public transportation to all of the citizens of San Mateo County including paratransit services for the disabled, and senior-focused mobility services; and,

**WHEREAS**, in 2017, the California State Legislature passed, and Governor Brown signed, Senate Bill 1 (S.B. 1), also known as the "Road Repair and Accountability Act," a landmark transportation investment program designed to (1) rebuild California's transportation infrastructure by fixing neighborhood streets, freeways and bridges in communities across the State, and (2) strengthen, revitalize, and improve transit systems and congested trade and commute corridors; and,

**WHEREAS**, S.B. 1 will invest \$5.4 billion annually over the next decade to fix California's transportation systems and will address a backlog of repairs and upgrades, while ensuring a cleaner and more sustainable travel network for the future; and,

**WHEREAS**, S.B. 1 provides SamTrans with an additional dedicated source of funding to support its ongoing operating and capital costs which in the first year provided over \$3 million in additional State Transit Assistance funds; and,

**WHEREAS**, in just this first year since S.B.1 became law, funds from the Road Repair and Accountability Act will provide SamTrans with an additional \$15 million to conduct an express bus pilot project; \$1.73 million to purchase major bus components; \$700 thousand to repave the Linda Mar Park and Ride; and \$568 thousand for the procurement of new electric buses; and,

**WHEREAS**, Proposition 6 is a statewide measure that will be placed on the November 6th, 2018 ballot asking voters to repeal S.B. 1; and,

**WHEREAS**, the passage of Proposition 6 would jeopardize the funding needed for execution of the SamTrans projects listed above and deprive Californians of resources

now available from S.B.1 for much needed improvements in transportation infrastructure and transit systems statewide.

**NOW, THEREFORE BE IT RESOLVED**, that the San Mateo County Transit District strenuously opposes Proposition 6, which would repeal S.B. 1, the "Road Repair and Accountability Act"; and,

**BE IT FURTHER RESOLVED**, that the San Mateo County Transit District affirms its membership in the Coalition to Protect Local Transportation Improvements, a diverse coalition of local government, business, labor, transportation, and other organizations throughout the State that also are opposed to the repeal of S.B. 1;

Regularly passed and adopted this 1<sup>st</sup> day of August 2018, by the following vote:

AYES:

NOES:

ABSENT:

---

Chair, San Mateo County Transit District

Board of Directors

ATTEST:

---

SamTrans BOD Secretary

**SAN MATEO COUNTY TRANSIT DISTRICT  
STAFF REPORT**

TO: Transit District

THROUGH: Jim Hartnett  
General Manager/CEO

FROM: Seamus Murphy  
Chief Communications Officer

SUBJECT: **STATE AND FEDERAL LEGISLATIVE UPDATE**

**ACTION**

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

**SIGNIFICANCE**

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



# Holland & Knight

800 17<sup>th</sup> Street, N.W., Suite 1100 | Washington, DC 20006 | T 202.955.3000 | F 202.955.5564  
Holland & Knight LLP | www.hklaw.com

## **SamTrans Federal Update July 2018**

### **APPROPRIATIONS**

With government funding set to expire on September 30, Congress is working quickly to pass FY 2019 appropriations spending bills. Senate Majority Leader Mitch McConnell (R-KY) and House Speaker Paul Ryan (R-WI) have already coordinated on part of the summer's spending bill schedule, and are working to package some bills into minibuses to move them across the floor.

On June 8, the House passed its first “minibus” package of three appropriations bills—Energy-Water, Military Construction-Veterans Affairs (VA), and Legislative Branch spending measures—by a vote of 235 to 179. The measure was opposed by most House Democrats, and 16 Republicans. Despite increases in funding for several programs, including veterans' health care, Democratic leaders opposed the boosts to security-related programs that would be offset by reductions to other domestic programs.

On June 25, the Senate passed its first minibus package by a vote 86 to 5. Like the House minibus, it included Energy-Water, Military Construction-VA, and Legislative Branch Appropriations bills. Despite their efforts, however, it is likely that Congress may need to package the appropriations bills as an omnibus to get a final spending package through both chambers by the end of the year.

FY 2019 Transportation/HUD Appropriations: On June 7, the Senate Appropriations Committee unanimously approved the FY 2019 Transportation/HUD Appropriations bill which provides funding for the Department of Transportation (DOT) and Department of Housing and Urban Development (HUD). The measure would fund the DOT at \$26.6 billion, \$698 million less than enacted for FY 2018. The bill includes funding for Capital Investment Grant program, transit grants, and BUILD (formerly TIGER) grants, all areas that the administration had targeted for cuts or elimination. The House Appropriations Committee approved its FY 2019 Transportation/HUD Appropriations bill on May 23. The funding included in both the House and Senate Transportation/HUD Appropriations bills include enough funding for the Core Capacity program so that the Peninsula Corridor Electrification Project should receive \$100 million. Summary of the DOT funding is in the chart below.

# TRANSPORTATION FY 2019 FEDERAL FUNDING PRIORITIES

	FY 2018 Enacted	FY 2019 President's Request	FY 2019 House	FY 2019 Senate
<b>TRANSPORTATION, HUD, AND RELATED AGENCIES</b>				
<b>Department of Transportation</b>	<b>\$27.414 B</b>	<b>\$16.408 B</b>	<b>\$27.9 B</b>	<b>\$26.767</b>
<b>BUILD</b>	\$1.5 B	\$0	\$750 M	\$1 B
• Planning Grants	\$15 M	\$0	\$0	\$15 M
<b>Federal Aviation Administration (FAA)</b>	\$18.115 B	\$16.122 B	\$17.69 B	\$17.701 B
• Airport Improvement Program (AIP)	\$4.35 B	\$3.35 B	\$3.85 B	\$4.1 B
<b>Federal-Aid Highways (FAST Act levels)</b>	\$44.23 B	\$45.268 B	\$45.268 B	\$45.268 B
<b>Highway Infrastructure</b> (funded from General Fund rather than HTF)	\$2.525 B	\$0	\$4.25 B	\$3.3 B
Federal Motor Carrier Safety Grants	\$561.8 M	\$381.8 M	\$381.8 M	\$381.8 M
<b>National Highway Traffic Safety Administration</b>	\$914.375	\$947.204	\$981.577	\$981.577
• Highway Traffic Safety Grants	\$597.629 M	\$610.208 M	\$610.208 M	\$610.208 M
<b>Federal Railroad Administration (FRA)</b>	\$3.091 B	\$854.025 M	\$3.153 B	\$2.768 B
• Amtrak	\$1.941 B	\$737.891 M	\$1.941 B	\$1.941 B
• Magnetic Levitation Technology Deployment (MAGLEV) Program	\$0	\$0	\$150 M	\$0
• Federal-State Partnership for State of Good Repair	\$250 M	\$0	\$500 M	\$300 M
• Consolidated Rail Infrastructure Safety Grants	\$592.547 M	\$0	\$300 M	\$255 M
<b>Federal Transit Administration (FTA)</b>	\$12.4 B	\$11.22 B	\$13.621 B	\$13.513 B
• Transit Formula Grants (FAST Act levels)	\$10.3 B	\$9.9 B	\$9.9 B	\$9.9 B
• Transit Infrastructure (funded from Treasury rather than HTF)	\$834 M	\$0	\$800 M	\$800 M
• Capital Investment Grants**	\$2.644	\$1 B	\$2.613 B	\$2.552 B

○ New Starts Projects with signed FFGAs		\$835.7 M	\$835.7 M	\$835.7 M	
○ New Starts Projects		\$0	\$500 M	\$480 M	
○ Signed Core Capacity Projects		\$200 M	\$200 M	\$200 M	
○ New Core Capacity Projects		\$0	\$550 M	\$343 M	
○ Small Starts	\$400 M	\$0	\$502.15 M	\$568 M	
○ Project Delivery Pilot Program	\$0	\$0	\$0	\$100 M	

*\*The FY 2018 Omnibus Appropriations bill did not include the same categories for the Capital Investment Grant program as the House and Senate FY 2019 THUD bills.*

The Senate THUD Appropriations bill includes report language related to the MPO’s transportation priorities—BUILD, project streamlining, and New Starts/Small Starts:

- **BUILD Grants:** “The National Infrastructure Investments program has become integral to the economic success of communities throughout the country for 10 years. The Committee is concerned with the Department’s use of this flexible and popular program to insert controversial policies from the administration’s infrastructure proposal, which the administration has acknowledged will not be enacted this year. These policies have not been agreed to or voted on by Congress, and there is clear bipartisan opposition to some of them.

In fiscal year 2018, the Committee explicitly prohibited the Department from using Federal share as a selection criteria in awarding projects and the Committee continues that prohibition. Despite this prohibition, the Department chose to use an applicant’s ability to generate non-Federal revenue as selection criteria in the most recent notice of funding opportunity [NOFO], in defiance of the intent of Congress. Favoring applicants that have recently generated non-Federal revenue is detrimental to areas that have high State and local gas tax levels. The NOFO also fails to recognize that transportation agencies that apply for funding under this NOFO are not able to raise revenue without enactment of a law by an independent legislative body. Holding transportation agencies responsible for raising revenue is unrealistic and detrimental to this grant program. The Committee recommendation prohibits the Department from using these criteria and directs the Department to use selection criteria from the fiscal year 2016 NOFO.”

- **Financing for Transportation Oriented Development (TOD):** “The Committee recognizes the potential of TOD to facilitate economic development, the construction of affordable housing, and more livable and healthier communities within walking distance of, or accessible to, public transit. Unfortunately, the Department has administered programs where TOD is an eligible activity with an impracticable, narrow definition of TOD that leads to near universal rejection of applications for Federal assistance. The Committee directs the Secretary to encourage the use of the Department’s financing

programs for TOD, where eligible, by issuing clear guidance and working with applicants to ensure projects meet the congressional intent of eligibility.”

- **Highway Infrastructure:** Of the \$3,300,000,000 from the general fund (Funding is available until September 30, 2022):
  - \$2,389,200,000 is for road and bridge projects eligible under the surface transportation block grant program (STBG)
  - \$15,800,000 is for the Puerto Rico highway program
  - \$5,000,000 is for the territorial highway program
  - \$90,000,000 is for the railway-highway crossings program,
  - \$800,000,000 is for a national program to improve and replace bridges in poor condition
  
- **Transit Infrastructure:** Of the \$800 million available for in transit infrastructure grants from the General Fund:
  - \$400,000,000 is available for buses and bus facilities grants
    - \$209,104,000 is provided for formula grants
    - \$161,446,000 is provided for competitive grants
    - \$29,450,000 is provided for low or no emission grants
  - \$362,000,000 is available for state of good repair grants
  - \$30,000,000 is provided for high density State apportionments
  - \$2,000,000 is provided for the bus testing facility
  - \$6,000,000 is provided for bus testing facilities
  
- **Capital Investment Grant Project Pipeline:** “The Committee is concerned with unnecessary delays for projects seeking advancement into engineering or a grant agreement. These delays are costly for local project sponsors and create uncertainty for transit planners and providers across the country. The Committee directs the Secretary to continue to advance eligible projects into project development and engineering in the capital investment grant evaluation, rating, and approval process pursuant to 49 U.S.C. 5309 and section 3005(b) of the FAST Act in all cases when projects meet the statutory criteria. The Committee also directs the Secretary to provide notice to the House and Senate Committees on Appropriations of not less than 90 days prior to altering or rescinding any rule, circular or guidance relating to the evaluation, rating and approval process pursuant to 49 U.S.C. 5309.”
  
- **Delays in Grants:** “The Committee is concerned with the increased number of programmatic decisions that have been elevated to the Office of the Secretary, leading to delays in funding and lack of cohesive policies between the Department and the modes. The Committee is particularly concerned with the slow pace of awarding and obligating funding from competitive discretionary programs appropriated in fiscal year 2017 and fiscal year 2018. The Committee directs the Department to abide by both the will and intent of Congress in all funding and policy decisions, and to consult with the House and Senate Committees on Appropriations prior to issuing all notices of funding opportunities.”

- **Categorical Exclusions:** “The Committee notes that the purpose of categorical exclusions is to achieve cost savings and speed projects to construction. The Committee directs FHWA to work with stakeholders, including State DOTs, to determine how best to minimize the bureaucratic burden of qualifying a project as a CE.”

Rescissions Legislation: On June 20, the Senate voted [48-50](#) against discharging the Administration’s \$14.7 billion rescissions legislation from the Senate Appropriations Committee. Senators Susan Collins (R-ME) and Senator Richard Burr (R-NC) voted against.

## ADMINISTRATION

FTA Announces Final Rule to Encourage Private Sector Investment: The Federal Transit Administration (FTA) finalized a rule on May 30 to encourage greater use of public-private partnerships (P3) in capital projects. The rule, [Private Investment Project Procedures](#), goes into effect on June 29. It sets private investment project procedures that FTA grantees can utilize to petition for waivers or modifications from mandatory agency rules, guidance, or practices that may hinder their ability to use P3s to help finance transit projects. The new rule will help the federal government develop more effective approaches to spur private participation and investment in project planning, development, finance, design, construction, maintenance and operations, according to the FTA.

Under the rules, those who receive federal funding, will be able to identify rules, practices, procedures or guidance that impedes the use of a P3 or private investment. They can then ask the FTA to grant a waiver or modification of a requirement if certain criteria are met. The rule does not list which FTA requirements can be waived, but FTA is allowed to modify or waive labor standard or NEPA.

White House Proposes Structural Realignment of the Executive Branch: On June 21, the White House Office of Management and Budget (OMB) released a [plan](#) to reorganize the federal government. The plan was criticized by both Republican and Democratic members. The suggested reforms include:

- Combining the Department of Labor and the Department of Education into a new Department of Education and Workforce.
- Dividing the Army Corps of Engineers so that its port, inland waterways, and dredging functions would go to the Department of Transportation (DOT) and its water supply functions would move to the Department of Interior (DOI).
- Removing food stamps and other nutrition programs from the Department of Agriculture (USDA) to the Department of Health and Human Services (HHS), which would be renamed Department of Health and Public Welfare.
- Moving rural housing assistance programs from the USDA and combining them with the urban housing assistance programs at the Department of Housing and Urban Development (HUD).
- Moving the Food and Drug Administration (FDA) from the HHS to the USDA’s Food Safety and Inspection Service.

- Merging the Department of Commerce’s National Marine Fisheries Service and DOI’s Fish and Wildlife Service (FWS) into one department.
- Merging the DOI’s Central Hazardous Materials Program and the USDA’s Hazardous Materials Management program into the Environmental Protection Agency (EPA)’s Superfund program.
- Transferring FEMA’s port security and rail/transit security grant programs to DOT.

White House Seeks Comment on NEPA Changes: The White House Council on Environmental Quality (CEQ) is seeking public comment on various potential procedural changes under the National Environmental Policy Act (NEPA). A notice will be published in the Federal Register on June 27, asking 20 specific questions about changing NEPA policy. These changes range government-wide, and include such policies as changing rules on the timing of agency actions, and requiring that reviews involving multiple agencies be conducted in “concurrent, synchronized, timely, and efficient” manner. The notice also suggests changing the definitions of key phrases such as “major federal action,” “effects,” and “significantly” to decrease the number of federal actions required in environmental reviews. CEQ will take public comment on the notice for 30 days after it is published, and subsequently will propose the procedural changes. After this, the agency will once again be required to accept public comment before finalizing the new procedures.

## CONGRESS

Meeting the Needs of Self-Driving Cars: With the year’s legislative calendar practically full, lawmakers overseeing transportation and infrastructure policy are looking ahead to the next ‘big bill’ – surface transportation. Current funding goes through 2020 but some are already thinking about what may be included in the next surface transportation bill they will write and need to pass next year. At the top of the list is autonomous vehicles.

The Senate Environment and Public Works Committee held a hearing on June 13<sup>th</sup> on the Effects of Emerging Autonomous Technologies on America’s Roads and Bridges. A bill to put a federal framework in place for encouraging research and experimentation in self-driving technology, the [AV START Act](#) (S. 1885) has stalled in the Senate, in part over worries in larger cities of less control of their streets. The bill would regulate self-driving cars and trucks lighter than 10,000 pounds, such as those developed by companies including Ford Motor Co. and Alphabet Inc.’s Waymo. While panelists agreed that automated vehicles could potentially reduce injuries and deaths on American roadways, there is much infrastructure work yet to be done, and these upgrades do not have a clear way to be paid for currently. Highway markings, signage, lighting and shared road information databases across cities and states were among changes needed to ensure the vehicles don’t put other road users at risk.

## LEGISLATIVE LANDSCAPE

With only 17 legislative days left before the August congressional recess, Senate Majority Leader Mitch McConnell (R-KY) and Minority Leader Chuck Schumer (D-NY) have identified their parties’ priorities for the summer. The Senate is expected to consider the Farm Bill after passing the first minibus appropriations bill, and then will consider the Water Resources

Development Act (WRDA) of 2018. The Senate will be in session through much of August, with McConnell citing the need to move legislation and Administration nominees. For the week of August 6, the Senate will be in recess, and will then return to Washington on a revised schedule. McConnell has noted that he hopes to use the time to confirm administration nominees and work on appropriations bills. While Democrats criticized McConnell's decision to cancel the August recess, which they claimed was to prevent them from using the time to return to their states for election campaigning, Schumer said that the party would use the work period to focus on a renewed push to reform health care. Schumer identified five priorities for measures that Democrats will focus on:

- Expanded access to Medicare;
- Increasing tax credits to help families afford the cost of health care;
- Creating a National Insurance Program to lower premiums;
- Ensuring that individuals with pre-existing conditions are not denied or priced out of insurance; and
- Lowering the cost of prescription drugs.

Health care, immigration, appropriations, and nominations are likely to consume the majority of Congress' summer work. However, when they return in September for the final work period before midterm elections in November, issues such as net neutrality, and other controversial legislative lightning rods may come up.

July 13, 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 – August 2018**

---

### ***Legislative Update***

The Legislature broke for Summer Recess on July 6 and will reconvene August 6. The Legislature will conclude the 2017-18 Legislative Session on August 31. When the Legislature reconvenes in early August, the Legislature's fiscal committees will have two weeks to complete their business.

### ***Governor Signs Fiscal Year 2018-19 State Budget***

On June 27, Governor Brown signed Senate Bill 840 (Mitchell) [Chapter 29, Statutes of 2018], the Fiscal Year 2018-19 State Budget, and a host of trailer bills implementing various aspects of the budget. The budget act itself did not contain any significant transportation changes beyond acknowledging new funding for the programs created by SB 1 (Beall and Frazier). The new fiscal year started on July 1.

Included as part of the Budget deal is the Cap and Trade Expenditure Plan, which appropriates \$1.4 billion in available Cap and Trade auction proceeds, providing support for transit electrification through the following programs:

- **\$125 million for the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP):** HVIP provides point-of-sale vouchers to offset the incremental cost of zero- and near-zero emission buses and trucks, as well as charging/refueling infrastructure.
- **\$165.4 million for the Alternative & Renewable Fuel & Vehicle Technology Program (ARFVTP):** ARFVTP provides grants, loans, and loan guarantees to support the development and production of low-carbon fuels, expanded charging/refueling infrastructure, and establishing workforce training programs.
- **\$245 million for Community Air Protection:** Created by AB 617 (C. Garcia) [Chapter 136, Statutes of 2017], this funding provides financial incentives to reduce mobile and stationary sources of criteria air pollutants or toxic air contaminants consistent with community emission reduction programs. This funding can be used for the purchase of cleaner technologies with a priority on zero-emission equipment and zero-emission charging infrastructure with a priority toward infrastructure that supports medium and heavy-duty vehicles.

Finally, as part of the package of budget trailer bills, the Governor signed AB 1831 (Committee on Budget) [Chapter 43, Statutes of 2018], a budget trailer bill that creates the Rail Modernization Improvement Program, administered by the California State Transportation Agency. This new program will fund rail infrastructure projects and is funded when there are excess revenues in the Budget Savings Account (BSA). The BSA is capped at 10% of General Fund revenues or about \$13 billion (which the state will reach this coming fiscal year).



Once the cap is reached, the money from the general fund is still redirected, but under current law, is used to pay for infrastructure (state deferred maintenance for office buildings and other projects of that nature). The new law would, once the infrastructure funding gets above \$415 million, redirect the excess money to housing and to the Rail Infrastructure Account (RIA) for rail modernization. DOF estimates it will be about \$300 million per year for the RIA for the next few years. To be clear, the funding for the program is largely dependent on a healthy economy and as such, the funding may prove to be very volatile. That being said, the program could have immense benefits for Caltrain.

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<a href="#">AB 87</a> <a href="#">Ting D</a>  Vehicles: removal: autonomous vehicles.	In Senate Appropriations Committee	<p>Existing law authorizes a peace officer, or a public employee who is engaged in directing traffic or enforcing parking laws, to remove a vehicle under specified circumstances, including when the vehicle is found or is operating on the highway with a registration expiration date in excess of 6 months before the date it is found or operated on the highway, or displaying a license plate or registration sticker that was not issued for that vehicle. This bill would additionally authorize a peace officer or specified public employee, as specified, to remove a vehicle that uses autonomous technology and for which there is no approved application or permit that is required in order to test, deploy, or otherwise operate the autonomous vehicle on public roads. The bill would authorize the release of the vehicle after the registered owner of, or person in control of, the autonomous vehicle furnishes the impounding agency with proof of an approved application or permit that is required to test, deploy, or otherwise operate the autonomous vehicle on public roads. The bill would make additional technical, nonsubstantive changes.</p>	Watch

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill 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.	Signed by the Governor	Existing law creates the Metropolitan Transportation Commission (MTC) as a regional agency in the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Existing law creates the Bay Area Toll Authority (BATA) as a separate entity governed by the same governing board as the MTC and makes the BATA responsible for the programming, administration, and allocation of toll revenues from the state-owned toll bridges in the San Francisco Bay area. 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. This bill contains other existing laws.	Watch
<a href="#">AB 1160</a> <a href="#">Bonta D</a>  Autonomous vehicles.	Dead	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

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<a href="#">AB 1405</a> <a href="#">Mullin D</a>  Digital sign demonstration pilot program.	In Senate Rules Committee	<p>Existing law, the Outdoor Advertising Act, provides for the regulation by the Department of Transportation of advertising displays, as defined, within view of public highways. This bill would require the department to establish a digital sign demonstration program. As part of the program, the bill would authorize the department, subject to federal approval, to enter into specified comprehensive development lease agreements until January 1, 2024, pursuant to a best value competitive procurement process for pilot projects with public or private entities or a consortia of those entities, to install and operate up to 25 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 digital signs 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. This bill contains other related provisions.</p>	Watch

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<a href="#">AB 1756</a> <a href="#">Brough R</a>  Transportation funding.	In Assembly Appropriations Committee	<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>	Opposed April 2018

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1866</a> <a href="#">Fong R</a></p> <p>Transportation funding.</p>	<p>Dead</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>Opposed April 2018</p>
<p><a href="#">AB 1905</a> <a href="#">Grayson D</a></p> <p>Environmental quality: judicial review: transportation projects.</p>	<p>Dead</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 would reduce total vehicle miles traveled, 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>

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 1969</a> <a href="#">Salas D</a></p> <p>Transportation funds: transportation planning agencies: transit operators: fare revenue ratios: exemptions.</p>	<p>Dead</p>	<p>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 authorize a transportation planning agency to grant an exemption, for up to 5 years, to an operator that fails to maintain the applicable fare-revenue-to-cost ratio if, based on that agency's determination, an exemption is appropriate, as specified. The bill would require the agency to consider specified factors in determining whether to grant the exemption. The bill would authorize an operator granted an exemption to be allocated the revenues it would have qualified for had it maintained the applicable ratio.</p>	<p>Watch</p>

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2034</a> <a href="#">Kalra D</a></p> <p>Human trafficking: notice.</p>	<p>In Senate Appropriations Committee</p>	<p>Existing law requires specified businesses and other establishments, including, among others, airports, intercity passenger rail or light rail stations, bus stations, and truck stops, to post a notice, as developed by the Department of Justice, that contains information relating to slavery and human trafficking, including information regarding specified nonprofit organizations that a person can call for services or support in the elimination of slavery and human trafficking. Existing law makes a business or establishment that fails to comply with the requirements of these provisions liable for a civil penalty of \$500 for a first offense, and \$1,000 for each subsequent offense. This bill would require specified businesses or other establishments that operate an intercity passenger rail, light rail, or bus station, on or before January 1, 2021, to train new and existing employees who may interact with, or come into contact with, a victim of human trafficking or who are likely to receive, in the course of their employment, a report from another employee about suspected human trafficking, in recognizing the signs of human trafficking and how to report those signs to the appropriate law enforcement agency, as specified. Because the bill would require local government agencies to perform additional duties, it would impose a state-mandated local program. The bill would require the Department of Justice, on or before July 1, 2020, in consultation with community-based anti-human trafficking organizations, mass transit employee representatives, and representatives of mass transit system organizations, to develop guidelines to assist employers in providing the employee training. The bill would also require the department to make the guidelines publicly available on its Internet Web site and to distribute copies of the guidelines to the employers described above upon request. This bill contains other existing laws.</p>	<p>Supported June 2018</p>



**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2065</a> <a href="#">Ting D</a></p> <p>Local agencies: surplus land.</p>	<p>Dead</p>	<p>(1)Existing law prescribes requirements for the disposal of surplus land by a local agency. Existing law defines “local agency” for these purposes as every city, county, city and county, and district, including school districts of any kind or class, empowered to acquire and hold real property. Existing law defines “surplus land” for these purposes as land owned by any local agency that is determined to be no longer necessary for the agency’s use, except property being held by the agency for the purpose of exchange.This bill would expand the definition of “local agency” to include sewer, water, utility, and local and regional park districts, joint powers authorities, successor agencies to former redevelopment agencies, housing authorities, and other political subdivisions of this state and any instrumentality thereof that is empowered to acquire and hold real property, thereby requiring these entities to comply with these requirements for the disposal of surplus land. The bill would revise the definition of “surplus land” to mean land owned by any local agency that is not necessary for the agency’s governmental operations, except property being held by the agency expressly for the purpose of exchange for another property necessary for its governmental operations and would provide that land is presumed to be surplus land when a local agency initiates an action to dispose of it.This bill contains other related provisions and other existing laws.</p>	<p>Concerns</p>

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<a href="#">AB 2127</a> <a href="#">Ting D</a>  Electric vehicle charging infrastructure: assessment.	In Senate Appropriations Committee	<p>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, working with the State Air Resources Board and the PUC, to prepare and biennially update a statewide assessment of the electric vehicle charging infrastructure needed to support the levels of electric vehicle adoption required for the state to meet its goals of putting at least 5 million zero-emission vehicles on California roads by 2030 and of reducing emissions of greenhouse gases to 40% below 1990 levels by 2030. The bill would require the Energy Commission to regularly seek data and input from stakeholders relating to electric vehicle charging infrastructure. This bill contains other existing laws.</p>	Watch

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2249</a> <a href="#">Cooley D</a></p> <p>Public contracts: local agencies: alternative procedure.</p>	<p>On the Assembly Floor, Awaiting Concurrence Vote</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. The act permits the governing body of a public agency, in the event all bids received for the performance of that public project are in excess of \$175,000, to award the contract at \$187,500 or less to the lowest responsible bidder if it determines the cost estimate of the public agency was reasonable. 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. The bill would permit the governing body of a public agency, in the event all bids received for the performance of that public project are in excess of \$200,000, to award the contract at \$212,500 or less to the lowest responsible bidder if it determines the cost estimate of the public agency was reasonable. This bill contains other existing laws.</p>	<p>Supported April 2018</p>

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 2418</a> <a href="#">Mullin</a> D</p> <p>Transportation: emerging transportation technologies: California Smart Cities Challenge Grant Program.</p>	Dead	<p>Existing law creates the California Transportation Commission, with various powers and duties relative to the programming of transportation capital projects and allocation of funds to those projects pursuant to the state transportation improvement program and various other transportation funding programs. This bill would establish the California Smart City Challenge Grant Program to enable municipalities to compete for grant funding for emerging transportation technologies to serve their transportation system needs, and would specify certain program goals. The bill would require the commission to form the California Smart City Challenge Workgroup on or before July 1, 2019, to provide the commission with guidance on program matters, as specified. The bill would require the commission, in consultation with the workgroup, to develop guidelines on or before March 1, 2020, for the program, which would not be subject to the Administrative Procedure Act, and to revise them as necessary. The bill would make the implementation of the program contingent upon an appropriation in the annual budget act.</p>	Supported May 2018
<p><a href="#">AB 2650</a> <a href="#">Lackey</a> R</p> <p>Public transit buses: illuminated signs.</p>	Dead	<p>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.</p>	Watch

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 3059</a> <a href="#">Bloom D</a></p> <p>Go Zone demonstration programs.</p>	<p>Dead</p>	<p>(1)Existing law provides for the development of a congestion management program for each county that includes an urbanized area by a designated congestion management agency. 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 Go Zone demonstration programs in northern California and 2 in southern California. The bill would define “Go Zone demonstration program” to mean a transportation program that reduces vehicle congestion by targeting highly congested areas with additional transportation choices and decongestion fees that encourage people to take transit, carpool, bike, walk, or adjust trip times at congested times of day. The bill would require the governing body of an eligible participating jurisdiction, as defined, to adopt an ordinance containing various elements, including a decongestion fee element, and would require the proposed ordinance to be approved by the applicable congestion management agency subject to specified findings, including a finding that the proposed demonstration project is likely to be successful. The bill would require a charge by such an ordinance to be imposed consistent with the California Constitution and federal law. The bill would enact other related provisions.This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p data-bbox="100 305 210 370"><a href="#">AB 3124</a> <a href="#">Bloom D</a></p> <p data-bbox="100 412 451 509">Vehicles: length limitations: buses: bicycle transportation devices.</p>	<p data-bbox="472 305 762 334">Signed by the Governor</p>	<p data-bbox="785 305 1820 1015">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 additionally authorize an articulated bus or articulated trolley coach that does not exceed a length of 60 feet 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 as long as the device does not extend more than 40 inches from the front body of the bus when fully deployed. The bill would require a public agency operating transit services to establish a route review committee, as specified, in order to operate that articulated bus or articulated trolley coach, and would require the committee, by a majority vote, to make a determination of which routes are suitable for the safe operation of that articulated bus or articulated trolley coach. The bill would also make technical, nonsubstantive changes and a conforming change in a related provision.</p>	<p data-bbox="1820 305 2007 370">Supported April 2018</p>

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">AB 3201</a> <a href="#">Daly D</a></p> <p>California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program.</p>	Dead	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board 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. This bill would add large-scale deployments of transit buses to the program's list of eligible projects, delete the reference to the annual framework and plan for the program and instead just refer to a framework and plan, and revise the definition of zero- and near-zero-emission to include infrastructure that reduces greenhouse gas emissions and improves air quality when compared with conventional or fully commercialized alternatives. This bill contains other existing laws.</p>	Supported May 2018
<p><a href="#">ACA 4</a> <a href="#">Aguiar-Curry D</a></p> <p>Local government financing: affordable housing and public infrastructure: voter approval.</p>	In Assembly Local Government Committee	Local government financing: affordable housing and public infrastructure: voter approval.	Watch
<p><a href="#">SB 119</a> Committee on Budget and Fiscal Review</p> <p>Budget Act of 2017.</p>	Dead	<p>The Budget Act of 2017 made appropriations for the support of state government for the 2017–18 fiscal year. This bill would amend the Budget Act of 2017 by amending and adding items of appropriation. This bill would declare that it is to take effect immediately as a Budget Bill.</p>	Watch

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 961</a> <a href="#">Allen D</a></p> <p>Enhanced infrastructure financing districts.</p>	<p>In Assembly Appropriations Committee</p>	<p>(1)Existing law establishes procedures for the formation of infrastructure financing districts, enhanced infrastructure financing districts, infrastructure and revitalization financing districts, and community revitalization and investment authorities, as specified, to undertake various economic development projects, including financing public facilities and infrastructure, affordable housing, and economic revitalization. Existing law authorizes the issuance of bonds for the funding of these purposes, and, in the case of an enhanced infrastructure financing district, requires voter approval, as specified, for the issuance of those bonds. Existing law, the Neighborhood Infill Finance and Transit Improvements Act, authorizes a city, county, or city and county to adopt a resolution, at any time before or after the adoption of the infrastructure financing plan for an enhanced infrastructure financing district, to allocate, under specified circumstances, tax revenues of that entity to the district, including revenues derived from local sales and use taxes imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or transactions and use taxes imposed in accordance with the Transactions and Use Tax Law. This bill would enact the Second Neighborhood Infill Finance and Transit Improvements Act, which would similarly authorize a city, county, or city and county to adopt a resolution, at any time before or after the adoption of the infrastructure financing plan for an enhanced infrastructure financing district, to allocate tax revenues of that entity to the district, including revenues derived from local sales and use taxes imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or transactions and use taxes imposed in accordance with the Transactions and Use Tax Law, if the area to be financed is within one-half mile of a major transit stop, as specified, and, among other things, certain conditions relating to housing and the infrastructure financing plan are or will be met. The bill would authorize bonds to be issued for the purposes of the Second Neighborhood Infill Finance and Transit Improvements Act without voter approval. The bill would require an enhanced infrastructure financing district utilizing these provisions to follow specific notice, protest, and election proceedings for the adoption of the infrastructure financing plan. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>



**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<a href="#">SB 1000</a> <a href="#">Lara D</a> Transportation electrification: electric vehicle charging infrastructure.	In Assembly Appropriations Committee	(1)Existing law, the Planning and Zoning Law, among other things, requires the legislative body of each county and city to adopt a general plan for the physical development of the county or city and authorizes the adoption and administration of zoning laws, ordinances, rules, and regulations by counties and cities. This bill would prohibit a city, county, or city and county from restricting which types of electric vehicles may access an electric vehicle charging station approved for passenger vehicles that both is publicly accessible and the construction of which was funded, at least in part, by the state or through moneys collected from ratepayers.This bill contains other related provisions and other existing laws.	Watch

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1014</a> <a href="#">Skinner D</a></p> <p>California Clean Miles Standard and Incentive Program: zero-emission vehicles.</p>	<p>In Assembly Appropriations Committee</p>	<p>Existing law, the Passenger Charter-party Carriers' Act, provides for the regulation of charter-party carriers of passengers by the Public Utilities Commission, and makes it unlawful for a charter-party carrier to operate without first obtaining a permit or certificate from the commission, except as specified. The act includes specified requirements for liability insurance coverage for transportation network companies, as defined, and their participating drivers. Under existing law, a violation of the act or an order or direction of the commission pursuant to the act is a crime. This bill would require, by January 1, 2020, that the state board establish a baseline for emissions of greenhouse gases for vehicles used on the online-enabled applications or platforms by transportation network companies on a per-passenger-mile basis. The bill would require, by January 1, 2021, that the state board establish, and the commission implement, annual targets and goals starting in 2023 for the reduction under that baseline for emissions of greenhouse gases per passenger mile driven on behalf of a transportation network company. The bill would require that the targets and goals meet specified requirements. The bill would require, by January 1, 2022, and every 2 years thereafter, that each transportation network company develop a greenhouse gas emissions reduction plan that includes proposals on how to meet the targets and goals for reducing emissions of greenhouse gases that would be established pursuant to the bill. The bill would require the commission to solicit and facilitate pilot program proposals between electrical corporations, zero-emission vehicle charging companies, and transportation network companies to promote the operation and use of zero-emission vehicles by participating drivers and the increase of electric vehicle charging infrastructure that would support increased adoption of zero-emission vehicles by participating drivers and the general public. 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. This bill contains other related provisions and other existing laws.</p>	<p>Watch</p>

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill ID/Topic	Location	Summary	Position
<a href="#">SB 1119</a> <a href="#">Beall D</a>  Low Carbon Transit Operations Program.	In Assembly Appropriations Committee	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 waive the above requirement if the recipient transit agencies expend the funding provided on certain activities. This bill contains other existing laws.	Supported April 2018
<a href="#">SB 1328</a> <a href="#">Beall D</a>  Mileage-based road usage fee.	In Assembly Appropriations Committee	Existing law requires the Chair of the California Transportation Commission to create a Road Usage Charge (RUC) Technical Advisory Committee in consultation with the Secretary of the Transportation Agency. Under existing law, the purpose of the technical advisory committee is to guide the development and evaluation of a pilot program to assess the potential for mileage-based revenue collection as an alternative to the gas tax system. Existing law requires the technical advisory committee to study RUC alternatives to the gas tax, gather public comment on issues and concerns related to the pilot program, and to make recommendations to the Secretary of the Transportation Agency on the design of a pilot program, as specified. Existing law repeals these provisions on January 1, 2019. This bill would extend the operation of these provisions until January 1, 2023. The bill would, in addition, require the technical advisory committee to continue to assess the potential for mechanisms, including, but not limited to, a mileage-based revenue collection system, to use as alternative methods to the existing gas tax system for generating the revenue necessary to maintain and operate the state's transportation system. The bill would, instead, require the committee to gather public comment related to the assessment of those mechanisms.	Watch

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1376</a> <a href="#">Hill D</a></p> <p>Transportation network companies: accessibility for persons with disabilities.</p>	<p>In Assembly Appropriations Committee</p>	<p>The Passenger Charter-party Carriers' Act defines a transportation network company as an organization, whether a corporation, partnership, sole proprietor, or other form, operating in California that provides prearranged transportation services for compensation using an online-enabled platform to connect passengers with drivers using their personal vehicles. The act also defines a participating driver or driver as any person who uses a vehicle in connection with a transportation network company's online-enabled application or platform to connect with passengers. A violation of the act or a regulation of the Public Utilities Commission with regard to charter-party carriers is generally a misdemeanor and subject to a fine of not less than \$1,000 and not more than \$5,000 or by imprisonment in a county jail for not more than 3 months, or by both that fine and imprisonment. This bill would require the commission, by January 1, 2020, to develop regulations relating to accessibility for persons with disabilities, including wheelchair users who need a wheelchair accessible vehicle. As part of these regulations, the bill would require the commission to conduct workshops with stakeholders in order to determine community demand, transportation provider supply, and educational outreach objectives and to develop programs for on-demand services, service alternatives, and partnerships. As part of these regulations, the bill would also require the commission require each transportation network company to be fully accessible to persons with disabilities and, if this requirement cannot be met, the bill would require the commission to assess a fee on the transportation network company to fund on-demand accessible transportation services for persons with disabilities, as specified, until the transportation network company is fully accessible to persons with disabilities. The bill would require the commission to report to the Legislature by January 1, 2023, on the compliance with these provisions and, if applicable, on the effectiveness of the transportation programs and partnerships funded pursuant to these provisions. This bill contains other related provisions and other existing laws.</p>	<p>Supported June 2018</p>

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1403</a> <a href="#">Lara D</a></p> <p>California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program.</p>	<p>In Assembly Appropriations Committee</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board 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. This bill instead would require the state board, when funding a specified class of projects, to allocate, until December 31, 2030, no less than 20% of that available funding to support the early commercial deployment of existing zero- and near-zero-emission heavy-duty truck technology. The bill, commencing with the funding plan for the 2019–20 fiscal year of the Air Quality Improvement Program, would require the state board to include a three-year investment strategy for zero- and near-zero-emission heavy-duty vehicles and equipment commensurate with meeting certain goals. The bill would require the funding plan to include information related to milestones achieved by the state’s school bus incentive programs and the projected need for funding. This bill contains other existing laws.</p>	<p>Watch</p>

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill ID/Topic	Location	Summary	Position
<p><a href="#">SB 1434</a> <a href="#">Leyva D</a></p> <p>Transportation electrification: electricity rate design.</p>	<p>In Assembly Appropriations Committee</p>	<p>Under existing law, the Public Utilities Commission (PUC) has regulatory authority over public utilities, including electrical corporations Existing law, enacted as part of the Clean Energy and Pollution Reduction Act of 2015, requires the PUC, in consultation with the State Energy Resources Conservation and Development Commission and State Air Resources Board, to direct electrical corporations to file applications for programs and investments to accelerate widespread transportation electrification to reduce dependence on petroleum, meet air quality standards, achieve the goals set forth in the Charge Ahead California Initiative, and reduce emissions of greenhouse gases to 40% below 1990 levels by 2030 and to 80% below 1990 levels by 2050. That law requires that the programs proposed by electrical corporations seek to minimize overall costs and maximize overall benefits. The PUC is required to approve, or modify and approve, programs and investments in transportation electrification, including those that deploy charging infrastructure, through a reasonable cost recovery mechanism, if they are consistent with the above-described purposes, do not unfairly compete with nonutility enterprises, include performance accountability measures, and are in the interests of ratepayers. This bill would require the PUC to direct an electrical corporation with more than 100,000 service connections in California to file a rate design application by July 1, 2019, that supports and accelerates the deployment of zero-emission transit buses to reduce dependence on petroleum, meet air quality standards, and reduce emissions of greenhouse gases to 40% below 1990 levels by 2030 and to 80% below 1990 levels by 2050. This requirement would not apply to an electrical corporation with an approved or proposed rate tariff that meets the goals of the bill as of July 1, 2019. The bill would authorize an electrical corporation with 100,000 or fewer service connections in California to file a rate design application for those purposes. The bill would require that a rate design proposed by an electrical corporation seek to minimize overall costs and maximize overall benefits and not shift costs to nonparticipating customers. The bill would require the commission to approve, or modify and approve, a rate design application filed by an electrical corporation if it is consistent with these requirements and is in the interests of ratepayers. This bill contains other related provisions and other existing laws.</p>	<p>Supported May 2018</p>

## San Mateo County Transit District State Legislative Matrix 7/19/18

Bill 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>In Senate Appropriations Committee</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>Supported May 2017</p>

**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<a href="#">SCA 20</a> <a href="#">Glazer D</a>  Local sales taxes: online sales.	In Senate Appropriations Committee	<p>The Bradley-Burns Uniform Local Sales and Use Tax Law authorizes counties and cities to impose a local sales and use tax in accordance with that law for tangible personal property sold at retail in the county or city, or purchased for storage, use, or other consumption in the county or city. Existing law requires the city tax rate to be credited against the county rate so that the combined rate does not exceed 1.25%. Existing law requires the county or city to contract with the California Department of Tax and Fee Administration for the administration of the taxes and requires the department to transmit those taxes to the city or county. This measure would provide that, on and after January 1, 2020, for the purpose of distributing the revenues derived under a sales tax imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law, the retail sale of tangible personal property by a qualified retailer, as defined, that is transacted online is instead consummated at the point of the delivery of that tangible personal property to the purchaser's address or to any other delivery address designated by the purchaser. This bill contains other existing laws.</p>	Watch



**San Mateo County Transit District  
State Legislative Matrix 7/19/18**

Bill ID/Topic	Location	Summary	Position
<p>Proposition 69 Transportation Taxes &amp; Fees Lockbox</p>	<p>Approved by the voters in the June 5<sup>th</sup> primary election.</p>	<p>The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation. This measure would create the Greenhouse Gas Reduction Reserve Fund, in which all moneys collected by the state board as part of a market-based compliance mechanism beginning January 1, 2024, and until the effective date of specified legislation would be deposited. The measure would require all moneys in the fund to be available upon appropriation for specified purposes and would require a bill making those appropriations to be passed by a 2/3 vote of the membership of each house of the Legislature. The measure would require all new moneys collected as part of a market-based compliance mechanism after the effective date of that specified legislation to be deposited in the Greenhouse Gas Reduction Fund. The measure would prohibit a specified sales tax exemption from being applied until the effective date of that specified legislation. This bill contains other existing laws.</p>	<p>Prop 69 Supported April 2018 ACA 5 Supported October 2017</p>